



MELBOURNE AIRPORT AUTHORITY BOARD
Minutes for September 2, 2020 Special Board Meeting
Airport Board Room

Present via telephone: Mr. Jack L. Ryals, Chairman
Mayor Kathy Meehan, Vice Chairman
The Honorable Debbie 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

Excused: The Honorable Tim Thomas Councilmember

Pledge of Allegiance

Roll Call

Roll call taken by Ms. Tammy Till, Board Secretary, and a quorum was determined by Chairman Ryals. The meeting was held via secured conference call-in line.

Action Items

Item A-1 Recommendation to Approve Resolution 8-20 for the Airport Improvement Grant for the “Terminal Expansion-Passenger Boarding Bridges Project” with the Federal Aviation Administration in the amount of \$2,644,650.

Mr. Donovan explained that this action item is to approve the Federal Aviation Administration (FAA) grant for the Passenger Boarding Bridge (PBB) Project. He explained that the funding for the proposed grant is a 90/10 matching grant with the airport’s participation of \$293,850.

Mr. Mikuen asked if these PBBs are different from the ones that were approved by the board several years ago. Mr. Donovan stated yes, these PBBs are the new ones for the international terminal. He further explained that this action item is only to accept the grant, not to begin the work. At the next board meeting the contract will be brought to the board for approval to begin the work.

Motion was made by Mr. Potter to approve Resolution 8-20 for the Airport Improvement Grant for the “Terminal Expansion-Passenger Boarding Bridges Project” with the Federal Aviation Administration in the amount of \$2,644,650, and authorization for the Chairman to execute said resolution on behalf of the Authority, seconded by Mayor Meehan. Motion passed unanimously.

Item A-2 Recommendation to Approve Resolution 9-20 for the Airport Improvement Grant for the “Terminal Renovation Project (Public Space Phase 1)” with the Federal Aviation Administration in the amount of \$6,895,959.

Mr. Donovan explained that this action item is to approve a Federal Aviation Administration (FAA) grant in the amount of \$6,895,959 for Phase 1 of the Terminal Renovation Project. He stated that this is a 100 percent grant, with no matching funds needed.

Motion was made by Mayor Meehan for approval of Resolution 9-20 for the Airport Improvement Grant for the “Terminal Renovation Project (Public Space Phase 1)” with the Federal Aviation Administration in the amount of \$6,895,959 and authorization for the Chairman to execute said resolution on behalf of the Authority, seconded by Mr. Mikuen. Motion passed unanimously.

Item A-3 Recommendation to Approve Resolution 10-20 for the Airport Improvement Grant for the “Terminal Renovation Project (Public Space Phase 2)” with the Federal Aviation Administration in the amount of \$4,444,444.

Mr. Donovan stated this item is similar to item A-2, with it being a 100 percent Federal Aviation Administration (FAA) grant. The difference is that this is a supplemental grant.

Motion was made by Mr. Fischer for approval of Resolution 10-20 for the Airport Improvement Grant for the “Terminal Renovation Project (Public Space Phase 2)” with the Federal Aviation Administration in the amount of \$4,444,444 and authorization for the Chairman to execute said resolution on behalf of the Authority, seconded by Mr. Potter. Motion passed unanimously.

Item A-4 Recommendation to Approve Resolution 11-20 for the Airport Improvement Grant for the “Terminal Apron Reconstruction Project” with the Federal Aviation Administration in the amount of \$6,000,000.

Mr. Donovan explained that Item A-4 is the same as the other items, to approve and accept the Federal Aviation Administration (FAA) grant. This is a discretionary grant in the amount of \$6 million currently but has potential of increasing. There is a matching amount associated with this grant that is currently at \$4.3 million of authority funds. This amount is entirely generated by the cost of the project. It is not a 50/50 match or a 90/10 match. If the cost of the project is held at \$6 million, it would be a 100 percent grant. The total amount of \$10.3 million is a best guess of the highest cost of the total apron project but it could decrease. Mr. Donovan continued stating that over the past few months staff has worked extremely hard restructuring the funding process. The numbers for this project have been changing as new grant opportunities come available. This project is now nearly totally funded by grants.

Mr. Donovan explained that the board will be asked, in the near future, for consideration of the currently authorized amount for the terminal project. He advised that the numbers would increase due to the condition of the building, pavement, and other items. The increase is not based on being overly ambitious on the design of the building, it is getting into the details. The out-of-pocket expense to the authority will remain static.

Mr. Potter asked when there will be an overall view of this project. Mr. Donovan said he is waiting on the 30 percent design but will be aiming for the October meeting. Overall, there is a potential of \$50 million total cost. Increased costs currently are due to the apron condition and the in-line baggage system. Mr. O’Dell and Mr. Perley have been working with the TSA on possible new grant awards.

Mr. Fischer asked how this will affect the design costs? Mr. Perley explained that there is no change in the design cost. Mr. Mikuen asked if the \$6 million could be decreased by the FAA. Mr. Donovan stated no it would not be decreased, but it could be increased. Mr. Mikuen stated that he has confidence with staff dealing with the unknowns and contingencies, but he requested to please keep priorities, modular packaging, and off-ramps in mind.


Mr. Donovan also stated that the design for the in-line baggage system will be delayed until funding is available from the TSA. The Other Transactional Agreement (OTA) requires the airport not to create any debt on the project until the OTA is signed and approved.

Mr. Potter made a motion to recommend approval of Resolution 11-20 in the amount of \$6,000,000 or such other amount as shall be agreed upon by the FAA and airport management and authorization for the Chairman to execute said resolution on behalf of the Authority, seconded by Ms. Thomas. Motion passed unanimously.

Adjournment


The meeting was adjourned by Chairman Ryals at 10:25 a.m.

PREPARED BY:



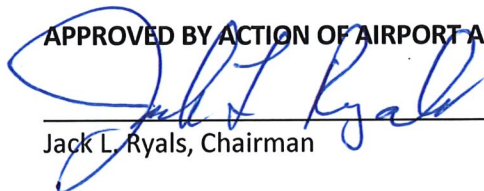
Tammy Till, Board Secretary

SUBMITTED BY:



Greg Donovan, A.A.E.
Executive Director

APPROVED BY ACTION OF AIRPORT AUTHORITY:



Jack L. Ryals, Chairman