



MELBOURNE AIRPORT AUTHORITY BOARD MEETING  
**AGENDA**

June 25, 2025, at 8:30 AM  
Melbourne Orlando International Airport Board Room

**Pledge of Allegiance**

**Airport Announcements**

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

**Action Items**

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

**Item A-2 Recommendation to Approve Resolution 7-25 Approving the Fiscal Year 2026 (October 1, 2025-September 30, 2026) Airport Operating and Capital Budget in the amount of \$40,871,140.**

At the Board meeting on May 28, 2025, Airport staff presented the key details from the proposed fiscal year 2026 budget and distributed the proposed budget book for review and consideration by the Board. The budget book contains details of the proposed operating budget, capital project budget and Executive Director's memorandum that covers the budget highlights.

Attached is a copy of Resolution 7-25, recommending approval of the \$40,871,140 budget for fiscal year 2026 which will be forwarded to the city council for public hearings and adoption after board approval.

Staff recommends approval of Resolution 7-25, which includes the appropriation and allocation of all revenue and expenses of the airport for fiscal year 2026, that begins October 1, 2025, and ends September 30, 2026. Upon approval the budget will be forwarded to city council for adoption.

**Item A-3 Recommendation for Approval of Resolution 6-25 to accept Florida Department of Transportation Grant to Fund Certain Improvements for the MRO Apron and Infrastructure Development Project.**

The Airport is in competition for an expansion by an existing maintenance, repair, and overhaul (MRO) tenant. Airport staff has been working with the State of Florida to obtain funding for the development of infrastructure to build an apron this expansion. The grant-funded improvements include the apron, taxilane, stormwater, roadways, and fencing.

The Florida Department of Transportation (FDOT) has issued a grant offer to fund \$2,500,000 to develop the infrastructure needed for this project. This grant offer by FDOT is the initial tranche of funds that the State has available and the grant will be amended as needed as additional funding becomes available.

This project requires a 50 percent match from the Airport, which the Airport and tenant are evaluating options. There is not an approved budget for this project, and if the tenant selects Melbourne Orlando International Airport as the location and adequate funding is secured, Airport staff will move forward with an interim budget change request. The proposed funding is as follows:

Source	Amount
FDOT	\$ 2,500,000
MAA	\$ 2,500,000
Total Funding	\$ 5,000,000

Staff recommends approval of Resolution 6-25 to accept the Florida Department of Transportation MRO Apron and Infrastructure Development Project grant and authorization for the Chairman to execute said resolution on behalf of the Authority.

**Item A-4 Recommendation to Approve Resolution 8-25 to Amend Florida Department of Transportation (FDOT) Public Transportation Grant Agreement to Fund Airport Land Acquisition in the Amount of \$1,700,000.**

The Airport has an executed Florida Department of Transportation (FDOT) grant in place in the amount of \$600,000 to provide funding for land acquisition. FDOT has issued a \$1,700,000 grant amendment to enable the Airport to acquire land to provide additional property for future development. This grant requires a 50 percent local match; therefore, the funding for the proposed grant amendment is:

Source	Amount
FDOT	\$ 1,700,000
MAA	\$ 1,700,000
Total Funding	\$ 3,400,000

This grant will provide funding for property acquisition that is part of the airport’s Master Plan. Staff recommends approval of Resolution 8-25 to amend 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-5 Recommendation to Approve Engineering Amendment No. 56 with Airport Engineering Company (AEC) for the Asbestos Survey and Construction Administration Services of the Airport-Owned South T-Hangars in an Amount Not to Exceed \$35,500.**

As a requirement for any demolition project in Florida, an asbestos survey must be performed by a licensed asbestos Engineer prior to any demolition being performed. Airport Engineering Company (AEC), under its continuing contract and in conjunction with PB03 Environmental will perform the asbestos survey. This is for the survey only and does not include any abatement if any asbestos is found. A separate proposal will be submitted for Board approval if necessary for the cost of abatement and monitoring.

There is sufficient budget for this purchase order in the T-Hangar project, and it will be partially funded by Florida Department of Transportation (FDOT) grant that is in place. The purchase order will be funded as follows:

Source	Amount
FDOT	\$ 17,750
MAA	\$ 17,750
Total Funding	\$ 35,500

Staff recommends approval of the Engineering Amendment No. 56 with Airport Engineering Company (AEC) for the asbestos survey and construction administrative services of the Airport-owned south T-hangars in an amount not to exceed \$35,500.00 and authorization for the Executive Director to execute the amendment on behalf of the Authority.

## **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**

**April 30, 2025**

	Year To Date Actual			
	4/30/2025	4/30/2024	\$ change	% change
Operating Revenue				
Airline Landing Fees	420,426	387,414	33,012	9%
Airline Service Fees	1,739,535	1,654,604	84,931	5%
Land & Bldg Lease Rents	7,251,435	6,653,118	598,317	9%
Terminal Rents	183,992	163,102	20,890	13%
Parking Lot Fees	1,147,458	1,248,848	(101,390)	-8%
Car Rental Concessions	977,065	958,330	18,735	2%
Restaurant Concessions	195,542	199,500	(3,957)	-2%
Mobile Home Park Rent	679,426	1,189,483	(510,057)	-43%
T-Hangar Rentals	50,404	53,167	(2,763)	-5%
Operating Grant Revenue	372	61,341	(60,969)	-99%
Other	489,611	439,791	49,821	11%
Total Operating Revenues	13,135,267	13,008,697	126,570	1%
Operating Expense:				
Personnel Services	3,714,811	3,256,363	458,448	14%
Contract Services	4,835,515	4,592,489	243,026	5%
Police & Fire Services	837,809	782,275	55,534	7%
Maintenance and Operations	2,676,308	3,334,159	(657,851)	-20%
Other	126,718	85,011	41,707	49%
Total Operating Expenses	12,191,161	12,050,296	140,865	1%
Operating Income (Loss)	944,107	958,401	(14,295)	
Non-Operating Revenue (Expense):				
Passenger Facility Charges	730,112	860,640	(130,529)	-15%
Customer Facility Charges	840,620	778,892	61,728	8%
CARES Grant Revenue	-	2,262,865	(2,262,865)	-100%
Gain (Loss) on Sale of Assets	37,728,582	9,197	37,719,385	410147%
Interest Income (Loss)	1,373,133	874,398	498,735	57%
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)	40,641,359	4,795,535	35,845,824	
Net Income (Loss) Before Depreciation*	41,585,466	5,753,936		

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

**MELBOURNE ORLANDO INTERNATIONAL AIRPORT**  
**Statement of Revenues, Expenditures and Changes in Fund Net Assets**  
**April 30, 2025**

	<b>YTD Actual</b>	<b>Annual Budget</b>	<b>% of Budget</b>
<b>Operating Revenues:</b>			
Airline Landing Fees	420,426	803,671	52%
Airline Service Fees	1,739,535	3,083,057	56%
Land & Bldg Lease Rents	7,251,435	12,130,306	60%
Terminal Rents	183,992	332,537	55%
Parking Lot Fees	1,147,458	2,171,895	53%
Car Rental Concessions	977,065	1,819,701	54%
Restaurant Concessions	195,542	400,000	49%
Mobile Home Park Rent	679,426	-	#DIV/0!
T-Hangar Rentals	50,404	-	#DIV/0!
Operating Grant Revenue	372	-	#DIV/0!
Other	489,611	752,077	65%
<b>Total Operating Revenues</b>	<b>13,135,267</b>	<b>21,493,244</b>	<b>61%</b>
<b>Operating Expense:</b>			
Personnel Services	3,714,811	6,786,550	55%
Contract Services	4,835,515	8,387,908	58%
Police & Fire Services	837,809	1,491,260	56%
Maintenance and Operations	2,676,308	7,722,201	35%
Other	126,718	260,000	49%
<b>Total Operating Expenses</b>	<b>12,191,161</b>	<b>24,647,919</b>	<b>49%</b>
<b>Operating Income (Loss)</b>	<b>944,107</b>	<b>(3,154,675)</b>	
<b>Non-Operating Revenue (Expense):</b>			
Passenger Facility Charges	730,112	1,419,771	51%
Customer Facility Charges	840,620	1,266,057	66%
CARES Grant Revenue	-	-	#DIV/0!
Gain (Loss) on Sale of Assets	37,728,582	33,380	113028%
Interest Income (Loss)	1,373,133	2,640,110	52%
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%
<b>Total Non-Operating Revenue (Expense)</b>	<b>40,641,359</b>	<b>5,030,925</b>	
<b>Net Income (Loss) before</b>			
Depreciation, Transfers, and Capital Contributions	41,585,466	1,876,250	
Depreciation Expense	(22,002)	-	
Machinery and Equipment	(286,941)	(806,000)	36%
FAA Equipment Grant	-	-	#DIV/0!
Intra Transfer to Airport Capital	-	(2,520,000)	0%
<b>Net Income (Loss) After Transfers</b>	<b>41,276,523</b>	<b>(1,449,750)</b>	

**Melbourne Orlando International Airport**  
**Top 10 Operating Revenues**  
**4/30/2025**

<b>Rank</b>	<b>Description</b>	<b>YTD FY 2025</b>	<b>FY 25 % of Total Rev</b>	<b>YTD FY 2024</b>	<b>FY 24 % of Total Rev</b>	<b>\$ Change</b>	<b>% Change</b>
1	Airfield Facilities Rental	4,412,900	34%	4,091,149	31%	321,751	8% A
2	Commercial Business Center Rent	2,147,987	16%	1,893,472	15%	254,515	13% B
3	Ground Handling Revenue	1,213,837	9%	1,103,170	8%	110,667	10% C
4	Parking Revenue	1,147,458	9%	1,248,848	10%	(101,390)	-8%
5	Car Rental Concession	977,065	7%	958,330	7%	18,735	2%
6	Tropical Haven Revenue	679,426	5%	1,189,483	9%	(510,057)	-43% D
7	Terminal Rent-Airline	565,856	4%	583,402	4%	(17,546)	-3%
8	Hangar Rent	501,118	4%	501,118	4%	-	0%
9	Landing Fees	420,426	3%	387,414	3%	33,012	9%
10	Terminal Concessions	195,542	1%	199,500	2%	(3,958)	-2%
<b>Total Top 10 Operating Revenue</b>		<b>12,261,615</b>	<b>93%</b>	<b>12,155,886</b>	<b>93%</b>	<b>105,729</b>	
<b>Other Operating Revenue</b>		<b>873,652</b>	<b>7%</b>	<b>852,811</b>	<b>7%</b>	<b>20,841</b>	<b>2%</b>
<b>Total Operating Revenue</b>		<b>13,135,267</b>	<b>100%</b>	<b>13,008,697</b>	<b>100%</b>	<b>126,570</b>	<b>1%</b>

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 Revenue is higher due to end of fee waiver period for qualifying routes for various airlines (TUI, Sun Country, Allegiant).

D 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**  
**4/30/2025**

Rank	Description	YTD FY 2025	FY 25 % Operating Expense	YTD FY 2024	FY 24 % Operating Expense	\$ change	% change
1	Personnel	3,714,303	30%	3,256,363	27%	457,940	14% A
2	Other Contract Services	3,463,762	28%	3,256,191	27%	207,571	6%
3	Fire Services	823,584	7%	776,417	6%	47,167	6%
4	Contractual Employee	645,313	5%	706,127	6%	(60,814)	-9% B
5	Electric	444,485	4%	475,033	4%	(30,548)	-6%
6	Consulting Fees	417,867	3%	331,465	3%	86,402	26% C
7	Risk Management	348,796	3%	275,165	2%	73,631	27% D
8	R&M-Building	136,907	1%	190,621	2%	(53,714)	-28% E
9	Cable TV Expense	128,657	1%	240,707	2%	(112,050)	-47% F
10	Landscaping/Irrigation	128,573	1%	203,086	2%	(74,513)	-37%
Total Top 10 Operating Expense		10,252,247	84%	9,711,175	81%		
Other Operating Expense		1,938,914	16%	2,339,121	19%	(400,207)	-17%
Total Operating Expense		12,191,161	100%	12,050,296	100%	140,865	1%

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 (\$8,126 increase), and appraisals/review appraisals for Tropical Haven Sale as well as other properties (\$24,398 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**  
**6/1/2025**

	<b>May-25</b>	<b>June-25</b>	<b>July-25</b>	<b>August-25</b>	<b>September-25</b>	<b>October-25</b>	<b>November-25</b>	<b>December-25</b>	<b>January-26</b>	<b>February-26</b>	<b>March-26</b>	<b>April-26</b>
Beginning Cash/Investment Balance	\$ 34,571,833	\$ 31,159,158	\$ 26,442,171	\$ 25,715,558	\$ 22,929,278	\$ 30,134,581	\$ 27,358,117	\$ 25,999,016	\$ 23,799,002	\$ 27,128,121	\$ 26,007,641	\$ 27,842,980
Operating Revenue	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	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)	(581,472)	(581,472)	(581,472)	(581,472)	(581,472)	(581,472)	(581,472)
TUI Marketing Incentive Payment	(30,000)	(75,000)	(50,000)									
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)					
<b>Net Increase (Decrease) in Cash Flow from Operations</b>	<b>614,476</b>	<b>120,028</b>	<b>145,028</b>	<b>175,028</b>	<b>102,977</b>	<b>318,338</b>	<b>(3,245,537)</b>	<b>178,836</b>	<b>1,657,957</b>	<b>178,836</b>	<b>178,836</b>	<b>391,191</b>
Total Capital Outlay	(3,873,382)	(6,640,133)	(8,085,000)	(7,214,839)	(3,750,000)	(3,680,517)	(3,350,000)	(3,226,000)	(2,400,000)	(2,250,000)	(2,250,000)	(2,250,000)
Principal Payment-Outstanding Debt	(1,821,000)											
Total Capital Grant Revenue	1,397,581	1,554,272	6,958,365	4,005,863	10,609,018	307,725	4,991,653	625,000	3,882,178	750,000	3,667,478	3,667,478
PFC Collections (Reimbursement of Eligible Costs)	142,541	131,544	134,794	130,921	128,616	120,354	105,977	96,179	81,820	86,885	103,485	114,838
CFC Collections	127,109	117,302	120,200	116,747	114,691	157,637	138,805	125,972	107,165	113,799	135,541	150,411
Net Increase (Decrease) in Cash From Capital and D	(4,027,151)	(4,837,016)	(871,641)	(2,961,308)	7,102,325	(3,094,801)	1,886,435	(2,378,849)	1,671,162	(1,299,316)	1,656,503	1,682,727
Beginning Cash/Investments	34,571,833	31,159,158	26,442,171	25,715,558	22,929,278	30,134,581	27,358,117	25,999,016	23,799,002	27,128,121	26,007,641	27,842,980
<b>Ending Cash/Investments</b>	<b>31,159,158</b>	<b>26,442,171</b>	<b>25,715,558</b>	<b>22,929,278</b>	<b>30,134,581</b>	<b>27,358,117</b>	<b>25,999,016</b>	<b>23,799,002</b>	<b>27,128,121</b>	<b>26,007,641</b>	<b>27,842,980</b>	<b>29,916,897</b>

**Melbourne Orlando Int'l Airport**  
**Cash Flow Projection - Capital Exp and Grant Revenue**  
**6/1/2025**

Capital Project Expenditures	Total Cost	Prior Expend	May-25	June-25	July-25	August-25	September-25	October-25	November-25	December-25	January-26	February-26	March-26	April-26
Term Upgrade-Restrooms Gate Belt etc	5,263,158	(3,359,505)	(323,136)	(350,000)	(350,000)	(350,000)	(350,000)	(180,517)						
Term Upgrade-Fire Sprinkler/Plumbing	5,959,412	(1,004,370)	(22,331)	(400,000)	(400,000)	(500,000)	(500,000)	(500,000)	(350,000)	(226,000)				
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)
<b>Northside Expansion</b>	9,285,958													
<b>Northside Exp-T/W M Ext</b>	3,930,000	(2,942,958)	(149,191)	(177,100)										
Project Vista Site Improvements	9,980,000	(5,099,969)	(836,775)	(1,750,000)	(1,750,000)	(543,256)								
Taxiway A Rehab	28,937,300	(4,295,012)	(2,378,490)	(2,600,000)	(2,500,000)	(2,516,615)								
Terminal Signage/Elevator Upgrades	380,000	(4,500)	(50,000)	(80,000)	(100,000)	(100,000)	(50,000)							
Equipment Purchases	1,027,000	(286,941)		(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	(73,573)	(113,459)	(325,000)	(325,000)	(209,968)								
<b>Total Capital Outlay</b>			(3,873,382)	(6,640,133)	(8,085,000)	(7,214,839)	(3,750,000)	(3,680,517)	(3,350,000)	(3,226,000)	(2,400,000)	(2,250,000)	(2,250,000)	(2,250,000)
<b>Grant Revenue</b>														
FAA Grant 62 Restrooms/Gate/Belt/etc	5,000,000	2,750,700		440,827	639,479		665,000		503,991		-			
FDOT Restrooms/Gate/Belt/Flooring/etc	131,000	25,948	46,438		28,430		17,500		12,684		-		-	
FAA-Fire Sprinklers-Grnt 60	5,363,470	824,327	-		740,098		900,000		765,000		203,400			
FDOT Fire Sprinklers	297,971	30,434	2,756		41,117		50,000		42,500		11,300			
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	
<b>NORTHSIDE EXPANSION GRANTS</b>														
<b>FDOT (T/W M Realignment/Ext)</b>	6,815,402	2,535,276	403,919	152,953		180,863					-			
FDOT-Project Vista Grant/DFJ Reimburs	9,980,000	4,238,806	858,131	724,639	115,168	3,500,000	543,256	-	-	-	-	-	-	-
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	3,678,239	86,337		4,480,641		4,514,954	100,935	-	-	-	-	-	-
FDOT Taxiway A Rehab	1,570,410	62,009		142,337	106,587		250,831	51,806	-	-	-	-	-	-
FDOT-Employee Parking Grant	550,000	-		93,516		325,000		104,984			-			
<b>Total Grant Revenue</b>			1,397,581	1,554,272	6,958,365	4,005,863	10,609,018	307,725	4,991,653	625,000	3,882,178	750,000	3,667,478	3,667,478

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

	2025	2024	MO CHANGE (%)	2025 YTD	2024 YTD	YTD CHANGE (%)
<b>PASSENGERS</b>						
Revenue PAX - Domestic						
Enplaned	23,236	23,449	-0.9%	113,191	117,234	-3.4%
Deplaned	22,370	22,919	-2.4%	110,149	115,520	-4.6%
<b>Total Revenue PAX - Domestic</b>	<b>45,606</b>	<b>46,368</b>	<b>-1.6%</b>	<b>223,340</b>	<b>232,754</b>	<b>-4.0%</b>
Revenue PAX - Int'l						
Enplaned	7,690	9,352	-17.8%	11,309	16,449	-31.2%
Deplaned	9,771	13,173	-25.8%	16,087	23,116	-30.4%
<b>Total Revenue PAX - Int'l</b>	<b>17,461</b>	<b>22,525</b>	<b>-22.5%</b>	<b>27,396</b>	<b>39,565</b>	<b>-30.8%</b>
Non-Revenue PAX						
Enplaned	712	648	9.9%	3,289	3,367	-2.3%
Deplaned	713	662	7.7%	3,340	3,426	-2.5%
<b>Total Non-Revenue PAX</b>	<b>1,425</b>	<b>1,310</b>	<b>8.8%</b>	<b>6,629</b>	<b>6,793</b>	<b>-2.4%</b>
<b>Total PASSENGERS</b>	<b>64,492</b>	<b>70,203</b>	<b>-8.1%</b>	<b>257,365</b>	<b>279,112</b>	<b>-7.8%</b>
<b>AIRCRAFT OPERATIONS</b>						
Air Carrier	622	590	5.4%	2,809	2,741	2.5%
Air Taxi	205	149	37.6%	1,217	810	50.2%
General Aviation - Itinerant	10,950	10,912	0.3%	51,801	52,463	-1.3%
General Aviation - Local	1,218	2,255	-46.0%	8,830	11,012	-19.8%
Military	76	36	111.1%	393	428	-8.2%
<b>Total OPERATIONS</b>	<b>13,071</b>	<b>13,942</b>	<b>-6.2%</b>	<b>65,050</b>	<b>67,454</b>	<b>-3.6%</b>

## RESOLUTION NO. 6-25

**A RESOLUTION OF THE CITY OF MELBOURNE AIRPORT AUTHORITY, BREVARD COUNTY, FLORIDA, ENTERING INTO A "PUBLIC TRANSPORTATION GRANT AGREEMENT" FOR THE MRO APRON AND INFRASTRUCTURE DEVELOPMENT PROJECT RELATED WITH THE STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) PROVIDING FOR THE FINANCIAL PARTICIPATION BY FDOT IN CERTAIN AIRPORT IMPROVEMENT PROJECTS AT 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 improvements to Airport infrastructure projects, and

WHEREAS, the State Department of Transportation has approved a grant in the amount of \$2,500,000 to fund certain improvements 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 \$2,500,000.00 for infrastructure development including apron, taxiway, stormwater, roadways, and fencing upon the terms and conditions stated in said agreement. The identifier in the grant award is FM 456658-1-94-01.

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 28<sup>TH</sup> Day of May 2025.



BY: \_\_\_\_\_

William C. Potter, Chairman

ATTEST:

\_\_\_\_\_

Greg Donovan, Executive Director

**RESOLUTION NO. 7-25**

**A RESOLUTION OF THE CITY OF MELBOURNE AIRPORT AUTHORITY, BREVARD COUNTY, FLORIDA, MAKING APPROPRIATIONS FOR THE PAYMENT OF OPERATING EXPENSES, AND CAPITAL OUTLAY OF THE AIRPORT FOR FISCAL YEAR 2026 WHICH BEGINS OCTOBER 1, 2025, AND ENDS SEPTEMBER 30, 2026**

WHEREAS, under the provision of City of Melbourne Code of Ordinances, Section 6-101, the Airport Authority is required annually to prepare and adopt by Resolution a detailed Budget of the estimated income and expenditures for operation and maintenance of the Airport facilities and infrastructure during the succeeding fiscal year, and

WHEREAS, on June 25, 2025, at a Regular Meeting of the Airport Authority, the Executive Director presented his recommended Budget for review and consideration of the Authority.

BE IT RESOLVED BY THE CITY OF MELBOURNE AIRPORT AUTHORITY, MELBOURNE, BREVARD COUNTY, FLORIDA:

SECTION 1: The combined operating and capital projects budget for the fiscal year 2026 is \$40,871,140.

SECTION 2: This resolution shall become effective immediately upon its adoption in accordance with the Charter of the City of Melbourne.

SECTION 3: This resolution was duly adopted at a regular meeting of the Melbourne Airport Authority on the 25<sup>th</sup> Day of June 2025.

**Operating Fund Budget**

Revenues

Operating Revenues	\$ 24,428,990
Interest Income	2,374,409
Passenger Facility Charges	1,340,751
Customer Facility Charges	1,756,076
Appropriation From Prior Year Surplus	945,231
<b>Total Revenues</b>	<b><u><u>\$ 30,845,457</u></u></b>

Expenses

Personnel Expense	\$ 6,977,663
Operating Expenses	18,104,539
City Allocations	2,534,721
Machinery and Equipment	936,000
Intra to Airport Capital Reserve	-
Intra to Airport CIP	2,292,534
<b>Total Expenses</b>	<b><u><u>\$ 30,845,457</u></u></b>

**Capital Projects Fund Budget**

**Revenues**

FAA Grants	\$ 2,115,615
State Grants	117,534
CFC Funds	5,500,000
Airport Funds (Intra-in from Fund 860)	<u>2,292,534</u>
Sub total	10,025,683

Capitalized Maintenance -

**Total Capital Projects Revenue \$ 10,025,683**

**Expenditures**

Improvements Other than Buildings \$ 10,025,683

**Total Capital Projects Expenditures \$ 10,025,683**

**Summary of Operating and Capital Project Budgets**

Operating Fund Budget	\$ 30,845,457
Capital Projects Fund Budget	<u>\$ 10,025,683</u>

**Total Budget \$ 40,871,140**

SECTION 4: This Resolution, together with the Melbourne Orlando International Airport Budget, is in such form and contains such content that it substantially meets the requirements of the City Charter and is hereby submitted to the Melbourne Airport Authority for approval.

SECTION 5: The various revenues and expenditures are appropriated in accordance with the above schedule and subject to the approval of City Council in its final form.

SECTION 6: This Resolution was duly passed at a Regular Meeting of the City of Melbourne Airport Authority on the 25<sup>th</sup> day of June 2025.

BY: \_\_\_\_\_  
William C. Potter, Chairman

ATTEST:

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

**RESOLUTION NO. 8-25**

**A RESOLUTION OF THE CITY OF MELBOURNE AIRPORT AUTHORITY, BREVARD COUNTY, FLORIDA, AMENDING A "PUBLIC TRANSPORTATION GRANT AGREEMENT" FOR LAND ACQUISITION 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 to acquire land adjacent to the Airport to facilitate future Airport improvement projects, and

WHEREAS, the State Department of Transportation had previously approved a grant in the amount of \$600,000, has approved the request for financial assistance in the amount of \$1,700,000 for a total grant amount of \$2,300,000. The amended grant will provide resources 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 Amendment to FM 438458-1-94-01 in the amount of \$1,700,000.00 to acquire land in 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 25<sup>TH</sup> Day of June 2025.



BY: \_\_\_\_\_

William C. Potter, Chairman

ATTEST:

\_\_\_\_\_

Greg Donovan  
Executive Director



MELBOURNE AIRPORT AUTHORITY BOARD

Minutes May 28, 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. Clifford Graham, C.M., Director of Operations & Maintenance  
Ms. Melissa Naughton, C.M., ACE, Assistant Director of Business Development  
Mr. Mike O'Dell, C.P.A., Director of Finance and Administration  
Mr. David Perley, A.I.C., Director of Capital Improvements

Absent: The Honorable Paul Alfrey, Mayor  
Mr. Mark Busalacchi, Director of Business Development  
Ms. Renee Purden, Chief of Police/Director of Public Safety

**Pledge of Allegiance**

**Airport Announcements by Executive Director Greg Donovan**

Welcome to Suraj Rajasingh, Operations & Maintenance Intern. He is a student from Florida Institute of Technology and will be working on Safety Management System (SMS) program.

Melbourne Airport Authority is proud to welcome Space Coast Honor Flight. Retired Admiral James Hart, with Space Coast Honor flight stated they have contracted with Allegiant Airlines to do three honor flights this year. The first flight from MLB will officially launch this fall to fly our local veterans to Washington, D.C.

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

Congratulations to Antoinette Broomfield, Human Resources Administrator, on receiving this month's award.

**Action Items**

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

Approval of the April 23, 2025, board meeting minutes. A motion was made by Mr. Peoples for approval of the minutes, seconded by Mr. LaRusso. Motion passed unanimously.

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

Mr. Donovan explained last year during the renewal process for insurance coverage, there was a meeting that took place where board members and staff discussed options and decided to increase the liability coverage. Arthur J. Gallagher Risk Management Services representative discussed what different coverages are and also discussed what is taking place in the aviation industry. The airport's policy is up for renewal, and Gallagher was able to obtain a renewal quote from the current insurer, National Union Fire Insurance Company, with the same coverage as the current policy, a liability limit of \$200 million with a \$50,000 deductible for a one-year term.

Mr. Peoples stated with all the events happening at the Newark Airport, is there anything the airport can do to avert some of those challenges. Mr. Donovan stated everyone is keeping an eye on Newark. The systems at this airport that have gone out and are currently going out and very old. MLB recently build a new tower which replaced old equipment and modems. Mr. Donovan feels confident the current DOT and FAA are on the right track to upgrade the technologies needed to upgrade these systems.

A motion was made by Mr. LaRusso to approve renewal of Airport Liability Insurance Coverage Policy in the amount not-to-exceed \$92,051, seconded by Mr. Peoples. Motion passed unanimously.

**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.**

Mr. Donovan explained that the Florida Department of Transportation (FDOT) has done a great job over the years and has issued a grant offer to acquire land that is adjacent to the airport that will provide additional property for future development. This is part of a multi-tier process to acquire the funds and make some decisions about land acquisition. This grant requires a 50 percent local match which will be funded with Tropical Haven resources and will provide funding for property acquisition that is part of the airport's development plan.

Mr. Donovan asked Mr. O'Dell how long the airport has to execute the grant if approved. Mr. O'Dell stated by June 30, 2025. Mr. Donovan asked about spending of the grant. Mr. O'Dell stated two years, or it can be extended for a longer period.

Mr. Potter stated June 30<sup>th</sup> is just the acceptance of the grant and the airport has two years to acquire land. Mr. O'Dell stated the airport has two years to spend and if the airport needs more time, we can request for an extension.

Mr. Schwinn asked if the airport has to designate the property at this time. Mr. Donovan stated no and explained that in the JACIP system, the airport has a strategic plan that can identify broad senses as to where we want to go and this grant is not labeled to one specific property.

A motion was made by Mr. Schwinn 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, seconded by Mr. Neuman. Motion passed unanimously.

**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.**

Mr. Donovan explained as the terminal upgrade flooring project continues, staff met with the airlines to discuss kiosk locations in the ticketing area. Kiosk systems have been around for a long time and having them in place is very important. It was determined that placing the kiosk in the carpeted area would be best for any changes in equipment or adding kiosks without affecting the floor finishes and this will also provide a better passenger flow

in the ticketing area. This work for the change order is included in the Bipartisan Infrastructure Bill grant and MAA share will only be \$4,148. Staff recommends approval of a change order to Ivey's Construction, Inc.

Mr. Potter asked Mr. Perley how the cost were determined to be reasonable. Mr. Perley stated Ivey's Construction, Inc. procured bids from several different contractors. They received three electrical bids and two data contractors who submitted pricing that created the total cost for this work.

A motion was made by Mr. Peoples 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, seconded by Mr. LaRusso. Motion passed unanimously.

**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.**

Mr. Donovan explained as part of the existing terminal fire sprinkler and fire alarm system projects that are being replaced or upgraded, the public address system also needs replacing. Under the Omnia program, prices were obtained for the installation of the PA system to be installed in the domestic baggage claim area. This system is compatible with the Valcom system already installed with the Terminal Expansion and Renovation project and will allow the airport to have one integrated public address system. There is sufficient budget for this change order in the Fire Sprinkler grant project and MAA share will only be \$2,518. Staff recommends approval of a change order to Graybar.

Mr. Potter stated under the Omnia program, the organization bids and the airport gets a portion. Mr. Donovan stated yes, just like the way the airport purchases vehicles, we dovetail off a competitive process that already has taken place.

A motion was made by Mr. LaRusso 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, seconded by Mr. Fischer. Motion passed unanimously.

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

Mr. Donovan explained Mr. Davenport has provided lobbyist services for the airport for many years and has been very instrumental in the airport receiving Federal Aviation Administration (FAA) funds and has assisted staff with targeting other grant funding sources. The new agreement will be for three years with two, one-year options commencing May 1, 2025. Mr. Donovan stated Mr. Davenport agreed not to increase his rates on new agreement and continues to do a great job supporting MLB.

A motion was made by Mr. LaRusso to approve a Professional Services Agreement with Thorn Run Partners, LLC, seconded by Mr. Neuman. Motion passed unanimously.

**Discussion Items**

**Item D-1 Budget Presentation**

Mr. O'Dell presented a highlight summary of the FY-26 budget. All Board members received a hard copy of the budget proposal for their review.

**Information Items**

## **Item I-1 Financial Update**

Mr. O'Dell presented the financial report through March 31, 2025. Mr. O'Dell also gave an update on the PFC Applications stating in March 2025, the Board approved resolution 2-25 to amend PFC application 8 and to submit PFC 9 for approximately \$31 million. The FAA has reviewed a draft of PFC #9 and has requested that it be separated into 2 applications (9 and 10) which will allow the FAA to review and approve on a streamlined basis. There is no change in either the dollar amount or the projects included on the two applications. Mr. O'Dell wanted to make sure the Board was aware of this administrative change that FAA requested.

## **Item I-2 Operations**

Mr. Graham explained that Taxiway Alpha Phase 1 construction is progressing. Taxiway Alpha is currently closed between Taxiway Victor all the way down west end of Taxiway Alpha, and as a result of this closure, back-taxiing of aircrafts have been occurring on 9R/27L throughout this project as part of the initial plan and it has been working out. Wide-body aircraft are utilizing Lima and Alpha Taxiways to execute turnarounds and depart from Runway 9R. The project is currently 107 days into the project and the project total days of work is 187 days.

Taxiway November construction work will begin soon as per the design and plans which include the new mandates from the FAA. Construction work of this taxiway will require nightly runway closures beginning after the last air carrier arrives. Once the aircraft has arrived, the work shall commence around 12:00 midnight until 6:00 a.m. The runway will re-open prior to the first scheduled morning departure. This work is expected to last for several weeks.

Phase II of Taxiway A is scheduled to begin on December 1, 2025 and will include nightly runway closures in conjunction with connecting taxiway rehabilitation work. These closures will occur from 8:00 p.m. to 6:00 a.m. This will give the contractor a lot more time to work throughout the night on the taxiway until early morning. Staff has met with the commercial air carriers and STS to notify them of the closures. During the closures, commercial air carrier operations will transition to our alternate air carrier runway 9L/27R. Airport staff will continue to coordinate with the affected airlines and stakeholders to ensure operational readiness.

Mr. Potter asked what procedures are being used for FOD in the sections of the runway that are being worked on at night. Mr. Graham responded both the contractor and the operations team work on this. The operations team will do an inspection prior to the opening of the runway each morning to certify that the runway is free of FOD. The contractor has been doing a great job maintaining the taxiway.

Mr. Graham gave a quick update on the Ellis Road Project. All the right of ways has been purchased by the State. FDOT has received bids for the clearing and grubbing operations a few days ago and they were under budget. This work is scheduled to commence on July 15, 2025. The utility work for this project is also set to commence next month. The project is anticipated to be advertised for bid in January 2026 with construction to follow.

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

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

With the V.E. being accepted, drawings are currently being updated for submission to the City of Melbourne Building Department for permitting. Staff is working with the contractor to finalize the baseline schedule. Once the schedule has been approved by staff, a series of stakeholder meetings will be held to discuss the phasing of the project and the timing of the temporary move for baggage screening and the temporary offices for the airlines. It is the goal of the airport to complete this project by the end of 2026.

### **Existing Terminal Terrazzo Flooring**

Terrazzo flooring in the ticketing area is nearing completion with final buffing to be completed before the end of May. New carpet and walk-off mats have been installed in the eastern most entries to ticketing where the terrazzo

is complete. Challenges in the passageway by the VIP Lounge and Coastal News has slowed progress of the floor in this area. This area should be completed by mid-June. Demolition of the floors in the car rental areas is nearing completion and getting prepared for terrazzo. This work is expected to be completed by the end of August.

#### **Existing Terminal Public Address System**

Initial coordination meeting held with staff. Design of the system has been incorporated into the ceiling design for ticketing. Materials for the project have been delivered to Operations. Installation will begin with the start of the ceilings. Project completion is expected in September.

#### **Terminal Fire Sprinklers**

Fire sprinklers are complete in all areas except the ticketing and atrium areas. Work had been paused while the design of the ceilings are completed in the ticketing area. Material is currently being fabricated for the ticketing and atrium area.

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

The cap sheet is complete for all areas of the roof. Metal flashings and copings are currently being installed. The liquid applied roof under the generator is complete. Project should complete by mid-June 2025.

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

Underground utility work along Apollo Boulevard is complete. Waiting for final inspection on the lift station before it is turned on. The curbs and base rock for the median and deceleration lanes are complete and ready for asphalt paving, which is expected by the end of the first week in June. Concrete pavement of the apron continues and is expected to be complete by mid-June followed by the saw cutting and joint sealants. Security fencing is expected to start the second week of June and be completed within ten days. Project completion is expected at the end of June 2025. First aircraft arrives July 1, 2025.

#### **Taxiway A Rehabilitation**

The contractor continues with the grading west of Taxiway Q with the south side nearing completion. Asphalt paving west of Taxiway Q is nearing completion. Paving of Taxiway Q and A to begin the first week of June. Work on the taxiway east of Taxiway Q has begun with a new haul road for construction access. Base cans for taxiway lighting have begun installation. All drainage structures for the project are expected to be delivered by mid-June. This first phase of the work to be completed in the fall. The next phase of the work is currently out to bid with bids due May 27. Submission of the grant application for the next phase of discretionary funds must be submitted to the FAA by mid- June. Discretionary funds will not become available until October 2025.

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

Clearing and grading for the parking lot are complete. Subbase is currently being graded and compacted. Base rock is currently being installed. Curbs are being formed and poured. FPL has removed their pole and wiring. Existing parking area curbs are being removed and reformed to a new configuration. Project completion is expected in July 2025.

Mr. Potter asked on the Taxiway A project how long the bids are good for. Mr. Perley stated they are asking the bidders to hold their pricing until the end of the year.

Mr. Fischer congratulated Mr. Perley on a job well done with the capital project report.

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

Ms. Naughton explained the airport has done a refresh on the sand sculptures in the atrium by Sandsational Sand Sculpting. The theme for the sand sculptures is none other than an alligator. Ms. Naughton thanked Mr. Rick Neale from Florida Today, who wrote an article on sand sculptures created to greet Melbourne airport passengers.

The airport also received coverage on Fox 35 news, who came out on Memorial Day and taped a segment. Ms. Naughton also stated that Project Daisy construction has commenced off of NASA Boulevard.

Mr. Donovan stated he will be sending out an email to the Board Members to reserve the date November 13, 2025. The Tony Janus Aviation Society will be recognizing Mr. Scott Mikuen for his service as an airport board member.

**Adjournment**

This meeting was adjourned by Chairman William Potter at 9:55 a.m.

**PREPARED BY:**

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Sandra Acevedo – Executive Assistant

**SUBMITTED BY:**

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Greg Donovan, A.A.E.  
Executive Director

**APPROVED BY ACTION OF AIRPORT AUTHORITY:**

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William C. Potter, Chairman