



MELBOURNE AIRPORT AUTHORITY BOARD MEETING  
**AGENDA**

December 10, 2024, at 8:30 AM  
Melbourne Orlando International Airport Board Room

**Pledge of Allegiance**

**Airport Announcements**

**Executive Director's Recognition of Excellence Award**

**Action Items**

- Item A-1      Approval of the minutes for the October 29, 2024, Regularly Scheduled Board Meeting.**
- Item A-2      Appointment of Chairman and Vice Chairman to the Melbourne Airport Authority to Serve the Term from January 2025 through December 2025.**
- Item A-3      Selection of Industrial Tenant Representative to the Melbourne Airport Authority to serve a two-year term.**
- Item A-4      Recommendation to Approve a Purchase Order to Garber Chevrolet Buick GMC for Two (2) 2025 Chevrolet Silverado Pickup Trucks for \$102,534.00**

The Fiscal Year 2025 budget includes a \$130,000 budget appropriation for two new vehicles to replace pickup trucks that have reached the end of their useful service lives. The proposed purchase includes an operations pickup truck that will replace an existing 2007 vehicle and a terminal maintenance pickup truck that will replace an existing 2008 vehicle. Both trucks have reached the end of their asset lifecycles with increasing maintenance and repair costs.

Staff has reviewed pricing and found the Florida Sheriff's Association Contract FSA24-VEL32.0 to be the best value for the acquisition of two replacement vehicles. The primary vendor awarded for vehicle group of pickup trucks is Garber Chevrolet Buick GMC of Green Cove Springs, FL. This quote for \$51,267.00 per vehicle includes standard equipment options of a 2025 Chevrolet Silverado 2500HD Crew Cab in white, including delivery.

Staff recommends authorization of a Purchase Order to Garber Chevrolet Buick GMC for the purchase of two (2) 2025 Chevrolet Silverado Pickup Trucks in the amount of \$102,534.00 total.

**Item A-5      Recommendation to Approve a Purchase Order to Hypower, LLC for Terminal Lighting Repairs**

Hurricane Milton caused damage to several sections of light fixtures within the Terminal Welcome Center and Custom and Border Protection areas. Staff issued an Invitation to Bid for these replacements and repairs with two vendors submitting bids.

Hypower, LLC of Melbourne was the lowest bidder with a total cost of \$54,825.90 for repairs. There is sufficient budget available in the current approved budget to cover this purchase, and this expense will be included in Federal Emergency Management Administration reimbursement requests.

Staff recommends approval of award and issuance of a Purchase Order to Hypower, LLC for terminal lighting repairs.

**Item A-6 Recommendation to Approve a Purchase Order to Rolle, IT for Managed Server Upgrade Project**

The Airport's Managed IT Services partner, Rolle IT, has been working with Staff on addressing necessary technology improvements. The top item is a critical need to upgrade and replace the two existing servers. These servers are not reliable and well beyond their software lifecycle of support and are in need of full replacement.

Staff and Rolle IT have worked together to competitively price and determine the best secure and sustainable acquisition options for the Airport's technology and storage needs. Rolle IT has requested several industry pricing options, and together with Airport Staff, recommends an upgrade solution of a three (3) server system to allow for backup redundancy, along associated software and labor, as the best solution and value to the Airport. The total cost is \$113,949.65. There is sufficient equipment budget available in the current approved budget to cover this purchase.

Staff recommends approval of a Purchase Order to Rolle IT for the Managed Server Upgrade project.

**Item A-7 Recommendation to Approve a Master Consulting Agreement with Aeropandion, LLC**

Airport Staff is seeking approval of a new Master Consulting Agreement with Senior Advisor Bill Johnson through his company, Aeropandion, LLC, from January 1, 2025, through December 31, 2025, with two (2) one-year options.

Mr. Johnson has been an integral part of the airport's executive team by leading many governmental affairs projects and acting as a liaison with the Florida Department of Transportation and other governmental entities. Mr. Johnson continues to have an expanded role of federal and state legislative advocacy, which has resulted in grant funds for MLB.

The annual cost is \$67,725, not including travel or third-party expenses. All third-party engagement will be approved by the Executive Director. Either party may terminate the agreement with a 30-day written notice.

Staff recommends approval of the Master Consulting Agreement with Aeropandion, LLC, and authorization for the Executive Director to execute said Agreement.

**Item A-8 Recommendation to Approve the Consent to Assignment of Lease from Satcom Direct, Inc. to Satcom Direct Holdings, Inc.**

James Jensen, chief executive officer and chairman of Satcom Direct, Inc. (Satcom), through counsel has requested consent to the assignment of lease of the 3.423-acre parcel on NASA Boulevard (Property) from Satcom to Satcom Direct Holdings, Inc., a Delaware corporation (SDH), formed to accept and hold Satcom's leasehold interest in the Property as part of the acquisition of all of the equity interest in Satcom by a third party, Gogo, Inc.

Currently, Satcom conducts its flight operations from its hangar at this location, and the purpose of the assignment is to ensure that the leasehold interest in the Property is not effectively transferred to the new ownership of Satcom. Instead, SDH will become and remain as the tenant on the Property to include retaining possession, use and control of the Property and the operations conducted thereon.

Staff has communicated with Satcom's and SDH's present counsel to confirm that SDH will remain the operator of the Property and has also confirmed that the proposed assignment does not release Satcom from its obligations to perform pursuant to the existing lease agreement to which SDH will also become subject via the proposed

assignment. Moreover, according to SDH’s counsel, it will remain an operating and solvent entity capable of meeting the financial requirements of the current lease.

Staff recommends approval for the Consent to Assignment of Lease from Satcom Direct, Inc. to Satcom Direct Holdings, Inc., and authorization for the executive director to execute said consent on behalf of the Authority.

**Item A-9 Results of Executive Director’s Evaluation**

**Discussion Items**

**Item D-1 Proposed 2025 Board Meeting Dates**

**Information Items**

- Item I-1 Financial Update**
- Item I-2 Operations Update**
- Item I-3 Construction Projects Update**
- Item I-4 Business Development and Marketing Update**

**Public Speakers**

**Recognition**

Recognition of Mr. Scott Mikuen 17 years of service on the MAA Board.

**Adjournment**

*Pursuant to 286.0105, Florida Statutes, the Airport hereby advises the public that if a person decides to appeal any decision made by the Airport Authority with respect to any matter considered at its meeting or hearing, he/she will need a record of the proceedings, and that for such purpose, affected persons may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodation to participate in this meeting should contact the Airport (321) 723-6227 at least 48 hours prior to the meeting.*

**MELBOURNE ORLANDO INTERNATIONAL AIRPORT**  
**Statement of Revenues, Expenditures and Changes in Fund Net Assets**  
**September 30, 2024**

	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>% of Budget</u>
<b>Operating Revenues:</b>			
Airline Landing Fees	651,990	548,700	119%
Airline Service Fees	2,900,017	2,580,095	112%
Land & Bldg Lease Rents	11,103,071	9,985,740	111%
Terminal Rents	291,626	253,683	115%
Parking Lot Fees	2,214,324	1,869,722	118%
Car Rental Concessions	1,853,023	1,712,402	108%
Restaurant Concessions	407,013	800,000	51%
Mobile Home Park Rent	2,037,343	2,884,990	71%
T-Hangar Rentals	88,743	-	#DIV/0!
Operating Grant Revenue	70,695	66,000	107%
Other	854,774	811,493	105%
<b>Total Operating Revenues</b>	<u>22,472,619</u>	<u>21,512,825</u>	<u>104%</u>
<b>Operating Expense:</b>			
Personnel Services	5,969,814	6,734,923	89%
Contract Services	8,674,886	9,183,957	94%
Police & Fire Services	1,349,178	1,375,676	98%
Maintenance and Operations	5,988,107	7,818,561	77%
Other	238,825	300,000	80%
<b>Total Operating Expenses</b>	<u>22,220,810</u>	<u>25,413,117</u>	<u>87%</u>
<b>Operating Income (Loss)</b>	<b>251,808</b>	<b>(3,900,292)</b>	
<b><u>Non-Operating Revenue (Expense):</u></b>			
Passenger Facility Charges	1,455,195	1,577,117	92%
Customer Facility Charges	1,556,684	1,325,101	117%
CARES Grant Revenue	2,262,865	2,262,865	100%
Gain (Loss) on Sale of Assets	(303,989)	2,328	-13058%
Interest Income (Loss)	1,584,237	796,201	199%
Ad Valorem Tax Revenue	1,069,070	2,042,116	52%
Ad Valorem Tax Expense	(1,035,152)	(2,092,604)	49%
Interest Expense	(284,121)	(312,500)	91%
<b>Total Non-Operating Revenue (Expense)</b>	<u>6,304,789</u>	<u>5,600,624</u>	
<b>Net Income (Loss) before</b>			
Depreciation, Transfers, and Capital Contributions	<u>6,556,597</u>	<u>1,700,332</u>	
<b>Depreciation Expense</b>	<b>(45,634)</b>	<b>-</b>	
Machinery and Equipment	(528,990)	(754,000)	70%
FAA Equipment Grant	-	-	#DIV/0!
Intra Transfer to Airport Capital	-	(2,154,365)	0%
<b>Net Income (Loss) After Transfers</b>	<u><u>5,981,974</u></u>	<u><u>(1,208,033)</u></u>	

**MELBOURNE ORLANDO INTERNATIONAL AIRPORT**

**Income Statement  
September 30, 2024**

	Year To Date Actual		\$ change	% change
	9/30/2024	9/30/2023		
Operating Revenue				
Airline Landing Fees	651,990	578,841	73,149	13%
Airline Service Fees	2,900,017	2,700,576	199,441	7%
Land & Bldg Lease Rents	11,103,071	10,035,180	1,067,892	11%
Terminal Rents	291,626	279,659	11,968	4%
Parking Lot Fees	2,214,324	2,129,309	85,015	4%
Car Rental Concessions	1,853,023	1,897,659	(44,636)	-2%
Restaurant Concessions	407,013	371,809	35,205	9%
Mobile Home Park Rent	2,037,343	2,041,272	(3,930)	0%
T-Hangar Rentals	88,743	89,648	(905)	-1%
Operating Grant Revenue	70,695	139,454	(68,760)	-49%
Other	854,774	786,630	68,144	9%
Total Operating Revenues	22,472,619	21,050,036	1,422,583	7%
Operating Expense:				
Personnel Services	5,969,814	5,905,284	64,530	1%
Contract Services	8,674,886	8,796,219	(121,334)	-1%
Police & Fire Services	1,349,178	1,228,142	121,037	10%
Maintenance and Operations	5,988,107	6,326,742	(338,635)	-5%
Other	238,825	401,766	(162,941)	-41%
Total Operating Expenses	22,220,810	22,658,153	(437,343)	-2%
Operating Income (Loss)	251,808	(1,608,118)	1,859,926	
Non-Operating Revenue (Expense):				
Passenger Facility Charges	1,455,195	1,498,725	(43,530)	-3%
Customer Facility Charges	1,556,684	1,360,363	196,321	14%
CARES Grant Revenue	2,262,865	3,078,091	(815,226)	-26%
Gain (Loss) on Sale of Assets	(303,989)	3,724	(307,713)	-8262%
Interest Income (Loss)	1,584,237	1,009,601	574,636	57%
Ad Valorem Tax Revenue	1,069,070	900,181	168,889	19%
Ad Valorem Tax Expense	(1,035,152)	(908,259)	(126,893)	14%
Interest Expense	(284,121)	(301,849)	17,728	-6%
Total Non-Operating Revenue (Expense)	6,304,789	6,640,577	(335,788)	
Net Income (Loss) Before Depreciation*	6,556,597	5,032,459		

\* Net Income before capital contributions, capital equipment, and transfers

**Melbourne Orlando International Airport**  
**Top 10 Operating Revenues**  
**9/30/2024**

<b>Rank</b>	<b>Description</b>	<b>YTD FY 2024</b>	<b>FY 24 % of Total Rev</b>	<b>YTD FY 2023</b>	<b>FY 23 % of Total Rev</b>	<b>\$ Change</b>	<b>% Change</b>
1	Airfield Facilities Rental	6,345,106	28%	5,608,479	27%	736,627	13% A
2	Commercial Business Center Rent	3,332,886	15%	3,266,969	16%	65,917	2%
3	Parking Revenue	2,214,324	10%	2,129,309	10%	85,015	4%
4	Tropical Haven Revenue	2,037,343	9%	2,041,272	10%	(3,929)	0%
5	Ground Handling Revenue	1,963,141	9%	1,831,618	9%	131,523	7% B
6	Car Rental Concession	1,853,023	8%	1,897,659	9%	(44,636)	-2%
7	Terminal Rent-Airline	998,983	4%	919,328	4%	79,655	9% C
8	Hangar Rent	859,059	4%	841,680	4%	17,379	2%
9	Landing Fees	651,990	3%	578,841	3%	73,149	13% C
10	Terminal Concessions	407,013	2%	371,809	2%	35,204	9%
Total Top 10 Operating Revenue		20,662,868	92%	19,486,964	93%	1,175,904	
Other Operating Revenue		1,809,751	8%	1,563,072	7%	246,679	16%
Total Operating Revenue		22,472,619	100%	21,050,036	100%	1,422,583	7%

A Increase is primarily the result of an option for property that was executed in Feb 2024 for airport property, the airport received almost \$600k for the option on undeveloped property-a new revenue source for FY 24. The remaining increase is due to CPI adjustments that went into effect at the beginning of the fiscal year.

B Revenue increase is due primarily to increase in activity levels coupled with a 5% rate adjustment that went into effect on 10/1/23 coupled with the fact that some airlines (Allegiant) are rolling off the incentive plan so they are paying airport fees.

C Revenue is higher due to increase in activity level, such as gate use fees, as there was no rate adjustment for terminal rent or landing fees. In addition, the incentive periods ended on for some airlines on certain routes in FY 24 so they are now paying airport fees.

**Melbourne Orlando International Airport**  
**Top 10 Operating Expenses**  
**9/30/2024**

Rank	Description	YTD FY 2024	FY 24 % Operating Expense	YTD FY 2023	FY 23 % Operating Expense	\$ change	% change
1	Other Contract Services	6,354,727	29%	6,412,414	28%	(57,687)	-1%
2	Personnel	5,969,814	27%	5,723,800	25%	246,014	4%
3	Fire Services	1,331,001	6%	1,200,317	5%	130,684	11% A
4	Contractual Employee	1,225,627	6%	1,261,334	6%	(35,707)	-3%
5	Electric	861,656	4%	939,125	4%	(77,469)	-8%
6	Consulting Fees	587,929	3%	547,771	2%	40,158	7%
7	Risk Management	578,734	3%	464,598	2%	114,136	25% B
8	Cable TV Expense	419,438	2%	382,337	2%	37,101	10%
9	Landscaping/Irrigation Expense	347,181	2%	312,771	1%	34,410	11%
10	R&M-Building	319,331	1%	468,068	2%	(148,737)	-32% C
Total Top 10 Operating Expense		17,995,438	81%	17,712,535	78%		
Other Operating Expense		4,225,372	19%	4,945,618	22%	(720,246)	-15%
Total Operating Expense		22,220,810	100%	22,658,153	100%	(437,343)	-2%

A The Airport uses Melbourne Fire Dept to provide ARFF services. The cost increase is primarily due to higher labor costs associated with the FY 24 Fire Union contract (wages and retirement costs account for most increase).

B Primary component of this expense, which includes insurance coverage on Airport assets, is property insurance coverage through Florida Municipal Insurance Trust (the city buys insurance through FMIT and then back charges the premium to the Airport). The premium for property insurance has increased significantly this year due to the current insurance environment. The expense recorded through period 10 represents the true-up on this expense for the year.

C Expenses in this account vary; FY 24 expense is lower than prior year due to one large, non-recurring expense incurred in FY 23--the glass wall infill near the checkpoint (TSA glass wall drywall infill) for approximately \$90k. Also, last year we spent \$50k more on elevator repairs than in FY 24.

**Melbourne Orlando Int'l Airport**  
**Cash Flow Projection**  
**11/18/2024**

	<b>October-24</b>	<b>November-24</b>	<b>December-24</b>	<b>January-25</b>	<b>February-25</b>	<b>March-25</b>	<b>April-25</b>	<b>May-25</b>	<b>June-25</b>	<b>July-25</b>	<b>August-25</b>	<b>September-25</b>
Beginning Cash/Investment Balance	\$ 37,501,051	\$ 37,367,386	\$ 34,197,241	\$ 33,912,963	\$ 33,943,239	\$ 28,045,737	\$ 24,528,333	\$ 24,312,945	\$ 23,184,642	\$ 21,209,701	\$ 26,251,027	\$ 25,181,539
Operating Revenue	1,948,019	1,948,019	1,948,019	3,427,140	1,948,019	1,948,019	1,948,019	1,948,019	1,948,019	1,948,019	1,948,019	1,948,019
Less: Prepaid Rent Recorded as Deferred Revenue	(27,272)	(27,272)	(27,272)	(27,272)	(27,272)	(27,272)	(27,272)	(27,272)	(27,272)	(27,272)	(27,272)	(27,272)
Plus: Annual Land Option Revenue					212,355		578,148					
Plus: Monthly Collections Ad Valorem Tax	133,988	133,988	163,099	163,099	163,099	163,099	163,099	163,099	163,099	163,099	163,099	163,099
Operating Expense:												
Liability Insurance									(20,000)	(92,051)		
Personnel	(555,098)	(555,098)	(555,098)	(555,098)	(555,098)	(555,098)	(559,687)	(559,687)	(559,687)	(559,687)	(559,687)	(559,687)
TUI Marketing Incentive Payment	(289,969)							(50,000)		(50,000)		(50,000)
Debt Payment (Interest)		(128,700)						(128,700)				
Maintenance and Operations Expense	(1,339,923)	(1,339,923)	(1,339,923)	(1,339,923)	(1,339,923)	(1,339,923)	(1,339,923)	(1,339,923)	(1,339,923)	(1,339,923)	(1,339,923)	(1,339,923)
Ad Valorem Tax Payment		(3,435,174)										
<b>Net Increase (Decrease) in Cash Flow from Operations</b>	<b>(130,255)</b>	<b>(3,404,160)</b>	<b>188,825</b>	<b>1,667,946</b>	<b>401,180</b>	<b>188,825</b>	<b>762,384</b>	<b>5,536</b>	<b>164,236</b>	<b>42,185</b>	<b>184,236</b>	<b>134,236</b>
Total Capital Outlay	(264,299)	(363,463)	(1,970,000)	(3,100,000)	(8,261,438)	(8,950,000)	(8,410,000)	(6,885,819)	(3,886,592)	(3,427,395)	(2,571,000)	(2,397,311)
Principal Payment-Outstanding Debt								(1,820,000)				
Total Capital Grant Revenue	0	394,783	1,332,069	1,298,866	1,788,410	5,040,000	7,159,737	7,307,500	3,324,028	8,174,312	1,077,395	803,628
PFC Collections (Reimbursement of Eligible Costs)	137,910	107,148	87,130	86,410	92,162	107,717	144,043	139,808	128,658	133,330	126,805	128,652
CFC Collections	122,979	95,547	77,697	77,054	82,184	96,055	128,448	124,671	114,729	118,895	113,076	114,723
Net Increase (Decrease) in Cash From Capital and Debt	(3,410)	234,015	(473,103)	(1,637,670)	(6,298,683)	(3,706,229)	(977,773)	(1,133,839)	(319,177)	4,999,141	(1,253,725)	(1,350,307)
Beginning Cash/Investments	37,501,051	37,367,386	34,197,241	33,912,963	33,943,239	28,045,737	24,528,333	24,312,945	23,184,642	21,209,701	26,251,027	25,181,539
<b>Ending Cash/Investments</b>	<b>37,367,386</b>	<b>34,197,241</b>	<b>33,912,963</b>	<b>33,943,239</b>	<b>28,045,737</b>	<b>24,528,333</b>	<b>24,312,945</b>	<b>23,184,642</b>	<b>21,209,701</b>	<b>26,251,027</b>	<b>25,181,539</b>	<b>23,965,468</b>

**Melbourne Orlando Int'l Airport**  
**Cash Flow Projection - Capital Exp and Grant Revenue**  
**11/18/2024**

Capital Project Expenditures	Total Cost	Prior Expend	October-24	November-24	December-24	January-25	February-25	March-25	April-25	May-25	June-25	July-25	August-25	September-25
Term Upgrade-Restrooms Gate Belt etc	5,263,158	(1,510,818)	-	(205,029)	(350,000)	(350,000)	(350,000)	(350,000)	(350,000)	(350,000)	(350,000)	(350,000)	(350,000)	(397,311)
Term Upgrade-Fire Sprinkler/Plumbing	5,959,412	(980,826)	(176,158)	(11,273)	(150,000)	(150,000)	(50,000)							
Terminal Exp-Public Space (Haskell)	52,264,894	(50,303,456)					(1,961,438)							
In Line Baggage System-Construction	37,475,966	-				(150,000)	(500,000)	(2,000,000)	(2,000,000)	(2,000,000)	(2,000,000)	(2,000,000)	(2,000,000)	(2,000,000)
<b>Northside Expansion</b>	11,948,523													
<b>Northside Exp-T/W M Ext</b>	3,930,000	(1,401,611)	(70,808)	(67,602)	(350,000)	(350,000)	(400,000)	(400,000)	(350,000)	(350,000)	(260,592)			
Project Vista Site Improvements	9,980,000	(1,901,982)	(10,125)	(40,498)	(600,000)	(950,000)	(950,000)	(1,200,000)	(1,200,000)	(1,200,000)	(850,000)	(1,077,395)		
Taxiway A Rehab	28,937,300	(1,204,141)	(7,208)	(28,832)	(300,000)	(500,000)	(2,500,000)	(4,000,000)	(3,500,000)	(2,235,819)				
ATCT Roof/Bldg Imp/Remodel	418,105	(338,544)	-	(10,229)										
Equipment Purchases	1,027,000	-			(70,000)		(300,000)		(160,000)		(276,000)		(221,000)	
T-Hangars Phase 1	3,000,000					(100,000)	(500,000)	(750,000)	(750,000)	(750,000)	(150,000)			
Roof Replacement-1135 W. Nasa	700,000				(100,000)	(250,000)	(350,000)							
Employee/Cell Parking Lot Expansion	1,100,000				(50,000)	(300,000)	(400,000)	(250,000)	(100,000)					
<b>Total Capital Outlay</b>			(264,299)	(363,463)	(1,970,000)	(3,100,000)	(8,261,438)	(8,950,000)	(8,410,000)	(6,885,819)	(3,886,592)	(3,427,395)	(2,571,000)	(2,397,311)
<b>Grant Revenue</b>														
FDOT DRA-Ramp Reimb (\$5,902,919)		5,486,800			416,119									
FAA Grant 59 Restrooms/Gate/Belt/etc	5,000,000	1,272,866			357,189	332,500		665,000		665,000		997,500		709,945
FDOT Restrooms/Gate/Belt/Flooring/etc	131,000	25,948				25,119		17,500		17,500		26,250		18,683
FAA-Fire Sprinklers-Grnt 60	5,363,470	509,888			541,543			315,000						
FDOT Fire Sprinklers	297,971	11,988			17,218			17,500						
TSA OTA-In Line Baggage Sys Const	22,045,401	-							1,402,499			3,175,470		
FAA-In Line Baggage Sys Const	3,263,505	-							504,825			1,143,000		
FAA-In Line Baggage Sys Const	4,000,000	-							252,413			571,500		
<b>NORTHSIDE EXPANSION GRANTS</b>														
<b>FDOT (T/W M Realignment/Ext)</b>	6,815,402	1,293,834		168,973			838,410			1,150,000		610,592		
FDOT-Project Vista Grant/DFJ Reimburs	9,980,000	1,704,786		225,810		622,009	950,000	950,000	1,200,000	1,200,000	1,200,000	850,000	1,077,395	-
FDOT FY 23 T Hangar Grant	1,500,000							50,000		625,000		750,000		75,000
FAA Taxiway A Rehab	13,267,370	1,037,958				302,436		2,700,000	3,600,000	3,150,000	2,012,237	-		
FDOT Taxiway A Rehab	1,570,410	57,664				16,802		150,000	200,000	175,000	111,791	-		
FDOT-Employee Parking Grant	550,000							175,000		325,000		50,000		
<b>Total Grant Revenue</b>			0	394,783	1,332,069	1,298,866	1,788,410	5,040,000	7,159,737	7,307,500	3,324,028	8,174,312	1,077,395	803,628

**MELBOURNE ORLANDO INTERNATIONAL AIRPORT (MLB) MONTHLY ACTIVITY REPORT  
OCTOBER 2024**

	2024	2023	MO CHANGE (%)	2024 YTD	2023 YTD	YTD CHANGE (%)
<b>PASSENGERS</b>						
Revenue PAX - Domestic						
Enplaned	19,237	18,902	1.8%	218,778	209,186	4.6%
Deplaned	19,172	19,201	-0.2%	215,919	207,351	4.1%
<b>Total Revenue PAX - Domestic</b>	<b>38,409</b>	<b>38,103</b>	<b>0.8%</b>	<b>434,697</b>	<b>416,537</b>	<b>4.4%</b>
Revenue PAX - Int'l						
Enplaned	12,318	17,464	-29.5%	84,185	109,521	-23.1%
Deplaned	9,629	13,940	-30.9%	87,417	112,969	-22.6%
<b>Total Revenue PAX - Int'l</b>	<b>21,947</b>	<b>31,404</b>	<b>-30.1%</b>	<b>171,602</b>	<b>222,490</b>	<b>-22.9%</b>
Non-Revenue PAX						
Enplaned	595	733	-18.8%	6,147	7,341	-16.3%
Deplaned	534	710	-24.8%	6,144	7,455	-17.6%
<b>Total Non-Revenue PAX</b>	<b>1,129</b>	<b>1,443</b>	<b>-21.8%</b>	<b>12,291</b>	<b>14,796</b>	<b>-16.9%</b>
<b>Total PASSENGERS</b>	<b>61,485</b>	<b>70,950</b>	<b>-13.3%</b>	<b>618,590</b>	<b>653,823</b>	<b>-5.4%</b>
<b>AIRCRAFT OPERATIONS</b>						
Air Carrier	547	574	-4.7%	5,604	5,481	2.2%
Air Taxi	137	139	-1.4%	1,474	1,480	-0.4%
General Aviation - Itinerant	9,644	9,253	4.2%	100,945	90,207	11.9%
General Aviation - Local	3,698	5,865	-36.9%	25,337	47,803	-47.0%
Military	47	77	-39.0%	711	581	22.4%
<b>Total OPERATIONS</b>	<b>14,073</b>	<b>15,908</b>	<b>-11.5%</b>	<b>134,071</b>	<b>145,552</b>	<b>-7.9%</b>



## MELBOURNE AIRPORT AUTHORITY BOARD

### Melbourne Airport Authority Meeting Dates

#### **2025 Meetings**

January 22

February 26

March 26

April 23

May 28

June 25

July 23  
(Combined July /August)

September 24

October 22

December 10  
(Combined November/December)



MELBOURNE AIRPORT AUTHORITY BOARD

Minutes October 29, 2024

Board Meeting Airport Board Room

In Attendance: Mr. William C. Potter, Chairman  
The Honorable Tim Thomas, Vice Chairman, Councilmember  
The Honorable Mark LaRusso, Councilmember  
Mr. Michael Fischer, Member  
Mr. Adam Bird, Attorney  
Mr. Greg Donovan, A.A.E., Executive Director  
Mr. Mark Busalacchi, Director of Business Development  
Mr. Mike O'Dell, C.P.A., Director of Finance and Administration  
Ms. Stephanie Betts, C.M., ACE, Asst. Director of Operations and Maintenance  
Mr. David Perley, A.I.C., Director of Capital Improvements  
Ms. Renee Purden, Chief of Police/Director of Public Safety

Absent: Mr. Scott Mikuen, Member  
Mr. Brent Peoples, Member  
The Honorable Paul Alfrey, Mayor

**Pledge of Allegiance**

**Airport Announcements by Executive Director Greg Donovan**

Hurricane Milton made landfall on the west coast of Florida on October 9, 2024. MLB airport did not have any issues on the airfield, but we did have a portion of the skylight roof collapse in the atrium area. Mr. Donovan thanked staff for their hard work preparing the terminal before the hurricane and getting it ready after the hurricane to open for business.

Allegiant's new route to Cincinnati-Northern Kentucky International Airport (CVG) will start on November 15, 2024.

Next Board Meeting will be on December 10, 2024.

**Executive Director's Recognition of Excellence Award**

Congratulations to Summer L. Wyllie-Vitt, procurement manager, on receiving this month's award.

Congratulations to The Honorable Tim Thomas, Vice Chairman City Council Representative for his eight years of service to Melbourne Airport Authority.

Mr. Potter stated that Mr. Mikuen and Mr. Peoples were both out of town but were able to call in for the board meeting today.

**Action Items**

**Item A-1 Approval of the minutes of the September 25, 2024, Regularly Scheduled Board Meeting.**

Approval of the September 25, 2024, board meeting minutes. A motion was made by Mr. Thomas for approval of the minutes, seconded by Mr. LaRusso. Motion passed unanimously.

**Item A-2 Recommendation to Approve Resolution 8-24 to Modify the Scope of Florida Department of Transportation (FDOT) Public Transportation Grant Agreement to Fund Certain Improvements for the Terminal Upgrade-Fire Sprinkler Project.**

Mr. Donovan explained that the Florida Department of Transportation (FDOT) grant was executed in August 2023 to fund a portion of the fire sprinkler upgrade project. The current scope of the grant does not include the mechanical, electrical, and plumbing that are impacted to upgrade the fire sprinklers in the terminal. With this amendment, these ancillary components that are impacted by the installation of the fire sprinklers will be eligible and there is no financial impact by this item.

A motion was made by Mr. Thomas to approve Resolution 8-24 to Modify the Scope of Florida Department of Transportation (FDOT) Public Transportation Grant Agreement to fund certain improvements for the terminal upgrade-fire sprinkler project, seconded by Mr. Fischer. Motion passed unanimously.

**Item A-3 Recommendation to award a Contract for the Taxiway “A” Rehabilitation Project to the Lowest Responsive Qualified Bidder Ranger Construction Industries, Inc., in an Amount Not-To-Exceed \$12,008,584.18.**

Mr. Donovan explained Taxiway “A” Rehabilitation project will be a large multi-year project. The project was designed in two phases as the Airport will receive Federal Aviation Administration (FAA) discretionary funding in 2024 and 2025 for complete rehabilitation that is estimated at a total cost of \$28 million. Taxiway “A” is the airport’s primary taxi route to our primary runway, and it was last resurfaced in 2009. In 2022, FDOT did a statewide pavement evaluation which indicated taxiway had a Pavement Condition Index (PCI) of 66 which represents a fair condition rating. According to the state report and FAA, taxiways are recommended to maintain a minimum PCI value of 70. Phase 1 of the project was bid in June with only two bids received. The lowest bid was \$19,518,550.00 from Ranger Construction Industries, Inc. Bids were presented to FAA for discretionary funding; however, FAA did not have enough funding for all of Phase 1. Staff worked with the Engineer and the lowest bidder to reduce the scope of work of the project and adjust their bid amount to meet the current available FAA funding.

Mr. Fischer asked when you reduce the scope of work, do you leave the contingency in there? Mr. Perley stated the FAA does not allow contingency, so it’s just a hard money bid based on unit prices. If the bidder was to go over on quantities, then it would cause a price increase of the project itself. Based on the numbers in the new scope, the airport feels confident we will stay within the budget range of the quantities. Mr. Fischer asked if the projects are bonded. Mr. Perley responded yes. Mr. Fischer asked if the airport could purchase materials directly to save on sales tax savings. Mr. Perley stated the airport will be able to purchase direct for some of the materials.

Mr. Mikuen inquired about the project being split up into two phases and asked if bidding will be open to other bidders to bid for Phase 2. Mr. Donovan stated the airport must have an open bidding process and Phase 2 will be put out to bid to be eligible for the FAA grant.

A motion was made by Mr. LaRusso to award a contract for the Taxiway “A” Rehabilitation Project to the lowest responsive qualified bidder Ranger Construction Industries, Inc., in an amount not-to-exceed \$12,008,584.18, seconded by Mr. Thomas. Motion passed unanimously.

**Item A-4 Recommendation to Approve a Purchase Order to AVCON, Inc. for the Professional Airside Engineering for the Construction Administration (CA) and Resident Project Representative (RPR) of the Taxiway “A” Rehabilitation in an Amount Not-To-Exceed \$830,313.**

Mr. Donovan explained AVCON, Inc. was awarded the design of Taxiway "A" in September 2023 based on its previous knowledge on other surface projects. The scope for the Construction Administration (CA) and Resident Project Representative (RPR) is for the Phase 1 work on the Taxiway "A" rehabilitation project. Funding for this scope of work is covered in the current FAA grant amount for Phase 1.

A motion was made by Mr. Thomas to approve a purchase order to AVCON, Inc. for the Professional Airside Engineering for the Construction Administration (CA) and Resident Project Representative (RPR) of the Taxiway "A" Rehabilitation in an amount not-to-exceed \$830,313, seconded by Mr. LaRusso. Motion passed unanimously.

**Item A-5 Recommendation to Approve a Change Order to KCF Site Development, LLC for Added Underground Utility Work Required by Brevard County for the Project Vista (Dassault Falcon Jet) Site Infrastructure Improvements Project in the Amount of \$291,109.03.**

Mr. Donovan explained at the May 2024 board meeting that KCF Site Development was awarded a contract to perform site infrastructure improvements for Project Vista (Dassault Falcon Jet). A change order was issued in September 2024 for the remaining scope of work for bid schedule A. The work being performed by KCF is permitted through the City of Melbourne and permits were obtained prior to bids being received. The work being performed in the right-of-way is under Brevard County's control; permits were not received prior to bidding. The County's review is now requiring additional utility work within the right-of-way that affects the storm water drainage and impacts the City's water and force main systems. This additional work is not covered under the FDOT grant and DFJ is responsible for the balance of these costs as previously agreed.

Mr. Mikuen asked if the added work will impact the schedule. Mr. Perley stated there is no schedule impact on the added work.

A motion was made by Mr. LaRusso to approve a change order to KCF Site Development, LLC for added underground utility work required by Brevard County for the Project Vista (Dassault Falcon Jet) site infrastructure improvements project in the amount of \$291,109.03, seconded by Mr. Thomas. Motion passed unanimously.

**Item A-6 Recommendation to Approve Engineering Amendment No. 54 with Airport Engineering Company (AEC) for the Design, Permitting and Bidding Services for the Public and Employee Parking Expansion in an Amount Not-To-Exceed \$53,300.**

Mr. Donovan explained in September 2024 that Airport Engineering Company's Amendment 53 was approved by the Executive Director to prepare a survey and subsurface exploration for the expansion and modifications to the public and employee parking lots. This preliminary work has been completed and based on results, a design for the parking area can proceed. It is anticipated that the expansion will allow for approximately 112 public parking spaces and an additional 20 employee parking spaces. The expected costs for construction of this work will be approximately \$850,000 based on current construction cost information. A grant is already in place that funds 58percent of the project cost.

A motion was made by Mr. LaRusso to approve Engineering Amendment No. 54 with Airport Engineering Company (AEC) for the design, permitting and bidding services for the Public and Employee Parking Expansion in an amount not-to-exceed \$53,300, seconded by Mr. Thomas. Motion passed unanimously.

**Discussion Item**

**Item D-1 Parking Study Presentation**

Mr. John DeCoster from Decomm Aviation and Rod Mayer from RPMayer & Associates, LLC presented an overview of MLB Parking Study Phase II. A copy of the presentation was emailed to the board members. Mr. Donovan explained the parking study presentation is a preliminary report on the future parking needs for the airport. Once the new board members have been selected, airport staff would like to schedule a workshop sometime in the new year to discuss the options of parking expansion at MLB.

## **Information Items**

### **Item I-1 Financial Update**

Mr. O'Dell presented the financial report through August 31, 2024. Mr. Potter thanked Airport staff on a job well done in controlling overall costs. Mr. Potter stated the restaurant concession revenues have not materialized the way the airport hoped due to TUI's reduction in passengers this year. Mr. O'Dell stated in the original pro-formas, which was based on the airport's budget, those numbers fell short of the expected passenger spend and, in the FY-25 budget, the amount was scaled back to get it more in line with what were currently seeing as far as the actual spend.

### **Item I-2 Operations Update**

Ms. Betts explained the operations team is gearing up for the upcoming mass casualty incident exercise. This exercise is a requirement of the FAA for the airport to maintain the air carrier operation certificate. This exercise is done every 36 consecutive calendar months and will take place next year in February. The operations team is in the planning stage at this time getting in touch with key contributors and stakeholders to set up a future meeting with all parties for this exercise.

### **Item I-3 Construction Projects Update**

#### **In-Line Baggage System**

A bid protest is being pursued by one of the firms not selected for the project. Airport counsel is currently reviewing the formal protest and is preparing the required resolution. The equipment supplier, Leonardo, has been issued a purchase order for the In-Line Baggage materials and is currently preparing their submittals and shop drawings for review and approval. New TSA scanners are expected to arrive in late February 2025 and will be stored on site until they are ready for installation. It is the goal of the airport to complete this project by May of 2026.

#### **Terminal Fire Sprinklers**

Fire alarm and fire sprinkler work continues in the existing terminal. Sprinklers in the Admin area, Police Department and TSA Office areas are now operational. Work has begun on the next phase in the car rental area and domestic baggage claim area. This work is expected to be completed by the end of the year. As each of the sprinkler areas are completed, the fire alarm contractor is making connections to the new fire alarm system. It is expected that the old fire alarm system will be able to be removed in its entirety by the end of the year.

#### **Existing Terminal Re-Roofing**

The roofing contractor has begun work after a slow start due to the hurricanes. Most of the material for the project is currently stored on site. After completing some of the critical tight locations, an additional crew will be made available to work on the main areas of the concourse and ticketing area roofs. Project should complete by January 2025.

#### **Domestic Bag Belt Replacement**

Most of the parts for the bag belt replacement are being stored on site. The contractor is gearing up to start on December 2, 2024. The demolition of the old system and installation of the new will take approximately six weeks. During the replacement, passengers will be using the bag belt on the international side.

### **Federal Inspection Station Escalator Replacement**

Fabrication of the new replacement escalator in the Custom's area continues. Delivery of the new escalator is scheduled for the first week in January. Due to the plant shutting down for the last two weeks of the year, we are not expected to get the escalator any earlier. Demolition of the existing escalator will begin in December. Replacement of the escalator is expected to be completed by the end of February 2025.

### **Project Vista – Dassault Falcon Jet Site Work**

Underground utility work along Apollo Boulevard has begun. Directional boring for both the force main and domestic water lines are complete. Force main installation along Apollo has begun on the north side. The contractor will switch over to complete the water line for the DFJ project to allow them to get permanent water turned on. Storm water materials have been delivered to the site and installation will begin after the force main or sooner if another crew becomes available. Delivery of the lift station well is set for the week of November 4. Dewatering for the well will begin next Monday. Project completion is expected in June 2025.

### **Taxiway A Rehabilitation**

With an agreement reached with the lowest responsive bidder to descope the project to meet the current funding by the FAA, Board approval is expected in October. Critical work on the taxiway must start right after the TUI season ends and be complete by the time the next TUI season starts in March of 2025. The contractor is prepared to begin the first week of December. A pre-application to the FAA has been submitted for Phase 2 of the project. This will be bid in May with submission to the FAA for discretionary funding in FY 26. Results of the funding will not be known until September 2025.

### **Taxiway M Phase 1 (Realignment) and Phase 2 (Extension)**

Taxiway M Phase 1 is complete and final striping installed. Demolition of the old Taxiway M is complete and currently being sodded. Material from the demolition is being stored for use on the Taxiway M extension. Storm water management permits for the extension portion of the project has been received. Temporary security fencing is in place and construction for the extension to begin the first week of November. Phase 2 work is expected to be complete in January.

### **Terminal Renovation and Expansion**

Fire alarm and fire sprinkler work continues in the existing terminal. First phase of this work is nearing completion, and the next phase will start under the existing concourse. The terminal contractor is currently on site to correct roof drain issues that were discovered in a post inspection review when recurring leaks were happening in the building. The freight lift in the back-of-house area of the concession space in the new concourse has failed and is expected to be replaced within the next four to five months. The Terminal Contractor is still assessing the skylight in the atrium and has performed some invasive investigations. No further update has been given to the corrective measures.

### **Item I-4 Business Development and Marketing Update**

Mr. Busalacchi thanked John DeCoster and Rod Mayer for the Parking Study. Mr. Busalacchi stated the airport implemented the MLB Comfort Canines program a week earlier than anticipated for hurricane relief. The program has been well received and had media coverage. Currently, there are 10 canines and handlers that go through the terminal during peak periods of flight activities and all the canines have been welcomed.

**Adjournment**

This meeting was adjourned by Chairman William Potter at 10:16 a.m.

**PREPARED BY:**

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Sandra Acevedo – Executive Assistant

**SUBMITTED BY:**

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Greg Donovan, A.A.E.  
Executive Director

**APPROVED BY ACTION OF AIRPORT AUTHORITY:**

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William C. Potter, Chairman