



MELBOURNE AIRPORT AUTHORITY BOARD MEETING

AGENDA

January 27, 2021 at 8:30 AM

Orlando Melbourne International Airport Board Room

Pledge of Allegiance

Airport Announcements

Action Items

Approval of the minutes for the December 2, 2020 regularly scheduled Board Meeting.

Item A-1 Recommendation to Approve Resolution 1-21 Florida Department of Transportation (FDOT) Amendment to the Public Transportation Grant Agreement for the Northside Expansion/Ramp Rehab/Expansion Project.

This action item is to approve the amendment of the Florida Department of Transportation (FDOT) grant increasing the funds available for the Northside Expansion/Ramp Rehab/Expansion Project. The funding for the proposed grant is:

| | Original Amount | Amendment | Revised Amount |
|---------------|-----------------|--------------|----------------|
| FDOT | \$ 283,000 | \$ 1,000,000 | \$ 1,283,000 |
| MAA | \$ - | \$ - | \$ - |
| Total Funding | \$ 283,000 | \$ 1,000,000 | \$ 1,283,000 |

This grant is deemed being strategic to the state and accordingly is a 100 percent grant. This is part of the funding plan to develop infrastructure to enable development on the Northside of the airport.

Staff recommends approval of Resolution 1-21 of the amendment to the Public Transportation Grant Agreement with FDOT to fund the infrastructure needed to allow aircraft manufacturing on the Northside of the facility and authorization for the Chairman to execute said resolution on behalf of the Authority.

Item A-2 Recommendation to Approve Resolution 2-21 Florida Department of Transportation (FDOT) Deferred Reimbursement Agreement to Fund Infrastructure Improvements to Facilitate Development of the Northside of the Airport.

This action item is to approve the Florida Department of Transportation's (FDOT) 100 percent funding of the Northside Expansion/Ramp Rehab/Expansion needed to build the infrastructure that will enable the use of currently undeveloped property for aircraft manufacturing at the airport. This is part of the State's 100 percent funding commitment of \$15.5 million. The remaining funds are/will be issued as stand-alone grant agreements funded on a pay-as-you-go basis. Because of funding limitations by the State, FDOT has offered the following funds on a deferred payment basis. Executing this agreement will allow the airport to proceed with the improvements, using MAA funds initially, and obtaining reimbursement after the fact.

The reimbursement schedule, which is defined in the Agreement, is as follows:

| Number | Reimbursement | |
|--------|---------------|--------------|
| | Date | Amount |
| 1 | 9/30/2022 | \$ 300,000 |
| 2 | 12/31/2022 | \$ 300,000 |
| 3 | 3/31/2023 | \$ 300,000 |
| 4 | 6/30/2023 | \$ 300,000 |
| 5 | 9/30/2023 | \$ 1,071,700 |
| 6 | 12/31/2023 | \$ 1,071,700 |
| 7 | 3/31/2024 | \$ 1,071,700 |
| 8 | 6/30/2024 | \$ 1,071,700 |
| 9 | 9/30/2024 | \$ 1,071,700 |
| 10 | 12/31/2024 | \$ 1,071,700 |
| 11 | 3/31/2025 | \$ 771,700 |
| 12 | 6/30/2025 | \$ 771,700 |
| 13 | 9/30/2025 | \$ 771,700 |
| 14 | 12/31/2025 | \$ 771,700 |
| | Total | \$10,717,000 |

Staff recommends approval of Resolution 2-21 Florida Department of Transportation's Deferred Reimbursement Agreement to provide funding for infrastructure and authorization for the Chairman to execute said resolution on behalf of the Authority.

Item A-3 Recommendation to Award the next phase of work to The Haskell Company/RS&H/Kinley team under its Progressive Design/Build Contract for the Construction Administration of the Apron Reconstruction/Expansion Project in an Amount Not-to-Exceed \$267,007.

As part of the Terminal Renovation and Apron Reconstruction/Expansion Project, the apron portion of the project was separated as required by the Federal Aviation Administration (FAA). The design for this work was completed under the Progressive Design/Build Contract. As the project moves into the construction phase of this work, the engineers are required to perform construction administration (CA) as required by the FAA General Provisions for any paving project over \$500,000. Its services for the CA include reviewing shop drawings and submittals, answering Requests for Information (RFI's), review quality control and assurance plans, attend weekly progress meetings, prepare any supplemental instructions, review pay applications, and review and prepare final as-built drawings. The CA will also coordinate with the Resident Project Representative (RPR) for verification of quality control inspections.

The complete design costs for this work were previously approved in the amount of \$650,797. The cost for the CA services is \$267,007 bringing the total design costs to \$917,804. This percentage of total design and administrative costs at 8.4 percent is less than the industry standard of 12 percent for this scope of work.

Staff recommends approval of the award to The Haskell Company/RS&H/Kinley for the construction administration for the Progressive Design/Build of the Apron Reconstruction/Expansion in an amount not-to-exceed \$267,007 and authorization for the Executive Director to execute said agreement on behalf of the Authority. Funding is comprised of federal funding (FAA grant that has already been awarded) and state funding (the deferred reimbursement agreement in Item A-2).

Item A-4 Recommendation to Increase the Purchase Order to Vanasse Hangen Brustlin, Inc., (VHB) under its Continuing Services Contract, for the Traffic Study Review for the Terminal Renovation and Expansion Project in an Amount Not-To-Exceed \$4,500.

In November 2019, Vanasse Hangen Brustlin, Inc. (VHB) was hired under its Continuing Services Contract to prepare documents for the needs assessment for TUI and to develop the Terminal Renovation and

Expansion Project to submit to the Federal Aviation Administration (FAA) as part of the pre-application grant requirement.

Since then, VHB has provided services for the bid package criteria analysis, FAA project application, and overall design review and adherence to the International Air Transport Association (IATA) for the project.

As the project prepares to be submitted to the City of Melbourne for permitting, the City's Engineering Department has forwarded the project to the City's Planning and Zoning Department (P&Z). The P&Z has reviewed the initial submittal and has requested a traffic study of the project which must be approved before any building permits are issued.

VHB as part of its project application to the FAA, has previously prepared a traffic study for the Environmental Assessment (EA) as it related to the impact to the Eastern Florida State College. Since it has already completed a portion of a traffic study for the project, there would be savings in using VHB again with its collected data.

The PO tasks are listed below with the third task being the new proposed task for VHB's services:

| | |
|---|------------------|
| VHB Task 1 PO (Board approved FAA Pre-Application) | \$ 33,730 |
| VHB Task 2 PO (Board approved Bid Package Criteria Analysis) | \$ 19,960 |
| VHB Task 3 PO (Board approved FAA Application, Overall Design Review) | \$222,450 |
| VHB Task 4 PO (Traffic Study) | <u>\$ 4,500</u> |
| Purchase Order Total | \$280,640 |

Staff recommends approval of the increase of a purchase order to Vanasse Hangen Brustlin, Inc. in an amount not-to-exceed \$4,500 for providing a traffic study for the Terminal Renovation and Expansion Project and authorization for the Executive Director to execute said Purchase Order on behalf of the Authority.

Item A-5 Recommendation to Approve a Change Order to Carr & Collier, Inc., for the Electrical Portion of the Terminal Renovation and Expansion: Apron Reconstruction/Expansion Project in an Amount of \$1,279,200.

During review of the low bid for the Terminal Renovation and Expansion: Apron Reconstruction/Expansion Project, the engineer noted some cost discrepancies in the electrical pricing of the bid. This was discussed with the low bidder during the post bid review. The bidder was firm on the electrical costs that were disputed by the engineers.

Last month the apron project was awarded to Carr & Collier (CCI) and the electrical portion of the bid was deducted from its contract in the amount of \$1,329,200. With the help of the Design/Build Team, three additional electrical contractors were solicited for bids.

Reviewing the three bids along with the original bid, some scope differences were discovered. Completing a review of all pricing with adjustments to verify that the scopes were the same, a savings from the original bid was still achieved.

To maintain the coordination of the electrical work with the apron contractor, this scope of work is being returned to CCI under its contract. The costs saving, while anticipated to be higher, will net a savings of \$50,000.

Staff recommends approval of a change order to Carr & Collier, Inc., for the Terminal Renovation and Expansion: Apron Reconstruction/Expansion Project in the amount of \$1,279,200 and authorization for the Executive Director to execute said agreement on behalf of the Authority.

Item A-6 Recommendation to Increase the Purchase Order with Environmental Science Associates (ESA), under its Continuing Services Contract, for Updating the Interim Airport Layout Plan (ALP) and Including a Surface Transportation Element now required by the Federal Aviation Administration for the Northside Expansion Project in an Amount Not-To-Exceed \$16,500.

Last month, the Board approved a purchase order to ESA under its continuing services contract to update the ALP and complete a focused Environmental Assessment (EA) for the proposed Northside Expansion Project in the amount of \$175,000.

ESA has submitted interim updates to the FAA for review and comment. During one of the reviews, the FAA has requested a surface transportation element be added to the ALP and EA.

ESA has retained the services of Vanasse Hangen Brustlin, Inc. (VHB) to perform the surface transportation element as it has provided this information to ESA as part of the original master plan. As VHB is already conducting traffic surveys for the Terminal Renovation and Expansion Project, there is some savings by using VHB to conduct the work required for the Northside Expansion Project.

The PO tasks are listed below:

| | |
|--|------------------|
| ESA Task 1 PO (Board approved FAA ALP Update & EA) | \$175,000 |
| ESA Task 2 PO (Surface Transportation Analysis) | <u>\$ 16,500</u> |
| Purchase Order Total | \$291,500 |

Staff recommends approval of the increase of a purchase order to Environmental Science Associates (ESA) in an amount not-to-exceed \$16,500 for providing a surface transportation study for the Northside Expansion Project and authorization for the Executive Director to execute said contract on behalf of the Authority.

Item A-7 Recommendation to Approve an Air Show and Contract with The Air Show Network in Planning and Producing an Event for 2021.

In the fall of 2019, the airport formed a committee to develop a Request for Proposals (RFP) to solicit air show production services consistent with Airport Procurement Policies and Guidelines. In developing the RFP, the committee emphasized several objectives with the primary objective being to continue to host successful, regional caliber, air shows featuring military jet demonstration teams at MLB.

At the conclusion of the RFP process, the airport received one bid. The Air Show Network (ASN) was selected by the committee to provide air show production services for MLB. ASN is one of the largest and most respected "guest services companies" in North America. Founded in 1983, ASN has been a part of over 1,000 air shows including some of the most prestigious events in aviation over the past three decades. These events include the U.S. Air Force's 50th anniversary celebration as well as annual productions of San Francisco's Fleet Week. ASN has produced Air Shows in 40 US states and 4 Canadian Provinces.

Throughout 2020, airport staff worked diligently with ASN to develop a partnership to create the airport's next air show. A major component of this process included developing, and verifying with the FAA's Orlando FSDO, the aerobatic box required for a military jet demonstration team.

As a result of successfully developing the required aerobatic box, ASN was able to acquire a slot on the U.S. Navy Blue Angels 2021 schedule for May 15 and 16. "The Great Florida Air Show" at Orlando Melbourne International Airport, hosted by Northrop Grumman, will mark the Blue Angels first return to Melbourne since 2015. MLB will be one of the first shows in which the Blue Angels perform in its new, larger, and more powerful F-18 Super Hornet.

With a military jet demonstration team secured, airport staff and ASN have negotiated terms for a single air show production contract beginning February 1, 2021. Both parties will have the option to extend the

contract for three additional shows or a five-year term, whichever is greater. As part of the contract ASN will assume all financial responsibility to produce an air show at MLB, and as such, will determine on March 1, 2021 whether the show can and/or should move forward depending on the status of the pandemic, response, and restrictions at that time. Should the 2021 show move forward, the airport will also receive the following:

- One chalet for 250 spectators per day immediately adjacent to the title sponsor's chalet.
- One (1) 15-foot by 15-foot three-sided tent to be used for public relations purposes, co-located next to the title sponsor's public relations tent.
- 20 percent of "net profits" from the airshow.

"Net profits" shall be computed by adding the revenues generated from ticket sales, chalets, upgraded seating, parking, and sponsor fees, less the direct cost of producing the air show. Direct costs will include ASN's management fee of \$175,000. Note: Concession revenues will not be included when calculating "net profits."

Staff recommends approval of a contract with The Air Show Network in planning and producing an event at MLB on May 15 and 16, 2021 and authorization for the Executive Director to execute said contract on behalf of the Authority.

Discussion Items

D-1 Briefing on Phase-Three of 'Operation Teamwork'

Information Items

- Item I-1 Financial Update**
- Item I-2 Operations Update**
- Item I-3 Construction Projects Update**
- Item I-4 Business Development and Marketing Update**

Public Speakers

Adjournment

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.



One Air Terminal Parkway
Suite 220
Melbourne, FL 32901 USA
MLBair.com

RESOLUTION NO. 1-21

A RESOLUTION OF THE CITY OF MELBOURNE AIRPORT AUTHORITY, BREVARD COUNTY, FLORIDA, AMENDING THE "PUBLIC TRANSPORTATION GRANT AGREEMENT" FOR THE NORTHSIDE EXPANSION/RAMP REHAB/EXPANSION PROJECT WITH THE STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) PROVIDING FOR THE FINANCIAL PARTICIPATION BY THE DEPARTMENT OF TRANSPORTATION IN CERTAIN AIRPORT IMPROVEMENT PROJECTS AT THE MELBOURNE INTERNATIONAL AIRPORT

WHEREAS, the City of Melbourne Airport Authority has requested financial participation by the State of Florida Department of Transportation in certain Airport improvement projects, and

WHEREAS, the State Department of Transportation had previously approved a grant amount of \$283,000 and has approved the request for financial assistance and agrees to increase the maximum participation amount by \$1,000,000 for a total grant amount not to exceed \$1,283,000 upon the terms and conditions stated in said agreement.

NOW THEREFORE, BE IT RESOLVED BY THE CITY OF MELBOURNE AIRPORT AUTHORITY AS FOLLOWS:

SECTION 1. That the City of Melbourne Airport Authority, Brevard County, Florida, agrees to amend a "Public Transportation Grant Agreement" with the State of Florida Department of Transportation providing for assistance by the State in the form of a Grant increase not to exceed the amount of \$1,000,000.00 upon the terms and conditions stated in said agreement.

SECTION 2. That Jack L. Ryals, Chairman, is hereby to execute on behalf of the City of Melbourne Airport Authority, and Gregory Donovan, Executive Director, is hereby authorized and directed to impress the official seal of the City of Melbourne Airport Authority, Brevard County, Florida, and attest said execution.

SECTION 3. That the City of Melbourne Airport Authority, Brevard County, Florida, expresses its sincere appreciation to the State Department of Transportation for the above grant and pledges its continued support and cooperation in the improvement and development of the Orlando Melbourne International Airport as a vital link in the State's Transportation System.

SECTION 4. This Resolution was duly passed at a regular meeting of the Melbourne Airport Authority, Brevard County, Florida, on the 27th Day of January 2021.

BY: _____
Jack L. Ryals, Chairman
Melbourne Airport Authority

ATTEST:

Greg Donovan, Executive Director



One Air Terminal Parkway
Suite 220
Melbourne, FL 32901 USA
MLBair.com

RESOLUTION NO. 2-21

A RESOLUTION OF THE CITY OF MELBOURNE AIRPORT AUTHORITY, BREVARD COUNTY, FLORIDA, ENTERING INTO "DEFERRED REIMBURSEMENT AGREEMENT" TO PROVIDE FUNDING FOR THE NORTHSIDE EXPANSION/RAMP REHAB/EXPANSION PROJECT WITH THE STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) PROVIDING FOR THE FINANCIAL PARTICIPATION BY THE DEPARTMENT OF TRANSPORTATION IN CERTAIN AIRPORT IMPROVEMENT PROJECTS AT THE MELBOURNE INTERNATIONAL AIRPORT

WHEREAS, the City of Melbourne Airport Authority has requested financial participation by the State of Florida Department of Transportation in certain Airport improvement projects, and

WHEREAS, the State Department of Transportation has approved the request for financial assistance (paid after the costs are incurred in the terms/amounts specified in the Agreement) and agrees to a maximum participation in the amount not to exceed \$10,717,000 upon the terms and conditions stated in said agreement.

NOW THEREFORE, BE IT RESOLVED BY THE CITY OF MELBOURNE AIRPORT AUTHORITY AS FOLLOWS:

SECTION 1. That the City of Melbourne Airport Authority, Brevard County, Florida, agrees to enter into a "Deferred Reimbursement Agreement" with the State of Florida Department of Transportation providing for assistance by the State in the form of a Grant in the amount not to exceed \$10,717,000 upon the terms and conditions stated in said agreement.

SECTION 2. That Jack L. Ryals, Chairman, is hereby to execute on behalf of the City of Melbourne Airport Authority, and Gregory Donovan, Executive Director, is hereby authorized and directed to impress the official seal of the City of Melbourne Airport Authority, Brevard County, Florida, and attest said execution.

SECTION 3. That the City of Melbourne Airport Authority, Brevard County, Florida, expresses its sincere appreciation to the State Department of Transportation for the above grant and pledges its continued support and cooperation in the improvement and development of the Orlando Melbourne International Airport as a vital link in the State's Transportation System.

SECTION 4. This Resolution was duly passed at a regular meeting of the Melbourne Airport Authority, Brevard County, Florida, on the 27th Day of January 2021.

BY: _____
Jack L. Ryals, Chairman
Melbourne Airport Authority

ATTEST:

Greg Donovan, Executive Director

ORLANDO MELBOURNE INTERNATIONAL AIRPORT

**Income Statement
November 30, 2020**

| | Year To Date Actual | | | |
|---|---------------------|------------------|------------------|------------|
| | 11/30/2020 | 11/30/2019 | \$ change | % change |
| Operating Revenue | | | | |
| Airline Landing Fees | 49,974 | 83,633 | (33,660) | -40% |
| Airline Service Fees | 257,400 | 302,461 | (45,062) | -15% |
| Land & Bldg Lease Rents | 1,490,936 | 1,406,844 | 84,092 | 6% |
| Terminal Rents | 38,992 | 38,992 | 0 | 0% |
| Parking Lot Fees | 135,850 | 327,858 | (192,008) | -59% |
| Car Rental Concessions | 111,579 | 137,419 | (25,840) | -19% |
| Restaurant Concessions | 6,940 | 22,729 | (15,789) | -69% |
| Mobile Home Park Rent | 312,197 | 317,440 | (5,243) | -2% |
| T-Hangar Rentals | 17,248 | 18,816 | (1,568) | -8% |
| Operating Grant Revenue | 9,840 | 10,860 | (1,020) | -9% |
| Other | 41,373 | 54,538 | (13,165) | -24% |
| Total Operating Revenues | 2,472,330 | 2,721,592 | (249,262) | -9% |
| Operating Expense: | | | | |
| Personnel Services | 658,836 | 700,161 | (41,325) | -6% |
| Contract Services | 853,272 | 763,581 | 89,691 | 12% |
| Police & Fire Services | 194,027 | 188,798 | 5,229 | 3% |
| Maintenance and Operations | 545,084 | 662,976 | (117,891) | -18% |
| Other | - | - | 0 | #DIV/0! |
| Total Operating Expenses | 2,251,220 | 2,315,516 | (64,296) | -3% |
| Operating Income (Loss) | 221,110 | 406,076 | (184,966) | |
| Non-Operating Revenue (Expense): | | | | |
| Passenger Facility Charges | 57,437 | 79,159 | (21,722) | -27% |
| Customer Facility Charges | 78,027 | 109,095 | (31,068) | -28% |
| CARES Grant Revenue | 611,761 | - | 611,761 | #DIV/0! |
| Gain on Sale of Assets | 4,665 | - | 4,665 | #DIV/0! |
| Interest Income (Loss) | (81,089) | 57,106 | (138,195) | -242% |
| Ad Valorem Tax Revenue | 907,332 | 1,565,735 | (658,403) | -42% |
| Ad Valorem Tax Expense | (915,764) | (1,570,163) | 654,398 | -42% |
| (Loss) on Disposal of Fixed Assets | - | - | 0 | #DIV/0! |
| Interest Expense | - | - | - | #DIV/0! |
| Total Non-Operating Revenue (Expense) | 662,369 | 240,933 | 421,436 | |
| Net Income (Loss) Before Depreciation* | 883,479 | 647,009 | | |

* Net Income before capital contributions and transfers

ORLANDO MELBOURNE INTERNATIONAL AIRPORT
Statement of Revenues, Expenditures and Changes in Fund Net Assets
November 30, 2020

| | YTD Actual | Annual Budget | % of Budget |
|--|------------------|--------------------|-------------|
| Operating Revenues: | | | |
| Airline Landing Fees | 49,974 | 328,312 | 15% |
| Airline Service Fees | 257,400 | 1,129,678 | 23% |
| Land & Bldg Lease Rents | 1,490,936 | 8,416,372 | 18% |
| Terminal Rents | 38,992 | 257,705 | 15% |
| Parking Lot Fees | 135,850 | 850,000 | 16% |
| Car Rental Concessions | 111,579 | 481,162 | 23% |
| Restaurant Concessions | 6,940 | 64,893 | 11% |
| Mobile Home Park Rent | 312,197 | 2,018,003 | 15% |
| T-Hangar Rentals | 17,248 | 118,081 | 15% |
| Operating Grant Revenue | 9,840 | 72,000 | 14% |
| Other | 41,373 | 250,329 | 17% |
| Total Operating Revenues | 2,472,330 | 13,986,535 | 18% |
| Operating Expense: | | | |
| Personnel Services | 658,836 | 5,651,466 | 12% |
| Contract Services | 853,272 | 4,787,746 | 18% |
| Police & Fire Services | 194,027 | 1,206,260 | 16% |
| Maintenance and Operations | 545,084 | 5,244,755 | 10% |
| Other | - | - | #DIV/0! |
| Total Operating Expenses | 2,251,220 | 16,890,227 | 13% |
| Operating Income (Loss) | 221,110 | (2,903,692) | |
| Non-Operating Revenue (Expense): | | | |
| Passenger Facility Charges | 57,437 | 467,373 | 12% |
| Customer Facility Charges | 78,027 | 350,000 | 22% |
| CARES Grant Revenue | 611,761 | 8,600,000 | 7% |
| Gain on Sale of Assets | 4,665 | - | #DIV/0! |
| Interest Income (Loss) | (81,089) | 197,220 | -41% |
| Ad Valorem Tax Revenue | 907,332 | 1,982,647 | 46% |
| Ad Valorem Tax Expense | (915,764) | (1,971,907) | 46% |
| Gain (Loss) on Disposal of Fixed Assets | - | - | #DIV/0! |
| Interest Expense | - | - | #DIV/0! |
| Total Non-Operating Revenue (Expense) | 662,369 | 9,625,333 | |
| Net Income (Loss) before | | | |
| Depreciation, Transfers, and Capital Contributions | 883,479 | 6,721,641 | |
| Depreciation Expense | - | - | |
| Intra Transfer to Airport Capital | - | (145,000) | 0% |
| Net Income (Loss) After Transfers | 883,479 | 6,576,641 | |

**Orlando Melbourne International Airport
Top 10 Operating Revenues
11/30/2020**

| Rank | Description | YTD FY 2021 | FY 21 % of Total Rev | YTD FY 2020 | FY 20 % of Total Rev | \$ Change | % Change |
|--------------------------------|---------------------------------|----------------|-------------------------|----------------|-------------------------|-----------|----------|
| 1 | Airfield Facilities Rental | 795,157 | 32% | 753,622 | 28% | 41,535 | 6% |
| 2 | Commercial Business Center Rent | 531,576 | 22% | 495,883 | 18% | 35,693 | 7% |
| 3 | Tropical Haven Revenue | 309,838 | 13% | 314,781 | 12% | (4,943) | -2% |
| 4 | Ground Handling Revenue | 157,417 | 6% | 181,091 | 7% | (23,674) | -13% A |
| 5 | Parking Revenue | 135,850 | 5% | 327,858 | 12% | (192,008) | -59% A |
| 6 | Hangar Rent | 123,903 | 5% | 123,903 | 5% | - | 0% |
| 7 | Terminal Rent-Airline | 118,094 | 5% | 136,721 | 5% | (18,627) | -14% B |
| 8 | Car Rental Concession | 111,579 | 5% | 137,419 | 5% | (25,840) | -19% A |
| 9 | Landing Fees | 46,568 | 2% | 83,633 | 3% | (37,065) | -44% A |
| 10 | T-Hangar Rent | 16,248 | 1% | 17,816 | 1% | (1,568) | -9% |
| Total Top 10 Operating Revenue | | 2,346,230 | 95% | 2,572,727 | 95% | (226,497) | |
| Other Operating Revenue | | 126,100 | 5% | 148,865 | 5% | (22,765) | -15% |
| Total Operating Revenue | | 2,472,330 | 100% | 2,721,592 | 100% | (249,262) | -9% |

A Passenger-based revenues dropped due to the Covid 19 recession which started in mid-March 2019.

B Gate use fees charged to airlines is a large component of this revenue. Gate use fees are assessed based on usage and, due to the pandemic that began in March 2020 followed by reductions in flights from scheduled carriers, revenue has decreased compared to prior year.

**Orlando Melbourne International Airport
Top 10 Operating Expenses
11/30/2020**

| Description | YTD FY 2021 | FY 21 % Operating Expense | YTD FY 2020 | FY 20 % Operating Expense | \$ change | % change |
|--------------------------------|----------------|---------------------------------|----------------|---------------------------------|-----------|----------|
| 1 Personnel | 658,836 | 29% | 700,161 | 30% | (41,325) | -6% |
| 2 Other Contract Services | 504,399 | 22% | 521,110 | 23% | (16,711) | -3% |
| 3 Fire Services | 189,070 | 8% | 184,487 | 8% | 4,583 | 2% |
| 4 Outside Counsel Fees | 156,821 | 7% | 31,944 | 1% | 124,877 | 391% A |
| 5 Electric | 86,469 | 4% | 89,060 | 4% | (2,591) | -3% |
| 6 Risk Management | 70,310 | 3% | 63,726 | 3% | 6,584 | 10% |
| 7 Consulting Fees | 67,236 | 3% | 51,574 | 2% | 15,662 | 30% |
| 8 Contractual Employee | 64,163 | 3% | 87,428 | 4% | (23,265) | -27% B |
| 9 Cable TV Expense | 50,284 | 2% | 46,698 | 2% | 3,586 | 8% |
| 10 Solid Waste Disposal | 39,864 | 2% | 38,280 | 2% | 1,584 | 4% |
| Total Top 10 Operating Expense | 1,887,452 | 84% | 1,814,468 | 78% | | |
| Other Operating Expense | 363,768 | 16% | 501,048 | 22% | (137,280) | -27% C |
| Total Operating Expense | 2,251,220 | 100% | 2,315,516 | 100% | (64,296) | -3% |

A Increase is due to GOAA lawsuit; \$129,000 was paid in the first 2 months of FY 21 invoice to Lott & Fisher.

B Lower cost is due to a reduction of contract employees used compared to prior year (this is a timing issue as employees turn over it takes time to fill the vacancies, the recruiting and passing background checks). Accordingly, this downward trend for this expense is not expected to continue throughout FY 21.

C Approximately half of the decrease is due to new radios that were purchased in October 2019 (non-recurring purchases) for the Airport police.

Orlando Melbourne Int'l Airport
Cash Flow Projection
11/30/2020

| | December-20 | January-21 | February-21 | March-21 | April-21 | May-21 | June-21 | July-21 | August-21 | September-21 | October-21 | November-21 |
|--|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Beginning Cash Balance | \$ 21,032,641 | \$ 20,238,125 | \$ 18,892,914 | \$ 18,892,967 | \$ 19,832,878 | \$ 18,276,669 | \$ 25,326,984 | \$ 22,447,087 | \$ 22,103,418 | \$ 19,657,927 | \$ 19,627,166 | \$ 16,986,781 |
| Operating Revenue | 1,181,980 | 1,181,980 | 1,181,980 | 1,181,980 | 1,181,980 | 1,181,980 | 1,181,980 | 1,181,980 | 1,181,980 | 1,181,980 | 1,181,980 | 1,181,980 |
| Plus: CARES Grant | | | 2,250,000 | | | 2,250,000 | | | | 2,250,000 | | |
| Less: Prepaid Rent Recorded as Deferred Revenue | (27,272) | (27,272) | (27,272) | (27,272) | (27,272) | (27,272) | (27,272) | (27,272) | (27,272) | (27,272) | (27,272) | (27,272) |
| Plus: Monthly Collections Ad Valorem Tax | 133,988 | 133,988 | 133,988 | 133,988 | 133,988 | 133,988 | 133,988 | 133,988 | 133,988 | 133,988 | 133,988 | 133,988 |
| Plus: Land Sales | | | | 815,000 | | 3,900,000 | | | 1,900,000 | | | |
| Operating Expense: | | | | | | | | | | | | |
| Liability Insurance | | | | | | | | (52,550) | | | | |
| Personnel | (461,906) | (461,906) | (461,906) | (461,906) | (461,906) | (461,906) | (461,906) | (461,906) | (461,906) | (461,906) | (473,453) | (473,453) |
| Tul Transition Consultant | (13,500) | (13,500) | (13,500) | (13,500) | (13,500) | (13,500) | (13,500) | (13,500) | (13,500) | (13,500) | (13,500) | (13,500) |
| Maintenance and Operations Expense | (852,077) | (852,077) | (852,077) | (852,077) | (852,077) | (852,077) | (852,077) | (852,077) | (852,077) | (852,077) | (852,077) | (852,077) |
| Net Increase (Decrease) in Cash Flow from Operations | (38,787) | (38,787) | 2,211,213 | 776,213 | (38,787) | 6,111,213 | (38,787) | (91,337) | 1,861,213 | 2,211,213 | (50,335) | (2,645,196) |
| Total Capital Outlay | (1,776,765) | (2,825,745) | (3,959,848) | (3,739,792) | (3,649,316) | (3,317,864) | (4,029,364) | (3,911,364) | (4,375,364) | (4,345,363) | (4,376,359) | (2,784,299) |
| Total Capital Grant Revenue | 916,708 | 1,385,185 | 1,640,634 | 3,831,562 | 2,069,773 | 4,194,029 | 1,124,499 | 3,604,268 | - | 2,038,000 | 1,665,908 | 78,134 |
| PFC Collections (Reimbursement of Eligible Costs) | 39,228 | 50,456 | 40,629 | 41,129 | 35,520 | 35,988 | 36,455 | 31,314 | 39,259 | 37,390 | 77,400 | 77,400 |
| CFC Collections (Designated for Future Projects) | 65,100 | 83,700 | 67,425 | 30,800 | 26,600 | 26,950 | 27,300 | 23,450 | 29,400 | 28,000 | 43,000 | 43,000 |
| Net Increase (Decrease) in Cash From Capital | (755,729) | (1,306,424) | (2,211,160) | 163,698 | (1,517,422) | 939,103 | (2,841,110) | (252,332) | (4,306,705) | (2,241,973) | (2,590,051) | (2,585,765) |
| Beginning Cash/Investments | 21,032,641 | 20,238,125 | 18,892,914 | 18,892,967 | 19,832,878 | 18,276,669 | 25,326,984 | 22,447,087 | 22,103,418 | 19,657,927 | 19,627,166 | 16,986,781 |
| Ending Cash/Investments | 20,238,125 | 18,892,914 | 18,892,967 | 19,832,878 | 18,276,669 | 25,326,984 | 22,447,087 | 22,103,418 | 19,657,927 | 19,627,166 | 16,986,781 | 11,755,820 |

Orlando Melbourne Int'l Airport
Cash Flow Projection - Capital Exp and Grant Revenue
11/30/2020

| Capital Project Expenditures | Proj # | Total Cost | Ind: | Prior Expenditures | December-20 | January-21 | February-21 | March-21 | April-21 | May-21 | June-21 | July-21 | August-21 | September-21 | October-21 | November-21 |
|---|--------|------------|------|--------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|-------------|-------------|
| Obstruction Removal and Lighting | 50218 | 1,225,000 | E | (1,150,510) | - | - | - | - | - | - | - | - | - | - | - | - |
| PBB 4 and 7 Replacement | 50019 | 2,464,958 | E | (2,392,469) | - | - | - | - | - | - | - | - | - | - | - | - |
| ATCT Tower Demo | 55019 | 388,000 | D | (332,114) | - | - | - | - | - | - | - | - | - | - | - | - |
| Airfield Utilities-GA Dr. & SO Lift | 51119 | 1,400,000 | E | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Ground Run Up Enclosure Facility | 50319 | 4,000,000 | D | (2,488,280) | (885,532) | (626,188) | - | - | - | - | - | - | - | - | - | - |
| Security System-phase 1 | 50419 | 461,959 | D | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Terminal Exp-Public Space (Haskell) | 50519 | 18,030,095 | D | (2,327,581) | (778,381) | (933,515) | (2,742,849) | (2,631,227) | (2,540,751) | (2,209,299) | (2,970,799) | (2,802,799) | (3,266,799) | (3,256,798) | (3,267,799) | (2,752,799) |
| Terminal Exp-Public Spaces (Others) | 50519 | - | D | - | (37,000) | (31,500) | (31,500) | (31,500) | (31,500) | (31,500) | (31,500) | (31,500) | (31,500) | (31,500) | (31,500) | (31,500) |
| Terminal Exp-PBBs (2) | 54119 | 2,938,500 | D | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Terminal Exp-Apron | 54219 | 13,031,405 | D | (618,257) | (32,540) | (1,077,065) | (1,077,065) | (1,077,065) | (1,077,065) | (1,077,065) | (1,077,065) | (1,077,065) | (1,077,065) | (1,077,065) | (1,077,065) | (1,077,065) |
| ATCT Construction (FDOT) | 50215 | 300,000 | D | - | (55,000) | - | - | - | - | - | - | - | - | - | - | - |
| Airplane Deposit Facility | 50619 | 70,000 | C | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Taxiway S Improvements-Phase 1 | 50120 | 3,400,000 | D | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Perimeter Road Rehab | 50220 | 125,000 | C | - | (61,000) | - | - | - | - | - | - | - | - | - | - | - |
| PBB 5 Replacement | 50320 | 1,669,094 | D | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Roof Replacement-1250 Nasa Bldg 219 | 50420 | 150,000 | C | (149,809) | - | - | - | - | - | - | - | - | - | - | - | - |
| Aerospace Dr. Lift Station Replace | 50520 | 85,000 | C | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Tropical Haven Facility Improvements | 50620 | 153,000 | C | (146,227) | (7,263) | - | - | - | - | - | - | - | - | - | - | - |
| Northside Expansion | 54120 | 9,392,132 | D | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Northside Exp-SL Michael Pl Ext | 54220 | 6,100,000 | D | (45,350) | (47,434) | (47,434) | (47,434) | (47,434) | (47,434) | (47,434) | (47,434) | (47,434) | (47,434) | (47,434) | (47,434) | (47,434) |
| Northside Exp-T/W M Ext | 54320 | 3,930,000 | D | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Northside Exp-Infrastructure Dev | 54420 | 3,102,444 | D | (32,878) | (22,280) | - | - | - | - | - | - | - | - | - | - | - |
| Equipment Purchases | | 69,900 | C | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Total Capital Outlay | | | | | (1,776,765) | (2,825,745) | (3,959,848) | (3,739,792) | (3,649,316) | (3,317,864) | (4,029,364) | (3,911,364) | (4,375,364) | (4,345,363) | (4,376,359) | (2,784,299) |
| Grant Revenue | | | | | | | | | | | | | | | | |
| FAA ENTITLEMENT Grant - Obstruction Removal | | | | | | | | | | | | | | | | |
| FDOT Grant-OBSTRUCTION REMOVAL | | | | | | | | | | | | | | | | |
| FAA Ent Gmt - PBB 4 & 7 | | | | | | | | | | | | | | | | |
| FDOT Grant-PBB 4 & 7 | | | | | | | | | | | | | | | | |
| FAA Grant +6 Tower Demo | | | | | | | | | | | | | | | | |
| FDOT Grant-ATCT Demo | | | | | | | | | | | | | | | | |
| FDOT Grant-ATCT Equip Relo | | | | | | | | | | | | | | | | |
| FDOT Grant ATCT Construction | | | | | | | | | | | | | | | | |
| FDEO Grant-Ground Run up | | | | | | | | | | | | | | | | |
| TERMINAL EXPANSION GRANTS | | | | | | | | | | | | | | | | |
| FDOT-Terminal Rehab FY 20/FY 21 (438452-1-94-03--\$6,093,959)** | | | | | | | | | | | | | | | | |
| FAA Discretionary PBBs (2) Gmt 50- FY 20 (\$2,644,650)*** | | | | | | | | | | | | | | | | |
| FAA Entitlements Term Rehab FY 20-FY 22 (\$6,895,959)*** | | | | | | | | | | | | | | | | |
| FAA Supplemental Term Rehab - FY 20 (\$4,444,444)*** | | | | | | | | | | | | | | | | |
| FAA Discretionary Ramp - FY 20 (\$6,000,000)*** | | | | | | | | | | | | | | | | |
| NORTHSIDE EXPANSION GRANTS | | | | | | | | | | | | | | | | |
| FDEO | | | | | | | | | | | | | | | | |
| FDOT | | | | | | | | | | | | | | | | |
| Total Grant Revenue | | | | | 916,708 | 1,385,185 | 1,640,034 | 3,831,562 | 2,069,773 | 4,194,029 | 1,124,499 | 3,604,268 | - | 2,038,000 | 1,665,908 | 78,134 |

* Note: The expenditure for this project was December 2018 (Tower equipment relocation paid to the FAA) but the 50% reimbursement from FDOT will be made once the final reconciliation from FAA is complete.
 ** Grants awarded Feb 20 & July 20; 50% grant
 *** Grant awarded September 2020; entitlement grant award is paid out over 3 years

**ORLANDO MELBOURNE INTERNATIONAL AIRPORT (MLB) MONTHLY ACTIVITY REPORT
NOVEMBER 2020**

| | 2020 | 2019 | MO CHANGE (%) | 2020 YTD | 2019 YTD | YTD CHANGE (%) |
|---|---------------|---------------|----------------|----------------|----------------|----------------|
| PASSENGERS | | | | | | |
| Revenue PAX - Domestic | | | | | | |
| Enplaned | 9,107 | 19,550 | -53.4% | 101,017 | 217,411 | -53.5% |
| Deplaned | 9,024 | 19,007 | -52.5% | 99,326 | 212,476 | -53.3% |
| Total Revenue PAX - Domestic | 18,131 | 38,557 | -53.0% | 200,343 | 429,887 | -53.4% |
| *Revenue PAX - Int'l | | | | | | |
| Enplaned | 24 | 57 | -57.9% | 197 | 2,908 | -93.2% |
| Deplaned | 79 | 191 | -58.6% | 896 | 3,992 | -77.6% |
| Total Revenue PAX - Int'l | 103 | 248 | -58.5% | 1,093 | 6,900 | -84.2% |
| Non-Revenue PAX | | | | | | |
| Enplaned | 535 | 715 | -25.2% | 6,279 | 8,692 | -27.8% |
| Deplaned | 504 | 723 | -30.3% | 6,046 | 8,963 | -32.5% |
| Total Non-Revenue PAX | 1,039 | 1,438 | -27.7% | 12,325 | 17,655 | -30.2% |
| Total PASSENGERS | 19,273 | 40,243 | -52.1% | 213,761 | 454,442 | -53.0% |
| CARGO Express/Freight/Sm Parcels (lbs) | | | | | | |
| OUT | 0 | 0 | #DIV/0! | 0 | 51,294 | -100.0% |
| IN | 0 | 0 | #DIV/0! | 0 | 14,257 | -100.0% |
| Total CARGO (lbs) | 0 | 0 | #DIV/0! | 0 | 65,551 | -100.0% |
| Cargo in Metric Tons | 0 | 0 | | 0 | 30 | |
| AIRCRAFT OPERATIONS | | | | | | |
| Air Carrier | 363 | 455 | -20.2% | 3,794 | 5,503 | -31.1% |
| Air Taxi | 288 | 239 | 20.5% | 2,327 | 2,995 | -22.3% |
| General Aviation - Itinerant | 4,602 | 7,424 | -38.0% | 62,333 | 74,910 | -16.8% |
| General Aviation - Local | 2,012 | 4,293 | -53.1% | 24,579 | 40,208 | -38.9% |
| Military | 55 | 53 | 3.8% | 531 | 893 | -40.5% |
| Total OPERATIONS | 7,320 | 12,464 | -41.3% | 93,564 | 124,509 | -24.9% |

*Includes Data from US Customs for General Aviation Passengers

**ORLANDO MELBOURNE INTERNATIONAL AIRPORT (MLB) MONTHLY ACTIVITY REPORT
DECEMBER 2020**

| | 2020 | 2019 | MO CHANGE (%) | 2020 YTD | 2019 YTD | YTD CHANGE (%) |
|---|---------------|---------------|----------------|----------------|----------------|----------------|
| PASSENGERS | | | | | | |
| Revenue PAX - Domestic | | | | | | |
| Enplaned | 8,686 | 20,551 | -57.7% | 109,703 | 237,962 | -53.9% |
| Deplaned | 9,119 | 21,251 | -57.1% | 108,445 | 233,727 | -53.6% |
| Total Revenue PAX - Domestic | 17,805 | 41,802 | -57.4% | 218,148 | 471,689 | -53.8% |
| *Revenue PAX - Int'l | | | | | | |
| Enplaned | 25 | 54 | -53.7% | 222 | 2,962 | -92.5% |
| Deplaned | 107 | 163 | -34.4% | 1,003 | 4,155 | -75.9% |
| Total Revenue PAX - Int'l | 132 | 217 | -39.2% | 1,225 | 7,117 | -82.8% |
| Non-Revenue PAX | | | | | | |
| Enplaned | 561 | 792 | -29.2% | 6,840 | 9,484 | -27.9% |
| Deplaned | 573 | 931 | -38.5% | 6,619 | 9,894 | -33.1% |
| Total Non-Revenue PAX | 1,134 | 1,723 | -34.2% | 13,459 | 19,378 | -30.5% |
| Total PASSENGERS | 19,071 | 43,742 | -56.4% | 232,832 | 498,184 | -53.3% |
| CARGO Express/Freight/Sm Parcels (lbs) | | | | | | |
| OUT | 0 | 0 | #DIV/0! | 0 | 51,294 | -100.0% |
| IN | 0 | 0 | #DIV/0! | 0 | 14,257 | -100.0% |
| Total CARGO (lbs) | 0 | 0 | #DIV/0! | 0 | 65,551 | -100.0% |
| Cargo in Metric Tons | 0 | 0 | | 0 | 30 | |
| AIRCRAFT OPERATIONS | | | | | | |
| Air Carrier | 407 | 516 | -21.1% | 4,201 | 6,019 | -30.2% |
| Air Taxi | 249 | 274 | -9.1% | 2,576 | 3,269 | -21.2% |
| General Aviation - Itinerant | 6,310 | 5,819 | 8.4% | 68,643 | 80,729 | -15.0% |
| General Aviation - Local | 3,081 | 2,800 | 10.0% | 27,660 | 43,008 | -35.7% |
| Military | 67 | 65 | 3.1% | 598 | 958 | -37.6% |
| Total OPERATIONS | 10,114 | 9,474 | 6.8% | 103,678 | 133,983 | -22.6% |

*Includes Data from US Customs for General Aviation Passengers

**Orlando Melbourne International Airport
Police Department
Monthly Activity Report
November 2020**

| | |
|--------------------------------------|-------------|
| Police Activity/ TSA Required Checks | |
| Response to Door & Gate Alarms | 129 |
| TSA Assists | 0 |
| Perimeter | 131 |
| Door inspections | 5 |
| SIDA & Secure Area Inspections | 275 |
| Gate Inspections | 6 |
| Customs Assists / Weapons Check | 0 |
| Security Violations | 3 |
| Assist to Other Agencies | 17 |
| Aircraft Alerts | 1 |
| Arrests | 0 |
| *Other Incident Reports | 576 |
| Traffic / Parking Citations/Warnings | 7 |
| K9 training & patrols | 0 |
| Total | 1150 |
| Administrative Action | |
| Security Badges Issued | 114 |
| Parking Permits Issued | 4 |
| Total | 118 |



Renee Purden

**Renee Purden, ACE
Chief of Police/ Director of Public Safety**

* Other incident reports may include: Citizen Assists, Officer Stand By, Suspicious Incidents, Vehicle Crash Reports, and Disturbance

Security Violations

11/09/20 – subject exited 122V and did not wait for the gate to close before leaving the area, area left unsecure

11/19/20 – subject attempted to enter Lot 2 with an expired SIDA badge.

11/19/20 – subject attempted to enter gate 386V and 377 V with an expired badge.

Aircraft Alert

11/23/30 – Alert 1 Three Souls on board, plane landed safely.

MISC.

11/03/20 – close patrols maintained for voting in Tropical Haven

**Assisted other agency with Rapid ID (7 subjects identified)

**Orlando Melbourne International Airport
Police Department
Monthly Activity Report
December 2020**

| | |
|--------------------------------------|-------------|
| Police Activity/ TSA Required Checks | |
| Response to Door & Gate Alarms | 154 |
| TSA Assists | 4 |
| Perimeter | 126 |
| Door inspections | 2 |
| SIDA & Secure Area Inspections | 313 |
| Gate Inspections | 2 |
| Customs Assists / Weapons Check | 0 |
| Security Violations | 5 |
| Assist to Other Agencies | 21 |
| Aircraft Alerts | 0 |
| Arrests | 1 |
| *Other Incident Reports | 468 |
| Traffic / Parking Citations/Warnings | 0 |
| K9 training & patrols | 1 |
| Total | 1097 |
| | |
| | |
| Administrative Action | |
| Security Badges Issued | 150 |
| Parking Permits Issued | 52 |
| | |
| Total | 202 |
| | |



Renee Purden 2020

Renee Purden, ACE
Chief of Police/ Director of Public Safety

* Other incident reports may include: Citizen Assists, Officer Stand By, Suspicious Incidents, Vehicle Crash Reports, and Disturbance

Security Violations

12/06/20 - Subject used an expired badge attempting to gain access to Lot 3.

12/06/20 – Subject had a disabled badge due to Non-compliance with the badge audit and entered the AOA behind another badged employee.

12/06/20 – Subject allowed another badge holder who had a disabled badge to enter the AOA with him.

12/17/20 – Subject allowed another employee to enter a secure parking area without proper authorization. Respective supervisors notified.

12/30/20 – During TSA security check, “sharp object” lockbox in concourse restaurant found unsecured, lockbox was secured, and supervisors notified.

Arrest

12/25/20 – Subject arrested at the checkpoint in reference to narcotics found in carry-on bag and charged with possession of cocaine and ecstasy.

Other

12/02/20 – Agency assist for MPD in reference to shooting incident located at 880 MLK Blvd COC. MAPD assisted with scene security. The suspect in this incident was taken into custody.

12/03/20 – Verbal disturbance by American Airlines passenger while on the aircraft. Subject was escorted off by American Airlines employee and then took a cab and left the property; his flight was rescheduled for 12/04/2020.

12/06/20 - Small Fire at Grumman Cargo Building, Fire Rescue contained and extinguished fire.

12/30/20 – Officers dispatched to 911 call up for battery with a weapon-suspect ran from area; MAPD conducted follow up foot patrols with MPD K9 unit.

Agency Assists

4 Rapid ID uses for MPD