



MELBOURNE AIRPORT AUTHORITY BOARD MEETING

AGENDA

February 26, 2020 at 8:30 AM

Orlando Melbourne International Airport Board Room

Pledge of Allegiance

Airport Announcements

Action Items

Approval of the minutes of the January 22, 2020 meeting in the Orlando Melbourne International Airport Board Room.

Item A-1 Recommendation to Approve a contract with 22nd Century Technologies, Inc., for Temporary Staffing Services.

The current Temporary Staffing contract has been in place since November 2016. With the current period ending April 30, 2020, Staff identified the opportunity to solicit staffing firms to potentially enhance services. Staff issued a Request for Proposals for Temporary Staffing Services in mid-January. Six staffing firms submitted proposals. 22nd Century Technologies received the highest overall evaluation score.

The contract term consists of a one-year Base Period with four 1-year Option Periods beginning May 1, 2020 and contains a Termination for Convenience of the Authority clause. The contract provides for an average 18 percent reduction in mark-up from the current contract.

Staff recommends approval of a Temporary Staffing Services contract with 22nd Century Technologies, Inc., and authorization for the Executive Director to execute said contract on behalf of the Authority.

Item A-2 Recommendation to Approve Resolution 02-20 Florida Department of Economic Opportunity Grant for the Northside Expansion Project.

This action item is to approve the Florida Department of Economic Opportunity Job Growth Grant Fund grant for the Northside Expansion Project. This funding will be used specifically for the utility infrastructure improvements portion of the project. The funding for the proposed grant is:

FDEO \$ 3,922,132.08

Staff recommends approval of Resolution 02-20 Florida Department of Economic Opportunity Job Growth Grant Fund grant for the Northside Expansion Project and authorization for the Chairman to execute said resolution on behalf of the Authority.

Item A-3 Review of the Evergreen Solutions Job Classification Study and Employee Compensation.

At the January Board meeting, the Executive Director's evaluation was reviewed. This action item is to formally adopt a compensation package for the Executive Director. In addition, as part of a broader discussion from the Board regarding employee compensation, staff will review the results of the Evergreen Solutions Job Classification Study which was completed in October 2019.

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 INTERNATIONAL AIRPORT • MLB

RESOLUTION NO. 2-20

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

A RESOLUTION OF THE CITY OF MELBOURNE AIRPORT AUTHORITY, BREVARD COUNTY, FLORIDA, ENTERING INTO "JOB GROWTH INFRASTRUCTURE GRANT AGREEMENT" FOR THE NORTHSIDE EXPANSION IMPROVEMENT PROJECT WITH THE STATE OF FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY (FDEO) PROVIDING FOR THE FINANCIAL PARTICIPATION BY THE DEPARTMENT OF ECONOMIC OPPORTUNITY IN CERTAIN AIRPORT IMPROVEMENT PROJECTS AT THE MELBOURNE INTERNATIONAL AIRPORT

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

WHEREAS, the State Department of Economic Opportunity has approved the request for financial assistance and agrees to a maximum participation in the amount not to exceed \$3,922,132.08 upon the terms and conditions stated in said agreement.

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

SECTION 1. That the City of Melbourne Airport Authority, Brevard County, Florida, agrees to enter into a "Job Growth Infrastructure Grant Agreement" with the State of Florida Department of Economic Opportunity providing for assistance by the State in the form of a Grant in the amount not to exceed \$3,922,132.08 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 Economic Opportunity 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 Economic Opportunity System.

SECTION 4. This Resolution was duly passed at a regular meeting of the Melbourne Airport Authority, Brevard County, Florida, on the 26th Day of February 2020.

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

ATTEST:

Greg Donovan, Executive Director

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

	2020	2019	MO CHANGE (%)	2020 YTD	2019 YTD	YTD CHANGE (%)
PASSENGERS						
Revenue PAX - Domestic						
Enplaned	21,788	20,099	8.4%	21,788	20,099	8.4%
Deplaned	21,975	19,397	13.3%	21,975	19,397	13.3%
Total Revenue PAX - Domestic	43,763	39,496	10.8%	43,763	39,496	10.8%
Revenue PAX - Int'l						
Enplaned	8	316	-97.5%	8	316	-97.5%
Deplaned	7	101	-93.1%	7	101	-93.1%
Total Revenue PAX - Int'l	15	417	-96.4%	15	417	-96.4%
Non-Revenue PAX						
Enplaned	1,206	988	22.1%	1,206	988	22.1%
Deplaned	1,070	1,022	4.7%	1,070	1,022	4.7%
Total Non-Revenue PAX	2,276	2,010	13.2%	2,276	2,010	13.2%
Total PASSENGERS	46,054	41,923	9.9%	46,054	41,923	9.9%
CARGO Express/Freight/Sm Parcels (lbs)						
OUT	0	12,361	-100.0%	0	12,361	-100.0%
IN	0	2,142	-100.0%	0	2,142	-100.0%
Total CARGO (lbs)	0	14,503	-100.0%	0	14,503	-100.0%
Cargo in Metric Tons	0	7		0	7	
AIRCRAFT OPERATIONS						
Air Carrier	602	558	7.9%	602	558	7.9%
Air Taxi	268	288	-6.9%	268	288	-6.9%
General Aviation - Itinerant	6,962	5,880	18.4%	6,962	5,880	18.4%
General Aviation - Local	3,065	3,122	-1.8%	3,065	3,122	-1.8%
Military	63	246	-74.4%	63	246	-74.4%
Total OPERATIONS	10,960	10,094	8.6%	10,960	10,094	8.6%

ORLANDO MELBOURNE INTERNATIONAL AIRPORT

Income Statement

December 31, 2019

	Year To Date Actual		\$ change	% change
	12/31/2019	12/31/2018		
Operating Revenue				
Airline Landing Fees	127,913	134,659	(6,746)	-5%
Airline Service Fees	467,284	509,892	(42,608)	-8%
Land & Bldg Lease Rents	2,130,792	2,040,076	90,716	4%
Terminal Rents	58,489	57,369	1,120	2%
Parking Lot Fees	489,265	497,348	(8,082)	-2%
Car Rental Concessions	222,414	227,771	(5,357)	-2%
Restaurant Concessions	32,996	32,522	474	1%
Mobile Home Park Rent	475,935	456,250	19,684	4%
T-Hangar Rentals	28,224	28,275	(51)	0%
Operating Grant Revenue	16,050	20,807	(4,757)	-23%
Other	74,503	56,378	18,125	32%
Total Operating Revenues	4,123,864	4,061,346	62,517	2%
Operating Expense:				
Personnel Services	1,111,887	1,008,554	103,332	10%
Contract Services	1,186,275	1,220,247	(33,973)	-3%
Police & Fire Services	281,882	291,080	(9,198)	-3%
Maintenance and Operations	938,689	988,315	(49,626)	-5%
Other	-	-	0	#DIV/0!
Total Operating Expenses	3,518,732	3,508,196	10,535	0%
Operating Income (Loss)	605,132	553,150	51,982	
Non-Operating Revenue (Expense):				
Passenger Facility Charges	162,907	265,555	(102,648)	-39%
Customer Facility Charges	173,784	-	173,784	#DIV/0!
Gain on Sale of Assets	-	4,248	(4,248)	-100%
Interest Income (Loss)	82,602	75,015	7,587	10%
Ad Valorem Tax Revenue	1,565,735	1,741,692	(175,957)	-10%
Ad Valorem Tax Expense	(1,570,163)	(1,753,743)	183,580	-10%
(Loss) on Disposal of Fixed Assets	-	-	0	#DIV/0!
Interest Expense	-	-	-	#DIV/0!
Total Non-Operating Revenue (Expense)	414,865	332,768	82,097	
Net Income (Loss) Before Depreciation*	1,019,997	885,918		

* Net Income before capital contributions and transfers

ORLANDO MELBOURNE INTERNATIONAL AIRPORT
Statement of Revenues, Expenditures and Changes in Fund Net Assets
December 31, 2019

	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>% of Budget</u>
Operating Revenues:			
Airline Landing Fees	127,913	410,882	31%
Airline Service Fees	467,284	2,162,952	22%
Land & Bldg Lease Rents	2,130,792	8,359,228	25%
Terminal Rents	58,489	251,071	23%
Parking Lot Fees	489,265	2,053,544	24%
Car Rental Concessions	222,414	1,057,360	21%
Restaurant Concessions	32,996	130,000	25%
Mobile Home Park Rent	475,935	1,881,097	25%
T-Hangar Rentals	28,224	118,081	24%
Operating Grant Revenue	16,050	72,000	22%
Other	74,503	253,599	29%
Total Operating Revenues	<u>4,123,864</u>	<u>16,749,814</u>	25%
Operating Expense:			
Personnel Services	1,111,887	5,576,662	20%
Contract Services	1,186,275	5,308,424	22%
Police & Fire Services	281,882	1,128,970	25%
Maintenance and Operations	938,689	5,903,678	16%
Other	-	-	#DIV/0!
Total Operating Expenses	<u>3,518,732</u>	<u>17,917,734</u>	20%
Operating Income (Loss)	605,132	(1,167,920)	
<u>Non-Operating Revenue (Expense):</u>			
Passenger Facility Charges	162,907	1,106,119	15%
Customer Facility Charges	173,784	775,000	22%
Gain on Sale of Assets	-	-	#DIV/0!
Interest Income (Loss)	82,602	174,939	47%
Ad Valorem Tax Revenue	1,565,735	1,963,017	80%
Ad Valorem Tax Expense	(1,570,163)	(1,963,018)	80%
Gain (Loss) on Disposal of Fixed Assets	-	-	#DIV/0!
Interest Expense	-	-	#DIV/0!
Total Non-Operating Revenue (Expense)	<u>414,865</u>	<u>2,056,057</u>	
Net Income (Loss) before			
Depreciation, Transfers, and Capital Contributions	<u>1,019,997</u>	<u>888,137</u>	
Depreciation Expense	-	-	
Intra Transfer to Airport Capital	-	(862,780)	0%
Net Income (Loss) After Transfers	<u>1,019,997</u>	<u>25,357</u>	

Orlando Melbourne International Airport
 Top 10 Operating Revenues
 12/31/2019

Rank	Description	YTD FY 2020	FY 20 % of Total Rev	YTD FY 2019	FY 19 % of Total Rev	\$ Change	% Change
1	Airfield Facilities Rental	1,129,533	27%	1,069,718	26%	59,815	6% A
2	Commercial Business Center Rent	750,503	18%	768,676	19%	(18,173)	-2%
3	Parking Revenue	489,265	12%	497,348	12%	(8,083)	-2%
4	Tropical Haven Revenue	471,744	11%	452,717	11%	19,027	4%
5	Ground Handling Revenue	280,931	7%	288,541	7%	(7,610)	-3%
6	Car Rental Concession	222,414	5%	227,771	6%	(5,357)	-2%
7	Terminal Rent-Airline	209,320	5%	207,843	5%	1,477	1%
8	Hangar Rent	185,855	5%	185,855	5%	-	0%
9	Landing Fees	127,913	3%	134,659	3%	(6,746)	-5%
10	Terminal Concessions	32,996	1%	32,522	1%	474	1%
Total Top 10 Operating Revenue		3,900,474	95%	3,865,650	95%	34,824	
Other Operating Revenue		223,390	5%	195,696	5%	27,694	14%
Total Operating Revenue		4,123,864	100%	4,061,346	100%	62,518	2%

A STS leased another building that started on 10/1/19; this coupled with CPI increases on other leases account for the increase in revenue.

**Orlando Melbourne International Airport
Top 10 Operating Expenses
12/31/2019**

Description	FY 2020		FY 20 %		FY 19 %		% change
	YTD FY 2020	Operating Expense	YTD FY 2019	Operating Expense	Operating Expense	\$ change	
1 Personnel	1,111,887	32%	1,008,554	29%	103,333	10% A	
2 Other Contract Services	775,719	22%	803,755	23%	(28,036)	-3%	
3 Fire Services	276,481	8%	285,008	8%	(8,527)	-3%	
4 Contractual Employee	145,220	4%	182,013	4%	(36,793)	-20% B	
5 Electric	125,542	4%	133,040	4%	(7,498)	-6%	
6 Consulting Fees	110,499	3%	107,882	3%	2,617	2%	
7 Risk Management	95,589	3%	149,359	4%	(53,770)	-36% C	
8 Cable TV Expense	69,713	2%	65,867	2%	3,846	6%	
9 Misc Equipment/Furnishings	56,597	2%	19,640	1%	36,957	188% D	
10 Outside Counsel Fees	45,214	1%	60,162	2%	(14,948)	-25% E	
Total Top 10 Operating Expense	2,812,461	80%	2,815,280	80%			
Other Operating Expense	706,271	20%	692,916	20%	13,355	2%	
Total Operating Expense	3,518,732	100%	3,508,196	100%	10,536	0%	

A Increase is due to the annual cost of living adjustment that went into effect on 10/1 coupled with the airport filling more positions with regular positions vs temps last year (the airport had 4 more positions filled at the end of December than same period prior year).

B In FY 20, the airport reduced the number of temp positions in areas such as accounting which is reflected in the lower contractual employee expense.

C Decrease is due to the revised cost allocation plan that was agreed to with the City of Melbourne in August 2019.

D This expense is for smaller dollar items that do not qualify for capitalization. In FY 19, the airport deferred purchase of a new radio system in order to meet budget savings targets; in FY 20, the airport has proceeded with the purchase of new radios/radio system for the airport police which was approximately \$52,000.

E Last year, there was a \$5,000 charge for Lobbying was classified as "Outside Counsel Fees". Subsequent lobbying fees were classified as Lobbying Expense rather than outside legal fees to provide a more accurate classification of the expense. The remaining decrease is due to timing on when legal services are needed/rendered.

Orlando Melbourne Int'l Airport
Cash Flow Projection
1/31/2020

	January-20	February-20	March-20	April-20	May-20	June-20	July-20	August-20	September-20	October-20	November-20
Beginning Cash Balance	\$ 18,987,374	\$ 19,000,280	\$ 19,004,970	\$ 18,769,724	\$ 17,145,017	\$ 15,232,391	\$ 13,787,394	\$ 13,300,377	\$ 13,140,741	\$ 13,586,160	\$ 14,761,060
Operating Revenue	1,408,266	1,408,266	1,408,266	1,408,266	1,408,266	1,408,266	1,408,266	1,408,266	1,408,266	1,408,266	1,408,266
Less: Prepaid Rent Recorded as Deferred Revenue	(7,659)	(7,659)	(7,659)	(7,659)	(7,659)	(7,659)	(7,659)	(7,659)	(7,659)	(7,659)	(7,659)
Operating Expense:											
Liability Insurance						(49,500)					
Personnel	(454,258)	(454,258)	(454,258)	(454,258)	(454,258)	(454,258)	(454,258)	(454,258)	(454,258)	(454,258)	(454,258)
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)
Maintenance and Operations Expense	(908,328)	(904,203)	(904,203)	(904,203)	(904,203)	(904,203)	(904,203)	(904,203)	(904,203)	(904,203)	(904,203)
Net Increase (Decrease) in Cash Flow from Operations	38,021	28,646	28,646	28,646	28,646	(20,854)	28,646	28,646	28,646	28,646	(1,934,372)
Total Capital Outlay	(185,000)	(504,000)	(1,223,000)	(2,615,000)	(3,100,000)	(3,050,000)	(2,315,000)	(1,835,000)	(1,259,458)	(1,368,000)	(1,490,000)
Total Grant Revenue	-	322,040	755,960	798,000	993,200	1,482,900	1,654,500	1,500,000	1,550,204	2,356,250	1,864,250
PFC Collections (Reimbursement of Eligible Costs)	94,010	92,904	119,448	96,222	97,328	84,056	85,162	86,268	74,102	92,904	88,480
CFC Collections (Designated for Future Projects)	65,875	65,100	83,700	67,425	68,200	58,900	59,675	60,450	51,925	65,100	62,000
Net Increase (Decrease) in Cash From Capital	(25,115)	(23,956)	(263,892)	(1,653,353)	(1,941,272)	(1,424,144)	(515,663)	(188,282)	416,773	1,146,254	524,730
Beginning Cash/Investments	18,987,374	19,000,280	19,004,970	18,769,724	17,145,017	15,232,391	13,787,394	13,300,377	13,140,741	13,586,160	14,761,060
Ending Cash/Investments	19,000,280	19,004,970	18,769,724	17,145,017	15,232,391	13,787,394	13,300,377	13,140,741	13,586,160	14,761,060	13,351,418

**Orlando Melbourne Int'l Airport
Cash Flow Projection - Capital Exp and Grant Revenue
1/31/2020**

Capital Project Expenditures	Proj #	Total Cost	January-20	February-20	March-20	April-20	May-20	June-20	July-20	August-20	September-20	October-20	November-20
Obstruction Removal and Lighting	50218	1,225,000	(5,000)	(50,000)	(280,000)	(320,000)	(440,000)	(100,000)	(30,000)				
PBB 4 and 7 Replacement	50019	2,464,958	(100,000)	(150,000)	(500,000)	(450,000)	(400,000)	(300,000)	-	(100,000)	(264,958)		
ATCT Tower Demo	55019	388,000	D	(80,000)	(158,000)								
Airfield Utilities-GA Dr. & SO Lift	51119	1,400,000	E		(50,000)	(150,000)	(300,000)	(400,000)	(450,000)	(500,000)	(428,000)	(450,000)	(500,000)
Ground Run Up Enclosure Facility	50319	4,000,000	D										
Security System-phase 1	50419	461,959	D										
Terminal Transformation	50519	34,000,000	D	(34,000)	(20,000)	(1,650,000)	(1,925,000)	(2,200,000)	(1,650,000)	(1,100,000)	(550,000)	(770,000)	(990,000)
ATCT Construction (FDOT)	50215	300,000		(120,000)	(100,000)								
Airplane Deposit Facility	50619	70,000	C										
Taxiway S Improvements-Phase 1	50120	3,400,000	D										
Perimeter Road Rehab	50220	125,000	C	(35,000)	(80,000)	(10,000)							
PBB 5 Replacement	50320	1,669,094	D						(150,000)				
Roof Replacement-1250 Nasa Bldg 219	50420	150,000	C							(85,000)			
Aerospace Dr. Lift Station Replace	50520	85,000	C										
Tropical Haven Facility Improvements	50620	148,000	C									(148,000)	
Equipment Purchases		291,500	C	(35,000)	(35,000)	(35,000)	(35,000)	(50,000)	(35,000)	(50,000)	(16,500)		
Total Capital Outlay			(185,000)	(504,000)	(1,223,000)	(2,615,000)	(3,100,000)	(3,050,000)	(2,315,000)	(1,835,000)	(1,259,458)	(1,368,000)	(1,490,000)
Grant Revenue													
FAA ENTITLEMENT Grant - Obstruction Removal			49,500	252,000	288,000	288,000	396,000	90,000	27,000		61,250		
FDOT Grant-OBSTRUCTION REMOVAL			90,000	135,000	135,000	450,000	405,000	360,000	270,000		90,000		
FAA Ent Grrt - PBB 4 & 7									95,000				
FDOT Grant-PBB 4 & 7													
FAA Grant 46 Tower Demo							142,200						
FDOT Grant-ATCT Demo							7,900						
FDOT Grant-ATCT Equip Reio			182,540	328,960	40,000	60,000	50,000	200,000	300,000	400,000	450,000	500,000	428,000
FDOT Grant ATCT Construction													
FDEO Grant-Ground Run up													
TERMINAL EXPANSION GRANTS													
FDOT-Terminal Rehab FY 20 (438452-1-94-03--\$3,093,954)**								825,000	962,500	1,100,000	206,454	866,250	941,250
FAA Entitlements FY 20-FY 22 (\$6,373,000)***											742,500	990,000	495,000
FAA Discretionary FY 20 (\$3,000,000)***													
Total Grant Revenue			-	322,040	755,960	798,000	993,200	1,482,900	1,654,500	1,500,000	1,550,204	2,356,250	1,864,250

* 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.

** Grant awarded Feb 20; \$3,093,954; 50% grant

***Grant expected to be awarded August 2020; entitlement grant award is paid out over 3 years

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

Police Activity	
TSA Required Checks	
Response to Door & Gate Alarms	295
TSA Assists	1
Perimeter	115
Door inspections	5
SIDA & Secure Area Inspections	233
Gate Inspections	4
Customs Assists / Weapons Check	0
Security Violations	2
Assist to Other Agencies	13
Aircraft Alerts	1
Arrests	0
*Other Incident Reports	398
Traffic / Parking Citations/Warnings	5
K9 training & patrols	2
Total	1074
Administrative Action	
Security Badges Issued	178
Parking Permits Issued	8
Parking Permit Renewals	57
Total	243



A blue ink signature that reads "R Purden" with a stylized flourish.

Renee Purden
Chief of Police

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

Special Detail

- ✕ 01/07/20 – Special Detail: Governor DeSantis and Lt. Governor Nunez governor flew into MLB for the Opportunity Zone Forum. MAPD and FDLE ensured that the arrival and departure went without incident.

- ✕ Neighboring agencies (MPD/WMPD/PBPD) conducted K9 patrols and training during the month.

Security Violation(s):

01/07/2020 Case # 20-008 – subject entered the AOA through the N386V gate and continued to travel away without ensuring the gate closed first.

01/09/2020 Case # 20-007- subject / employee left the baggage belt running and the ST 1E/1F doors open with no airline personnel on site. This was immediately secured and appropriate action taken.