



MELBOURNE AIRPORT AUTHORITY BOARD
Minutes December 10, 2024
Board Meeting Airport Board Room

In Attendance: Mr. William C. Potter, Chairman
The Honorable David Neuman, Councilmember
The Honorable Mark LaRusso, Councilmember
Mr. Scott Mikuen, Member
Mr. Brent Peoples, Member
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
Mr. David Perley, A.I.C., Director of Capital Improvements
Ms. Renee Purden, Chief of Police/Director of Public Safety

Absent: The Honorable Paul Alfrey, Mayor
Mr. Clifford Graham, C.M., Director of Operations & Maintenance

Pledge of Allegiance

Airport Announcements by Executive Director Greg Donovan

Welcome new Board Member, Mr. David Neuman, Vice Mayor and District 3 City Councilmember.

Celebration of Allegiant's Inaugural Flight to Cincinnati on November 15, 2024.

Airbus Beluga Transport visits MLB on November 25, 2024.

Team MLB trip to UK for TUI Annual visit.

Welcome to Officer Tyler Mace, MAPD, and Officer Daniel Mills, MAPD.

Executive Director's Recognition of Excellence Award

Congratulations to all our 2024 recipients.

Congratulations to Mike O'Dell, Director of Finance and Administration, on receiving this month's award.

Action Items

Item A-1 Approval of the minutes for the October 29, 2024, Regularly Scheduled Board Meeting.

Approval of the October 29, 2024, board meeting minutes. A motion was made by Mr. LaRusso for approval of the minutes, seconded by Mr. Peoples. Motion passed unanimously.

Item A-2 Appointment of Chairman and Vice Chairman to the Melbourne Airport Authority to Serve the Term from January 2025 through December 2025

Mr. Potter explained this agenda item is for appointment of Chairman and Vice Chairman for 2025 and asked for any nominations. Mr. LaRusso stated he would like to nominate Mr. Potter for Chairman. Mr. Potter accepted the nomination. A motion was made by Mr. LaRusso, seconded by the board. Motion passed unanimously.

Mr. Potter asked for any nominations for Vice Chairman. Mr. Neuman stated he would like to nominate Mr. LaRusso for Vice Chairman. Motion passed unanimously.

Item A-3 Selection of Industrial Tenant Representative to the Melbourne Airport Authority to Serve a Two-year Term.

Mr. Potter stated Mr. Mikuen will be leaving the airport board and therefore a new representative needs to be selected. Mr. Donovan stated this item has been in discussion for some time. Mr. Ryals, senior consultant for local and regional affairs, along with senior staff members, conducted a detailed survey with our industrial tenant base. The person's name who has come forward is Mr. Dan Schwinn, CEO of Avidyne. Mr. Schwinn is very involved in FAA regulatory issues, and he is an experienced pilot as well. Mr. Schwinn has a strong sense in what is taking place in the general aviation and business aviation community and is very active serving in other boards that are associated with general aviation. Mr. Schwinn has expressed his interest in serving on this board.

Mr. Potter stated under the charter and ordinance, the board does not appoint a representative, the industrial tenants select the representative.

Mr. Mikuen made a motion to accept the appointed industrial tenant representative Mr. Schwinn, seconded by Mr. LaRusso. Motion passed unanimously.

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.

Mr. Donovan explained the airport has two pickup trucks that are 18 years old and have reached the end of the lifecycles. Staff has reviewed pricing and found the Florida Sheriff's Association Contract to be the best value for the acquisition of two replacement vehicles. The vendor awarded for the purchase is Garber Chevrolet Buick GMC of Green Cove Springs, FL. The FY-25 budget includes a \$130,000 budget appropriation for the purchase of these vehicles.

Mr. Peoples asked why the vehicles are not being purchased from a local dealership. Mr. Donovan stated this purchase is through a statewide contract through the Florida Sheriff's Association which opens the request to the entire state of Florida. In this particular category for these vehicle purchases, Garber Chevrolet was the lowest bidder.

A motion was made by Mr. LaRusso to approve a Purchase Order to Garber Chevrolet Buick GMC for two (2) 2025 Chevrolet Silverado Pickup Trucks for \$102,534, seconded by Mr. Peoples. Motion passed unanimously.

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

Mr. Donovan explained Hurricane Milton caused damage to several areas of the terminal, including damage to several light fixtures within the Welcome Center and Custom and Border Protection areas. Staff issued an invitation to bid for these repairs and two vendors submitted bids. Hypower, LLC of Melbourne was the lowest bidder with a total cost of \$54,825.90. There is sufficient budget available in the current budget to cover this work

and this expense will be included in the Federal Emergency Management Administration (FEMA) reimbursement request.

A motion was made by Mr. Peoples to approve a Purchase Order to Hypower, LLC for Terminal Lighting Repairs, seconded by Mr. LaRusso. Motion passed unanimously.

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

Mr. Donovan explained the Airport's servers and networks are not efficient and well beyond their software lifecycle of support and need replacement. Staff and Rolle IT have worked together to price and determine the best options for the Airport's technology storage needs. Rolle IT has recommended an upgrade solution of a three-server system to allow for backup redundancy, software, and labor as the best solution 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.

A motion was made by Mr. Mikuen to approve a purchase order to Rolle, IT for Managed Server Upgrade Project, seconded by Mr. Fischer. Motion passed unanimously.

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

Mr. Donovan explained airport staff is seeking approval of a new agreement for one year, with two, one-year options with Senior Advisor Bill Johnson through his company Aeropandion, LLC. Mr. Johnson has given the airport's executive team good council for many years, and Mr. Johnson continues to have a role in 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. Either party may terminate the agreement with a 30-day written notice.

A motion was made by Mr. LaRusso to approve a Master Consulting Agreement with Aeropandion, LLC, seconded by Mr. Neuman. Motion passed unanimously.

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

Mr. Donovan explained that Mr. James Jenson, chief executive of Satcom Direct, Inc. has requested consent to the assignment of lease of the 3.423-acre parcel on NASA Boulevard from Satcom to Satcom Direct Holdings, Inc. (SDH), a Delaware corporation, 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. Satcom currently conducts flight operations from its hangar at this location and the purpose of this assignment lease 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 of the property to include retaining possession, use and control of the property and the operations conducted thereon.

A motion was made by Mr. Peoples to approve the Consent to Assignment of lease from Satcom Direct, Inc. to Satcom Direct Holdings, Inc., seconded by Mr. Neuman. Motion passed unanimously.

Item A-9 Results of Executive Director's Evaluation

Mr. Potter explained the annual evaluation form was sent to all the board members to review and comment. The forms with responses were received and reviewed by Mr. Potter and most of the responses rated Mr. Donovan with an overall performance rating of 5-Exceptional, which indicates the board feels Mr. Donovan is doing a remarkable job. Attached to the annual evaluation was an Executive Director Milestones 2024 performance review. Mr. Potter stated he received information regarding Airport Director's compensation around the state

and concluded Mr. Donovan's salary is in the upper middle range of compensation. Another item that is relevant is under the City of Melbourne's proposed budget this year, all employees will be receiving a \$3,000 dollar raise, and Mr. Donovan is included in receiving this raise. Mr. Potter's recommendation is leaving Mr. Donovan's salary to be increased by the approved City of Melbourne raise, continue to contribute to his retirement and would recommend a \$50,000 thousand dollar bonus as previous two years. Another recommendation regarding changes to annual and sick leave and automobile after his discussion with Mr. Donovan. One request is to increase Mr. Donovan's annual leave to 192 hours per year (two additional days per year) and increase sick leave to 117 hours per year. The second request will be to change the contract on his company car and in lieu of taking the airport car, Mr. Donovan has the option to receive the standard vehicle allowances given to other airport employees.

Mr. LaRusso asked if the \$50,000 thousand bonus amount was given to Mr. Donovan last year. Mr. Potter replied yes, this would be the third consecutive year. Mr. LaRusso agreed with Mr. Potter on the recommendation of another bonus and agreed on increasing his annual and sick leave and automobile allowance.

Mr. Mikuen thanked Mr. Donovan for a job well done and building a great team and supports the recommendations noted.

Mr. Peoples thanked Mr. Donovan for his hard work and a great job in managing the airport and staff and asked Mr. Potter if the bonus could be increased to \$55,000 thousand dollars.

Mr. Neuman agreed with Mr. Peoples on Mr. Donovan having an exceptional year and recommends his bonus be increased.

Mr. Fischer thanked Mr. Donovan for a job well done and building a great team has made a significant difference on how this airport runs.

A motion was made by Mr. Peoples to increase Mr. Donovan's salary with the \$3,000 thousand dollar raise, a one-time bonus of \$55,000 thousand dollars, an increase of annual and sick leave and vehicle car allowance, seconded by Mr. Neuman. Motion passed unanimously.

Mr. Donovan expressed his sincere gratitude to all the board members for their support, and to the staff for all their hard work and dedication.

Discussion Items

Item D-1 Proposed 2025 Board Meeting Dates

Proposed dates were presented with no further discussion.

Information Items

Item I-1 Financial Update

Mr. O'Dell presented the preliminary financial report for FY24.

Item I-2 Operations

Mr. Donovan explained Mr. Graham and Ms. Betts are both attending the International Council of Air Shows annual conference in Las Vegas and stated MLB is working on having a future airshow. The operations staff is also preparing for the FAA 139 operating certificate inspection in the first part of the year.

Item I-3 Construction Projects Update

In-Line Baggage System

A formal hearing was held for the bid protest and the conclusion was to reject all proposals and re-issue the project for request of qualifications. A new RFQ will be issued with proposals due in January. The selection committee will review and select the best qualified firm. Staff will negotiate the contract amount and if the contractor cannot meet the budget, they will be dismissed, and negotiations will begin with the second-ranked firm. The selected firm within the budget will be brought to the Board for approval in February. 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 June of 2026.

Terminal Fire Sprinklers

Fire alarm and fire sprinkler work continues in the existing terminal. Sprinklers in the Administration area, Police Department and TSA Office area are now operational. Work is nearing completion in the car rental area and domestic baggage claim area. Pressure testing and Fire Marshall inspection expected before the end of the month. Next area will be the ticketing and atrium area where material has been ordered to begin fabrication. 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 February.

Existing Terminal Re-Roofing

Roofing over the car rental area is nearing completion. Measurements for the coping in this area is complete, and the material is on order with delivery expected by the end of the year. The protection board is currently being installed by two separate crews over the ticketing area and the atrium. Most of the material for the project is currently stored on site. Material modifications are being made to accommodate conditions around the roof top generator's fuel tank. Project should complete by February 2025.

Domestic Bag Belt Replacement

The contractor started replacement on December 2, 2024. Demolition of the existing bag belt is nearing completion. Installation of the new belt has started. The original schedule was to be complete within six weeks but now looks like they may complete in four. Passengers are currently using the baggage claim 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 February. 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 should now begin in January. Replacement of the escalator is expected to be completed by mid-March 2025.

Project Vista – Dassault Falcon Jet Site Work

Underground utility work along Apollo Boulevard continues. Pressure testing of the water main is complete and ready for chlorination. The lift station well has been set and waiting on the tenant's contractor to connect before completing the rest of the station. The right of way work to begin is January including the median crossing. The subgrade for the taxiway portion of the project is complete and base rock is currently being installed. Taxiway lights underground is nearing completion. Paving of the taxiways is scheduled for the end of January. Project completion is expected in June 2025.

Taxiway A Rehabilitation

A pre-construction meeting has been held with the contractor, and they are ready to start after the FAA 139 inspection. Contractor will begin on February 3. A tenant and stakeholder's is scheduled for December 12 to discuss

the main runway closure during the realignment of Taxiway Q. The first phase of the work is separated into four sub-phases and is expected to be complete in the fall.

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. Subgrade is complete and base rock is currently being installed. All storm water adjustments have been completed. Paving is set for the middle of January. Phase 2 work is expected to be complete by the end of February.

Item I-4 Business Development and Marketing Update

Mr. Busalacchi explained the airport has been receiving positive public relations (PR) recently, reflecting a growing interest in the airport and thanked Laura Richards for her hard work and efforts. Since the last board meeting, we've had six feature stories that have appeared in the media such as Florida Today, Hometown News, Everything Brevard, and Space Coast Daily. These stories have been spotlighted by two key initiatives, the inaugural flight to Cincinnati through Allegiant Airlines and the comfort canine therapy dog program which has been very popular with the media as well with the passengers passing through the airport. Spectrum News 13 also did a special story on the comfort canine therapy program here at MLB. Mr. Busalacchi also thanked Melissa Naughton who has been acting as PIO for the airport and has done a great job coordinating with the media on these events.

Recognition

In honor of Mr. Mikuen 17 years of service to the MAA board, Mr. Donovan thanked Mr. Mikuen for his time, his guidance and wisdom to this organization for his years of service. Mr. Mikuen stated he has enjoyed being a part of this organization and is grateful to see how much the airport has grown and very grateful for all the friendships he's made throughout his term.

Mr. Potter thanked Mr. Mikuen for his tenure, his devotion, impact and positive feedback for this organization.

Adjournment

This meeting was adjourned by Chairman William Potter at 10:00 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