



MELBOURNE AIRPORT AUTHORITY BOARD MEETING
Melbourne Orlando International Airport Board Room

AGENDA

January 28, 2026, at 8:30 AM

Pledge of Allegiance

Airport Announcements

Action Items

Item A-1 Approval of the minutes for the December 10, 2025, Regularly Scheduled Board Meeting.

Item A-2 Recommendation to Approve a Purchase Order to Garber Chevrolet GMC for a 2026 Chevrolet Tahoe for \$75,912.00.

A new vehicle is needed for the Business Development team, as the current assigned 2017 Chevrolet Tahoe vehicle is reaching the end of its useful service life. This vehicle is used primarily by the Director of Business Development in responding to Airport incidents and related matters, providing tours to prospective tenants, and conducting business-related travel.

Staff reviewed pricing and found the Florida Sheriff's Association Contract FSA25-VEL.330 to be the best value for the acquisition of a similar vehicle. Garber Chevrolet GMC of Green Cove Springs, FL is awarded this contract section of vehicle class, and provided professional trim options for a 2026, Chevrolet Tahoe vehicle in the amount of \$75,912.00. Sufficient budget is available for this equipment purchase.

Staff recommends approval of a Purchase Order to Garber Chevrolet GMC for the purchase of this vehicle at a total cost of \$75,912.00.

Item A-3 Recommendation to Approve a Contract for the Northside Expansion Infrastructure Development – NWC-60 to the Lowest Responsive Qualified Bidder, KCF Site Development, LLC in the Amount of \$499,420.

With the completion of the Taxiway M extension into the 60-acre parcel on the northside, the next phase of work is to clear the site and prepare it for inclusion into the secure perimeter of the airport.

Drawings were prepared by Airport Engineering Company to clear the underbrush on the site and remove any invasive trees. Security perimeter fencing will be installed around the property with the required clearing inside the fence to meet the Federal Aviation Administration's Guidelines for Airport Facilities.

Bids were received from six responsive bidders with bids ranging from \$499,420 to \$1,194,752. The two lowest bids were very close with the second bidder only 4.3 percent higher.

The low bidder, KCF Site Development LLC., has successfully performed many projects at this airport and is very familiar with staff. They have a good reputation within the community.

There is budget available in the approved capital budget for this project, and it is funded 100 percent with a Florida Department of Transportation (FDOT) grant as this is part of the Northside Expansion project.

Staff recommends approval of a Contract for the Northside Expansion Infrastructure Development – NWC-60 to the lowest responsive qualified bidder, KCF Site Development, LLC, in the Amount of \$499,420.00 and authorization for the Executive Director to execute said contract on behalf of the Authority.

Item A-4 Recommendation to Approve an Other Transaction Agreement with the Transportation Security Administration for Two K-9s for the Melbourne Airport Police Department

The Melbourne Airport Authority Police Department (MAPD) has been pursuing a K-9 program for several years. It has approached the Transportation Security Administration (TSA) over the course of this time, and this Other Transactional Agreement (OTA) is the culmination of those efforts.

The TSA will cover the start-up program costs estimated at \$139,100, which includes two K-9s, certificate training required for the K-9s and handlers, and training aids. It will also cover annual expenses estimated at \$11,500 for ongoing training. The Airport will be responsible for associated costs such as veterinarian care, equipment, and other needed items and the current FY25/26 budget has funds available. Since the two handlers are already members of MAPD, there will not be additional personnel expenses.

The OTA is a two-year base agreement commencing on January 1, 2026 and terminating on December 31, 2027, with both the TSA and MAPD having the right to terminate the agreement with 30 days' written notice. At the conclusion of the two-year base program, the TSA intends to renew the agreement.

Staff recommends approval of the Other Transaction Agreement with the Transportation Security Administration for two K-9s for the Melbourne Airport Authority Police Department and authorization for the Executive Director to execute said agreement on behalf of the Authority.

Item A-5 Recommendation to Approve a Purchase Order to Cocoa Ford for Two, 2026 Ford F-150 Police Responder Crew Cab Vehicles in the Amount of \$101,471.30.

Per the Other Transactional Agreement (OTA) with the Transportation Security Administration, the Airport seeks to add two vehicles for K-9 program use.

Staff reviewed pricing and found the Florida Sheriff's Association Contract FSA25-VEL.330 to be the best value for the acquisition of vehicles for this program. Awarded vendor Cocoa Ford of Cocoa, FL for this class of vehicle provided standard equipment options for two, 2026, F-150 Police Responder Crew Cab 4x4 vehicles at \$50,735.65 each. The Airport will cover these equipment purchases within the existing budget by using available contingency.

Staff recommends approval of a Purchase Order to Cocoa Ford for the purchase of these two vehicles at a total cost of \$101,471.30.

Discussion Item

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

November 30, 2025

	Year To Date Actual			
	11/30/2025	11/30/2024	\$ change	% change
Operating Revenue				
Airline Landing Fees	173,644	110,590	63,054	57%
Airline Service Fees	587,906	502,957	84,948	17%
Land & Bldg Lease Rents	1,915,141	1,786,900	128,241	7%
Terminal Rents	53,179	52,569	610	1%
Parking Lot Fees	398,351	355,294	43,057	12%
Car Rental Concessions	277,126	312,622	(35,496)	-11%
Restaurant Concessions	73,501	82,783	(9,282)	-11%
Mobile Home Park Rent	0	338,968	(338,968)	-100%
T-Hangar Rentals	5,144	14,276	(9,131)	-64%
Operating Grant Revenue	0	-	0	#DIV/0!
Other	187,933	208,582	(20,649)	-10%
Total Operating Revenues	3,671,926	3,765,542	(93,617)	-2%
Operating Expense:				
Personnel Services	964,158	1,037,594	(73,436)	-7%
Contract Services	1,616,687	1,563,858	52,828	3%
Police & Fire Services	261,304	242,544	18,760	8%
Maintenance and Operations	889,223	848,601	40,622	5%
Other	31,384	72,441	(41,056)	-57%
Total Operating Expenses	3,762,756	3,765,038	(2,282)	0%
Operating Income (Loss)	(90,830)	504	(91,334)	
Non-Operating Revenue (Expense):				
Passenger Facility Charges	304,268	284,041	20,227	7%
Customer Facility Charges	327,738	298,876	28,862	10%
CARES Grant Revenue	-	-	0	#DIV/0!
Gain (Loss) on Sale of Assets	2,150	4,477	(2,327)	-52%
Interest Income (Loss)	291,378	273,968	17,411	6%
Ad Valorem Tax Revenue	1,211,463	1,436,575	(225,111)	-16%
Ad Valorem Tax Expense	(1,216,633)	(1,446,212)	229,578	-16%
Interest Expense	(18,491)	(21,450)	2,959	-14%
Total Non-Operating Revenue (Expense)	901,873	830,274	71,599	
Net Income (Loss) Before Depreciation*	811,043	830,779		

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

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

	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>% of Budget</u>
Operating Revenues:			
Airline Landing Fees	173,644	813,789	21%
Airline Service Fees	587,906	3,158,509	19%
Land & Bldg Lease Rents	1,915,141	12,647,798	15%
Terminal Rents	53,179	337,042	16%
Parking Lot Fees	398,351	2,579,624	15%
Car Rental Concessions	277,126	1,702,898	16%
Restaurant Concessions	73,501	340,000	22%
Mobile Home Park Rent	-	-	#DIV/0!
T-Hangar Rentals	5,144	-	#DIV/0!
Operating Grant Revenue	-	1,139	0%
Other	187,933	765,029	25%
Total Operating Revenues	3,671,926	22,345,828	16%
Operating Expense:			
Personnel Services	964,158	7,057,972	14%
Contract Services	1,616,687	8,357,480	19%
Police & Fire Services	261,304	1,595,037	16%
Maintenance and Operations	889,223	8,162,672	11%
Other	31,384	230,000	14%
Total Operating Expenses	3,762,756	25,403,161	15%
Operating Income (Loss)	(90,830)	(3,057,333)	
Non-Operating Revenue (Expense):			
Passenger Facility Charges	304,268	1,340,751	23%
Customer Facility Charges	327,738	1,756,076	19%
CARES Grant Revenue	-	-	#DIV/0!
Gain (Loss) on Sale of Assets	2,150	-	#DIV/0!
Interest Income (Loss)	291,378	2,374,409	12%
Ad Valorem Tax Revenue	1,211,463	2,083,162	58%
Ad Valorem Tax Expense	(1,216,633)	(1,973,871)	62%
Interest Expense	(18,491)	(239,891)	8%
Total Non-Operating Revenue (Expense)	901,873	5,340,636	
Net Income (Loss) before			
Depreciation, Transfers, and Capital Contributions	811,043	2,283,303	
Depreciation Expense			
Machinery and Equipment	(28,175)	(936,000)	3%
FAA Equipment Grant	-	-	#DIV/0!
Intra Transfer to Airport Capital	-	(2,292,534)	0%
Net Income (Loss) After Transfers	782,868	(945,231)	

Melbourne Orlando International Airport
Top 10 Operating Revenues
11/30/2025

Rank	Description	YTD FY 2026	FY 26 % of Total Rev	YTD FY 2025	FY 25 % of Total Rev	\$ Change	% Change
1	Airfield Facilities Rental	1,054,148	29%	1,001,817	27%	52,331	5%
2	Commercial Business Center Rent	651,805	18%	588,750	16%	63,055	11% A
3	Ground Handling Revenue	416,813	11%	358,101	10%	58,712	16% D
4	Parking Revenue	398,351	11%	355,294	9%	43,057	12% B
5	Car Rental Concession	277,126	8%	312,622	8%	(35,496)	-11%
6	Terminal Rent-Airline	180,403	5%	154,371	4%	26,032	17% C
7	Landing Fees	173,644	5%	110,590	3%	63,054	57% D
8	Hangar Rent	143,177	4%	143,177	4%	-	0%
9	Terminal Concessions	73,501	2%	82,783	2%	(9,282)	-11%
10	Advertising Concession	41,560	1%	24,942	1%	16,618	67% E
Total Top 10 Operating Revenue		3,410,528	93%	3,132,447	83%	278,081	
Other Operating Revenue		261,398	7%	633,095	17%	(371,697)	-59%
Total Operating Revenue		3,671,926	100%	3,765,542	100%	(93,616)	-2%

A Increase due to the addition of a new lease (Poseidon Medical) and to several CPI adjustments on leases that occurred mid-year in 2025.

B Increase is due to rate adjustment that went into effect 10/1/25 where daily maximum rate increased from \$14 to \$16 per day.

C Revenue is higher due to several rate adjustments that went into effect in October for office spaces, ticket counter space, and gate use. In addition, staff verified the amount of space used by the airlines for leased ticket counter space that resulted in an increase in revenue.

D Revenue is higher primarily due to the incentive period ending for TUI in April 2025, so they paid for 2 full months this year compared to no fees at the same time last year.

E Concession revenue increased primarily due to the additional concession agreement for a Health First campaign.

Melbourne Orlando International Airport
Top 10 Operating Expenses
11/30/2025

Rank	Description	YTD FY 2026	FY 26 % Operating Expense	YTD FY 2025	FY 25 % Operating Expense	\$ change	% change
1	Other Contract Services	1,218,747	32%	1,151,802	31%	66,945	6%
2	Personnel	964,158	26%	1,037,594	28%	(73,436)	-7%
3	Fire Services	259,554	7%	240,874	6%	18,680	8%
4	Contractual Employee	203,796	5%	198,450	5%	5,346	3%
5	Risk Management	144,825	4%	99,656	3%	45,169	45% A
6	Electric	130,620	3%	140,613	4%	(9,993)	-7%
7	Consulting Fees	89,620	2%	111,410	3%	(21,790)	-20% B
8	Special Events	63,899	2%	11,669	0%	52,230	448% C
9	Security	59,360	2%	42,485	1%	16,875	40%
10	R&M-A/C	56,312	1%	28,107	1%	28,205	100% D
Total Top 10 Operating Expense		3,190,891	85%	3,062,660	81%	128,231	
Other Operating Expense		571,865	15%	702,378	19%	(130,513)	-19%
Total Operating Expense		3,762,756	100%	3,765,038	100%	(2,282)	0%

A The primary component of this expense, an indirect cost allocated by the City, is premiums paid for property insurance for Airport-owned buildings. The significant increase in expense is due to higher premiums that resulted from the terminal expansion as 86,000 square feet was added to the terminal facility. There was a lag in when the space came on line and when the insurer increased the premium for the space.

B Consulting expense decreased primarily due to non-recurring costs incurred last year for an Air Service Development Study.

C Increase is due to: 1) April Honor Flight Sponsorship (\$20k); Oct & Nov Honor flights (\$9k); Tony Jannus gala sponsorship(\$10k) and scholarship (\$4,500); FIT Homecoming sponsorship (\$5k).

D Increase is primarily due to rental of a portable chiller unit after 1 chiller stopped functioning back in July. Note that the rent was \$14k/month through October but dropped to \$8k in November as part of the Airport's agreement to purchase the unit (purchase was completed in December after approval by Board). Remaining increase is due to change in A/C maint companies-went into effect in April 2025; prior contract was less as it had a different scope that wasn't as extensive as current contract.

Melbourne Orlando Int'l Airport
Cash Flow Projection
12/31/2025

	December-25	January-26	February-26	March-26	April-26	May-26	June-26	July-26	August-26	September-26	October-26	November-26
Beginning Cash/Investment Balance	\$ 31,570,177	\$ 34,044,105	\$ 35,029,458	\$ 31,835,535	\$ 29,130,967	\$ 27,849,888	\$ 27,181,690	\$ 24,491,353	\$ 25,005,492	\$ 22,067,090	\$ 25,246,316	\$ 26,932,463
Operating Revenue	2,093,113	3,167,487	2,093,113	2,093,113	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	194,756	221,212	221,212	221,212	221,212	221,212	221,212	221,212	221,212	221,212	221,212	221,212
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)
Net Increase (Decrease) in Cash Flow from Operations	199,701	1,300,531	438,512	226,157	804,305	115,212	181,157	109,106	201,157	226,157	226,157	(3,319,962)
Total Capital Outlay	(132,686)	(1,239,373)	(4,230,000)	(4,886,568)	(5,013,560)	(5,103,000)	(5,580,000)	(6,409,261)	(6,694,908)	(5,285,280)	(4,600,000)	(4,107,120)
Principal Payment-Outstanding Debt						(1,842,000)						
Total Capital Grant Revenue	2,188,935	738,761	400,650	1,721,308	2,670,279	5,858,488	2,425,000	6,522,311	3,266,298	7,963,974	5,773,113	1,462,500
PFC Collections (Reimbursement of Eligible Costs)	94,372	80,283	85,253	101,541	111,655	131,226	122,742	126,412	125,143	118,789	124,202	119,134
CFC Collections	123,606	105,152	111,662	132,995	146,242	171,876	160,764	165,571	163,908	155,587	162,676	156,038
Net Increase (Decrease) in Cash From Capital and D	2,274,227	(315,177)	(3,632,435)	(2,930,724)	(2,085,384)	(783,409)	(2,871,494)	405,034	(3,139,559)	2,953,070	1,459,990	(2,369,449)
Beginning Cash/Investments	31,570,177	34,044,105	35,029,458	31,835,535	29,130,967	27,849,888	27,181,690	24,491,353	25,005,492	22,067,090	25,246,316	26,932,463
Ending Cash/Investments	34,044,105	35,029,458	31,835,535	29,130,967	27,849,888	27,181,690	24,491,353	25,005,492	22,067,090	25,246,316	26,932,463	21,243,052

Melbourne Orlando Int'l Airport
Cash Flow Projection - Capital Exp and Grant Revenue
12/31/2025

Capital Project Expenditures	Total Cost	Prior Expend	December-25	January-26	February-26	March-26	April-26	May-26	June-26	July-26	August-26	September-26	October-26	November-26
Term Upgrade-Restrooms Gate Belt etc	5,263,158	(4,374,807)		(150,000)	(150,000)	(101,568)								
Term Upgrade-Fire Sprinkler/Plumbing	5,959,412	(1,948,920)		(102,316)	(500,000)	(500,000)	(500,000)	(500,000)	(300,000)	(309,261)	(414,908)			
In Line Baggage System-Construction	37,475,966	(5,228,198)		(733,951)	(2,250,000)	(2,250,000)	(2,500,000)	(2,500,000)	(2,500,000)	(2,500,000)	(2,500,000)	(2,500,000)	(2,500,000)	(2,500,000)
Northside Expansion	5,535,958													
Northside Exp-NW Inf Dev-Prop-Acop	250,000	(1,330)	(7,880)	(15,790)	(25,000)	(25,000)	(25,000)	(30,000)	(30,000)	(30,000)	(30,000)	(30,000)		
Northside Exp Infra Dev-NWC60	3,500,000	(17,500)	(17,500)	(25,000)	(50,000)	(300,000)	(350,000)	(350,000)	(100,000)					
Taxiway A Rehab	42,483,962	(13,062,447)		(102,316)	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)	(1,500,000)	(2,500,000)	(2,500,000)	(2,000,000)	(2,000,000)	(1,500,000)
Terminal Signage/Elevator Upgrades	380,000	(40,400)	(46,040)	(50,000)	(100,000)	(100,000)	(43,560)							
Equipment Purchases	1,131,000	(28,175)	(28,386)		(55,000)	(210,000)	(195,000)	(48,000)	(125,000)	(70,000)	(300,000)	(68,000)		
T-Hangar Infrastructure Development	3,000,000	(12,720)			(100,000)	(300,000)	(300,000)	(300,000)	(500,000)	(500,000)	(500,000)	(487,280)		
Roof Replacement-1135 W. Nasa	700,000									(250,000)	(350,000)	(100,000)		
Terminal Atrium Roof Replacement	1,000,000	-	(32,880)	(60,000)	-	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)	(107,120)
Parking Lot Lighting	100,000	-						(50,000)	(50,000)					
Concourse Seating/Elec Upgrade	450,000							(225,000)	(225,000)					
Parking Lot Rehab-Woody Burke	300,000								(150,000)	(150,000)				
Total Capital Outlay			(132,686)	(1,239,373)	(4,230,000)	(4,886,568)	(5,013,560)	(5,103,000)	(5,580,000)	(6,409,261)	(6,694,908)	(5,285,280)	(4,600,000)	(4,107,120)
Grant Revenue														
FAA Grant 62 Restrooms/Gate/Belt/etc	5,000,000	4,146,504			142,500		238,990	-		-				
FDOT Restrooms/Gate/Belt/Flooring/etc	131,000	109,119			3,750		6,289	-		-		-		
FAA-Fire Sprinklers-Grnt 60	5,363,470	1,766,504			92,084		900,000		900,000		548,335	373,417		
FDOT Fire Sprinklers	297,971	41,253			5,116		50,000		50,000		30,463	20,745		
TSA OTA-In Line Baggage Sys Const	22,045,401	1,159,337	1,697,253	347,024		388,440		2,381,603		2,646,225		2,646,225		2,646,225
FAA-In Line Baggage Grnts 63/65	6,154,543	1,538,331	252,870	371,119		310,960		1,906,558		1,773,398		2,118,398		
FDOT-In Line Baggage Grant	4,000,000	77,563	7,900	20,618		15,548		95,328		290,189		117,689		1,176,888
NORTHSIDE EXPANSION GRANTS														
FDOT (NW Infra Dev-NWC60)	3,500,000	-			60,000		350,000	350,000	350,000	100,000				
FDOT T Hangar Infra Dev Grant	1,500,000					56,360	150,000	150,000	150,000	250,000	250,000	250,000	243,640	
FAA Taxiway A Rehab-Grnt 59/64	13,267,370	11,467,532	164,138		92,084	900,000	643,616							
FAA Taxiway A Rehab-Grnt 66	26,574,914	-					306,384	950,000	950,000	1,425,000	2,375,000	2,375,000	1,900,000	1,900,000
FDOT Taxiway A Rehab-Design/Ph 1	770,410	576,979	66,774		5,116	50,000								
FDOT Taxiway A Rehab-Phase 2	800,000						25,000	25,000	25,000	37,500	62,500	62,500	50,000	50,000
Total Grant Revenue			2,188,935	738,761	400,650	1,721,308	2,670,279	5,858,488	2,425,000	6,522,311	3,266,298	7,963,974	5,773,113	1,462,500

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

	2025	2024	MO CHANGE (%)	2025 YTD	2024 YTD	YTD CHANGE (%)
PASSENGERS						
Revenue PAX - Domestic						
Enplaned	21,565	23,564	-8.5%	262,376	263,439	-0.4%
Deplaned	22,124	23,523	-5.9%	260,632	259,866	0.3%
Total Revenue PAX - Domestic	43,689	47,087	-7.2%	523,008	523,305	-0.1%
*Revenue PAX - Int'l						
Enplaned	180	22	718.2%	61,978	88,395	-29.9%
Deplaned	79	191	-58.6%	62,585	89,461	-30.0%
Total Revenue PAX - Int'l	259	213	21.6%	124,563	177,856	-30.0%
Non-Revenue PAX						
Enplaned	685	710	-3.5%	8,096	7,495	8.0%
Deplaned	710	768	-7.6%	8,252	7,568	9.0%
Total Non-Revenue PAX	1,395	1,478	-5.6%	16,348	15,063	8.5%
Total PASSENGERS	45,343	48,778	-7.0%	663,919	716,224	-7.3%
AIRCRAFT OPERATIONS						
Air Carrier	535	566	-5.5%	6,725	6,712	0.2%
Air Taxi	497	189	163.0%	4,376	1,873	133.6%
General Aviation - Itinerant	9,233	7,852	17.6%	126,351	119,203	6.0%
General Aviation - Local	1,811	2,284	-20.7%	24,600	31,319	-21.5%
Military	29	41	-29.3%	742	837	-11.4%
Total OPERATIONS	12,105	10,932	10.7%	162,794	159,944	1.8%

*Includes Data from US Customs for General Aviation Passengers



MELBOURNE AIRPORT AUTHORITY BOARD

Minutes December 10, 2025

Board Meeting Airport Board Room

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

Pledge of Allegiance

Airport Announcements by Executive Director Greg Donovan

MAPD Swearing-In and Promotions was held on October 30, 2025.

Melbourne Regional Chamber held its Board Meeting at MLB on November 12, 2025.

Tony Janus Distinguished Aviation Society Gala was held on November 13, 2025.

Space Coast Honor Flight last flight of the year took place on November 8, 2025. Admiral Hart presented the Airport Board and staff with an American Flag wood board.

TUI concluded its fourth season on November 26, 2025.

Executive Director's Recognition Leadership Excellence Award

Congratulations to David Perley, Director of Capital Improvements, on receiving this year's award.

Congratulations to all our Recognition of Excellence award 2025 recipients.

Action Items

Item A-1 Approval of the minutes for the October 22, 2025, Regularly Scheduled Board Meeting.

Approval of the October 22, 2025, board meeting minutes. A motion was made by Mayor Alfrey for approval of the minutes, seconded by Mr. Neuman. Motion passed unanimously.

Item A-2 Selection of Three (3) Members to the Melbourne Airport Authority to Serve a Two-Year Term.

Mr. Potter explained Mr. Schwinn has unanimously been re-appointed by the industrial tenants. The board congratulates Mr. Schwinn on his re-appointment. Mr. Potter stated the remaining two at-large positions are open for discussion and he and Mr. Fischer will not be a part of the voting process. Mr. Neuman motioned to select Mr. Potter and Mr. Fischer to serve another two-year term, seconded by Mayor Alfrey. Motion passed unanimously. Mr. Potter thanked the board for the vote of confidence to serve another two-year term.

Item A-3 Appointment of Chairman and Vice Chairman to the Melbourne Airport Authority to Serve the Team from January 2026 through December 2026.

Mr. Potter asked if there are any nominations for Chairman to the Melbourne Airport Authority to serve in 2026. Mr. LaRusso motioned if Mr. Potter will accept to continue to serve as the Chairman of the Board, seconded by Mayor Alfrey. Motion passed unanimously.

Mr. Potter asked if there are any nominations for Vice Chairman to the Melbourne Airport Authority to serve in 2026. Mr. Neuman made a motion to retain Mr. LaRusso as the Vice Chairman of the Board, seconded by Mayor Alfrey. Motion passed unanimously.

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.

Mr. Donovan explained one of the chiller systems that support the terminal's passenger areas, including the atrium, ticketing, and domestic concourse failed this summer. The Airport's HVAC contract maintenance provider, Strut Mechanical, was able to supply a 230-ton air cooled rental chiller that has been operating on site for the past few months.

Staff recommends purchasing this chiller unit currently in place, which is more cost effective than monthly rental fees. There is money in the equipment budget allocated for this purchase and recommend approval for a purchase order to Strut Mechanical for the purchase of a 230 Ton York Air Cooled Chiller in an Amount of \$140,000.

A motion was made by Mayor Alfrey to approve a Purchase Order to Strut Mechanical for purchase of a 230 Ton York Air Cooled Chiller in an amount of \$140,000, seconded by Mr. Fisher. Motion passed unanimously.

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.

Mr. Donovan explained the Transportation Security Administration (TSA) sent out a security directive that will require airports to conduct additional screening of airport employees at random times and locations for the very same items that you would have been checked for at TSA checkpoint. To follow this new directive, 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 bidder was Signal of Central East Florida. Signal has been operating on a trial base capacity over the last few months and has done well alongside MADP to fulfill these additional screening duties.

Staff recommends award of a contract of a one-year base term, with four single year renewal options to Signal of Central Florida East in an amount not-to-exceed \$90,000 annually for screening services. This item is budgeted as a contingency.

Mayor Alfrey asked if the airport will have the ability to renew the four single year options. Mr. Donovan stated yes, if approved today.

Mr. Potter asked where the cost is coming from in the operating budget. Mr. O'Dell stated it will come out of the M&O budget.

A motion was made by Mayor Alfrey for recommendation to approve award of contract for Airport Worker Screening Services to Signal of Central East Florida, in an amount not-to-exceed \$90,000 annually, seconded by Mr. Peoples. Motion passed unanimously.

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.

Mr. Donovan explained AVCON, Inc., was awarded the design of the Taxiway A Project, which design was completed in its entirety; however, the Federal Aviation Administration (FAA) required that the construction be split into two phases. Phase 1 is nearing completion and airport staff was able to optimize the costs to provide some savings that allows additional construction work in Phase 1 for the contractor and AVCON, Inc., to complete site inspections.

The scope of work is included in the budget and funded by FAA at 90 percent, Florida Department of Transportation (FDOT) at 5 percent, and the Airport at 5 percent.

Staff recommends 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 Services and Resident Project Representative Services in an amount not-to-exceed \$125,370.

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

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.

Mr. Donovan explained this agenda item is related to the previous agenda item and pertains to environmental services. The environmental permitting requirements include wetlands surveys, gopher tortoise surveys, and scrub jay surveys. Due to the federal government shutdown, the wetlands and gopher tortoise surveys were completed, and the tortoises relocated, but the scrub jay permitting process was not completed due to approval processes.

The scope of work is included in the budget and funded by Federal Aviation Administration at 95 percent, Florida Department of Transportation at 2.5 percent. and the Airport at 2.5 percent.

Staff recommends approval of a purchase order change order to AVCON, Inc., for the Professional Airside Engineering for Phase 1 Taxiway A Rehabilitation Project for Environmental Services in an amount not-to-exceed \$145,760.

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

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.

Mr. Donovan explained the demolition of the t-hangars is ready to begin. The award has been made to the contractor, and the airport has been waiting on the tenants to make other accommodations. Airport Engineering Company has completed the demolition and asbestos survey portion of the project and will now begin the new apron design.

There is sufficient budget for this project, and it will be funded by Florida Department of Transportation grant of 50 percent and 50 percent by the Airport.

A motion was made by Mr. LaRusso to approve Engineering Amendment No. 59 with Airport Engineering Company for the design of the new apron at the old south t-hangar area in an amount not-to-exceed \$207,200, seconded by Mr. Schwinn. Motion passed unanimously.

Item A-9 Results of Executive Director's Annual Evaluation

Mr. Potter explained the annual evaluation was sent to all the board members to review and comment. The forms with responses were received and reviewed by Mr. Potter and most of the responses rated Mr. Donovan with an overall performance rating of 5-Exceptional. Attached to the annual evaluation was an Executive Director Milestones 2025 performance review. Highlights of the performance review were the sale of Tropical Haven and the purchase of Acopian property that were successfully completed. Mr. Potter stated he received information regarding Airport Director's compensation survey around the state and concluded Mr. Donovan's salary is a bit higher, in the upper middle range. Mr. Donovan will also be receiving the cost of living increase for all employees under the City of Melbourne's proposed budget this year and will also continue to receive the maximum allowed for his retirement plan. Mr. Potter stated last year he recommended a \$50,000 bonus, and Mr. Peoples asked if his bonus could be increased to \$55,000. Mr. Potter is recommending his bonus to be \$55,000 for the current year and noted Mr. Donovan has put together a great team to work alongside him and has done an exceptional job.

Mr. Fischer thanked Mr. Donovan for a job well done and building a team that works together with him makes a significant difference on how well this airport runs.

Mayor Alfrey thanked Mr. Donovan for being the best of the best and very grateful for having him as the executive director of the airport.

Mr. LaRusso thanked Mr. Donovan and agreed with all the board members on a job well done and thank him for being available to speak with him one-on-one when needed.

Mr. Neuman thanked Mr. Donovan for a job well done, managing a team that works together with him, and doing a great job on how the airport functions and supports him receiving a bonus as a token of the boards appreciation.

Mr. Peoples thanked Mr. Donovan for a job well done.

A motion was made by Mayor Alfrey to approve a one-time bonus of \$55,000 dollars, seconded by Mr. LaRusso. Motion passed unanimously.

Mr. Donovan expressed his sincere gratitude to all the board members for their support and encouragement, and to the staff for their hard work and dedication.

Discussion Items

Item D-1 Proposed 2026 Board Meeting Dates

Proposed dates were presented. Mr. Schwinn pointed out that the month of March date selected will be the week of Spring break and may affect the ability for some to attend meeting. Mr. Potter asked Mr. Donovan to review the calendar date for the month of March and see if it's feasible to change and come back with a recommendation.

Information Items

Item I-1 Financial Update

Mr. O'Dell presented preliminary year-end financials FY25 vs FY24.

Item I-2 Operations

Mr. Graham stated Taxiway A Phase 1 is wrapping up with only a few more items to be completed. Phase 2 work commenced on December 5, and this will be the final phase to complete this project. Rehabilitation of Taxiway A will consist of mill and overlay of the existing asphalt, adding paved shoulders, rebuilding the taxiway connectors to current FAA standards, new LED edge lights, airfield signs and stormwater improvements. Airport operations team is ensuring airfield safety through participation in all meetings, oversight, NOTAMS, and tenant coordination. Something new in Phase 2, starting January 27, 2026, there will be nightly closures from 8:00 p.m. to 6:00 a.m. Monday through Friday of runway 9R-27L for approximately 100 days. This work is up against the south edge of runway and can only be accomplished with the runway closed. The airport has communicated with all stakeholders including the airlines about the changes for Phase 2. All carriers, specifically Delta Air Lines and American Airlines, will use MLB's alternate air carrier runway 9L-27R during the 100 day closure period.

In the month of March, construction will move to an area between taxiways Quebec and Charlie for 160 days. Sixty of those days will be night closures. In August, we will begin the final phase that will include taxiway A east of taxiway Victor and taxiway connectors Charlie and Romeo. The airport will develop a phasing plan for this final section and roll that out early in the summer of 2026. This project is set to be completed in early 2027.

Item I-3 Construction Projects Update

In-Line Baggage System

The temporary baggage facility is nearing completion. First baggage scanner to be relocated the week of December 15. Airline Ticket office is currently being relocated to the temporary trailers and should be completed this week. Demolition and reconfiguration of the current baggage system to start this week. Delivery of the new EDS scanners is expected next week and will be stored off-site until they are ready for installation mid next year. Comments from the Building Department continue to be addressed with revised drawings being submitted to obtain the permit. Completion of this project is January 2027.

Existing Terminal Terrazzo Flooring

Punch out of the terrazzo flooring has started. Floor protection in the ticketing area has been removed, and final review of the floors has started in that area. Carpeting in-fill and transition strips are complete. Punch out of the flooring should be completed by the end of the year.

Existing Terminal Ceilings - Ticketing

Ceilings in ticketing area are complete. New lights have been installed, along with the new PA system and fire sprinklers. Demolition of the ceilings in the rental car and baggage claim area are complete. New ceiling grid is currently being installed. The installation of new lights is expected to begin this week. Once installed, the old lights will be removed. Installation of the PA system and fire sprinklers are being installed. This work is expected to be completed by the end of December.

Existing Terminal Public Address System

The PA System is complete in the ticketing area and domestic concourse. The head end equipment has been tied into the PA system installed during the expansion and renovation project making for one overall PA system. New speakers are currently being installed in the car rental and baggage claim area. All PA system work is expected to be completed and programmed by the end of January.

Terminal Fire Sprinklers

Fire sprinklers are complete in the ticketing area. Fire sprinklers are currently being adjusted in the car rental and baggage claim area for the new ceilings. Once complete, there will be a break in the installation until the atrium skylight is replaced. 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 completing the design of the atrium skylight. Documents for bidding are being prepared and are expected to be out for bid before the end of the year. Bids are expected in mid-January and Board approval should be in the January Board meeting. Notice to proceed will follow the approval.

T-Hangar Demolition and Infrastructure

Contract is in place for the demolition contractor. They will begin after the first of the year when all tenants have vacated the hangars. Demolition should take about six (6) weeks to complete.

Taxiway A Rehabilitation Phase 1

Phase 1 of the taxiway project is nearing completion with a few punch list items remaining. With scheduling concerns, this portion of the work should close out at the end of January. The contractor has mobilized for Phase 2 and work has begun. Taxiway L is being renovated at the connection to both Taxiway A and the main runway. A portion of this work will be performed at night, which will begin after the first of the year. Completion of the west end of Taxiway A is expected in March, just prior to the start of the TUI season. Airlines have been notified, and arrangements have been made for aircraft and schedules. This work will be completed in the first quarter of 2027.

Item I-4 Business Development and Marketing Update

Mr. Busalacchi presented a small video update on the rental car relocation and quick turnaround facility. With the new parking lot expansion renovation completed, 120 public parking spaces were added. In January, the demolition of the t-hangers will begin and will create new apron space for the satellite FBO to operate at the Hyatt Place.

MLB hosted a TUI care foundation charity flight on October 31st, which is equivalent to a make a wish foundation. This particular flight had 80 children, and the event was a success.

Adjournment

This meeting was adjourned by Chairman William Potter at 10:15 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