



MELBOURNE AIRPORT AUTHORITY BOARD

Minutes January 28, 2026
Board Meeting Airport Board Room

In Attendance: Mr. William C. Potter, Chairman
The Honorable David Neuman, 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

Absent: The Honorable Paul Alfrey, Mayor
The Honorable Mark LaRusso, Councilmember

Pledge of Allegiance

Airport Announcements by Executive Director Greg Donovan

MLB Holiday party was held at the Hyatt Hotel on December 11, 2025.

Delta Air Lines moved to Gate 7 on January 8th, 2026.

Whitebird Law hosted a General Counsel Forum on January 23rd, 2026.

Space Coast Honor Flight season starts on April 11, 2026, with four other events scheduled throughout the year.

MAPD land clearing and trash removal was completed at several locations off NASA Blvd.

Welcome to Sergeant Jackie Hughes, MAPD, along with Shalisha Austin and Stephanie Cardenas, Badging Office.

Executive Director's Recognition Leadership Excellence Award

Congratulations to Shushana Phillips, Badging Supervisor, on receiving this month's award.

Action Items

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

Approval of the December 10, 2025, board meeting minutes. A motion was made by Mr. Peoples for approval of the minutes, seconded by Mr. Neuman. Motion passed unanimously.

Item A-2 Recommendation to Approve a Purchase Order to Garber Chevrolet GMC for a 2026 Chevrolet Tahoe for \$75,912.

Mr. Donovan explained that the Business Development team often uses an Airport vehicle to provide tours and show prospective tenants property around the airport and the current 2017 Chevrolet Tahoe is nearing the end of its useful service life and needs to be replaced. Airport staff has obtained pricing for the vehicle with the desired specifications through a cooperative purchasing contract. The vehicle will be purchased through the Florida Sheriff's Association Contract FSA25-VEL.330 with Garber Chevrolet GMC of Green Cove Springs. There is sufficient budget available for this equipment purchase in the approved budget.

Staff recommends approval of a Purchase Order to Garber Chevrolet GMC for the purchase of this vehicle at a total cost of \$75,912.

A motion was made by Mr. Neuman to approve a Purchase Order to Garber Chevrolet GMC for a 2026 Chevrolet Tahoe in the amount of \$75,912, seconded by Mr. Peoples. Motion passed unanimously.

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.

Mr. Donovan explained that the Northside Expansion Infrastructure Development into the 60-acre parcel has had preliminary taxiway work done on it with completion of the Taxiway M extension, however, there is still a lot of preparation work to complete before the grant is closed out. Mr. Donovan states the next phase of work is to clear the site and prepare it for inclusion into the secure perimeter of the airport.

The contract went out to bid with six responsive bidders, ranging from \$499,420 to \$1,194,752. The two lowest bids were close within 4.3 percent. The low bidder, KCF Site Development LLC., is familiar with staff and has performed many projects at the airport. Mr. Donovan explained this is funded 100 percent with a Florida Department of Transportation (FDOT) grant as this is part of the Northside Expansion project. The scope of work includes clearing, fencing, and infrastructure for CCTV cameras and gate controllers.

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, and authorization for the Executive Director to execute said contract on behalf of the Authority.

Mr. Fischer asked if the property is ready to go with no gopher tortoises, in which Mr. Donovan advised that the environmental portion is already in process with the relocation.

Mr. Potter asked if this would exhaust the FDOT grant, in which Mr. Donovan replied that there will still be small scope of security gates and cameras that will be completed using the grant funds.

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

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.

Mr. Donovan explained the Melbourne Airport Authority Police Department (MAPD) has been working over the past 12 years in pursuing a K-9 program for the Airport. Mr. Donovan stated this is an Other Transaction Agreement (OTA) with the Transportation Security Administration (TSA). The two MAPD Officers and two K-9s will go through a three-month training course. Airport staff plans to seek funding for associated costs such as veterinarian care, equipment and on-going training. There are no additional personnel expenses since these are existing officers of the MAPD.

Mr. Donovan explained the OTA is a two-year base agreement commencing upon approval and terminating on December 31, 2027, with renewal periods to follow. The TSA and MAPD have the right to terminate the agreement with 30 days' written notice. Mr. Donovan stated the MAA's existing FY 2026 budget can absorb the cost of this, and the working FY 2027 budget will include this being covered.

Chief Purden stated the addition of the K-9 program will help support, protect, and enhance the security of the Airport, along with the tenants on site.

Staff recommends approval of the Other Transaction Agreement with the Transportation Security Administration for Two K-9s for the Melbourne Airport Police Department.

Mr. Peoples asked what the FY 2027 cost is projected for. Mr. O'Dell replied that this is estimated at \$200,000 with the net being \$50,000 due to the personnel already being paid.

A motion was made by Mr. Peoples to approve an Other Transaction Agreement with the Transportation Security Administration for Two K-9s for the Melbourne Airport Police Department, seconded by Mr. Neuman. Motion passed unanimously.

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

Mr. Donovan explained specific vehicles are needed to accommodate the two K-9 dogs through the Other Transaction Agreement (OTA) with the Transportation Security Administration. The Florida Sheriff's Association Contract FSA25-VEL.330 was found to be the best value for acquisition of two, 2026, F-150 Police Responder Crew Cab 4x4 vehicles costing \$50,735.65 each through the awarded vendor, Cocoa Ford of Cocoa, FL. Mr. Donovan explained the current budget will cover these equipment purchases along with vehicle outfitting, using available contingency.

Staff recommends approval of a Purchase Order to Cocoa Ford for two, 2026 Ford F-150 Police Responder Crew Cab Vehicles in the Amount of \$101,471.30.

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

Information Items

Item I-1 Financial Update

Mr. O'Dell presented the financial report through November 30, 2025.

Item I-2 Operations

Mr. Graham explained that the contractor completed the Taxiway A Rehabilitation Phase 2.1C, which required the closure of access to the airfield for tenant Lone Peak. The work was coordinated with the tenant and planned with AVCON and executed through the contractor Ranger Construction. Phase 2.1B of the Taxiway A Rehabilitation started on December 1, 2025, and is expected to be completed February 6, 2026.

Mr. Graham stated Phase 2.1A and 2.2A will begin February 8, 2026, and includes reconstruction of the taxiway connectors A1, L, Q and V. These all connect to the main air carrier runway, 9R/27L, and as a result the runway will be closed. This closure will take place from 8:00 p.m. to 6:00 a.m. During the closure, commercial air carrier operations will transition to the alternate air carrier runway 9L/27R. The nighttime closure has been carefully coordinated with the air carriers with no airline schedule disruptions. The completion of these two phases is expected on May 5, 2026.

Mr. Graham explained the operations Annual Part 139 Certification Inspection was scheduled to begin January 28, 2026, however due to the prior week's weather, the FAA was unable to travel. This has been rescheduled for March 4 through March 6, 2026. The Operations and Maintenance team has worked hard to prepare for this inspection and will continue to be prepared for the new inspection dates.

Item I-3 Construction Projects Update

In-Line Baggage System

All airlines have been relocated to temporary trailers and are currently up and running. The first two baggage scanners have been relocated to the temporary facility, and the connecting belts are currently being installed. The temporary facility will "go live" the week of February 23. Delivery of the new EDS scanners is complete and are currently stored off-site until they are ready for installation in mid this year. Permitted drawings are expected any day now from the Building Department. Completion of this project is January 2027.

Existing Terminal Terrazzo Flooring

Punch out of the terrazzo flooring continues. This work should be completed by the end of February.

Existing Terminal Ceilings - Ticketing

All ceilings are complete. New lights have been installed, along with the new PA system and fire sprinklers. Punch out of the ceiling has begun and is expected to be completed by the end of February.

Existing Terminal Public Address System

The PA System installation is complete in the ticketing area, domestic concourse, car rental and baggage claim. The head end equipment has been tied into the PA system installed during the expansion and renovation project making for one overall PA system. Integration of the PA system is on-going with zone set-up, speaker volumes and tying into the airport phone system. All PA system work is expected to be complete and programmed by the end of February.

Terminal Fire Sprinklers

Fire sprinklers are complete in the car rental and baggage claim area. Fire sprinklers within the In-Line Baggage Facility will begin after the demolition is complete. There will be a break in the installation of the fire sprinkler system until the atrium skylight is replaced. Once the atrium is complete, the 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 have completed the design of the atrium skylight. Documents for bidding are being prepared and are expected to be out this week. Bids are expected for a February Board. Notice to proceed will follow the approval. Installation of the skylight is expected to be completed by October.

T-Hangar Demolition and Infrastructure

Demolition of the T-hangars has begun. Several of the hangars have been demolished and removed. Concrete slabs and foundations removal have begun. Contractor expected to be completed by the middle of February.

Taxiway A Rehabilitation Phase 2

Phase 2 of the taxiway project has begun. The first two sub-phases are underway and are expected to be completed by February 8. Shoulder widening at the far west end is currently being paved. Taxiway L (Lima) 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 in February. 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 project will be completed in the first quarter of 2027.

Item I-4 Business Development and Marketing Update

Mr. Busalacchi stated the feedback received on social media for the 2025 Holiday events throughout the airport was positive. This included carolers, Santa Clause, and airport staff singing holiday songs in the terminal.

Mr. Busalacchi explained the visitor quality on the new MLB website improved over 2025, with guests spending more time on the website with the new search flights section. Follower growth and engagement have increased steadily over the year. Mr. Busalacchi stated the FLYmlb.com website was secured and will be cross marketed with the current MLBair.com website.

Mr. Busalacchi stated MLB is working on a new brand awareness advertising campaign through The Quotient Group which includes a two-phase approach with Phase 1 for inbound brand awareness, and Phase 2 for outbound brand awareness. It will be a combination of online advertising, streaming, and radio/TV.

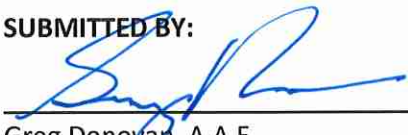
Adjournment

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

PREPARED BY:


Misty Dawn White – Accounts Clerk

SUBMITTED BY:


Greg Donovan, A.A.E.
Executive Director

APPROVED BY ACTION OF AIRPORT AUTHORITY:


William C. Potter, Chairman