



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 30th 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.

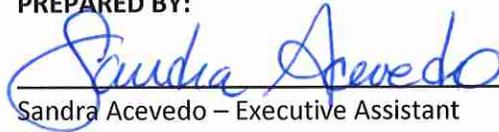
The airport also received coverage on Fox 35 news, who came out on Memorial Day and taped a segment. Ms. Naughton also stated that Project Daisy construction has commenced off of NASA Boulevard.

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.

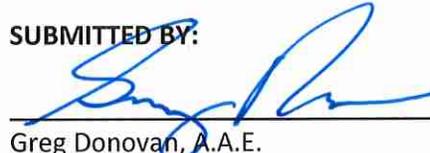
Adjournment

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

PREPARED BY:


Sandra Acevedo – Executive Assistant

SUBMITTED BY:


Greg Donovan, A.A.E.
Executive Director

APPROVED BY ACTION OF AIRPORT AUTHORITY:


William C. Potter, Chairman