



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 shops 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.

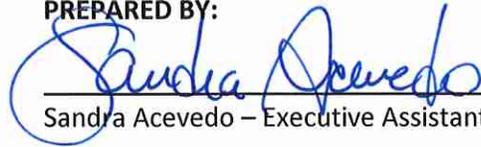
Item I-4 Business Development and Marketing Update

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

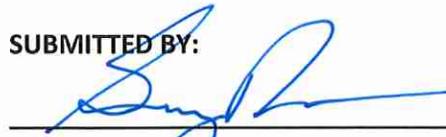
This meeting was adjourned by Chairman William Potter at 10:16 a.m.

PREPARED BY:



Sandra Acevedo – Executive Assistant

SUBMITTED BY:



Greg Donovan, A.A.E.
Executive Director

APPROVED BY ACTION OF AIRPORT AUTHORITY:



William C. Potter, Chairman