



MELBOURNE AIRPORT AUTHORITY BOARD

Minutes September 24, 2025

Board Meeting Airport Board Room

In Attendance: Mr. William C. Potter, Chairman
The Honorable Mark LaRusso, Councilmember
Mr. Michael Fischer, Member
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. David Perley, A.I.C., Director of Capital Improvements
Ms. Melissa Naughton, C.M., ACE, Assistant 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
The Honorable David Neuman, Councilmember
Mr. Mark Busalacchi, Director of Business Development

Pledge of Allegiance

Airport Announcements by Executive Director Greg Donovan

An all staff meeting was held on August 20, 2025.

Congratulations to Cliff Graham, Director of Operations and Maintenance, for 30 years of service, and Amanda Moyer, Grounds Handling Manager, for 26 years of service.

The TSA conducted its 2025 Comprehensive Inspection and MAPD received 100 percent on over 40 tests and no violations found by the inspectors during the inspection period.

Florida Department of Transportation (FDOT) Secretary Perdue visited MLB on September 2, 2025.

MLB hosted Space Coast Honor Flight on September 6, 2025. The next Honor Flight is scheduled for October 11, 2025.

Melbourne Airport Authority finalized the acquisition of a 176.36-acre parcel located at the northwest corner of the Airport. Mr. Donovan thanked all parties involved for a wonderful job on the property purchased.

MLB to host The Quotient Group's Airport Roundtable on February 11 – 12, 2026.

Executive Director's Recognition of Excellence Award

Congratulations to Laura Richards, Marketing Manager, on receiving this month's award.

Action Items

Item A-1 Approval of the minutes for the July 16, 2025, Regularly Scheduled Board Meeting.

Approval of the July 16, 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 Resolution 10-25 for the Airport Improvement Project Grant for the Taxiway A Rehabilitation Project with Federal Aviation Administration in the Amount of \$26,574,914.

Mr. Donovan explained the airport has received a grant from the Federal Aviation Administration (FAA) to fund Phase 2 Taxiway A Rehabilitation Project. Taxiway A is the parallel taxiway to the airport's primary runway. This FAA grant, which covers 95 percent of the eligible costs, will consist of multi-year entitlement grant funds through FY28 as well as discretionary funds. The remaining project will be funded equally by the Airport and a grant which is already in place by Florida Department of Transportation (FDOT).

Staff recommends approval of Resolution 10-25 for the Airport Improvement Project Grant for Taxiway A Rehabilitation Project and to accept the Federal Aviation Administration grant and authorization for the Chairman to execute said resolution on behalf of the Authority.

A motion was made by Mr. LaRusso to approve Resolution 10-25 for the Airport Improvement Project Grant for the Taxiway A Rehabilitation Project with Federal Aviation Administration in the amount of \$26,574,914, seconded by Mr. Fischer. Motion passed unanimously.

Item A-3 Recommendation for Approval of Resolution 11-25 to Approve a Budget Amendment Increase of \$13,546,662 for the Taxiway A Rehabilitation Project.

Mr. Donovan explained this agenda item corresponds with Agenda Item A-2 and will allow the Airport to go forward to City Council and asked them to amend the Airports annual budget for an additional \$13,546,662. A budget amendment is required to appropriate the additional grant revenue and to approve the expenditure for the Taxiway A Rehabilitation Project.

Staff recommends approval of Resolution 11-25 to approve a budget amendment and authorization for the Chairman to execute said resolution on behalf of the Authority.

A motion was made by Mr. Peoples to approve Resolution 11-25 to Approve a Budget Amendment Increase of \$13,546,662 for the Taxiway A Rehabilitation Project, seconded by Mr. Schwinn. Motioned passed unanimously.

Item A-4 Recommendation to Approve a Purchase Order to AVCON, Inc. for Professional Airside Engineering for Phase 2 Taxiway A Rehabilitation Project for Construction Administration (CA) Services and Resident Project Representative (RPR) Services in an Amount Not-To-Exceed \$1,577,587.

Mr. Donovan explained AVCON, Inc. was awarded the design of the overall Taxiway A Project in September 2023. Due to budget constraints, the Federal Aviation Administration (FAA) required that the design be split into two phases.

This purchase order for AVCON, Construction Administration (CA) services and Resident Project Representative (RPR) services for the Phase 2 work, which includes revising and updating the construction documents, reviewing shop drawings and material submittals, monitoring the contractor's work to ensure conformance with the plans

and specifications, and providing Quality Assurance testing services. This scope also includes monitoring and modifications to construction sequencing, conducting progress meetings, and the review of contractor payments. AVCON will also provide a qualified, full-time Resident Project Representative (RPR) to observe construction and ensure it is performed in reasonable conformance with the contract documents and in accordance with standard professional engineering practices. The RPR's responsibilities will include measuring quantities, coordinating construction activities with airport operations, maintaining record drawings, providing recommendations for unforeseen conditions, promptly identifying problems or conflicts, and conducting employee interviews to ensure compliance with FAA grant assurances. Phase 2 schedule includes a 60-day mobilization, 494 days of construction, which includes night work and 60 days of punch list and final markings for a total period of 614 days. AVCON will be providing general consultation and coordination related to the construction of Taxiway A.

This project is funded by 95 percent FAA grants, 2.5 percent Florida Department of Transportation grant and 2.5 percent Airport reserves.

Staff recommends the approval of a Purchase Order to AVCON, Inc. for the Professional Airside Engineering for the Phase 2 Taxiway A Rehabilitation Project for Construction Administration (CA) Services and Resident Project Representative (RPR) Services in an amount not-to-exceed \$1,577,587 and authorization for the Executive Director to execute said purchase order on behalf of the Authority.

Mr. Potter stated the total period of construction is 614 days and inquired what kind of interference this is going to have with the normal operations for both the airlines and general aviation. Mr. Donovan stated at times it's going to require what currently is taking place in Phase 1, that aircraft are going to have to back taxi on the runway. So instead of using the parallel taxiway, or Taxiway A to position for take-off, or to exit the runway after landing, it requires them to do an 180 degree turn on the runway and use the runway as a taxiway to reposition to get around the construction area. This work is being scheduled after the last aircraft arrival, with some buffer in case there are any delays coming from Atlanta and then getting the airfield open for our first flight's arrival.

Mr. Fischer asked that as we go through this project, is there any anticipation that you may find something that is unanticipated? Mr. Perley stated just like Phase 1, we ran into a cable from the FAA and had to do the repair. This is at one of five taxiway locations we have to go through, so I assume there may be some unforeseen underground that we may have to deal with. Mr. Fischer inquired if the airport budgeted for the unforeseen. Mr. Perley stated there is budget available for the unforeseen conditions.

A motion was made by Mr. Fischer to approve a Purchase Order to AVCON, Inc. for the Professional Airside Engineering for the Phase 2 Taxiway A Rehabilitation Project for Construction Administration (CA) Services and Resident Project Representative (RPR) Services in the amount not-to-exceed \$1,577,578, seconded by Mr. Peoples. Motion passed unanimously.

Item A-5 Recommendation to Award a Contract for the Phase 2 Taxiway A Rehabilitation Project to the Lowest Responsive Qualified bidder, Ranger Construction Industries, Inc., in an Amount Not-To-Exceed \$26,081,006.08.

Mr. Donovan explained Phase 2 of the project was bid in May with three bids received and a tabulation listed in the agenda brief. The recommendation of award is to Ranger Construction Industries, Inc., who is currently the contractor working on Phase 1. It was the lowest responsive qualified bidder. While another bidder had a lower bid amount, it was non-responsive to the additional bid requirements of providing documentation of similar completed experience of past airport work. As we discussed earlier, due to the complexity of the night work, the proximity to the primary runway, and the ability to open and close of runway, it was especially important in the selection process to fully understand proven capabilities to performing this type of work. For this reason, the airport believes Ranger Construction Industries, Inc. is the lowest responsive qualified bidder.

Staff recommends the award of a Contract for the Phase 2 Taxiway A Rehabilitation Project to the lowest responsive qualified bidder, Ranger Construction Industries, Inc., in an amount not-to-exceed \$26,081,006.08 and authorization for the Executive Director to execute said contract on behalf of the Authority.

Mr. Potter asked if the Airport anticipates any challenge to the award. Mr. Donovan stated there has been a challenge and it has been evaluated by the review committee in accordance with the Procurement Manual. The panel spent considerable time listening to the bid protest. In addition, the airport has gone through a legal review of that process as well and the airport is confident that the right decision is being made.

A motion was made by Mr. LaRusso to award a contract for the Phase 2 Taxiway Rehabilitation Project to the Lowest Responsive Qualified bidder, Ranger Construction Industries, Inc., in an amount not-to-exceed \$26,081,006.08, seconded by Mr. Schwinn. Motion passed unanimously.

Item A-6 Recommendation to Award a Purchase Order Change Order to Ivey's Construction, Inc. under its Continuing Services Contract for the Ceiling Replacement in the Ticketing Areas for Replacement and Additional Conduit in an Amount Not-To-Exceed \$87,643.

Mr. Donovan explained there has been ongoing construction in the ticketing area for some time. Work is being completed at night and around the operations that take place in this area. Upon demolition of the existing ceiling, it was discovered that water had penetrated into the structure of the building and into the beams where the existing conduit that was to be reused was found to be in poor condition. This work will include clearing out all the water and replacement of old conduit with new conduit. There is sufficient budget in the approved capital budget to process this change order for the Terminal Upgrade – Fire Sprinkler Project.

Staff recommends approval of a Purchase Order Change Order to Ivey's Construction, Inc., under its continuing services contract for the ceiling replacement in the Ticketing areas for replacement and additional conduit in an amount not-to-exceed \$87,463 and authorization for the Executive Director to execute said purchase order change order on behalf of the Authority.

Mr. Peoples inquired if this was past water damage or is there currently water up there. Mr. Donovan stated there is water up in those areas that has accumulated for many years. Mr. Peoples asked if the airport is comfortable that the roof is tight. Mr. Donovan stated the roof is tight now due to the new roofing project that has just been completed.

Mr. Fischer inquired if the airport will be conducting air quality or mold testing for those areas to make sure there is no problem with the standing water being there. Mr. Perley stated that when the electrician went in to drill for the first time, water ran for about 10 minutes, thinking that a water line may have been hit, it was the water within the hollow cores. Mr. Fischer asked if the contractor went through various areas to drill holes in the hollow cores to get the additional water out. Mr. Perley stated yes.

A motion was made by Mr. Fischer to approve a Purchase Order Change Order to Ivey's Construction, Inc., under its Continuing Services Contract for the Ceiling Replacement in the Ticketing Areas for Replacement and Additional Conduit in an amount not-to-exceed \$87,643, seconded by Mr. Peoples. Motion passed unanimously.

Item A-7 Recommendation to approve a Purchase Order to BRPH, Inc. under its Continuing Services Contract, for the Architectural Services for the Design of the Atrium Skylight in the Existing Terminal in an Amount Not-To-Exceed \$59,800.

Mr. Donovan explained during the terminal renovation and expansion project, there were modifications and updates made to the atrium skylight. Unfortunately, during Hurricane Milton, the skylight was damaged by uplift of the unit and collapsed a portion of the system damaging it beyond repair. The Airport's insurance company

responded and provided a temporary repair to the skylight to maintain a weather-tight condition within the atrium. BRPH was the original designer for this terminal and of the atrium skylight in 1988. BRPH, under its continuing services contract, will be able to design new skylight to meet current building codes. There is sufficient budget in the FY-26 approved capital budget for this purchase order.

Staff recommends approval of a Purchase Order to BRPH, Inc., under its Continuing Services Contract, for the Architectural Services for the design of the atrium skylight in the existing terminal in amount not-to-exceed \$59,800 and authorization for the Executive Director to execute said purchase order on behalf of the Authority.

A motion was made by Mr. Peoples to approve a Purchase Order to BRPH, Inc., under its Continuing Services Contract, for the Architectural Services for the Design of the Atrium Skylight in the existing terminal in an amount not-to-exceed \$59,800, seconded by Mr. Schwinn. Motion passed unanimously.

Item A-8 Recommendation to Approve a Change Order to Southern Fire Protection for the Additions and Modifications to the Fire Sprinkler System within the Existing Terminal and at the Temporary Baggage Screening Facility in an Amount Not-To-Exceed \$595,764.

Mr. Donovan explained that the board approved a contract to Southern Fire Protection for the design of a new fire sprinkler system within the existing terminal that was not part of the Terminal Renovation and Expansion Project. Airport staff worked with the City of Melbourne's Building Department and agreed to complete the remaining fire sprinkler work in phases. The majority of the work has been completed except for the ticketing area, the atrium and the new baggage screening area and the new temporary facility building. As work commenced in the ticketing area, it was discovered that most of the pipe installed under the Terminal Expansion and Renovation Project had been undersized to meet current needs of the new baggage screening facility. This project is funded with 90 percent of the Federal Aviation Administration grant, 5 percent Florida Department of Transportation grant, and 5 percent Airport reserves.

Staff recommends approval of a Change Order to Southern Fire Protection for the additions and modifications to the Fire Sprinkler System within the existing terminal and the temporary baggage screening facility in an amount not-to-exceed \$595,764 and authorization for the Executive Director to execute said change order on behalf of the Authority.

A motion was made by Mr. LaRusso to approve a change order to Southern Fire Protection for the Additions and Modifications to the Fire Sprinkler System within the existing terminal and at the Temporary Baggage Screening Facility in an amount not-to-exceed \$595,764, seconded by Mr. Peoples. Motion passed unanimously.

Item A-9 Recommendation to Approve the First Amendment to Dassault Falcon Jet (DFJ) Ground Lease.

Mr. Donovan explained Dassault Falcon Jet business is fully operational. The Authority executed a commercial ground lease agreement with Dassault Falcon Jet (DFJ) on September 28, 2022, prior to DFJ's commencement of its construction project. The purpose of the proposed first amendment is to reflect the current development and related needs of DFJ for the project, including adding Parcel 4 (as defined in the current lease) to DFJ's leasehold. As per the terms of the lease, DFJ is responsible for any costs that exceed the \$8.6 million dollar grant awarded to the Authority by Florida Department of Transportation (FDOT) to improve parcel 4, to which the improvements have been completed, and the total cost of such improvements exceeded the grant by \$1,367,000. To offset this unexpected expense, staff negotiated a rate and abatement schedule that allows the Authority to recover this overage from DFJ and remaining in strict compliance with its grant assurances. Dassault Falcon has a need to expand further than the original design and needs more space. Furthermore, staff negotiated a per-square foot rate for Parcel 4 with DFJ that's above fair market value to account for additional front-end incentives as part of future development plans for DFJ's campus. The salient points are as follows; revised term – 30 years with two 10-year options for a total of 50 years; Lease rate - \$0.65 per square foot for Parcel 4 (existing lease rates remain

the same); Incentives – 70% of rent for Parcel 4 will be abated for 15 years (existing term on other parcels remain the same); total revenue during abatement period (Parcel 4) \$675,288; Total revenue remaining 35 years (Parcel 4) \$5,252,240 (not including CPI adjustments); Total revenue for 50 year lease (Parcel 4) \$5,927,528; Taxes and fees will be paid by DFJ.

Staff recommends approval of the First Amendment with Dassault Falcon Jet and authorization for the Executive Director to execute said amendment on behalf of the Authority.

Mr. Fischer stated he has a clear understanding of this amendment and agrees it is a great option for DFJ and will support this amendment. Further discussion ensued on the first amendment agreement for DFJ ground lease and the benefits it has in the long term for the airport.

A motion was made by Mr. Fischer to approve the First Amendment to Dassault Falcon Jet (DFJ) ground lease, seconded by Mr. Schwinn. Motion passed unanimously.

Information Items

Item I-1 Financial Update

Mr. O'Dell presented the financial report through July 31, 2025.

Item I-2 Operations

Mr. Graham gave an update on the Ellis Road project explaining the clearing and grubbing is underway in the right-of-way section of the road and is expected to be completed in October, they are actually ahead of schedule about one month. Utility coordination has begun, and relocation should start before the end of the year. Road construction to begin after the first of the year. Notice of construction work should be out after January 1, 2026. It's amazing to see how far this project has come and for all the entities involved to see this project being performed on the road sections. Once the Ellis Road project is completed, it will cut the drive time significantly from I-95 to the Airport, around 10 to 15 minutes which will be a big improvement.

Over the last 10 months, Airport Operations has worked closely with Capital Improvements, AVCON, Inc., Ranger Construction, ATCT and all airport stakeholders throughout Phase 1 of the Taxiway A project making sure everyone has been updated with the safety and updates concerning Taxiway A, which includes daily inspections, issuance of NOTAMS, contractor airfield safety training, participation in the weekly project status meetings and communications with tenants. Taxiway Alpha between Taxiway Quebec and Taxiway Lima has been closed during this 10-month period. The work in this area is now complete, and Taxiway A is scheduled to re-open full length today. From an operations perspective, the taxiway really looks great! The Airport is pleased with all the work that has been completed at this time. Users will notice the new geometry to include wider fillets at the taxiway connectors and paved shoulders, in addition to LED taxiway edge lights that are now part of the paved shoulders. New airfield signage has been installed throughout the Phase 1 area as well as all the storm water has been updated in these areas. Taxiway November will remain closed until receiving pavement markings and new signs early next month. Phase 2 is expected to start December 2, 2025 and Mr. Graham will update the board prior to the commencement of Phase 2.

Mr. Potter inquired if the airport relies upon the contractor to assure that there is no FOD on the construction site. Mr. Graham stated that the airport does rely on the contractor to make sure there is no FOD on the construction site, however, it's a collective effort as our operations team is out there daily doing inspections as well as the AVCON team working alongside the contractor daily. Before any of the runways open, the airport also does a specific inspection of the runway to make sure there is no FOD and it's safe for operation before runway can be opened.

Item I-3 Construction Projects Update

In-Line Baggage System

Permit received for the temporary baggage facility. Site has been cleared and new security fencing installed. Slab for the temporary facility has been poured, and masonry is ready to start. Facility drawings are being coordinated with all trades and are currently in for permitting. Temporary facility should go on-line in late November. Completion of this project is January 2027.

Existing Terminal Terrazzo Flooring

Terrazzo flooring is nearing completion. Carpeting in-fill and transition strips are currently being installed. After completion of the ceilings project, the terrazzo flooring will receive a final buffing.

Existing Terminal Ceilings – Ticketing

Floor protection is installed throughout the ticketing area. Demolition of the existing ceiling is complete. New above-ceiling electrical and low voltage have started. Fire sprinklers in the ticketing area have been installed and are currently under pressure for testing. The exposed underside of the deck is scheduled to begin painting before the end of the month. Once all the painting is complete, the ceiling clouds will be installed. This work is being done after hours. Ceilings in the Car Rental and Baggage area will be scheduled to work around the Honor Flights. This work is expected to be completed in December.

Existing Terminal Public Address System

Most of the material and equipment have been delivered and are currently being stored in Operations. Conduit and wire for the PA System in the ticketing area are currently being installed. New head-end equipment is being installed and tied into the current Valcom system in the new portion of the terminal.

Terminal Fire Sprinklers

Fire sprinklers are currently being installed in the ticketing area. Upon completion, fabrication will begin for the temporary baggage screening facility. Atrium fire sprinklers will be temporarily on hold until the new skylight is installed. Once the atrium is complete, our obligation to the City's Building Department will be complete as fire sprinklers within the existing terminal will have been completed.

Existing Terminal Re-Roofing

The terminal reroof project is complete. All punch list items have been completed. With the heavy rains recently, we have noted a couple of minor leaks that the contractor has been back to correct. This project is in process for final closeout.

Public and Employee Parking Lot Modifications

The parking lot project is complete. All punch list items have been resolved. All as-built and closeout documents have been submitted and approved. Final payments are currently being processed.

T-Hangar Demolition and Infrastructure

The asbestos survey was conducted and none was found. Project is currently out to bid with over 25 demolition firms attending the pre-bid walk-through. Bids are due October 2, 2025 at 2:00 PM. Work is scheduled to begin in January or earlier if all the T-Hangars are vacated earlier than the deadline. Demolition should take about six weeks to complete.

Project Vista – Dassault Falcon Jet Site Work

The Airport's portion of the work for Project Vista is complete. Taxiway H is now open. The concrete apron is complete along with the lift station. The entrances and turn lanes on Apollo are complete and waiting on final acceptance by the County.

Taxiway A Rehabilitation

Paving for the Taxiway A Phase 1 project is now complete. Taxiway lighting continues and will be completed by the end of October. Striping is scheduled for October and once complete, Taxiway A and the revised Taxiway N will be operational. Phase 1 is expected to close out in the first part of November. Bids for the next phase of work have been received. With the award of the Phase 2 contractor, this work is expected to begin in early December. A portion of this work will be performed at night. Airlines have been notified, and arrangements have been made for aircraft and schedules. This work will be completed in the winter of 2027.

Item I-4 Business Development and Marketing Update

Ms. Naughton explained Business Development is promoting the reopening of the cell phone waiting lot with a contest and had passengers who parked there scan a code and give feedback of the new paved lot. The contest winner was awarded. With the reopening of the lot, new signs have been posted with a QR code and for those waiting, they can scan the code and receive updates on flight information. The lot is being utilized and it's pulling people from our main car park that are waiting there to pick up people and opening up valuable spaces for more long-term parking availability.

The Airport held a Crisis Communication Plan and Desktop Exercise Roundtable on August 19, 2025, for staff members who are critical for communications during crisis situations. Training focused on scenarios and press conference training for those who may fill the spoke person role for the organization. The Quotient Group along with PR provided the staff with valuable guidance, making us better prepared if a crisis should occur.

The Airport has been receiving media coverage from press releases the airport has been releasing regarding the parking lot modification, the Space Coast Honor Flights and the land purchase. We estimate the coverage that was received was equivalent to \$100,000 worth of paid advertisement.

Mr. Peoples thanked staff for a great job on all the accomplishments regarding today's agenda items.

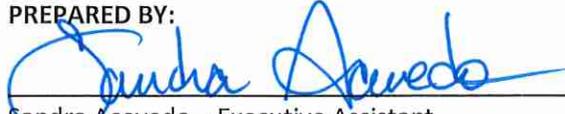
Mr. Donovan gave an update on a discussion request regarding aircraft washing. Mr. Schwinn was approached by the General Aviation community regarding some miscommunication on the part of expectations by the Airport in terms of washing private aircraft. The airport has a storm water permit with the Federal EPA but has shifted more to the responsibility of the Florida Department of Environmental Protection. Our largest tenants have their own permits, and they facilitate their own procedures and containment processes. The airport has a permit and included in the permit is the responsibility not to allow private aircraft owners to wash their aircraft and allow the liquids to go into the storm water collection process. With the South T-Hangar new construction, Sheltair made a decision to remove hoses and secure the spickets for water application in that area, and somehow it got misdirected in a sense that the Airport was being overly enforcesive, and instructed Sheltair to do that, and that is not true. This brings up an ongoing issue, if you are general aviation aircraft owner, how do you wash your aircraft. The STS operations and the other larger operations use a dry washing process and FIT have their own washing bay. Airport staff is open to taking a look in building a common use facility, much like our engine run facility and figure out an approximate location and the costs associated with building a facility. Mr. Donovan stated he wanted to address this from a standpoint that the Airport is always here to be responsive to all user groups and that ranges from large corporations to individual aircraft owners that base there general aviation aircraft here and for all general aviation users.

Mr. Schwinn thanked Mr. Donovan for his responsiveness to this situation, as it was brought to his attention by other tenants, and suggested that the airport send out a notice to inform the tenants on what to do concerning aircraft washing. Mr. Donovan stated he would take care of it.

Adjournment

This meeting was adjourned by Chairman William Potter at 10:14 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