

**E.2.c. (1) – Minutes of the January 18, 2017 Commission Meeting**

**MINUTES OF A REGULAR COMMISSION MEETING OF THE CANAVERAL PORT AUTHORITY HELD IN THE COMMISSIONERS' MEETING ROOM OF THE CANAVERAL PORT AUTHORITY OFFICE, 445 CHALLENGER ROAD, PORT CANAVERAL, FLORIDA, January 18, 2017.**

The meeting was called to order by Chairman Tom Weinberg at 9:04 a.m. Commissioner Wayne Justice led the Pledge of Allegiance.

Those present were Commissioners Wayne Justice, Jerry Allender, Micah Loyd, Bob Harvey and Chairman Tom Weinberg; CEO John Murray, CFO Rodger Rees, Senior Director Finance Pat Poston, Senior Director of Facilities Bill Crowe, Deputy Executive Director Jim Dubea, Attorney Harold Bistline and Special Assistant/Liaison Melanie Bradford.

The following Ambassadors, Ambassadors Emeritus and Dignitaries were recognized: Maurice Boudreau, Holly Carver, Mike Gautreaux, Dennis Hepburn, Jay Honeycutt, Max King, Robi Roberts, Tom Vani, Susie Wasdin, Jim Handley, Chuck Rowland, Capt. Ed Lanni, Bobby Socks, and Mac McLouth.

**APPROVAL OF AGENDA: Commissioner Justice moved approval of the agenda. Commissioner Harvey seconded the motion. Motion passed 5/0.**

**PERSONAL APPEARANCES AND PRESENTATIONS:**

21<sup>st</sup> Century Section 204 Project. Bob Musser, Jerry Diamantides from David Miller & Associates, and Gary Ledford from CH2M gave an update on this project that has been ongoing for the last two years. This is related to Agenda Items 5 & 6. A presentation was made. Questions were asked and answered. Vote will be taken on Items 5 & 6 later in the meeting.

**COMMISSIONER DISCUSSION ITEM: None**

**ACCOUNTING AND FINANCE:**

Financial Update: Rodger Rees, CFO

The field work is completed for Fiscal Year 2016. The drafting and the financial statements are under way. The plan is for the final audit to be delivered in February. We have put in a claim for Hurricane Matthew for \$560,000. For year-to-date FY 2017 for the first three months total cruise revenues are \$19.5M and total cargo revenues are \$2.0M. Total revenue for FY 2016 \$86,629,552 and total expenses are \$83,476,882. The new reserve balance is \$4,750,000. There are two lines of credit open with SunTrust and PNC Bank. **Commissioner Allender moved to accept the financial update. Commissioner Loyd seconded the motion. Motion passed 5/0.**

**Commissioner Allender moved to approve the Statistical Report, the Aging Report, the List of Bills, the List of Disposals, the Attorney Fees, and the Commissioner Expenses. Commissioner Justice seconded the motion. Motion passed 5/0.**

**STATUS OF ON-GOING BUSINESS:**

1. Bob Musser gave a brief Environmental Update.
2. Bill Crowe gave an Engineering Update featuring Continuing Contracts. Chairman Weinberg asked Commissioner Loyd to follow up on continuing contracts with Bill Crowe.

**CHIEF EXECUTIVE OFFICER'S REPORT:** John Murray

Cruise Update:

- 2017 by the numbers (Oct 1 – Dec 31)
  - 188 cruise ship turns
  - Passenger count up 24% over 2016
- *Disney Wonder* returns January 29
- Two successful, sold out charter cruises operated on *Norwegian Epic*
- Carnival announced the *Carnival Breeze* will arrive in September 2018 and the *Carnival Sunshine* remains in Port Canaveral year round starting May 2018

Cargo Update

- 2017 by the numbers (Oct 1 – Dec 31)
  - 109 ship calls
  - Total cargo tonnage up 18% over 2016
  - Total cargo revenue up 40% over 2016
- Seaport Canaveral Expansion
  - Four new truck loading facility lanes being added to the current six
  - Total investment of more than \$3 million
  - Florida companies contracted to perform work, expect new lanes operational by early 2017
  - Possible relocation of pipelines

Real Estate & Recreation Update

- Port Canaveral Logistics Center at Titusville
  - RUAG: Construction underway for 23,800 square feet build out
    - Completion of construction is on schedule for mid February, followed by the installation of equipment
  - Tours of the facility occurred last week with users interested in 25,000 to 100,000 square feet
  - Additional interest in 200,000 square feet
- Jetty Park/Exploration Tower
  - Fishing pier reopened on Sunday, January 15

Ongoing Projects

- Port-Wide Wayfinding
  - Bids due February 3, final selection February 8
  - Award at February Commission Meeting
- Marlin Street
  - Lift station installation ongoing
  - Paving began this week
  - Storm structure installation scheduled to be completed by end of week

- Targeted completion for early February
- Northside Cruise Terminal Roadway Network
  - Reviewing proposed alternatives with external Ground Transportation stake holders
  - Next Steps:
    - Present preferred option to Commission
    - Move forward with step 2 of Design-Build procurement

#### Ground Transportation

- Ground Transportation Advisory Committee established
  - Regular meetings to encourage involvement of stakeholders in crafting solutions
  - CPA team reviewed proposed Northside Cruise Terminal Roadway Improvement plan with stakeholders last Friday
- 83.5% increase in registered Ground Transportation Permit Holders since October 1
- Automated Tolling System – Testing and Integration Phase
  - Integrating with our new ERP system
  - Targeted launch date: March 1
  - Port-wide application of system for all users

#### Upcoming Activities

- **February 3**  
**11:00 AM – 1:30 PM**  
2017 Business of Transportation Panel Luncheon  
Hyatt Regency Orlando International Airport
- **February 4**  
**12:00 PM – 5:00 PM**  
32<sup>nd</sup> Annual Chowder Cook-Off  
Cruise Terminal 1

**PUBLIC COMMENT:** Sue Ford, 4672 Mourning Dove Drive, Merritt Island, Florida spoke regarding Consent Agenda Item #3.

**CONSENT AGENDA:** Consent Agenda Items 5, 6, 8 and 10 were pulled for discussion. **Consent Agenda Items 1, 2, 3, 4, 7 and 9 were motioned for approval by Commissioner Allender and seconded by Commissioner Justice. The motion passed 5/0.**

(5) Consideration of approving additional 204(f) funds in an amount not to exceed of \$400,000 to the U.S. Army Corps of Engineers for review and coordination of the 21<sup>st</sup> Century Section 204 Harbor Deepening Feasibility Study Project. (Bob Musser/Jim Dubea)

(6) Consideration of approving an increase to Purchase Order P14999 for CH2M in an amount not to exceed \$998,687 for additional engineering support services for the 21<sup>st</sup> Century Section 204 Harbor Deepening Feasibility Study Project. (Bob Musser/Jim Dubea)

**Motion was made by Commissioner Loyd to amend Consent Agenda Item #5 and #6 to say 204/203. Commissioner Allender seconded the motion and the motion passed 5/0.**

**Motion was made by Commissioner Loyd to approve Consent Agenda Items # 5 & 6 as amended. The motion was seconded by Commissioner Allender. The motion passed 5/0.**

(8) Consideration of approving a Second Modification to Ron Jon's Surf Shop of FLA, Inc. three (3) year Lease dated January 1, 2015, expiring December 31, 2017. Modification Document has been reviewed and approved by General Counsel/Port Attorney. (Scott Shepard) **After discussion, motion was made by Commissioner Justice to approve this item. The motion was seconded by Commissioner Harvey. The motion passed 5/0.**

(10) Consideration of approving an increase to purchase order P14455 to TranSystems Corporation in the amount of \$195,000.00 for additional professional services associated with managing the Port's rail team efforts in support of the STB's preparation of the Environmental Impact Study. (Jim Dubea) **Motion was made by Commissioner Harvey to amend the item to add that our consultants only answer questions from the STB regarding the air station route. Commissioner Lloyd seconded the motion. After discussion, the motion to amend Consent Agenda Item #10 passed 5/0. The amended motion passed 5/0.**

A discussion regarding postings on Facebook took place with the conclusion that it is not a Sunshine violation but to be sure that postings are accurate, open and transparent.

**PUBLIC COMMENTS:** None.

**COMMISSIONER REPORTS:**

Commissioner Allender: I continue to get positive feedback regarding the Port. I would like to throw out for consideration having quarterly evening meetings at the Port so a more diverse part of the public could attend the meetings.

Commissioner Harvey: Nothing

Commissioner Justice: I would like to add that our meetings are broadcast live and are available to watch at any time.

Commissioner Loyd: Suggested upgrading equipment to Commission Room AV equipment.

Chairman Weinberg: Nothing

**ADJOURNMENT:** The meeting was adjourned at 11:13 am until the next regularly scheduled meeting on February 22, 2017 at 9:00 am.

**CANAVERAL PORT AUTHORITY**

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Tom Weinberg, Chairman

ATTEST

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Jerry Allender, Secretary/Treasurer