



MELBOURNE AIRPORT AUTHORITY BOARD

Minutes July 16, 2025

Board Meeting Airport Board Room

In Attendance: Mr. William C. Potter, Chairman  
The Honorable David Neuman, Councilmember  
The Honorable Mark LaRusso, Councilmember  
Mr. Michael Fischer, Member  
Mr. Dan Schwinn, Member  
Mr. Brent Peoples, Member  
Mr. Cliff Repperger, 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  
Ms. Renee Purden, Chief of Police/Director of Public Safety  
Mr. Scott Mostert, Captain, Melbourne Airport Police Department

Absent: The Honorable Paul Alfrey, Mayor  
Mr. Adam Bird, Attorney  
Mr. David Perley, A.I.C., Director of Capital Improvements

**Pledge of Allegiance**

**Airport Announcements by Executive Director Greg Donovan**

Congratulations to Alyssa Lanier promotion to Safety & Compliance Officer.

MLB welcomes Shushana Phillips, Supervisory Badge Specialist.

Space Coast Transportation Planning Organization (SCTPO) 2025 annual staff retreat hosted at MLB.

MAA next Board Meeting will be on Wednesday, September 24 2025.

**Action Items**

**Item A-1 Approval of the minutes for the June 25, 2025, Regularly Scheduled Board Meeting.**

Approval of the June 25, 2025, board meeting minutes. A motion was made by Mr. Peoples for approval of the minutes, seconded by Mr. Neuman. Motion passed unanimously.

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

Mr. Donovan explained the 176.36-acre parcel located at the northwest corner of the Airport has been included in the Airport's first Master Plan for many years. The purchase of this property represents a significant milestone

for the future of the Airport and with this additional acreage, the airport can now pursue significant business opportunities, with airside access contiguous to the airports three runways. This purchase will ensure the airport has the capacity to grow for decades to come. Airport staff has negotiated a purchase and sale agreement for the purchase of a 176.36-acre parcel of land adjacent to the northwest corner of the Airport and planned to be used for future aeronautical development.

The salient points of this purchase are as follows: (a) Total acres: 176.36 (Parcel ID 24-37-30-00-2); (b) Total purchase price: \$28,000,000; (c) Deposit: \$50,000; (d) Additional deposit required after the due diligence period: \$250,000; (e) Closing requirement on or before September 15, 2025; (f) Property will be deeded in the City of Melbourne's name but will have restrictions that its future use is limited to airport operations.

Mr. Donovan explained as part of the terms of this transaction, the seller will maintain ownership and possession of a 10-acre parcel of land that parallels Wickham Road for future development (the "Seller's Property"). In order to provide access to the Airport's property, the Seller will also convey two (2) additional parcels of property with the "Seller's Property" for the use and development of such 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 closing and for maintaining that infrastructure once completed. The purchase of this property 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 said funds and provide any appropriation of said funds needed to close on this transaction. With acceptance by the Board, this item will be forwarded to the Melbourne City Council for approval.

Staff recommends approval of the purchase order 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.

A motion was made by Mr. LaRusso for Recommendation to Ratify the Purchase of a 176.36-acre parcel located at the northwest corner of the Airport, seconded by Mr. Neuman. Motion passed unanimously.

**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.**

Mr. Donovan explained the airport has received a grant from the Federal Aviation Administration (FAA) to fund the In-Line Baggage System Project. This 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 from FY24 through FY26. This grant is 95 percent FAA funds with the local match to be split by the Airport and Florida Department of Transportation (FDOT).

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.

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

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

Mr. Donovan explained that a Customer Facility Charge (CFC) of \$4.00 per transaction day is collected by the Airport to fund projects for Rent-A-Car agencies. Airport staff hired a consultant who evaluated both parking and CFC rates and recommended increasing the rate to \$6.00 per transaction day to provide additional funds for rental

car projects. 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. 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 original resolution approved in January 2019 that created the CFC collection also allows the Executive Director to increase rates as deemed necessary after consultation with the car rental agencies. 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 system for the collection and remittance of the CFC's. The increase in CFC rates and the projects that will be funded with the CFC were included as part of the FY26 budget.

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

A motion was made by Mr. LaRusso for recommendation to approve Increase to Rental Car Customer Facility Charge, seconded by Mr. Schwinn. Motioned passed unanimously.

### **Information Items**

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

Mr. O'Dell stated the FY 26 budget hearing at the City Council will be on September 10<sup>th</sup> and September 24<sup>th</sup>. The FY 26 Airport budget will be finalized and adopted by City Council on September 24<sup>th</sup>. Mr. O'Dell presented the financial report through May 31, 2025 and a quarterly funds performance report update on Tropical Haven as previously requested by the Board.

#### **Item I-2 Operations**

Mr. Graham explained in March of this year that the Board approved a purchase order to Environmental Services Associates (ESA) to prepare a Safety Management System (SMS) required by the FAA. This is a new requirement for commercial service airports such as MLB. The goal is to identify hazards, manage safety risks, and enhance operational safety. SMS will provide a formalized framework for managing safety, improving communication, and fostering a safety-first culture across all airport operations. Last week, the consultant was on-site conducting interviews, reviewing procedures, and observing daily operations to support data-driven development. This is a great step in making SMS specific to MLB and airport staff who were engaged in the process and their input will help shape the plan. Ultimately, the plan will be developed and implemented later this year. In addition to the plan and part of this process, the required FAA part 139 airfield self-inspection program at MLB will become automated. This system will enable Airport inspectors electronic tablets loaded with the most current airfield geographical data to streamline the entire inspection process.

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

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

A pre-permitting meeting has been held with the City of Melbourne Building Department. Separate permits will be issued for the temporary screening facility, the temporary ATO offices and the in-line baggage facility. This will allow the contractor to start earlier on the overall project. First set of drawings for permitting will be submitted the week of 7/14. 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. The passageway by the VIP Lounge and Coastal News is nearing completion with a final buffing of the terrazzo remaining and the installation of carpet. Terrazzo has begun in the rental car area. This will be done in

four phases to allow passenger flow between the atrium, domestic baggage claim, welcome center and ground transportation. This work is expected to be completed by the end of August.

#### Existing Terminal Ceilings – Ticketing

Floor protection has begun in the ticketing area. Once this is complete, demolition of the existing ceiling will begin. After demolition, new above ceiling electrical, low voltage and fire sprinklers will be installed. When an area is completed, the exposed underside of the deck will be painted. Once all the painting is complete, the ceiling clouds will be installed. This work will be done after hours. This work is expected to be completed in September.

#### 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.

#### Terminal Fire Sprinklers

Fire sprinklers are complete in all areas except the ticketing and atrium areas. Upon completion of the demolition of the ceilings in the ticketing area, new fire sprinklers will be installed. After this work is completed, work will begin in the atrium area.

#### Existing Terminal Re-roofing

A final punch list walk was performed, and the roofer still has a few items to complete. They expect to complete this work within the next two weeks. Another final inspection will be performed at that time. This project is expected to close out at the end of this month.

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

All work along Apollo Boulevard is complete. All permanent road markings are complete. Taxiway H and all taxilanes are complete and striped. Concrete pavement of the apron is complete. Saw cutting and sealing of the apron joints should be completed within two weeks. Security fencing is complete and accepted by TSA. The first aircraft has arrived. While work will continue on the paint hangar facility by DFJ's contractor, all work under the airport's contractor is expected to be complete by the end of the month with final close-out in August.

#### Taxiway A Rehabilitation

Grading west of Taxiway Q is complete. Sodding to begin in the middle of July. Asphalt paving west of taxiway of Taxiway Q is complete. Asphalt paving of the shoulders west of Taxiway Q is also completed. Installation of the new taxiway lights has begun. Work on the taxiway east of Taxiway Q continues. Installation of the drainage structures for the project are nearing completion. Completion of taxiway N connecting into the main runway will begin soon with night work. This first phase of the work to be completed in the fall. Bids for the next phase of work have been received. A formal hearing was held for the bid protest filed by one of the bidders. Final recommendations have been submitted for final resolution. The award of the Phase 2 work will not occur until discretionary funds have been received by the FAA. Discretionary funds will not become available until late September 2025.

#### Public and Employee Parking Lot Modifications

Curbing and base rock are complete and tack coating of the lot has been done. Asphalt placement is expected in the week of July 14. Reconfiguration of the existing parking areas is nearing completion. When the paving operation begins, the contractor will provide a surface coat of asphalt in the temporary cell phone parking lot area. Project completion is expected before the end of July.

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

Mr. Busalacchi stated the Sheltair T-Hangars are now open and have spaces available.

Dassault Falcon Jet commence operations at MLB. A few aircraft have recently arrived at new facility.

Project Daisy over at Northrop Grumman is under construction. Mr. Busalacchi took a tour last week and the construction is off to a great start.

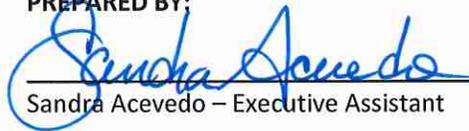
**Public Speakers**

Mr. Ray Liles thanked MLB for the opportunity of leasing south t-hangar space for many years and thanked MLB for the additional time allotted for him to relocate to a new location.

**Adjournment**

This meeting was adjourned by Chairman William Potter at 9:57 a.m.

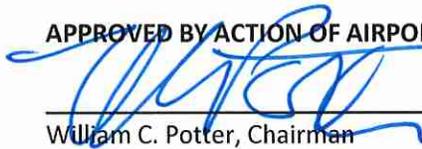
**PREPARED BY:**

  
Sandra Acevedo – Executive Assistant

**SUBMITTED BY:**

  
Greg Donovan, A.A.E.  
Executive Director

**APPROVED BY ACTION OF AIRPORT AUTHORITY:**

  
William C. Potter, Chairman