



MELBOURNE AIRPORT AUTHORITY

B R I E F

**RESCHEDULED MEETING on December 7, 2016 8:30 AM
ORLANDO MELBOURNE INTERNATIONAL AIRPORT BOARD ROOM**

Pledge of Allegiance

AIRPORT ANNOUNCEMENTS

ACTION ITEMS

APPROVAL OF MINUTES of the Regular Meeting October 26, 2016 in the Orlando Melbourne International Airport Board Room.

ITEM NO. A-1 Recommendation for Approval of Resolution No. 12-16 accepting Florida Department of Transportation Joint Participation Agreement for the Construction of Hangar.

The Florida Department of Transportation (FDOT) has agreed to award a Joint Participation Agreement (JPA) in the amount of \$5,000,000 for the construction of an 85,000 square foot aircraft hangar. This project was included in the Fiscal Year 2016-2017 budget. Project costs exceeding the estimated total budget of \$10,000,000 will be at the expense of the Tenant.

<u>Project Funding</u>		
FDOT	50%	\$ 5,000,000
MAA	25%	2,500,000
Tenant	25%	2,500,000
Total	<u>100%</u>	<u>\$ 10,000,000</u>

<u>Project Costs</u>	
Design & Construction	\$ 10,000,000
Total	<u>\$ 10,000,000</u>

Staff recommends approval of the Resolution No. 12-16 accepting the FDOT JPA in the amount \$5,000,000, and authorization for the Executive Director to execute the agreement.

ITEM NO. A-2 Recommendation to Approve a Lease and Use Agreement with NewLeaf and Flair Airlines and a Standard Ground Handling Agreement with Flair Airlines.

NewLeaf Travel Company, Inc. is Canada's fastest growing ultra-low-cost travel company. NewLeaf does not currently serve Florida and would utilize MLB as its initial gateway into the Sunshine State with flights between MLB and John C. Munro Hamilton International Airport (YHM), located in the Toronto area. Service will begin

January 15, 2017 and continue through April 2017. The flights will be operated by NewLeaf's partner, Flair Airlines (Flair Air) on Boeing-737 aircraft. NewLeaf and Flair Air have signed and agreed to all requirements of the Airport's Aeronautical Use Agreement and Ground Services Agreement:

- **Term:** Three (3) year agreement effective November 1, 2015 with two (2) one year options.
- **Rate:** A comprehensive fee of \$1,070 per aircraft turn. The fee is waived for the first two (2) years per the Air Service Incentive Program (ASIP).
- **Marketing Assistance:** In accordance with the ASIP, \$150,000 in advertising and marketing assistance will be provided to promote our area to prospective travelers in year one. Reimbursement is paid incrementally beginning with first flight at a rate of 20 percent per month.
- **Terminal Improvements:** Also in accordance with the ASIP, the Airport will offer up to \$50,000 for station start-up costs including establishing ticket counter and gate spaces.
- **Binding Provisions:** The airline will collect a \$4.50 Passenger Facility Charge (PFC) per passenger, will comply with all Federal Aviation Administration regulations and satisfies all operational requirements.

Staff recommends approval of the Aeronautical Use Agreement and Ground Services Agreement with NewLeaf Travel Company, Inc. and Flair Airlines, and authorization for the Executive Director to sign said Agreements on behalf of the Authority.

ITEM NO. A-3 Recommendation to Approve Extending 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 January 1, 2017 through September 30, 2017 as approved in the FY2017 budget in the amount of \$36,000. 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 consulting agreement with Aeropandian DBA Strategic Aviation Partners.

ITEM NO. A-4 Recommendation to Approve First Amendment to Lease with TIC NASA Boulevard (GE Transportation).

Staff was approached by the agent for the Tenant successor-in-interest, TIC NASA Boulevard, to convert options into the base term of the original ground lease for the GE Transportation facility until April 18, 2057. Currently, the base term is set to expire April 18, 2040. This request was made to allow a new loan to be placed on the property to meet lender requirements. Staff negotiated with the agent to convert option periods into part of the original base term of the lease, leaving one five-year option.

Staff recommends approval of the First Amendment to Lease with TIC NASA Boulevard, and authorization for the Executive Director to sign said Amendment on behalf of the Authority.

ITEM NO. A-5 Recommendation to Lease/Purchase Seven Vehicles through the Florida Sheriff’s Association State Contract Number FSA16-VEH14.0 / FSA16-VEL24.0.

This year staff proposes to lease/purchase seven vehicles utilizing the Florida Sheriff’s Association State Contract Number FSA16-VEH14.0 / FSA16-VEL24.0. This lease/purchase of replacement vehicles is included in the Airport’s approved fiscal year 2017 budget. Utilizing the Florida Sheriff’s Association State Contract allows the Airport to achieve a volume discounted bid price, which is less than the Airport could otherwise achieve locally. The seven vehicles budgeted for purchase this fiscal year are:

3-Year Vehicle Lease Costs							
2017 Vehicle	Number of Vehicles	Department	Dealership	Year 1 Cost	Year 2 Cost	Year 3 Cost	Total Cost
Ford F250	1	Police	Duval Ford	\$ 16,128	\$ 10,223	\$ 10,223	\$ 36,574
Ford Interceptor	2	Police	Duval Ford	\$ 25,365	\$ 19,395	\$ 19,395	\$ 64,154
Ford F250	2	Operations	Duval Ford	\$ 19,853	\$ 19,853	\$ 19,853	\$ 59,560
Chevrolet Tahoe	2	Administration	Alan Jay Fleet Sales	\$ 26,378	\$ 26,378	\$ 26,378	\$ 79,134
Grand Total				\$ 87,724	\$ 75,849	\$ 75,849	\$ 239,422
Budget				\$ 77,000	\$ 77,000	\$ 77,000	\$ 231,000
(Over)/Under				\$ (10,724)	\$ 1,151	\$ 1,151	\$ (8,422)

The total cost of the seven vehicles is \$239,422, which is approximately three and one-half percent higher than projected for this line item; however, it is well within the overall budget. The three-year \$231,000 capital outlay budget will require an increase adjustment of approximately \$8,422 over the three-year period for this line item.

Staff recommends approval to lease/purchase the seven 2017 vehicles for \$239,422, utilizing the Florida Sheriff’s Association State Contract and authorization for the Executive Director to execute said purchase on behalf of the Authority.

ITEM NO. A-6 Recommendation to Approve the Construction Manager at Risk, Walbridge, for the Guaranteed Maximum Price for the Air Traffic Control Tower in an amount not to exceed \$5,860,724.

At the July 27, 2016 Board Meeting, Walbridge was accepted as Construction Manager at Risk for the Air Traffic Control Tower (ATCT) Project and performed preconstruction services while the final design was completed. The final design included changes to the exterior of the ATCT to include a pattern design in the precast panels of the walls of the tower.

The final drawings were completed by CTBX Aviation and given to Walbridge to competitively bid for subcontractor pricing in order for them to prepare the final Guaranteed Maximum Price (GMP). The added costs for the exterior design on the tower was offset by the Value Engineering performed by the design and construction team to allow the project to stay within budget.

Staff recommends approval of the Guaranteed Maximum Price (GMP) submitted by Walbridge for Construction Management at Risk Services for the Air Traffic Control Tower (ATCT) in an amount not to exceed \$5,860,724. and authorization for the Executive Director to execute said agreement on behalf of the Authority.

ITEM NO. A-7 Recommendation to Approve the Construction Manager at Risk, Ivey’s Construction, for the Guaranteed Maximum Price for the Federal Inspection Station Project in an amount not to exceed \$4,630,478.33.

At the August 24, 2016 Board Meeting, Ivey’s Construction was accepted as Construction Manager at Risk for the Federal Inspection Station Project and performed preconstruction services while the final design was completed. Ivey’s extensive experience in dealing with U.S. Customs and Border Protection (CBP) helped guide this project to the acceptance of CBP.

Grant funding available for this project from the FAA was less than originally anticipated and the project team had to be creative in how the project would be completed based on funding availability. Added scope to the project included a passenger boarding bridge (or jetway) and renovations to the main concourse restrooms. The jetway was added in an effort to achieve 90 percent of the FAA Grant eligibility.

Ivey’s Construction has prepared their Guaranteed Maximum Price (GMP) based on BRPH’s 70 percent design documents. Initial costs were over the budget for the first phase of this work. Through Value Engineering, costs for the first phase of the FIS project are now within budget. BRPH continues to complete the final drawings which are expected within the next two weeks. Ivey’s Construction has already taken into account the refinement of the final drawings and that is reflected in their GMP.

Staff recommends approval of the Guaranteed Maximum Price (GMP) submitted by Ivey’s Construction for Construction Management at Risk Services for the Federal Inspection Station (FIS) Project in an amount not to exceed \$4,630,478.33 and authorization for the Executive Director to execute said agreement on behalf of the Authority.

ITEM NO. A-8 Recommendation for Approval of Final Change Order No. 1 to the Northside Access Road (St. Michael Place Extension) with Don Luchetti Construction, Inc.

Construction of the Northside Access Road is complete. FDOT has completed its inspection of the work. Change Order No. 1 incorporates work authorizations 1 - 5 required after the project had been bid and awarded for a total net decrease of \$12,277.75. This Change Order No. 1 is within the overall project budget. The final change order (\$12,277.75) will bring the total contract amount to \$1,223,282.25.

Don Luchetti Construction		
Original Contract Amount	\$	1,235,560.00
Change Order No. 1 (Final)		(12,277.75)
Final Contract Amount	\$	1,223,282.25

Staff recommends approval of Final Change Order No. 1 to Don Luchetti Construction Inc., for (\$12,277.75) with authorization for the Executive Director to execute Change Order No. 1 on behalf of the Authority.

ITEM NO. A-9 Recommendation for Approval of Final Change Order No. 1 to the 110 Aerospace Hangar Modification Project (AeroMod Hangar) with W&J Construction, Inc.

Construction of the 110 Aerospace Hangar Modification Project (AeroMod Hangar) for the fire deluge system and slab on grade reinforcing is complete. FDOT has completed its inspection of the work. Change Order No. 1 incorporates the Owner Direct Purchases (ODPs) with sales tax saving and the unused portion of the Project Contingency. This Change Order No. 1 is within the overall project budget. The final change order is a net decrease of \$916,709.36 which will bring the total contract amount to \$2,182,559.64.

<u>W & J Construction</u>		
Original Contract Amount	\$	3,099,269.00
Change Order No. 1 (Final)		<u>(916,709.36)</u>
Final Contract Amount	\$	<u>2,182,559.64</u>

Staff recommends approval of Final Change Order No. 1 to W&J Construction Inc., for (\$916,709.36) with authorization for the Executive Director to execute Change Order No. 1 on behalf of the Authority.

ITEM NO. A-10 Recommendation for Approval of Final Change Order No. 1 to the Taxiway ‘K’ Widening – Phase 3 Project with KCF Site Development, LLC.

Construction of the Taxiway ‘K’ Widening Project is complete. FDOT has completed its inspection of the work. Change Order No. 1 incorporates Work Authorization 1 - 5. This Change Order No. 1 will also be submitted to the FAA and FDOT requesting grant reimbursement. The final change order is an increase to the contract in the amount of \$48,021.78 which will bring the total contract amount \$1,223,204.73.

<u>KCF Site Development</u>		
Original Contract Amount	\$	1,175,182.95
Change Order No. 1 (Final)		<u>48,021.78</u>
Final Contract Amount	\$	<u>1,223,204.73</u>

Staff recommends approval of Final Change Order No. 1 to KCF Site Development, LLC for \$48,021.78 with authorization for the Executive Director to execute Change Order No. 1 on behalf of the Authority.

ITEM NO. A-11 Recommendation to Approve the Consulting Architectural Services Agreement for the Design of the Federal Inspection Station low voltage/data and security systems to BRPH in an amount not to exceed \$59,500.

In July, BRPH was approved for the Architectural Design Services for the Federal Inspection Station Project which includes the operations of Customs and Border Protection (CBP). At that time, Staff was still reviewing options for the low voltage/data and security systems for the project and it was excluded from the BRPH contract. Staff has completed its review of these systems and selected BRPH to perform the design services of these systems.

Staff recommends approval of the Consulting Architectural Services Agreement with BRPH not to exceed \$59,500.00 and authorization for the Executive Director to execute said agreement on behalf of the Authority.

ITEM NO. A-12 Performance Review of Executive Director position.

Mr. Greg Donovan, A.A.E., was hired August 2014 as the airport’s executive director. In accordance with Mr. Donovan’s contract, the Board will review his job performance on an annual basis and communicate its assessment of how well he has performed his duties. A comprehensive evaluation form was distributed to all board members in November that allows each board member to individually rate Mr. Donovan’s performance in ten categories. The board will discuss their collective findings and communicate it to the executive director.

INFORMATION ITEMS

- ITEM NO. I-1 Embraer Expansion Update**
- ITEM NO. I-2 Financial Update**
- ITEM NO. I-3 Operations Update**
- ITEM NO. I-4 Construction Projects Update**
- ITEM NO. I-5 Business Development Update**

PUBLIC SPEAKERS