



MELBOURNE AIRPORT AUTHORITY BOARD MEETING

AGENDA

August 23, 2017 at 8:30 AM

Orlando Melbourne International Airport Board Room

Pledge of Allegiance

Airport Announcements

Action Items

Approval of the minutes of the July 26, 2017 meeting in the Orlando Melbourne International Airport Board Room.

Item A-1 Recommendation to Approve Resolution No. 12-17 Appropriating and Allocating All Revenue and Expenses of the Airport for the Fiscal Year Beginning October 1, 2017 and Ending September 30, 2018.

A copy of the Executive Director's memorandum detailing the proposed budget for fiscal year 2017 – 2018 is attached for review and consideration. Also attached is a copy of Resolution No. 12-17, recommending the appropriation and allocation of all revenue and expenses of the Airport for the fiscal year, beginning October 1, 2017 and ending September 30, 2018, that will be forwarded to the City Council for adoption after Board approval.

Staff recommends approval of Resolution 12-17, recommending the appropriation and allocation of all revenue and expenses of the Airport for the fiscal year, beginning October 1, 2017 and ending September 30, 2018, that will be forwarded to the City Council for adoption after Board approval.

Item A-2 Recommendation to Approve the Consent to Assignment of Lease from James W. Jensen Living Trust U/T/A Dated July 1, 2002 to Satcom Direct, Inc.

James Jensen, chief executive officer and chairman of Satcom Direct, Inc. (Satcom) has requested consent to the assignment of lease of the 2.787 acre parcel on NASA Boulevard from his personal trust to Satcom. Satcom recently opened its Flight Operations hangar at this location.

Staff recommends approval for the Consent to Assignment of Lease from James W. Jensen Living Trust U/T/A Dated July 1, 2001 to Satcom Direct, Inc., and authorization for the executive director to execute said consent on behalf of the Authority.

Item A-3 Recommendation to Approve the award of the Professional Services at Large for Continuing Service Contracts to the following firms in the respective categories:

Architecture:	Atkins	BRPH	Passero	RS&H			
Airside Engineering:	AVCON	C&S	GAI	RS&H			
Civil Engineering:	Allen	AVCON	BRPH	CEG	GAI		
Construction Management:	AD Morgan	AVCON	BMS	HJ High	Ivey's	WH Williams	Walbridge
Electrical Engineering:	AVCON	Graef	TLC				
Environmental Engineering:	Atlantic	ECS	DRMP	TKDA			
Fire Sprinkler Engineering:	AVCON	Jensen Hughes	TLC				
Geo-technical Engineering:	ECS	PSI	Terracon				
Grant Writing:	Passero	TKDA	VHB				
Landscape Design:	GAI	S&ME	VHB				
Low Voltage Engineering:	Elert	Premier	TLC				
Master Planning:	AVCON	C&S	ESA				
Mechanical Engineering:	AVCON	DDC	Graef	TLC			
Program Management:	AVCON	KMI	PMA	RS&H			
Roofing & Building Envelope:	ECS	PSI	Terracon				
Structural Engineering:	AVCON	BRPH	C&S	TLC			
Surveying:	Allen	GAI	Morgan	S&ME			
Threshold Inspection:	ECS	PSI	Terracon	TLC			
Traffic Engineering:	GAI	Kimley Horn	S&ME				

In the past, staff has relied on two consulting firms for all the work performed at the airport that falls within the Florida Statutes for Continuing Service Contracts. When services beyond our current consultants' area of expertise was required, they would hire a firm to fill the need and supervise their work. While this is efficient in managing contracts, it can become costly with the additional mark-ups on consultants when they are also required to cover insurance expenses for subcontracted work. Staff reviewed their needs for types of specialized consultant's work and developed the following list of categories that would most be used by staff for projects that would fall under the Florida Statutes guidelines. These categories include: Architectural Services, Airside Engineering, Civil Engineering, Construction Management, Electrical Engineering, Environmental Engineering, Fire Sprinkler Engineering, Geotechnical, Grant Writing, Landscape Design, Low Voltage/Data Communications Engineering, Master Planning and Strategic Analysis, Mechanical Engineering, Program/Project Management, Roofing and Building Envelope, Structural Engineering, Surveying, Threshold Inspections, and Traffic Engineering.

A Request for Qualifications (RFQ) was issued and eighty-four (84) firms obtained packages. Fifty (50) firms responded and submitted packages, some on multiple scopes creating one hundred and forty-eight (148) actual proposals to be reviewed by the selection committee. The goal was to select a minimum of three (3) firms in each category. Most firms were qualified and it was difficult for the selection committee to narrow down their selection. Selections were made by predetermined criteria as outlined in the RFQ. Key differentiators determined several selections and in some cases, the committee recommended selecting more than three firms in some categories where the margin of difference was too close.

These selected firms will be given a three (3) year contract with two (2) one (1) year renewables. While many firms were selected, they were given notice in the RFQ that not all firms are guaranteed work and this process only guarantees them participation in work that falls within the Florida Statutes for the Consultants' Competitive Negotiation Act (CCNA) where they are prequalified for work under the Statutes' threshold. Any authorized work over the Executive Director's signing authority will be brought to the board for approval prior to the work commencing.

Staff recommends approval of the award to the selected firms and authorization for the Executive Director to execute said contracts on behalf of the Authority.

Item A-4 Recommendation for Approval of Final Change Order No. 3 to the Grumman Road Re-alignment Project with Don Luchetti Construction, Inc. in the amount of (\$53,076.79).

Construction of the Grumman Road Re-alignment project is complete. FDOT has completed their substantial completion inspection Change Order No. 3 incorporates work authorizations 6 and 7. This project includes a \$1,000,000 grant from FDOT and all cost overruns have been agreed to be paid by Northrop Grumman as part of their overall site improvement plan. Cost for this final change order is a credit that will be applied to the reimbursement by Northrop Grumman. This will bring the total contract to Don Luchetti Construction, Inc. at \$1,276,937.21.

Don Luchetti Construction, Inc.	
Original Contract	\$ 918,818.00
Change Order #1 (WA's 1 – 4)	\$ 397,896.00
Change Order #2 (WA 5)	\$ 13,300.00
Change Order #3 FINAL (WA 6 – 7)	\$ -53,076.79
Total Contract Amount	<u>\$ 1,276,937.21</u>
FDOT Grant	\$ 1,000,000.00
Design Costs	\$ 176,650.00
Portion to be paid by Northrop Grumman	\$ 453,587.21

Staff recommends approval of Final Change Order No. 3 to Don Luchetti Construction, Inc., for (\$53,076.79) with authorization for the Executive Director to execute Change Order No. 3 on behalf of the Authority.

Item A-5 Recommendation to Approve Modification of Air Service Incentive Program (ASIP).

Airport staff is recommending further modification of the formal incentive program created in 2015 and revised in 2016. The program was established to offset company startup costs and mitigate risk of developing new scheduled airline service. The ASIP equally provides a structured, performance-based methodology that encourages growth while providing a source for marketing and advertising of new routes. The layered incentives are equally applicable to all air carriers, incumbent or new to MLB, based upon the amount of new service provided. Changes to the program reflect competitive trends required of successful air service development and adhere to Federal Aviation Administration guidance.

The following changes are recommended: Fiscal impact is related to actual scope and frequency decisions by the airline. Accordingly, each incentive is brought separately to the board for approval. Revisions to ASIP allow up-front guidance for staff and is used with airline communications during the early business development phase.

Staff recommends approval of the Modification of Air Service Incentive Program (ASIP) with authorization for the Executive Director to modify on behalf of the Authority.

Discussion Item**Item D-1 Discussion on joint meeting of MAA and GOAA.****Information Items**

- Item I-1 Financial Update**
- Item I-2 Operations Update**
- Item I-3 Construction Projects Update**
- Item I-4 ATCT Construction Project Update**
- Item I-5 Business Development Update**

Public Speakers

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 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 (723-6227) at least 48 hours prior to the meeting.