



MELBOURNE AIRPORT AUTHORITY BOARD MEETING

AGENDA

February 24, 2021 at 8:30 AM

Orlando Melbourne International Airport Board Room

Pledge of Allegiance

Airport Announcements

Action Items

Approval of the minutes for the January 27, 2021 regularly scheduled Board Meeting.

Item A-1 Recommendation to Approve a Professional Services Agreement with Thorn Run Partners, LLC.

This is to enter an agreement with Thorn Run Partners to provide federal lobbyist services for the Melbourne Airport Authority as the current contract terminates April 30, 2021. Jim Davenport will continue as the principal representative. This new agreement will be for two years with two, one-year options commencing on May 1, 2021. The proposed fee is \$5,500 per month plus reimbursable expenses.

This past year Mr. Davenport worked with Airport staff on several issues and was instrumental in the Airport receiving Federal Aviation Administration (FAA) funding for the Terminal Renovation and Expansion project and has assisted staff with targeting other grant funding sources.

Staff recommends approval of the contract with Thorn Run Partners, LLC for federal lobbyist services and for professional consulting services, and request authorization for the Executive Director to execute the agreement on behalf of the Authority.

Discussion Items

Item D-1 Robert Stuart, GrayRobinson – State of Florida Legislative Update

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.

Orlando Melbourne Int'l Airport
Cash Flow Projection
12/31/2020

	January-21	February-21	March-21	April-21	May-21	June-21	July-21	August-21	September-21	October-21	November-21	December-21
Beginning Cash/Investment Balance	\$ 21,686,222	\$ 21,194,453	\$ 23,685,972	\$ 25,145,367	\$ 21,743,714	\$ 26,156,991	\$ 26,408,496	\$ 22,784,865	\$ 24,225,565	\$ 24,722,585	\$ 20,672,202	\$ 15,936,078
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	6,290,332	2,250,000			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)	(473,453)	(473,453)	(473,453)
Tui 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)	(3,446,938)	(852,077)
Net Increase (Decrease) in Cash Flow from Operations	(38,787)	3,026,213	(38,787)	(38,787)	6,111,213	(38,787)	(91,337)	1,861,213	2,211,213	(50,335)	(2,645,196)	2,199,665
Total Capital Outlay	(1,354,107)	(1,368,740)	(1,976,793)	(4,312,477)	(3,930,743)	(3,642,883)	(4,696,049)	(5,178,049)	(4,492,049)	(4,112,048)	(4,043,049)	(3,278,799)
Total Capital Grant Revenue	796,797	699,910	3,366,921	877,682	2,170,688	3,870,237	1,100,000	4,702,772	2,709,197	-	1,831,721	-
PFC Collections (Reimbursement of Eligible Costs)	39,228	50,436	40,629	41,129	35,520	35,988	36,455	31,314	39,259	72,000	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	40,000	43,000	43,000
Net Increase (Decrease) in Cash From Capital	(452,982)	(534,694)	1,498,182	(3,362,866)	(1,697,935)	290,291	(3,532,294)	(420,513)	(1,714,193)	(4,000,048)	(2,090,928)	(3,158,399)
Beginning Cash/Investments	21,686,222	21,194,453	23,685,972	25,145,367	21,743,714	26,156,991	26,408,496	22,784,865	24,225,565	24,722,585	20,672,202	15,936,078
Ending Cash/Investments	21,194,453	23,685,972	25,145,367	21,743,714	26,156,991	26,408,496	22,784,865	24,225,565	24,722,585	20,672,202	15,936,078	14,977,345

Orlando Melbourne Int'l Airport
Cash Flow Projection - Capital Exp and Grant Revenue
12/31/2020

Capital Project Expenditures	Proj #	Total Cost	Indi	Prior Expenditures	January-21	February-21	March-21	April-21	May-21	June-21	July-21	August-21	September-21	October-21	November-21	December-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	3,373,812	(124,116)	(502,072)										
Security System-phase 1	50419	461,959	D													
Terminal Exp-Public Space (Haskell)	50519	18,030,095	D	(3,105,952)	(1,125,941)	(449,238)	(1,495,293)	(3,280,977)	(2,784,501)	(2,511,383)	(3,164,549)	(3,046,549)	(3,260,549)	(3,230,548)	(3,261,549)	(2,746,549)
Terminal Exp-Public Space (Others)	50519				(21,759)	(37,000)	(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	12,557,676	D	(840,476)	-	(200,000)	(450,000)	(1,000,000)	(1,100,000)	(1,100,000)	(1,500,000)	(2,100,000)	(1,200,000)	(850,000)	(750,000)	(500,750)
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-St. Michael Pl Ext	54220	6,100,000	D	(103,350)	(42,150)	(42,150)										
Northside Exp-T/W M Ext	54320	3,930,000	D													
Northside Exp-Infrastructure Dev	54420	3,102,444	D													
Equipment Purchases		69,900	C		(32,878)	(22,280)			(14,742)							
Total Capital Outlay					(1,354,107)	(1,368,740)	(1,976,793)	(4,312,477)	(3,930,743)	(3,642,883)	(4,696,049)	(5,178,049)	(4,492,049)	(4,112,048)	(4,043,049)	(3,278,799)
Grant Revenue																
FAA ENTITLEMENT Grant - Obstruction Removal					-		-	-	-	-	-	-	-	-	-	-
FDOT Grant-OBSTRUCTION REMOVAL												-				
FAA Ent Grnt - PBB 4 & 7												-				
FDOT Grant-PBB 4 & 7																
FAA Grant 46 Tower Demo																
FDOT Grant-ATCT Demo																
FDOT Grant-ATCT Equip Relo						588,206										
FDOT Grant ATCT Construction								27,500								
FDEO Grant-Ground Run up				2,239,452	796,797	111,704	451,865	400,182								
TERMINAL EXPANSION GRANTS																
FDOT-Terminal Rehab FY 20/FY 21 (438452-1-94-03--\$6,093,954)**									983,038			1,587,762				1,831,721
FAA Discretionary PBBs (2) Grnt 50- FY 20 (\$2,644,650)***																
FAA Entitlements Term Rehab FY 20-FY 22 (\$6,895,959)***							2,715,056						2,000,000			-
FAA Supplemental Term Rehab - FY 20 (\$4,444,444)***										2,770,237		1,615,011	59,197			
FAA Discretionary Ramp - FY 20 (\$6,000,000)***							200,000	450,000	1,000,000	1,100,000	1,100,000	1,500,000	650,000			
NORTHSIDE EXPANSION GRANTS																
FDEO		3,922,132														
FDOT		1,283,000							187,650							
Total Grant Revenue					796,797	699,910	3,366,921	877,682	2,170,688	3,870,237	1,100,000	4,702,772	2,709,197	-	1,831,721	-

* 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.

ORLANDO MELBOURNE INTERNATIONAL AIRPORT

Income Statement

December 31, 2020

	Year To Date Actual		\$ change	% change
	12/31/2020	12/31/2019		
Operating Revenue				
Airline Landing Fees	82,271	127,913	(45,642)	-36%
Airline Service Fees	403,638	467,284	(63,646)	-14%
Land & Bldg Lease Rents	2,276,527	2,130,792	145,735	7%
Terminal Rents	58,489	58,489	0	0%
Parking Lot Fees	193,805	489,265	(295,460)	-60%
Car Rental Concessions	160,073	222,414	(62,341)	-28%
Restaurant Concessions	6,940	32,996	(26,056)	-79%
Mobile Home Park Rent	468,584	475,935	(7,351)	-2%
T-Hangar Rentals	25,697	28,224	(2,527)	-9%
Operating Grant Revenue	21,585	16,050	5,535	34%
Other	57,810	74,907	(17,097)	-23%
Total Operating Revenues	3,755,418	4,124,267	(368,849)	-9%
Operating Expense:				
Personnel Services	1,266,670	1,111,887	154,784	14%
Contract Services	1,329,575	1,186,275	143,300	12%
Police & Fire Services	289,667	281,882	7,785	3%
Maintenance and Operations	790,633	938,689	(148,056)	-16%
Other	-	-	0	#DIV/0!
Total Operating Expenses	3,676,544	3,518,732	157,813	4%
Operating Income (Loss)	78,874	605,536	(526,662)	
Non-Operating Revenue (Expense):				
Passenger Facility Charges	95,192	162,907	(67,715)	-42%
Customer Facility Charges	117,804	173,784	(55,980)	-32%
CARES Grant Revenue	611,761	-	611,761	#DIV/0!
Gain on Sale of Assets	9,715	-	9,715	#DIV/0!
Interest Income (Loss)	(61,060)	82,602	(143,662)	-174%
Ad Valorem Tax Revenue	907,332	1,565,735	(658,403)	-42%
Ad Valorem Tax Expense	(911,762)	(1,570,163)	658,401	-42%
(Loss) on Disposal of Fixed Assets	-	-	0	#DIV/0!
Interest Expense	-	-	-	#DIV/0!
Total Non-Operating Revenue (Expense)	768,982	414,865	354,117	
Net Income (Loss) Before Depreciation*	847,856	1,020,401		

* Net Income before capital contributions and transfers

ORLANDO MELBOURNE INTERNATIONAL AIRPORT
Statement of Revenues, Expenditures and Changes in Fund Net Assets
December 31, 2020

	YTD Actual	Annual Budget	% of Budget
Operating Revenues:			
Airline Landing Fees	82,271	328,312	25%
Airline Service Fees	403,638	1,129,678	36%
Land & Bldg Lease Rents	2,276,527	8,416,372	27%
Terminal Rents	58,489	257,705	23%
Parking Lot Fees	193,805	850,000	23%
Car Rental Concessions	160,073	481,162	33%
Restaurant Concessions	6,940	64,893	11%
Mobile Home Park Rent	468,584	2,018,003	23%
T-Hangar Rentals	25,697	118,081	22%
Operating Grant Revenue	21,585	72,000	30%
Other	57,810	250,329	23%
Total Operating Revenues	3,755,418	13,986,535	27%
Operating Expense:			
Personnel Services	1,266,670	5,651,466	22%
Contract Services	1,329,575	4,787,746	28%
Police & Fire Services	289,667	1,206,260	24%
Maintenance and Operations	790,633	5,244,755	15%
Other	-	-	#DIV/0!
Total Operating Expenses	3,676,544	16,890,227	22%
Operating Income (Loss)	78,874	(2,903,692)	
<u>Non-Operating Revenue (Expense):</u>			
Passenger Facility Charges	95,192	467,373	20%
Customer Facility Charges	117,804	350,000	34%
CARES Grant Revenue	611,761	8,600,000	7%
Gain on Sale of Assets	9,715	-	#DIV/0!
Interest Income (Loss)	(61,060)	197,220	-31%
Ad Valorem Tax Revenue	907,332	1,982,647	46%
Ad Valorem Tax Expense	(911,762)	(1,971,907)	46%
Gain (Loss) on Disposal of Fixed Assets	-	-	#DIV/0!
Interest Expense	-	-	#DIV/0!
Total Non-Operating Revenue (Expense)	768,982	9,625,333	
Net Income (Loss) before			
Depreciation, Transfers, and Capital Contributions	847,856	6,721,641	
Depreciation Expense	-	-	
Intra Transfer to Airport Capital	-	(145,000)	0%
Net Income (Loss) After Transfers	847,856	6,576,641	

Orlando Melbourne International Airport
Top 10 Operating Revenues
12/31/2020

Rank	Description	YTD FY 2021	FY 21 % of Total Rev	YTD FY 2020	FY 20 % of Total Rev	\$ Change	% Change
1	Airfield Facilities Rental	1,235,969	33%	1,129,533	27%	106,436	9%
2	Commercial Business Center Rent	805,099	21%	750,503	18%	54,596	7%
3	Tropical Haven Revenue	464,969	12%	471,744	11%	(6,775)	-1%
4	Ground Handling Revenue	245,712	7%	280,931	7%	(35,219)	-13% A
5	Parking Revenue	193,805	5%	489,265	12%	(295,460)	-60% A
6	Hangar Rent	185,855	5%	185,855	5%	-	0%
7	Terminal Rent-Airline	185,289	5%	209,320	5%	(24,031)	-11% B
8	Car Rental Concession	160,073	4%	222,414	5%	(62,341)	-28% A
9	Landing Fees	82,271	2%	127,913	3%	(45,642)	-36% A
10	T-Hangar Rent	24,197	1%	26,724	1%	(2,527)	-9%
Total Top 10 Operating Revenue		3,583,239	95%	3,894,202	94%	(310,963)	
Other Operating Revenue		172,179	5%	230,065	6%	(57,886)	-25%
Total Operating Revenue		3,755,418	100%	4,124,267	100%	(368,849)	-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
12/31/2020

Description	YTD FY 2021	FY 21 % Operating Expense	YTD FY 2020	FY 20 % Operating Expense	\$ change	% change
1 Personnel	1,266,670	34%	1,111,887	32%	154,783	14% A
2 Other Contract Services	741,544	20%	775,719	22%	(34,175)	-4%
3 Fire Services	283,605	8%	276,481	8%	7,124	3%
4 Outside Counsel Fees	284,650	8%	45,214	1%	239,436	530% B
5 Electric	120,183	3%	125,542	4%	(5,359)	-4%
6 Risk Management	105,464	3%	95,589	3%	9,875	10%
7 Consulting Fees	107,279	3%	110,499	3%	(3,220)	-3%
8 Contractual Employee	100,418	3%	145,220	4%	(44,802)	-31% C
9 Cable TV Expense	75,524	2%	69,713	2%	5,811	8%
10 Landscaping/Irrigation Exp	43,573	1%	42,719	1%	854	2%
Total Top 10 Operating Expense	3,128,910	85%	2,798,583	80%		
Other Operating Expense	547,634	15%	720,149	20%	(172,515)	-24%
Total Operating Expense	3,676,544	100%	3,518,732	100%	157,812	4%

A The difference is partially due to a timing difference on when payroll is posted. Specifically, the City has a biweekly payroll process (26 pay periods each year) so there are 2 months that there are 3 payrolls posted to the GL. In FY 21, there were 3 pay periods posted in December whereas last year there were 3 pay periods a month later (January).

B Increase is due to GOAA lawsuit; \$246,000 was paid in the first quarter of FY 21 invoice for the lawsuit defense compared to \$0 for same period last year.

C 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.

**ORLANDO MELBOURNE INTERNATIONAL AIRPORT (MLB) MONTHLY ACTIVITY REPORT
JANUARY 2021**

	2021	2020	MO CHANGE (%)	2021 YTD	2020 YTD	YTD CHANGE (%)
PASSENGERS						
Revenue PAX - Domestic						
Enplaned	8,184	21,788	-62.4%	8,184	21,788	-62.4%
Deplaned	7,616	21,975	-65.3%	7,616	21,975	-65.3%
Total Revenue PAX - Domestic	15,800	43,763	-63.9%	15,800	43,763	-63.9%
*Revenue PAX - Int'l						
Enplaned	23	39	-41.0%	23	39	-41.0%
Deplaned	123	196	-37.2%	123	196	-37.2%
Total Revenue PAX - Int'l	146	235	-37.9%	146	235	-37.9%
Non-Revenue PAX						
Enplaned	627	1,206	-48.0%	627	1,206	-48.0%
Deplaned	551	1,070	-48.5%	551	1,070	-48.5%
Total Non-Revenue PAX	1,178	2,276	-48.2%	1,178	2,276	-48.2%
Total PASSENGERS	17,124	46,274	-63.0%	17,124	46,274	-63.0%
AIRCRAFT OPERATIONS						
Air Carrier	407	602	-32.4%	407	602	-32.4%
Air Taxi	288	268	7.5%	288	268	7.5%
General Aviation - Itinerant	6,022	6,962	-13.5%	6,022	6,962	-13.5%
General Aviation - Local	2,701	3,065	-11.9%	2,701	3,065	-11.9%
Military	91	63	44.4%	91	63	44.4%
Total OPERATIONS	9,509	10,960	-13.2%	9,509	10,960	-13.2%

*Includes Data from US Customs for General Aviation Passengers

**Orlando Melbourne International Airport
Police Department
Monthly Activity Report
January 2021**

Police Activity/ TSA Required Checks	
Response to Door & Gate Alarms	119
TSA Assists	4
Perimeter	144
Door inspections	9
SIDA & Secure Area Inspections	310
Gate Inspections	2
Customs Assists / Weapons Check	1
Security Violations	3
Assist to Other Agencies	20
Aircraft Alerts	3
Arrests	0
*Other Incident Reports	550
Traffic / Parking Citations/Warnings	1
K9 training & patrols	1
Total	1167
Administrative Action	
Security Badges Issued	148
Parking Permits Issued	108
Total	256



 209

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 Disturbances

Security Violations

01/05/21 -Subject attempted to use an expired badge at the north side hangar gate, written violation issued.

01/20/21 - Unknown subject driver and vehicle proceeded through the closed S122V gate and entered AOA. investigation on going.

01/26/21 – Subject attempted to use an expired badge in terminal area, written violation issued.

Aircraft Alerts

01/23/21 - Alert 2 landing gear malfunction, pilot cancelled alert 3 miles out, plane landed safely.

2 Aircraft Alert Tests

K9 Patrols

01/18/21 – MPD K9 Training

MISC.

01/16/21 – Agency assist, subject was contacting owner who has a protection order against him. Directed patrol of the location.

01/19/21 – Agency assist for MFD

01/19/21 – Disturbance at Tropical Haven - Management requested subject to be trespassed from property. Paperwork completed.

01/25/21 – Agency assist for West Melbourne PD. Two burglary suspects located and turned over to West Melbourne.

01/31/21 – Subject causing a disturbance on airport property, written trespass warning completed and issued.

01/31/21 – Found property on the floor of checkpoint screening area. Owner had already left on scheduled flight, property logged by TSA.