

TITUSVILLE – COCOA AIRPORT AUTHORITY

The Budget Workshop of the Titusville - Cocoa Airport Authority was held on November 3, 2006, at 8:00 a.m., at the Titusville - Cocoa Airport Authority Office at 355 Golden Knights Boulevard, Titusville, FL. The following members were present: Mr. Larry Runyon, Chairman; Mr. Jerry Sansom, Vice Chairman; Ms. Patricia Patch, Secretary - Treasurer; Ms. Veronica Clifford; Mr. Ken Rivard; Mr. Ken Griffin; Mr. Michael D. Powell, A.C.E., Interim Executive Director; Mr. Timothy Pickles, Esq., Airport Attorney. Mr. Jay Schenck was absent.

Call to Order

Mr. Runyon called the Workshop to order.

Old Business**Item A – Review & Discussion of Titusville – Cocoa Airport Authority’s Tentative 2006 – 2007 Fiscal Year Budget**

Discussion ensued amongst the Board in regards to the budget.

Mr. Griffin asked why Worker’s Compensation Insurance was down. Ms. Debbie Jimenez, Manager of Finance & Administration, explained that it was based on payroll, which was down.

Mr. Griffin asked about appraisals. Mr. Powell explained that appraisals needed to be done every five years. Mr. Rivard asked what made appraisals mandatory. Ms. Jimenez stated that it was in the contract that the Authority received Fair Market Value. Mr. Pickles, legal counsel, stated that it was also part of FDOT and FAA Grant Assurances. Discussion ensued.

Mr. Griffin made a motion to drop appraisals from the 2006 – 2007 budget. Mr. Rivard seconded the motion. Discussion continued amongst the Board.

Mr. Pickles stated that an action item should be done at a regular meeting. Mr. Griffin withdrew his motion. Mr. Powell gave the background of the issue so that the public had a better understanding. Discussion continued.

The Board discussed the Travel & Per Diem budget. Mr. Powell briefly explained what the travel fund was used for. Discussion ensued amongst the Board.

Ms. Jimenez explained that Travel would be cut by eliminating the NBAA and AOPA Conferences and Staff would only attend what was absolutely necessary. Discussion continued.

Mr. Runyon suggested that the Board take a more orderly approach and go through the items line by line. Mr. Sansom recommended that the Board leave Personnel until the end to see if there was any surplus that could be applied to that account. Mr. Runyon concurred. Discussion continued amongst the Board.

Mr. Runyon asked if Staff could look at any way to reduce the cost of the appraisals. Mr. Powell answered that he would see if there was any way to reduce that cost, but he understood it was already bare bones. Mr. Powell stated that he would, however, provide a breakdown.

The Board revisited the Travel & Training item and discussed whether or not more could be cut. Mr. Powell stated that he didn't recommend any additional cuts to that item. The Board determined that the final budget number for Travel would be \$15,000.

The Board discussed the Telecommunications budget. Mr. Powell explained that Staff was continuously trying to get the best rates on telecommunications. Discussion continued.

The Board discussed the Repairs & Maintenance budget and determined that any cuts in that account could be covered by grants.

The Board discussed the Promotional Activities budget. Mr. Sansom stated that he felt Pauley Management and Patterson-Bach should be contracted for future retainers. Discussion continued amongst the Board.

The Board discussed Other Current Charges. Ms. Jimenez explained that there were some fees associated with ad valorem taxing that would not have to be paid due to the County pulling the ad valorem tax from the Airport Authority. Ms. Jimenez stated that about \$2,500 could be left in that account with a \$7,500 cut. Discussion continued.

The Board discussed Office Supplies, Books & Publications and Memberships & Dues and determined that they could be left as they were based on the recommended cuts.

The Board discussed the Personnel budget. It was determined that the surplus could be rolled back into Personnel. The Board gave Mr. Powell direction to come back to the Board at the next Regular meeting with a recommendation based on the added funding and also revise the Staffing Structure. Mr. Powell stated that it would be better to leave a revision to Staffing Structure to the new Executive Director. Discussion continued.

New Business**Item A – Discussion of Titusville – Cocoa Airport Authority Independent Special District Status**

Mr. Runyon recommended deferring the item for review to be brought back to the next meeting. The Board concurred.

Mr. Runyon called a five minute break.

Item B – Review & Discussion of the Executive Director Position Applicants

Mr. Runyon called the meeting back to order and gave a brief overview of the item. Each Board member provided their top ten recommendations of the candidates. The candidates chosen for initial phone interviews were John Drury, Lloyd Tillman, Timothy Bradshaw, Rob Pruitt, Michael Reisman, Justin Edwards and Daniel Dickton. It was determined that out of the initial phone interviews the field would be narrowed down to three candidates for personal interviews at the Airport Authority office.

The Board determined that the phone interviews would be conducted on November 14, 2006 at 9:00 a.m. and at the end of the Regular Board meeting on November 16, 2006 at 10:00 a.m. The Board directed Authority Staff to allow forty-five minutes for each candidate.

Mr. Runyon mentioned to the Board that Mr. Tony Yacono had offered the Authority his assistance in providing input on the candidates. Mr. Runyon asked Mr. Pickles if there would be any legal problems with providing Mr. Yacono with copies of the resumes of the candidates and providing input. Mr. Pickles stated that the resumes were public record and there wouldn't be a legal issue with that. Mr. Yacono stated that he would be happy to provide input. Mr. Yacono stated that he would like the Board's permission to do background checks on the final three candidates, to which the Board agreed.

Public Comment

Mr. Yacono discussed the joint workshop between the Airport Authority and the Board of County Commissioners. Mr. Yacono passed out information on the Young Eagles event. Mr. Yacono requested that he be provided with information whenever the Board received that information prior to meetings. Discussion ensued amongst the Board.

Interim Executive Director Report

Mr. Powell gave a brief update on what was happening at the Airport Authority and with open projects. Mr. Powell also discussed a workshop that Staff had attended in regards to upcoming FAA changes, as well as inspections of the three airports.

Authority Members Report

The Board discussed a list that Mr. Rivard had compiled in regards to items that he wanted to discuss or have put on the agenda. Mr. Runyon directed Mr. Powell to present the list on the agenda for the next Regular Board meeting as one item for discussion.

Mr. Rivard stated that he felt Space Coast Jet Center should be given additional time beyond the forty-five days as laid out by Airport Authority to comply with their lease agreement.

Mr. Griffin discussed the Development Fund. Mr. Runyon asked Mr. Powell to review the Development Fund and come back with his findings to the next Regular Board meeting. Discussion continued amongst the Board.

Discussion continued amongst the Board in regards to Mr. Rivard's list of items to discuss, and it was determined that the list would be added to the agenda for discussion at the Regular Board meeting on November 16, 2006.

Mr. Rivard revisited the issue of extending Space Coast Jet Center's time beyond forty-five days. Mr. Rivard made a motion to extend the compliance time to eighteen months. Mr. Pickles stated that the appropriate motion would be to include the item on the agenda for the next Regular Board meeting. Mr. Sansom stated that it would be best for the Board to give direction to Staff to include the item on the agenda only if the request came from Ms. Annette Benson from Space Coast Jet Center. Discussion continued amongst the Board.

The Board discussed setting a deadline for requests to have items put on the agendas. The Board concluded that if anyone had anything they would like to add to the agenda that Staff should be notified at least one week in advance. Mr. Sansom suggested that at the beginning of each meeting the Board should vote on the existing agenda and any Board member could offer an item to be added or subtracted at that time. The Board concurred.

Adjournment

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

LARRY RUNYON, CHAIRMAN

JERRY SANSOM, VICE CHAIRMAN