



MELBOURNE AIRPORT AUTHORITY BOARD MEETING
AGENDA

May 28, 2025, at 8:30 AM

Melbourne Orlando International Airport Board Room

Pledge of Allegiance

Airport Announcements

Action Items

Item A-1 Approval of the minutes for the April 23, 2025, Regularly Scheduled Board Meeting.

Item A-2 Recommendation to Approve Renewal of Airport Liability Insurance Coverage Policy in the Amount Not-To-Exceed \$92,051.

The Airport’s annual liability insurance coverage policy expires on July 14, 2025. Airport staff worked with Arthur J. Gallagher Risk Management Services, Inc. (Gallagher), an aviation insurance broker, to assist with obtaining proposals from aviation insurers. Gallagher evaluates carrier stability and provides aviation coverage recommendation for airports.

In the current insurance environment, Gallagher recommended negotiating with the existing carrier to obtain the best price with the required coverage in lieu of obtaining quotes. Gallagher obtained a renewal quote from the current insurer, National Union Fire Insurance Company, with the same coverage as the current policy and negotiated the same rate as the previous year for the same coverage, a liability limit of \$200 million with a \$50,000 deductible.

Staff recommends renewing the Airport’s General Liability Insurance Coverage with National Union Fire Insurance Company in the amount not to exceed \$92,051 for a one-year term and authorization for the Executive Director to execute said agreement on behalf of the Authority.

Item A-3 Recommendation to Approve Resolution 5-25 to Accept Florida Department of Transportation (FDOT) Public Transportation Grant Agreement to Fund Certain Improvements for Land Acquisition in the Amount of \$600,000.

The Florida Department of Transportation (FDOT) has issued a grant offer in the amount of \$600,000 to acquire land that is adjacent to the airport and will provide additional property for future development. This grant requires a 50 percent local match; therefore, the funding for the proposed grant is:

Source	Amount
FDOT	\$ 600,000
MAA	\$ 600,000
Total Funding	\$ 1,200,000

This grant will provide funding for property acquisition that is part of the airport’s development plan.

Staff recommends approval of Resolution 5-25 to accept the Florida Department of Transportation grant to fund land acquisition and authorization for the Chairman to execute said resolution on behalf of the Authority.

Item A-4 Recommendation to Approve a Change Order to Ivey’s Construction, Inc., under its Continuing Services Contract for the Terrazzo Floor Project to Add Data and Electric Drops for Airline Kiosk Locations within the Ticketing Area in an Amount Not-to-Exceed \$165,901.63.

As part of the Terminal Upgrade Flooring project in which terrazzo is being installed in the ticket lobby, airline kiosks mounted to the floor in fixed locations need to be relocated. Some of these current locations were based on existing electrical floor box locations and others were added by trenching the floor and patching it back.

Discussing the kiosk locations with the airlines, it was determined that placing them in the carpeted area would be best for any changes in equipment or quantity. This change allows kiosks to be installed at multiple locations for any airline and to be changed or increased in quantity without affecting the floor finishes. This also will provide a better passenger flow in the ticketing area and a better customer experience.

Terminal Flooring Project	\$1,495,975.90
<u>Kiosk Data & Electrical Drops</u>	<u>\$ 165,901.63</u>
Total Terrazzo Flooring	\$1,661,877.53

The scope of the change order is included in the Bipartisan Infrastructure Bill – Airport Terminals Program grant, which includes the Terminal Upgrade Flooring project and is funded primarily with Federal Aviation Administration funds. The funding of the proposed change order is as follows:

<u>Source</u>	<u>Amount</u>
FAA	\$ 157,607
FDOT	\$ 4,147
MAA	\$ 4,148
Total Funding	<u>\$ 165,902</u>

There is sufficient budget available within the capital project to complete this change order.

Staff recommends approval of a Change Order to Ivey’s Construction, Inc. under its continuing services contract for the Terrazzo Floor Project to add data and electric drops for airline kiosk locations within the ticketing area in an amount not to exceed \$165,901.63 and authorization for the Executive Director to execute said change order on behalf of the Authority.

Item A-5 Recommendation to Approve a Change Order to Graybar under the State’s Omnia Program for the Public Address System in the Domestic Baggage Claim Area Affected by the Installation of Fire Sprinkler in the Existing Terminal in the Amount of \$50,354.72.

As part of the existing terminal’s fire sprinkler system project, existing ceilings, mechanical, electrical, plumbing (MEP), and low voltage systems (LVS) will be replaced or upgraded as necessary. This includes the fire alarm, public address system, security access system, and security cameras.

Using the State’s Omnia program, competitive prices have been obtained for the installation of the public address system that will be replaced during the installation of the fire sprinklers in the existing terminal. This system is compatible with the Valcom system installed with the renovation and expansion project that will allow the entire airport to be under one public address system. Previously this system was approved for all areas of ticketing and the atrium when the fire sprinklers are being installed. With the completion of the design for the car rental area and domestic baggage claim, additional PA equipment is required to complete this system. This will now complete the PA system for the existing terminal.

There is sufficient budget for this change order in the Fire Sprinkler project, and it is within the scope of the approved grants that are in place. The change order will be funded as follows:

Source	Amount
FAA	\$ 45,319
FDOT	\$ 2,518
MAA	\$ 2,518
Total Funding	\$ 50,355

Staff recommends approval of a Purchase Order Change Order to Graybar under the State’s Omnia program to replace the public address system in the domestic baggage claim area affected by the installation of fire sprinkler in the existing terminal in the amount of \$50,354.72 and authorization for the Executive Director to execute said change order on behalf of the Authority.

Item A-6 Recommendation to Approve a Professional Services Agreement with Thorn Run Partners, LLC.

This is to enter an agreement with Thorn Run Partners to provide federal lobbyist services for the Melbourne Airport Authority as the current contract terminated April 30, 2025. Jim Davenport will continue as the principal representative. This new agreement will be for three years with two, one-year options commencing on May 1, 2025. The proposed fee is \$5,500 per month plus reimbursable expenses, which was the rate under the previous contract.

Mr. Davenport continues to work with Airport staff on several issues and has been instrumental in the Airport receiving Federal Aviation Administration (FAA) funding and has assisted staff with targeting other grant funding sources.

Staff recommends approval of the contract with Thorn Run Partners, LLC, for federal lobbyist services and for professional consulting services, and request authorization for the Executive Director to execute the agreement on behalf of the Authority.

Discussion Item

Item D-1 Budget Presentation

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

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

Income Statement

March 31, 2025

	Year To Date Actual			
	3/31/2025	3/31/2024	\$ change	% change
Operating Revenue				
Airline Landing Fees	348,955	327,150	21,806	7%
Airline Service Fees	1,469,289	1,409,741	59,548	4%
Land & Bldg Lease Rents	6,308,304	5,822,976	485,328	8%
Terminal Rents	157,707	139,716	17,991	13%
Parking Lot Fees	981,978	1,053,192	(71,214)	-7%
Car Rental Concessions	820,217	810,475	9,742	1%
Restaurant Concessions	169,579	173,760	(4,181)	-2%
Mobile Home Park Rent	679,426	1,019,125	(339,699)	-33%
T-Hangar Rentals	43,144	45,571	(2,428)	-5%
Operating Grant Revenue	372	34,677	(34,305)	-99%
Other	416,763	390,509	26,255	7%
Total Operating Revenues	11,395,734	11,226,891	168,842	2%
Operating Expense:				
Personnel Services	3,208,114	2,815,446	392,668	14%
Contract Services	3,808,308	3,683,618	124,690	3%
Police & Fire Services	733,444	669,903	63,541	9%
Maintenance and Operations	2,358,220	2,963,779	(605,559)	-20%
Other	108,219	56,563	51,656	91%
Total Operating Expenses	10,216,305	10,189,310	26,995	0%
Operating Income (Loss)	1,179,429	1,037,582	141,847	
Non-Operating Revenue (Expense):				
Passenger Facility Charges	646,393	676,258	(29,865)	-4%
Customer Facility Charges	713,824	668,852	44,972	7%
CARES Grant Revenue	-	2,262,865	(2,262,865)	-100%
Gain (Loss) on Sale of Assets	37,754,209	6,671	37,747,538	565883%
Interest Income (Loss)	1,128,006	730,268	397,738	54%
Ad Valorem Tax Revenue	1,436,575	1,069,070	367,505	34%
Ad Valorem Tax Expense	(1,446,212)	(1,035,152)	(411,059)	40%
Interest Expense	(21,450)	(24,375)	2,925	-12%
Total Non-Operating Revenue (Expense)	40,211,345	4,354,456	35,856,889	
Net Income (Loss) Before Depreciation*	41,390,773	5,392,037		

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

MELBOURNE ORLANDO INTERNATIONAL AIRPORT
Statement of Revenues, Expenditures and Changes in Fund Net Assets
March 31, 2025

	YTD Actual	Annual Budget	% of Budget
Operating Revenues:			
Airline Landing Fees	348,955	803,671	43%
Airline Service Fees	1,469,289	3,083,057	48%
Land & Bldg Lease Rents	6,308,304	12,130,306	52%
Terminal Rents	157,707	332,537	47%
Parking Lot Fees	981,978	2,171,895	45%
Car Rental Concessions	820,217	1,819,701	45%
Restaurant Concessions	169,579	400,000	42%
Mobile Home Park Rent	679,426	-	#DIV/0!
T-Hangar Rentals	43,144	-	#DIV/0!
Operating Grant Revenue	372	-	#DIV/0!
Other	416,763	752,077	55%
Total Operating Revenues	11,395,734	21,493,244	53%
Operating Expense:			
Personnel Services	3,208,114	6,786,550	47%
Contract Services	3,808,308	8,387,908	45%
Police & Fire Services	733,444	1,491,260	49%
Maintenance and Operations	2,358,220	7,722,201	31%
Other	108,219	260,000	42%
Total Operating Expenses	10,216,305	24,647,919	41%
Operating Income (Loss)	1,179,429	(3,154,675)	
Non-Operating Revenue (Expense):			
Passenger Facility Charges	646,393	1,419,771	46%
Customer Facility Charges	713,824	1,266,057	56%
CARES Grant Revenue	-	-	#DIV/0!
Gain (Loss) on Sale of Assets	37,754,209	33,380	113104%
Interest Income (Loss)	1,128,006	2,640,110	43%
Ad Valorem Tax Revenue	1,436,575	2,062,537	70%
Ad Valorem Tax Expense	(1,446,212)	(2,113,530)	68%
Interest Expense	(21,450)	(277,400)	8%
Total Non-Operating Revenue (Expense)	40,211,345	5,030,925	
Net Income (Loss) before Depreciation, Transfers, and Capital Contributions	41,390,773	1,876,250	
Depreciation Expense	(22,002)	-	
Machinery and Equipment	(154,985)	(806,000)	19%
FAA Equipment Grant	-	-	#DIV/0!
Intra Transfer to Airport Capital	-	(2,520,000)	0%
Net Income (Loss) After Transfers	41,213,786	(1,449,750)	

Melbourne Orlando International Airport
Top 10 Operating Revenues
3/31/2025

Rank	Description	YTD FY 2025	FY 25 % of Total Rev	YTD FY 2024	FY 24 % of Total Rev	\$ Change	% Change
1	Airfield Facilities Rental	3,883,619	34%	3,628,998	32%	254,621	7% A
2	Commercial Business Center Rent	1,833,100	16%	1,620,880	14%	212,220	13% B
3	Ground Handling Revenue	1,025,926	9%	943,767	8%	82,159	9%
4	Parking Revenue	981,978	9%	1,053,192	9%	(71,214)	-7%
5	Car Rental Concession	820,217	7%	810,475	7%	9,742	1%
6	Tropical Haven Revenue	679,426	6%	1,019,125	9%	(339,699)	-33% C
7	Terminal Rent-Airline	477,420	4%	492,016	4%	(14,596)	-3%
8	Hangar Rent	429,530	4%	429,530	4%	-	0%
9	Landing Fees	348,955	3%	327,150	3%	21,805	7%
10	Terminal Concessions	169,579	1%	173,760	2%	(4,181)	-2%
Total Top 10 Operating Revenue		10,649,750	93%	10,498,893	94%	150,857	
Other Operating Revenue		745,984	7%	727,998	6%	17,986	2%
Total Operating Revenue		11,395,734	100%	11,226,891	100%	168,843	2%

A Increase due to 5 year rate adjustment for anchor tenant; 2 tenants had leased property that is coming off of the abatement period, and increases for CPI adjustments for several smaller tenants.

B Increase due to 2 new leases (Chamber of Commerce and Poseidon) plus one of the tenants that had a rent abatement period that ended.

C Tropical Haven mobile home park was sold in January 2025 so there is only 3.5 months of tropical haven revenue for FY 25.

Melbourne Orlando International Airport
Top 10 Operating Expenses
3/31/2025

Rank	Description	YTD FY 2025	FY 25 % Operating Expense	YTD FY 2024	FY 24 % Operating Expense	\$ change	% change
1	Personnel	3,208,114	31%	2,815,446	28%	392,668	14% A
2	Other Contract Services	2,625,019	26%	2,568,903	25%	56,116	2%
3	Fire Services	722,622	7%	665,501	7%	57,121	9%
4	Contractual Employee	558,423	5%	614,216	6%	(55,793)	-9% B
5	Electric	378,034	4%	404,808	4%	(26,774)	-7%
6	Consulting Fees	355,248	3%	253,566	2%	101,682	40% C
7	Risk Management	298,968	3%	235,856	2%	63,112	27% D
8	Cable TV Expense	127,335	1%	204,957	2%	(77,622)	-38% E
9	Computer Software	123,457	1%	127,823	1%	(4,366)	-3%
10	R&M-Building	119,886	1%	171,588	2%	(51,702)	-30% F
Total Top 10 Operating Expense		8,517,106	83%	8,062,664	79%		
Other Operating Expense		1,699,199	17%	2,126,646	21%	(427,447)	-20%
Total Operating Expense		10,216,305	100%	10,189,310	100%	26,995	0%

A Increase is due to several factors including increase in overtime due to Hurricane Milton, across the board pay adjustments, increase in FRS contribution rates, and positions that were vacant last year have been filled, particularly in the Airport Police division.

B Decrease is due to adjustments made to right size the staffing needed to maintain the terminal (the needed labor hours has dropped due to lighter passenger volumes. This was partially offset by using a contract employee to fill the marketing position this year; last year this was filled with an Airport FTE (Note: this position has been filled with an Airport FTE effective 3/31/25)

C Consulting expense higher due to non-recurring costs incurred in FY 25 related to Air Service Development (study-\$42,045; Adept Air Svc development-\$27,796 higher), Parking Study (\$14,305 increase), and appraisals/review appraisals for Tropical Haven Sale (\$7,400 increase).

D Increase is due to higher property insurance (provided by a third party through the City).

E Cable TV expense is lower due to the sale of Tropical Haven (cable costs were approximately \$35k/month for Tropical Haven).

F Decrease due to non-recurring costs incurred last year such as the emergency repair work at 1135 Nasa for a water leak (\$26k) and repairs to the loading dock (31k).

Melbourne Orlando Int'l Airport
Cash Flow Projection - Capital Exp and Grant Revenue
5/12/2025

Capital Project Expenditures	Total Cost	April-25	May-25	June-25	July-25	August-25	September-25	October-25	November-25	December-25	January-26	February-26	March-26
Term Upgrade-Restrooms Gate Belt etc	5,263,158	(464,028)	(350,000)	(350,000)	(350,000)	(350,000)	(350,000)	(153,654)					
Term Upgrade-Fire Sprinkler/Plumbing	5,959,412		(300,000)	(350,000)	(500,000)	(500,000)	(500,000)	(350,000)	(399,671)				
In Line Baggage System-Construction	37,475,966	(240,000)	(750,000)	(2,250,000)	(2,250,000)	(2,250,000)	(2,250,000)	(2,250,000)	(2,250,000)	(2,250,000)	(2,250,000)	(2,250,000)	(2,250,000)
Northside Expansion	9,285,958												
Northside Exp-T/W M Ext	3,930,000	(134,662)	(326,291)										
Project Vista Site Improvements	9,980,000	(532,525)	(1,750,000)	(1,750,000)	(1,380,031)								
Taxiway A Rehab	28,937,300	(2,881,655)	(2,600,000)	(2,500,000)	(2,500,000)	(1,750,000)	(645,104)						
Terminal Signage/Elevator Upgrades	380,000		(50,000)	(80,000)	(100,000)	(100,000)	(50,000)						
Equipment Purchases	1,027,000	(131,956)		(108,033)	(160,000)	(295,000)	(100,000)						
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	(2,000)	(325,000)	(325,000)	(325,000)	(51,428)							
Total Capital Outlay		(4,386,826)	(6,451,291)	(7,813,033)	(7,815,031)	(5,746,428)	(4,395,104)	(3,503,654)	(3,399,671)	(3,000,000)	(2,400,000)	(2,250,000)	(2,250,000)
Grant Revenue													
FAA Grant 62 Restrooms/Gate/Belt/etc	5,000,000	296,373		773,326		665,000		665,000		145,971			
FDOT Restrooms/Gate/Belt/Flooring/etc	131,000	46,438		20,352		17,500		17,500		3,841			
FAA-Fire Sprinklers-Grnt 60	5,363,470	49,613		585,000		900,000		765,000		359,704			
FDOT Fire Sprinklers	297,971	2,756		32,500		50,000		42,500		19,984			
TSA OTA-In Line Baggage Sys Const	22,045,401			523,953		2,381,603		2,381,603		2,381,603		2,381,603	
FAA-In Line Baggage Grant 63	3,263,505			188,595		857,250		857,250		857,250		857,250	
FDOT-In Line Baggage Grant	4,000,000			94,298		428,625		428,625		428,625		428,625	
NORTHSIDE EXPANSION GRANTS													
FDOT (T/W M Realignment/Ext)	6,815,402		403,919		330,054					-			
FDOT-Project Vista Grant/DFJ Reimburs	9,980,000		858,131		3,500,000	1,380,031	-	-	-	-	-	-	-
FDOT FY 25 T Hangar Grant	1,500,000						50,000		625,000		750,000		75,000
FAA Taxiway A Rehab-Grnt 59/64	13,267,370	2,562,078	86,335	2,371,412		4,500,000	1,575,000	580,594	-	-	-	-	-
FDOT Taxiway A Rehab	1,570,410		142,337	131,746		250,000	87,500	32,255	-	-	-	-	-
FDOT-Employee Parking Grant	550,000			36,786		325,000		188,214		-			
Total Grant Revenue		2,957,258	1,490,722	4,757,966	3,830,054	11,755,009	1,712,500	5,958,540	625,000	4,196,978	750,000	3,667,478	3,667,478

Melbourne Orlando Int'l Airport
Cash Flow Projection
5/12/2025

	April-25	May-25	June-25	July-25	August-25	September-25	October-25	November-25	December-25	January-26	February-26	March-26
Beginning Cash/Investment Balance	\$ 33,847,950	\$ 33,464,889	\$ 27,014,546	\$ 24,323,967	\$ 20,684,518	\$ 27,039,378	\$ 24,790,822	\$ 27,837,137	\$ 21,917,895	\$ 23,511,944	\$ 23,705,554	\$ 25,499,014
Operating Revenue	1,948,019	1,948,019	1,948,019	1,948,019	1,948,019	1,948,019	2,093,113	2,093,113	2,093,113	3,572,234	2,093,113	2,093,113
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	578,148											212,355
Plus: Monthly Collections Ad Valorem Tax	173,891	173,891	173,891	173,891	173,891	173,891	173,891	173,891	173,891	173,891	173,891	173,891
Operating Expense:												
Liability Insurance				(20,000)	(92,051)							
Personnel	(559,687)	(559,687)	(559,687)	(559,687)	(559,687)	(559,687)	(581,472)	(581,472)	(581,472)	(581,472)	(581,472)	(581,472)
TUI Marketing Incentive Payment			(75,000)	(80,000)								
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)	(1,479,425)	(1,479,425)	(1,479,425)	(1,479,425)	(1,479,425)
Ad Valorem Tax Payment								(3,435,174)				
Net Increase (Decrease) in Cash Flow from Operations	773,176	66,328	120,028	95,028	102,977	195,028	318,338	(3,385,038)	178,836	1,657,957	178,836	391,191
Total Capital Outlay	(4,386,826)	(6,451,291)	(7,813,033)	(7,815,031)	(5,746,428)	(4,395,104)	(3,503,654)	(3,399,671)	(3,000,000)	(2,400,000)	(2,250,000)	(2,250,000)
Principal Payment-Outstanding Debt		(1,821,000)										
Total Capital Grant Revenue	2,957,258	1,490,722	4,757,966	3,830,054	11,755,009	1,712,500	5,958,540	625,000	4,196,978	750,000	3,667,478	3,667,478
PFC Collections (Reimbursement of Eligible Costs)	144,487	140,029	129,225	132,418	128,614	126,349	118,233	104,109	94,483	80,378	85,353	101,661
CFC Collections	128,844	124,868	115,234	118,082	114,689	112,670	154,858	136,359	123,752	105,276	111,793	133,152
Net Increase (Decrease) in Cash From Capital and Debt	(1,156,237)	(6,516,672)	(2,810,607)	(3,734,477)	6,251,883	(2,443,585)	2,727,978	(2,534,203)	1,415,213	(1,464,346)	1,614,624	1,652,290
Beginning Cash/Investments	33,847,950	33,464,889	27,014,546	24,323,967	20,684,518	27,039,378	24,790,822	27,837,137	21,917,895	23,511,944	23,705,554	25,499,014
Ending Cash/Investments	33,464,889	27,014,546	24,323,967	20,684,518	27,039,378	24,790,822	27,837,137	21,917,895	23,511,944	23,705,554	25,499,014	27,542,495

**MELBOURNE ORLANDO INTERNATIONAL AIRPORT (MLB) MONTHLY ACTIVITY REPORT
APRIL 2025**

	2025	2024	MO CHANGE (%)	2025 YTD	2024 YTD	YTD CHANGE (%)
PASSENGERS						
Revenue PAX - Domestic						
Enplaned	23,268	25,448	-8.6%	89,955	93,785	-4.1%
Deplaned	21,882	23,494	-6.9%	87,779	92,601	-5.2%
Total Revenue PAX - Domestic	45,150	48,942	-7.7%	177,734	186,386	-4.6%
Revenue PAX - Int'l						
Enplaned	3,274	6,796	-51.8%	3,619	7,097	-49.0%
Deplaned	5,542	6,662	-16.8%	6,316	9,943	-36.5%
Total Revenue PAX - Int'l	8,816	13,458	-34.5%	9,935	17,040	-41.7%
Non-Revenue PAX						
Enplaned	662	649	2.0%	2,577	2,719	-5.2%
Deplaned	732	741	-1.2%	2,627	2,764	-5.0%
Total Non-Revenue PAX	1,394	1,390	0.3%	5,204	5,483	-5.1%
Total PASSENGERS	55,360	63,790	-13.2%	192,873	208,909	-7.7%
AIRCRAFT OPERATIONS						
Air Carrier	587	590	-0.5%	2,187	2,151	1.7%
Air Taxi	304	156	94.9%	1,012	661	53.1%
General Aviation - Itinerant	11,491	10,899	5.4%	40,851	41,551	-1.7%
General Aviation - Local	1,382	2,010	-31.2%	7,612	8,757	-13.1%
Military	50	64	-21.9%	317	392	-19.1%
Total OPERATIONS	13,814	13,719	0.7%	51,979	53,512	-2.9%

RESOLUTION NO. 5-25

A RESOLUTION OF THE CITY OF MELBOURNE AIRPORT AUTHORITY, BREVARD COUNTY, FLORIDA, ENTERING INTO A "PUBLIC TRANSPORTATION GRANT AGREEMENT" FOR THE LAND ACQUISITION PROJECT WITH THE STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) PROVIDING FOR THE FINANCIAL PARTICIPATION BY FDOT IN ACQUIRING LAND THAT IS ADJACENT TO THE MELBOURNE ORLANDO INTERNATIONAL AIRPORT

WHEREAS, the City of Melbourne Airport Authority has requested financial participation by the State of Florida Department of Transportation in certain land acquisition to facilitate future Airport improvement projects, and

WHEREAS, the State Department of Transportation has approved a grant in the amount of \$600,000 to fund land acquisition upon the terms and conditions stated in said agreement.

NOW THEREFORE, BE IT RESOLVED BY THE CITY OF MELBOURNE AIRPORT AUTHORITY AS FOLLOWS:

SECTION 1. That the City of Melbourne Airport Authority, Brevard County, Florida, agrees to enter into a "Public Transportation Grant Agreement" with the State of Florida Department of Transportation providing for assistance by the State in the form of a Grant in the amount of \$600,000.00 to acquire land in FM 438458-1-94-01 upon the terms and conditions stated in said agreement.

SECTION 2. That the Melbourne Airport Authority Chairman is hereby authorized to execute on behalf of the City of Melbourne Airport Authority, and the Executive Director is hereby authorized and directed to impress the official seal of the City of Melbourne Airport Authority, Brevard County, Florida, and attest said execution.

SECTION 3. That the City of Melbourne Airport Authority, Brevard County, Florida, expresses its sincere appreciation to the State Department of Transportation for the above grant and pledges its continued support and cooperation in the improvement and development of the Melbourne Orlando International Airport as a vital link in the State's Transportation System.

SECTION 4. This Resolution was duly passed at a regular meeting of the Melbourne Airport Authority, Brevard County, Florida, on the 28TH Day of May 2025.



BY: _____

William C. Potter, Chairman
Melbourne Airport Authority

ATTEST:

Greg Donovan, Executive Director



MELBOURNE AIRPORT AUTHORITY BOARD

Minutes April 23, 2025

Board Meeting Airport Board Room

In Attendance: Mr. William C. Potter, Chairman
The Honorable David Neuman, Councilmember
The Honorable Paul Alfrey, Mayor
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 Mark LaRusso, Councilmember

Pledge of Allegiance

Airport Announcements by Executive Director Greg Donovan

Officer Sherif Brown awarded 2024 Brevard County Law Enforcement Officer of the Year.

MAPD participated in the 2025 Law Enforcement Special Olympics Torch Run.

MLB Hosted the Brevard Corporate 5k on April 10, 2025 for the sixth time.

TUI's 4th Season with MLB began April 5, 2025, and MLB hosted TUI's Chief Airline Officer, Marco Ciomperlik.

Greg Donovan and Bill Johnson participated in the Florida Tech Aeronautics Week panel on April 4, 2025.

Welcomed Police Officer Yvans Gauchier, MAPD and Laura Richard, Marketing Manager.

Executive Director's Recognition of Excellence Award

Congratulations to Misty Dawn White, Accounts Clerk, on receiving this month's award.

Action Items

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

Approval of the March 26th, board meeting minutes. A motion was made by Mr. Alfrey for approval of the minutes, seconded by Mr. Schwinn. Motion passed unanimously.

Item A-2 Recommendation for Approval of Resolution 3-25 to Close the Florida Department of Transportation (FDOT) Public Transportation Grant Agreement to Fund Certain Improvements for the T-Hangar Infrastructure Project in the Amount of \$1,300,000.

Mr. Potter asked with the permission of the board that Item A-2 and Item A-3 be approved together if acceptable.

Mr. Donovan explained that procedurally the Florida Department of Transportation (FDOT) grant needs to be closed out as the project scope has changed with the development of the T-Hangars going through Sheltair. Mr. Donovan stated that the reissued grant scope focuses on the clearing and demolition of the old T-Hangars and paving the ramp.

A motion was made by Mr. Fischer to approve Resolution 3-25 to Close the Florida Department of Transportation (FDOT) Public Transportation Grant Agreement to Fund Certain Improvements for the T-Hangar Infrastructure Project in the Amount of \$1,300,000, seconded by Mr. Schwinn. Motion passed unanimously.

Item A-3 Recommendation to Approve Resolution 4-25 to Accept the Florida Department of Transportation (FDOT) Public Transportation Grant Agreement to Fund Certain Improvements for the T-Hangar Infrastructure Development Project in the Amount of \$1,300,000.

A discussion ensued regarding how the approval for the Florida Department of Transportation (FDOT) grant is for the same amount reflected in Item A-2, with a change in scope.

Mr. Schwinn asked if there were going to be tie down hooks and markings to let people know where to park, in which Mr. Donovan replied yes.

A motion was made by Mr. Fischer to approve Resolution 4-25 to Accept the Florida Department of Transportation (FDOT) Public Transportation Grant Agreement to Fund Certain Improvements for the T-Hangar Infrastructure Project in the Amount of \$1,300,000, seconded by Mr. Schwinn. Motion passed unanimously.

Item A-4 Recommendation for Award of a Contract for Temporary Staffing Services to 22nd Century Technologies as Primary Provider.

Mr. Donovan explained that the Airport's current contract for temporary staffing services with 22nd Century Technologies ends in April 2025. A request for proposals was initiated with 11 responses, and 22nd Century Technologies was the top ranked provider. Mr. Donovan explained that 22nd Century Technologies kept its rates at the current levels. Mr. Donovan stated that staff requests approval for the option to additionally use subsequent ranked proposers as needed as an option.

Mr. Potter asked if the criteria used in selections were primarily rates, and Mr. O'Dell explained that the selection was based on a variety of criteria including rates, management plan, and experience, and 22nd Century Technologies was the second lowest in rates.

A motion was made by Mr. Peoples to Award a Contract for Temporary Staffing Services to 22nd Century Technologies as the Primary Provider for temporary staffing services, seconded by Mr. Alfrey. Motion passed unanimously.

Item A-5 Recommendation to approve a Final Change Order for the Closeout of Taxiway "M" Extension Project to KCF Site Development, LLC, for Reconciliation of All Material Quantities as Agreed Upon with the Engineer to Close Out the Project in the Amount of \$30,675.08.

Mr. Donovan explained the work for the Taxiway 'M' Extension project is essential for future development within the airfield. The change order amount of \$30,675.08 is funded by the Florida Department of Transportation (FDOT) grant and is within the approved budget for this project.

A motion was made by Mr. Alfrey to approve to approve a Final Change Order for the Closeout of Taxiway "M" Extension Project to KCF Site Development, LLC, for Reconciliation of All Material Quantities as Agreed Upon with the Engineer to Close Out the Project in the Amount of \$30,675.08, seconded by Mr. Peoples. Motion passed unanimously.

Item A-6 Recommendation to Approve a Purchase Order Change Order to Ivey's Construction, Inc. Under Its Continuing Services Contract for the Ceiling Replacement as Part of the Fire Sprinkler Extension Project in the Car Rental and Domestic Baggage Claim Area in an Amount Not to Exceed \$998,427.83.

Mr. Donovan explained that this is part of the existing fire sprinkler extension project, to complete the final portions of the terminal excluding the concourse and atrium. The amount of \$998,427.83 is funded primarily with Federal Aviation Administration (FAA) grants and is within the approved budget for this project. Mr. Donovan stated that the construction will not affect airport operations during that time. Mr. Donovan also explained that by awarding this to Ivey's, the mobilization cost is lower with Ivey's since it is on site for other capital projects.

Mr. Potter asked how this was redesigned to get the project within budget; Mr. Donovan explained that Dave's team has gone through and reworked the plans a few times. Mr. Perley added that Ivey's brought in new design ideas and older systems are being removed, allowing for more space in the future.

A motion was made by Mr. Alfrey to Approve a Purchase Order Change Order to Ivey's Construction, Inc. Under Its Continuing Services Contract for the Ceiling Replacement as Part of the Fire Sprinkler Extension Project in the Car Rental and Domestic Baggage Claim Area in an Amount Not to Exceed \$998,427.83, seconded by Mr. Peoples. Motion passed unanimously.

Item A-7 Recommendation to Approve a Lease with Operator Solutions, Inc. for Unit 3 of Aerospace Center.

Mr. Donovan explained this is a five-year base term with one five-year renewal term at Unit 3 of the Aerospace center. The original five-year term will generate approximately \$682,500 annually between the base rent and Common Area Maintenance (CAM) charges. Mr. Donovan stated that the airport is responsible for HVAC replacements and exterior maintenance such as the roof under this lease.

Mr. Neuman asked if this was a new or existing tenant, in which Mr. Donovan replied that Operator Solutions is a current tenant, and this is just a new lease approval as they were subleasing before.

A motion was made by Mr. Peoples to approve a Lease with Operator Solutions, Inc. for Unit 3 of Aerospace Center., seconded by Mr. Alfrey. Motion passed unanimously.

Information Items

Item I-1 Financial Update

Mr. O'Dell presented the financial report through February 28, 2025.

Mr. O'Dell also presented an update regarding the Tropical Haven sale financials. Mr. O'Dell confirmed with the board that the original proceeds are designated funds for capital and other projects that require board approval

to use. The interest earnings are available for debt service and operating expenses as the interest replaces the cash flow from the Tropical Haven revenue. The board confirmed this to be correct.

Mr. Peoples asked if the monthly income was gross or net of expenses, in which Mr. O'Dell stated it is net.

Mr. Potter asked who is used for the investment advisor, and Mr. O'Dell replied it is PFM Asset Management in which the city and MLB went through an RFP process to select a financial advisor within the past year.

Item I-2 Operations

Mr. Graham explained the importance of FOD, or Foreign Object Debris, within the airfield and airport property. Mr. Graham stated some examples of FOD can be tools, hats, badges, and wildlife. FOD damage can affect an aircraft, leading to delays and repairs. Mr. Graham explained that the airport focuses on prevention with a comprehensive FOD prevention program, including training, inspections and maintenance with airport stakeholders.

Item I-3 Construction Projects Update

In-Line Baggage System

An initial kick-off meeting was held with the designers and TSA. Drawings will be submitted by the value engineer for permitting. Staff is working with the contractor to prepare a schedule. Project is expected to be completed by the end of 2026.

Existing Terminal Terrazzo Flooring

The area in front of the TUI ticketing counters has been completed. Terrazzo flooring work has started in front of the Delta counters with a completion by the end of April. All ticketing areas are expected to be finished by mid-May. Demolition has started in the car rental and domestic baggage claim area. Project is expected to be completed by the end of August 2025.

Existing Terminal Ceiling Renovation

The design for the ceiling in the ticketing area is 60 percent complete. Currently the integration of the electrical, fire sprinklers, and PA system is being coordinated. The work will begin after the flooring has been finished. Project completion is expected to be completed by the end of September 2025.

Existing Terminal Public Address System

The initial coordination meeting was held with the airport staff. The design of the system is nearing completion. This will include new speakers and visual displays. Installation will begin when the ceiling work has started. Project completion is expected to be completed by the end of September 2025.

Existing Terminal Fire Sprinklers

All areas of the fire sprinklers have been completed except for the ticketing and atrium areas. The work was paused until the design of the ceiling was completed. The materials have been fabricated, and work will commence when the demolition of the ceiling begins.

Existing Terminal Re-roofing

The cap sheet for the project is nearing completion. Metal flashing and copings are being installed. Some of the metal had to be refabricated, however work is still expected to be completed by the end of May 2025.

Project Vista – Dassault Falcon Jet Site Work

Underground utility work along Apollo Boulevard has been completed. The lift station work is nearing completion, with the FPL hookup expected by end of April. The right-of-way work has started with the curbs for the median

being poured. Base rock for the apron was completed, and the concrete pavement has begun. The work is expected to be completed by May, with the project completion expected in June 2025.

Taxiway A Rehabilitation

Asphalt paving and grading west of Taxiway Q is nearing completion, with sod work starting soon. The work on the east side of Taxiway Q has begun. The first phase of work is expected to be completed by early fall. The second phase of work is out to bid, with the bids due in late May. Submission for discretionary funds to the FAA must be submitted by late June. Phase 2 is expected to start in October 2025, with that work expected to run for a year.

Public & Employee Parking Lot Modifications

The contractor has mobilized and is preparing for subgrade work. Temporary fencing has been installed, and vehicles have been moved. Staff and the contractor are working with FPL for the removal and relocation of powerlines, which may not occur until mid-June. The project is expected to be completed by the end of July.

Item I-4 Business Development and Marketing Update

Mr. Busalacchi shared that airport staff alongside Melbourne Airport Authority board member Mr. Peoples attended Florida Tech’s Evening of Hope, which benefits the Scott Center for Autism Treatment.

Mr. Busalacchi also shared that the airport has received around \$50,000 of media earned through social media outlets regarding the terminal carpet removal, and there will be a promotional giveaway as well.

Adjournment

This meeting was adjourned by Chairman William Potter at 9:35 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