



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 4<sup>th</sup> 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 22<sup>nd</sup> Century Technologies as Primary Provider.**

Mr. Donovan explained that the Airport's current contract for temporary staffing services with 22<sup>nd</sup> Century Technologies ends in April 2025. A request for proposals was initiated with 11 responses, and 22<sup>nd</sup> Century Technologies was the top ranked provider. Mr. Donovan explained that 22<sup>nd</sup> 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 22<sup>nd</sup> Century Technologies was the second lowest in rates.

A motion was made by Mr. Peoples to Award a Contract for Temporary Staffing Services to 22<sup>nd</sup> 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**

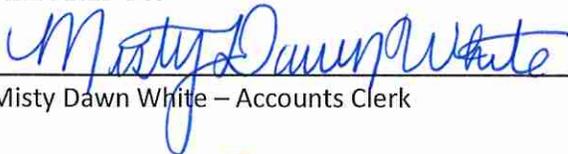
Mr. Busalacchi shared that airport staff alongside Melbourne Airport Authority board member Mr. Peoples attended Florida Tech’s Evening of Hope, which benefits the Scott Center for Autism Treatment.

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:**

  
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Misty Dawn White – Accounts Clerk

**SUBMITTED BY:**

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

**APPROVED BY ACTION OF AIRPORT AUTHORITY:**

  
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William C. Potter, Chairman