



MELBOURNE AIRPORT AUTHORITY BOARD

Minutes March 26, 2025

Board Meeting Airport Board Room

In Attendance: Mr. William C. Potter, Chairman
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
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, ACE, Chief of Police/Director of Public Safety

Absent: The Honorable Paul Alfrey, Mayor

Pledge of Allegiance

Airport Announcements by Executive Director Greg Donovan

Video presentation of a new campaign ad highlighting MLB's sponsorship with Mike Boyd's weekly insight Touch & Go E-Newsletter.

Celebration of Delta's 100th Year Anniversary, with 41 years at MLB.

Welcoming back TUI airlines starting on Friday, April 4, 2025.

Eau Gallie High School aviation program and The Civil Air Patrol received tours of the airfield and ATCT.

Board members received patches of the iconic 30-year-old birds of paradise carpet that is being removed from the terminal.

Executive Director's Recognition of Excellence Award

Congratulations to Joseph Gomez, Airport Mechanic, on receiving this month's award.

Action Items

Item A-1 Approval of the minutes for the February 26, 2025, Regularly Scheduled Board Meeting.

Approval of the February 26th, 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 Approval of Resolution 2-25 authorizing the amendment of an existing Passenger Facility Charge (PFC) Application and the submittal of a new PFC Application to the Federal Aviation Administration (FAA) and acceptance of the FAA Decision of Record, which authorizes the Authority to impose and use PFC revenues as approved by the FAA.

Mr. Donovan explained that back in January, Mr. O'Dell gave a presentation on our process of amending the current PFC application and moving forward with a new PFC application. Mr. Donovan stated that the PFC that is collected will be used to reimburse prior capital improvements and fund future capital projects. The PFC program started back in the 2000s, and the maximum PFC rate is \$4.50, which the airlines retain \$0.11 for airline administrative costs. Mr. Donovan explained that if MLB does not charge this, another airport will.

Mr. O'Dell explained it is a lengthy process for the application, taking from six to nine months for FAA approval. It is important to keep on top of it, so the collection authority does not lapse. Mr. O'Dell explained the airport currently uses PFC's to reimburse prior costs.

Mr. Fischer inquired about how this is collected, where Mr. O'Dell explained that the airlines are required to remit the collection 30 days after they have received it. If a ticket is bought in January, at the end of February they remit those PFC funds. Mr. Fischer asked if this affects our current PFC funds, in which Mr. Donovan explained that past commitments are based on projections so current and future funds will merge depending on budget versus actual. Mr. Fischer additionally asked if this amount goes towards our share and not towards the FAA amount, and Mr. O'Dell said yes it goes to the airport's share. Mr. O'Dell explained further that it is common to amend an application towards the end as forward-looking projects' costs get adjusted and changed. Mr. Donovan added that this PFC Application is expected to cover PFC collections until 2045.

Mr. Peoples asked if this affects our AIP funds, in which Mr. O'Dell explained that, since the airport is not a medium or large hub airport, it will not. Mr. Fischer asked if there is an accounting process to track these funds, and Mr. O'Dell advised that this is part of our annual audit process. Mr. Peoples asked further if there has been any adjustment for inflation regarding the \$4.50 rate by the FAA. Mr. Donovan responded and advised that this has not had any adjustments, there have been efforts to raise the maximum amount and if that happens, it will be brought to the board.

Mr. Potter asked if the decrease is due to us not having enough projects to use it or if we didn't collect enough. Mr. O'Dell explained that the airport had less interest, along with changing our approach on the terminal project. Mr. O'Dell stated that the airport will collect PFC's for all eligible expenditures. Mr. O'Dell added staff considered amending the current application to include the \$24,000,000, but it will be cleaner to submit the new application.

A motion was made by Mr. Peoples to approve the amendment of an existing Passenger Facility Charge (PFC) Application and the submittal of a new PFC Application to the Federal Aviation Administration (FAA), seconded by Mr. LaRusso. Motion passed unanimously.

Item A-3 Recommendation to Approve a Change Order to Global ARFF for refurbishment of Unit 3 ARFF Truck, in the Amount of \$72,692.26.

Mr. Donovan explained that the airport issued a purchase order in July of 2024 for the refurbishment of our Unit 3 Fire Truck with Global ARFF, to ensure compliance with FAA Part 139. Mr. Donovan indicated that the airport needs three ARFF trucks to meet index requirements. Global ARFF has shared that there were multiple issues

found that were not under the original refurbishment of the vehicle. Mr. Donovan explained that an airport mechanic inspected and confirmed the work was warranted.

Mr. Donovan stated that the refurbished ARFF truck is still under \$300,000, which is considerably less than a new ARFF truck Mr. Donovan explained this is a budgeted item for the 2025 Fiscal year.

Mr. LaRusso stated that the city has just obtained a new \$1,400,000 truck for Station #71 and it was a long process, so this is the right approach. Mr. Potter asked if the airport mechanic has verified that all the work is necessary, in which Mr. Donovan responded yes.

A motion was made by Mr. LaRusso to approve the change order to Global ARFF for refurbishment of Unit 3 ARFF Truck, in the Amount of \$72,692.26, seconded by Mr. Peoples. Motion passed unanimously.

Item A-4 Recommendation to Approve Award of Security and Electrical Gate and TSA Camera Projects to Atlantis Electrical Systems (AES), in the Amount of \$179,242.44.

Mr. Donovan explained that advances in technology along with wear and tear have made it necessary to upgrade cameras at the TSA checkpoint and airfield gate access areas throughout the airport.

Mr. Donovan explained that the airport went through a formal bid, which brought nine vendors to the pre-bid meeting and 3 vendors who submitted bids. Atlantis Electrical Systems (AES) came up as the lowest bidder at \$179,242.44. Mr. Donovan stated that Atlantis Electrical Systems has worked on multiple projects throughout the airport and is familiar with the systems, and that this is a budgeted item.

Mr. Potter asked if there was a concern with the wide discrepancy between the bids, in which Mr. Donovan stated there were no concerns as Atlantis has worked here within the airport and understands the environment which may be reflective in their bid.

A motion was made by Mr. Peoples to approve the award of Security and Electrical Gate and TSA Camera Projects to Atlantis Electrical Systems (AES), in the Amount of \$179,242.44, seconded by Mr. Neuman. Motion passed unanimously.

Item A-5 Recommendation to Approve a Purchase Order with Environmental Science Associates (ESA) in the Amount of \$119,869.

Mr. Donovan explained Environmental Science Associates has done a lot of work for the airport, including the airport master plan, noise study and layout plan. Staff recommends using ESA under its continuing services contract for a requirement implemented by the FAA for a safety management system(SMS).

Mr. Donovan explained the SMS would identify hazards and safety risks through maintenance, repair and inventory as part of the operation's daily inspections. Mr. Donovan stated staff is asking permission for the start of a 2-year program that would be in two phases. Phase 1 consists of a gap/personnel analysis, comparative hazard review, and finalization of the SMS manual. During the recent Part 139 certification inspection, the FAA had approved the airports approach on this. Phase 2 would implement an interactive Airport Layout Plan with mapping and input with a more comprehensive method, compared to how it is manually input now.

A motion was made by Mr. Neuman to approve the Purchase Order with Environmental Science Associates (ESA) in the Amount of \$119,869, seconded by Mr. LaRusso. Motion passed unanimously.

Item A-6 Recommendation to Award a Purchase Order to Ivey's Construction, Inc., under their Continuing Services Contract for the Ceiling Replacement in the Ticketing area in an Amount Not to Exceed \$1,165,404.07.

Mr. Donovan explained that this is part of the fire sprinkler project in the terminal as the installation of the fire sprinklers resulted in the need to replace the ceiling. Mr. Donovan explained some of the challenges the airport encountered in this project that have resulted in design alternatives that reduced pricing from the contractor.

Mr. Donovan explained that what is proposed will be similar to the ceiling that was completed in the new terminal area and will allow for a refreshed look and updated lighting ballasts. Mr. Donovan commended staff for working hard to meet airport needs while staying within budget. Mr. Donovan stated 95 percent of the funds for purchasing this are covered through State and FAA grants.

Mr. Potter asked if this alternate design does everything the original design would have done, and Mr. Donovan answered yes that this design is maintenance free.

Mr. Fischer asked if this is under the new roof area and if it has been repaired, in which Mr. Donovan explained that it is and the roof has been entirely repaired now and the idea was to complete that before moving forward with this work.

Mr. LaRusso stated he said it was great that this could be completed under the continuing services contract, and that the city will need to follow that lead. Mr. Donovan stated we are saving a lot on cost due to not having to pay for mobilization.

A motion was made by Mr. Peoples to award a purchase order to Ivey's Construction, Inc., under their Continuing Services Contract for the Ceiling Replacement in the Ticketing area in an Amount Not to Exceed \$1,165,404.07, seconded by Mr. Neuman. Motion passed unanimously.

Item A-7 Recommendation to Award a Purchase Order to Graybar under the State's Omnia Program to replace the Public Address System in All Areas affected by the Installation of Fire Sprinklers in the Existing Terminal in the Amount of \$324,759.26.

Mr. Donovan explained that the current public address (PA) system was impacted by the fire sprinkler project and this project will result in a comprehensive PA system for the airport. Mr. Donovan stated this award would be under the State's Omnia program to replace the entire PA System. Funding is provided primarily through federal and state grants, with ninety-five percent of the project funded by FAA and FDOT. Mr. Donovan explained the importance of this for efficiency with our public safety along with the ease for our airline users and employees. Mr. Donovan stated the original system is from 1989.

A motion was made by Mr. LaRusso to award a purchase order to Graybar under the State's Omnia Program to replace the Public Address System in All Areas affected by the Installation of Fire Sprinklers in the Existing Terminal in the Amount of \$324,759.26, seconded by Mr. Peoples. Motion passed unanimously.

Item A-8 Recommendation to Approve a Guaranteed Maximum Price (GMP) Contract for the In-Line Baggage System Facility Project to the selection committee's recommendation of Construction Management at Risk Services to Ivey's Construction, Inc., in the Amount of \$26,141,697.

Mr. Donovan explained the bid process this project went through, the involvement of various stakeholders, and the funding plan, as the majority of this project is funded by TSA. Mr. Donovan explained the design for the In-Line Baggage System Facility program has had success in Europe and is being done through local providers with

Leonardo DRS as a system operator. The past year this project has been under a bid protest through legal process, causing the airport to reissue the request for proposals. Mr. Donovan stated that the airport received three responsive bidders, and is recommending approval to proceed with Ivey's Construction, Inc. The contract for approval is included in the current approved capital budget.

Mr. LaRusso asked Mr. Peoples having been on the committee for a year if he is comfortable with this recommendation. Mr. Peoples replied and said yes, he approves this recommendation and that the system itself is impressive. Mr. LaRusso agreed he was comfortable with Mr. Peoples decision. Mr. Donovan added that Leonardo DRS is a local company that wants to introduce this technology domestically.

Mr. Potter asked what the time frame for completion under the contract is, and Mr. Perley replied that the estimated completion is August of 2026. Mr. Potter then asked if the temporary baggage facility would be moved to the east, in which Mr. Perley replied that yes, the four current scanners will move to the east and the current belt remains in operation. Mr. Perley stated once the bags are outside, they will be manually moved. Mr. Potter asked if this would require additional personnel, in which Mr. Perley replied that this has been covered.

Mr. Potter asked if this resolves the bid protest, and Mr. Donovan replied no this does not resolve the bid protest, that it was resolved by rebidding this out. The protest period for the new bid had no new protests.

A motion was made by Mr. Peoples to approve a Guaranteed Maximum Price (GMP) Contract for the In-Line Baggage System Facility Project to the selection committee's recommendation of Construction Management at Risk Services to Ivey's Construction, Inc., in the Amount of \$26,141,697, seconded by Mr. LaRusso. Motion passed unanimously.

Item A-9 Recommendation to Approve a Subtenant at the Florida Institute of Technology's Applied Research Laboratory.

Mr. Donovan explained this is a 3,585 square feet subtenant lease for the Brevard Zoo at the Florida Institute of Technology's Applied Research Laboratory. This is for research and restoration of various marine species, alongside the Florida Fish and Wildlife benefiting the Indian River Lagoon restoration project. Mr. Donovan stated the Brevard Zoo would be adding around \$250,000 to \$275,000 of capital improvements to the building and Florida Tech would be adding around \$90,000 for infrastructure improvements.

Mr. Potter stated that he is currently a member of the board of the Florida Institute of Technology, however he has no financial interest, so he has no legal conflict.

A motion was made by Mr. Fischer to approve a Subtenant at the Florida Institute of Technology's Applied Research Laboratory, seconded by Mr. Peoples. Motion passed unanimously.

Item A-10 Recommendation to Approve a Subtenant at the Florida Institute of Technology's Center for Aeronautics Innovation.

Mr. Donovan explained this is a 5,633 square feet subtenant lease for Burrell College of Osteopathic Medicine at the Florida Institute of Technology's Center for Aeronautics Innovation. This is for an Anesthesiology assistant program, using the space for classrooms, non-surgical demonstrations and administrative offices located at 1050 West Nasa Boulevard.

Mr. LaRusso asked if this was the previous TRDA building, in which Mr. Donovan replied and said yes, it is.

Mr. Potter stated that he is currently a member of the board with the Burrell College foundation, however he has no financial interest, so he has no legal conflict.

A motion was made by Mr. Fischer to approve a Subtenant at the Florida Institute of Technology's Center for Aeronautics Innovation Florida Institute of Technology's Applied Research Laboratory, seconded by Mr. Peoples. Motion passed unanimously.

Discussion Items

Item D-1 The Quotient Group

Kim Sippola and Tiana O'Connor from The Quotient Group shared a presentation highlighting the company's team, experience, and the projects that The Quotient Group are currently working on with the airport.

Information Items

Item I-1 Financial Update

Mr. O'Dell presented an overview of the Fiscal Year 2024 Audit and also presented the financial report through January 31, 2025.

Mr. Fischer asked with the sale of Tropical Haven if there would be tax consequences for this year, in which Mr. O'Dell responded and said no the airport is tax exempt.

Item I-2 Operations

Mr. Graham explained the airport performed a Triennial Mass Casualty Incident (MCI) exercise. Mr. Graham stated the exercise was a success in testing the airports emergency plan, with meeting all the requirements by the FAA. This year the airport had over 15 local agencies participate, with 50 volunteers who simulated the passengers and family of the flight. Mr. Graham stated that the exercise was led this year by Stephanie Betts, along with Amanda Moyer who was the Airports volunteer coordinator.

Mr. Graham explained that the airport operations team is overseeing airfield safety with the Taxiway A Rehabilitation project. This involves staff performing daily airfield inspections, communicating with the tenants and contractors involved, and issuing NOTAMS.

Mr. Graham stated the airport is holding the Brevard Corporate 5K on Thursday, April 10th at 6:30pm. Several of the airport tenants will be participating in the event, with an estimate of 2000 plus total participants expected. The airport Operations team and the Melbourne airport Police will be overseeing the safety and security of the event. Prior approval from the TSA, FAA and FDOT is required to run this event, which has been obtained. The Brevard Corporate 5K proceeds will benefit the Eau Gallie High School Aviation program.

Item I-3 Construction Projects Update

In-Line Baggage System

The first meeting of the In-Line Baggage System will be with TSA to get prepared for the reimbursement setup. Airline meetings will happen within the following weeks for preparation of the temporary screening and office areas. The project is anticipated to be completed between 14 to 16 months.

Existing Terminal Re-Roofing

The cap sheet is nearing completion, with the metal work of the flashings and copings at fifty percent complete. The roof under the generator is starting in April. Project should complete by the end of April 2025.

Federal Inspection Station Escalator Replacement

The Federal Inspection Station Escalator replacement project is now complete. All the State escalator inspections have been completed. Waiting on final close out documentation and payment arrangements.

Project Vista – Dassault Falcon Jet Site Work

Underground utility work along Apollo Boulevard is nearing completion. The road cuts for the driveways and median crossovers will begin soon. The lift station work continues with electrical expected by the first week of April. The first lift for the apron base rock was completed, with the second one to be completed by April 1st. The concrete paving should begin the first week of April. Project completion is expected in June 2025. First aircraft arrives July 1, 2025.

Taxiway A Rehabilitation

The contractor and the airport operations team are working closely on the runway closures. Asphalt work and grading has started west of Taxiway Q. The relocation of 8 gopher tortoises has been completed. The work on Taxiway Q is nearing completion, in which the east side of Taxiway Q will then begin. This first phase of work is expected to be completed in August 2025. The next phase of the work will go out to bid in April with bids due in June. Discretionary funds will not become available until September 2025. Phase 2 work will begin October 2025.

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

Phase 1 and Phase 2 of the Taxiway M Project are nearing completion. Minor punch items are being completed. Close out documents are being prepared, all drawings have been submitted, and final billing is being reviewed.

Public & Employee Parking Lot Modifications

A preconstruction meeting has been held with the contractor. The contract and insurance are in place, and a bond is being obtained. The fabrication of the underground structures has begun. The airport is working with FPL for power pole relocation. On-site work will begin in April 2025. Project completion is for July 2025.

Mr. Schwinn asked what process the airport must go through to get the airport diagrams updated to reflect the Taxiway M change, Mr. Perley responded that the engineer would have that information available after certification. Mr. Donovan added the airport will submit the information to the FAA and the Airport Districts office will get the update out.

Item I-4 Business Development and Marketing Update

Mr. Busalacchi shared the results of the recent Allegiant Influencer marketing campaign. This campaign brought three Philadelphia locals to the Space Coast for vacation. The overall results had approximately 90,000 viewers with a media value of \$105,600.

Adjournment

This meeting was adjourned by Chairman William Potter at 10:25 a.m.

PREPARED BY:


Misty Dawn White – Accounts Clerk

SUBMITTED BY:


Greg Donovan, A.A.E.
Executive Director

APPROVED BY ACTION OF AIRPORT AUTHORITY:


William C. Potter, Chairman