

TITUSVILLE – COCOA AIRPORT AUTHORITY

The Regular Meeting of the Titusville - Cocoa Airport Authority was held on November 15, 2007 at 8:30 a.m. at the Titusville - Cocoa Airport Authority Office at 355 Golden Knights Boulevard, Titusville, FL. The following members were present: Mr. Jerry Sansom, Chairman; Ms. Patricia Patch, Vice Chair/Treasurer; Mr. Ken Rivard, Secretary; Ms. Veronica Clifford; Mr. Ken Griffin; Dr. Wasim Niazi; Dr. David L. Hosley; Mr. Michael D. Powell, C.M., ACE, Executive Director; Mr. Timothy Pickles, Esq., Airport Attorney.

Call to Order

Mr. Sansom called the meeting to order and determined that a quorum was present.

Approval of the Agenda, As Presented

Mr. Sansom asked if any Board member wanted to make changes or additions to the Agenda. Ms. Clifford made a motion to approve the Agenda, as presented. Ms. Patch seconded. Mr. Sansom called the question. There were no objections. Motion passed.

Approval of the Titusville – Cocoa Airport Authority Minutes

Mr. Sansom called for the approval of the October 18, 2007 Regular Board meeting minutes. Ms. Clifford made a motion to approve the minutes as presented. Dr. Hosley seconded. Mr. Sansom called the question. There were no objections. Motion passed.

Old Business**Item A – Update and Discussion on the Servant Air Ministries Ground Lease at Merritt Island Airport**

Mr. Powell gave a brief overview and an update on the item. Mr. Powell also stated that Staff was still in the process of finding a new home for the Civil Air Patrol. Discussion ensued.

Dr. Hosley asked if there was any urgency in this matter. Mr. Powell stated that Servant Air Ministries would like to begin construction as soon as possible, pending the relocation of the Civil Air Patrol. Discussion continued amongst the Board.

Mr. Rivard asked if a timeline for construction had been established. Mr. Powell stated that it hadn't. Mr. Rivard asked if that should be considered. Mr. Sansom gave Mr. Powell direction to establish a timeline for construction and include it in the lease agreement. The Board concurred.

New Business**Item A – Discussion and Consideration of a Self-Serve Fueling Facility at the Merritt Island Airport**

Mr. Powell gave a brief overview of the item, stating that many of the tenants at the Merritt Island Airport had requested a self-serve fuel facility. Mr. Powell stated that Staff researched the request and received information from some fuel providers, as well as written feedback from the tenants. Mr. Powell also stated that there were three options: put in a self-serve fuel facility to be operated by the current FBO, put in the facility to be operated by another entity or put in the facility to be operated by the Airport Authority. Discussion ensued amongst the Board.

Ms. Clifford stated that she wasn't sure a self-serve fuel facility was needed based on the operations. Ms. Clifford also stated that she was concerned that if the Authority operated the facility it would be in direct competition with the FBO. Ms. Patch stated that she was concerned about where the money would come from. Mr. Griffin stated that he was in favor of it. Mr. Sansom stated that it would be good to have the facility if the Authority could afford it, but he felt it should be operated by the FBO. Discussion continued.

Mr. Sansom opened the floor to the public. Ms. Dawn Haun from Voyager Aviation International stated that they would like to put the fuel facility in. Ms. Haun stated that historically there had been problems with delays from the fuel trucks and that Voyager would like to have greater control of fuel prices. Discussion continued.

Mr. Deric Dymerski from Atlas Aviation, the FBO at Merritt Island Airport, discussed the services that Atlas currently provided at the airport. Mr. Dymerski stated that they were open until 8:00 pm and that they tried to go over to Voyager Aviation as often as possible. Mr. Dymerski stated that there were several myths about self-serve facilities and briefly explained them to the Board. Discussion continued amongst the Board.

Mr. Sansom polled the Board and concluded there was a general consensus that there should be a self-serve fuel facility. Of the seven Board members polled, five agreed that the FBO should operate it and two agreed that the Authority should operate it. Mr. Rivard made a motion to install a self-serve fuel facility. The motion did not carry for lack of a second.

Mr. Griffin made a motion to have Staff bring more details on both options to the Board at the next meeting. Dr. Hosley seconded. Discussion ensued.

Mr. Sansom called the question. All voted aye except for Ms. Clifford who voted nay. Motion passed.

Item B – Discussion of a Possible Plan and Timetable to Address Non-Compliance Issues in T-Hangars at the Three Airports

Mr. Powell presented the item and gave a brief overview. Mr. Powell stated that Staff recommended announcing a preset inspection schedule with an allowance of inspections every six months.

Ms. Clifford made a motion to have inspections every six months. Dr. Hosley seconded. Mr. Griffin made a motion to amend the motion to state that the first inspection would be in six months and would be held annually after that. Dr. Niazi seconded. Discussion ensued amongst the Board.

Mr. Sansom called the question on the amendment. All voted aye. The amendment was added to the motion. Discussion continued.

Mr. Sansom called the question on the motion. All voted aye. Motion passed.

Mr. Sansom called for a ten minute recess.

The meeting reconvened.

Item C – Discussion of the FDOT Draft Audit Report and the Airport Authority's Response

Mr. Powell gave a brief overview and history of the item, stating that in the draft audit report the FDOT was requesting an additional \$343,296 back from the Airport Authority regarding the grant funding for the Corporate Terminal Project at Space Coast Regional Airport. Mr. Powell also stated that the Authority needed to submit a response letter to the FDOT and provided the Board with a draft copy of a letter Staff had composed.

Mr. Sansom asked Mr. Powell if the design costs had been considered as eligible costs. Mr. Powell answered that FDOT hadn't considered those costs and that they didn't factor in the interest that the Authority had also paid back. Mr. Sansom asked what enclosures would be included with the letter. Mr. Powell stated that the copies of the checks would be included.

Mr. Sansom suggested that Staff should include a copy of the plans and specs for the project. Mr. Sansom also suggested the letter should state that the additional funds the FDOT was requesting were design costs. Discussion ensued amongst the Board as to what changes should be made to the draft letter.

Mr. Sansom directed Mr. Powell and Mr. Pickles, legal counsel, to make changes to the letter and re-draft it. Ms. Clifford requested that Staff send the Board a copy of the letter for review before submitting it to the FDOT. Mr. Sansom stated that the Board as a group couldn't respond without a meeting, but Board members could refer any change requests to Mr. Powell. Mr. Pickles stated that it was

appropriate for the Board to give Mr. Powell their final decisions as long as Mr. Powell was given authority to finalize the letter.

Ms. Clifford made a motion to give Mr. Powell authority to finalize the letter pending any change requests by the Board members. Dr. Niazi seconded. All voted aye. Motion passed.

Mr. Sansom inquired about an article that had been posted in FLORIDA TODAY regarding the issue. Mr. Sansom asked Mr. Rivard if his comment in that article which alluded to the Authority mispending other grants was an accurate reflection of what he had stated. Mr. Rivard answered that he was misquoted.

Item D – Discussion and Selection of Airport Authority Board of Directors Officer Positions

Mr. Sansom opened the floor for nominations. Mr. Powell explained that although this was the time to elect new officers, the current officers had not been in their positions for a full year. Ms. Clifford made a motion to nominate the officers currently serving to accept those positions for the next year. All officers accepted the nomination. Dr. Hosley seconded the motion. Mr. Sansom called the question. All voted aye. Motion passed.

The Board discussed the joint meeting between the Airport Authority and the Brevard County Board of County Commissioners.

Information Section

Executive Director Report

Mr. Powell reported that Staff had spent the last two days with representatives of the FDOT Inspector General's Office regarding the Corporate Terminal issue at Space Coast Regional Airport. Mr. Powell stated that it would take about one to two weeks for any results regarding that, and that the lead inspector, Mr. Ralph Vitale had requested the Board to call him if they wanted to discuss the issue.

Mr. Rivard asked what the Board should do if they were contacted by the Inspector General's Office. Mr. Pickles explained that the Board members had no obligation to contact the Inspector General's Office, but if the Inspector General's Office contacted them he advised the Board members to consult with their own legal counsel if they chose to comply. Mr. Pickles stated that he could not give the Board members individual advice. Discussion continued amongst the Board.

Mr. Powell distributed the proposed schedule for the 2008 Regular Board meetings. Mr. Sansom stated that Board members could check their schedules and come back with a response at the next Regular Board meeting.

Mr. Powell updated the Board on repairs to the Atlas Aviation building at Merritt Island Airport and stated that Staff had done a walk through of those facilities. Mr. Powell stated that Staff had identified what had been done and what still needed to be done and the project was ready to be started.

Attorney Report

Mr. Pickles stated that on November 27, 2007 Vectorspace would be applying for a Land Use Change for property just East of Space Coast Regional Airport. Mr. Pickles stated that this was something the Planning & Zoning Board had voted against in the spring of 2007 and that the Airport Authority historically had opposed it. Mr. Pickles stated that he would attend the meeting to continue opposing it based on 333 Violation and incompatible land use. Mr. Sansom stated that he would attend the meeting. Ms. Patch stated that she would also attend. Discussion continued amongst the Board.

Mr. Pickles discussed the Executive Director Evaluation packages which were set to go out, stating that the Board could turn the evaluations in to him and the details could be discussed at the next meeting. Mr. Sansom stated that the Board should set a deadline to turn the evaluations in and put it on the Agenda for the next Regular Board meeting. Mr. Sansom requested that the Executive Director's current contract be included with the package.

Check Register & Budget to Actual

Mr. Powell reported that there was nothing out of the ordinary.

Administration & Project Reports

Mr. Powell stated that there was not a lot of change on either of the reports, except that the Runway 9 Safety Area Project at Space Coast Regional Airport should be finished within the week. Discussion ensued.

Authority Members Report

Mr. Rivard reported that the old Mosquito Control Building at Merritt Island Airport was in terrible shape, and requested that it be added to the Project Report. Mr. Rivard suggested that at least the roof should be taken off. Mr. Powell stated that he would work on that.

Ms. Clifford suggested that it may be wise if the Airport Authority used some of the surplus funds to do a couple of affordable projects. Mr. Powell stated that Staff was looking at fully funding some projects, but would need to wait until the Corporate Terminal issue was resolved. Discussion continued amongst the Board.

Public and Tenants Report

Mr. Tony Yacono of the Brevard Aviation Association stated that Mr. Powell had done a good job as Executive Director and recommended that the Board renew Mr. Powell's contract.

Mr. Yacono stated that the BAA Board was reviewing the Master Plan at Merritt Island Airport. Mr. Yacono also stated that it seemed that all of the Merritt Island tenants wanted the self-serve fuel facility installed. Mr. Yacono asked if a clause could be added to the t-hangar inspections announcement that the Airport Authority was also going to inspect the structures. Mr. Yacono discussed past inspections and the use of Airport Authority locks on t-hangars. Mr. Yacono stated that many of the insurance companies would not insure the tenant's aircraft if someone else had access to their hangars. Mr. Sansom asked Mr. Powell to look into that.

Mr. Yacono announced that the next Young Eagles event was taking place at the Merritt Island Airport on the next coming Saturday and that December 8, 2007 was the Toys for Tots event. Discussion continued amongst the Board.

Adjournment

Mr. Sansom asked for a motion to adjourn. Ms. Clifford made a motion to adjourn the meeting. Ms. Patch seconded the motion. Mr. Sansom called the question. All voted aye. Meeting was adjourned.

JERRY SANSOM, CHAIRMAN

KEN RIVARD, SECRETARY