



*MELBOURNE AIRPORT AUTHORITY BOARD*  
Minutes for April 24, 2019 Board Meeting  
Airport Board Room

At which were present: Mr. Jack L. Ryals, Chairman  
Mayor Kathy Meehan, Vice Chairman  
The Honorable Debbie Thomas, Vice Mayor  
Mr. William C. Potter, Member  
Mr. Scott Mikuen, Member  
Mr. Adam Bird, Airport Attorney  
Mr. Greg Donovan, A.A.E., Executive Director  
Ms. Lori C. Booker, A.P.R., Director of Communications  
Mr. Mark Busalacchi, Director of Business Development  
Mr. Cliff Graham, 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

Not present: Mr. Michael Fischer, Member  
The Honorable Tim Thomas, Councilmember  
Mr. David Perley, A.I.C., Director of Capital Improvements

**Pledge of Allegiance**

**Airport Announcements by Executive Director Greg Donovan:**

- Mr. Aaron Smith, State Aviation Manager, Florida Department of Transportation was introduced.
- MLB's economic impact now \$2.8 billion, up 74 percent.
- Mrs. Tina Casey, Badging Office Supervisor retired after 13 years of service to the airport.
- Newly hired staff were introduced and new staff roles explained.
- MLB hosted Leadership Brevard class of 2019.
- 2019 Melbourne Air and Space Show was very successful.
- Special Olympics Torch Run on Air Terminal Parkway with many MLB staff participating in the run.
- MLB hosts Brevard Corporate 5K Runway Run.
- American Airlines nonstop to Washington, D.C., Reagan National begins May 4.
- Passenger and aircraft operations continue to increase.

**Action Items**

Approval of the minutes for the March 27, 2019 meeting. A motion was made by Mr. Potter for approval of meeting minutes, seconded by Mayor Meehan. Motion passed unanimously.

**Item A-1 Recommendation to approve a contract with KONE, Inc., for Elevator and Escalator Preventative Maintenance, Repairs, and Emergency Entrapment Services.**

Mr. Donovan explained that Item A-1 is a contract with KONE, Inc. for elevator and escalator service. Staff invited three elevator/escalator companies to examine the current equipment in order to provide a bid. After review, KONE, Inc. was the best value. The contract is for a one-year base period beginning May 1, 2019 and three, one-year options. The contract also includes all state-required testing, monthly billing, KONE online automatic email notifications, and an option to add 24/7 connected services and wireless phone monitoring. He continued explaining that a monthly fixed price for the first 3 years and then in year 4 it increases by 3.25 percent with the total contract cost of \$86,005.

Staff recommends approval of Item A-1. A motion was made by Ms. Thomas to approve a contract with KONE, Inc., for elevator and escalator preventative maintenance, repairs, and emergency entrapment services and authorization for the Executive Director to execute said contract on behalf of the Authority, seconded by Mayor Meehan. Motion passed unanimously.

**Item A-2 Approval of a First Amendment to lease with Storage Partners – Melbourne, FL LLC (Storage Partners).**

Mr. Donovan explained that Item A-2 involves property off Apollo Boulevard. The current lease holder, Storage Partners, would like to add to its current lease. The request is to add 5.5 acres for a total of 14.5 acres. Current fair market value with a 12 percent rate of return would be about \$0.28 per square foot, but staff negotiated a price of \$0.32 per square foot.

For the first year, the annual base rent will be 25 percent of the full base rent, the second year will be 50 percent of the full base rent, and in November 2021 will be at 100 percent.

There is a proposal for Storage Partners to have \$2 million of capital improvement at its own expense and a request to return to its original 30-year term. There are also four, five-year options that will remain a part of the original lease. The rent that would be collected over a 30-year term, but not including scheduled CPI increases, is approximately \$6.2 million.

Mayor Meehan asked if there is a preliminary site plan and questioned the roads on the property. Mr. Busalacchi confirmed there will not be any additional ingress or egress. Mr. Mikuen asked what would be the \$2 million of capital for RV and boat storage. Mr. Busalacchi explained the project included paving the area, as well as covered facilities for the boats and more valuable items, and that the airport has ultimate approval over the project in case of any other needed improvements. Mr. Potter stated that this has been structured appropriately.

Staff recommends approval of Item A-2. A motion was made by Mr. Potter to approve a First Amendment to lease with Storage Partners – Melbourne, FL LLC (Storage Partners) and authorization for the Executive Director to execute said lease on the behalf of the Authority, seconded by Mayor Meehan. Motion passed unanimously.

## Informational Items

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

Top ten revenues and expenses were presented.

Items highlighted were:

- Operating revenue up 5 percent, operating expenses down 6 percent.
- Cash reserve rebounding to \$15.5 million.
- Marketing incentives reviewed and paid-out.
- Cash flow report form being modified.

Mr. Potter questioned Mr. O'Dell's invoice processing change. Mr. O'Dell stated it is due to posting in the correct period and using a proper cut-off.

### Item I-2 Operations Update by Mr. Graham

#### Annual Wildlife Training

Wildlife Management Plan required.

Training for staff annually.

All staff members successfully completed training and test.

#### 2019 FAA Southern Region Conference

Mr. Cliff Graham and Mr. Patrick Mac Carthaigh attended the event.

Great opportunity to interact with FAA.

Met with other airports for networking and information sharing.

### Item I-3 Construction Projects Update by Mr. O'Dell for Mr. Perley

#### Ground Run-up Enclosure

Siting of the GRE is underway.

Several location have been identified and are currently under review for environmental and tenant impacts.

The Engineer is looking to the FAA for a variance for one of the preferred locations.

Environmental assessments are currently underway.

Revised schedule to have criteria package on the streets by the end of May.

Proposals will be due in June with the award expected at the July Board meeting.

#### Replacement of Passenger Boarding Bridges (PBB) 7 & 4

Project is out to bid with the major PBB manufacturers requesting the bid documents.

Bids are due April 30.

This project will be brought to the Board in May for approval.

Once approved, staff will forward the results to the FAA and FDOT for funding.

Funding not expected until August with a project start date in September.

#### Obstruction Removal and Lighting

Project is out to bid with several local contractors requesting the bid documents.

Bids are due May 14 and will be brought to the Board in May for approval.

Once approved, staff will forward the results to the FAA and FDOT for funding.

Funding not expected until August with a project start date in September.

**Perimeter Patrol Roads**

Staff is currently working with the engineer to finalize the criteria for this project. Under AVCON's contract, bids will be solicited from qualified site contractors. Bids are expected by June and should be brought to the Board by July.

**Taxiway "S" Improvements, Phase 1**

Staff is currently working with Airport Engineering Company to determine the best feasibility for the project. This project will be divided into two phases (current needs and future needs). Staff is looking at potential funding from unused FDOT grant money.

**Item I-4 ATCT Project Update by Dr. Byers**

A notice from the FAA that the FTI lines (Federal Telecommunications Infrastructure) have been installed. Work was completed in less than three weeks. Harris had been proactive with this. Dr. Byers will be in contact with FAA to advance its timeline to begin work at MLB. The monies needed to fund this project have been received by FAA. The navigational beacon will be placed on the tower shortly.

Mr. Donovan explained that conversation continues with FAA leadership. There is a concern regarding paying a lease for this new facility. FAA was provided with the congressional minutes and documentation where orders were given to the FAA to fund these items. There is a cost of \$7100 a month to be charged as rent to the FAA which includes utilities, cleaning, maintenance and 25 percent contingency for breakdown of any of the systems. This lease is currently under consideration by the FAA. Mr. Donovan will be following-up with the FAA with a personal visit to D.C. next week.

**Item I-5 Business Development Update by Mr. Busalacchi  
Hotel Development Project**

The proposals that have been submitted have been reviewed. The selection committee will meet to select the final proposer. That selection will be presented to the Board in May. Terms and conditions will be negotiated, then brought to the board for final approval.

Mr. Donovan added that he and Mr. Gary Spulak of Embraer have met and Mr. Spulak emphasized the need for a hotel such as this on airport property. He is very excited about the prospect of this project.

**Public Speakers**

Mr. Bryan Lilley, B. Lilley Productions

Mr. Lilley addressed the Board regarding the 2019 air show. The show was a great success and this was the second largest in attendance at MLB. He shared tourism numbers to the Board stating 46 percent of attendees were from outside of Brevard County. He also stated that there was great media coverage with CNN and the Weather Channel.

Mr. Lilley explained even with a brand new site, the short timeframe he was given, and the significant challenges he faced, the air show turned out to be very successful. He commended Mr. Cliff Graham and the airport staff on their assistance with the success of the show. He continued to speak on the future of having an air show at the airport. He is committed to having an air show here and the most pressing matter is to identify an eligible event site in order to have the opportunity to host the Thunderbirds or the Blue Angels. He needs to identify a site here at the airport by May 31, 2019 due to the timelines needed to submit the military request forms.

A sustainable finance model was addressed. Mr. Lilley stated that not only does weather cause an issue but headline performers also have a dramatic finance influence on a show. Mr. Lilley repeated that he would like to bring the show back to MLB and would like to explore that option. He thanked the Board for its support.

**In Closing**

Mr. Bird asked to address the board, as a matter of record, desiring advice on the current pending litigation involving the Greater Orlando Airport Authority. A closed session is required to discuss settlement and cost of litigation.

The meeting was suspended at 9:20 a.m. to reconvene at 9:30 a.m. for a 30-45 minutes closed session.

The regular meeting was reconvened after the closed session and then adjourned by Chairman Ryals.

**PREPARED BY:**

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Tammy Till  
Executive Assistant

**SUBMITTED BY:**

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Greg Donovan, A.A.E.  
Executive Director

**APPROVED BY ACTION OF AIRPORT AUTHORITY:**

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Jack L. Ryals, Chairman



MELBOURNE AIRPORT AUTHORITY BOARD MEETING  
**AGENDA**

May 22, 2019 at 8:30 AM  
Orlando Melbourne International Airport Board Room

**Pledge of Allegiance**

**Airport Announcements**

**Action Items**

Approval of the minutes of the April 24, 2019 meeting in the Orlando Melbourne International Airport Board Room.

**Item A-1 Recommendation to Approve Resolution 02-19 Federal Aviation Administration Grant for the Replacement of Passenger Boarding Bridges 7 and 4 Project.**

This action item is to accept the Federal Aviation Administration (FAA) entitlement grant from the Airport Improvement Program (AIP) to fund the Replacement of Passenger Boarding Bridges 7 and 4. The funding for the proposed grant is:

FAA	\$2,152,994
FDOT	\$ 119,611
MAA	<u>\$ 119,611</u>
Total	\$2,392,216

Staff recommends approval of Resolution 02-19 Federal Aviation Administration grant for the Replacement of Passenger Boarding Bridges 7 and 4 Project and authorization for the Chairman to execute said resolution on behalf of the Authority.

**Item A-2 Recommendation to Approve Resolution 03-19 Florida Department of Transportation Grant for the Replacement of Passenger Boarding Bridges 7 and 4 Project.**

This action item is to approve the Florida Department of Transportation's portion of the passenger boarding bridge project. The funding for the proposed grant is:

FAA	\$2,152,994
FDOT	\$ 119,611
MAA	<u>\$ 119,611</u>
Total	\$2,392,216

Staff recommends approval of Resolution 03-19 Florida Department of Transportation grant for the Replacement of Passenger Boarding Bridges 7 and 4 Project and authorization for the Chairman to execute said resolution on behalf of the Authority.

**Item A-3 Recommendation to Award the Replacement of Passenger Boarding Bridges 7 and 4 Project to the Lowest Responsive Qualified Bidder, Aero Bridgeworks, Inc., from Marietta, Georgia, in the amount of \$2,392,216 with a bid alternate of \$68,990 for a five (5) year service agreement for both Passenger Boarding Bridges.**

In June 2018, the Melbourne Airport Authority (MAA) submitted to the Federal Aviation Administration (FAA) the proposal received from Ivey's Construction, under its Continuing Services Contract, for the replacement of Passenger Boarding Bridge (PBB) 7. With the additional entitlement funds for 2019, an additional PBB was added for replacement.

With two bridges being replaced, it exceeded the \$2 million threshold for Consultants' Competitive Negotiation Act (CCNA) projects and required that this project be publicly bid. Four (4) qualified PBB firms requested the bid package and attended the mandatory pre-bid meeting. Only one firm submitted a bid. The firm, Aero Bridgeworks, has installed all the other PBBs currently at the airport and its bid was under the construction budget of \$2.4 million. The bid was reviewed and deemed complete to make them the Lowest Responsive Qualified Bidder for the project with a base bid of \$2,392,216.

As an alternate to the bid, which is not covered under the grant, staff requested a five (5) year service agreement for both PBBs. That amount of \$68,990 is requested for approval, but would not be required to implement until the project is complete. This would allow the service agreement to begin in FY/20 under the operating budget.

Staff recommends approval of the award to Aero Bridgeworks, Inc. in the amount of \$2,392,216 for the Replacement of Passenger Boarding Bridges 7 and 4 Project, contingent upon receiving FAA Airport Improvement Program (AIP) entitlement funding, approval of Resolution 02-19 and approval of the five (5) year service agreement for both PBBs in the amount of \$68,990 and authorization for the Executive Director to execute said contract on behalf of Authority.

**Item A-4 Recommendation to Approve the Selection Committee's Choice of Virtua Partners for the Design, Construction, Operation, and Management of a Hotel on Airport Property.**

In November 2018, staff issued a nationwide Request for Proposals (RFP) for design, construction, operation and management of a hotel property. The RFP was issued to more than 90 hotel and real estate developers, some of which have a worldwide presence in hotel development and operations. In February 2019, staff received submittals from three responsive proposers.

All responses were reviewed by a five-member selection committee consisting of one MAA board member, one MAA staff member, one tenant representative, one Brevard County business leader, and one Florida commercial real estate developer.

After reviewing the three proposals, the Selection Committee chose to move all proposers forward to the formal presentation. The ranking of the three proposers after the formal presentations are as follows:

1. Virtua Partners
2. AD1 Global
3. ENCORE Enterprises

Based on its written proposal response, hotel design, formal presentation, and financial information, the Selection Committee unanimously scored Virtua Partners (Virtua) as the top proposer. If approved, staff will begin lease negotiations with Virtua. However, in the event we are unable to agree to an equitable lease, Staff will enter into negotiations with the next highest-ranked proposal, AD1 Global.

Staff recommends approval of the Selection Committee's choice of Virtua Partners for the Design, Construction, Operation, and Management of a Hotel on Airport Property, and authorization for staff to negotiate lease terms with Virtua. A final lease will be brought to the board for final approval.

### **Information Items**

- Item I-1 Financial Update**
- Item I-2 Operations Update**
- Item I-3 Construction Projects Update**
- Item I-4 ATCT Construction Project Update**
- Item I-5 Business Development 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.*





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

## RESOLUTION NO. 2-19

**A RESOLUTION OF THE CITY OF MELBOURNE AIRPORT AUTHORITY, BREVARD COUNTY, FLORIDA, ENTERING INTO AN "AIRPORT IMPROVEMENT PROGRAM GRANT" FOR THE REPLACEMENT OF PASSENGER BOARDING BRIDGES 4 AND 7 PROJECT WITH THE FEDERAL AVIATION ADMINISTRATION (FAA) PROVIDING FOR THE FINANCIAL PARTICIPATION BY THE FAA IN CERTAIN AIRPORT IMPROVEMENT PROJECTS AT THE ORLANDO MELBOURNE INTERNATIONAL AIRPORT**

WHEREAS, the City of Melbourne Airport Authority has requested financial participation by the Federal Aviation Administration in certain Airport improvement projects, and

WHEREAS, the Federal Aviation Administration has approved the application request for financial assistance (use of entitlement funds) and agrees to a maximum participation in the amount not to exceed \$2,152,994.00 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 Improvement 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 \$2,152,994.00 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 Orlando Melbourne 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 22<sup>nd</sup> Day of May 2019.

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. 3-19

**A RESOLUTION OF THE CITY OF MELBOURNE AIRPORT AUTHORITY, BREVARD COUNTY, FLORIDA, ENTERING INTO "JOINT PARTICIPATION AGREEMENT" FOR THE REPLACEMENT OF PASSENGER BOARDING BRIDGES 4 AND 7 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 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 has approved the request for financial assistance and agrees to a maximum participation in the amount not to exceed \$119,611.00 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 a "Joint Participation Agreement" with the State of Florida Department of Transportation providing for assistance by the State in the form of a Grant in the amount not to exceed \$119,611.00 upon the terms and conditions stated in said agreement

SECTION 2. That Jack 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 22<sup>nd</sup> Day of May, 2019.

BY: \_\_\_\_\_  
Jack Ryals, Chairman  
Melbourne Airport Authority

ATTEST:

\_\_\_\_\_  
Greg Donovan, Executive Director

**ORLANDO MELBOURNE INTERNATIONAL AIRPORT**  
**Income Statement**  
**March 31, 2019**

	Year To Date Actual		\$ change	% change
	3/31/2019	3/31/2018		
Operating Revenue				
Airline Landing Fees	294,168	166,616	127,552	77%
Airline Service Fees	1,024,798	930,912	93,885	10%
Land & Bldg Lease Rents	4,093,829	4,151,754	(57,925)	-1%
Terminal Rents	114,737	100,890	13,848	14%
Parking Lot Fees	928,814	849,269	79,545	9%
Car Rental Concessions	498,324	479,821	18,504	4%
Restaurant Concessions	65,354	49,361	15,993	32%
Mobile Home Park Rent	990,177	913,182	76,994	8%
T-Hangar Rentals	55,449	59,193	(3,744)	-6%
Operating Grant Revenue	44,447	17,920	26,527	148%
Other	158,817	194,974	(36,157)	-19%
Total Operating Revenues	8,268,914	7,913,891	355,023	4%
Operating Expense:				
Personnel Services	2,276,747	2,281,174	(4,427)	0%
Contract Services	2,671,583	2,200,827	470,755	21%
Police & Fire Services	575,648	566,319	9,329	2%
Maintenance and Operations	2,541,764	3,133,116	(591,352)	-19%
Other	-	123,225	(123,225)	-100%
Total Operating Expenses	8,065,741	8,304,662	(238,920)	-3%
Operating Income (Loss)	203,172	(390,770)	593,943	-152%
Non-Operating Revenue (Expense):				
Passenger Facility Charges	516,383	300,033	216,350	72%
Gain on Sale of Assets	4,248	8,339	(4,091)	-49%
Interest Income (Loss)	160,980	76,404	84,576	111%
Ad Valorem Tax Revenue	1,741,692	1,764,398	(22,705)	-1%
Ad Valorem Tax Expense	(1,754,588)	(1,803,219)	48,631	-3%
(Loss) on Disposal of Fixed Assets	-	(8,050)	8,050	-100%
Other	-	-	0	#DIV/0!
Total Non-Operating Revenue (Expense)	668,715	337,905	330,810	98%
Net Income (Loss) Before Depreciation*	871,887	(52,865)		

\* Net Income before capital contributions and transfers

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

	<b>YTD Actual</b>	<b>Annual Budget</b>	<b>% of Budget</b>
<b>Operating Revenues:</b>			
Airline Landing Fees	294,168	398,933	74%
Airline Service Fees	1,024,798	2,013,275	51%
Land & Bldg Lease Rents	4,093,829	7,993,940	51%
Terminal Rents	114,737	244,797	47%
Parking Lot Fees	928,814	1,850,040	50%
Car Rental Concessions	498,324	922,531	54%
Restaurant Concessions	65,354	109,998	59%
Mobile Home Park Rent	990,177	2,041,072	49%
T-Hangar Rentals	55,449	115,766	48%
Operating Grant Revenue	44,447	73,200	61%
Other	158,817	459,313	35%
<b>Total Operating Revenues</b>	<b>8,268,914</b>	<b>16,222,865</b>	<b>51%</b>
<b>Operating Expense:</b>			
Personnel Services	2,276,747	5,503,387	41%
Contract Services	2,671,583	5,152,994	52%
Police & Fire Services	575,648	1,132,365	51%
Maintenance and Operations	2,541,764	5,324,939	48%
Other	-	-	#DIV/0!
<b>Total Operating Expenses</b>	<b>8,065,741</b>	<b>17,113,685</b>	<b>47%</b>
<b>Operating Income (Loss)</b>	<b>203,172</b>	<b>(890,820)</b>	<b>-23%</b>
<b>Non-Operating Revenue (Expense):</b>			
Passenger Facility Charges	516,383	1,084,430	48%
Gain on Sale of Assets	4,248	-	#DIV/0!
Interest Income (Loss)	160,980	171,509	94%
Ad Valorem Tax Revenue	1,741,692	1,943,582	90%
Ad Valorem Tax Expense	(1,754,588)	(1,943,582)	90%
(Loss) on Disposal of Fixed Assets	-	-	#DIV/0!
Other*	-	(60,000)	0%
<b>Total Non-Operating Revenue (Expense)</b>	<b>668,715</b>	<b>1,195,939</b>	
<b>Net Income (Loss) before</b>			
<b>Depreciation, Transfers, and Capital Contributions</b>	<b>871,887</b>	<b>305,119</b>	
<b>Depreciation Expense</b>	<b>-</b>	<b>-</b>	
<b>Intra Transfer to Airport Capital</b>	<b>-</b>	<b>(2,406,146)</b>	<b>0%</b>
<b>Net Income (Loss) After Transfers</b>	<b>871,887</b>	<b>(2,101,027)</b>	

\*Other Consists of Interest Expense

Melbourne International Airport  
 Top 10 Operating Revenues  
 3/31/2019

Rank	Description	YTD FY 2019	FY 19 % of Total Rev	YTD FY 2018	FY 18 % of Total Rev	\$ Change	% Change
1	Airfield Facilities Rental	2,143,273	26%	2,149,142	27%	(5,869)	0%
2	Commercial Business Center Rent	1,506,815	18%	1,510,164	19%	(3,349)	0%
3	Tropical Haven Revenue	981,295	12%	905,874	11%	75,421	8% A
4	Parking Revenue	928,814	11%	849,269	11%	79,545	9% B
5	Ground Handling Revenue	526,150	6%	502,834	6%	23,316	5%
6	Car Rental Concession	498,324	6%	479,821	6%	18,503	4%
7	Terminal Rent-Airline	440,034	5%	406,765	5%	33,269	8%
8	Hangar Rent	371,709	4%	361,259	5%	10,450	3%
9	Landing Fees	294,168	4%	166,615	2%	127,553	77% C
10	Terminal Concessions	65,354	1%	49,361	1%	15,993	32% D
Total Top 10 Operating Revenue		7,755,936	94%	7,381,104	93%	374,832	
Other Operating Revenue		512,978	6%	532,787	7%	(19,809)	-4%
Total Operating Revenue		8,268,914	100%	7,913,891	100%	355,023	4%

A Increase is due to rate increase that went into effect on 10/1/18 coupled with the \$25 per lot capital assessment that started on 1/1/19 (\$53,300 of the increase is due to the capital assessment). The capital assessment will be billed through September 2019.

B Increase is due to increase in passenger activity (there have been no parking rate adjustments this year)

C Increase is due to rate changes that went into effect 10/1/18 (25%) plus increase in size of aircraft serving MLB by American Airlines as well as increase in frequency by scheduled carriers. There has also been an increase in the airlines that are coming to MLB for maintenance (Ferry flights that arrive/depart without passengers).

D Increase is due to opening of Dunkin Donuts (It opened in mid Spring 2018).

Melbourne International Airport  
 Top 10 Operating Expenses  
 3/31/2019

Description	FY 2019		FY 19 %		FY 18 %		% change	% change
	YTD	Operating Expense	Operating Expense	YTD	Operating Expense	\$ change		
1 Personnel	2,276,747	28%	2,281,174	27%	(4,427)	0%		
2 Other Contract Services	1,706,042	21%	1,391,755	17%	314,287	23% A		
3 Marketing Incentives	567,585	7%	917,504	11%	(349,919)	-38% B		
4 Fire Services	561,265	7%	553,128	7%	8,137	1%		
5 Contractual Employee	387,146	5%	290,049	3%	97,097	33% C		
6 Risk Management	298,718	4%	249,940	3%	48,778	20% D		
7 Electric	249,817	3%	218,260	3%	31,557	14%		
8 Consulting Fees	318,304	4%	266,900	3%	51,404	19%		
9 Advertising and Marketing	158,425	2%	312,131	4%	(153,706)	-49% E		
10 Cable TV Service	135,380	2%	127,936	2%	7,444	6%		
Total Top 10 Operating Expense	6,659,429	83%	6,608,777	80%				
Other Operating Expense	1,406,312	17%	1,695,885	20%	(289,573)	-17%		
Total Operating Expense	8,065,741	100%	8,304,662	100%	(238,921)	-3%		

A Increase is due to improved cutoff/processing of invoices; In FY 19, 6 invoices were processed for major vendors compared to only 5 in FY 18 --Republic Parking for Parking management and Menzies for ground handling/passenger service agents. For U.S. Customs payments, MLB processed 3 of the quarterly \$30,860 payments this year compared to 2 last year by 3/31. Finally, the security system maintenance contract was executed in May 2018 and has monthly payments of \$10k; before this security system maintenance was paid on a call out basis (the result has been more consistent billing).

B Payment of the Advertising reimbursement--FY 19 consists of Porter which qualified for \$550,000 based on the ASIP. This is the full payout of the ASIP to Porter and the full payout of the FY 19 ASIP based on current air service levels.

C Increase is due to staffing changes that utilize more temporary employees from a staffing agencies rather than employing them directly coupled with improved cutoff/processing of invoices. There were 32 invoices processed this year compared to 23 last year. There are also more contract employees in the terminal cost center needed to clean space such as the FIS which opened Summer 2018; The total amount spent on temporary wages to date in terminal is \$208,000 compared to \$143,000 last year. The Accounting Department has utilized temporary employees for 3 of its 7 positions this year.

D This is an internal charge from Risk and they charge 1/12 of the budgeted premium. The increase corresponds to the higher monthly charge due to new assets coming on line which is how these costs are allocated. Airport staff is working with City staff to evaluate how charges are allocated for this cost.

E Decrease is due to cost saving measures associated with goals of improving cash position that were approved as part of fy 19 budget.

**ORLANDO MELBOURNE INTERNATIONAL AIRPORT (MLB) MONTHLY ACTIVITY REPORT  
APRIL 2019**

	2019	2018	MO CHANGE (%)	2019 YTD	2018 YTD	YTD CHANGE (%)
<b>PASSENGERS</b>						
Revenue PAX - Domestic						
Enplaned	20,592	20,963	-1.8%	85,293	74,953	13.8%
Deplaned	19,278	19,180	0.5%	83,174	73,248	13.6%
<b>Total Revenue PAX - Domestic</b>	<b>39,870</b>	<b>40,143</b>	<b>-0.7%</b>	<b>168,467</b>	<b>148,201</b>	<b>13.7%</b>
Revenue PAX - Int'l						
Enplaned	187	184	1.6%	1,942	2,070	-6.2%
Deplaned	98	203	-51.7%	1,756	1,920	-8.5%
<b>Total Revenue PAX - Int'l</b>	<b>285</b>	<b>387</b>	<b>-26.4%</b>	<b>3,698</b>	<b>3,990</b>	<b>-7.3%</b>
Non-Revenue PAX						
Enplaned	641	801	-20.0%	3,684	3,587	2.7%
Deplaned	719	852	-15.6%	3,864	3,841	0.6%
<b>Total Non-Revenue PAX</b>	<b>1,360</b>	<b>1,653</b>	<b>-17.7%</b>	<b>7,548</b>	<b>7,428</b>	<b>1.6%</b>
<b>Total PASSENGERS</b>	<b>41,515</b>	<b>42,183</b>	<b>-1.6%</b>	<b>179,713</b>	<b>159,619</b>	<b>12.6%</b>
<b>CARGO Express/Freight/Sm Parcels (lbs)</b>						
OUT	9,923	7,518	32.0%	40,285	37,559	7.3%
IN	3,405	2,664	27.8%	11,006	18,351	-40.0%
<b>Total CARGO (lbs)</b>	<b>13,328</b>	<b>10,182</b>	<b>30.9%</b>	<b>51,291</b>	<b>55,910</b>	<b>-8.3%</b>
Cargo in Metric Tons	6	5		23	25	
<b>AIRCRAFT OPERATIONS</b>						
Air Carrier	506	475	6.5%	2,236	1,556	43.7%
Air Taxi	313	374	-16.3%	1,312	1,685	-22.1%
General Aviation - Itinerant	7,389	5,297	39.5%	26,064	21,657	20.3%
General Aviation - Local	4,362	3,136	39.1%	14,540	11,696	24.3%
Military	92	12	666.7%	584	340	71.8%
<b>Total OPERATIONS</b>	<b>12,662</b>	<b>9,294</b>	<b>36.2%</b>	<b>44,736</b>	<b>36,934</b>	<b>21.1%</b>

**Orlando Melbourne International Airport  
Police Department  
Monthly Activity Report  
April 2019**

<b>Police Activity</b>	
TSA Required Checks	
Response to Door & Gate Alarms	181
TSA Assists	3
Perimeter	125
Door inspections	3
SIDA & Secure Area Inspections	239
Gate Inspections	5
Customs Assists / Weapons Check	1
Security Violations	4
Assist to Other Agencies	21
Aircraft Alerts	2
Arrests	0
*Other Incident Reports	287
Traffic / Parking Citations	4
<b>Total</b>	<b>875</b>
<b>Administrative Action</b>	
Security Badges Issued	167
Parking Permits Issued	8
<b>Total</b>	<b>175</b>



*R 209*

**Renee Purden  
Chief of Police**

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



04/06/19 Case #19-097 – T-hangar tenant attempted to enter Gate 150V with an expired SIDA badge.

04/07/19 Case #19-098 – South T – hangar Tenant attempted to enter Gate S150V with an expired badge.

04/18/19 Case #19-0110 –TSA inspector observed hangar tenant not displaying his SIDA badge. SIDA badge was in the subject's truck and not on his person.

04/29/19 Case #19-0120 – Airshow employee attempted to enter the 386V gate with an expired badge.