



MELBOURNE AIRPORT AUTHORITY BOARD MEETING

AGENDA

August 25, 2021, at 8:30 AM

Melbourne Orlando International Airport Board Room

Pledge of Allegiance

Airport Announcements

Action Items

Approval of the minutes for the July 7, 2021, regularly scheduled Board Meeting.

Item A-1 Recommendation for Approval of the Sale of 5.0 Acres Plus Improvements.

Several years ago, staff was approached by Postal Realty/Franklin Postal, LLC (Postal Realty) about purchasing the land and facility at 680 N. Apollo Boulevard. The building is currently leased by United States Postal Service (USPS) for a Carrier Annex Facility.

The building reverted to the Airport in 2012, at which time the Airport entered into a lease with USPS. The building was constructed in 1981 and has required many repairs including a roof replacement with ongoing maintenance issues. Staff had a Rough Order of Magnitude (ROM) for general remediation conducted and received a budgetary number of \$971,000. The purchase agreement states the sale is "as is".

This parcel does not, and will not in the future, serve any aeronautical operational purpose for the Airport. Staff believes that it is in the best interest of the airport for the City of Melbourne, as owner of the property, to sell this parcel.

Location:	680 N Apollo Boulevard
Size:	5.0 acres
Lease Termination:	December 31, 2024
Current Rent:	\$161,400 per year (\$0.75 per square foot based on building size)
Appraisal Value:	\$1,900,000 – Market Value of Lease Fee \$2,030,000 – Market Value of Fee Simple \$2,025,000 – Current Investment Value
Postal Realty Offer:	\$1,800,000 (based on Market Value of Lease Fee)
Proposed Sale Price:	\$1,800,000

There is a difference between the proposed sale price and the appraised value because there is no broker involved and there will not be any paid commission. The City of Melbourne City Council approved the sale on July 27, 2020, and is now pending approval from the Melbourne Airport Authority and the Federal Aviation Administration.

Additionally, as mentioned above, this is an old facility requiring a significant amount of capital improvements as well as staff time for ongoing maintenance. The funds from this sale will be used for the Terminal Renovation and Expansion Project and will not go towards any of the Airport's operations and maintenance expenses.

Staff recommends the approval of the sale of 5.0 acres, subject to inclusion of utility easements, subject to final approval from the Federal Aviation Administration, and authorization for the Executive Director to execute all necessary documents to affect the sale and transfer.

Item A-2 Recommendation to Approve a First Amendment to Commercial Ground Lease with Melbourne Airport One, LLC.

The Airport Authority Board approved the 2.5 acre-lease with Melbourne Airport One (MAO) at its regular meeting on June 24, 2020. As MAO went through the permitting process, it learned it needed to increase its leasehold for parking as required by the City of Melbourne for its overall site plan. Additionally, MAO planned stormwater drainage for the entire 12.458-acre parcel. Because of the increase in required acreage as well as substantial increases in construction and materials costs, staff took a collaborative approach to keep this project moving forward and has restructured the terms.

The salient points of the First Amendment are as follows:

- **Acreage:** Increases to a total of 4.591 acres.
- **Lease Rate:** The initial base rent will be \$183,992.64 per year or \$15,332.72 per month. This is based on a fair market value (FMV) appraisal conducted on the site with a rental rate of \$0.92 per square foot per year.
- **FBO Language:** All language pertaining to a lease for a fixed base operator (FBO) has been removed and will be addressed in a future lease agreement as per the Federal Aviation Administration's guidance.
- **Rent Incentives:**
 - Lease Commencement through Construction Period (36 months) – 100 percent base rent abatement.
 - Year 1 Operations – 100 percent base rent abatement.
 - Year 2 Operations – 100 percent base rent abatement.
 - Year 3 Operations – 100 percent base rent abatement.
 - Year 4 Operations – 2/3 base rent abatement.
 - Year 5 Operations – 1/3 base rent abatement.
 - Year 6 Operations – MAO will pay 100 percent base rent.Under the original lease, MAO would have begun paying full rent in Year 4 Operations.
- **Drainage Service Fee:** For use of the joint stormwater retainage pond, MAO will pay \$8,644.50 annually or \$0.45 per square foot. If MAO leases additional property this fee will increase based on the acreage and will be charged at the then Fair Market Value. This fee was determined by considering the cost of construction of the retainage to service the entire property, estimated to be \$300,000. If a third-party were to lease any of the remaining 12.458-acre parcel, that third party will pay to the Airport a service fee as well.
- **Base Rent and Drainage Service Fee Adjustments:** CPI adjustments will occur at eight years and then every five years thereafter with a minimum of 2 percent and a maximum of 5 percent per year, except after the initial 75-year base term, which will require a fair market value adjustment based on an appraisal.
- **Taxes and Fees:** MAO is responsible for all taxes and fees associated with the lease.

The ground lease of this property will generate revenues of approximately \$13,711,800 over the original term of the lease, including incentives but not including CPI adjustments.

Staff recommends approval of the First Amendment to Commercial Ground Lease with Melbourne Airport One, LLC, and authorization for the Executive Director to execute said amendment on behalf of the Authority.

Item A-3 Recommendation to Approve Resolution 10-21 Approving the Airport Operating and Capital Budget for the Fiscal Year Beginning October 1, 2021 and Ending September 30, 2022.

At the July 2021 Board meeting, staff presented the Fiscal Year 2021-2022 Budget and distributed a budget book along with the Executive Director's memorandum. Attached is a copy of Resolution 10-21, recommending approval of the \$30,369,085 budget to appropriate and allocate all revenue and expenses of the Airport for the next fiscal year.

Staff recommends approval of Resolution 10-21, recommending the appropriation and allocation of all revenue and expenses of the Airport for the fiscal year, beginning October 1, 2021, and ending September 30, 2022, that will be forwarded to city council for adoption after board approval.

Item A-4 Recommendation to Approve Resolution 11-21 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 an 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:

	Current Grant Amount	Current Grant Amendment	Revised Amount
FDOT	\$ 1,283,000	\$ 3,500,000	\$ 4,783,000
MAA	\$ -	\$ -	\$ -
Total Funding	\$ 1,283,000	\$ 3,500,000	\$ 4,783,000

The original grant is being amended over multiple years. This is part of the original funding strategy that Airport and FDOT staff developed jointly to enable development on the Northside of the airport as well as ramp improvements. This is part of the funding of the project that includes the previously approved deferred reimbursement agreement with FDOT. This grant has no local match as it is fully funded by FDOT.

Staff recommends approval of Resolution 11-21 of the amendment to the Public Transportation Grant Agreement with FDOT for the Northside Expansion/Ramp Rehab/Expansion Project, and authorization for the Chairman to execute said resolution on behalf of the Authority.

Item A-5 Recommendation to Approve a Notice to Proceed to The Haskell Company on Package 2 of the Terminal Renovation and Expansion Project in the Amount of \$35,000.

The Terminal Renovation and Expansion Project is comprised of multiple packages that are presented to the Board for approval after review of scope and budget. Haskell has submitted Package 2, which staff is in the process of reviewing. A component of this package is the renovation of the existing ticketing counters. Due to the timing of Allegiant beginning flights in November 2021 and TUI inaugurating service in March 2022, staff requests approval to proceed with these renovations to provide the contractor sufficient time to prepare the ticket counters for the new air service. The full scope of Package 2 will be presented at the next regular MAA Board meeting in September.

Staff recommends approval to proceed with The Haskell Company on the renovations of the existing ticketing counters components of Package 2 of the Terminal Renovation and Expansion Project in the Amount of \$35,000.

Item A-6 Recommendation to Award the Next Phase of Work to The Haskell Company/RS&H/Kinley Team Under Its Progressive Design/Build Contract for Package 1B2 (finishes, specialties, plumbing, mechanical, fire protection and general conditions) of the Terminal Renovation and Expansion Project for the Guaranteed Maximum Price (GMP) of \$12,443,475.

As part of the Terminal Renovation and Expansion Project, the phasing of the work is divided into packages to meet the different funding requirements and to define specific scopes of work to allow individual areas to be completed independent of others.

Previously approved were packages 1A (security checkpoint/holdroom foundations and steel), 1A2 (baggage claim and welcome center foundations and steel) and 1B1 (terminal sitework, exterior panels, baggage handling and electrical). The next phase of work for the GMP is the remaining work within the 1B package. Haskell has received bids on the remaining work and has processed all Value Engineering for the different scopes of work included in this package which has resulted in project savings. The GMP for these scopes of work fall within the established budget originally prepared by Haskell.

Staff recommends approval of the award to The Haskell Company/RS&H/Kinley Team for Package 1B2 (finishes, specialties, plumbing, mechanical, fire protection and general conditions) of the Progressive Design/Build Contract of the Terminal Renovation and Expansion Project for the Guaranteed Maximum Price (GMP) of \$12,443,475, and authorization for the Executive Director to execute said agreement on behalf of Authority.

Item A-7 Recommendation to Approve a Change Order to AERO Bridgeworks to Upsize the Power and Mechanical Systems for the Two (2) New Passenger Boarding Bridges (PBBs) for the Terminal Renovation and Expansion Project to Meet the Requirements of TUI's 787-9 Aircraft in the Amount of \$85,928.

As part of the Terminal Renovation and Expansion Project, two new passenger boarding bridges (PBBs) were required for the project. At the time the PBBs were bid, the specifications used were based on the other PBBs that were recently replaced at Gates 4 and 7. While these bridges can support a 787 aircraft, the larger 787-9 in TUI's fleet requires additional power and mechanical connections when parked at the gate. This was discovered during the submittal and shop drawing review of the PBBs. Staff worked with AERO Bridgeworks to determine to most cost-effective way to provide these additional requirements for both bridges and not delay the delivery and completion of the bridges for the first TUI flights.

Staff recommends approval of a change order to AERO Bridgeworks to upsize the power and mechanical systems for the two (2) new Passenger Boarding Bridges (PBBs) for the Terminal Renovation and Expansion Project to meet the requirements of TUI's 787-9 aircraft in the amount of \$85,928, and authorization for the Executive Director to execute said agreement on behalf of Authority.

Item A-8 Recommendation to Award the Terminal VIP Lounge Design/Build to Ivey's Construction, Inc., Under Its Continuing Services Contract in an Amount Not-To-Exceed \$100,000.

As part of the Terminal Renovation and Expansion Project, the phasing of the work is divided into packages to meet the different funding requirements and to define specific scopes of work to allow individual areas to be completed independent of others. The VIP lounge was excluded from the Progressive Design/Build package as this work was anticipated to be done either by a concessionaire or another vendor. Due to the extensive work required to meet the City's fire sprinkler requirement and TSA's security protocols, staff proceeded to review options beyond the progressive design/build.

Using the Authority's Continuing Services Contract, firms were invited to provide a design/build package for the VIP Lounge. Ivey's Construction was selected for its experience in VIP lounge construction at other terminals, including the lounge at Port Canaveral's new cruise terminal.

In order to maintain the schedule for this portion of the work, a Notice to Proceed is necessary before the full cost of this work can be determined. This award will allow the design/build contractor to begin now knowing that the full costs associated with this work will be subject to full Board approval in September.

Staff recommends approval of the award to Ivey's Construction, Inc. to begin the Terminal VIP Lounge Design/Build under its Continuing Services Contract in an amount not-to-exceed \$100,000, and authorization for the Executive Director to execute said agreement on behalf of Authority.

Item A-9 Recommendation to Award the Welcome Center Civil Package to Ivey's Construction, Inc., Under Its Continuing Services Contract in an Amount Not-To-Exceed \$100,000.

As part of the Terminal Renovation and Expansion Project, the phasing of the work is divided into packages to meet the different funding requirements and to define specific scopes of work to allow individual areas to be completed independent of others. While the Welcome Center building is part of the progressive design/build package, the civil work along with the canopies and landscape were not included in the original scope of work for the Haskell/RS&H/Kinley Team. Staff worked with Airport Engineering Company to design the civil work as it did the original civil work for the area, had the most knowledge of existing infrastructure, and could be most effective in the design and engineering process. This was approved by the Board on May 20, 2021.

Using the Authority's Continuing Services Contract, firms were invited to provide a proposal for the Welcome Center Civil Package and Ivey's Construction was selected for its experience, schedule adherence and pricing.

In order to maintain the schedule for this portion of the work, a Notice to Proceed is necessary before the full cost of this work can be determined. This award will allow the contractor to begin critical work now before knowing the full costs associated with this scope. The cost of this work will be subject to full Board approval in September.

Staff recommends approval of the award to Ivey's Construction, Inc. to begin construction on the Welcome Center Civil Package under its Continuing Services Contract in an amount not-to-exceed \$100,000, and authorization for the Executive Director to execute said agreement on behalf of Authority.

Item A-10 Recommendation to Approve Change Orders 13 and 14 to Carr & Collier, Inc., for Scope Changes with the Terminal Renovation and Expansion: Apron Reconstruction/Expansion Project in the Amount of \$22,206.09.

The Terminal Renovation and Expansion: Apron Reconstruction/Expansion Project is based on a hard money bid as directed by the Federal Aviation Administration (FAA). Any changes to the scope of work, either increase or decrease, requires a change order to be written and approved before the contract changes commence. Previously on this project, staff negotiated Change Orders (CO) #01 through #12 that have been approved by the Board.

Since that time, staff has worked with the contractor on additional changes from unforeseen conditions. This includes CO #13 for the completion of the electrical repairs that were partially approved last month and are now completed. Also included is CO #14 for repairs to the lightning protection system that was

damaged during demolition. The total cost for these changes is \$22,206.09. This is an overall net increase to the original contract of \$326,194.85.

CO	Description	Amount	Rev Contract \$	Remarks
	Contract amount	\$ 11,717,200.00	\$ 11,717,200.00	
CO-01/12	Previously Approved	\$ 303,988.76	\$ 12,021,188.76	Approved 7/7/21
CO-13	Complete Elec Repairs Part2	\$ 19,581.80	\$ 12,040,770.56	Part 2 - now complete
CO-14	Lightning Protection Repairs	\$ 2,624.29	\$ 12,043,394.85	Unforseen
	Current Change Order Sum	\$ 22,206.09		
	Total Contract Changes to Date		\$ 326,194.85	

Staff recommends approval of Change Orders 13 and 14 to Carr & Collier, Inc., for the Terminal Renovation and Expansion: Apron Reconstruction/Expansion Project in the amount of \$22,206.09, and authorization for the Executive Director to execute said agreement on behalf of Authority.

Item A-11 Recommendation to Award the Design of the In-Line Baggage Screening Expansion to The Haskell Company/RS&H/Kinley Team for the Guaranteed Maximum Price (GMP) of \$1,024,944.

Separate from the Terminal Renovation and Expansion Project, staff has been working with the Transportation Security Administration (TSA) on implementing an in-line baggage system. Due to funding requirements for a grant of the in-line system, this work could not be included as part of the Terminal Renovation and Expansion Project. Currently the Board approved a resolution in May 2021 for an Other Transaction Agreement (OTA) in the amount of \$711,496.80. The remaining funds for this design will come from the Melbourne Airport Authority. The funding for the design portion of the project is as follows (rounded):

TSA	\$ 711,497
MAA	\$ 313,447
TOTAL	\$ 1,024,944

This funding is consistent with the approved budget for this project.

Staff recommends approval to award the design of the In-Line Baggage Screening Expansion to The Haskell Company/RS&H/Kinley Team for the Guaranteed Maximum Price (GMP) of \$1,024,944, and authorization for the Executive Director to execute said agreement on behalf of Authority.

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.

MELBOURNE ORLANDO INTERNATIONAL AIRPORT

Income Statement

June 30, 2021

	Year To Date Actual		\$ change	% change
	6/30/2021	6/30/2020		
Operating Revenue				
Airline Landing Fees	313,314	376,737	(63,423)	-17%
Airline Service Fees	1,435,743	1,421,708	14,034	1%
Land & Bldg Lease Rents	6,818,363	6,472,316	346,047	5%
Terminal Rents	175,466	175,466	0	0%
Parking Lot Fees	690,590	930,674	(240,084)	-26%
Car Rental Concessions	584,896	642,393	(57,497)	-9%
Restaurant Concessions	19,243	81,623	(62,379)	-76%
Mobile Home Park Rent	1,481,270	1,425,360	55,910	4%
T-Hangar Rentals	71,126	85,731	(14,606)	-17%
Operating Grant Revenue	83,624	38,880	44,744	115%
Other	287,720	277,776	9,943	4%
Total Operating Revenues	11,961,354	11,928,665	32,689	0%
Operating Expense:				
Personnel Services	3,732,412	3,643,463	88,949	2%
Contract Services	3,461,848	3,506,184	(44,336)	-1%
Police & Fire Services	868,716	839,487	29,230	3%
Maintenance and Operations	2,635,363	2,550,204	85,159	3%
Other	-	-	0	#DIV/0!
Total Operating Expenses	10,698,339	10,539,338	159,001	2%
Operating Income (Loss)	1,263,015	1,389,326	(126,311)	
Non-Operating Revenue (Expense):				
Passenger Facility Charges	358,422	556,261	(197,839)	-36%
Customer Facility Charges	372,123	470,184	(98,061)	-21%
CARES Grant Revenue	4,848,740	1,715,099	3,133,641	183%
Gain on Sale of Assets	824,715	5,898	818,817	13883%
Interest Income (Loss)	121,583	232,951	(111,369)	-48%
Ad Valorem Tax Revenue	907,332	1,538,248	(630,916)	-41%
Ad Valorem Tax Expense	(911,762)	(1,544,986)	633,224	-41%
(Loss) on Disposal of Fixed Assets	-	-	0	#DIV/0!
Interest Expense	-	-	-	#DIV/0!
Total Non-Operating Revenue (Expense)	6,521,153	2,973,655	3,547,498	
Net Income (Loss) Before Depreciation*	7,784,168	4,362,981		

* Net Income before capital contributions and transfers

MELBOURNE ORLANDO INTERNATIONAL AIRPORT
Statement of Revenues, Expenditures and Changes in Fund Net Assets
June 30, 2021

	YTD Actual	Annual Budget	% of Budget
Operating Revenues:			
Airline Landing Fees	313,314	328,312	95%
Airline Service Fees	1,435,743	1,129,678	127%
Land & Bldg Lease Rents	6,818,363	8,416,372	81%
Terminal Rents	175,466	257,705	68%
Parking Lot Fees	690,590	850,000	81%
Car Rental Concessions	584,896	481,162	122%
Restaurant Concessions	19,243	64,893	30%
Mobile Home Park Rent	1,481,270	2,018,003	73%
T-Hangar Rentals	71,126	118,081	60%
Operating Grant Revenue	83,624	72,000	116%
Other	287,720	250,329	115%
Total Operating Revenues	11,961,354	13,986,535	86%
Operating Expense:			
Personnel Services	3,732,412	5,651,466	66%
Contract Services	3,461,848	4,787,746	72%
Police & Fire Services	868,716	1,206,260	72%
Maintenance and Operations	2,635,363	5,244,755	50%
Other	-	-	#DIV/0!
Total Operating Expenses	10,698,339	16,890,227	63%
Operating Income (Loss)	1,263,015	(2,903,692)	
<u>Non-Operating Revenue (Expense):</u>			
Passenger Facility Charges	358,422	467,373	77%
Customer Facility Charges	372,123	350,000	106%
CARES Grant Revenue	4,848,740	8,600,000	56%
Gain on Sale of Assets	824,715	-	#DIV/0!
Interest Income (Loss)	121,583	197,220	62%
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)	6,521,153	9,625,333	
Net Income (Loss) before			
Depreciation, Transfers, and Capital Contributions	7,784,168	6,721,641	
Depreciation Expense	-	-	
Intra Transfer to Airport Capital	-	(145,000)	0%
Net Income (Loss) After Transfers	7,784,168	6,576,641	

Melbourne Orlando International Airport
 Top 10 Operating Revenues
 6/30/2021

Rank	Description	YTD FY 2021	FY 21 % of Total Rev	YTD FY 2020	FY 20 % of Total Rev	\$ Change	% Change
1	Airfield Facilities Rental	3,635,652	30%	3,429,480	29%	206,172	6%
2	Commercial Business Center Rent	2,448,918	20%	2,288,841	19%	160,077	7%
3	Tropical Haven Revenue	1,470,078	12%	1,412,893	12%	57,185	4%
4	Ground Handling Revenue	870,984	7%	823,107	7%	47,877	6%
5	Parking Revenue	690,590	6%	930,674	8%	(240,084)	-26% A
6	Terminal Rent-Airline	629,814	5%	619,343	5%	10,471	2%
7	Car Rental Concession	584,896	5%	642,393	5%	(57,497)	-9% A
8	Hangar Rent	568,628	5%	557,564	5%	11,064	2%
9	Landing Fees	313,314	3%	376,737	3%	(63,423)	-17% A
10	Security Cost Reimbursement	86,591	1%	66,949	1%	19,642	29%
Total Top 10 Operating Revenue		11,299,465	94%	11,147,981	93%	151,484	
Other Operating Revenue		661,889	6%	780,684	7%	(118,795)	-15% B
Total Operating Revenue		11,961,354	100%	11,928,665	100%	32,689	0%

A Passenger-based revenue-decrease is due to the Covid 19 recession which started in mid-March 2020.

B Most of the decrease is due to lingering impacts from the pandemic (fewer passengers, rent relief provided coupled with higher ramp fees last year as airlines parked aircraft at MLB that were taken out of service):

	6/30/2021	6/30/2020	\$ Change	% Change
Terminal Concession Fees (Metz)	\$ 19,243	\$ 81,623	\$ (62,380)	-76%
Taxi/Limo Trip Fees	\$ 26,677	\$ 36,663	\$ (9,986)	-27%
Ramp Fees	\$ 16,798	\$ 56,995	\$ (40,197)	-71%
	\$ 62,718	\$ 175,281	\$ (112,563)	

Melbourne Orlando International Airport
 Top 10 Operating Expenses
 6/30/2021

Description	YTD FY 2021	FY 21 % Operating Expense	YTD FY 2020	FY 20 % Operating Expense	\$ change	% change
1 Personnel	3,732,412	35%	3,643,463	35%	88,949	2%
2 Other Contract Services	1,833,224	17%	2,187,457	21%	(354,233)	-16%
3 Fire Services	850,816	8%	828,442	8%	22,374	3%
4 Outside Counsel Fees	563,653	5%	217,631	2%	346,022	159% A
5 Consulting Fees	399,417	4%	334,974	3%	64,443	19%
6 Electric	363,189	3%	350,963	3%	12,226	3%
7 Contractual Employee	354,464	3%	412,482	4%	(58,018)	-14% B
8 Risk Management	316,393	3%	286,767	3%	29,626	10%
9 Cable TV Expense	234,910	2%	214,338	2%	20,572	10%
10 A/C Repair & Maintenance Expense	168,817	2%	138,102	1%	30,715	22%
Total Top 10 Operating Expense	8,817,295	82%	8,614,619	82%		
Other Operating Expense	1,881,044	18%	1,924,719	18%	(43,675)	-2%
Total Operating Expense	10,698,339	100%	10,539,338	100%	159,001	2%

A. Increase is due to GOAA lawsuit defense, costs geared up in FY 21 as we reached a settlement on the Airport name.
 Note that these costs are expected to be lower going forward as the lawsuit has been settled.

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). There are unfilled positions that the airport is actively working with the staffing agency to fill.

Melbourne Orlando Int'l Airport
Cash Flow Projection
7/31/2021

	July-21	August-21	September-21	October-21	November-21	December-21	January-22	February-22	March-22	April-22	May-22	June-22
Beginning Cash/Investment Balance	\$ 28,781,818	\$ 27,863,351	\$ 23,353,155	\$ 29,150,230	\$ 26,908,546	\$ 22,863,042	\$ 17,699,172	\$ 16,342,562	\$ 16,213,189	\$ 17,114,382	\$ 16,973,630	\$ 17,009,904
Operating Revenue	1,181,980	1,181,980	1,181,980	1,181,980	1,181,980	1,181,980	2,144,841	1,181,980	1,527,349	1,527,349	1,527,349	1,527,349
Plus: CARES Grant			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			3,229,962		1,800,000							
Operating Expense:												
Liability Insurance	(60,450)											
Personnel	(461,906)	(461,906)	(461,906)	(461,906)	(461,906)	(475,733)	(475,733)	(475,733)	(475,733)	(475,733)	(475,733)	(475,733)
Tui Transition Consultant	(13,500)	(13,500)	(13,500)	(13,500)	(13,500)	(13,500)	(13,500)	(13,500)	(13,500)			
TUI Marketing Incentive Reimbursement												
Interest Expense					(87,750)						(87,750)	
Maintenance and Operations Expense	(852,077)	(852,077)	(852,077)	(877,639)	(3,472,500)	(877,639)	(877,639)	(877,639)	(1,431,779)	(1,431,779)	(1,431,779)	(1,431,779)
Net Increase (Decrease) in Cash Flow from Operations	(99,237)	(38,787)	5,441,175	(61,349)	(946,960)	2,171,824	884,685	(78,176)	1,963,053	(273,447)	(361,197)	1,976,553
Total Capital Outlay	(1,631,897)	(5,969,599)	(3,955,586)	(5,243,603)	(6,928,943)	(8,778,414)	(9,353,245)	(5,969,883)	(2,570,660)	(931,105)	-	(400,000)
Total Capital Grant Revenue	754,568	1,438,597	4,260,509	2,998,818	3,745,301	1,353,265	1,960,317	1,768,991	1,131,429	729,964	53,984	-
PFC Collections (Reimbursement of Eligible Costs)	21,846	22,407	19,168	25,374	32,014	33,653	97,058	95,305	201,732	178,459	183,618	166,444
CFC Collections (Designated for Future Projects)	36,253	37,185	31,810	42,076	53,085	55,803	54,576	53,590	175,640	155,377	159,869	144,916
Debt Draws (from Escrow)							5,000,000	4,000,000				
Net Increase (Decrease) in Cash From Capital and Debt	(819,230)	(4,471,409)	355,901	(2,177,335)	(3,098,544)	(7,335,693)	(2,241,294)	(51,197)	(1,061,860)	132,695	397,471	(88,640)
Beginning Cash/Investments	28,781,818	27,863,351	23,353,155	29,150,230	26,908,546	22,863,042	17,699,172	16,342,562	16,213,189	17,114,382	16,973,630	17,009,904
Ending Cash/Investments	27,863,351	23,353,155	29,150,230	26,908,546	22,863,042	17,699,172	16,342,562	16,213,189	17,114,382	16,973,630	17,009,904	18,897,817

Melbourne Orlando Int'l Airport
Cash Flow Projection - Capital Exp and Grant Revenue
7/31/2021

Capital Project Expenditures	Proj #	Total Cost	Indi	Prior Expenditures	July-21	August-21	September-21	October-21	November-21	December-21	January-22	February-22	March-22	April-22	May-22	June-22
Airfield Utilities-GA Dr. & SO Lift	51119	1,400,000	E													
Ground Run Up Enclosure Facility	50319	4,000,000	D	(3,813,102)	(60,903)	(123,995)										
Security System-phase 1	50419	461,959	D													
Terminal Exp-Public Space (Haskell)	50519	43,968,589	E	(7,074,963)	(897,596)	(4,022,457)	(2,664,669)	(3,938,136)	(4,823,476)	(5,772,947)	(7,297,778)	(4,398,162)	(2,547,300)	(531,105)		
Terminal Exp-Public Space (Others)	50519	837,220	E	(561,860)	(31,500)	(31,500)	(31,500)	(31,500)	(31,500)	(31,500)	(31,500)	(31,500)	(23,346)			
Terminal Exp-PBBs (L)	54119	2,938,500	D	(208,822)	(13,848)	(100,000)	(100,000)	(100,000)	(500,000)	(750,000)	(750,000)	(515,830)				
Terminal Exp-Apron	54219	13,235,691	D	(2,630,568)	(628,050)	(1,173,967)	(1,173,967)	(1,173,967)	(1,573,967)	(2,173,967)	(1,273,967)	(1,023,591)				
ATCT Construction (FDOT)	50215	300,000	D													
Airplane Deposit Facility	50619	70,000	C													
Trackway S Improvements-Phase 1	50120	3,400,000	D													
Perimeter Road Rehab	50220	125,000	C			(61,000)										
PBB S Replacement	50320	1,669,094	D													
Aerospce Dr. Lift Station Replace	50520	85,000	C													
Tropical Haven Facility Improvements	50620	256,491	C	(146,227)												
Northside Exp-Expansion	54120	9,392,132	D			(60,450)										
Northside Exp-St. Michael PI Ext	54220	6,100,000	D													
Northside Exp-TW M Ext	54320	3,930,000	D													
Northside Exp-Infrastructure Dev	54420	3,102,444	D	(131,197)												
Equipment Purchases		1,042,900	C		(25,000)	(25,000)				(50,000)				(400,000)		(400,000)
Total Capital Outlay					(1,631,897)	(5,969,599)	(3,955,586)	(5,243,603)	(6,928,943)	(8,778,414)	(9,353,245)	(5,969,083)	(2,570,660)	(931,105)		(400,000)
Grant Revenue																
FDOT Grant-ATCT Equip Relo					47,100											
FDOT Grant-ATCT Construction					241,039											
FDEO Grant-Ground Run up								125,995	363,278							
TERMINAL EXPANSION GRANTS					3,269,510											
FDOT-Terminal Rehab FY 20/FY 21 (438452-1-94-03-\$6,093,954)					1,575,542	642,945	1,499,539	997,313	1,378,595							
FAA Discretionary PBBs (L) Gmt 50, FY 20 (\$2,644,650)					187,940		102,463			90,000	450,000	675,000	675,000	464,247		
FAA Entitlements Term Rehab FY 20-FY 22 (\$6,895,959)*					942,828	141,067	637,123	423,732	623,871	763,012	912,232	1,151,875	696,169	405,286	87,140	
FAA Grant 48 Funding Lag (3 year grant, final year funds in August 2022)												(813,087)	(696,169)	(405,286)	(87,140)	
FAA Supplemental Term Rehab - FY 20 (\$4,444,444)					617,729		417,716	277,811	409,028	500,253	598,086	755,203	456,429	265,717	53,984	
FAA Discretionary Ramp - FY 20 (\$5,000,000)					1,623,808	628,050	1,603,647	1,173,967	970,528							
NORTHSIDE EXPANSION GRANTS																
FDEO					3,922,132											
FDOT					1,283,000											
Total Grant Revenue					754,568	1,438,597	4,260,509	2,998,818	3,745,301	1,353,265	1,960,317	1,768,991	1,131,429	729,964	53,984	

*Grant awarded September 2020; entitlement grant award is paid out over 3 years



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

RESOLUTION NO. 10-21

A RESOLUTION OF THE CITY OF MELBOURNE AIRPORT AUTHORITY, BREVARD COUNTY, FLORIDA, MAKING APPROPRIATIONS FOR THE PAYMENT OF OPERATING EXPENSES, AND CAPITAL OUTLAY OF THE AIRPORT FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2021 AND ENDING SEPTEMBER 30, 2022

WHEREAS, under the provision of City of Melbourne Code of Ordinances, Section 6-101, the Airport Authority is required annually to prepare and adopt by Resolution a detailed Budget of the estimated income and expenditures for operation and maintenance of the Airport facilities and infrastructure during the succeeding fiscal year, and

WHEREAS, on August 25, 2021, at a Regular Meeting of the Airport Authority, the Executive Director presented his recommended Budget for review and consideration of the Authority.

BE IT RESOLVED BY THE CITY OF MELBOURNE AIRPORT AUTHORITY, MELBOURNE, BREVARD COUNTY, FLORIDA:

SECTION 1: The combined operating and capital projects budget for the fiscal year 2021-2022 is \$30,369,085.

SECTION 2: This resolution shall become effective immediately upon its adoption in accordance with the Charter of the City of Melbourne.

SECTION 3: This resolution was duly adopted at a regular meeting of the Melbourne Airport Authority on the 25th Day of August, 2021.

Operating Fund Budget

Revenues

Operating	\$ 27,654,727
Investing	200,847
PFC	1,301,510
CFC	1,112,001
Appropriations From Prior Year Surplus	-
Total Revenues	\$ 30,269,085

Expenses

Personal Services	\$ 5,708,792
Operating	17,026,051
City Allocations	1,958,987
Machinery and Equipment	880,000
Intra to Airport Capital Reserve	4,595,255
Intra to Airport CIP	100,000
Total Expenses	\$ 30,269,085

Capital Projects Fund Budget

Revenues

FAA	\$	-
State		-
MAA		100,000
Sub total		<u>100,000</u>

Capitalized Maintenance - MAA -

Total Capital Projects Revenue \$ 100,000

Expenditures

Improvements Other than Buildings \$ 100,000

Total Capital Projects Expenditures \$ 100,000

Summary of Operating and Capital Project Budgets

Operating Fund Budget \$ 30,269,085

Capital Projects Fund Budget \$ 100,000

Total Budget \$30,369,085

SECTION 4: This Resolution, together with the Melbourne International Airport Budget is in such form and contains such content that it substantially meets the requirements of the City Charter, and is hereby submitted to the Melbourne Airport Authority for approval.

SECTION 5: The various revenues and expenditures are appropriated in accordance with the above schedule and subject to the approval of City Council in its final form.

SECTION 6: This Resolution was duly passed at a Regular Meeting of the City of Melbourne Airport Authority on the 25th day of August 2021.

BY: _____

Jack L. Ryals, Chairman
Melbourne Airport Authority

ATTEST:

Greg Donovan, A.A.E.
Executive Director



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

RESOLUTION NO. 11-21

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 ORLANDO 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 \$1,283,000 and has approved the request for financial assistance and agrees to increase the maximum participation amount by \$3,500,000 for a total grant amount not to exceed \$4,783,000 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 in the amount of \$3,500,000.00 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 Melbourne Orlando 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 25th Day of August 2021.

BY: _____

Jack L. Ryals, Chairman

Melbourne Airport Authority

ATTEST:

Greg Donovan, Executive Director

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

	2021	2020	MO CHANGE (%)	2021 YTD	2020 YTD	YTD CHANGE (%)
PASSENGERS						
Revenue PAX - Domestic						
Enplaned	16,915	3,219	425.5%	76,160	64,266	18.5%
Deplaned	16,311	2,829	476.6%	74,166	62,467	18.7%
Total Revenue PAX - Domestic	33,226	6,048	449.4%	150,326	126,733	18.6%
*Revenue PAX - Int'l						
Enplaned	27	6	350.0%	269	160	68.1%
Deplaned	128	24	433.3%	746	621	20.1%
Total Revenue PAX - Int'l	155	30	416.7%	1,015	781	30.0%
Non-Revenue PAX						
Enplaned	823	366	124.9%	4,502	3,969	13.4%
Deplaned	810	327	147.7%	4,283	3,794	12.9%
Total Non-Revenue PAX	1,633	693	135.6%	8,785	7,763	13.2%
Total PASSENGERS	35,014	6,771	417.1%	160,126	135,277	18.4%
AIRCRAFT OPERATIONS						
Air Carrier	430	165	160.6%	2,692	2,255	19.4%
Air Taxi	235	163	44.2%	1,810	1,283	41.1%
General Aviation - Itinerant	6,766	5,220	29.6%	40,688	32,189	26.4%
General Aviation - Local	4,784	1,645	190.8%	23,433	12,416	88.7%
Military	34	45	-24.4%	433	248	74.6%
Total OPERATIONS	12,249	7,238	69.2%	69,056	48,391	42.7%

*Includes Data from US Customs for General Aviation Passengers

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

	2021	2020	MO CHANGE (%)	2021 YTD	2020 YTD	YTD CHANGE (%)
PASSENGERS						
Revenue PAX - Domestic						
Enplaned	17,622	5,226	237.2%	93,782	69,492	35.0%
Deplaned	17,256	5,459	216.1%	91,422	67,926	34.6%
Total Revenue PAX - Domestic	34,878	10,685	226.4%	185,204	137,418	34.8%
*Revenue PAX - Int'l						
Enplaned	36	1	3500.0%	305	161	89.4%
Deplaned	165	62	166.1%	911	683	33.4%
Total Revenue PAX - Int'l	201	63	219.0%	1,216	844	44.1%
Non-Revenue PAX						
Enplaned	834	360	131.7%	5,336	4,329	23.3%
Deplaned	774	361	114.4%	5,057	4,155	21.7%
Total Non-Revenue PAX	1,608	721	123.0%	10,393	8,484	22.5%
Total PASSENGERS	36,687	11,469	219.9%	196,813	146,746	34.1%
AIRCRAFT OPERATIONS						
Air Carrier	494	278	77.7%	3,186	2,533	25.8%
Air Taxi	235	181	29.8%	2,045	1,464	39.7%
General Aviation - Itinerant	6,942	5,641	23.1%	47,630	37,830	25.9%
General Aviation - Local	4,856	1,842	163.6%	28,289	14,258	98.4%
Military	82	36	127.8%	515	284	81.3%
Total OPERATIONS	12,609	7,978	58.0%	81,665	56,369	44.9%

*Includes Data from US Customs for General Aviation Passengers

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

Police Activity/ TSA Required Checks	
Response to Door & Gate Alarms	98
TSA Assists	2
Perimeter	125
Door inspections	9
SIDA & Secure Area Inspections	241
Gate Inspections	3
Customs Assists / Weapons Check	1
Security Violations	3
Assist to Other Agencies	19
Aircraft Alerts	3
Arrests	1
*Other Incident Reports	356
Traffic Details/ Parking Citations/Warnings	34
K9 training & patrols	0
Total	899
Administrative Action	
Security Badges Issued	208
Parking Permits Issued	22
Total	230



A blue ink signature of Renee Purden, consisting of a stylized, cursive "R" followed by "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 Disturbances

Traffic Detail Locations:

- General Aviation Dr.
- Harry Sutton Rd. (Tropical Haven)
- St. Michaels Pl.
- One Air Terminal Pkwy.
- Nasa Blvd.
- Grumman Place/Tower Access Rd.

Security Violations

06/02/21 subject attempted to use an expired badge to enter secure gate/parking area, badge confiscated

06/02/21 subject attempted to use an expired badge to gain entry into the cargo unit building, badge confiscated.

06/04/21 subject/employee initially bypassed TSA checkpoint, stopped and issued written warning

MISC./ OTHER

6/1/21 Harry Sutton Alligator in FIT parking lot-Alligator directed to water, no aircraft hazard

6/4/21 Prohibited Item at Checkpoint- 6x9mm and pistol Magazine

6/6/21 unoccupied vehicle found in ditch, contact made with driver to remove vehicle

6/9/21 MAPD standby for possible wanted person boarding aircraft

6/14/21 Prohibited Items at Checkpoint- misc. ammo confiscated

6/19/21 Foot pursuit (loitering and prowling – Tropical Haven) assisted MPD/arrest made of subjects

6/22/21 recovered weapon from rental car

(3) Rapid ID assists to other agency

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

Police Activity/ TSA Required Checks	
Response to Door & Gate Alarms	174
TSA Assists	4
Perimeter	126
Door inspections	4
SIDA & Secure Area Inspections	229
Gate Inspections	6
Customs Assists / Weapons Check	1
Security Violations	2
Assist to Other Agencies	21
Aircraft Alerts	2
Arrests	1
*Other Incident Reports	404
Traffic Details/ Parking Citations/Warnings	35
K9 training & patrols	0
Total	1,009
Administrative Action	
Security Badges Issued	212
Parking Permits Issued	24
Total	236



 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

Traffic Detail Locations:

- General Aviation
- Harry Sutton Rd (Tropical Haven)
- St. Michael's Pl
- One Air Terminal Pkwy.
- Nasa Blvd.
- Grumman Place/Tower Access Rd.

Security Violations

07/16/21 – Subject left Gate E275aP opened, a security violation was written.

07/20/21 – Subject allowed another person “piggyback” through ST-12. A security violation was written.

Arrests

07/04/21 - Subject found to have an active warrant and taken into custody, turned over to the county jail.

MISC./ OTHER

07/01/21 - Officer Standby: Customer not pleased with car rental company; issue resolved.

07/02/21 – Passenger needed medical attention off an incoming flight, passenger was transported to HRMC.

07/02/21 – Assisted MPD with a subject that was disoriented and taken to HRMC by ambulance.

07/05/21 - Area check in wood line off St. Michael's for a suspicious person walking around the woods and ditch line.

07/05/21 – Assist MFD with a passenger that was unable to board their plane due mental and physical issues. Subject was assisted and boarded their Delta flight without incident.

07/06/21 – Assisted JTTF with an arrest in reference to a warrant.

07/07/21 – Assisted MPD in reference to a vehicle accident with obstruction in the roadway at Nasa and MLK, no injuries reported.

07/09/21 – Limo inspection turned into a traffic stop in reference to expired registration.

07/12/21 – Firearm found in a rental car, MAPD retrieved firearm and placed it into property, TOT to owner after a Firearm check was completed.

07/13/21 – Assisted MPD with a wellbeing call in Tropical Haven

07/23/21 – Passenger with physical ailment was transported to HRMC by ambulance.

07/28/21 – Subject trespassed from the area of 575 Apollo Blvd due to an active construction site of airport property.