



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 PB03 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.

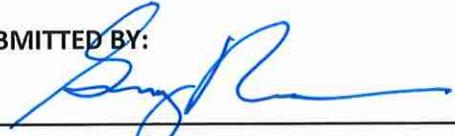
Adjournment

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