



MELBOURNE AIRPORT AUTHORITY BOARD MEETING  
Melbourne Orlando International Airport Board Room

**AGENDA**

December 10, 2025, at 8:30 AM

**Pledge of Allegiance**

**Airport Announcements**

**Action Items**

- Item A-1      Approval of the minutes for the October 22, 2025, Regularly Scheduled Board Meeting.**
- Item A-2      Selection of Three (3) Members to the Melbourne Airport Authority to Serve a Two-Year Term.**
- Item A-3      Appointment of Chairman and Vice Chairman to the Melbourne Airport Authority to Serve the Term from January 2026 through December 2026.**
- Item A-4      Recommendation to approve a Purchase Order to Strut Mechanical for Purchase of a 230 Ton York Air Cooled Chiller in an Amount of \$140,000.**

Two chillers support the Terminal's passenger areas, including the atrium, ticketing, and the domestic concourse, to ensure comfort and maintain redundancy. This summer, one of the units failed. After diagnostics, repair options were found to be inefficient and based on comparison and market analysis, would cost nearly as much as replacing the unit outright.

Strut Mechanical, the Airport's contracted HVAC maintenance provider, has supplied a 230-ton air-cooled rental chiller that has been operating on site for the past several months.

Staff recommends purchasing this same chiller unit currently in place. Ownership will be more cost-effective than continuing monthly rental fees and will provide a reliable bridge until broader HVAC system upgrades become feasible. Having a dedicated backup chiller on site will also offer long-term operational flexibility, including the ability to mobilize it to other areas of the Airport or potentially make it available for tenant needs.

Staff recommends approval of a Purchase Order to Strut Mechanical for the purchase of this 230 Ton York Air Cooler Chiller in the amount of \$140,000.

- Item A-5      Recommendation to Approve Award a Contract for Airport Worker Screening Services to Signal of Central East Florida, in an Amount Not-To-Exceed \$90,000 Annually.**

New Transportation Security Administration (TSA) requirements that began in 2025 require airports to conduct additional access screening of airport workers at randomized times and locations. These screening periods vary in length and scheduling each month, as directed by the TSA. To meet this requirement, staff issued an Invitation to Bid seeking security agencies capable of providing these services in support of the Melbourne Airport Police Department (MAPD). Three bidders responded, and the lowest qualified bidder was Signal of Central East Florida.

Signal has been operating in a trial capacity over the last several months and has performed well alongside MAPD to fulfill these additional screening duties. This requirement is expected to continue for the foreseeable future.

Staff recommends award of a contract of a one-year base term, with four single year renewal options, to Signal of Central East Florida at the annual expense Not-To-Exceed \$90,000 annually for these screening purposes.

**Item A-6 Recommendation to approve a Purchase Order Change Order to AVCON, Inc. for the Professional Airside Engineering for the Phase 1 Taxiway A Rehabilitation Project for Extended Construction Administration (CA) Services and Resident Project Representative (RPR) Services in an Amount Not-To-Exceed \$125,370.**

AVCON, Inc. was awarded the design of the Taxiway “A” Project in September 2023. The design was completed in its entirety, but the Federal Aviation Administration (FAA) required that the construction be split into two equal phases.

As Phase 1 nears completion, Airport staff was able to value engineer some of the work to provide some savings that allows additional construction work in Phase 1 under the current budget. This will extend the time for the contractor to complete the work in Phase 1, which will require additional time for Engineering Services for Construction Administration (CA) and Resident Project Representative (RPR) site inspections.

The scope of work is included in the budget, and the grant funding is included in grants issued by FAA and FDOT. This purchase order change order will be funded by FAA (90%) and FDOT (5%):

<u>Source</u>	<u>Amount</u>
FAA	\$112,833
FDOT	\$ 6,269
<u>MAA</u>	<u>\$ 6,269</u>
Total Funding	\$125,370

Staff recommends the approval of a Purchase Order Change Order to AVCON, Inc. for the Professional Airside Engineering for the Phase 1 Taxiway A Rehabilitation Project for extended Construction Administration (CA) Services and Resident Project Representative (RPR) Services in an Amount Not-To-Exceed \$125,370.00 and authorization for the Executive Director to execute said purchase order on behalf of Authority.

**Item A-7 Recommendation to approve a Purchase Order Change Order to AVCON, Inc. for the Professional Airside Engineering for the Phase 1 Taxiway A Rehabilitation Project for Environmental Services in an Amount Not-To-Exceed \$145,760.**

AVCON, Inc. was awarded the design of the Taxiway A Project in September 2023. The design was completed in its entirety, but the Federal Aviation Administration (FAA) directed that construction be divided into two equal phases.

As Phase 1 nears completion, the environmental permitting requirements included wetlands surveys, gopher tortoise surveys, and scrub jay surveys. The wetlands and gopher tortoise surveys were completed, and the tortoises were relocated. Due to federal government cutbacks and the shutdown, the scrub jay permitting process was not completed.

As the project enters Phase 2, additional wetlands and gopher tortoise surveys will be required, along with the completion of the scrub jay permitting that was originally part of Phase 1. These costs are separate from the Construction Administration (CA) Services and Resident Project Representative (RPR) Services and do not include any costs associated with relocating protected species.

The scope of work is included in the budget, and the grant funding is included in grants issued by FAA and FDOT. This purchase order change order will be funded by FAA (95%) and FDOT (2.5%):

<u>Source</u>	<u>Amount</u>
FAA	\$138,472
FDOT	\$ 3,644
MAA	\$ 3,644
Total Funding	\$145,760

Staff recommends the approval of a Purchase Order Change Order to AVCON, Inc. for the Professional Airside Engineering for the Phase 1 Taxiway A Rehabilitation Project for Environmental Services in an amount Not-To-Exceed \$145,760. and authorization for the Executive Director to execute said purchase order on behalf of Authority.

**Item A-8 Recommendation to Approve Engineering Amendment No. 59 with Airport Engineering Company (AEC) for the Design of the New Apron at the Old South T-hangar Area in an Amount Not-To-Exceed \$207,200.**

As the demolition project is ready to start, the next phase of work to be completed is the design for the new apron that will be replacing the old south T-hangars. Airport Engineering Company (AEC), under their continuing contract, has already completed the demolition and asbestos survey portion of the project and will now begin the apron design. This work includes a formal survey of the area and the necessary geotechnical requirements to complete the design.

There is sufficient budget for this purchase order in the T-Hangar project, and it will be partially funded by an FDOT grant that is in place. The purchase order will be funded as follows:

<u>Source</u>	<u>Amount</u>
FDOT	\$ 103,600
MAA	\$ 103,600
Total Funding	\$ 207,200

Staff recommends approval of the Engineering Amendment No. 59 with Airport Engineering Company (AEC) for the design of the new apron at the old south T-hangar area in an Amount Not-To-Exceed \$207,200 and authorization for the Executive Director to execute the amendment on behalf of the Authority.

**Item A-9 Results of Executive Director’s Annual Evaluation**

**Discussion Items**

**Item D-1 Proposed 2026 Board Meeting Dates**

**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-PRELIMINARY**  
**September 30, 2025**

	Year To Date Actual		\$ change	% change
	9/30/2025	9/30/2024		
Operating Revenue				
Airline Landing Fees	840,520	651,990	188,530	29%
Airline Service Fees	3,186,454	2,900,017	286,437	10%
Land & Bldg Lease Rents	11,917,957	11,103,071	814,886	7%
Terminal Rents	315,415	291,626	23,788	8%
Parking Lot Fees	2,075,648	2,214,324	(138,676)	-6%
Car Rental Concessions	1,766,847	1,853,023	(86,176)	-5%
Restaurant Concessions	377,095	407,013	(29,918)	-7%
Mobile Home Park Rent	679,426	2,037,343	(1,357,917)	-67%
T-Hangar Rentals	78,430	88,743	(10,312)	-12%
Operating Grant Revenue	1,880	70,695	(68,814)	-97%
Other	902,806	854,774	48,032	6%
<b>Total Operating Revenues</b>	<b>22,142,478</b>	<b>22,472,619</b>	<b>(330,141)</b>	<b>-1%</b>
Operating Expense:				
Personnel Services	6,864,872	6,088,384	776,487	13%
Contract Services	8,549,206	8,674,886	(125,680)	-1%
Police & Fire Services	1,349,829	1,349,178	651	0%
Maintenance and Operations	4,800,878	5,988,107	(1,187,230)	-20%
Other	265,741	238,825	26,916	11%
<b>Total Operating Expenses</b>	<b>21,830,525</b>	<b>22,339,381</b>	<b>(508,856)</b>	<b>-2%</b>
Operating Income (Loss)	311,953	133,238	178,715	
Non-Operating Revenue (Expense):				
Passenger Facility Charges	1,320,752	1,455,195	(134,443)	-9%
Customer Facility Charges	1,540,320	1,556,684	(16,364)	-1%
CARES Grant Revenue	-	2,262,865	(2,262,865)	-100%
Gain (Loss) on Sale of Assets	37,372,414	(303,989)	37,676,403	-12394%
Interest Income (Loss)	2,550,056	1,579,393	970,663	61%
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	(245,588)	(284,121)	38,533	-14%
<b>Total Non-Operating Revenue (Expense)</b>	<b>42,528,317</b>	<b>6,299,945</b>	<b>36,228,372</b>	
Net Income (Loss) Before Depreciation*	<u>42,840,270</u>	<u>6,433,183</u>		

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

**MELBOURNE ORLANDO INTERNATIONAL AIRPORT**  
**Statement of Revenues, Expenditures and Changes in Fund Net Assets**  
**September 30, 2025**

**PRELIMINARY**

	YTD Actual	Annual Budget	% of Budget
<b>Operating Revenues:</b>			
Airline Landing Fees	840,520	803,671	105%
Airline Service Fees	3,186,454	3,083,057	103%
Land & Bldg Lease Rents	11,917,957	12,130,306	98%
Terminal Rents	315,415	332,537	95%
Parking Lot Fees	2,075,648	2,171,895	96%
Car Rental Concessions	1,766,847	1,819,701	97%
Restaurant Concessions	377,095	400,000	94%
Mobile Home Park Rent	679,426	-	#DIV/0!
T-Hangar Rentals	78,430	-	#DIV/0!
Operating Grant Revenue	1,880	-	#DIV/0!
Other	902,806	752,077	120%
<b>Total Operating Revenues</b>	<b>22,142,478</b>	<b>21,493,244</b>	<b>103%</b>
<b>Operating Expense:</b>			
Personnel Services	6,864,872	6,786,550	101%
Contract Services	8,549,206	8,387,908	102%
Police & Fire Services	1,349,829	1,491,260	91%
Maintenance and Operations	4,800,878	7,722,201	62%
Other	265,741	260,000	102%
<b>Total Operating Expenses</b>	<b>21,830,525</b>	<b>24,647,919</b>	<b>89%</b>
<b>Operating Income (Loss)</b>	<b>311,953</b>	<b>(3,154,675)</b>	
<b><u>Non-Operating Revenue (Expense):</u></b>			
Passenger Facility Charges	1,320,752	1,419,771	93%
Customer Facility Charges	1,540,320	1,266,057	122%
CARES Grant Revenue	-	-	#DIV/0!
Gain (Loss) on Sale of Assets	37,372,414	33,380	111960%
Interest Income (Loss)	2,550,056	2,640,110	97%
Ad Valorem Tax Revenue	1,436,575	2,062,537	70%
Ad Valorem Tax Expense	(1,446,212)	(2,113,530)	68%
Interest Expense	(245,588)	(277,400)	89%
<b>Total Non-Operating Revenue (Expense)</b>	<b>42,528,317</b>	<b>5,030,925</b>	
<b>Net Income (Loss) before</b>			
<b>Depreciation, Transfers, and Capital Contributions</b>	<b>42,840,270</b>	<b>1,876,250</b>	
<b>Depreciation Expense</b>	<b>(41,455)</b>	<b>-</b>	
Machinery and Equipment	(798,793)	(806,000)	99%
FAA Equipment Grant	-	-	#DIV/0!
Intra Transfer to Airport Capital	-	(2,520,000)	0%
<b>Net Income (Loss) After Transfers</b>	<b>42,000,022</b>	<b>(1,449,750)</b>	

**Melbourne Orlando International Airport**  
**Top 10 Operating Revenues**  
**9/30/2025**

<b>Rank</b>	<b>Description</b>	<b>YTD FY 2025</b>	<b>FY 25 % of Total Rev</b>	<b>YTD FY 2024</b>	<b>FY 24 % of Total Rev</b>	<b>\$ Change</b>	<b>% Change</b>	
1	Airfield Facilities Rental	6,958,462	31%	6,608,398	29%	350,064	5%	A
2	Commercial Business Center Rent	3,780,218	17%	3,332,886	15%	447,332	13%	B
3	Ground Handling Revenue	2,256,061	10%	1,963,141	9%	292,920	15%	C
4	Parking Revenue	2,075,648	9%	2,214,324	10%	(138,676)	-6%	
5	Car Rental Concession	1,766,847	8%	1,853,023	8%	(86,176)	-5%	
6	Terminal Rent-Airline	995,083	4%	998,983	4%	(3,900)	0%	
7	Hangar Rent	859,059	4%	859,059	4%	-	0%	
8	Landing Fees	840,520	4%	651,990	3%	188,530	29%	D
9	Tropical Haven Revenue	679,426	3%	2,037,343	9%	(1,357,917)	-67%	E
10	Terminal Concessions	377,095	2%	407,013	2%	(29,918)	-7%	
<b>Total Top 10 Operating Revenue</b>		<b>20,588,419</b>	<b>93%</b>	<b>20,926,160</b>	<b>93%</b>	<b>(337,741)</b>		
<b>Other Operating Revenue</b>		<b>1,554,059</b>	<b>7%</b>	<b>1,546,459</b>	<b>7%</b>	<b>7,600</b>	<b>0%</b>	
<b>Total Operating Revenue</b>		<b>22,142,478</b>	<b>100%</b>	<b>22,472,619</b>	<b>100%</b>	<b>(330,141)</b>	<b>-1%</b>	

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 CPI adjustments on several leases, the addition of new leases (Chamber of Commerce and Poseidon), and 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 Landing fee revenue increase is due to rate adjustment that went into effect on 10/1/24 coupled with the incentive period ending for several airlines (TUI, Sun Country, and some Allegiant routes).

E 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**  
**9/30/2025**

Rank	Description	YTD FY 2025	FY 25 % Operating Expense	YTD FY 2024	FY 24 % Operating Expense	\$ change	% change
1	Personnel	6,864,872	31%	6,086,689	27%	778,183	13% A
2	Other Contract Services	6,095,838	28%	6,354,727	28%	(258,889)	-4%
3	Fire Services	1,315,102	6%	1,331,001	6%	(15,899)	-1%
4	Contractual Employee	1,148,417	5%	1,225,627	5%	(77,210)	-6% B
5	Electric	829,414	4%	861,656	4%	(32,242)	-4%
6	Consulting Fees	744,652	3%	587,929	3%	156,723	27% C
7	Risk Management	597,936	3%	578,734	3%	19,202	3%
8	R&M-A/C	309,043	1%	215,670	1%	93,373	43% D
9	R&M-Building	270,980	1%	319,331	1%	(48,351)	-15% E
10	Landscaping/Irrigation	218,058	1%	347,181	2%	(129,123)	-37% F
Total Top 10 Operating Expense		18,394,312	84%	17,908,545	80%	485,767	
Other Operating Expense		3,436,213	16%	4,430,836	20%	(994,623)	-22%
Total Operating Expense		21,830,525	100%	22,339,381	100%	(508,856)	-2%

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 been adjusted to correlate with the 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); Parking Study (\$19,592 increase), and appraisals/review appraisals for Tropical Haven Sale as well as other properties (\$22,663 increase); PFC Application prep (\$24,993); and Safety Mgmt System development (\$73,158 increase).

D Increase is due to new contract for preventative maintenance where the number of a/c units maintained was increased; In July, one of the airport's 2 chillers stopped functioning so the airport is renting one until the unit is replaced (\$14k/month).

E Decrease due to non-recurring costs incurred last year such as: emergency repair work at 1135 Nasa for a water leak (\$26,000); repairs to the loading dock (31,000); ARFF Station Repairs (\$12,200). Also, electrical work in terminal decreased by \$26,558. These cost decreases were offset by costs to repair atrium of \$47,500 incurred in fy 25.

F Landscaping/Irrigation expense is lower due to changing landscaping companies from Mow-Tivated to Bob's Landscaping and Yarnique which had lower rates. In addition, \$75k of the reduction in cost is due to sale of Tropical Haven.

**Melbourne Orlando Int'l Airport**  
**Cash Flow Projection**  
**11/4/2025**

	<b>October-25</b>	<b>November-25</b>	<b>December-25</b>	<b>January-26</b>	<b>February-26</b>	<b>March-26</b>	<b>April-26</b>	<b>May-26</b>	<b>June-26</b>	<b>July-26</b>	<b>August-26</b>	<b>September-26</b>
Beginning Cash/Investment Balance	\$ 31,449,055	\$ 32,574,351	\$ 25,902,627	\$ 25,276,496	\$ 26,798,363	\$ 24,770,036	\$ 25,395,999	\$ 24,570,141	\$ 24,231,895	\$ 22,256,016	\$ 23,298,357	\$ 24,039,002
Operating Revenue	2,093,113	2,093,113	2,093,113	3,572,234	2,093,113	2,093,113	2,093,113	2,093,113	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	(581,472)	(581,472)	(581,472)	(581,472)	(581,472)	(581,472)	(581,472)	(581,472)	(581,472)	(581,472)	(581,472)	(581,472)
TUI Marketing Incentive Payment							(25,000)	(25,000)	(25,000)			
Debt Payment (Interest)		(110,945)						(110,945)				
Maintenance and Operations Expense	(1,479,425)	(1,479,425)	(1,479,425)	(1,479,425)	(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)										
<b>Net Increase (Decrease) in Cash Flow from Operations</b>	<b>178,836</b>	<b>(3,367,283)</b>	<b>178,836</b>	<b>1,657,957</b>	<b>391,191</b>	<b>178,836</b>	<b>731,984</b>	<b>42,891</b>	<b>153,836</b>	<b>158,836</b>	<b>86,785</b>	<b>178,836</b>
Total Capital Outlay	(2,580,096)	(4,337,674)	(4,323,630)	(3,495,500)	(4,180,000)	(4,665,000)	(4,048,000)	(4,209,261)	(4,375,000)	(4,320,000)	(5,034,130)	(4,318,000)
Principal Payment-Outstanding Debt								(1,842,000)				
Total Capital Grant Revenue	3,303,200	807,891	3,294,548	3,168,755	1,558,024	4,870,988	2,225,000	5,358,488	1,953,798	4,903,301	5,390,801	1,950,000
PFC Collections (Reimbursement of Eligible Costs)	114,878	97,560	97,029	82,543	87,653	104,400	114,798	134,921	126,198	129,971	128,666	122,134
CFC Collections	108,478	127,782	127,086	108,112	114,805	136,740	150,360	176,715	165,290	170,233	168,523	159,967
Net Increase (Decrease) in Cash From Capital and Debt	946,460	(3,304,441)	(804,967)	(136,090)	(2,419,517)	447,127	(1,557,842)	(381,137)	(2,129,714)	883,505	653,860	(2,085,899)
Beginning Cash/Investments	31,449,055	32,574,351	25,902,627	25,276,496	26,798,363	24,770,036	25,395,999	24,570,141	24,231,895	22,256,016	23,298,357	24,039,002
<b>Ending Cash/Investments</b>	<b>32,574,351</b>	<b>25,902,627</b>	<b>25,276,496</b>	<b>26,798,363</b>	<b>24,770,036</b>	<b>25,395,999</b>	<b>24,570,141</b>	<b>24,231,895</b>	<b>22,256,016</b>	<b>23,298,357</b>	<b>24,039,002</b>	<b>22,131,938</b>

**Melbourne Orlando Int'l Airport**  
**Cash Flow Projection - Capital Exp and Grant Revenue**  
**11/4/2025**

Capital Project Expenditures	Prior Expend	October-25	November-25	December-25	January-26	February-26	March-26	April-26	May-26	June-26	July-26	August-26	September-26
Term Upgrade-Restrooms Gate Belt etc	(4,364,746)	(38,131)	(200,000)	(211,630)									
Term Upgrade-Fire Sprinkler/Plumbing	(1,259,398)	(309,062)	(500,000)	(500,000)	(500,000)	(500,000)	(500,000)	(300,000)	(309,261)				
In Line Baggage System-Construction	(5,164,214)	(450,012)	(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)
<b>Northside Expansion</b>													
Northside Exp-T/W M Ext	(3,258,973)	-											
Northside Exp-NW Inf Dev-Prop-Acop	-			(50,000)	(50,000)								
Northside Exp Infra Dev-NWC60	-			(25,000)									
Project Vista Site Improvements	(9,531,843)	(385,160)	(164,968)										
Taxiway A Rehab	(11,700,534)	(1,285,731)	(812,706)	(567,000)	(250,000)	(500,000)	(1,000,000)	(1,000,000)	(1,000,000)	(1,500,000)	(1,500,000)	(2,000,000)	(2,000,000)
Terminal Signage/Elevator Upgrades	(40,400)	(12,000)	(100,000)	(100,000)	(45,500)								
Equipment Purchases				(270,000)		(55,000)		(48,000)		(125,000)	(70,000)	(300,000)	(68,000)
T-Hangar Demo & Pavement Rehab	(15,870)				(100,000)	(300,000)	(300,000)	(300,000)	(500,000)	(500,000)	(500,000)	(484,130)	
Roof Replacement-1135 W. Nasa		(100,000)	(250,000)	(350,000)									
Employee/Cell Parking Lot Expansion	(1,081,952)												
Terminal Atrium Roof Replacement	-		(60,000)	-	(300,000)	(300,000)	(340,000)						
Parking Lot Lighting	-					(50,000)	(50,000)						
Concourse Seating/Elec Upgrade						(225,000)	(225,000)						
Parking Lot Rehab-Woody Burke								(150,000)	(150,000)				
<b>Total Capital Outlay</b>		<b>(2,580,096)</b>	<b>(4,337,674)</b>	<b>(4,323,630)</b>	<b>(3,495,500)</b>	<b>(4,180,000)</b>	<b>(4,665,000)</b>	<b>(4,048,000)</b>	<b>(4,209,261)</b>	<b>(4,375,000)</b>	<b>(4,320,000)</b>	<b>(5,034,130)</b>	<b>(4,318,000)</b>
<b>Grant Revenue</b>													
FAA Grant 62 Restrooms/Gate/Belt/etc	3,992,281	154,223		226,224		201,049	-		-				
FDOT Restrooms/Gate/Belt/Flooring/etc	102,274	3,786	4,058	5,953		5,291	-		-		-		
FAA-Fire Sprinklers-Grnt 60	969,463	362,537		450,000		900,000		900,000		548,335			
FDOT Fire Sprinklers	35,679	5,575	20,141	25,000		50,000		50,000		30,463			
TSA OTA-In Line Baggage Sys Const	1,159,337			1,697,253	1,428,968		2,381,603		2,381,603		2,381,603		2,381,603
FAA-In Line Baggage Grnts 63/65	1,396,137		142,194		1,143,940		1,906,558		1,906,558				
FDOT-In Line Baggage Grant	41,493	36,069	7,900		57,197		95,328		95,328		1,059,199		1,059,199
<b>NORTHSIDE EXPANSION GRANTS</b>													
FDOT (T/W M Realignment/Ext)	3,092,149		166,824						-				
FDOT (NW Infra Dev-NWC60 )	-					100,000							
FDOT-Project Vista Grant/DFJ Reimburse	8,200,000	1,367,842	400,000		-	-	-	-	-	-	-	-	-
FDOT FY 25 T Hangar Grant						57,935		300,000		400,000		250,000	
FAA Taxiway A Rehab-Grnt 59/64	10,265,598	1,201,934		731,435	510,300								
FAA Taxiway A Rehab-Grnt 66	-					237,500	475,000	950,000	950,000	950,000	1,425,000	1,425,000	1,900,000
FDOT Taxiway A Rehab-Design/Ph 1	522,623	54,356	66,774	40,635	28,350								
FDOT Taxiway A Rehab-Phase 2						6,250	12,500	25,000	25,000	25,000	37,500	37,500	50,000
FDOT-Employee Parking Grant	306,051	116,878		118,047		-			-				
<b>Total Grant Revenue</b>		<b>3,303,200</b>	<b>807,891</b>	<b>3,294,548</b>	<b>3,168,755</b>	<b>1,558,024</b>	<b>4,870,988</b>	<b>2,225,000</b>	<b>5,358,488</b>	<b>1,953,798</b>	<b>4,903,301</b>	<b>5,390,801</b>	<b>1,950,000</b>

**MELBOURNE ORLANDO INTERNATIONAL AIRPORT (MLB) MONTHLY ACTIVITY REPORT  
OCTOBER 2025**

	2025	2024	MO CHANGE (%)	2025 YTD	2024 YTD	YTD CHANGE (%)
<b>PASSENGERS</b>						
Revenue PAX - Domestic						
Enplaned	21,482	19,237	11.7%	220,287	218,778	0.7%
Deplaned	21,814	19,172	13.8%	218,583	215,919	1.2%
<b>Total Revenue PAX - Domestic</b>	<b>43,296</b>	<b>38,409</b>	<b>12.7%</b>	<b>438,870</b>	<b>434,697</b>	<b>1.0%</b>
Revenue PAX - Int'l						
Enplaned	8,959	12,318	-27.3%	58,666	84,185	-30.3%
Deplaned	7,112	9,629	-26.1%	61,201	87,417	-30.0%
<b>Total Revenue PAX - Int'l</b>	<b>16,071</b>	<b>21,947</b>	<b>-26.8%</b>	<b>119,867</b>	<b>171,602</b>	<b>-30.1%</b>
Non-Revenue PAX						
Enplaned	665	595	11.8%	6,724	6,147	9.4%
Deplaned	680	534	27.3%	6,877	6,144	11.9%
<b>Total Non-Revenue PAX</b>	<b>1,345</b>	<b>1,129</b>	<b>19.1%</b>	<b>13,601</b>	<b>12,291</b>	<b>10.7%</b>
<b>Total PASSENGERS</b>	<b>60,712</b>	<b>61,485</b>	<b>-1.3%</b>	<b>572,338</b>	<b>618,590</b>	<b>-7.5%</b>
<b>AIRCRAFT OPERATIONS</b>						
Air Carrier	562	547	2.7%	5,648	5,604	0.8%
Air Taxi	556	137	305.8%	3,430	1,474	132.7%
General Aviation - Itinerant	11,261	9,644	16.8%	105,593	100,945	4.6%
General Aviation - Local	2,581	3,698	-30.2%	19,904	25,337	-21.4%
Military	81	47	72.3%	656	711	-7.7%
<b>Total OPERATIONS</b>	<b>15,041</b>	<b>14,073</b>	<b>6.9%</b>	<b>135,231</b>	<b>134,071</b>	<b>0.9%</b>



## MELBOURNE AIRPORT AUTHORITY BOARD

### Proposed 2026 MAA Board Meeting Dates

#### **2026 Meetings**

January 28

February 25

March 25

April 22

May 27

June 24

July 15  
(Combined July /August)

September 23

October 28

December 9  
(Combined November/December)



MELBOURNE AIRPORT AUTHORITY BOARD

Minutes October 22, 2025  
Board Meeting Airport Board Room

In Attendance: Mr. William C. Potter, Chairman  
The Honorable David Neuman, Councilmember  
Mr. Michael Fischer, Member  
Mr. Dan Schwinn, 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 Mark LaRusso, Councilmember  
Mr. Brent Peoples, Member  
Mr. Mark Busalacchi, Director of Business Development

**Pledge of Allegiance**

**Airport Announcements by Executive Director Greg Donovan**

Congratulations to Kayla Krause on her promotion to Accounting Manager and congratulations to Raynisha Wheeler on her promotion to Lieutenant.

Space Coast Honor Flight on October 11, 2025, was another successful event.

Dassault Falcon Jet held its grand opening ceremony on October 14, 2025.

Airport Transparency and Accountability, Section 332.0075 Florida Statutes new requirements will be posted on the MLB website effective November 1, 2025.

Next Board meeting will be on December 10, 2025.

**Executive Director's Recognition of Excellence Award**

Congratulations to Edward Bexfield, Equipment Operator I, on receiving this month's award.

**Action Items**

**Item A-1 Approval of the minutes for the September 24, 2025, Regularly Scheduled Board Meeting.**

Approval of the September 24, 2025, board meeting minutes. A motion was made by Mr. Neuman for approval of the minutes, seconded by Mr. Schwinn. Motion passed unanimously.

**Item A-2 Recommendation to Approve Resolution 12-25 to Accept the Florida Department of Transportation Public Transportation Grant Agreement to Fund Certain Improvements for Phase 2 of the Taxiway A Rehabilitation Project in the amount of \$800,000.**

Mr. Donovan explained the airport currently has an executed grant for this project; however, the Florida Department of Transportation (FDOT) issued a new grant to align the grant with the percentage funded by the Federal Aviation Administration (FAA). FAA issued a grant for Phase 2 of the Taxiway A Rehabilitation Project and increased funding from 90 percent to 95 percent, so the new FDOT grant will reduce the state funding percentage to 2.5 percent. Although FDOT's percentage decreased, the Airport is kept whole due to the higher participation level by the FAA. Phase 1 of this project is almost complete, and the airport is ready to begin Phase 2.

Staff recommends approval of Resolution 12-25 to accept the Florida Department of Transportation grant in the amount of \$800,000 to fund Phase 2 of the Taxiway A Rehabilitation Construction and authorization for the Chairman to execute said resolution on behalf of the Authority.

Mr. Potter asked what the time frame for Phase 2 would be. Mr. Perley stated work should commence in December 2025 and be completed by February 2027.

A motion was made by Mr. Fischer to approve Resolution 12-25 to Accept the Florida Department of Transportation Public Transportation Grant Agreement to fund certain improvements for Phase 2 of the Taxiway A Rehabilitation Project in the amount of \$800,000, seconded by Mr. Schwinn. Motion passed unanimously.

**Item A-3 Recommendation to Approve a Ground Lease with Petroleum Marketing Group for the Development of a Gas Station, Convenience Store, and Quick Service Restaurant.**

Mr. Donovan explained staff has negotiated a ground lease for the development of a gas station and convenience store with Petroleum Marketing Group (PMG). This new development will be located at the entryway of Air Terminal Parkway and NASA Boulevard with ingress and egress off Ed Foster Road and Air Terminal Parkway. It will consist of 16 fuel pumps, a convenience store, and a quick-service restaurant. The lease will also include the construction of a 40-parking space cell phone lot that will replace the existing cell phone lot.

The salient points of this lease are as follows: (1) 15 years with two 5-year options – 25 years total; (2) parcel size 1.3 acres. (3) Total revenue is \$105,894.36 per year, which is \$1.87 per square foot, payable one year after the certificate of occupancy has been issued. (4) Upon rent commencement, the airport will receive \$0.01 per gallon fuel flowage fee for all fuel sold and upon the commencement of the 4<sup>th</sup> anniversary, 3 percent of all gross revenue above a break point of \$1.5M. The initial 15-year term of this lease is projected to generate \$1.8 million in revenue.

Staff recommends approval of the Lease Agreement with Petroleum Marketing Group and authorization for the Executive Director to execute said agreement on behalf of the Authority.

Mr. Neuman stated this new gas station will benefit the airport and asked if the new gas station will be a 7-Eleven gas station. Mr. Donovan stated it will be a 7-Eleven and thanked the City of Melbourne planning and zoning for their assistance on this new project.

Mr. Fischer asked why the lease term is only 15 years and not longer since PMG is investing a great deal of money. Mr. Donovan stated overall the lease is 25 years total if PMG decides to exercise its options.

Mr. Schwinn asked if the Airport has any knowledge of how much PMG is going to invest in this site development. Mr. Donovan stated he estimates it will be above \$10M. Mr. Potter asked if PMG is paying for the cost of the cell phone lot. Mr. Donovan stated no. The airport will deduct the construction costs for the cell phone lot out of its rent.

A motion was made by Mr. Schwinn to approve a Ground Lease with Petroleum Marketing Group for the Development of a Gas Station, Convenience Store and Quick Service Restaurant, seconded by Mr. Neuman. Motion passed unanimously.

**Item A-4 Recommendation to Approve the Second Amendment to Lease with Reserved Capital Partners GE SPE LLC.**

Mr. Donovan explained Reserve Capital Partners GE SPE LLC would like an extension of its lease for the Wabtec property (formerly the GE Transportation property) located on NASA Boulevard. The existing base term of the lease is set to expire in 2057, and with this second amendment if approved, the base term will extend to April 30, 2080. RCP has made significant improvements on the property and has invested more than \$3.2 million in tenant improvements for GE/Wabtec and other building renovations. RCP recently executed a lease extension with Wabtec through 2034 and executed a 10-year lease with Northrop Grumman through 2034. RCP will invest an additional \$1.8 million in capital improvements and leasing costs.

Mr. Donovan stated RCP's current lease is set up different than most of our land leases. The land lease agreements currently include CPI increase every five years and range between 1 to 5 percent. RCP's current lease rent is adjusted every 5 years by fair market value appraisal and is capped at 25 percent, which are better terms for the airport than what the standard leases are, and this will allow RCP to continue with the current terms that are in place in their lease agreement.

Staff recommends approval of the Second amendment to Lease with Reserve Capital Partners GE SPE LLC and authorization for the Executive Director to execute said amendment on behalf of the Authority.

A motion was made by Mr. Neuman for recommendation to approve a Second Amendment Lease with Reserved Capital Partners GE SPE LLC, seconded by Mr. Fisher. Motion passed unanimously.

**Information Items**

**Item I-1 Financial Update**

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

**Item I-2 Operations**

Mr. Graham explained at MLB our Operations and Maintenance department is a blended team under one leadership structure. At many commercial service airports, particularly larger airports, Operations and Maintenance are separate departments. Both structures have their pros and cons and generally come down to what is most effective and efficient for the specific airport. Our blended team structure goes back decades and has a proven record of adapting to the changes and growth at MLB over time. Maintenance workers, electricians, equipment operators, operation specialists, and supervisors work hand-in-hand and are cross trained in many aviation specialties. MLB's Operations and Maintenance group is committed to keeping the airfield, terminal, and other assets safe and secure.

Recently, there was an incident on the airfield that showcased the team's abilities. It was in the morning, and a flight student had an excursion after landing on Runway 5-23. The aircraft landed and lost directional control and

went into the grass and ended up in a swale. The student was not injured, and the aircraft was not damaged. However, one of the runways edge lights was struck by the plane's nose wheel and was removed from its base.

During the time of the incident, MLB Operations and Maintenance teams were performing their regular duties until a call came in and our group was disbursed to the accident. They were able to communicate with the air traffic control tower and coordinated temporary closure of the runway and attended to the needs of the pilot. The operations team was able to tow the aircraft out of the swale and back to its hangar. ARFF received a notice and arrived at the scene. The edge light was quickly replaced, and the runway was inspected for foreign object debris (FOD). The runway was certified and re-opened within 30 minutes of the incident. Mr. Graham thanked the operations and maintenance team for doing an excellent job.

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

#### In-Line Baggage System

Construction of the temporary baggage facility continues with roofing and ductwork. The temporary facility should go on-line in late November. Trailers for the temporary offices are currently being installed with the ATO trailers first. Comments from the building Department are being addressed, and revised drawings are being submitted to obtain the permit. Completion of this project is January 2027.

#### Existing Terminal Terrazzo Flooring

Terrazzo flooring is complete at this time and waiting on the ceiling project to be complete before final buffing. Carpeting in-fill and transition strips are now complete. Closeout of the flooring should be by the end of the year.

#### Existing Terminal Ceilings – Ticketing

Dryfall painting of the ceilings in ticketing is complete. Electrical conduit for lighting and low voltage is complete. New lights have been installed. Fire sprinklers in the ticketing area have been installed and have passed their pressure tests. Layout of the clouds is complete, and hanger wires are currently being installed. Cloud installation should start before the end of the month. 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

Conduit and wire for the PA System in the ticketing area is complete. New speakers in the ticketing area have been installed. New head-end equipment continues with installation and is being tied into the current Valcom system in the new portion of the terminal.

#### Terminal Fire Sprinklers

Fire sprinklers are installed in the ticketing area. Pressure test has passed and is currently awaiting completion of the ceilings before energizing the system. Fabrication is nearing completion for the temporary baggage screening facility and should begin installation by the end of the week. 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.

#### Terminal Skylight Replacement

Designers are currently preparing documents for bidding. Project should be ready to bid by the end of November. Bids are expected after the first of the year.

#### T-Hangar Demolition and Infrastructure

We received 28 bids for the demolition. Bids ranged in price from \$35,700 to \$1,285,100. All bidders were required to visit the site prior to bidding. Demolition should start at the first of the year and take about six (6) weeks to complete

Taxiway A Rehabilitation

Paving for the Taxiway A Phase 1 project is now complete. Taxiway lighting is complete. Final striping is scheduled to be completed before the end of October. Phase 1 is expected to close out in the first part of November. Phase 2 has been awarded, and 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 a piece of history, MLB birds-of-paradise carpeting giveaway is underway. The airport enlisted a local company, The Highland Mint, to assist with the framing of the carpet. Later this week, an announcement will be made on social media about a lottery to receive 1 of 150 framed carpet swatches along with a certificate of authenticity. Winners will be randomly selected and notified.

Business Development & Marketing would like to welcome Nicole Lopez, Marketing and Branding Specialist. Ms. Lopez worked as an ambassador, worked her way up to lead ambassador, and has assisted Ms. Campanini with the Space Coast Honor flights. Our team is happy to have her, and we welcome her aboard.

Mr. Donovan stated that the annual reports have been printed and distributed to each board member as well as having a few extra copies on the back table for anyone that is interested in the audience today. Mr. Donovan thanked Business Development team and The Quotient Group for doing a great job putting together the annual report.

Adjournment

This meeting was adjourned by Chairman William Potter at 9:35 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