



MELBOURNE AIRPORT AUTHORITY BOARD MEETING

AGENDA

July 16, 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 June 25, 2025, Regularly Scheduled Board Meeting.

Item A-2 Recommendation to Ratify the Purchase of a 176.36-Acre Parcel Located at the Northwest Corner of the Airport.

Airport staff has negotiated and has executed a purchase and sale agreement dated July 11, 2025, for the purchase of a 176.36-acre parcel of land contiguous to the northwest corner of the Airport and intended to be used for future aeronautical development. This property has been included as a future acquisition since the Airport's first Master Plan.

The purchase of this property represents a significant milestone for the future of the Airport and our community as the purchase and addition of this property strengthens the economic future by providing additional opportunities for existing tenants to expand and for the recruitment of new tenants.

The salient points of this purchase are as follows.

- Total acres: 176.36 (Parcel ID 27-37-30-00-2)
- Total purchase price: \$28,000,000
- Deposit: \$50,000
- Additional deposit required after the due diligence period: \$250,000
- Due diligence period through August 31, 2025.
- Closing requirement on or before September 15, 2025.
- Property will be deeded in the City of Melbourne's name but will have restrictions that its future use is limited to airport operations.

Additionally, as part of the terms of the transaction, the owner will maintain ownership and possession of a 10-acre parcel of land that parallels Wickham Road for future development (the "Seller Property"). To provide access to the Airport's property, the Seller will also convey two (2) additional parcels of property within the Seller's Property for the use and development of those parcels as improved ingress/egress routes between the Airport's property and Wickham Road. The Airport will be responsible for developing and improving the ingress/egress parcels within 24 months of the closing and for maintaining that infrastructure once completed.

This land acquisition will be funded with Airport funds derived from the Tropical Haven reserve as well as a grant provided by the Florida Department of Transportation. This action includes approval to use these funds and provide

any appropriation of said funds needed to close on the transaction. With ratification by the Board, the item will be forwarded to the Melbourne City Council for approval.

Staff recommends ratification of the purchase of a 176.36-acre parcel located at the northwest corner of the airport and authorization for the Executive Director to execute all necessary documents for this transaction.

Item A-3 Recommendation to Approve Resolution 9-25 to Accept the Federal Aviation Administration (FAA) Airport Improvement Grant to Fund Certain Improvements for the In Line Baggage System Project in the amount of \$2,891,038.

This is for an approval of a grant from the Federal Aviation Administration (FAA) to fund a portion of the In Line Baggage System project and is the second tranche of FAA funding of the multi-year Bipartisan Infrastructure Law Airport Infrastructure Grants (BIL-AIG) that was included as part of the original funding plan. The Airport is using BIL AIG grants from FY 24 through FY 26 to fund the In Line Baggage System project with the final funding tranche expected in summer 2026. Note that this grant is 95 percent FAA funds with the local match that will be split between the Airport and Florida Department of Transportation (FDOT). This grant represents a portion of the overall funding of the project which is detailed below:

TSA Funded	\$22,045,402
FAA Funded	\$7,500,000
FDOT Funds	\$3,965,282
MAA Funds	<u>\$3,965,282</u>
Total Project Cost	<u>\$37,475,966</u>

There is sufficient budget for the In Line Baggage System project and this grant was part of the original funding plan. Staff recommends approval of Resolution 9-25 to accept the Federal Aviation Administration grant to fund the In Line Baggage System project and authorization for the Chairman to execute said resolution on behalf of the Authority.

Item A-4 Recommendation to Approve Increase to Rental Car Customer Facility Charge.

A Customer Facility Charge (CFC) of \$4.00 per transaction day is collected by the Airport to fund projects for Rent-A-Car agencies. Most commercial service airports charge a CFC in varying amounts up to \$12.00 per transaction day so the proposed increase will keep the Airport in line with the amounts charged at other airports.

Airport staff hired a consultant who evaluated both parking and CFC rates and recommended increasing the rate to \$6.00 to provide additional capital funds for rental car projects. The increase will generate approximately \$400,000 in additional funds per year based on current rental car volume. The CFC reserves will fund key capital improvement projects that will improve the overall customer experience at the Airport such as a new ready return parking lot and a common use quick turnaround facility. The increase in CFC rates and the projects that will be funded with the CFC were included as part of the FY 26 budget.

The original resolution, Resolution 1-19, approved in January 2019 that created the CFC collection also provides the Executive Director in Section 01-19-03 B.4. with the authority to increase rates as deemed necessary after consultation with the car rental agencies, so no additional resolution is needed. The resolution that governs the CFC program requires a minimum of 60 days' notice to provide the Rent-A-Car agencies with adequate time to prepare their systems for the collection and remittance of the CFCs.

Staff recommends approval to increase the CFC from a \$4.00 per day transaction fee to a \$6.00 per day transaction fee with an effective date of October 1, 2025.

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

May 31, 2025

	Year To Date Actual			
	5/31/2025	5/31/2024	\$ change	% change
Operating Revenue				
Airline Landing Fees	510,986	448,349	62,637	14%
Airline Service Fees	2,007,157	1,903,836	103,321	5%
Land & Bldg Lease Rents	8,196,856	7,527,382	669,473	9%
Terminal Rents	210,276	186,488	23,788	13%
Parking Lot Fees	1,341,462	1,462,336	(120,875)	-8%
Car Rental Concessions	1,117,023	1,123,806	(6,783)	-1%
Restaurant Concessions	224,167	235,087	(10,921)	-5%
Mobile Home Park Rent	679,426	1,358,569	(679,143)	-50%
T-Hangar Rentals	57,664	57,962	(298)	-1%
Operating Grant Revenue	372	62,458	(62,086)	-99%
Other	554,976	502,682	52,294	10%
Total Operating Revenues	14,900,364	14,868,956	31,408	0%
Operating Expense:				
Personnel Services	4,440,441	3,912,394	528,047	13%
Contract Services	5,520,044	5,341,639	178,405	3%
Police & Fire Services	948,568	898,286	50,283	6%
Maintenance and Operations	3,028,562	3,791,285	(762,722)	-20%
Other	146,187	108,243	37,944	35%
Total Operating Expenses	14,083,802	14,051,846	31,956	0%
Operating Income (Loss)	816,562	817,110	(548)	
Non-Operating Revenue (Expense):				
Passenger Facility Charges	839,935	891,721	(51,786)	-6%
Customer Facility Charges	959,656	916,648	43,008	5%
CARES Grant Revenue	-	2,262,865	(2,262,865)	-100%
Gain (Loss) on Sale of Assets	37,726,278	(14,871)	37,741,149	-253789%
Interest Income (Loss)	1,631,419	1,000,741	630,679	63%
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	(150,150)	(170,625)	20,475	-12%
Total Non-Operating Revenue (Expense)	40,997,501	4,920,397	36,077,105	
Net Income (Loss) Before Depreciation*	41,814,064	5,737,507		

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

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

	YTD Actual	Annual Budget	% of Budget
Operating Revenues:			
Airline Landing Fees	510,986	803,671	64%
Airline Service Fees	2,007,157	3,083,057	65%
Land & Bldg Lease Rents	8,196,856	12,130,306	68%
Terminal Rents	210,276	332,537	63%
Parking Lot Fees	1,341,462	2,171,895	62%
Car Rental Concessions	1,117,023	1,819,701	61%
Restaurant Concessions	224,167	400,000	56%
Mobile Home Park Rent	679,426	-	#DIV/0!
T-Hangar Rentals	57,664	-	#DIV/0!
Operating Grant Revenue	372	-	#DIV/0!
Other	554,976	752,077	74%
Total Operating Revenues	14,900,364	21,493,244	69%
Operating Expense:			
Personnel Services	4,440,441	6,786,550	65%
Contract Services	5,520,044	8,387,908	66%
Police & Fire Services	948,568	1,491,260	64%
Maintenance and Operations	3,028,562	7,722,201	39%
Other	146,187	260,000	56%
Total Operating Expenses	14,083,802	24,647,919	57%
Operating Income (Loss)	816,562	(3,154,675)	
Non-Operating Revenue (Expense):			
Passenger Facility Charges	839,935	1,419,771	59%
Customer Facility Charges	959,656	1,266,057	76%
CARES Grant Revenue	-	-	#DIV/0!
Gain (Loss) on Sale of Assets	37,726,278	33,380	113021%
Interest Income (Loss)	1,631,419	2,640,110	62%
Ad Valorem Tax Revenue	1,436,575	2,062,537	70%
Ad Valorem Tax Expense	(1,446,212)	(2,113,530)	68%
Interest Expense	(150,150)	(277,400)	54%
Total Non-Operating Revenue (Expense)	40,997,501	5,030,925	
Net Income (Loss) before			
Depreciation, Transfers, and Capital Contributions	41,814,064	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%
Net Income (Loss) After Transfers	41,505,121	(1,449,750)	

Melbourne Orlando International Airport
Top 10 Operating Revenues
5/31/2025

Rank	Description	YTD FY 2025	FY 25 % of Total Rev	YTD FY 2024	FY 24 % of Total Rev	\$ Change	% Change
1	Airfield Facilities Rental	4,944,955	33%	4,582,215	31%	362,740	8% A
2	Commercial Business Center Rent	2,463,405	17%	2,178,588	15%	284,817	13% B
3	Ground Handling Revenue	1,401,335	9%	1,269,946	9%	131,389	10% C
4	Parking Revenue	1,341,462	9%	1,462,336	10%	(120,874)	-8%
5	Car Rental Concession	1,117,023	7%	1,123,806	8%	(6,783)	-1%
6	Tropical Haven Revenue	679,426	5%	1,358,569	9%	(679,143)	-50% D
7	Terminal Rent-Airline	651,961	4%	671,593	5%	(19,632)	-3%
8	Hangar Rent	572,706	4%	572,706	4%	-	0%
9	Landing Fees	510,986	3%	448,349	3%	62,637	14%
10	Terminal Concessions	224,167	2%	235,087	2%	(10,920)	-5%
Total Top 10 Operating Revenue		13,907,426	93%	13,903,195	94%	4,231	
Other Operating Revenue		992,938	7%	965,761	6%	27,177	3%
Total Operating Revenue		14,900,364	100%	14,868,956	100%	31,408	0%

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
5/31/2025

Rank	Description	YTD FY 2025	FY 25 % Operating Expense	YTD FY 2024	FY 24 % Operating Expense	\$ change	% change
1	Personnel	4,440,441	32%	3,912,394	28%	528,047	13% A
2	Other Contract Services	3,959,204	28%	3,799,363	27%	159,841	4%
3	Fire Services	924,546	7%	887,334	6%	37,212	4%
4	Contractual Employee	736,206	5%	803,522	6%	(67,316)	-8% B
5	Electric	514,963	4%	546,693	4%	(31,730)	-6%
6	Consulting Fees	474,470	3%	385,460	3%	89,010	23% C
7	Risk Management	398,624	3%	314,475	2%	84,149	27% D
8	Landscaping/Irrigation	151,894	1%	232,761	2%	(80,867)	-35% E
9	R&M-Building	149,172	1%	214,663	2%	(65,491)	-31% F
10	R&M-A/C	142,778	1%	139,523	1%	3,255	2%
Total Top 10 Operating Expense		11,892,298	84%	11,236,188	80%	656,110	
Other Operating Expense		2,191,504	16%	2,815,658	20%	(624,154)	-22%
Total Operating Expense		14,083,802	100%	14,051,846	100%	31,956	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 (\$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, FMIT, through the City).

E Landscaping/Irrigation expense is lower due to changing landscaping companies from Mow-Tivated (averaged \$29k/month) to Bob's Landscaping and Yarnique (averaged \$19k/month for both).

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
7/1/2025

	June-25	July-25	August-25	September-25	October-25	November-25	December-25	January-26	February-26	March-26	April-26	May-26
Beginning Cash/Investment Balance	\$ 32,165,597	\$ 29,820,317	\$ 25,292,934	\$ 27,059,305	\$ 22,214,881	\$ 27,527,035	\$ 20,409,299	\$ 21,498,471	\$ 20,767,231	\$ 22,656,285	\$ 21,511,271	\$ 23,302,579
Operating Revenue	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	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										212,355		578,148
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)	(581,472)	(581,472)	(581,472)	(581,472)	(581,472)	(581,472)	(581,472)	(581,472)
TUI Marketing Incentive Payment		(79,865)	(55,000)									
Debt Payment (Interest)						(110,945)						(110,945)
Maintenance and Operations Expense	(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)	(1,479,425)	(1,479,425)	(1,479,425)
Ad Valorem Tax Payment						(3,435,174)						
Net Increase (Decrease) in Cash Flow from Operations	175,028	23,112	140,028	195,028	178,836	(3,367,283)	178,836	1,657,957	178,836	391,191	178,836	646,039
Total Capital Outlay	(3,927,963)	(8,122,471)	(7,022,864)	(5,532,357)	(3,948,322)	(4,045,000)	(4,130,000)	(3,203,000)	(2,400,000)	(2,525,000)	(2,320,000)	(2,250,000)
Principal Payment-Outstanding Debt												(1,842,000)
Total Capital Grant Revenue	1,159,050	3,317,226	8,401,777	249,832	8,803,917	50,000	4,818,400	625,000	3,909,728	750,000	3,667,478	3,667,478
PFC Collections (Reimbursement of Eligible Costs)	131,417	134,664	130,795	128,492	120,239	105,875	96,086	81,741	86,801	103,385	114,727	135,769
CFC Collections	117,189	120,085	116,634	114,581	157,485	138,672	125,851	107,062	113,690	135,411	150,267	177,826
Net Increase (Decrease) in Cash From Capital and D	(2,520,308)	(4,550,496)	1,626,343	(5,039,452)	5,133,318	(3,750,453)	910,337	(2,389,197)	1,710,218	(1,536,204)	1,612,472	(110,928)
Beginning Cash/Investments	32,165,597	29,820,317	25,292,934	27,059,305	22,214,881	27,527,035	20,409,299	21,498,471	20,767,231	22,656,285	21,511,271	23,302,579
Ending Cash/Investments	29,820,317	25,292,934	27,059,305	22,214,881	27,527,035	20,409,299	21,498,471	20,767,231	22,656,285	21,511,271	23,302,579	23,837,689

Melbourne Orlando Int'l Airport
Cash Flow Projection - Capital Exp and Grant Revenue
7/1/2025

Capital Project Expenditures	Prior Expend	June-25	July-25	August-25	September-25	October-25	November-25	December-25	January-26	February-26	March-26	April-26	May-26
Term Upgrade-Restrooms Gate Belt etc	(3,682,641)	(177,696)	(350,000)	(350,000)	(350,000)	(352,822)							
Term Upgrade-Fire Sprinkler/Plumbing	(1,026,701)	(22,331)	(400,000)	(400,000)	(500,000)	(500,000)	(500,000)	(350,000)	(255,000)				
In Line Baggage System-Construction	(240,000)	-	(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)	(2,250,000)
Northside Expansion													
Northside Exp-T/W M Ext	(3,092,149)	(11,639)	(165,461)										
Project Vista Site Improvements	(5,936,744)	(1,593,248)	(1,750,000)	(700,008)									
Taxiway A Rehab	(6,673,502)	(1,685,323)	(2,600,000)	(2,500,000)	(1,188,357)								
Terminal Signage/Elevator Upgrades	(4,500)	(50,000)	(80,000)	(100,000)	(100,000)	(45,500)							
Equipment Purchases	(286,941)		(102,010)	(198,192)	(294,000)		(270,000)	(55,000)	(48,000)		(125,000)	(70,000)	
T-Hangars Phase 1				(100,000)	(500,000)	(750,000)	(750,000)	(750,000)	(150,000)				
Roof Replacement-1135 W. Nasa			(100,000)	(250,000)	(350,000)								
Employee/Cell Parking Lot Expansion	(212,610)	(387,726)	(325,000)	(174,664)									
Terminal Atrium Roof Replacement	-							(500,000)	(500,000)				
Parking Lot Lighting	-					(50,000)	(50,000)						
Concourse Seating/Elec Upgrade							(225,000)	(225,000)					
Parking Lot Rehab-Woody Burke										(150,000)	(150,000)		
Total Capital Outlay		(3,927,963)	(8,122,471)	(7,022,864)	(5,532,357)	(3,948,322)	(4,045,000)	(4,130,000)	(3,203,000)	(2,400,000)	(2,525,000)	(2,320,000)	(2,250,000)
Grant Revenue													
FAA Grant 62 Restrooms/Gate/Belt/etc	2,750,700	747,809		501,311		665,000		335,181		-			
FDOT Restrooms/Gate/Belt/Flooring/etc	72,386	19,680		13,192		17,500		8,242		-		-	
FAA-Fire Sprinklers-Grnt 60	824,327	-		740,098		900,000		765,000		229,500			
FDOT Fire Sprinklers	30,434	2,756		41,117		50,000		42,500		12,750			
TSA OTA-In Line Baggage Sys Const	-			1,317,820		2,381,603		2,381,603		2,381,603		2,381,603	
FAA-In Line Baggage Grant 63	-			474,345		857,250		857,250		857,250		857,250	
FDOT-In Line Baggage Grant	-			237,173		428,625		428,625		428,625		428,625	
NORTHSIDE EXPANSION GRANTS													
FDOT (T/W M Realignment/Ext)	2,535,276	152,953		169,224						-			
FDOT-Project Vista Grant/DFJ Reimburs	5,821,577		1,662,854	2,495,569		-	-	-	-	-	-	-	-
FDOT FY 25 T Hangar Grant							50,000		625,000		750,000		75,000
FAA Taxiway A Rehab-Grnt 59/64	3,678,239		1,447,719	2,340,000		3,319,521							
FDOT Taxiway A Rehab	62,009	142,337		71,929		184,418							
FDOT-Employee Parking Grant	-	93,515	206,653		249,832								
Total Grant Revenue		1,159,050	3,317,226	8,401,777	249,832	8,803,917	50,000	4,818,400	625,000	3,909,728	750,000	3,667,478	3,667,478

RESOLUTION NO. 9-25

A RESOLUTION OF THE CITY OF MELBOURNE AIRPORT AUTHORITY, BREVARD COUNTY, FLORIDA, ENTERING INTO AN "AIRPORT IMPROVEMENT PROGRAM" GRANT WITH THE FEDERAL AVIATION ADMINISTRATION (FAA) PROVIDING FOR THE FINANCIAL PARTICIPATION BY THE FAA IN REIMBURSEMENT FOR THE IN-LINE BAGGAGE SYSTEM PROJECT AT THE MELBOURNE ORLANDO INTERNATIONAL AIRPORT.

WHEREAS, the City of Melbourne Airport Authority has requested financial participation by the Federal Aviation Administration in the construction of an In-Line Baggage System, and

WHEREAS, the Federal Aviation Administration has approved the application request for financial assistance (Airport Infrastructure Grant funds) and agrees to a maximum participation in the amount not to exceed \$2,891,038.00 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 an "Airport Improvement Program Grant" with the Federal Aviation Administration providing for assistance by the FAA in the form of a Grant in the amount not to exceed \$2,891,038.00 upon the terms and conditions stated in said agreement (grant agreement number 3-12-0046-065-2025).

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 Federal Aviation Administration 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 Nation's Transportation System.



SECTION 4. This Resolution was duly passed at a regular meeting of the Melbourne Airport Authority, Brevard County, Florida, on the 16th Day of July 2025.

BY: _____
William C. Potter, Chairman

ATTEST:

Greg Donovan, A.A.E.
Executive Director



MELBOURNE AIRPORT AUTHORITY BOARD

Minutes June 25, 2025

Board Meeting Airport Board Room

In Attendance: Mr. William C. Potter, Chairman
The Honorable Paul Alfrey, Mayor
Mr. Dan Schwinn, Member
Mr. Brent Peoples, Member
Mr. Adam Bird, Attorney
Mr. Greg Donovan, A.A.E., Executive Director
Mr. Clifford Graham, C.M., Director of Operations & Maintenance
Mr. Mark Busalacchi, 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
Ms. Renee Purden, Chief of Police/Director of Public Safety

Absent: The Honorable David Neuman, Councilmember
The Honorable Mark LaRusso, Councilmember
Mr. Michael Fischer, Member

Pledge of Allegiance

Airport Announcements by Executive Director Greg Donovan

Welcome to Captain Scott Mostert, Melbourne Airport Police Department.

Airport Magazine featured a story on Melbourne Orlando International integrates drones into its operations by Seth Barber.

July/August MAA board meeting combined will be on July 16, 2025.

Executive Director's Recognition of Excellence Award

Congratulations to Brendan Cooper, Operations Officer, on receiving this month's award.

Action Items

Item A-1 Approval of the minutes for the May 28, 2025, Regularly Scheduled Board Meeting.

Approval of the May 28, 2025, board meeting minutes. A motion was made by Mr. Peoples for approval of the minutes, seconded by Mayor Alfrey. Motion passed unanimously.

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.

Mr. Donovan explained that staff did a great job working together to achieve the proposed budget. This budget will allow the airport to do incredible work in the future. Mr. Donovan stated that Mr. O'Dell has met with a few board members to discuss and answer any questions or concerns about the proposed budget. If this item is approved today, it will be taken to City Council for approval. Mr. O'Dell stated the approval dates for the proposed budget at City Council will be on September 10, 2025 and September 24, 2025.

Mr. Potter stated after reviewing the proposed budget, he had some concerns, but Mr. O'Dell was able to answer his questions and address his concerns.

A motion was made by Mr. Peoples 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 \$40,871,140.00, seconded by Mayor Alfrey. Motion passed unanimously.

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.

Mr. Donovan extended his gratitude to Luciana Taylor and the Florida Department of Transportation district office for their continuous support and all FDOT has done for MLB. The airport is competing for a MRO operation expansion. The grant-funded improvements will include the apron, taxiway, stormwater, roadways, and fencing. This project requires a 50 percent match from the Airport, and the Airport and tenant are evaluating options.

Mr. Potter thanked FDOT for all they have done to support MLB.

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

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.

Mr. Donovan explained the Airport executed a Florida Department of Transportation (FDOT) grant in the amount of \$600,000.00 to provide funding for land acquisition last month. FDOT has issued a grant amendment to enable the Airport to acquire land to provide additional property for future development. The grant total is \$2,300,000.00 that requires a 50 percent local match from the Airport.

Mr. Peoples inquired how long the Airport has to use this grant. Mr. Donovan stated the Airport has a two-year time frame for use of the grant funds, after the grant is executed.

A motion was made by Mr. Peoples 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 \$1,700,000.00, seconded by Mr. Schwinn. Motion passed unanimously.

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 Amount Not to Exceed \$35,500.

Mr. Donovan explained 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

will be working with PBO3 Environmental to conduct the asbestos survey. There is sufficient budget for this, and it will be partially funded by a Florida Department of Transportation (FDOT) grant that is in place.

Mr. Schwin asked if Airport staff suspects any asbestos in the building. Mr. Donovan stated no, the buildings there are pretty basic and do not foresee any problems.

A motion was made by Mayor Alfrey 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, seconded by Mr. Schwin. Motion passed unanimously.

Information Items

Item I-1 Financial Update

Mr. O'Dell presented the financial report through April 30, 2025.

Item I-2 Operations

Mr. Graham explained the operations and maintenance team have been working on Runway 9R/27L. This particular runway was rehabilitated a few years ago and is used quite often by all of the Airport's main commercial carriers. Staff spent a few days installing runway centerline lights in accordance with FAA standards, improving airfield infrastructure and compliance. Torque checks and bolt tightening of runway lighting components were conducted to ensure continued system integrity. Crack sealing was also completed on critical pavement areas to extend surface life and prevent deterioration. All work was completed on schedule during low traffic periods, minimizing operational impact and maximizing efficiency. Having a dedicated in-house team allows the airport to uphold high standards, respond quickly and ensure consistent quality.

Item I-3 Construction Projects Update

In-Line Baggage System

Updated drawings are nearing completion for submission to the City of Melbourne Building Department for permitting. Staff is working with the contractor to finalize the baseline schedule. Staff has begun a series of stakeholder meetings 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 complete with one more final buffing once all the terrazzo work is complete. Challenges in the passageway by the VIP Lounge and Coastal News have slowed the progress of the floor in this area, which will now be completed by the end of June. Demolition of the existing flooring 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 2025.

Existing Terminal Ceilings – Ticketing

Design of the ceilings in the ticketing area is complete. Integration of the above ceiling systems for electrical, fire sprinklers, PA system and others are currently being coordinated. This work will be done after hours and is expected to start in mid-July. This work is expected to be completed by September 2025.

Existing Terminal Public Address System

Design of the system has been incorporated into the ceiling design for ticketing. Materials for the project have been delivered to Operations. Installation has begun in areas already completed with fire sprinklers. Project completion is expected in September 2025.

Terminal Fire Sprinkler

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

Existing Terminal Re-roofing

The cap sheet, metal flashings, and copings are complete for all areas of the roof. The liquid applied roof under the generator is complete. A pre-punch walk-through has been completed, and the roofer is expected to complete all items by the first week of July. Project should close out by the end of July 2025.

Project Vista – Dassault Falcon Jet Site Work

All utility and paving work along Apollo Boulevard is complete. Temporary striping has been installed while the asphalt cures for final thermoplastic striping to be installed next month. Lift station has passed all inspections and has been placed in operation. Taxiway H and all taxilanes have been completed and striped. Concrete pavement of the apron continues and is expected to be complete by the first week of July. Saw cutting and sealing of the joints has begun and should be completed mid-July. Security fencing has started and will be completed by the end of June. The first aircraft arrives July 1, 2025.

Taxiway A Rehabilitation

Grading west of Taxiway Q is nearing completion. Asphalt paving west of Taxiway Q is nearing completion with paved shoulder now complete. Repaving of the taxiways Q and A intersection is complete. Work on the taxiway east of Taxiway Q has begun. Drainage structures for the project are currently being delivered. This first phase of the work to be completed in the fall. Bids for the next phase of work have been received. A bid protest has been filed, and a resolution is expected in the second week of July. Submission of the grant application for the next phase of discretionary funds has been submitted to the FAA. Discretionary funds will not become available until October 2025.

Public and Employee Lot Modifications

Subgrade is complete, and the reformation of the retention pond is complete. Curbs are nearing completion, and base rock is currently being installed. Reconfiguration of the existing parking area has begun. Paving is expected to start the first week in July. Project completion is expected in mid-July.

Item I-4 Business Development and Marketing Update

Mr. Busalacchi stated the South T-Hangars are scheduled for demolition. Airport staff has notified the T-hangar tenants that once Sheltair has obtained its Certificate of Occupancy, tenants will be allowed to move in. Mr. Busalacchi stated he received an email from Sheltair stating it has received the Certificate of Occupancy and tenants will be allowed to move in as of July 1, 2025. Tenants will have at least six months to vacate the South T-Hangars to allow the demolition project to commence.

MLB welcomed over 550 Brevard Public Schools students (K-5) touring the airport over a two-week period lead by our Ambassadors team who did an exceptional job.

Project Daisy, which is the Northrop Grumman expansion off of NASA Boulevard., has received its building permits and the project is underway. The project is expected to be completed by the end of 2026.

Adjournment

This meeting was adjourned by Chairman William Potter at 9:10 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