



MELBOURNE AIRPORT AUTHORITY BOARD MEETING  
**AGENDA**

April 22, 2020 at 8:30 AM

Orlando Melbourne International Airport Terminal

*Public attendees must arrive at the airport's baggage claim to check-in for the public meeting. Attendees will be directed to a designated area within the terminal where physical distancing guidelines will be in place and attendees can listen, view and participate in the public meeting.*

**Pledge of Allegiance**

**Roll Call**

**Airport Announcements**

**Action Items**

Approval of the minutes of the February 26, 2020 meeting in the Orlando Melbourne International Airport Board Room.

**Item A-1 Recommendation for Approval of an Aeronautical Ground Lease with Space Florida and "Project Peregrine II" as the Pre-approved Sub-tenant.**

This is for an aeronautical ground lease directly between the Authority and Space Florida with Project Peregrine II (PPII) as the approved subtenant. This ground lease will be for the 60.66-acre parcel located on the northwest corner of the airport. Staff has been engaged in negotiations with PPII for just over 16 months, in collaboration with several local and state economic development partners. Project Peregrine II is the name being used to protect the company's identity until it is prepared to make an official announcement about this decision, which is anticipated to be within the next 30 days.

PPII is an aircraft manufacturer with plans to construct a campus that will consist of its headquarters and all essential aircraft design, assembly, and delivery facilities.

The salient points of the lease are:

- **Acreage:** 60.66 acres (Parcel A-5)
- **Term:** Base term of 30 years with two (2) 10-year option periods
- **Lease Rate:** \$0.34 per square foot per year, which is \$899,514 annually. This is based on a Fair Market Value appraisal.
- **Incentives:**
  - Construction period: Rent will be abated for 18 months during the construction period.
  - Years 1 and 2: Rent will be abated.
  - Year 3: Tenant will pay 30 percent of the annual base rent.
  - Year 4: Tenant will pay 60 percent of the annual base rent.
  - Year 5: Tenant will pay 100 percent of the annual base rent.
  - Additional rent incentives at the Aerospace Center equaling \$875,673 (detailed in item A-5) in exchange for all improvements

**Total rent incentives: \$5,013,437 (Includes Aerospace Center)**

- **Rent Adjustments:** CPI adjustments every five years with a minimum of 2 percent and maximum of 5 percent per year. There will be Fair Market Value adjustment upon the exercise of the option provided by the lease.
- **Insurance, Taxes and Fees:** Tenant is responsible for all insurance, taxes and fees associated with the lease.
- **Airport Responsibilities:** Extend Taxiway 'M' to the property line, upgrading utilities serving the property, and extending St. Michael Place. These projects are non-exclusive and will benefit existing and future Northside tenants.
- **Funding sources:**
  - \$15,500,000 in 100 percent committed funding from the Florida Department of Transportation for airport infrastructure projects supporting PPII along with a second project business development is engaged in. A portion of this funding will be used for the extension of St. Michael Place as well as design elements on the Northside that will benefit several tenants.
  - \$3,922,132 from the Florida Department of Economic Opportunity Florida Job Growth Grant Fund. This 100-percent funding source will be used to design and construct utility infrastructure improvements to extend and relocate St. Michael Place.
  - The extension of Taxiway 'M' is included in MLB's Capital Improvement Program (JACIP) as a planned Joint Participation Agreement (50/50 grant) with the Florida Department of Transportation in Fiscal Year 2020.
  - Airport staff continues to seek further grants and funding sources to complete these projects.
  - All improvements the airport is responsible for are included in MLB's latest Master Plan Update.
- **Options to Lease:**
  - A4: This is an 18-month option to lease a 25.6-acre parcel. If Tenant leases the property, it will receive the same rent incentives as the original parcel.
  - E1/E2: These are two parcels that are currently under option to Embraer. If these parcels should become available, Tenant will have an 18-month Option to Lease. If Tenant leases these properties, it will receive the same rent incentives as the original parcel.
  - L1/L2: These are two parcels currently under lease to Health First and Liberty Leasing VI (Avidyne). If these parcels should become available, Tenant will have an 18-month Option to Lease. If Tenant leases these properties, it will receive the same rent incentives as the original parcel.
  - The lease rate for all option parcels mentioned above will be determined by appraisal.
- **Assignment and Subletting:** Tenant has the right to sublease or assign the lease without the Airport's consent if said sub-tenant and/or assignee meets certain criteria such as being an aircraft or other aerospace-related manufacturer, maintenance, repair, and overhaul company, or another related industry. Any other sub-tenant is subject to review and approval by the Authority.

- **Projected Revenues and ROI:** The ground lease of Parcel A-5 will generate revenues of approximately \$22,039,033 over the base term of the lease. This calculation includes the Aerospace Center Common Area Maintenance fee and all rent incentives. This does not include CPI adjustments or any applicable aviation fees. The projected Return on Investment (ROI) over 30 years is approximately \$20,487,811, which factors in MLB's portion of the JPA for the Taxiway 'M' extension. Total ROI may increase if the Airport is awarded additional funding.

Staff recommends approval of the Aeronautical Ground Lease with Space Florida, with Project Peregrine II as the sub-tenant, and authorization for the Executive Director to execute said agreement on behalf of the Authority.

#### **Item A-2 Recommendation for Approval of a Commercial Lease for Units 3, 4, and 5 in the Aerospace Center Building with "Project Peregrine II."**

This is for a commercial lease between the Airport and Project Peregrine II (PPII) for Units 3, 4, and 5 of the Aerospace Center building located at 100 Aerospace Drive. The units will be used as temporary office and warehouse space while PPII's permanent facilities are under construction.

The current tenant occupying this space has been in default for habitually late payments for approximately one year and as a result is on a month-to-month lease.

The salient points of the lease are:

- **Term:** Three years with four, six-month option periods (potential total duration of 5 years). If PPII's construction is completed prior to end of the initial base term it can terminate the lease with 30 days' written notice.
- **Lease Rate:**
  - Base Rent: \$6.53 per square foot per year, which is \$291,891 annually. This is based on a Fair Market Value appraisal.
  - Common Area Maintenance Charge: \$0.50 per square foot per year, which is \$22,350 annually to be paid monthly.
- **Incentives:** Rent will be abated for the first three years of the lease term in exchange for all improvements made to the leased premises.
- **Insurance, Taxes and Fees:** Tenant is responsible for all insurance, taxes and fees associated with the lease.
- **Maintenance:** Authority is responsible for the replacement of the HVAC system or any HVAC units, if necessary. It is also responsible for any exterior maintenance, roof repair, roof replacement, and maintenance of the entrance road and parking area.

Staff recommends approval of a Commercial Lease for Units 3, 4, and 5 in the Aerospace Center Building with Project Peregrine II, and authorization for the Executive Director to execute said agreement on behalf of the Authority.

**Item A-3 Recommendation for Approval of Resolution 3-20 to Approve a Budget Increase of \$22,524,576 for the Northside Expansion Project to Allow Infrastructure Development Needed for a Prospective New Tenant.**

Airport staff has been negotiating with two prospective tenants for two separate ground leases. Both companies plan to construct aircraft manufacturing facilities. In order to accommodate for this planned development, several infrastructure improvements will be required, including the extension of St. Michael Place, extension of utilities, extension of taxiway M, and the construction of a new taxi-lane.

The St. Michael Place extension will connect the existing portion of St. Michael Place to new tenant areas. New and expanded water and sewer utility lines will also be installed to support these projects, as well as to accommodate continued tenant growth. The taxiway extension is needed to establish an access connection from the Northside buildings and hangars to the airfield.

The proposed infrastructure expansion project will be primarily funded by three grants. One grant in the amount of \$3,922,132 is from FDEO and was executed in February. The other two grants have not been awarded (one is a 100 percent grant and the other requires a local match of \$1,551,222). A budget amendment is required in order to appropriate the grant revenue and local match so a capital improvement project can be established. Staff recommends a transfer from prior year surplus for the match requirement.

The total increase to the Capital Projects Fund will be \$22,524,576.

Capital Projects Budget-Fund 861						
<b>FY 20 Capital Expenditure Budget as of 4/13/20</b>						6,577,094
		Project Number	Original Budget	Increase	Revised Budget	
Northside Expansion		TBD	\$ -	\$ 22,524,576	\$ 22,524,576	22,524,576
<b>FY 20 Capital Expenditure Budget After Transfer</b>						29,101,670
<b>FY 20 Capital Revenue Budget as of 4/13/20</b>						6,577,094
		Account Number	Original Budget	Increase	Revised Budget	
MAA Share		387014	\$ 981,455	\$ 1,551,222	\$ 2,532,677	1,551,222
FDOT Grant Revenue		389600	\$ 1,663,455	\$ 17,051,222	\$ 18,714,677	17,051,222
FDEO Grant Revenue		389608	\$ -	\$ 3,922,132	\$ 3,922,132	3,922,132
<b>FY 20 Capital Revenue Budget After Transfer</b>						29,101,670

Staff recommends approval of the attached budget amendment and establishment of a parent project, titled “Northside Expansion”, in the amount of \$22,524,576, with sub-projects to be established as the scope of work is more clearly defined as the project proceeds.

**Item A-4 Recommendation to Approve Engineering Amendment No. 47 with Airport Engineering Company for Design, Permitting, Engineering, and Bidding for the St. Michael Place Infrastructure and Road Extension Project in an Amount Not-To-Exceed \$283,000.**

In February 2015, the Board approved the construction of the St. Michael Place extension. The extension was constructed for road access only to connect into General Aviation Drive. With the expansion of tenants on the Northside, the current underground utilities along General Aviation Drive are inadequate to support new growth even for existing tenants. In lieu of replacing the current utilities, new utilities were proposed to be installed along St. Michael Place. This would alleviate any disruption of current services and provide a “loop” system if any portion of the utilities are damaged or shutdown.

Also, with the growth on the Northside, the current St. Michael Place needs to be extended along the airport’s northwestern property boundaries and around Project Peregrine II’s project site to allow for vehicular access to the new Peregrine II’s site as well as existing and future tenants.

With Airport Engineering Company’s knowledge of the project, staff selected it to continue with the design of this portion of the project. Once the project is bid, staff will request from the Board an amendment for Airport Engineering Company to provide a proposal for construction administrative services for the project once it has been bid and a construction schedule determined. Funding for this project is at 100 percent from the Florida Department of Economic Opportunity Jobs Growth Grant.

Staff recommends approval of the Engineering Amendment No. 47 to Airport Engineering Company for the St. Michael Place Infrastructure and Road Extension Project in an amount not-to-exceed \$283,000, and authorization for the Executive Director to execute a purchase order on behalf of the Authority.

**Item A-5 Recommendation to Award the Ground Run-Up Enclosure Project to the Selection Committee’s Recommended Firm of Ivey’s/AVCON/BDI for a Guaranteed Maximum Price (GMP) of \$ 4,099,017.**

The Ground Run-Up Enclosure (GRE) Project began in January 2019. A siting study was performed and sent to the Federal Aviation Administration (FAA) for approval. With the government shut down in early 2019, the review for approval was delayed. Once it was reviewed, several modifications were requested by the FAA. Each time a modification was made, another approval process was required. Final approval of the site selection did not come until January 2020. Once approval was received, the project was issued for proposals.

The mandatory pre-bid identified 10 construction companies with the potential to propose on the project. Since this is a specialty item and only a few firms have the ability to design, fabricate, and construct a GRE, it was anticipated that half the firms would submit proposals. Two firms submitted proposals.

The selection committee reviewed the proposals that included a price component along with qualifications. After scoring the selection, the team of Ivey’s/AVCON/BDI was selected.

Ivey’s/AVCON/BDI	600 Points	\$4,099,017
Rush/C&S/BDI	563 Points	\$4,286,248

A grant by the Florida Department of Economic Opportunity in the amount of \$4,000,000 was issued last year for the project. This is a 100 percent grant, with no required matching funds.

Staff recommends approval of the award to Ivey’s/AVCON/BDI for the GMP amount of \$4,099,017 for the Ground Run-Up Enclosure Project, and authorization for the Executive Director to execute said agreement on behalf of Authority.

**Item A-6 Recommendation to Approve a Purchase Order with ESA, Inc., under its Continuing Services Contract, for the Development of the Categorical Exclusion (CATEX) and Supporting Documentation in Accordance with the National Environmental Policy Act (NEPA) for Compliance Requirements of the Federal Aviation Administration (FAA) for the Proposed Terminal Renovation and Expansion Project in an Amount Not-To-Exceed \$121,140.**

All projects that receive federal funding are required to provide a review for their environmental impact in the form of an Environmental Assessment (EA). The level of detail of the assessment is determined by the Federal Aviation Administration (FAA). Some projects where the environmental impact is negligible, a Categorical Exclusion (CATEX) can be provided in lieu of an assessment. These assessments must be performed by a licensed environmental specialist.

Staff and its consultants have discussed the issue with the FAA regarding the environmental assessment needed for the Terminal Renovation and Expansion Project. Since most work will be performed on grounds that have already been developed, the assessment should be categorically excluded.

The FAA at this time has tentatively agreed to a CATEX for the project. Staff has asked ESA under its Continuing Services Contract to prepare the CATEX for submission to the FAA. This will need to be completed quickly in order to not delay the grant submission currently set for May 18, 2020.

The 50/50 Florida Department of Transportation (FDOT) grant issued in January 2020 for the terminal project will be applied to this purchase order.

FDOT	\$ 60,570
MAA	<u>\$ 60,570</u>
	<b>\$121,140</b>

Staff recommends approval of the Purchase Order to ESA, Inc. in an amount not-to-exceed \$121,140, and authorization for the Executive Director to execute a purchase order on behalf of the 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.*

**ORLANDO MELBOURNE INTERNATIONAL AIRPORT**  
**Statement of Revenues, Expenditures and Changes in Fund Net Assets**  
**February 29, 2020**

	YTD Actual	Annual Budget	% of Budget
<b>Operating Revenues:</b>			
Airline Landing Fees	238,295	410,882	58%
Airline Service Fees	857,929	2,162,952	40%
Land & Bldg Lease Rents	3,575,393	8,359,228	43%
Terminal Rents	97,481	251,071	39%
Parking Lot Fees	798,149	2,053,544	39%
Car Rental Concessions	411,808	1,057,360	39%
Restaurant Concessions	58,192	130,000	45%
Mobile Home Park Rent	796,021	1,881,097	42%
T-Hangar Rentals	47,390	118,081	40%
Operating Grant Revenue	27,990	72,000	39%
Other	153,868	253,599	61%
<b>Total Operating Revenues</b>	<b>7,062,515</b>	<b>16,749,814</b>	<b>42%</b>
<b>Operating Expense:</b>			
Personnel Services	2,074,293	5,576,662	37%
Contract Services	2,027,666	5,308,424	38%
Police & Fire Services	468,989	1,128,970	42%
Maintenance and Operations	1,526,857	5,903,678	26%
Other	-	-	#DIV/0!
<b>Total Operating Expenses</b>	<b>6,097,805</b>	<b>17,917,734</b>	<b>34%</b>
<b>Operating Income (Loss)</b>	<b>964,710</b>	<b>(1,167,920)</b>	
<b><u>Non-Operating Revenue (Expense):</u></b>			
Passenger Facility Charges	307,049	1,106,119	28%
Customer Facility Charges	309,891	775,000	40%
Gain on Sale of Assets	4,762	-	#DIV/0!
Interest Income (Loss)	131,221	174,939	75%
Ad Valorem Tax Revenue	1,539,700	1,963,017	78%
Ad Valorem Tax Expense	(1,570,163)	(1,963,018)	80%
Gain (Loss) on Disposal of Fixed Assets	-	-	#DIV/0!
Interest Expense	-	-	#DIV/0!
<b>Total Non-Operating Revenue (Expense)</b>	<b>722,460</b>	<b>2,056,057</b>	
<b>Net Income (Loss) before Depreciation, Transfers, and Capital Contributions</b>	<b>1,687,170</b>	<b>888,137</b>	
Depreciation Expense	-	-	
Intra Transfer to Airport Capital	-	(862,780)	0%
<b>Net Income (Loss) After Transfers</b>	<b>1,687,170</b>	<b>25,357</b>	



**Orlando Melbourne International Airport**  
**Top 10 Operating Revenues**  
**2/29/2020**

<b>Rank</b>	<b>Description</b>	<b>YTD FY 2020</b>	<b>FY 20 % of Total Rev</b>	<b>YTD FY 2019</b>	<b>FY 19 % of Total Rev</b>	<b>\$ Change</b>	<b>% Change</b>
1	Airfield Facilities Rental	1,903,505	27%	1,786,142	26%	117,363	7% A
2	Commercial Business Center Rent	1,252,276	18%	1,258,693	18%	(6,417)	-1%
3	Parking Revenue	798,149	11%	758,990	11%	39,159	5%
4	Tropical Haven Revenue	788,091	11%	805,558	12%	(17,467)	-2% B
5	Ground Handling Revenue	511,984	7%	491,037	7%	20,947	4%
6	Car Rental Concession	411,808	6%	405,157	6%	6,651	2%
7	Terminal Rent-Airline	375,299	5%	364,467	5%	10,832	3%
8	Hangar Rent	309,758	4%	309,758	5%	-	0%
9	Landing Fees	238,295	3%	237,906	3%	389	0%
10	Terminal Concessions	58,192	1%	54,063	1%	4,129	8%
Total Top 10 Operating Revenue		6,647,357	94%	6,471,771	95%	175,586	
Other Operating Revenue		415,158	6%	352,510	5%	62,648	18%
Total Operating Revenue		7,062,515	100%	6,824,281	100%	238,234	3%

A Increase is due to rate implementation of contractual rate adjustments plus the lease of new facilities by existing airport tenant in FY 20.

B Decrease is due to the lapsing of the Capital Improvement Fee (\$25 per lot which was in effect from January 2019 through September 2019).

**Orlando Melbourne International Airport**  
**Top 10 Operating Expenses**  
**2/29/2020**

Description	YTD FY 2020	FY 20 % Operating Expense	YTD FY 2019	FY 19 % Operating Expense	\$ change	% change
1 Personnel	2,074,293	34%	1,754,656	27%	319,637	18% A
2 Other Contract Services	1,289,931	21%	1,417,637	22%	(127,706)	-9%
3 Fire Services	460,468	8%	469,179	7%	(8,711)	-2%
4 Contractual Employee	250,854	4%	299,024	5%	(48,170)	-16% B
5 Consulting Fees	207,117	3%	196,686	3%	10,431	5%
6 Electric	202,173	3%	209,151	3%	(6,978)	-3%
7 Risk Management	159,315	3%	248,932	4%	(89,617)	-36% C
8 Cable TV Expense	117,817	2%	112,172	2%	5,645	5%
9 Outside Counsel Fees	89,456	1%	86,750	1%	2,706	3%
10 Landscaping/Irrigation	87,273	1%	29,307	0%	57,966	198% D
<b>Total Top 10 Operating Expense</b>	<b>4,938,697</b>	<b>81%</b>	<b>4,823,494</b>	<b>74%</b>		
Other Operating Expense	1,159,108	19%	1,656,969	26%	(497,861)	-30% E
<b>Total Operating Expense</b>	<b>6,097,805</b>	<b>100%</b>	<b>6,480,463</b>	<b>100%</b>	<b>(382,658)</b>	<b>-6%</b>

A The main reason for the increase is the timing of the bi-weekly payroll; there are 26 pay periods each year so there are 2 months each year where there are 3 pay periods rather than 2. In FY 20, the first 3 pay period month was in January whereas it was in March in FY 19. The impact of this timing accounts for approximately \$194,000 of the difference. The remaining increase is the impact of pay increases that went into effect on 10/1 as well as timing of when positions have been filled.

B This expense fluctuates based on when temporary employees are used compared to regular employees. Last year the Airport utilized more temp employees than this year (note there is a corresponding increase in personnel expense).

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

D The current year expenditures are up \$13,493---last year in the first 3 months of the year, the landscaping expenses were charged to multiple accounts. In January 2019, staff consolidated these costs to Landscaping/Irrigation expense account in order to provide better information on the nature of the expenditures.

	FY 20	FY 19	\$ change
US Lawns			
R&M-Grounds	-	14,035	
R&M-Landscaping	-	30,438	
Landscaping/Irrigation	87,273	29,307	
	87,273	73,780	13,493

E Primary reason for the decrease--in FY 19 MLB had marketing incentives that were paid to Porter Airlines as part of the Air Service Incentive Plan (ASIP); in FY 20, no airlines have qualified for the ASIP so MLB has had no expense.

**MLB**  
**Projected Impacts of COVID-19**  
**4/13/2020**

**Purpose: To provide a summary of the projected Revenue Impacts of the COVID-19 recession to MLB.**

Note: There are detail models that support these activity based projections.

Assume: 90% decline in enplanements through May followed by 24 month recovery

OPTION A - Certain revenue not directly tied to enplanements (landing fees, gate use fees, etc.)

	<u>FY 20</u>	<u>FY 21</u>	<u>Total</u>
Operating	(2,184,421)	(2,945,260)	(5,129,681)
Capital (PFC and CFC)	(899,987)	(888,713)	(1,788,701)
	<u>(3,084,408)</u>	<u>(3,833,973)</u>	<u>(6,918,382)</u>

Option B - All Revenues tied to enplanements

Operating	(2,713,860)	(3,049,544)	(5,763,403)
Capital (PFC and CFC)	(899,987)	(888,713)	(1,788,701)
	<u>(3,613,847)</u>	<u>(3,938,257)</u>	<u>(7,552,104)</u>

MLB  
 COVID Impact

90% Loss

**OPTION A-FY 20**

4/13/2020

Assumptions:

Enplanement Revenue Loss: 25% March  
 Enplanement Revenue Loss: 90% April -May  
 Recovery Period (Months) 24  
 Month Recovery Begins: June  
 Monthly Recovery Rate 3.75%  
 Capacity Reduction 25.00% March  
 Capacity Reduction 50.00% April-Sept

	FY 20-Projection BEFORE Covid 19 Recession							
	March	April	May	June	July	August	September	6 month Total
Enplanements (assume flat)	26,938	21,420	21,966	18,826	19,033	19,609	16,691	
Landing Fees	37,223	48,532	36,455	30,213	35,056	40,074	37,986	265,539
Aero-Gate Use (304104)	65,375	81,595	65,244	44,059	65,394	64,960	66,970	453,597
Aero-Ground Handling	47,005	60,102	52,548	66,812	46,125	49,576	51,705	373,873
Aero-Passenger Svc Agents	27,012	33,536	28,884	12,165	25,970	25,291	26,469	179,327
Fuel Flowage/Storage	28,189	30,708	26,203	33,400	25,705	19,550	25,191	188,946
Car Rental Concession	104,459	109,376	91,346	49,882	114,076	79,711	83,309	632,159
Parking	169,824	139,932	173,141	153,820	139,235	153,318	143,306	1,072,576
Terminal Concessions	11,291	15,218	12,400	12,167	10,260	11,155	11,686	84,177
Taxi/TNC Trip Fees	5,000	5,000	5,000	5,000	5,000	5,000	5,000	35,000
Operating Revenue-PRE covid19	495,378	523,999	491,221	407,518	466,821	448,635	451,622	3,285,194
PFC	118,258	94,034	96,431	82,646	83,555	86,084	73,273	634,280
CFC	70,000	75,000	65,000	65,000	60,000	60,765	60,000	455,765
Capital Revenue-PRE Covid19	188,258	169,034	161,431	147,646	143,555	146,849	133,273	1,090,045
Total Aero Rev	683,636	693,033	652,652	555,164	610,376	595,484	584,895	4,375,239

	FY 20-REVISED Projection							
	March	April	May	June	July	August	September	6 month Total
				13.75%	17.50%	21.25%	25.00%	
Landing Fees	27,917	24,266	18,228	15,107	17,528	20,037	18,993	142,075
Aero-Gate Use (304104)	49,031	40,798	32,622	22,030	32,697	32,480	33,485	243,142
Aero-Ground Handling	35,254	30,051	26,274	33,406	23,063	24,788	25,853	198,688
Aero-Passenger Svc Agents	20,259	16,768	14,442	6,083	12,985	12,646	13,235	96,417
Fuel Flowage/Storage	21,142	15,354	13,102	16,700	12,853	9,775	12,596	101,520
Car Rental Concession	26,115	10,938	9,135	6,859	19,963	16,939	20,827	110,775
Parking	42,456	13,993	17,314	21,150	24,366	32,580	35,827	187,686
Terminal Concessions	2,823	1,522	1,240	1,673	1,796	2,370	2,922	14,345
Taxi/TNC Trip Fees	1,250	500	500	688	875	1,063	1,250	6,125
Operating Revenue-POST covid19	226,247	154,189	132,856	123,694	146,125	152,677	164,986	1,100,773
PFC	29,564	9,403	9,643	11,364	14,622	18,293	18,318	111,208
CFC	17,500	7,500	6,500	8,938	10,500	12,913	15,000	78,850
Capital Revenue-POST Covid19	47,064	16,903	16,143	20,301	25,122	31,205	33,318	190,058
Total Aero Rev	273,311	171,092	148,999	143,995	171,247	183,882	198,304	1,290,831

Revenue Impact COVID19

Operating	(269,132)	(369,810)	(358,365)	(283,824)	(320,696)	(295,958)	(286,636)	(2,184,421)
Capital	(141,193)	(152,130)	(145,288)	(127,345)	(118,433)	(115,643)	(99,955)	(899,987)
Total	(410,325)	(521,940)	(503,653)	(411,169)	(439,129)	(411,601)	(386,591)	(3,084,408)

MLB  
 COVID 19 Impact  
 4/13/2020

**OPTION A-FY 21**

Enplanement Loss: 90%  
 Recovery Period (Months) 24  
 Month Recovery Begins: June  
 % Growth/month after Recovery 15.00% June-Sept  
 Monthly Recovery Rate 3.75%

**Capacity Reduction 50.00%**

**FY 21 Original Projection**

	October	November	December	January	February	March	April	May	June	July	August	September	Total
Enplanements (assume flat)	20,770	20,265	21,349	23,002	22,383	26,938	21,420	21,966	18,826	19,033	19,609	16,691	
Landing Fees	29,699	35,915	35,510	40,803	51,320	37,223	48,532	36,455	30,213	35,056	40,074	37,986	458,786
Aero-Gate Use (304104)	54,131	62,209	62,409	68,856	76,742	65,375	81,595	65,244	44,059	65,394	64,960	66,970	777,943
Aero-Ground Handling	43,378	49,840	51,155	56,639	62,434	47,005	60,102	52,548	66,812	46,125	49,576	51,705	637,319
Aero-Passenger Svc Agents	20,771	25,087	25,575	29,764	33,340	27,012	33,536	28,884	12,165	25,970	25,291	26,469	313,864
Fuel Flowage/Storage	18,338	23,676	23,110	26,125	22,751	28,189	30,708	26,203	33,400	25,705	19,550	25,191	302,947
Car Rental Concession	58,729	78,690	84,995	92,281	97,113	104,459	109,376	91,346	49,882	114,076	79,711	83,309	1,043,967
Parking	173,630	154,228	161,407	153,693	155,191	169,824	139,932	173,141	153,820	139,235	153,318	143,306	1,870,725
Terminal Concessions	11,728	10,880	10,266	12,104	12,879	11,291	15,218	12,400	12,167	10,260	11,155	11,686	142,034
Taxi/TNC Trip Fees	5,059	4,900	5,611	6,042	5,244	5,000	5,000	5,000	5,000	5,000	5,000	5,000	61,855
Operating Revenue-PRE covid19	415,462	445,426	460,038	486,305	517,014	495,378	523,999	491,221	407,518	466,821	448,635	451,622	5,609,440
PFC	1,168	77,992	83,748	70,369	73,773	118,258	94,034	96,431	82,646	83,555	86,084	73,273	941,329
CFC	47,010	62,085	64,689	65,604	70,503	70,000	75,000	65,000	65,000	60,000	60,765	60,000	765,656
Capital Revenue-PRE Covid19	48,178	140,077	148,437	135,973	144,276	188,258	169,034	161,431	147,646	143,555	146,849	133,273	1,706,985
Total Aero Rev	463,640	585,502	608,475	622,278	661,290	683,636	693,033	652,652	555,164	610,376	595,484	584,895	7,316,425

**FY 21 Revised Projection**

	October	November	December	January	February	March	April	May	June	July	August	September	Total
Enp Recovery Percent (cume)	25.00%	28.75%	32.50%	36.25%	40.00%	43.75%	47.50%	51.25%	55.00%	58.75%	62.50%	66.25%	
Enplanements	5,193	5,826	6,938	8,338	8,953	11,785	10,175	11,258	10,354	11,182	12,256	11,058	113,316
Landing Fees	14,849	17,958	17,755	20,402	25,660	18,612	24,266	18,228	15,107	17,528	20,037	18,993	229,393
Aero-Gate Use (344104)	27,065	31,104	31,204	34,428	38,371	32,688	40,798	32,622	22,030	32,697	32,480	33,485	388,972
Aero-Ground Handling	21,689	24,920	25,578	28,319	31,217	23,503	30,051	26,274	33,406	23,063	24,788	25,853	318,659
Aero-Passenger Svc Agents	10,386	12,544	12,788	14,882	16,670	13,506	16,768	14,442	6,083	12,985	12,646	13,235	156,932
Fuel Flowage/Storage	9,169	11,838	11,555	13,062	11,376	14,095	15,354	13,102	16,700	12,853	9,775	12,596	151,473
Car Rental Concession	14,682	22,624	27,623	33,452	38,845	45,701	51,954	46,815	27,435	67,020	49,819	55,192	481,162
Parking	43,408	44,341	52,457	55,714	62,076	74,298	66,468	88,735	84,601	81,801	95,824	94,940	844,661
Terminal Concessions	2,932	3,128	3,336	4,388	5,152	4,940	7,229	6,355	6,692	6,028	6,972	7,742	64,893
Taxi/TNC Trip Fees	1,265	1,409	1,824	2,190	2,098	2,188	2,375	2,563	2,750	2,938	3,125	3,313	28,035
Operating Revenue-POST covid19	145,445	169,865	184,120	206,836	231,464	229,528	255,261	249,134	214,802	256,910	255,466	265,347	2,664,180
PFC	20,000	22,423	27,218	25,509	29,509	51,738	44,666	49,421	45,455	49,088	53,802	48,544	467,373
CFC	11,753	17,849	21,024	23,781	28,201	30,625	35,625	33,313	35,750	35,250	37,978	39,750	350,899
Capital Revenue-POST covid19	31,753	40,272	48,242	49,290	57,710	82,363	80,291	82,733	81,205	84,338	91,780	88,294	818,272
Total Aero Rev	177,197	210,137	232,362	256,126	289,175	311,891	335,552	331,867	296,008	341,249	347,246	353,641	3,482,452

**Revenue Impact COVID19**

	October	November	December	January	February	March	April	May	June	July	August	September	TOTAL
Operating	(270,018)	(275,561)	(275,918)	(279,469)	(285,550)	(265,850)	(268,738)	(242,087)	(192,716)	(209,911)	(193,170)	(186,275)	(2,945,260)
Capital	(16,425)	(99,805)	(100,195)	(86,683)	(86,566)	(105,895)	(88,743)	(78,697)	(66,441)	(59,216)	(55,068)	(44,980)	(888,713)
Total	(286,443)	(375,366)	(376,113)	(366,152)	(372,115)	(371,745)	(357,480)	(320,784)	(259,156)	(269,127)	(248,238)	(231,254)	(3,833,973)

**Orlando Melbourne Int'l Airport**  
**Cash Flow Projection - Capital Exp and Grant Revenue**  
**3/30/2020**

Capital Project Expenditures	Proj #	Total Cost	March-20	April-20	May-20	June-20	July-20	August-20	September-20	October-20	November-20	December-20	January-21	February-21
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	(30,262)	(150,000)	(500,000)	(450,000)	(400,000)	(300,000)	-	(100,000)	(464,958)			
ATCT Tower Demo	55019	388,000		(80,000)	(158,000)									
Airfield Utilities-GA Dr. & SO Lift	51119	1,400,000												
Ground Run Up Enclosure Facility	50319	4,000,000			(50,000)	(150,000)	(300,000)	(400,000)	(450,000)	(500,000)	(428,000)	(450,000)	(500,000)	(400,000)
Security System-phase 1	50419	461,959												
Terminal Transformation	50519	34,000,000	(34,000)	-	-	(500,000)	(1,950,000)	(1,900,000)	(1,100,000)	(550,000)	(770,000)	(990,000)	(1,210,000)	
ATCT Construction (FDOT)	50215	300,000	(25,000)	(50,000)	(50,000)	(50,000)	(125,000)							
Airplane Deposit Facility	50619	70,000												
Taxiway S Improvements-Phase 1	50120	3,400,000												
Perimeter Road Rehab	50220	125,000	(35,000)											
PBB 5 Replacement	50320	1,669,094												
Roof Replacement-1250 Nasa Bldg 219	50420	150,000						(150,000)						
Aerospace Dr. Lift Station Replace	50520	85,000							(85,000)					
Tropical Haven Facility Improvements	50620	148,000							(148,000)					
Equipment Purchases		291,500		(32,878)	(22,280)									
<b>Total Capital Outlay</b>			(129,262)	(362,878)	(1,060,280)	(1,470,000)	(3,215,000)	(2,850,000)	(1,813,000)	(1,150,000)	(1,662,958)	(1,440,000)	(1,710,000)	(400,000)
<b>Grant Revenue</b>														
FAA ENTITLEMENT Grant - Obstruction Removal					49,500	252,000	288,000	396,000	90,000	27,000				
FDOT Grant-OBSTRUCTION REMOVAL								-	-	-	59,597			
FAA Ent Grnt - PBB 4 & 7				27,236	135,000	450,000	405,000	360,000	270,000	-	90,000	418,462		
FDOT Grant-PBB 4 & 7								91,513				24,611		
FAA Grant 46 Tower Demo							142,200	-						
FDOT Grant-ATCT Demo								7,900						
FDOT Grant-ATCT Equip Relo					182,540	328,960								
FDOT Grant ATCT Construction					12,500	25,000	25,000	25,000	62,500	-	-			
FDEO Grant-Ground Run up								200,000	300,000	400,000	450,000	500,000	428,000	450,000
<b>TERMINAL EXPANSION GRANTS</b>														
FDOT-Terminal Rehab FY 20 (438452-1-94-03--\$3,093,954)**				17,000	-	-	250,000	975,000	950,000	550,000	275,000	76,954		
FAA Entitlements FY 20-FY 22 (\$6,373,000)***									2,192,000	550,000	-	-	-	-
FAA Discretionary FY 20 (\$3,000,000)***											275,000	693,046	990,000	1,041,954
<b>Total Grant Revenue</b>				44,236	379,540	1,055,960	1,110,200	1,963,900	3,956,013	1,527,000	1,149,597	1,713,073	1,418,000	1,491,954

\* 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 Int'l Airport**  
**Cash Flow Projection**  
**3/30/2020**

	March-20	April-20	May-20	June-20	July-20	August-20	September-20	October-20	November-20	December-20	January-21	February-21
Beginning Cash Balance	\$ 20,488,764	\$ 20,408,764	\$ 20,054,450	\$ 19,381,127	\$ 19,791,479	\$ 18,338,403	\$ 18,056,693	\$ 20,410,541	\$ 21,080,068	\$ 18,904,735	\$ 19,486,824	\$ 19,860,050
Operating Revenue	1,408,266	1,408,266	1,408,266	1,408,266	1,408,266	1,408,266	1,408,266	1,306,980	1,306,980	1,306,980	1,662,142	1,306,980
Less: COVID 19 Impacts-Operating Revenues	(269,132)	(369,810)	(358,365)	(283,824)	(320,696)	(295,958)	(286,636)					
Plus: CARES Grant				781,935	644,258	644,258	190,000	200,000	200,000	200,000	200,000	200,000
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)	(7,659)
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
Operating Expense:												
Liability Insurance						(49,500)						
Personnel	(454,258)	(454,258)	(454,258)	(454,258)	(454,258)	(454,258)	(454,258)	(454,832)	(454,832)	(454,832)	(454,832)	(454,832)
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)	(2,867,221)	(904,203)	(904,203)	(904,203)
<b>Net Increase (Decrease) in Cash Flow from Operations</b>	<b>(110,623)</b>	<b>(193,676)</b>	<b>(195,731)</b>	<b>660,745</b>	<b>486,196</b>	<b>461,434</b>	<b>65,998</b>	<b>260,774</b>	<b>(1,702,244)</b>	<b>260,774</b>	<b>615,936</b>	<b>260,774</b>
Total Capital Outlay	(129,262)	(362,878)	(1,060,280)	(1,470,000)	(3,215,000)	(2,850,000)	(1,813,000)	(1,150,000)	(1,662,958)	(1,440,000)	(1,710,000)	(400,000)
Total Grant Revenue	-	44,236	379,540	1,055,960	1,110,200	1,963,900	3,956,013	1,527,000	1,149,597	1,713,073	1,418,000	1,491,954
PFC Collections (Reimbursement of Eligible Costs)	94,010	92,904	119,448	96,222	97,328	84,056	85,162	20,000	22,423	27,218	25,509	29,509
CFC Collections (Designated for Future Projects)	65,875	65,100	83,700	67,425	68,200	58,900	59,675	11,753	17,849	21,024	23,781	28,201
Less: COVID 19 Impacts-Capital Revenues	(141,193)	(152,130)	(145,288)	(127,345)	(118,433)	(115,643)	(99,955)					
<b>Net Increase (Decrease) in Cash From Capital</b>	<b>(110,570)</b>	<b>(312,768)</b>	<b>(622,880)</b>	<b>(377,738)</b>	<b>(2,057,705)</b>	<b>(858,787)</b>	<b>2,187,895</b>	<b>408,753</b>	<b>(473,089)</b>	<b>321,315</b>	<b>(242,710)</b>	<b>1,149,664</b>
Beginning Cash/Investments	20,488,764	20,408,764	20,054,450	19,381,127	19,791,479	18,338,403	18,056,693	20,410,541	21,080,068	18,904,735	19,486,824	19,860,050
<b>Ending Cash/Investments</b>	<b>20,408,764</b>	<b>20,054,450</b>	<b>19,381,127</b>	<b>19,791,479</b>	<b>18,338,403</b>	<b>18,056,693</b>	<b>20,410,541</b>	<b>21,080,068</b>	<b>18,904,735</b>	<b>19,486,824</b>	<b>19,860,050</b>	<b>21,270,488</b>



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

**RESOLUTION 3-20**

**A RESOLUTION OF THE CITY OF MELBOURNE AIRPORT AUTHORITY, BREVARD COUNTY, FLORIDA, AMENDING RESOLUTION 6-19 TO PROVIDE FOR OPERATING AND CAPITAL EXPENSES AS FOLLOWS:**

WHEREAS, on July 24, 2019, the City of Melbourne Airport Authority adopted Resolution 6-19, providing for the adoption of the 2019-20 Budget; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF MELBOURNE AIRPORT AUTHORITY, BREVARD COUNTY, FLORIDA, THAT RESOLUTION 6-19 BE AMENDED AS FOLLOWS;

<b>Operating Budget-Fund 860</b>					
<b><u>Operating Revenue</u></b>					
					20,743,325
	<b>Budget as of 4/13/2020</b>				
	<b>Administration</b>				
		9803870	387034	Approp from P Y Surplus - Operating	1,551,222
	<b>Proposed Operating Revenue Budget</b>				<u>22,294,547</u>
<b><u>Operating Expenses</u></b>					
					20,743,325
	<b>Budget as of 4/13/2020</b>				
	<b>Administration</b>				
		98000587	591550	Intra to Airport CIP	1,551,222
	<b>Proposed Operating Expense Budget</b>				<u>22,294,547</u>



**Capital Projects Budget-Fund 861**

<b>FY 20 Capital Expenditure Budget as of 4/13/20</b>					6,577,094
	<u>Project Number</u>	<u>Original Budget</u>	<u>Increase</u>	<u>Revised Budget</u>	
Northside Expansion	TBD	\$ -	\$ 22,524,576	\$ 22,524,576	<u>22,524,576</u>
 <b>FY 20 Capital Expenditure Budget After Transfer</b>					 <u>29,101,670</u>
 <b>FY 20 Capital Revenue Budget as of 4/13/20</b>					 6,577,094
	<u>Account Number</u>	<u>Original Budget</u>	<u>Increase</u>	<u>Revised Budget</u>	
MAA Share	387014	\$ 981,455	\$ 1,551,222	\$ 2,532,677	1,551,222
FDOT Grant Revenue	389600	\$ 1,663,455	\$ 17,051,222	\$ 18,714,677	17,051,222
FDEO Grant Revenue	389608	\$ -	\$ 3,922,132	\$ 3,922,132	<u>3,922,132</u>
 <b>FY 20 Capital Revenue Budget After Transfer</b>					 <u>29,101,670</u>

THIS RESOLUTION was duly passed at a regular meeting of the City of Melbourne Airport Authority on the 22<sup>nd</sup> day of April 2020.

By: \_\_\_\_\_  
 Jack L. Ryals, Chairman  
 City of Melbourne Airport Authority

ATTEST:  
 Greg Donovan  
 Executive Director  
 CITY OF MELBOURNE AIRPORT AUTHORITY  
 COUNTY OF BREVARD  
 STATE OF FLORIDA

I HEARBY CERTIFY that the foregoing constitutes a full, true, and correct copy of Resolution No. 3-20 passed by the City of Melbourne Airport Authority, Melbourne, Florida at a Regular Meeting of the Authority held at the Melbourne International Airport in the City of Melbourne, Florida on the 22<sup>nd</sup> day of April, 2020.

WITNESS my hand and the official seal of the City of Melbourne Airport Authority, Melbourne, Florida, on this 22<sup>nd</sup> day of April 2020.

ATTEST: \_\_\_\_\_  
 Greg Donovan, A.A.E.  
 Executive Director

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

	2020	2019	MO CHANGE (%)	2020 YTD	2019 YTD	YTD CHANGE (%)
<b>PASSENGERS</b>						
Revenue PAX - Domestic						
Enplaned	13,150	24,866	-47.1%	56,294	64,701	-13.0%
Deplaned	11,941	24,780	-51.8%	55,210	63,896	-13.6%
<b>Total Revenue PAX - Domestic</b>	<b>25,091</b>	<b>49,646</b>	<b>-49.5%</b>	<b>111,504</b>	<b>128,597</b>	<b>-13.3%</b>
Revenue PAX - Int'l						
Enplaned	0	944	-100.0%	8	1,755	-99.5%
Deplaned	0	842	-100.0%	7	1,658	-99.6%
<b>Total Revenue PAX - Int'l</b>	<b>0</b>	<b>1,786</b>	<b>-100.0%</b>	<b>15</b>	<b>3,413</b>	<b>-99.6%</b>
Non-Revenue PAX						
Enplaned	784	1,128	-30.5%	3,017	3,043	-0.9%
Deplaned	748	1,216	-38.5%	2,881	3,145	-8.4%
<b>Total Non-Revenue PAX</b>	<b>1,532</b>	<b>2,344</b>	<b>-34.6%</b>	<b>5,898</b>	<b>6,188</b>	<b>-4.7%</b>
<b>Total PASSENGERS</b>	<b>26,623</b>	<b>53,776</b>	<b>-50.5%</b>	<b>117,417</b>	<b>138,198</b>	<b>-15.0%</b>
<b>CARGO Express/Freight/Sm Parcels (lbs)</b>						
OUT	0	9,364	-100.0%	0	30,362	-100.0%
IN	0	3,972	-100.0%	0	7,601	-100.0%
<b>Total CARGO (lbs)</b>	<b>0</b>	<b>13,336</b>	<b>-100.0%</b>	<b>0</b>	<b>37,963</b>	<b>-100.0%</b>
Cargo in Metric Tons	0	6		0	17	
<b>AIRCRAFT OPERATIONS</b>						
Air Carrier	493	661	-25.4%	1,626	1,730	-6.0%
Air Taxi	255	409	-37.7%	792	999	-20.7%
General Aviation - Itinerant	6,005	6,376	-5.8%	19,798	18,675	6.0%
General Aviation - Local	2,809	3,106	-9.6%	9,298	10,178	-8.6%
Military	48	142	-66.2%	164	492	-66.7%
<b>Total OPERATIONS</b>	<b>9,610</b>	<b>10,694</b>	<b>-10.1%</b>	<b>31,678</b>	<b>32,074</b>	<b>-1.2%</b>

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

<b>Police Activity</b>	
TSA Required Checks	
Response to Door & Gate Alarms	292
TSA Assists	6
Perimeter	133
Door inspections	8
SIDA & Secure Area Inspections	265
Gate Inspections	5
Customs Assists / Weapons Check	0
Security Violations	5
Assist to Other Agencies	16
Aircraft Alerts	1
Arrests	2
*Other Incident Reports	507
Traffic / Parking Citations/Warnings	3/2/6
K9 training & patrols	2
<b>Total</b>	<b>1253</b>
<b>Administrative Action</b>	
Security Badges Issued	136
Parking Permits Issued	6
<b>Total</b>	<b>142</b>



*Renee Purden* 209

**Renee Purden  
Chief of Police**

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

**Special Details:**

**Aircraft Alerts:**

03/09/20 Aircraft alert- Alert 1 - FIRST FLIGHT helicopter landed safely with a patient on board after encountering engine issues. The patient was transported to HRMC by BCFR 67.

**Arrests:**

Case number #20-092-03/20/20 subject was arrested for a prohibited item (firearm) at the checkpoint

Case number# 20-093 03/20/20 prohibited item at the checkpoint a capias request was completed and sent to the State of Attorney.