



MELBOURNE AIRPORT AUTHORITY BOARD MEETING

**AGENDA**

October 25, 2017 at 8:30 AM

Orlando Melbourne International Airport Board Room

Pledge of Allegiance

**Airport Announcements**

**Action Items**

Approval of the minutes of the September 28, 2017 meeting in the Orlando Melbourne International Airport Board Room.

**Item A-1 Recommendation to Approve Extending Consulting Agreement with CM Control Solutions, LLC.**

CM Control Solutions owner, Jim Abod, assisted staff and oversaw construction during the Embraer expansion. He remains instrumental in completing this project and assisting with other current construction projects. His contract hourly rate is \$60.10 not to exceed \$125,000 per year.

Staff recommends approval of extending the Consulting Agreement with CM Control Solutions LLC., and authorization of the Executive Director to execute the contract.

**Item A-2 Recommendation to Approve Extension of Consulting Agreement with Aeropandian DBA Strategic Aviation Partners.**

This is to extend the Consulting Agreement with Bill Johnson through his company Aeropandian DBA Strategic Aviation Partners from October 1, 2017 through September 30, 2018 as approved in the FY2018 budget for \$48,000. Mr. Johnson is an integral part of the airport's executive team by leading our governmental affairs projects, and acting as a liaison with the Florida Department of Transportation and other governmental entities.

Staff recommends approval to extend the Consulting Agreement with Aeropandian DBA Strategic Aviation Partners.

**Item A-3 Recommendation to Approve Purchase of 13 Police Radios from Communications International in the amount of \$43,756.**

The Airport Police Department has been notified that the current radios will no longer be in compliance early next fiscal year and are not reprogrammable to meet the 800 MHz system. In order to meet this deadline, the airport has selected to purchase half of the required radios during the current fiscal year and half next fiscal year. Communications International is the sole authorized sales and service for

Harris Corporation PSC for the Melbourne Airport Authority. The purchase amount \$43,756 is included in the approved FY2018 budget.

Staff recommends approval of Purchase of 13 police radios from Communications International in the amount of \$43,756.

**Item A-4 Recommendation to Approve Revision of Purchasing Manual to Include Travel Policy and Travel Expense Card.**

The airport currently uses the City of Melbourne Purchasing Card for travel expenses. Using the city purchasing card limits the airport to city administrative policies regarding travel. Staff proposes adding the travel card as a method of payment for travel expenses within the purchasing manual.

Ordinance No. 67-7 authorized the creation of an Airport Authority. Section 6 (f) states that expenditures of airport funds for operation, maintenance, renewal and replacement fall under the supervision of the Authority. Travel expenditures are an integral component of the operation of the airport. The policy establishes standard travel reimbursement rates, procedures, and limitations, applicable to all Airport Authority employees, board members, and authorized persons whose travel is authorized and paid by the Authority to conduct official Authority business. The intention of the policy is to minimize the Authority's travel costs without unfairly burdening the individual traveler while adopting federal government travel guidelines.

Staff recommends approval of Revision of Purchasing Manual to Include Travel Policy and Travel card.

**Item A-5 Budget Adjustment for Air Service Incentive Program (ASIP) for Porter Airlines and Recommendation to Approve Resolution No. 15-17 Fiscal Year Operating Budget Adjustment.**

A copy of the Executive Director's memorandum detailing the proposed budget changes for fiscal year 2017-18 is attached for review and consideration. Also attached is a copy of Resolution No. 15-17 recommending the proposed budget adjustment that will be forwarded to city council for adoption after board approval. This adjustment is for the incentives to Porter Airlines, Inc. for new international destinations.

Staff recommends approval of Resolution 15-17 for the proposed operating budget adjustment that will be forwarded to city council for adoption after board approval.

**Item A-6 Staff update on Hurricane Irma response and authorization to pursue hurricane preparedness initiatives.**

Airport staff will complete the initial report to the board on operational impacts sustained during Hurricane Irma and detail efforts made during the storm that prevented further damage. In order to improve preparedness for future weather events, airport staff will seek authorization to pursue new state grants for building hardening.

**Discussion Items**

**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.*