



MELBOURNE AIRPORT AUTHORITY BOARD
Minutes for February 26, 2020 Board Meeting
Airport Board Room

At which were present: Mr. Jack L. Ryals, Chairman
Mayor Kathy Meehan, Vice Chairman
The Honorable Debbie Thomas, Councilmember
The Honorable Tim Thomas, Councilmember
Mr. William C. Potter, Member
Mr. Scott Mikuen, Member
Mr. Michael Fischer, Member
Mr. Adam Bird, Airport Attorney
Mr. Greg Donovan, A.A.E., Executive Director
Mr. Mark Busalacchi, Director of Business Development
Mr. Cliff Graham, C.M., Director of Operations and Maintenance
Ms. Melissa Naughton, C.M., Assistant Director of Business Development
Mr. Mike O'Dell, C.P.A., Director of Finance and Administration
Mr. David Perley, A.I.C., Director of Capital Improvements

Pledge of Allegiance

Airport Announcements by Executive Director Greg Donovan:

- Congratulations to Mr. Bill Potter recipient of the William R. "Bill" Ellis Legacy Award given by Melbourne Regional Chamber
- Officer Higgins welcomed as the newest MAA police department member
- Corporal Wheeler selected as 2019 Officer of the Year
- Air Traffic Control Tower Demo Completed (video shown)
- TSA Administrator David Pekoske visits MLB to discuss terminal project and future growth
- US Customs Deputy Commissioner Wagner meeting to discuss partnership opportunities with MLB, CBP, TUI and Port Canaveral
- MLB passes Part 139 Inspection with zero discrepancies
- MLB nominated again for 'North American's Most Scenic Airport Approach' four years running

Action Items

Approval of the January 22, 2020 meeting minutes. A motion was made by Mayor Meehan for approval of meeting minutes, seconded by Ms. Thomas. Motion passed unanimously.

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

Mr. Donovan explained that temporary staff at MLB include some administrative, maintenance and custodial staff. The current temporary staffing contract is with Manpower and ends in April 2020. Staff issued a Request for Proposal in mid-January with six staffing firms submitting proposals. 22nd Century Technologies, Inc. received the highest score. The contract term is a one-year base period with four 1-year options beginning May 2, 2020. There will be approximately 18 percent reduction in the company's mark-up from the current contract. This does not affect the salaries of the staff.

Ms. Leslie Smith, Brevard County Account Representative of 22nd Technology, addressed the Board. She explained that 22nd Technology handles many government contracts with over 5,000 employees nationwide. They have three offices in Florida with over 600 employees. She thanked the staff and the board for this opportunity.

Mr. Mikuen asked if current airport employees would be transferred to the new contract. Ms. Smith assured they would be transferred. Mr. Donovan stated this transfer would include the current 15-20 staff members, with more staffing needs to come soon.

Staff recommends approval of Item A-1. A motion was made by Mr. Potter to approve a contract with 22nd Century Technologies, Inc., for Temporary Staffing Services and authorization for the Executive Director to execute said agreement on behalf of the Authority, seconded by Mr. Thomas. Motion passed unanimously.

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

Mr. Donovan explained that this is a 100 percent grant in the amount of \$3,922,132.08. This funding will be used specifically for the infrastructure improvements projects.

Staff recommends approval of Item A-2. Motion was made by Ms. Thomas to approve Resolution 02-20 Florida Department of Economic Opportunity Grant for the Northside Expansion Project and authorization for the Chairman to execute said resolution on behalf of the Authority, seconded by Mayor Meehan. Motion passed unanimously.

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

Mr. Donovan stated he would like to break this item into two parts: Executive Director's additional compensation and Staff Compensation.

- Executive Director – The Executive Director's evaluation was discussed at the last board meeting and an offer was made. Consideration for additional compensation as provided by the Executive Director's employment contract with the Airport Authority regarding a benefits and/or retirement package needs to be visited at this meeting.

Chairman Ryals explained that Mr. Donovan is in the investment part of the Florida Retirement System. Currently 24.6 percent contribution is being made to the system, but only 7 percent goes directly to the executive director's account. A new 457(b) retirement account will be established for the Executive Director.

Mr. Potter agrees that a 457(b) account needs to be set-up with a contribution of \$19,000 be awarded to Mr. Donovan's for his performance in 2019. All other members agree and supports this action.

- Staff members compensation, specifically department heads – The Airport Authority is empowered to hire its own personnel. Airport personnel is offered the same benefits and privileges as the City of Melbourne and need to follow the same rules and regulations as the City of Melbourne's personnel. Evergreen Solutions did a job classification study throughout the City but didn't include specific airport classifications. The Airport paid Evergreen to study the airport's classification and pay ranges against other airports.

Handouts were given to the Board for the department directors current salaries and current minimum and maximum range, as well as salaries and ranges prior to the Evergreen study.

Ms. Antoinette Broomfield, HR Administrator, gave an update on the Evergreen study. This study began in January 2018 and ended recently. The last time the City did this type of study was in the 1950s. As part of a specific request, all Florida airports were part of this market review. This study was successful in insuring airport positions and city positions were equal in classification and pay range. There were nine airport positions that had to be reclassified at the end of this study.

Mr. Potter asked how frequently does the city look at these ranges? Ms. Broomfield stated moving forward it will be done on an annual basis.

Staff recommends approval of Item A-3. Motion was made by Mr. Potter to contribute \$19,000 to the Executive Director's 457(b) retirement account as a performance contribution of additional compensation to the Executive Director for 2019, effective immediately, seconded by Chairman Ryals. Motion passed unanimously.

Informational Items

Item I-1 Financial Update by Mr. O'Dell

Revenue

Operating income \$600,000, which is an increase from last year.

Parking revenue is down 2 percent.

Other operating revenue income now include trip fees.

Expense

Personnel expense includes the Evergreen Study, plus Cost of Living Adjustment.

Risk Management decreased due to the new cost allocation plan.

Miscellaneous equipment/furnishing is up significantly due to the new police radio system.

Outside Counsel Fees is down 25 percent.

Cash and investments have increased, near \$19 million.

Mr. Potter asked about the large cash flow amount spent in November. Mr. O'Dell stated it was for the Ad Valorem tax payment. Mr. Mikuen questioned the cash flow projections. Mr. O'Dell stated it reflects financing instruments and what it will look like with the new terminal project.

Mr. Donovan explained that this finance report does not reflect the grants that are in progress currently for the terminal project. The goal is to maintain the current reserve levels.

Item I-2 Operations Update by Mr. Graham**Corporate 5K**

This is the 10th anniversary, 3rd year that MLB has hosted.

This event promotes health and fitness in the workplace.

Delta Air Lines is a major sponsor, celebrating 35 plus years of air service to the community.

As a major sponsor, Delta is also making sure each participant will receive a medal.

Expecting record attendance of 125 plus teams, with over 2,500 participants.

Unique opportunity for participants to run/walk on the airfield, including a runway.

Great support from our tenants, FAA and FDOT.

Beneficiaries this year are the American Cancer Society and Eau Gallie HS Aviation Program, which is the second year EGHS program is a beneficiary. It is the only HS Aviation Program in Florida.

Item I-3 Construction Projects Update by Mr. Perley**Air Traffic Control Tower**

Demolition of the existing tower is complete.

Old foundations and all auxiliary structures are now removed.

New access control for the existing gate is nearing completion.

Site work for the parking lot to begin the last week of February.

Closeout expected by the end of March 2020.

Terminal Renovation Phase 2

On February 13, five (5) firms submitted qualifications for the Progressive Design/Build project.

On February 20, the selection committee recommended all five (5) firms be shortlisted.

Since then, one (1) firm has dropped out.

Presentations are set for Tuesday, March 3, 2020 with the selection committee making a recommendation to negotiate a contract at the conclusion of the presentations.

A contract will be brought to the Board in March for design services and a GMP in May.

Grant applications this year have been moved up to the beginning of June and will be submitted after the May Board meeting.

Ground Run-up Enclosure

A Request for Proposal was issued on January 30.

Proposals are due on March 3.

The selection committee will review the proposals on March 12 at 2:00 and is open to the public.

Selection of a firm for approval should be brought to the Board in March.

Project completion is now expected next February 2021.

Replacement of Passenger Boarding Bridges 7 & 4

Fabrication of the bridges continue.

Delivery is still expected in late April with a May installation.

Obstruction Removal and Lighting

Environmental approval has been given for the project.

Gopher tortoise relocation is expected to begin shortly.

Contractor to install access gate this week.

Once relocation is complete, the Notice to Proceed will be issued to the Contractor.

Perimeter Patrol Roads

A test strip of the millings road has been completed.

Adjustments to the design are being made based on the result.

Project should take about three months to complete.

Northrop Grumman Metal Roof Replacement

Contract has been executed.

Roofing materials have been ordered and are expected within the next two weeks.

Installation will start as soon as the material is delivered.

Item I-4 Business Development and Marketing Update by Mr. Busalacchi**Space Coast Food Fest**

As the grand prize, MLB sponsored two round trip tickets to Philadelphia on American Airlines, which were included as a package with hotel and other travel accommodations. MLB's International Ambassadors promoted MLB and American Airlines new daily non-stop service to Philadelphia.

FIT Economic Impact Study

The Business Development and Marketing Department is currently working with FIT's Aeronautics graduating class to research and write a report on the economic impact that TUI will bring to the airport and to the community.

Grant Awards

Mr. Rob Himler was thanked for his grant writing expertise that help secure MLB's nearly \$8 million in grants. Also thanked was Ms. Melissa Naughton for her expertise and involvement with the grant writing process.

Public Speakers

Mr. William Van Durn – He would like to have the airport fly the MIA/POW flag in honor and in remembrance of those who served. He asked the Board for its permission and approval to fly the flag at the airport. Mr. Donovan stated it would be an honor to fly this flag, and this would be implemented immediately.

Mr. Van Durn would like to have a ceremony when the flag is raised. Mr. Graham will work with Mr. Van Durn on securing a date.

In Closing


The meeting was adjourned by Chairman Ryals at 9:45 a.m.

PREPARED BY:




Tammy Till, Board Secretary

SUBMITTED BY:



Greg Donovan, A.A.E.
Executive Director

APPROVED BY ACTION OF AIRPORT AUTHORITY:



Jack L. Ryals, Chairman