



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

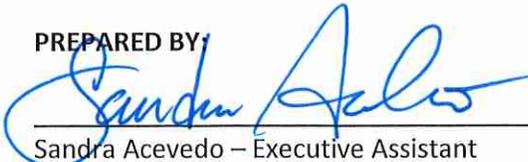
Mr. Busalacchi presented a small video update on the rental car relocation and quick turnaround facility. With the new parking lot expansion renovation completed, 120 public parking spaces were added. In January, the demolition of the t-hangers will begin and will create new apron space for the satellite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