



MELBOURNE AIRPORT AUTHORITY BOARD MEETING

AGENDA

December 1, 2021, at 8:30 AM

Melbourne Orlando International Airport Board Room

Pledge of Allegiance

Airport Announcements

Action Items

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

Item A-1 Selection of Two (2) At-Large Members to the Melbourne Airport Authority to serve a two-year term.

Item A-2 Appointment of Chairman and Vice Chairman to the Melbourne Airport Authority to serve the term January 2022 through December 2022.

Item A-3 Recommendation to Approve Resolution 15-21 Federal Aviation Administration (FAA) Grant for the acceptance of the American Rescue Plan Act 2021 (ARPA) Grant 55 to fund operating expenses.

The Federal Aviation Administration (FAA) has offered the Melbourne Orlando International Airport an American Rescue Plan Act 2021 (ARPA) grant in the amount of \$3,223,936. This is a reimbursable grant that is intended to fund eligible operating expenses incurred after January 20, 2020, and debt service incurred after March 11, 2021. The FAA pays 100 percent of the allowable costs incurred in accordance with this grant agreement. The grant has a four-year term from the grant execution date.

Staff recommends approval of Resolution 15-21 Federal Aviation Administration ARPA grant for eligible operating expenses and debt service and authorization for the Chairman to execute said resolution on behalf of the Authority.

Item A-4 Recommendation to Approve Resolution 16-21 Florida Department of Transportation (FDOT) Grant Amendment to fund the Terminal Renovation and Expansion Project.

This action item is to approve the amendment to increase the Florida Department of Transportation’s (FDOT) grant for the Terminal Renovation and Expansion Project which is available due to the reallocation of unused grant funds from the Air Traffic Control Tower Construction grant. The funding for the proposed grant, which has a 50 percent match, is:

Funding Source	Current Amount	Amendment	Revised Amount
FDOT	\$ 7,943,954	\$ 456,550	\$ 8,400,504
MAA	\$ 7,943,954	\$ 456,550	\$ 8,400,504
Total Funding	\$ 15,887,908	\$ 913,100	\$ 16,801,008

This grant is part of the airport’s funding plan that was presented at the September 2021 Board meeting.

Staff recommends approval of Resolution 16-21 Florida Department of Transportation's portion of the grant for the Terminal Renovation and Expansion Project and authorization for the Chairman to execute said resolution on behalf of the Authority.

Item A-5 Recommendation to approve Purchase Order to Vanasse Hangen Brustlin, Inc., (VHB) under its Continuing Services Contract, for on-call services in the Amount Not-To-Exceed \$40,000.

In November 2019, Vanasse Hangen Brustlin, Inc. (VHB) was hired under its Continuing Services Contract to prepare provide an array of services such as bid package criteria analysis, FAA project application, overall design review and adherence to the International Air Transport Association (IATA), and traffic studies for projects.

It is anticipated that additional services by VHB under its continuing service contract will be required for compliance review with several of the agencies having jurisdiction over continuing projects.

VHB has been integral throughout the terminal project and with its knowledge would be best suited for compliance review and other terminal related requirements requested by other agencies.

Staff recommends approval of purchase order to Vanasse Hangen Brustlin, Inc. in an amount not-to-exceed \$40,000 on-call services and authorization for the Executive Director to execute said contract on behalf of Authority.

Item A-6 Recommendation to Approve First Amendment to Ground Handling Agreement with Menzies Aviation Inc., USA.

Menzies Aviation recently contacted staff to inform that due to escalating labor and capital equipment costs, they would no longer be able to honor the original pricing proposed for the ground handling of international wide body aircraft operations.

Menzies proposed a 33 percent cost increase to offset escalating labor and capital expenditures. However, staff worked with Menzies to reduce the proposed increase on capital ground service equipment by extending the term of the contract by 7 years, for a total contract length 12 years. The airport explored other options to include a three-year extension, bringing the cost to \$3,500 per turn, and a five-year extension bringing the cost to \$3,400 per turn; however, the 7-year extension resulted in the lowest cost to the airport. The existing international wide body per turn rate is \$2,990 and is proposed to increase to \$3,340 or approximately 11 percent.

All other per turn rates and fees will remain unchanged as detailed in the original agreement.

Staff recommends approval of the First Amendment to the Ground Handling Agreement with Menzies Aviation Inc., USA to adjust the international wide body per turn rate to \$3,340 and extend the term by 7 years to January 31, 2033.

Item A-7 Recommendation to Approve Contract with Menzies Aviation Inc., USA to Provide Aircraft Fueling Services for Tui Airways.

As part of the agreement with Tui Airways the airport is responsible for providing into-plane fueling services. Airport staff issued a Request for Proposals (RFP) for Aircraft Fueling Services on September 27, 2021, to all potential proposers and resulted in one proposal being received. The proposal was reviewed by a three-member evaluation committee and recommended for intent to award to Menzies Aviation Inc, USA.

The RFP required firms to submit an operating expense in a per-turn rate base for fueling of various aircraft size with an emphasis on widebody aircraft. The following per-turn rate proposal was submitted by Menzies Aviation Inc., USA.

Aircraft Type	New Equipment		Leased Equipment	
Regional Jet	\$	395.00	\$	187.00
Narrow Body	\$	395.00	\$	187.00
Wide Body	\$	790.00	\$	375.00

The proposed contract will be four years with three one-year options to begin February 1, 2022. Charges will be based on actual service provided with no annual minimum or maximum amount. The total annual fee using leased equipment is estimated to be \$221,250.00 using the information from the most recent released proposed flight schedule from Tui Airways.

Staff recommends approval of the selection of Menzies Aviation Inc, USA for Aircraft Fueling Services, and authorization for the Executive Director to execute said contract on behalf of the Authority.

Item A-8 Recommendation to Approve a Change Order to DP Development, LLC for modifications to the buffer wall on the Northside Expansion Project: St. Michael Place Extension Phase 3 in the amount of \$47,246.00.

As part of the Northside Expansion, the roadway is being extended from the current St. Michael Place toward the western edge of the airport property and connecting into General Aviation Drive. Along with the road extension are the utilities to support development along St. Michael all the way back to Apollo Boulevard.

As part of the original bid, a barrier wall is to be constructed along the north side of the extended road. Savings were achieved in the bid when proposals used a six-foot-high precast wall in lieu of a masonry wall with stucco.

After review of the wall by the City of Melbourne and concerns from neighbors north of the road, it was determined to extend the wall 200 feet to the east so that headlight from motor vehicles coming into the new three-way intersection do not shine into the backyards of the neighbors. The original St. Michael Place that ran north and south had been buffered by foliage. This foliage had to be removed in order for all utilities to be installed.

DP Development Original Contract	\$3,197,255.50
Buffer Wall Modifications	<u>\$ 47,246.00</u>
Revised Contract Amount	\$3,244,501.50

Funding for this change remains within the current approved budget.

Staff recommends approval of a Change Order to DP Development, LLC for the modifications to the buffer wall on the Northside Expansion Project: St. Michael Place Extension Phase 3 in the amount of \$47,246.00 and authorization for the Executive Director to execute said agreement on behalf of the Authority.

Item A-9 Recommendation to Approve Change Orders 15 and 16 to Carr & Collier, Inc., for scope changes with the Terminal Renovation and Expansion: Apron Reconstruction/Expansion Project in the Amount of \$7,136.64.

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 has negotiated Change Orders (CO) #01 through #14 that have been approved by the Board.

Current change orders reflect: (CO-15) an unforeseen condition of an existing water valve elevation and (CO-16) FAA requirements for the VOR Receiver Checkpoint sign and markings.

CO	Description	Amount	Rev Contract \$	Remarks
	Contract amount	\$ 11,717,200.00	\$ 11,717,200.00	
CO-01/14	Previously Approved	\$ 326,194.85	\$ 12,043,394.85	Last Approval 9/22/21
CO-15	Valve Box Extensions	\$ 830.28	\$ 12,044,225.13	Valve deeper than City Asbuilts
CO-16	VOR Sign & Markings	\$ 6,306.36	\$ 12,050,531.49	FAA change requirement
	Current Change Order Sum	\$ 7,136.64		
	Total Contract Changes to Date		\$ 333,331.49	

Staff recommends approval of Change Orders 15 and 16 to Carr & Collier, Inc., for the Terminal Renovation and Expansion: Apron Reconstruction/Expansion Project in the amount of \$7,136.64 and authorization for the Executive Director to execute said agreement on behalf of the Authority.

Item A-10 Recommendation to Increase the Purchase Order with Romjue Advertising & Company, Inc. for the 2022 Airport Marketing and Advertising Campaign in an Amount Not-to-Exceed \$73,198.

In August 2021, Airport staff hired Romjue Advertising & Company, Inc. to manage advertising buys for the airport to promote the new Allegiant flights. At the start of the new fiscal year, the airport retained Romjue Advertising to continue efforts within the Executive Director’s spending threshold at \$32,903 for the months of October and November. Approval of this item would allow staff to spend an additional \$40,295 on advertising over the next four months.

The advertising campaign underway includes digital advertising, comprising display, paid search and social media ads, Clear Channel Outdoor billboards, Spectrum News13, Local IQ, which is Florida Today and TC Palm’s advertising, and online review reputation management. In November, Airport staff and Romjue Advertising shifted the advertising messaging from the Allegiant routes to the airport’s free parking promotion. Having a consistent and ongoing relationship with various local and regional advertising partners allows the airport to easily change the messaging as needed.

Over the next four months, Airport staff intends to phase into messaging with a “Why Fly MLB” theme. This will allow the messaging to include all airline routes, benefits of flying MLB, and more. Digital, billboard, Local IQ and geofencing will be used in the next phase of the campaign, which aligns with the year’s strategic marketing plan. This will allow the airport to evaluate the results in a few months and make any necessary changes for the second half of the fiscal year.

Over the last few months, the airport has seen the results from the campaign with the start of Allegiant’s new service with positive load factors. Additionally, campaign results are now shifting from the awareness stage to the consideration and purchase intention stages of the customer journey. The continuation of the advertising campaign will allow the airport to build on what has already been accomplished and push MLB’s market further into the purchase and customer loyalty stages.

Romjue Advertising is a full-service advertising agency that specializes in media buying and digital advertising, and has worked with airports for over 14 years delivering delivering results in increased enplanements and deplanements.

Staff recommends approval to increase the purchase order with Romjue Advertising & Company, Inc. for the 2022 Airport Marketing and Advertising Campaign in an amount not-to-exceed \$73,198.

Item A-11 Recommendation to Increase the Purchase Order with Rock Paper Simple for In-Flight and Marketing Videos in an Amount Not-to-Exceed \$82,000.

Airport staff is in discussions with TUI about the opportunity to display an in-flight video for customers traveling from the UK to Florida starting in March 2022. During staff's most recent visit to the UK, a pitch booklet was provided to TUI's top leaders with a conceptual idea for the in-flight video that would be a 3 to 5 minute video educating TUI customers on the new airport experience, the Space Coast, and proximity to area attractions and destinations. It is intended to excite customers about landing near the beach and the expansion of holiday opportunities available to them.

Airport staff worked with Rock Paper Simple (RPS) to quickly deliver the pitch booklet, which was extremely well received. The booklet was designed and printed for \$6,800, and is being credited to this project.

Deliverables will include a TUI-specific video for the in-flight experience, as well as a general video that can be used for any airline partner, media opportunities, and general marketing, air service, and business development initiatives. In addition to the in-flight opportunity, the video can also be shared with the British media, TUI's retail stores, and more.

The price includes equipment, production, crew, special effects, pre-production and editing. Other fees associated like travel costs, venue and vehicle rentals, assistance in securing on-site aircraft usage would be paid by the airport.

There are several factors that have caused the proposed cost to create these videos, including the short timeframe and deadlines, matching the quality of TUI's internationally recognized brand and in-flight safety videos, and the proposed concept with major animation elements. Airport staff analyzed and compared industry pricing with RPS's proposal and believe it is appropriate and provides the necessary commitment to ensure the quality of the deliverables.

There are also many efficiencies with working with Rock Paper Simple as it created the in-flight pitch booklet for the TUI presentation and it is currently designing the airport's new website.

Staff recommends approval to Increase the purchase order with Rock Paper Simple for In-Flight and Marketing Videos in an amount not-to-exceed \$82,000 and authorization for the Executive Director to execute the project agreement on behalf of the Authority.

Item A-12 Results of Executive Director's Evaluation

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
September 30, 2021**

	Year To Date Actual			
	9/30/2021	9/30/2020	\$ change	% change
Operating Revenue				
Airline Landing Fees	437,795	438,735	(940)	0%
Airline Service Fees	1,964,698	1,710,406	254,292	15%
Land & Bldg Lease Rents	9,119,639	8,661,416	458,222	5%
Terminal Rents	233,955	233,955	0	0%
Parking Lot Fees	1,074,352	1,069,068	5,284	0%
Car Rental Concessions	861,286	791,392	69,895	9%
Restaurant Concessions	48,526	89,422	(40,896)	-46%
Mobile Home Park Rent	1,989,622	1,896,237	93,385	5%
T-Hangar Rentals	93,840	113,528	(19,688)	-17%
Operating Grant Revenue	147,752	66,258	81,494	123%
Other	356,739	359,263	(2,524)	-1%
Total Operating Revenues	16,328,204	15,429,680	898,524	6%
Operating Expense:				
Personnel Services	5,227,844	5,697,964	(470,120)	-8%
Contract Services	4,369,193	4,717,169	(347,976)	-7%
Police & Fire Services	1,119,029	1,081,659	37,370	3%
Maintenance and Operations	3,677,822	3,327,694	350,128	11%
Other	-	-	0	#DIV/0!
Total Operating Expenses	14,393,887	14,824,485	(430,598)	-3%
Operating Income (Loss)	1,934,317	605,195	1,329,122	
Non-Operating Revenue (Expense):				
Passenger Facility Charges	623,899	591,282	32,617	6%
Customer Facility Charges	501,501	589,779	(88,278)	-15%
CARES Grant Revenue	8,530,696	5,678,571	2,852,125	50%
Gain on Sale of Assets	824,715	5,898	818,817	13883%
Interest Income (Loss)	83,106	403,150	(320,043)	-79%
Ad Valorem Tax Revenue	907,332	1,538,248	(630,916)	-41%
Ad Valorem Tax Expense	(911,762)	(1,545,356)	633,594	-41%
(Loss) on Disposal of Fixed Assets	-	-	0	#DIV/0!
Interest Expense	(92,297)	(17,781)	(74,516)	419%
Total Non-Operating Revenue (Expense)	10,467,191	7,243,791	3,223,400	
Net Income (Loss) Before Depreciation*	12,401,508	7,848,986		

* Net Income before capital contributions and transfers

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

	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>% of Budget</u>
Operating Revenues:			
Airline Landing Fees	437,795	328,312	133%
Airline Service Fees	1,964,698	1,129,678	174%
Land & Bldg Lease Rents	9,119,639	8,416,372	108%
Terminal Rents	233,955	257,705	91%
Parking Lot Fees	1,074,352	850,000	126%
Car Rental Concessions	861,286	481,162	179%
Restaurant Concessions	48,526	64,893	75%
Mobile Home Park Rent	1,989,622	2,018,003	99%
T-Hangar Rentals	93,840	118,081	79%
Operating Grant Revenue	147,752	72,000	205%
Other	356,739	250,329	143%
Total Operating Revenues	16,328,204	13,986,535	117%
Operating Expense:			
Personnel Services	5,227,844	5,651,466	93%
Contract Services	4,369,193	4,787,746	91%
Police & Fire Services	1,119,029	1,206,260	93%
Maintenance and Operations	3,677,822	5,244,755	70%
Other	-	-	#DIV/0!
Total Operating Expenses	14,393,887	16,890,227	85%
Operating Income (Loss)	1,934,317	(2,903,692)	
<u>Non-Operating Revenue (Expense):</u>			
Passenger Facility Charges	623,899	467,373	133%
Customer Facility Charges	501,501	350,000	143%
CARES Grant Revenue	8,530,696	8,600,000	99%
Gain on Sale of Assets	824,715	-	#DIV/0!
Interest Income (Loss)	83,106	197,220	42%
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	(92,297)	-	#DIV/0!
Total Non-Operating Revenue (Expense)	10,467,191	9,625,333	
Net Income (Loss) before			
Depreciation, Transfers, and Capital Contributions	12,401,508	6,721,641	
Depreciation Expense	-	-	
Intra Transfer to Airport Capital	-	(145,000)	0%
Net Income (Loss) After Transfers	12,401,508	6,576,641	

**Melbourne Orlando International Airport
Top 10 Operating Revenues
9/30/2021**

Rank	Description	YTD FY 2021	FY 21 % of Total Rev	YTD FY 2020	FY 20 % of Total Rev	\$ Change	% Change
1	Airfield Facilities Rental	4,867,347	30%	4,600,260	30%	267,087	6%
2	Commercial Business Center Rent	3,262,391	20%	3,072,969	20%	189,422	6%
3	Tropical Haven Revenue	1,975,249	12%	1,880,620	12%	94,629	5%
4	Ground Handling Revenue	1,189,009	7%	995,554	6%	193,455	19% A
5	Parking Revenue	1,074,352	7%	1,069,068	7%	5,284	0%
6	Car Rental Concession	861,286	5%	791,392	5%	69,894	9%
7	Terminal Rent-Airline	853,922	5%	765,423	5%	88,499	12%
8	Hangar Rent	765,548	5%	743,419	5%	22,129	3%
9	Landing Fees	437,795	3%	438,735	3%	(940)	0%
10	Security Cost Reimbursement	117,307	1%	86,653	1%	30,654	35% B
Total Top 10 Operating Revenue		15,404,206	94%	14,444,093	94%	960,113	
Other Operating Revenue		923,998	6%	985,587	6%	(61,589)	-6% C
Total Operating Revenue		16,328,204	100%	15,429,680	100%	898,524	6%

A Increase is due to recovery in activity from carriers, both scheduled and charter operations, that use ground handling services.

B Several tenants are adding staff that require badges which has resulted in a significant increase in this revenue item.

C 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):

	9/30/2021	9/30/2020	\$ Change	% Change
Terminal Concession Fees (Metz)	\$ 48,426	\$ 89,422	\$ (40,996)	-46%
Taxi/Limo Trip Fees	\$ 40,196	\$ 41,597	\$ (1,401)	-3%
Ramp Fees	\$ 30,897	\$ 56,995	\$ (26,098)	-46%
	\$ 119,519	\$ 188,014	\$ (68,495)	

Melbourne Orlando International Airport
Top 10 Operating Expenses
9/30/2021

Description	FY 21 %		FY 20 %		% change
	YTD FY 2021	Operating Expense	YTD FY 2020	Operating Expense	
1 Personnel	5,227,844	36%	5,697,964	38%	(470,120) -8%
2 Other Contract Services	2,343,970	16%	2,886,625	19%	(542,655) -19% A
3 Fire Services	1,094,491	8%	1,066,325	7%	28,166 3%
4 Outside Counsel Fees	572,499	4%	411,001	3%	161,498 39% B
5 Consulting Fees	547,424	4%	449,774	3%	97,650 22% C
6 Electric	516,720	4%	491,637	3%	25,083 5%
7 Contractual Employee	504,852	4%	516,725	3%	(11,873) -2%
8 Risk Management	421,857	3%	382,356	3%	39,501 10%
9 Cable TV Expense	316,641	2%	285,167	2%	31,474 11% D
10 A/C Repair & Maintenance Expense	269,152	2%	252,261	2%	16,891 7%
Total Top 10 Operating Expense	11,815,450	82%	12,439,835	84%	
Other Operating Expense	2,578,437	18%	2,384,650	16%	193,787 8%
Total Operating Expense	14,393,887	100%	14,824,485	100%	(430,598) -3%

A Decrease is due to savings realized from new contracts that went into effect in FY 21 that were the result of RFPs issued and other steps management has made to reduce expenses.

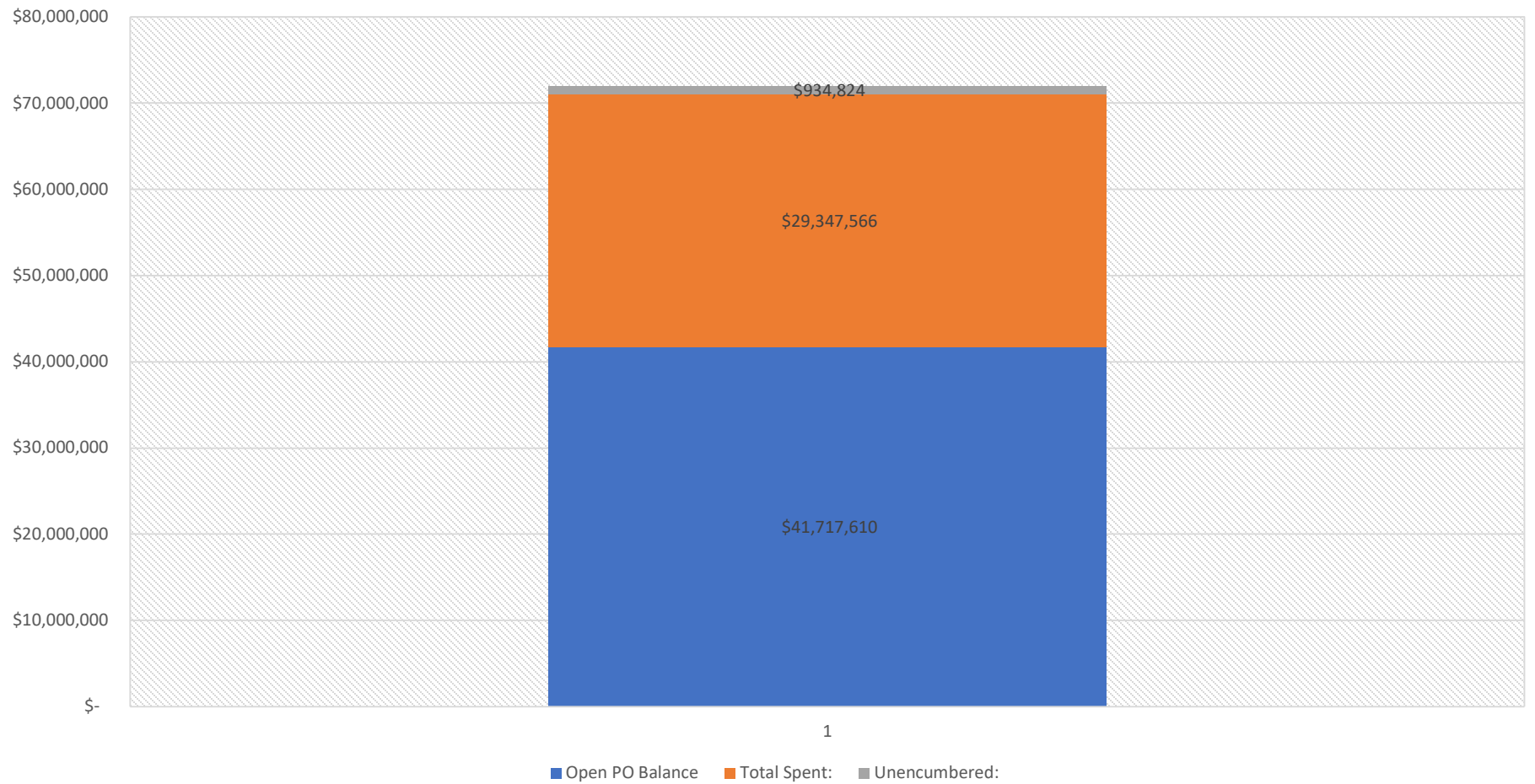
B Increase is due to GOAA lawsuit defense, costs geared up in FY 21 as we reached a settlement on the Airport name. Last year's expenditures on GOAA lawsuit were \$199,611 compared to \$423,248 this year (through period 12).

Note that these costs are expected to be lower going forward as the lawsuit has been settled (No significant expenditures since January 2021).

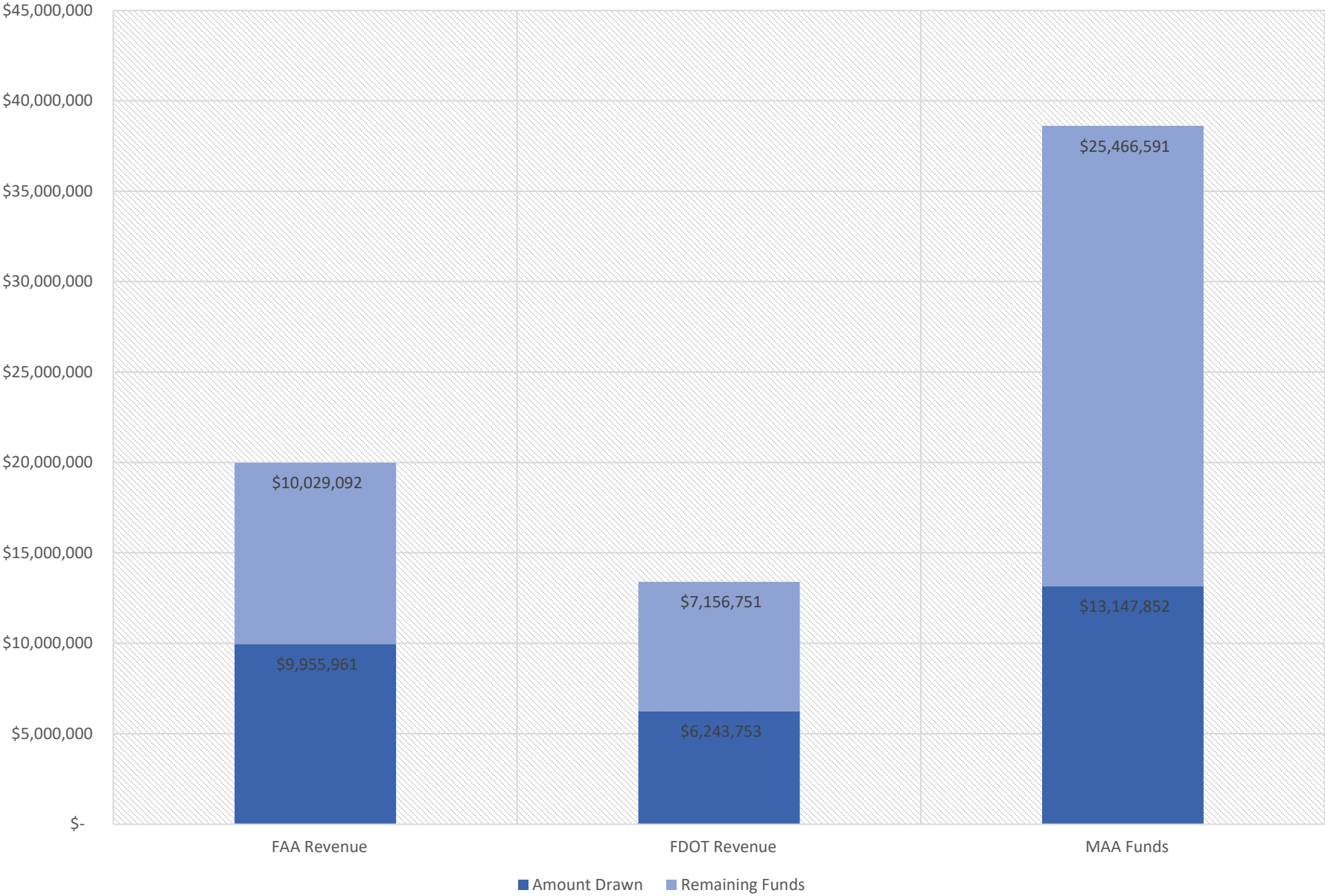
C Consulting expense is higher this year primarily due costs incurred in setting up the loan for the terminal expansion (\$45,000) and an increase in fees paid to Adept Aviation. MLB pays Adept for certain pass-through fees such as the TUI Project Coordinator; last year there were a few months that expense was incurred as TUI was shut down and employees were not working.

D Spectrum increased the bundled price for tropical haven internet/cable television service in FY 21.

Terminal Expansion Expenditures-Actual/Encumbrances



Terminal Expansion/Renovation Funding Progress



11/23/2021

MAA Funds	Initial Amount		Remaining Funds		CARES Grant Amount	Total Drawn	Balance
	Grant/Debt/Cash	Amount Drawn	Allocated To Project				
FAA Grant 49-CARES	\$ 13,626,031	\$ 12,703,556	\$ 922,475		\$ 19,823,709	\$ 12,703,556	\$ 7,120,153
Land Sales-Nasa Property	\$ 815,000	\$ 815,000	\$ -				
Land Sales-Police Property	\$ 3,229,962	\$ 3,229,962	\$ -				
Land Sales-USPS Property	\$ 1,800,000	\$ -	\$ 1,800,000				
Debt	\$ 15,000,000	\$ -	\$ 15,000,000				
Reserves	\$ 4,200,000	\$ -	\$ 4,200,000				
MAA Funds Drawn	\$ 38,670,993	\$ 16,748,518	\$ 21,922,475				
MAA Funds Used		\$ 13,147,852					
Increase Cash/Investments		\$ 3,600,666					

Melbourne Orlando Int'l Airport
Cash Flow Projection
11/12/2021

	October-21	November-21	December-21	January-22	February-22	March-22	April-22	May-22	June-22	July-22	August-22	September-22
Beginning Cash/Investment Balance	\$ 28,069,094	\$ 24,416,267	\$ 23,208,634	\$ 18,706,702	\$ 23,371,510	\$ 23,947,208	\$ 20,887,488	\$ 16,149,300	\$ 15,874,539	\$ 15,120,923	\$ 15,718,625	\$ 17,669,747
Operating Revenue	1,181,980	1,181,980	1,181,980	2,218,702	1,181,980	1,181,980	1,527,349	1,527,349	1,527,349	1,527,349	1,527,349	1,527,349
Plus: CARES Grant				2,000,000				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										(63,042)		
Personnel	(475,733)	(475,733)	(475,733)	(475,733)	(475,733)	(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)						
TUI Marketing Incentive Reimbursement												
Interest Expense		(92,250)						(143,325)				
Maintenance and Operations Expense	(877,639)	(3,501,174)	(877,639)	(877,639)	(877,639)	(1,431,779)	(1,431,779)	(1,431,779)	(1,431,779)	(1,431,779)	(1,431,779)	(1,431,779)
Net Increase (Decrease) in Cash Flow from Operations	(78,176)	436,001	(78,176)	4,758,546	(78,176)	(632,316)	(273,447)	1,833,228	(273,447)	1,913,511	(273,447)	(273,447)
Total Capital Outlay	(4,943,780)	(5,811,474)	(7,323,459)	(7,717,390)	(8,773,019)	(8,975,377)	(6,190,838)	(2,637,063)	(740,210)	(1,825,000)	(25,000)	(74,944)
Total Capital Grant Revenue	1,312,154	4,096,911	2,830,553	2,550,940	4,355,781	1,455,524	1,474,185	243,468	-	242,935	1,980,000	-
PFC Collections (Reimbursement of Eligible Costs)	21,423	26,670	26,001	27,354	26,752	34,779	164,732	169,714	154,523	158,216	160,185	146,198
CFC Collections	35,552	44,259	43,149	45,359	44,361	57,670	87,180	115,892	105,519	108,041	109,385	99,834
Debt Draws (from Escrow)				5,000,000	5,000,000	5,000,000						
Net Increase (Decrease) in Cash From Capital and Debt	(3,574,651)	(1,643,633)	(4,423,756)	(93,738)	653,875	(2,427,404)	(4,464,741)	(2,107,989)	(480,169)	(1,315,808)	2,224,569	171,089
Beginning Cash/Investments	28,069,094	24,416,267	23,208,634	18,706,702	23,371,510	23,947,208	20,887,488	16,149,300	15,874,539	15,120,923	15,718,625	17,669,747
Ending Cash/Investments	24,416,267	23,208,634	18,706,702	23,371,510	23,947,208	20,887,488	16,149,300	15,874,539	15,120,923	15,718,625	17,669,747	17,567,388
	24,416,267	23,208,634	18,706,702	23,371,510	23,947,208	20,887,488	16,149,300	15,874,539	15,120,923	15,718,625	17,669,747	17,567,388
Enp	15,303	19,050	18,573	19,523	19,094	24,823	37,524	38,659	35,199	36,040	36,489	33,303
Monthly enplanement	4.6%	5.7%	5.6%	5.9%	5.7%	7.4%	11.2%	11.6%	10.6%	10.8%	10.9%	10.0%

K:\USERS\MODELL\Financials\Cash flow\A FY 21 Cash Flow Projection Updated

		2,649,097	Ad Valorem Tax net receipt
Ad Valorem Tax Paid (incl liab accts)	(2,649,097)	(1,612,375)	Less: Monthly collections
	Ad Valorem Tax Pmt	1,036,722	Ad Valorem Tax received January

Melbourne Orlando Int'l Airport
Cash Flow Projection - Capital Exp and Grant Revenue
11/12/2021

Capital Project Expenditures	Proj #	Total Cost	Indi	Prior Expenditures	October-21	November-21	December-21	January-22	February-22	March-22	April-22	May-22	June-22	July-22	August-22	September-22
Airfield Utilities-GA Dr. & SO Lift	51119	1,400,000	E													
Ground Run Up Enclosure Facility	50319	4,045,618	D	(4,045,618)												
Security System-phase 1	50419	461,959	D													
Terminal Exp-Public Space (Haskell)	50519	50,309,338	E	(11,017,268)	(3,641,478)	(4,165,081)	(3,541,881)	(4,938,136)	(6,306,707)	(6,962,107)	(5,567,656)	(2,387,563)	(581,461)	(1,200,000)		
Terminal Exp-Public Space (Others)	50519	919,894	E	(639,661)	(29,984)	(34,500)	(34,500)	(34,500)	(34,500)	(34,500)	(34,500)	(34,500)	(8,749)			
Terminal Exp-PBBs (2)	54119	3,024,428	D	(393,694)	(58,474)	(165,578)	(1,773,111)	(220,787)	(412,784)	-	-					
Terminal Exp-Apron	54219	13,276,796	D	(5,620,527)	(981,844)	(1,173,967)	(1,573,967)	(2,173,967)	(1,220,391)	(532,133)						
Terminal Exp-VIP Lounge (Iveys)	54319	769,910	C	-					(256,637)	(256,637)	(256,636)					
Terminal Exp-Welcomen Center (Iveys)	54519	1,557,046	C	-		(250,000)	(300,000)	(300,000)	(300,000)	(300,000)	(107,046)					
Terminal Exp-Common Use Tech Equip	54619	324,000	C		(232,000)				(92,000)							
Terminal Exp-FF&E	55319	600,000	C							(600,000)						
ATCT Construction (FDOT)	50215	300,000	D													
In Line Baggage System-Design	50121	1,024,944	D	-			(100,000)	(50,000)	(150,000)	(250,000)	(200,000)	(150,000)	(50,000)	(25,000)	(25,000)	(24,944)
Airplane Deposit Facility	50619	70,000	C													
Taxiway S Improvements-Phase 1	50120	3,400,000	D													
Perimeter Road Rehab	50220	125,000	C													
PBB 5 Replacement	50320	1,669,094	D													
Aerospace Dr. Lift Station Replace	50520	85,000	C													
Tropical Haven Facility Improvements	50620	256,491	C	(212,228)		(22,348)										
Northside Expansion	54120	9,392,132	D													
Northside Exp-St. Michael Pl Ext	54220	6,100,000	D	(157,657)	-	-										
Northside Exp-T/W M Ext	54320	3,930,000	D													
Northside Exp-Infrastructure Dev	54420	3,102,444	D	(131,197)	-											
Equipment Purchases		880,000	C							(40,000)	(25,000)	(65,000)	(100,000)	(600,000)		(50,000)
Total Capital Outlay					(4,943,780)	(5,811,474)	(7,323,459)	(7,717,390)	(8,773,019)	(8,975,377)	(6,190,838)	(2,637,063)	(740,210)	(1,825,000)	(25,000)	(74,944)
Grant Revenue																
FDOT Grant-ATCT Equip Relo					-			-								
FDOT Grant ATCT Construction						-			-	-	-	-	-	-	-	-
FDEO Grant-Ground Run up					3,269,510	730,490		-	-	-	-	-	-	-	-	-
TERMINAL EXPANSION GRANTS																
FDOT-Terminal Rehab FY 20/FY 21 (438452-1-94-03--\$8,400,504)					2,912,382	1,162,913	1,536,175	1,322,903	1,466,101	-						
FAA Discretionary PBBs (2) Grnt 50- FY 20 (\$2,644,650)					187,940	89,049	201,647		1,595,800	198,708	371,506	-	-	-	-	-
FAA Entitlements Term Rehab FY 20-FY 22 (\$6,895,959)*					1,731,946	577,010	660,010	562,067	781,503	996,589	1,099,592	487,241	-	-	-	-
FAA Grant 48 Funding Lag (3 year grant; final year funds in August 2022)										(393,166)	(1,099,592)	(487,241)	-	-	1,980,000	-
FAA Supplemental Term Rehab - FY 20 (\$4,444,444)					1,134,749	378,305	432,721	368,507	512,376	653,393	720,925	243,468	-	-	-	-
FAA Discretionary Ramp - FY 20 (\$6,000,000)					3,520,093	2,182,445	-	297,462								
TSA OTA-In Line Baggage Sys Design (\$711,496)											381,755			242,935		
NORTHSIDE EXPANSION GRANTS																
FDEO		3,922,132				131,197										
FDOT		4,783,000			149,241	8,416										
Total Grant Revenue					1,312,154	4,096,911	2,830,553	2,550,940	4,355,781	1,455,524	1,474,185	243,468	-	242,935	1,980,000	-

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

RESOLUTION NO. 15-21

A RESOLUTION OF THE CITY OF MELBOURNE AIRPORT AUTHORITY, BREVARD COUNTY, FLORIDA, ENTERING INTO AN "AIRPORT RESCUE PLAN ACT" GRANT (ARPA GRANT) WITH THE FEDERAL AVIATION ADMINISTRATION (FAA) PROVIDING FOR THE FINANCIAL PARTICIPATION BY THE FAA IN REIMBURSEMENT FOR ELIGIBLE OPERATING EXPENSES AND DEBT SERVICE AT THE MELBOURNE ORLANDO INTERNATIONAL AIRPORT

WHEREAS, the City of Melbourne Airport Authority has requested financial participation by the Federal Aviation Administration in certain Airport Program Operating Costs and Debt Service, and

WHEREAS, the Federal Aviation Administration has approved the application request for financial assistance (ARPA Grant) and agrees to a maximum participation in the amount not to exceed \$3,223,936.00 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 an "Airport Program Grant" with the Federal Aviation Administration providing for assistance by the FAA in the form of a Grant in the amount not to exceed \$3,223,936.00 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 Federal Aviation Administration 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 Nation's Transportation System.

SECTION 4. This Resolution was duly passed at a regular meeting of the Melbourne Airport Authority, Brevard County, Florida, on the 1st Day of December 2021.

BY: _____

Jack L. Ryals, Chairman

City of Melbourne Airport Authority

ATTEST:

Greg Donovan, Executive Director



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

RESOLUTION NO. 16-21

A RESOLUTION OF THE CITY OF MELBOURNE AIRPORT AUTHORITY, BREVARD COUNTY, FLORIDA, AMENDING THE "PUBLIC TRANSPORTATION GRANT AGREEMENT" FOR THE TERMINAL BUILDING IMPROVEMENTS 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 an amended grant amount of \$7,943,954 has approved the request for financial assistance and agrees to increase the maximum participation in the amount by \$456,550 for a total grant amount of \$8,400,504 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, agree 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 in the amount of \$456,550 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 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 1st Day of December 2021.

BY: _____

Jack L. Ryals, Chairman
City of Melbourne Airport Authority

ATTEST:

Greg Donovan, Executive Director

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

	2021	2020	MO CHANGE (%)	2021 YTD	2020 YTD	YTD CHANGE (%)
PASSENGERS						
Revenue PAX - Domestic						
Enplaned	15,063	9,209	63.6%	137,726	91,910	49.8%
Deplaned	15,755	9,318	69.1%	135,044	90,302	49.5%
Total Revenue PAX - Domestic	30,818	18,527	66.3%	272,770	182,212	49.7%
*Revenue PAX - Int'l						
Enplaned	12	2	500.0%	378	173	118.5%
Deplaned	71	59	20.3%	1,158	817	41.7%
Total Revenue PAX - Int'l	83	61	36.1%	1,536	990	55.2%
Non-Revenue PAX						
Enplaned	604	499	21.0%	7,276	5,744	26.7%
Deplaned	564	542	4.1%	7,201	5,542	29.9%
Total Non-Revenue PAX	1,168	1,041	12.2%	14,477	11,286	28.3%
Total PASSENGERS	32,069	19,629	63.4%	288,783	194,488	48.5%
AIRCRAFT OPERATIONS						
Air Carrier	438	349	25.5%	4,519	3,431	31.7%
Air Taxi	240	200	20.0%	2,718	2,039	33.3%
General Aviation - Itinerant	7,564	7,473	1.2%	68,961	57,731	19.5%
General Aviation - Local	5,685	3,737	52.1%	43,837	22,567	94.3%
Military	57	92	-38.0%	719	476	51.1%
Total OPERATIONS	13,984	11,851	18.0%	120,754	86,244	40.0%

*Includes Data from US Customs for General Aviation Passengers

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

Police Activity/ TSA Required Checks	
Response to Door & Gate Alarms	228
TSA Assists	4
Perimeter	101
Area Patrols	269
Door inspections	6
SIDA & Secure Area Inspections	186
Gate Inspections	4
Customs Assists / Weapons Check	1
Security Violations	2
Assist to Other Agencies	13
Aircraft Alerts	4
Arrests	1
*Other Incident Reports	109
Traffic Details/ Parking Citations/Warnings	21
K9 training & patrols	0
Total	949
Administrative Action	
Security Badges Issued	96
Parking Permits Issued	12
Total	108



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

Individual with an expired badge to attempt to gain entry through the N377V gate and N368 door.

Individual allowed the above party to gain entry onto Atlantic Jet Center Ramp.

Arrests

Subject arrested for a firearm at the checkpoint.

MISC./ OTHER

- 11/2/2021 – Assisted West Melbourne PD with traffic crash investigation.
- 11/4/2021 – 1 Air Terminal Parkway – Traffic crash between SCAT bus and vehicle. No injuries.
- 11/10/2021 – US Customs - Assisted with an inbound international aircraft with no flight plan.
- 11/11/2021 – 9R - Alert 2, two souls on board, one engine out, landed safely.
- 11/12/2021 – Aerospace Drive /STS – Camper parked at STS. The owner advised that he could not camp on airport property.
- 11/13/2021 – Assisted Palm Bay PD with obtaining flight information for plane seen doing touch-and-goes on a public roadway in Palm Bay
- 11/13/2021 – Capias filed on suspect for disorderly conduct. Suspect information obtained from airport's Vigilant Plate reader.
- 11/13/2021 – Ticketing - Assisted MPD with flight information for a possible human trafficking victim. No information found on the victim.
- 11/16/2021 – Assisted MPD with agitated subject banging on windows of Circles of Care.
- 11/22/2021 – Alert 2 - Two American Airlines commercial flights and One Spirit Airlines commercial flight diverted to MLB due to low fuel and low visibility at Miami International.



MELBOURNE AIRPORT AUTHORITY BOARD

Melbourne Airport Authority Meeting Dates

2022 Meetings

January 19

February 23

March 23

April 27

May 25

June 22

July 13

(Combined July/August)

September 28

October 26

December 7

(Combined November/December)