

MELBOURNE AIRPORT AUTHORITY BOARD

Minutes February 26, 2025

Board Meeting Airport Board Room

In Attendance: Mr. William C. Potter, Chairman  
The Honorable Paul Alfrey, Mayor  
The Honorable David Neuman, Councilmember  
The Honorable Mark LaRusso, Councilmember  
Mr. Dan Schwinn, 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. Clifford Graham, C.M., Director of Operations & Maintenance  
Ms. Kayla Krause, ACE, Airport Accountant  
Mr. David Perley, A.I.C., Director of Capital Improvements  
Ms. Renee Purden, Chief of Police/Director of Public Safety

Absent: Mr. Mike O'Dell, C.P.A., Director of Finance and Administration

**Pledge of Allegiance**

**Airport Announcements by Executive Director Greg Donovan**

Triennial Mass Casualty Incident Exercise will take place on February 27, 2025.

Welcome to Officer Justin Dudley, MAPD and Officer Jordan Hallman, MAPD.

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

Congratulations to Tyler Vavra, MAPD Police Sergeant, on receiving this month's award.

**Action Items**

**Item A-1 Approval of the minutes for the January 22, 2025, Regularly Scheduled Board Meeting.**

Approval of the January 22, 2025, board meeting minutes. A motion was made by Mayor Alfrey for approval of the minutes, seconded by Mr. LaRusso. Motion passed unanimously.

**Item A-2 Recommendation to Approve the Award of a Contract with Strut Mechanical for HVAC Preventative Maintenance and Services.**

Mr. Donovan explained the airport and airport-owned properties has over 130 HVAC systems throughout. Airport maintenance staff has done a great job in maintaining these units over the years. In 2019, the airport contracted with a commercial HVAC contractor, Dittmer Air & Heat, to have an onsite full-time representative to provide service and maintenance. Dittmer's contract ended in September 2024 and has provided month-to-month service

until now. Staff issued an Invitation to Bid for HVAC Preventative Maintenance and Services and nine vendors submitted bids. Strut Mechanical was the low bidder. The awarded contract will include onsite preventive maintenance by a full-time representative Monday through Friday and the contract will consist of a two-year base term with three, one-year options to commence on April 1, 2025. The base rate of preventative maintenance will be an annual amount of \$166,500, to be billed at a monthly rate of \$13,875. Sufficient budget is available in the operating budget to cover this expense.

Mr. Fischer asked if this would be the first time a representative would be on site under a contract. Mr. Donovan stated that Dittmer's contract included a representative on site and this new contract will also have an onsite representative.

Mr. Potter inquired about the options price, do those increase. Ms. Wyllie-Vitt stated that it would be subject to negotiations with the vendor at the time of renewal and there is an option to consider an increase.

A motion was made by Mayor Alfrey to approve the award of contract with Strut Mechanical for HVAC Preventative Maintenance and Services, seconded by Mr. LaRusso. Motion passed unanimously.

**Item A-3 Recommendation for Approval of a Purchase Order to TK Elevator for Modernization of the TSA Elevator, in an Amount Not to Exceed \$92,080.24.**

Mr. Donovan explained the airport currently has six elevators. Staff has identified three elevators out of the six elevators that require modifications to meet the new Florida building code update requirements. Two of the elevators can be corrected with minor equipment adjustments. The remaining elevator is the TSA elevator which requires additional upgrades, so it complies with safety standards and code. Staff and TK Elevator were able to identify the required upgrades to bring this unit up to code and extend the useful life for an additional 20-to-25 years. The cost for modernization of the TSA elevator will be \$92,080.24. Sufficient budget is available in the approved 2025 equipment budget.

Mr. Fischer stated the elevator upgrade cost is close to the purchase of a new elevator, not sure if the airport is considering purchasing a new elevator. Mr. Graham stated the upgrades will be half the price of a new elevator and considering the expected longevity of the current elevator with the new modifications, the airport would benefit from doing the repairs.

A motion was made by Mr. Fischer to approve a purchase order to TK Elevator for Modernization of the TSA Elevator in an amount not to exceed \$92,080.24, seconded by Mr. Peoples. Motion passed unanimously.

**Item A-4 Recommendation to Approve a Purchase Order to Garber Chevrolet Buick GMC for a 2025 Chevrolet Tahoe for \$56,297.**

Mr. Donovan explained the 2025 budget includes obtaining a new Operations vehicle to replace the existing vehicle used currently by the Assistant Director of Operations and Maintenance that has reached the end of its useful life. Staff reviewed pricing and found the Florida Sheriff's Association contract to be the best value for this purchase. The vendor awarded for the purchase is Garber Chevrolet Buick GMC of Green Cove Springs, FL in the amount of \$56,297.

A motion was made by Mayor Alfrey to approve a Purchase Order to Garber Chevrolet Buick GMC for a 2025 Chevrolet Tahoe for \$56,297, seconded by Mr. LaRusso. Motion passed unanimously.

**Item A-5 Recommendation to award a Contract for the Public and Employee Parking Modifications Project to the lowest responsive bidder, W&J Construction Corporation in the Amount of \$915,082.64.**

Mr. Donovan explained the airport has reached its parking capacity during peak periods, holidays, and spring break. The airport completed a design to increase the public parking by 119 spaces and employee parking by 20 spaces. Staff issued an Invitation to Bid, and W&J Construction was the low bidder. This project will be funded with a 50 percent Florida Department of Transportation grant and 50 percent Melbourne Airport Authority funds, which are included in this year's budget.

Mr. Peoples's asked if the additional parking project fits in with the new plan and workshop next month. Mr. Donovan stated this fits well with the strategy and new plan.

A motion was made by Mr. Peoples to award a contract for the Public and Employee Parking Modifications Project to the lowest responsive bidder, W&J Construction Corporation, in the amount of \$915,082.64, seconded by Mayor Alfrey. Motion passed unanimously.

**Item A-6 Recommendation to Approve Engineering Amendment No. 55 with Airport Engineering Company (AEC) for the Construction Administration Services for the Public and Employee Parking Modification Project in an Amount Not to Exceed \$57,700.**

Mr. Donovan explained that Airport Engineering Company prepared the design and bidding documents for the project and is submitting a proposal for the construction administrative services on the project in an amount not-to-exceed \$57,700.

A motion was made by Mr. Peoples to approve Engineering Amendment No. 55 with Airport Engineering Company (AEC) for the Construction Administration Services for the Public and Employee Parking Modification Project in an amount not-to-exceed \$57,700, seconded by Mayor Alfrey. Motion passed unanimously.

**Item A-7 Recommendation to Award a Purchase Order to Ivey's Construction, Inc., under its Continuing Services Contract for the Terrazzo Floor Replacement in the Ticketing and Car Rental Areas in an Amount Not to Exceed \$1,495,975.90.**

Mr. Donovan explained as part of the Bipartisan Infrastructure Law Airport Terminal Program, the Airport was awarded a Federal Aviation Administration (FAA) discretionary grant to perform several upgrades to the existing terminal. The FAA grant covers 95 percent of the cost, and the remaining costs will be funded by a 2.5 percent Florida Department of Transportation grant and the remaining 2.5 from Melbourne Airport Authority funds. Bids were obtained and the lowest responsive bidder is Ivey's Construction. Several options of flooring were considered, and a solution was accepted to proceed with the available budget and place terrazzo in the ticketing public area and car rental public area. This will also include carpeting to soften the sound absorption and walk-off mats at the entrances to reduce floor debris. Staff is pursuing additional grant funds for the remaining atrium area terrazzo flooring. This work would not begin until after the replacement of the atrium skylight.

Mr. Schwinn asked if the funds received are Airport Improvement Program funds. Mr. Donovan stated yes, the airport has been successful in obtaining discretionary grants in the past years.

Mr. LaRusso asked when the airport anticipates beginning flooring in the atrium. Mr. Donovan stated the flooring work will begin once the skylight work has been completed. A project of this magnitude will probably begin late fall between the TUI seasonal activities.

A motion was made by Mayor Alfrey to award a Purchase Order to Ivey's Construction, Inc., under its Continuing Services Contract for the Terrazzo Floor Replacement in the Ticketing and Car Rental Areas in an amount not to exceed \$1,495,795.90, seconded by Mr. LaRusso. Motion passed unanimously.

**Item A-8 Recommendation to Approve Amendments to Lease Documents for Lease of Property related to Project Daisy.**

Mr. Donovan explained Project Daisy will involve the creation of a singular leased campus for Northrop Grumman Systems Corporation (NGSC). The campus will be comprised of a portion of property currently under lease and a portion of property currently under option. To accomplish these transactions, airport staff and counsel have been working with NGSC and the developer to finalize the necessary documents and meet the needs of all parties. The first item is to amend one of the existing lease agreements between Authority and NGSC through Space Florida to bifurcate a lease parcel into two sections, one of which will remain in and subject to the current lease and one of which will be split off and become a part of the Project Daisy campus; second item is assigning NGSC's option to lease an adjacent parcel to the Developer, Ecliptica, LLC so that the Developer can exercise the option to bring the optioned parcel into the Project Daisy Campus; third is to facilitate the assignment of that portion of NGSC's lease agreement that will become a part of Project Daisy to the eventual new tenant, the Developer; fourth is to enter into an amendment to the lease agreement with the Developer for the option parcel to become part of the Project Daisy Campus. Mr. Donovan asked the board permission for staff to work with the Developer and Northrup Grumman and authorization to execute said documents on behalf of the Authority.

Mr. Potter asked this is revenue neutral to the airport, the airport is not giving up any rent. Mr. Donovan stated the airport is not giving up any rent, this would be revenue positive for this parcel.

Mr. Peoples asked what the current lease time for Northrop Grumman is. Mr. Busalacchi stated their lease goes to year 2045.

A motion was made by Mr. LaRusso to approve Amendments to Lease Documents for Lease of Property related to Project Daisy, seconded by Mayor Alfrey. Motion passed unanimously.

**Item A-9 Recommendation to Approve a Lease Agreement with General Services Administration.**

Mr. Donovan explained the airport has an existing lease agreement with General Services Administration (GSA) that will expire on March 30, 2025. The space leased is currently used by the Transportation Security Administration on the second floor of the airport terminal. The new five-year lease will begin on April 1, 2025 with one five year option, the lease rate will be \$61.00 per square foot; the operating cost is subject to a yearly CPI increase and the total lease space is 1,623 square feet which will generate revenues of approximately \$495,015 over the next five years.

A motion was made by Mayor Alfrey for recommendation to approve a Lease Agreement with General Services Administration, seconded by Mr. Fischer. Motion passed unanimously.

**Discussion Items**

**Item D-1 Reschedule July 23, 2025 board meeting to July 16, 2025.**

The proposed new date was presented and approved.

**Information Items**

**Item I-1 Financial Update**

Ms. Krause presented the financial report through December 31, 2024.

Mr. Potter asked how the proceeds for Tropical Haven sale would be reported; would the proceeds be reported separately so they can be tracked or will the proceeds be integrated into the regular report. Ms. Krause stated the proceeds are included in the interest income that Mr. O'Dell is tracking with per use in yield and included in the non-operating revenues. Mr. Donovan stated that number could be broken down separately and will ask Mr. O'Dell to report quarterly to show as a separate item.

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

Mr. Graham explained the airport had its annual Federal Aviation Administration (FAA) Part 139 Annual Inspection that was successfully completed last month. The inspection is two-and-a-half-day audit by a certified FAA inspector looking at all elements of safety, physically on the airfield itself and all of the record keeping and training that goes along with this annual inspection. Historically, the airport has done very well, and this year was really exceptional. It was the best inspection the airport has had in 10 years. The airport had one minor discrepancy with the airfield lighted signs, the back of the signs are blacked out and a few of them had a little bit of light penetrating through at night and was corrected immediately. Airport staff led by Ms. Betts were present throughout the entire inspection including the review of the airport records and the inspector was very impressed with our record keeping and was noted for it being exceptionally well maintained. The airport fuel farms and fuel trucks were also inspected and were all in compliance during the inspection. Mr. Graham thanked our tenants for their cooperation and working with staff. The airfield markings were inspected, and the inspector was highly impressed with the quality of the airfield markings and commented on a perfect airport with a hardworking and passionate team. Mr. Graham thanked Ms. Betts and the operations and maintenance team for their hard work and a job well done. Mr. Donovan thanked Mr. Graham and his team for an outstanding job maintaining the airfield.

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

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

New proposals have been received and have been reviewed by the selection committee. A guaranteed maximum price by the selected firm will be brought to the March Board meeting for approval. It is the goal of the Airport to complete this project by June 2026.

#### **Terminal Fire Sprinklers**

Fire alarm and fire sprinkler work continues in the existing terminal. Material is currently being fabricated for the ticketing and atrium area. Removal of the old fire alarm system should be completed by the end of February.

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

The cap sheet is complete over the car rental area, ticketing, and the atrium. The protection board and cap sheet are nearing completion over the domestic concourse. The protection board has started over the baggage screening area. Coping metal has been delivered and a separate crew to begin installing. The roof area under the generator will begin in March. Project should complete by the end of March 2025.

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

The manufacturer returned with the additional fabricated parts, and they have been installed. Punchlist work has been completed. Final billing has been submitted and should close out by the end of February.

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

A delay by the State Inspector caused the project completion to extend an additional two weeks. The inspection by the State passed and the escalator is ready for operation. Minor punchwork remains for flooring and ceiling repairs, which are expected to be completed by the middle of March. Project closeout is expected by the end of March.

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

Underground utility work along Apollo Boulevard is nearing completion. The water main is complete and ready for connection. Waiting on the City for review of As-Builts for submission to DEP. The lift station work continues with electrical connections expected by the end of February. The right-of-way work is to begin in March, including the median crossing. The paving of the taxiways are complete, and sod is nearing completion. Taxiway underground lighting is complete and ready for lights to be set. Waiting on DFJ's contractor to provide the subgrade for the base course and paving to begin. Project completion is expected in June 2025. First aircraft arrives July 1, 2025.

### **Taxiway A Rehabilitation**

The contractor is mobilized, and work has begun. The contractor is currently re-grading the drainage swales north of the taxiway. After discussions with the airlines, the schedule for the taxiway work has been modified to not close the main runway for the scheduled 40 days during this phase of work. This first phase of the work is expected to be completed in the fall. The next phase of the work will go out to bid in March with bids due in May. Submission of the grant application for the next phase of discretionary funds must be submitted to the Federal Aviation Administration by the end of June. Discretionary funds will not become available until October 2025.

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

Paving and sodding is complete. Reinstallation of the security fence has begun. Striping to be completed before the end of February. Phase 2 work is expected to be completed by the end of February.

### **Public & Employee Parking Lot Modifications**

Bids have been received. There were eight bidders with a spread of over \$1.6 million. The spread of the three lowest responsive bidders was just over \$7,000. With the award at the February Board meeting, a Notice to Proceed should be issued in the first week of March. Work is expected to be completed by June.

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

Mr. Busalacchi stated at the conclusion of next month's board meeting, there will be a workshop discussion on parking. The workshop should last no longer than one hour.

The rooftop bar and grill at the Hyatt Place Hotel is doing very well. It's open for dinner at this time and MLB staff has requested they be open for lunch and hotel staff has agreed.

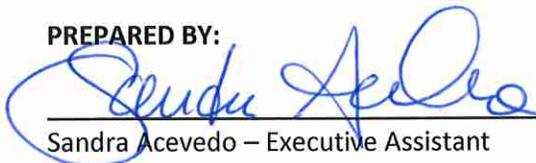
Sun Country and MLB staff are currently working on a marketing campaign targeting the Minneapolis market to bring travelers to Florida.

Mayor Alfrey stated he will not be present at the March board meeting and has asked everyone to contact Vice Mayor Neuman.

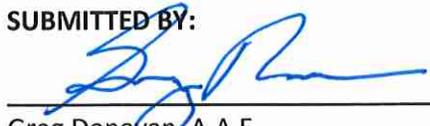
**Adjournment**

This meeting was adjourned by Chairman William Potter at 9:33 a.m.

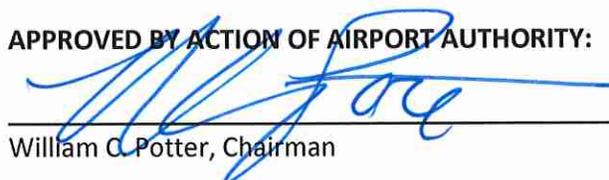
**PREPARED BY:**

  
\_\_\_\_\_  
Sandra Acevedo – Executive Assistant

**SUBMITTED BY:**

  
\_\_\_\_\_  
Greg Donovan, A.A.E.  
Executive Director

**APPROVED BY ACTION OF AIRPORT AUTHORITY:**

  
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William C. Potter, Chairman