



MELBOURNE AIRPORT AUTHORITY BOARD MEETING  
**AGENDA**

February 22, 2023, at 8:30 AM  
Melbourne Orlando International Airport Board Room

**Pledge of Allegiance**

**Airport Announcements**

**Executive Director's Recognition of Excellence Award**

**Action Items**

Approval of the minutes for the January 25, 2023, regularly scheduled Board Meeting.

**Item A-1 Recommendation to Approve a Use and Lease Agreement with Sun Country, Inc.**

Sun Country, Inc. operates as Sun Country Airlines, an ultra-low-cost carrier headquartered in Minneapolis, Minnesota. It began operating twice weekly nonstop service between Minneapolis - St. Paul International Airport (MSP) and Melbourne Orlando International Airport utilizing Boeing 737 aircraft on February 3, 2023, and will continue through April 28, 2023.

Additional details of this agreement can be found in the supplemental document included in your packet.

Staff recommends approval of the Use and Lease Agreement with Sun Country, Inc., and authorization for the Executive Director to execute said Agreement on behalf of the Authority.

**Item A-2 Recommendation to Approve a Change Order to Southern Fire Protection for the Remaining Fire Sprinkler System within the Existing Terminal in an Amount Not-To-Exceed \$956,590.00.**

The design for the Terminal Renovation and Expansion Project included a new fire sprinkler system within the new construction and in areas being renovated within the existing construction. No fire sprinkler work was expected to be performed at this time in areas where no renovation work occurred.

In a mutual understanding with the City's Building Department, the airport agreed to complete the remaining fire sprinkler work in phases over the next three years to receive a Certificate of Occupancy (CO) for the Terminal Renovation and Expansion Project. The airport agreed to pursue a grant to complete the work and, once a grant was executed, all remaining fire sprinkler work would be completed. The Airport has applied for a Bipartisan Infrastructure Law Airport Terminal Project (BIL ATP) grant which includes the upgrade to the fire sprinkler system.

To show good faith with the Building Department and allow a CO to be issued, an initial contract was approved by the Board on September 28, 2022, to Southern Fire Protection.

Phase 1 work was completed and pricing for the remaining scope was prepared. Phase 2 of the work will complete all remaining fire sprinkler work throughout the existing terminal.

Because the Building Department has stated no new terminal work may begin until the fire sprinkler work continues, this next phase requires Board approval for the Building Department to issue a permit for the new Gate 9 Passenger Board Bridge Project. Work will not be started on Phase 2, and funds will not be expended until the BILATP grant has been awarded, approved by the MAA Board and executed. The grant announcement is expected at the end of this month.

While the price for the fire sprinkler system has come in below the original estimated amount, it does not include all associated work for replacement of ceilings, light fixture conflicts, mechanical/ductwork alterations, and any other unforeseen conditions within the ceilings. This additional work will be bid out separately at a later time. Based on current pricing trends, this project will fall within the \$5,000,000 budget

| CO  | Description                    | Amount        | Rev Contract \$ | Remarks                 |
|---|--------------------------------|---------------|-----------------|-------------------------|
|   | Contract amount                | \$ 88,450.00  | \$ 88,450.00    | Board Approved 9/28/22  |
| CO-01   | Remaining Fire System          | \$ 956,590.00 | \$ 1,045,040.00 | Sprinkler System Only * |
|   | Current Change Order Sum       | \$ 956,590.00 |                 |                         |
|   | Total Contract Changes to Date |               | \$ 956,590.00   |                         |
| * This work does not include: ceilings, lights, mechanical, or plumbing |                                |               |                 |                         |

Staff recommends approval of award to Southern Fire for the remaining Fire Sprinkler System within the existing terminal in an amount not to exceed \$956,590.00 contingent upon the award and approval of a Federal Aviation Administration grant, and authorization for the Executive Director to execute said agreement on behalf of Authority.

**Item A-3 Recommendation to approve a five-year extension to the Master Consulting Agreement with Airport Engineering Company (AEC).**

In March 2018, the Board approved the extension of the 2013 Master Consultant Agreement with Airport Engineering Company (AEC). The agreement and the extension were for five years each, which at the end of each period could be terminated or extended. This will be the second five-year extension to the Master Consulting Agreement. AEC has been providing work at MLB for over 30 years. With the recent Board approval of the Continuing Consultants Agreements, AEC has been in more of a support and peer review mode. AEC’s depth of knowledge of the airport is invaluable and staff continues to consult with AEC on many airport and tenant-related issues.

Staff recommends approval of the contract extension to Airport Engineering Company and authorization for the Executive Director to execute said contract extension 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.*

**MELBOURNE ORLANDO INTERNATIONAL AIRPORT**

**Income Statement**

**December 31, 2022**

|   | Year To Date Actual |                  | \$ change          | % change   |
|---|---------------------|------------------|--------------------|------------|
|   | 12/31/2022          | 12/31/2021       |                    |            |
| Operating Revenue                             |                     |                  |                    |            |
| Airline Landing Fees                          | 118,859             | 134,977          | (16,119)           | -12%       |
| Airline Service Fees                          | 640,935             | 564,855          | 76,081             | 13%        |
| Land & Bldg Lease Rents                       | 2,398,096           | 2,283,719        | 114,377            | 5%         |
| Terminal Rents                                | 70,501              | 58,489           | 12,012             | 21%        |
| Parking Lot Fees                              | 479,171             | 438,342          | 40,829             | 9%         |
| Car Rental Concessions                        | 534,848             | 231,576          | 303,272            | 131%       |
| Restaurant Concessions                        | 88,194              | 21,945           | 66,249             | 302%       |
| Mobile Home Park Rent                         | 510,899             | 511,856          | (957)              | 0%         |
| T-Hangar Rentals                              | 21,664              | 22,714           | (1,050)            | -5%        |
| Operating Grant Revenue                       | 15,420              | 15,330           | 90                 | 1%         |
| Other   | 165,860             | 70,723           | 95,137             | 135%       |
| <b>Total Operating Revenues</b>               | <b>5,044,447</b>    | <b>4,354,526</b> | <b>689,921</b>     | <b>16%</b> |
| Operating Expense:                            |                     |                  |                    |            |
| Personnel Services                            | 1,448,906           | 1,252,633        | 196,273            | 16%        |
| Contract Services                             | 1,936,695           | 1,078,888        | 857,807            | 80%        |
| Police & Fire Services                        | 318,404             | 292,627          | 25,778             | 9%         |
| Maintenance and Operations                    | 1,296,149           | 1,044,711        | 251,438            | 24%        |
| Other   | 46,469              | -                | 46,469             | #DIV/0!    |
| <b>Total Operating Expenses</b>               | <b>5,046,623</b>    | <b>3,668,858</b> | <b>1,377,765</b>   | <b>38%</b> |
| Operating Income (Loss)                       | (2,176)             | 685,667          | (687,844)          |            |
| Non-Operating Revenue (Expense):              |                     |                  |                    |            |
| Passenger Facility Charges                    | 387,795             | 194,929          | 192,866            | 99%        |
| Customer Facility Charges                     | 327,741             | 126,729          | 201,012            | 159%       |
| CARES Grant Revenue                           | 1,507,722           | 1,949,776        | (442,054)          | -23%       |
| Gain on Sale of Assets                        | 12,183              | 3,221,748        | (3,209,566)        | -100%      |
| Interest Income (Loss)                        | 59,094              | 32,433           | 26,661             | 82%        |
| Ad Valorem Tax Revenue                        | 905,210             | 943,786          | (38,575)           | -4%        |
| Ad Valorem Tax Expense                        | (907,492)           | (949,655)        | 42,163             | -4%        |
| (Loss) on Disposal of Fixed Assets            | -                   | -                | 0                  | #DIV/0!    |
| Interest Expense                              | (24,375)            | (15,438)         | (8,938)            | 58%        |
| <b>Total Non-Operating Revenue (Expense)</b>  | <b>2,267,878</b>    | <b>5,504,309</b> | <b>(3,236,431)</b> |            |
| <b>Net Income (Loss) Before Depreciation*</b> | <b>2,265,701</b>    | <b>6,189,976</b> |                    |            |

\* Net Income before capital contributions and transfers

**MELBOURNE ORLANDO INTERNATIONAL AIRPORT**  
**Statement of Revenues, Expenditures and Changes in Fund Net Assets**  
**December 31, 2022**

|  | YTD Actual       | Annual<br>Budget   | % of<br>Budget |
|--|------------------|--------------------|----------------|
| <b>Operating Revenues:</b>                         |                  |                    |                |
| Airline Landing Fees                               | 118,859          | 516,316            | 23%            |
| Airline Service Fees                               | 640,935          | 2,582,774          | 25%            |
| Land & Bldg Lease Rents                            | 2,398,096        | 9,222,508          | 26%            |
| Terminal Rents                                     | 70,501           | 241,403            | 29%            |
| Parking Lot Fees                                   | 479,171          | 1,900,000          | 25%            |
| Car Rental Concessions                             | 534,848          | 1,733,684          | 31%            |
| Restaurant Concessions                             | 88,194           | 973,714            | 9%             |
| Mobile Home Park Rent                              | 510,899          | 2,061,075          | 25%            |
| T-Hangar Rentals                                   | 21,664           | 46,920             | 46%            |
| Operating Grant Revenue                            | 15,420           | 284,000            | 5%             |
| Other  | 165,860          | 1,535,883          | 11%            |
| <b>Total Operating Revenues</b>                    | <b>5,044,447</b> | <b>21,098,277</b>  | <b>24%</b>     |
| <b>Operating Expense:</b>                          |                  |                    |                |
| Personnel Services                                 | 1,448,906        | 6,357,932          | 23%            |
| Contract Services                                  | 1,936,695        | 9,167,696          | 21%            |
| Police & Fire Services                             | 318,404          | 1,259,606          | 25%            |
| Maintenance and Operations                         | 1,296,149        | 9,593,580          | 14%            |
| Other  | 46,469           | 180,000            | 26%            |
| <b>Total Operating Expenses</b>                    | <b>5,046,623</b> | <b>26,558,814</b>  | <b>19%</b>     |
| <b>Operating Income (Loss)</b>                     | <b>(2,176)</b>   | <b>(5,460,537)</b> |                |
| <b>Non-Operating Revenue (Expense):</b>            |                  |                    |                |
| Passenger Facility Charges                         | 387,795          | 1,502,016          | 26%            |
| Customer Facility Charges                          | 327,741          | 1,262,001          | 26%            |
| CARES Grant Revenue                                | 1,507,722        | 3,223,936          | 47%            |
| Gain on Sale of Assets                             | 12,183           | -                  | #DIV/0!        |
| Interest Income (Loss)                             | 59,094           | 156,539            | 38%            |
| Ad Valorem Tax Revenue                             | 905,210          | 2,021,897          | 45%            |
| Ad Valorem Tax Expense                             | (907,492)        | (2,051,572)        | 44%            |
| Gain (Loss) on Disposal of Fixed Assets            | -                | -                  | #DIV/0!        |
| Interest Expense                                   | (24,375)         | (312,500)          | 8%             |
| <b>Total Non-Operating Revenue (Expense)</b>       | <b>2,267,878</b> | <b>5,802,317</b>   |                |
| <b>Net Income (Loss) before</b>                    |                  |                    |                |
| Depreciation, Transfers, and Capital Contributions | 2,265,701        | 341,780            |                |
| Depreciation Expense                               | -                | -                  |                |
| Intra Transfer to Airport Capital                  | -                | (1,689,507)        | 0%             |
| <b>Net Income (Loss) After Transfers</b>           | <b>2,265,701</b> | <b>(1,347,727)</b> |                |

**Melbourne Orlando International Airport**  
**Top 10 Operating Revenues**  
**12/31/2022**

| <b>Rank</b>                    | <b>Description</b>              | <b>YTD<br/>FY 2023</b> | <b>FY 23 % of<br/>Total Rev</b> | <b>YTD<br/>FY 2022</b> | <b>FY 22 % of<br/>Total Rev</b> | <b>\$ Change</b> | <b>% Change</b> |
|--------------------------------|---------------------------------|------------------------|---------------------------------|------------------------|---------------------------------|------------------|-----------------|
| 1                              | Airfield Facilities Rental      | 1,332,111              | 26%                             | 1,208,093              | 28%                             | 124,018          | 10%             |
| 2                              | Commercial Business Center Rent | 790,813                | 16%                             | 813,473                | 19%                             | (22,660)         | -3%             |
| 3                              | Car Rental Concession           | 534,848                | 11%                             | 231,576                | 5%                              | 303,272          | 131% A          |
| 4                              | Tropical Haven Revenue          | 510,899                | 10%                             | 511,856                | 12%                             | (957)            | 0%              |
| 5                              | Parking Revenue                 | 479,171                | 9%                              | 438,342                | 10%                             | 40,829           | 9% B            |
| 6                              | Ground Handling Revenue         | 444,960                | 9%                              | 345,841                | 8%                              | 99,119           | 29% C           |
| 7                              | Terminal Rent-Airline           | 209,294                | 4%                              | 228,862                | 5%                              | (19,568)         | -9%             |
| 8                              | Hangar Rent                     | 201,731                | 4%                              | 200,390                | 5%                              | 1,341            | 1%              |
| 9                              | Landing Fees                    | 118,859                | 2%                              | 134,977                | 3%                              | (16,118)         | -12% D          |
| 10                             | Terminal Concessions            | 88,194                 | 2%                              | 21,945                 | 1%                              | 66,249           | 302% A          |
| Total Top 10 Operating Revenue |                                 | 4,710,880              | 93%                             | 4,135,355              | 95%                             | 575,525          |                 |
| Other Operating Revenue        |                                 | 333,567                | 7%                              | 219,171                | 5%                              | 114,396          | 52%             |
| Total Operating Revenue        |                                 | 5,044,447              | 100%                            | 4,354,526              | 100%                            | 689,921          | 16%             |

A Increase is due to new international service (TUI operated October and November 2022) and associated passenger growth.

B Increase is due to continued recovery of domestic passengers that use the parking facilities coupled with the rate adjustment that increase that went into effect on 10/1/22.

C Increase is due to rate increase implemented 10/1/22 plus higher flight activity from TUI. Specifically, Fuel Fees are included in this classification so the \$.07 per gallon charged to TUI has driven this revenue higher.

D Revenue decline is due to drop in Ferry Landing fees (down \$6k) coupled with a reduction in passenger landing fees due to smaller aircraft being utilized.

**Melbourne Orlando International Airport**  
**Top 10 Operating Expenses**  
**12/31/2022**

| Rank                           | Description             | YTD<br>FY 2023 | FY 23 %<br>Operating<br>Expense | YTD<br>FY 2022 | FY 22 %<br>Operating<br>Expense | \$ change | % change |
|--------------------------------|-------------------------|----------------|---------------------------------|----------------|---------------------------------|-----------|----------|
| 1                              | Personnel               | 1,448,906      | 29%                             | 1,244,365      | 34%                             | 204,541   | 16%      |
| 2                              | Other Contract Services | 1,440,150      | 29%                             | 627,892        | 17%                             | 812,258   | 129% A   |
| 3                              | Fire Services           | 308,154        | 6%                              | 287,539        | 8%                              | 20,615    | 7%       |
| 4                              | Contractual Employee    | 278,005        | 6%                              | 137,947        | 4%                              | 140,058   | 102% B   |
| 5                              | Electric                | 207,838        | 4%                              | 132,212        | 4%                              | 75,626    | 57% C    |
| 6                              | Risk Management         | 118,768        | 2%                              | 111,550        | 3%                              | 7,218     | 6%       |
| 7                              | Cable TV Expense        | 89,759         | 2%                              | 81,811         | 2%                              | 7,948     | 10%      |
| 8                              | Consulting Fees         | 88,841         | 2%                              | 164,436        | 4%                              | (75,595)  | -46% D   |
| 9                              | Computer Software       | 85,780         | 2%                              | 16,296         | 0%                              | 69,484    | 426% E   |
| 10                             | Solid Waste Disposal    | 78,020         | 2%                              | 44,059         | 1%                              | 33,961    | 77%      |
| Total Top 10 Operating Expense |                         | 4,144,221      | 82%                             | 2,848,107      | 78%                             |           |          |
| Other Operating Expense        |                         | 902,402        | 18%                             | 820,751        | 22%                             | 81,651    | 10%      |
| Total Operating Expense        |                         | 5,046,623      | 100%                            | 3,668,858      | 100%                            | 1,377,765 | 38%      |

A Increase is due to costs associated with new international air service that started in March 2022: Customs (up \$304,000), ground handling (up \$272,000), and aircraft fueling (up \$36,000).

B Increase due to higher ambassador costs (up \$38,000) to staff for international operations. The Tropical Haven manager and Maintenance worker retired in February and April 2022, respectively, these positions have been filled with temp employees (\$29,000 increase). The airport has more temp custodians and maintenance employees to staff the expanded terminal which has resulted in higher costs for the terminal org (up \$63,000).

C Increase is a result of FPL rate increase implemented this year plus the impact of the expanded terminal, which has added 86,000 sq feet of space, that has increased consumption of electricity.

D Decrease is due to non-recurring services in 1st quarter 2022 (terminal consulting services-\$25,000 and contractual payments for new air service -\$15,000). MLB also paid \$13,500 per month for a TUI project manager through May 2022.

**Melbourne Orlando Int'l Airport**  
**Cash Flow Projection**  
**2/1/2023**

|   | January-23        | February-23       | March-23          | April-23          | May-23            | June-23           | July-23           | August-23         | September-23      | October-23        | November-23        | December-23       |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|-------------------|
| Beginning Cash/Investment Balance                           | \$ 25,429,543     | \$ 25,911,880     | \$ 24,830,042     | \$ 23,271,810     | \$ 21,684,787     | \$ 20,564,338     | \$ 21,518,965     | \$ 21,492,255     | \$ 20,880,786     | \$ 22,249,619     | \$ 23,797,659      | \$ 20,230,197     |
| Operating Revenue   | 1,678,337         | 1,678,337         | 1,678,337         | 1,678,337         | 1,678,337         | 1,678,337         | 1,678,337         | 1,678,337         | 1,678,337         | 1,678,337         | 1,678,337          | 1,678,337         |
| Plus: CRSSA Grant   | 1,507,722         |                   |                   |                   | 700,000           |                   |                   |                   |                   |                   |                    |                   |
| Less: Prepaid Rent Recorded as Deferred Revenue             | (27,272)          | (27,272)          | (27,272)          | (27,272)          | (27,272)          | (27,272)          | (27,272)          | (27,272)          | (27,272)          | (27,272)          | (27,272)           | (27,272)          |
| 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   |                   |                   |                   |                   |                   |                   | (72,540)          |                   |                   |                   |                    |                   |
| Personnel   | (522,409)         | (522,409)         | (522,409)         | (522,409)         | (522,409)         | (522,409)         | (522,409)         | (522,409)         | (522,409)         | (522,409)         | (522,409)          | (522,409)         |
| TUI Marketing Incentive Reimbursement                       |                   |                   | (250,000)         |                   | (250,000)         |                   | (250,000)         |                   | (250,000)         |                   | (300,000)          |                   |
| Interest Expense  |                   |                   |                   |                   | (143,325)         |                   |                   |                   |                   |                   | (143,325)          |                   |
| Maintenance and Operations Expense                          | (1,357,991)       | (1,357,991)       | (1,357,991)       | (1,357,991)       | (1,357,991)       | (1,357,991)       | (1,357,991)       | (1,357,991)       | (1,357,991)       | (1,357,991)       | (4,065,590)        | (1,357,991)       |
| <b>Net Increase (Decrease) in Cash Flow from Operations</b> | <b>(95,347)</b>   | <b>(95,347)</b>   | <b>(345,347)</b>  | <b>(95,347)</b>   | <b>211,328</b>    | <b>(95,347)</b>   | <b>(417,887)</b>  | <b>(95,347)</b>   | <b>(345,347)</b>  | <b>(95,347)</b>   | <b>(3,246,271)</b> | <b>(95,347)</b>   |
| Total Capital Outlay  | (215,055)         | (1,206,228)       | (3,553,059)       | (2,145,000)       | (2,571,293)       | (479,927)         | (1,549,000)       | (1,000,000)       | (649,000)         | (400,000)         | (744,933)          | -                 |
| Total Capital Grant Revenue                                 | 651,611           | 63,113            | 2,112,838         | 308,937           | 920,911           | 1,248,798         | 1,650,000         | 205,868           | 2,103,664         | 1,750,000         | 250,000            | 200,000           |
| PFC Collections (Reimbursement of Eligible Costs)           | 76,692            | 85,112            | 123,539           | 187,146           | 173,135           | 152,757           | 157,688           | 151,075           | 141,026           | 159,432           | 94,415             | 91,210            |
| CFC Collections   | 64,437            | 71,512            | 103,798           | 157,241           | 145,469           | 128,347           | 132,490           | 126,934           | 118,490           | 133,955           | 79,328             | 76,635            |
| Net Increase (Decrease) in Cash From Capital and Debt       | 577,685           | (986,491)         | (1,212,884)       | (1,491,676)       | (1,331,777)       | 1,049,975         | 391,177           | (516,122)         | 1,714,180         | 1,643,387         | (321,191)          | 367,845           |
| Beginning Cash/Investments                                  | 25,429,543        | 25,911,880        | 24,830,042        | 23,271,810        | 21,684,787        | 20,564,338        | 21,518,965        | 21,492,255        | 20,880,786        | 22,249,619        | 23,797,659         | 20,230,197        |
| <b>Ending Cash/Investments</b>                              | <b>25,911,880</b> | <b>24,830,042</b> | <b>23,271,810</b> | <b>21,684,787</b> | <b>20,564,338</b> | <b>21,518,965</b> | <b>21,492,255</b> | <b>20,880,786</b> | <b>22,249,619</b> | <b>23,797,659</b> | <b>20,230,197</b>  | <b>20,502,695</b> |

**Melbourne Orlando Int'l Airport**  
**Cash Flow Projection - Capital Exp and Grant Revenue**  
**2/1/2023**

| Capital Project Expenditures                                   | Proj # | Total Cost | Indi | Prior Expenditures | January-23 | February-23 | March-23    | April-23    | May-23      | June-23   | July-23     | August-23   | September-23 | October-23 | November-23 | December-23 |
|--|--------|------------|------|--------------------|------------|-------------|-------------|-------------|-------------|-----------|-------------|-------------|--------------|------------|-------------|-------------|
| Terminal Upgrade-Fire Sprinkler/Plumbing                       | 50023  | 5,959,412  | D    | (50,000)           |            | (38,480)    |             |             |             |           |             |             |              |            |             |             |
| Terminal Exp PH2-Int'l PBB (Gate 9)                            | 50423  | 4,500,000  | E    | (77,649)           | (135,707)  | (200,000)   | (450,000)   | (1,500,000) | (1,726,293) |           |             |             |              |            |             |             |
| Ticket Counter Improvements                                    | 50523  | 214,476    | C    | -                  |            | (114,476)   |             | (100,000)   |             |           |             |             |              |            |             |             |
| Terminal Exp-Public Space (Haskell)                            | 50519  | 50,709,491 | E    | (48,538,496)       |            | -           | (2,170,995) |             |             |           |             |             |              |            |             |             |
| Terminal Exp-Public Space (Others)                             | 50519  | 1,337,349  | E    | (1,335,224)        | (2,125)    |             |             |             |             |           |             |             |              |            |             |             |
| Terminal Exp-PBBs (2)  | 54119  | 3,024,428  | D    | (3,024,428)        | -          | -           |             |             |             | -         | -           |             |              |            |             |             |
| Terminal Exp-Apron   | 54219  | 13,354,669 | D    | (13,354,669)       | -          |             |             |             |             |           |             |             |              |            |             |             |
| Terminal Exp-VIP Lounge (Iveys)                                | 54319  | 891,885    | C    | (645,993)          | (43,617)   | (100,000)   | (102,275)   |             |             |           |             |             |              |            |             |             |
| Terminal Exp-Welcome Center (Iveys)                            | 54519  | 1,613,553  | C    | (1,444,953)        |            | (83,428)    | (85,172)    |             |             |           |             |             |              |            |             |             |
| Terminal Exp-Common Use Tech Equip                             | 54619  | 252,204    | C    | (232,234)          | -          |             | (19,970)    |             |             |           |             |             |              |            |             |             |
| Terminal Exp-Int'l Waste Facility                              | 54719  | 32,665     | C    | (32,665)           |            |             |             |             |             |           |             |             |              |            |             |             |
| Terminal Exp-FF&E  | 55319  | 709,547    | C    | (694,285)          |            | (15,262)    |             |             |             |           |             |             |              |            |             |             |
| In Line Baggage System-Design                                  | 50121  | 1,024,944  | D    | (545,017)          | -          | -           | (75,000)    | (125,000)   | (200,000)   | (79,927)  |             |             |              |            |             |             |
| Airplane Deposit Facility                                      | 50619  | 70,000     | C    |                    |            |             |             | (70,000)    |             |           |             |             |              |            |             |             |
| Taxiway S Improvements-Phase 1                                 | 50120  | 3,400,000  | D    |                    |            |             |             |             |             |           |             |             |              |            |             |             |
| Perimeter Road Rehab   | 50220  | 125,000    | C    |                    |            |             |             |             |             |           |             |             |              |            |             |             |
| PBB 5 Replacement  | 50320  | 1,669,094  | D    |                    |            |             |             |             |             |           |             |             |              |            |             |             |
| Aerospace Dr. Lift Station Replace                             | 50520  | 85,000     | C    |                    |            |             |             |             | (85,000)    |           |             |             |              |            |             |             |
| Tropical Haven Facility Improvements                           | 50620  | 298,491    | C    | (234,576)          |            | -           |             |             |             |           |             |             |              |            |             |             |
| Northside Expansion  | 54120  | 9,392,132  | D    |                    |            |             |             |             |             |           |             |             |              |            |             |             |
| Northside Exp-St. Michael PI Ext                               | 54220  | 6,100,000  | D    | (2,389,103)        | (8,937)    | (300,000)   | (151,416)   |             |             |           |             |             |              |            |             |             |
| Northside Exp-T/W M Ext  | 54320  | 3,930,000  | D    | -                  |            |             |             |             |             |           |             |             |              |            |             |             |
| Northside Exp-Infrastructure Dev                               | 54420  | 3,102,444  | D    | (1,408,567)        | (15,660)   | (20,000)    | (108,231)   |             |             |           |             |             |              |            |             |             |
| Project Vista Site Improvements                                | 50323  | 6,600,000  | D    | (5,492)            | (9,009)    | (90,000)    | (300,000)   | (350,000)   | (350,000)   | (300,000) | (300,000)   |             |              |            |             |             |
| Equipment Purchases  |        | 1,733,969  | C    | (46,454)           |            | (244,582)   | (90,000)    |             | (210,000)   |           | (249,000)   |             | (149,000)    |            | (744,933)   |             |
| T-Hangars Phase 1  | TBD    | 3,000,000  | D    |                    |            |             |             |             |             | (100,000) | (1,000,000) | (1,000,000) | (500,000)    | (400,000)  |             |             |
| <b>Total Capital Outlay</b>                                    |        |            |      |                    | (215,055)  | (1,206,228) | (3,553,059) | (2,145,000) | (2,571,293) | (479,927) | (1,549,000) | (1,000,000) | (649,000)    | (400,000)  | (744,933)   | -           |
| <b>Grant Revenue</b>   |        |            |      |                    |            |             |             |             |             |           |             |             |              |            |             |             |
| <b>TERMINAL EXPANSION GRANTS</b>                               |        |            |      |                    |            |             |             |             |             |           |             |             |              |            |             |             |
| FDOT-Terminal Rehab FY 20/FY 21 (438452-1-94-03--\$10,000,504) |        |            |      | 9,462,686          |            |             | 537,942     |             |             |           | -           |             |              |            |             |             |
| FAA Discretionary PBBs (2) Grnt 50- FY 20 (\$2,644,650)        |        |            |      | 2,380,185          | -          |             | 264,465     |             |             |           |             | -           | -            | -          | -           | -           |
| FAA Ent Grnt 48 Term Rehab FY 20-FY 22 (\$7,410,486)           |        |            |      | 6,669,435          |            |             | 741,049     |             |             |           |             |             | -            | -          | -           | -           |
| FAA Supplemental Grnt 51 Term Rehab - FY 20 (\$4,444,444)      |        |            |      | 4,000,000          |            |             | 444,444     |             |             |           |             |             |              | -          | -           | -           |
| FAA Discretionary Ramp - FY 20 (\$6,000,000)                   |        |            |      | 6,000,000          | -          |             | -           |             |             |           |             |             |              |            |             |             |
| FDOT DRA-Ramp Reimb (\$5,900,000)                              |        |            |      | 300,000            | 300,000    |             |             | 300,000     |             |           | 300,000     |             |              | 300,000    |             |             |
| FAA Discretionary-ARFF Truck (\$670,439)                       |        |            |      |                    |            |             |             |             |             |           |             |             |              |            |             |             |
| TSA OTA-In Line Baggage Sys Design (\$711,496)                 |        |            |      | 289,652            | 48,157     |             | 124,938     |             |             | 194,297   |             | 54,452      |              |            |             |             |
| FAA BIL Grant-Entitlement (FY22/23)                            | 50423  | 4,050,000  |      |                    |            |             |             |             | 777,020     |           | 1,350,000   |             | 1,553,664    |            |             |             |
| <b>NORTHSIDE EXPANSION GRANTS</b>                              |        |            |      |                    |            |             |             |             |             |           |             |             |              |            |             |             |
| FDOT (St. Michael PI Ext)                                      | 54220  | 4,783,000  |      | 2,072,730          | 303,454    |             |             | 8,937       |             | 300,000   |             | 151,416     |              | -          |             |             |
| FDEO (Inf Dev)   | 54420  | 3,922,132  |      | 1,361,114          | -          | 63,113      |             |             | 143,891     |           |             |             |              | -          |             |             |
| FDOT-Project Vista Grant                                       | 50323  | 6,600,000  |      |                    |            |             |             |             |             | 754,501   |             |             |              | 950,000    |             | -           |
| FDOT FY 23 T Hangar Grant                                      | TBD    | 1,500,000  |      |                    |            |             |             |             |             |           |             |             | 550,000      | 500,000    | 250,000     | 200,000     |
| <b>Total Grant Revenue</b>                                     |        |            |      |                    | 651,611    | 63,113      | 2,112,838   | 308,937     | 920,911     | 1,248,798 | 1,650,000   | 205,868     | 2,103,664    | 1,750,000  | 250,000     | 200,000     |



**MELBOURNE ORLANDO INTERNATIONAL AIRPORT (MLB) MONTHLY ACTIVITY REPORT  
JANUARY 2023**

|                                     | 2023          | 2022          | MO CHANGE<br>(%) | 2023 YTD      | 2022 YTD      | YTD CHANGE<br>(%) |
|-------------------------------------|---------------|---------------|------------------|---------------|---------------|-------------------|
| <b>PASSENGERS</b>                   |               |               |                  |               |               |                   |
| Revenue PAX - Domestic              |               |               |                  |               |               |                   |
| Enplaned                            | 19,615        | 16,795        | 16.8%            | 19,615        | 16,795        | 16.8%             |
| Deplaned                            | 18,781        | 16,070        | 16.9%            | 18,781        | 16,070        | 16.9%             |
| <b>Total Revenue PAX - Domestic</b> | <b>38,396</b> | <b>32,865</b> | <b>16.8%</b>     | <b>38,396</b> | <b>32,865</b> | <b>16.8%</b>      |
| *Revenue PAX - Int'l                |               |               |                  |               |               |                   |
| Enplaned                            | 16            | 15            | 6.7%             | 16            | 15            | 6.7%              |
| Deplaned                            | 172           | 39            | 341.0%           | 172           | 39            | 341.0%            |
| <b>Total Revenue PAX - Int'l</b>    | <b>188</b>    | <b>54</b>     | <b>248.1%</b>    | <b>188</b>    | <b>54</b>     | <b>248.1%</b>     |
| Non-Revenue PAX                     |               |               |                  |               |               |                   |
| Enplaned                            | 877           | 762           | 15.1%            | 877           | 762           | 15.1%             |
| Deplaned                            | 815           | 690           | 18.1%            | 815           | 690           | 18.1%             |
| <b>Total Non-Revenue PAX</b>        | <b>1,692</b>  | <b>1,452</b>  | <b>16.5%</b>     | <b>1,692</b>  | <b>1,452</b>  | <b>16.5%</b>      |
| <b>Total PASSENGERS</b>             | <b>40,276</b> | <b>34,371</b> | <b>17.2%</b>     | <b>40,276</b> | <b>34,317</b> | <b>17.4%</b>      |
| <b>AIRCRAFT OPERATIONS</b>          |               |               |                  |               |               |                   |
| Air Carrier                         | 485           | 464           | 4.5%             | 485           | 464           | 4.5%              |
| Air Taxi                            | 159           | 246           | -35.4%           | 159           | 246           | -35.4%            |
| General Aviation - Itinerant        | 8,275         | 5,753         | 43.8%            | 8,275         | 5,753         | 43.8%             |
| General Aviation - Local            | 5,840         | 2,918         | 100.1%           | 5,840         | 2,918         | 100.1%            |
| Military                            | 103           | 44            | 134.1%           | 103           | 44            | 134.1%            |
| <b>Total OPERATIONS</b>             | <b>14,862</b> | <b>9,425</b>  | <b>57.7%</b>     | <b>14,862</b> | <b>9,425</b>  | <b>57.7%</b>      |

\*Includes Data from US Customs for General Aviation Passengers

**Item A-1 Supplemental Details:  
Recommendation to Approve a Use and Lease Agreement with Sun Country, Inc.**

The salient points of the Use and Lease Agreement are as follows:

- Term: The initial term of the agreement is 24 months, during which time Sun Country will operate as a non-signatory airline. During this initial term Sun Country can elect to become a signatory carrier that would extend the agreement to be co-terminus with the current 5-year air service cycle.
- Rates, Charges, and Fees: Excluding incentives as outlined in the Airport's Board approved Airline Service Incentive Plan (ASIP), Sun Country shall pay the Airport's Rates and Charges, which vary by aircraft size. The estimated rates and charges are:
  - Signatory \$675.52
  - Non-Signatory: \$1,373.86
- Sun Country is responsible for collecting all Passenger Facility Charges (PFCs).
- Incentives per the ASIP:
  - Airport will waive the Airport Fees including landing fees and terminal fees along with Ground Handling Fees for a period of two years for all new routes.
  - Marketing Assistance:
    - Up to Twenty-Five Thousand Dollars (\$25,000) in Marketing Assistance Incentives for each, additional, new Domestic Recurring Qualifying Route.



*MELBOURNE AIRPORT AUTHORITY BOARD*  
Minutes January 25, 2023, Board Meeting  
Airport Board Room

In attendance: Mr. William C. Potter, Chairman  
The Honorable Tim Thomas, Vice Chairman, Councilmember  
The Honorable Mark LaRusso, Vice Mayor, Councilmember  
Mr. Michael Fischer, Member  
Mr. Scott Mikuen, Member  
Mr. Brent Peoples, 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  
Ms. Renee Purden, Chief of Police/Director of Public Safety

Absent: The Honorable Paul Alfrey, Mayor

### **Pledge of Allegiance**

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

Welcome new MAA board member Mr. Brent Peoples

Welcome new MAA Board Chairman Mr. Bill Potter, Esq.

Passenger Activity Report through December totaling 242,542 for international passengers in 2022. 701,257 total passengers in 2022, which is the second highest number in Airport's history.

Terminal Renovation and Expansion Project Event today at 11:00am

Sun Country inaugural flight celebration on February 3, 2023, at 10:30 a.m.

Canada Jetlines Inaugural flight celebration on February 16, 2023, at 11:30 a.m.

#### **Executive Director's Recognition of Excellence Award**

Congratulations to Doug Sayles, maintenance foreman, in receiving this month's award.

### **Action Items**

Approval of the December 14, 2022, board meeting minutes. A motion was made by Mr. Thomas with changes per Mr. Potter's comment on Item A-11, seconded by Mr. LaRusso. Motion passed unanimously.

#### **Item A-1 Recommendation to Approve a Purchase Order to AVCON, Inc., under its Continuing Service Contract, for the Professional Airside Engineering Services for Design Services of the Common Use Area of the Dassault Falcon Jet site in an Amount Not-To-Exceed \$255,198.00.**

Mr. Donovan explained last month, the board had approved a purchase order for the clearing and grubbing of the site, which work has already started. As the project develops, additional work for utilities, taxiways and aprons are ready to be designed. The project cost is covered 100 percent by the Florida Department of Transportation (FDOT) reimbursable grant.

A motion was made by Mr. Fischer to approve a purchase order to AVCON, Inc., under its Continuing Service Contract, for the Professional Airside Engineering Services for Design Services of the Common Use Area of the Dassault Falcon Jet site in an amount Not-To-Exceed \$255,198.00, seconded by Mr. Thomas. Motion passed unanimously.

**Item A-2 Recommendation to Approve Purchase of Police Body Cameras in the Amount of \$37,209.00.**

Mr. Donovan explained the request to purchase body cameras for on-duty police officers that offers ease of functionality, video quality and storage capabilities that allows them to document their engagements with the public. The Airport demoed the equipment from three companies, and it was determined one company provided the best value for all components. The cost of the body cameras is included in the Operating Budget.

Mr. LaRusso asked if the equipment being purchased be in sequence with the City's system. Ms. Purden stated the city has a different system and the two systems are not compatible.

Mr. Thomas commented that the City of Melbourne spent a significant amount of money for the City's police officers body cameras and the feedback they have received is very good.

A motion was made by Mr. Thomas to approve a purchase order of Police Body Cameras in the amount of \$37,209.00, seconded by Mr. LaRusso. Motion passed unanimously.

**Item A-3 Recommendation to Approve Purchase Order with McFarland Johnson for an Analytical Airspace Study in the Amount of \$47,982.00**

Mr. Donovan explained the airport has had significant growth over the last years due to an increase in aircraft operations. During this past year, 2022, the airport recorded 147,506 aircraft operations. The types of operations include wide-body aircraft that require greater distance to approach the airport's runway. This study will identify potential aviation safety concerns and recommend airspace opportunities for improving the Airport current airspace designation from Class Delta (D) to a Class Charlie (C) for Federal Aviation Administration (FAA) approval.

Mr. Mikuen asked if we will reach out to the flight schools. Mr. Donovan stated yes to all the flight schools that operate from the airport.

Mr. Thomas asked if the study would help increase the number of potential new carriers. Mr. Donovan stated that it is a step in the right direction.

Mr. Fischer asked if this would impact training facilities areas like Florida Institute of Technology (Florida Tech). Mr. Donovan stated he does not know how they would be affected.

A motion was made by Mr. Thomas to approve a purchase order with McFarland Johnson for an Analytical Airspace Study in the Amount of \$47,982.00, seconded by Mr. Fischer. Motion passed unanimously.

**Item A-4 Recommendation to Approve the Sixth Amendment to Lease Agreement with Embraer Aircraft Holding, Inc.**

Mr. Donovan explained Embraer Aircraft has approximately 68 acres of land under option. These options have been extended in the past. This amendment will extend the option period for this property for a period of five years until February 28, 2028. Embraer will pay an annual option fee of \$222,156.00 for the entire 68 acres. This extension will allow Embraer future development planning.

Mr. Mikuen asked if it is the same footprint. Mr. Donovan stated yes, it's the existing parcel they have in the current agreement.

Mr. LaRusso commented he was on council when Embraer first started and has seen how Embraer has grown and thanked Mr. Donovan.

A motion was made by Mr. LaRusso to approve the Sixth Amendment to Lease Agreement with Embraer Aircraft Holding, Inc., seconded by Mr. Thomas. Motion passed unanimously.

**Item A-5 Recommendation to Approve Purchase Order with Granicus Digital Government Solutions for the Development, Storage, and Annual Software License of the Airport's Website.**

Mr. Donovan explained the importance of having an active website that looks good aesthetically, communicates well, and can be easily modified in a timely matter. Granicus is a web designer that will develop a new website that will allow the airport to make updates, edits, conduct surveys, as well as send SMS text messages, update RSS feeds, has social media integration and allows users to access a mobile version of the website on their mobile devices. The one-time development fee is \$70,400.00 and there will be a five year annual commitment fee for a total of \$221,880.49. This is included in our budget.

Mr. Peoples asked if there is any connection to personal information or is it a completely separate website, for consideration from a confidentiality aspect. Mr. Donovan stated there will not be any personal information requested or stored on the website. It will be strictly informational for airport business, guidelines, and procedures.

A motion was made by Mr. Peoples to approve Purchase Order with Granicus Digital Government Solutions for the Development, Storage, and Annual Software License of the Airport's Website, seconded by Mr. Thomas. Motion passed unanimously.

**Item A-6 Recommendation to Approve Purchase Order with Romjue Advertising & Company, Inc. for the 2023 Airport Marketing and Advertising Campaign in an Amount Not-To-Exceed \$190,000.00.**

Mr. Donovan explained how airport staff assembled a campaign to increase awareness of the airport throughout the year, promoting new airlines, and ongoing awareness to fly from MLB. The next advertising campaign will focus on Sun Country and Canada Jetlines service while still supporting current, existing air service. It will entail digital advertising, social media ads and outdoor billboards which align with the airport's marketing plan. This will allow the airport to evaluate the results and bring to the board a performance progress on the ads. These funds are budgeted within our operating budget.

Mr. Fischer asked if the website and Romjue work together or are they separate. Mr. Donovan stated that products such as artwork and graphics will crossover. Mr. Busalacchi stated that Romjue will promote flying to MLB in the cities we fly to as part of this advertising campaign.

Mr. Potter asked if this is coordinated with the TDC. Mr. Busalacchi replied yes, we work closely with TDC.

Mr. Peoples asked if Romjue has experience with advertising for airports. Mr. Donovan stated that Romjue has over 30 years of experience.

A motion was made by Mr. Fischer to approve a Purchase Order with Romjue Advertising & Company, Inc. for the 2023 Airport Marketing and Advertising Campaign in an amount Not-To-Exceed \$190,000.00, seconded by Mr. Thomas. Motion passed unanimously.

## **Item A-7 Recommendation to Approve a Master Consulting Agreement with Jack L. Ryals, Sr. P.A.**

Mr. Donovan explained that Mr. Ryals has been an essential part of the airport's leadership for over 19 years and possesses invaluable skills and corporate knowledge working with various local community organizations. In this new role, Mr. Ryals will be able to focus on local and regional affairs and represent the Airport with the EDC and Chambers as well as assist the senior advisor for state and federal affairs. The annual cost of the agreement is \$64,500.00 and the agreement will be for one year with two one-year options.

Mr. Fischer stated that this is a great idea and will support this recommendation.

Mr. Peoples thanked Mr. Ryals on behalf of the Chambers for his dedication and many years of service.

A motion was made by Mr. Fischer to approve a Master Consulting Agreement with Jack L. Ryals, Sr. P.A., seconded by Mr. LaRusso. Motion passed unanimously.

## **Information Items**

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

Mr. O'Dell presented the financial report as of November 30, 2022.

Mr. Mikuen asked about the cash flow statement line item for Maintenance and Operations Expense starting at \$1.3 million and jumping to \$4 million. Mr. O'Dell explained that the ad valorem taxes payments are paid once a year which is in November.

Mr. Peoples asked how the mobile home expenses are captured. Mr. O'Dell explained he can run a financial report on that particular cost category or expenditure.

Mr. Potter stated the new terminal has been operating for a few months and asked if there are any risks that have been identified with that experience that were not anticipated. Mr. O'Dell stated he reviewed the proformas that were completed and compared them to how the airport performed with the TUI operations, and we were below projections due to the terminal not being complete and this resulted in the airport incurring additional non-recurring expenses.

Mr. Potter asked what is the most optimistic time within which we could achieve Port of Entry status. Mr. Donovan explained the process of port of entry status will be challenging and the process make take some time. The pre-requisite for port of entry status is to have the number of international passengers and having a consecutive twelve months of international activity.

Mr. Mikuen stated we are coming to an end on the heightened activity of construction and projects. What will be the vision or next phase in the next three years. Mr. Donovan stated that he will put together a workshop to show what the next five-year plan will be. We have a plan with the Federal Aviation Administration (FAA) and Florida Department of Transportation (FDOT) called JACIP which is a combined capital improvement five-year outlook where were able to ask for funds for individual projects. Our next project which is in the design phase is the In-Line Baggage System which is sponsored by TSA. The Airport is in the process of competing for FAA Discretionary Grant funds. If successful, the Airport will be able to fund the rest of the improvements to the existing terminal that will include modernizing the remaining area of the terminal.

Mr. Fischer asked if the Airport is fully compliant with the City of Melbourne and the fire sprinkler system. Mr. Donovan explained that the work is still ongoing. The Airport is currently compliant with the city and has the Certificate of Occupancy (CO).

Mr. Potter asked about the funding for the in-line baggage system. Mr. Donovan explained TSA will fund the majority of the construction cost for the in-line baggage system. We anticipate coming to the board with further details and cost on the capital project.

Mr. Thomas asked now that the airport has their certificate of occupancy, are there any other issues with the city's building department. Mr. Donovan stated we have an obligation with the city to complete the fire sprinkler project to comply with the city requirements.

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

Mr. Graham explained the dynamics of his operations and maintenance staff. Our staff is highly skilled and cross-trained and utilized both on the airfield and in the terminal operations. Currently our team has been working on airfield inspections, wildlife inspections and management, electrical repairs, stormwater maintenance, landscape maintenance as well as surface paint and pavement markings.

Mr. Graham explained the airport has been working very hard with our airshow promoter and network to put together an airshow for 2024. We submitted a request for Military Aerial support, but did not receive that support from the Blue Angels or the Thunderbirds for 2024. Many airshows will be taking place in our area in 2024 within a six week period commencing in March with the Space Coast Warbird Airshow through May at Vero Beach Airport. We have decided to move forward and focus on an airshow in 2025, which will give us more time to prepare and have a successful event.

### **Item I-3 Construction Projects Update by Mr. Perley**

#### Terminal Renovation and Expansion

Contractor continues to work on punch list items. Metal roofing trim and coping caps are nearing completion. Installation of the new fire alarm in the renovation spaces continues. Testing of the CCTV system is continuing with CBP area nearing completion. Test and balance of the new air handling equipment is complete and final report being written. All TSA equipment has been relocated. The old TSA checkpoint is being remodeled for the remaining VIP lounge and is nearing completion. Ticket counter renovations for the new airlines continue.

#### In-Line Baggage System

The Airport has terminated the current contract for design. Staff is currently working with a new team to pick up and complete the design in time for this year's construction funding. Staff will be issuing a two-step RFP for Construction Manager at Risk in February. To meet the TSA deadline, final construction costs will need to be approved by the April Board meeting and submitted to TSA by May 1, 2023.

#### Gate 9 Passenger Boarding Bridge

Design documents Gate 9 are complete. Waiting on the Building Department for issuance of the permit. All demolition work is complete. Foundations are ready to be poured as soon as the permit is issued. The boarding bridge is in fabrication and a factory inspection was completed in mid-January. Delivery of the bridge is expected in mid-April with completion by May 5, 2023.

#### Northside Expansion

First layer of asphalt has been placed. Delays in asphalt availability has pushed the final lift of asphalt until the second week of February. Storm water system is complete. Sod and landscaping installation is complete. Barrier wall is complete but still dealing with graffiti issues. Letting natural vegetation grow tall to hide the

wall. Final striping of the roadway will take place 30 days after asphalt is complete. Property boundary easements remain to be resolved. Anticipated substantial completion has been pushed to the end of February.

Mr. Fischer asked for an update on terminal roofing issues and materials and asked if these issues have been resolved. Mr. Perley explained all the material has been received and the contractor is completing all of the detail work on the metal copings. Mr. Fischer asked about the status of the storm damage and results. Mr. Perley stated that FEMA was on site a few weeks ago to do an assessment on the damages. We have submitted our report and are waiting on an approval so we can get started on the work.

Mr. Fischer asked about the process of closing out the terminal work with the contractor. Mr. Perley stated yes, we are working with the contractor.

**Item I-4 Business Development and Marketing update by Mr. Busalacchi**

Mr. Busalacchi explained due to an increase in air service the airport has seen an increase in our terminal parking. The Airport approaches capacity on certain days of the week and certain times of the year. To avoid any future problems with parking, the Airport has hired a consultant to complete a parking study for the Airport. To improve parking efficiency, the Airport plans to combine both long and short-term parking to one and add an additional ten spaces for handicap parking stalls. The Airport will also make a social media announcement to inform passengers of the upcoming changes for terminal parking.

Mr. Busalacchi explained that the Hyatt Place opening has been pushed back to April, due to an issue with the delivery of an FPL transformer being delayed.

Mr. Busalacchi explained the ticket giveaways campaign for our newest airline flights was successful.

**Adjournment**

The meeting was adjourned by Chairman William Potter at 9:41a.m.

**PREPARED BY:**

\_\_\_\_\_  
Sandra Acevedo, Administrative Assistant II

**SUBMITTED BY:**

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

**APPROVED BY ACTION OF AIRPORT AUTHORITY:**

\_\_\_\_\_  
William C. Potter, Chairman



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

| Police Activity/ TSA Required Checks        | Jan. 2021    | Jan. 2022    | Jan. 2023    |
|---|--------------|--------------|--------------|
| Response to Door & Gate Alarms              | 119          | 283          | 464          |
| TSA Assists                                 | 4            | 4            | 6            |
| Door Inspections                            | 9            | 8            | 6            |
| Secure Area Inspections-Perimeter Patrol    | 454          | 560          | 310          |
| Gate Inspections                            | 2            | 5            | 6            |
| Customs Assists                             | 1            | 0            | 0            |
| Security Violations                         | 3            | 0            | 5            |
| Assist to Other Agencies                    | 20           | 33           | 19           |
| Aircraft Alerts                             | 3            | 2            | 1            |
| Arrests                                     | 0            | 0            | 0            |
| *Other Incident Reports/Patrols             | 550          | 223          | 110          |
| Traffic Details/ Parking Citations/Warnings | 1            | 26           | 9            |
| K9 training & patrols                       | 1            |              | 1            |
| TSA-Required Passenger Boarding Standby     | **           | **           | 216          |
| TSA-Required Baggage Claim Standby          | **           | **           | 208          |
| <b>Total</b>                                | <b>1,167</b> | <b>1,144</b> | <b>1,361</b> |
| <b>Administrative Action</b>                |              |              |              |
| Security Badges Issued                      | 148          | 167          | 152          |
| Parking Permits Issued                      | 108          | 81           | 3            |
| <b>Total</b>                                | <b>256</b>   | <b>248</b>   | <b>155</b>   |



Renee Purden, ACE  
 Chief of Police/ Director of Public Safety



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

\*\*Call reduction on exterior perimeter patrols due to increased flights and responsibilities in the terminal and immediate surrounding areas compared to 2021 and 2022.

MAPD participated in the Cocoa Village 5K Run For First Responders.

#### Security Violations

- (5) S180P – Door left open. Security violations issued.
- S120V – Expired badge used. Security violation issued.
- N386V – Gate left unsecured. Security violation issued.
- Jetway 4 – Door left unsecured. Security violation issued.
- N386V - Expired badge used. Security violation issued.

#### MISC./ OTHER

(6) Medical Assists in the month of January

(2) Aircraft alerts

(4) Prohibited items at the checkpoint

(1) MBPD Rapid id request

(1) WMPD Rapid id request

(1) Cocoa PD Rapid id request

(5) Traffic assists to MPD

01/01/23 - MAPD responded to a complaint in the Circles of Care parking lot at 880 MLK Blvd. Two subjects were given trespass warnings.

01/03/23 - MAPD responded to the FIT Aviation ramp for an aircraft with damage to the nose of the aircraft. A small hole was found and a possible spent .22 round inside the aircraft.

01/08/23 - MAPD assisted MPD with a Disturbance on Bond St. The subject left the area prior to police arrival.

01/09/23 – Vehicle vs Deer on St. Michaels. The vehicle suffered heavy cosmetic damage but was able to drive.

01/17/23 – MAPD responded to an aircraft alert that was in reference to a flight landing with CPR being performed while in flight. The patient was transported to HRMC.

01/18/23- MAPD alerted MPD dispatch of a large brush fire in the woods at NASA and Gateway. One burn victim was airlifted by First flight.



## **Project Status Update Report: February 2023**

### **Terminal Renovation and Expansion:**

**Description:** In November, TUI announced that they would be flying into the Melbourne Orlando International Airport beginning in the first quarter of 2022. Terminal renovation must be completed prior to their arrival. Areas within the terminal affected by TUI flights include ticketing, baggage handling, security checkpoints, concessions, international concourse, baggage claim, Customs and Border Protection and new boarding bridges.

**Designer:** VHB (Space Planning only), KMI (Program Management & RPR)

**Design/Contractor:** The Haskell Company/RS&H/Kinley

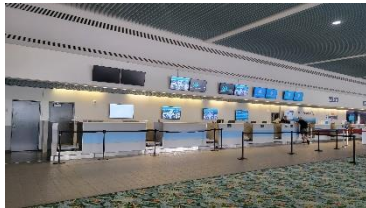
**Total Project Costs:** \$52,745,201 (Terminal)

**Award Date:** April 22, 2020

**Completion Date:** March 2023

**Status:** Contractor has notified the airport that they have completed their punch list work. Roofing and all related trim is now complete. Installation of the new fire alarm in the renovation spaces continues with testing of the system. Testing of the CCTV system is nearing completion. Phase 2 of the VIP lounge in the old TSA Security Checkpoint area is complete and waiting on furniture. Ticket counter renovations for the new airlines is complete.

### **Photos:**



### **In Line Baggage System:**

**Description:** Separate from the Terminal Renovation and Expansion Project, Staff has been working with Transportation and Security Administration (TSA) for implementing an in-line baggage system. Due to funding requirements for a grant of the in-line system, this work could not be included as part of the Terminal Expansion and Renovation Project.

**Designer:** RS&H

**Contractor:** TBD

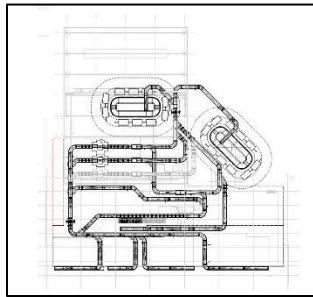
**Total Project Costs:** \$711,496.80 (Design)

**Award Date:** August 2021

**Completion Date:** July 2024

**Status:** Staff is currently working with a new design team to pick up and complete the design in time for this year's construction funding. Staff will be issuing a two-step RFP for Construction Manager at Risk in March. To meet the TSA deadline, final construction costs will need to be approved at the April Board meeting and submitted to TSA by May 1. Construction funding will not be available until October 2023 when Notice to Proceed will be issued. Construction is estimated to take 16 to 18 months.

**Photos:**



### **Gate 9 Passenger Boarding Bridge:**

**Description:** Currently there are four locations for aircraft to park for the international gates. Three of those locations have passenger boarding bridges with the fourth location a hard stand requiring mobile stairs to access the aircraft. Looking ahead to next season with TUI, their preliminary schedule indicates days where four or more flights will be coming in on specific days. To improve efficiently and the customer experience, a passenger boarding bridge (PBB) will be added to the current hard stand location which will create a new Gate 9.

**Designer:** Tsark, Aerobridge

**Contractor:** Ivey's Construction

**Total Project Costs:** \$4,500,000 (Design/Build)

**Award Date:** September 2022

**Completion Date:** May 2023

**Status:** Design documents for Gate 9 are complete. All demolition work is complete. Building Department has issued a foundation permit for the project. Foundations are ready to be poured as soon as concrete can be scheduled for delivery. The boarding bridge fabrication continues and is expected for delivery in mid-April. Delays in the building permit for Gate 9 are being address with the City as commitment of the fire sprinkler system for the remainder of the terminal must be in place before the permit on Gate 9 is issued. Completion of the project and first use of the bridge is set for May 5.

**Photos:**



**Northside Expansion: St. Michael Place Extension Phase 3:**

**Description:** With the announcement of Aerion, the current St. Michael Place will need to be extended and major utilities added. The additional road work will extend St. Michael Place along the north airport property and down the west side to intersect into General Aviation Drive. Underground utilities will be included with the new road extension and will also be added to the previously completed road all the way back to S. Apollo Blvd.

**Designer:** Airport Engineering Company

**Contractor:** DP Development

**Total Project Costs:** \$3,663,939.31 (Road and Utilities)

**Award Date:** April 2021

**Completion Date:** April 2023

**Status:** Delays in asphalt availability continues. Special aggregate for the paving mix is now stuck in the Port of Nova Scotia and new material delivery is not expected for delivery for up to two months. Looking at alternate asphalt plants and other mix designs to maintain schedule. All other remaining work is complete with exception of grouting of old force main which must be coordinated with the City. Contractor demobilizing all equipment and cleaning up lay down yard. Final striping of the roadway will take place 30 days after asphalt is complete. Property boundary easements remain to be resolved. Anticipated substantial completion to be determined once availability of asphalt is verified.

**Photos:**



### Joint Automated Capital Improvement Plan (JACIP):

**Description:** Each year, airport staff meets with the Florida Department of Transportation (FDOT) and the Federal Aviation Administration (FAA) in a joint meeting to review the airport’s capital improvement needs over the next five years. Any project to be considered for grant funding must be entered into the JACIP. Once funding for the current year has been determined, projects in the JACIP are ranked to determine which are critical for implementing now. Unfunded projects are moved to the following year or deleted.

**Facilitator:** Environmental Science Associates (ESA)

| 11/4/2022  |                                | AIRPORT SPONSOR REQUESTED FUNDING - CAPITAL IMPROVEMENT PLAN SUMMARY |                |                           |                |  |              | Page 1 of 4  |  |
|--|--------------------------------|--|----------------|---------------------------|----------------|--|--------------|--------------|--|
| <b>Airport:</b> Melbourne Orlando International Airport                          |                                | <b>Local ID:</b> MLB   |                | <b>NPIAS No.:</b> 12-0046 |                |  |              |              |  |
| <b>Sponsor:</b> Melbourne Airport Authority                                      |                                | <b>Sponsor ID:</b> MLB   |                | <b>Site No.:</b> 03321.*A |                |  |              |              |  |
| <b>Project Description:</b>  |                                | <b>Fed Priority</b>  | <b>Sponsor</b> | <b>Sponsor Year</b>       | <b>Federal</b> | <b>Sponsor Requested Funding Breakdown</b> |              |              |  |
|  |                                |  |                |                           |                | <b>State</b>                               | <b>Local</b> |              |  |
| Expand East Cargo Apron  |                                |  |                |                           |                |  |              |              |  |
| <b>UPIN:</b> PFL0013632  | <b>FDOT Item No.:</b>          |  | 4              | 2022                      | \$0            | \$1,366,624                                | \$1,366,624  | \$2,733,248  |  |
| Prepare Plans and Specifications - 48 New T-Hangar Units (South Side)            |                                |  |                |                           |                |  |              |              |  |
| <b>UPIN:</b> PFL0011730  | <b>FDOT Item No.:</b>          |  | 3              | 2022                      | \$0            | \$218,660                                  | \$218,660    | \$437,320    |  |
| Acquire ARFF Vehicle   |                                |  |                |                           |                |  |              |              |  |
| <b>UPIN:</b> PFL0012130  | <b>FDOT Item No.:</b>          | 2  |                | 2022                      | \$885,572      | \$49,198                                   | \$49,198     | \$983,968    |  |
| Northside Expansion - Other  |                                |  |                |                           |                |  |              |              |  |
| <b>UPIN:</b> PFL0013264  | <b>FDOT Item No.:</b> 447465 2 |  | 2              | 2022                      | \$0            | \$9,385,982                                | \$0          | \$9,385,982  |  |
| Prepare Plans and Specifications - Rehabilitate Taxiway Pavements                |                                |  |                |                           |                |  |              |              |  |
| <b>UPIN:</b> PFL0012122  | <b>FDOT Item No.:</b>          | 3  |                | 2022                      | \$233,693      | \$12,983                                   | \$12,983     | \$259,659    |  |
| Northside Expansion - Taxiway M  |                                |  |                |                           |                |  |              |              |  |
| <b>UPIN:</b> PFL0010426  | <b>FDOT Item No.:</b>          |  | 1              | 2022                      | \$0            | \$2,032,444                                | \$0          | \$2,032,444  |  |
| Terminal Renovation and Expansion - Public Space                                 |                                |  |                |                           |                |  |              |              |  |
| <b>UPIN:</b> PFL0010887  | <b>FDOT Item No.:</b> 438452 1 | 1  |                | 2022                      | \$1,924,000    | \$0  | \$0          | \$1,924,000  |  |
| <b>Yearly Total</b>  | <b>2022</b>                    |  |                |                           | \$3,043,265    | \$13,065,891                               | \$1,647,465  | \$17,756,621 |  |
| Construct Infrastructure for 48 New T-Hangar Units (South Side)                  |                                |  |                |                           |                |  |              |              |  |
| <b>UPIN:</b> PFL0010815  | <b>FDOT Item No.:</b> 448315 1 |  | 1              | 2023                      | \$0            | \$1,300,000                                | \$1,300,000  | \$2,600,000  |  |
| Project Vista Site Improvements  |                                |  |                |                           |                |  |              |              |  |
| <b>UPIN:</b> PFL0014069  | <b>FDOT Item No.:</b> 447465 1 |  |                | 2023                      | \$0            | \$2,500,000                                | \$0          | \$2,500,000  |  |
| Prepare Plans and Specifications - Rehabilitate Taxiway A and Realign Connectors |                                |  |                |                           |                |  |              |              |  |
| <b>UPIN:</b> PFL0011738  | <b>FDOT Item No.:</b> 452181 1 | 4  |                | 2023                      | \$1,285,200    | \$71,400                                   | \$71,400     | \$1,428,000  |  |
| Rehabilitate Taxiway C   |                                |  |                |                           |                |  |              |              |  |
| <b>UPIN:</b> PFL0012678  | <b>FDOT Item No.:</b> 446669 1 |  |                | 2023                      | \$2,304,383    | \$128,021                                  | \$128,021    | \$2,560,425  |  |

|  |             |                |          |      |              |              |              |              |
|--|-------------|----------------|----------|------|--------------|--------------|--------------|--------------|
| Terminal Renovation and Expansion - New Gate, Fire Sprinklers, Plumbing Upgrades, Terminal Floor, HVAC (BIL-D and BIL-E) |             |                |          |      |              |              |              |              |
| UPIN:  | PFL0013695  | FDOT Item No.: | 2        | 2023 | \$25,201,221 | \$0          | \$1,326,380  | \$26,527,601 |
| Terminal Expansion Phase 2 - International Gate Passenger Boarding Bridge (BIL-E)  |             |                |          |      |              |              |              |              |
| UPIN:  | PFL0014146  | FDOT Item No.: | 1        | 2023 | \$4,275,000  | \$0          | \$225,000    | \$4,500,000  |
| <b>Yearly Total</b>  | <b>2023</b> |                |          |      | \$33,065,804 | \$3,999,421  | \$3,050,801  | \$40,116,026 |
| Rehabilitate Terminal Apron (+/- 17,600 SY on east side)   |             |                |          |      |              |              |              |              |
| UPIN:  | PFL0012138  | FDOT Item No.: | 1        | 2024 | \$0          | \$3,048,731  | \$3,048,731  | \$6,097,462  |
| Prepare Plans and Specifications - New Hangar  |             |                |          |      |              |              |              |              |
| UPIN:  | PFL0012141  | FDOT Item No.: | 2        | 2024 | \$0          | \$283,253    | \$283,252    | \$566,505    |
| Modify Airfield Lighting Vault   |             |                |          |      |              |              |              |              |
| UPIN:  | PFL0012118  | FDOT Item No.: | 3        | 2024 | \$1,962,943  | \$109,052    | \$109,052    | \$2,181,047  |
| Acquire Runway Sweeper   |             |                |          |      |              |              |              |              |
| UPIN:  | PFL0001996  | FDOT Item No.: | 4        | 2024 | \$254,928    | \$14,163     | \$14,163     | \$283,254    |
| DRA Project Vista Site Improvements  |             |                |          |      |              |              |              |              |
| UPIN:  | PFL0014165  | FDOT Item No.: |          | 2024 | \$0          | \$4,100,000  | \$0          | \$4,100,000  |
| Rehabilitate Taxiway A and Realign Connectors  |             |                |          |      |              |              |              |              |
| UPIN:  | PFL0012132  | FDOT Item No.: | 2        | 2024 | \$24,758,370 | \$1,375,465  | \$1,375,465  | \$27,509,300 |
| Terminal Renovation and Expansion - Roof Replacement, Electrical Upgrades (BIL-D and BIL-E)                              |             |                |          |      |              |              |              |              |
| UPIN:  | PFL0013881  | FDOT Item No.: | 1        | 2024 | \$14,250,000 | \$0          | \$750,000    | \$15,000,000 |
| <b>Yearly Total</b>  | <b>2024</b> |                |          |      | \$41,226,241 | \$8,930,664  | \$5,580,663  | \$55,737,568 |
| Environmental, Prepare Plans, and Specifications - New Parking Garage  |             |                |          |      |              |              |              |              |
| UPIN:  | PFL0012140  | FDOT Item No.: | 1        | 2025 | \$0          | \$1,446,371  | \$1,446,371  | \$2,892,742  |
| Construct New Hangar   |             |                |          |      |              |              |              |              |
| UPIN:  | PFL0012142  | FDOT Item No.: | 2        | 2025 | \$0          | \$2,883,515  | \$2,883,516  | \$5,767,031  |
| Demo Facilities in Terminal Area   |             |                |          |      |              |              |              |              |
| UPIN:  | PFL0013645  | FDOT Item No.: | 4        | 2025 | \$0          | \$173,011    | \$173,011    | \$346,022    |
| Acquire +/-195 Acres of Land   |             |                |          |      |              |              |              |              |
| UPIN:  | PFL0005754  | FDOT Item No.: | 438458 1 | 3    | 2025         | \$0          | \$1,730,109  | \$1,730,109  |
| Terminal Renovation and Expansion - Accommodate New Air Service (BIL-D and BIL-E)  |             |                |          |      |              |              |              |              |
| UPIN:  | PFL0013877  | FDOT Item No.: | 1        | 2025 | \$29,250,000 | \$0          | \$750,000    | \$30,000,000 |
| <b>Yearly Total</b>  | <b>2025</b> |                |          |      | \$29,250,000 | \$6,233,006  | \$6,983,007  | \$42,466,013 |
| Rehabilitate North Apron (+/- 40,000 SY)   |             |                |          |      |              |              |              |              |
| UPIN:  | PFL0012145  | FDOT Item No.: | 3        | 2026 | \$0          | \$2,316,327  | \$2,316,327  | \$4,632,654  |
| Construct New Parking Garage   |             |                |          |      |              |              |              |              |
| UPIN:  | PFL0004406  | FDOT Item No.: | 1        | 2026 | \$0          | \$16,196,465 | \$16,196,465 | \$32,392,930 |
| Design Build Public Safety, Operations, and Maintenance Facilities (BIL-D)   |             |                |          |      |              |              |              |              |
| UPIN:  | PFL0013883  | FDOT Item No.: | 2        | 2026 | \$16,683,600 | \$439,042    | \$439,042    | \$17,561,684 |
| Master Plan  |             |                |          |      |              |              |              |              |
| UPIN:  | PFL0012135  | FDOT Item No.: | 4        | 2026 | \$1,056,751  | \$58,708     | \$58,708     | \$1,174,167  |
| Environmental, Prepare Plans, and Specifications - Taxiway J   |             |                |          |      |              |              |              |              |
| UPIN:  | PFL0012143  | FDOT Item No.: | 3        | 2026 | \$474,692    | \$26,372     | \$26,372     | \$527,436    |
| Re-align and Widen Taxiway S - Phase 2   |             |                |          |      |              |              |              |              |
| UPIN:  | PFL0012144  | FDOT Item No.: | 1        | 2    | 2026         | \$0          | \$3,096,702  | \$3,096,702  |
| Terminal Renovation and Expansion - Accommodate New Air Service (BIL-E)  |             |                |          |      |              |              |              |              |
| UPIN:  | PFL0013878  | FDOT Item No.: | 1        | 2026 | \$2,900,000  | \$76,316     | \$76,316     | \$3,052,632  |
| <b>Yearly Total</b>  | <b>2026</b> |                |          |      | \$21,115,043 | \$22,209,932 | \$22,209,932 | \$65,534,907 |
| Construct New West Apron FBO Ramp (+/- 46,800 SY)  |             |                |          |      |              |              |              |              |
| UPIN:  | PFL0012147  | FDOT Item No.: | 2        | 2027 | \$0          | \$3,456,169  | \$3,456,168  | \$6,912,337  |
| Construct New West Apron FBO Terminal (+/- 30,000 SF) and Parking Lot  |             |                |          |      |              |              |              |              |
| UPIN:  | PFL0012148  | FDOT Item No.: | 3        | 2027 | \$0          | \$7,252,354  | \$7,252,354  | \$14,504,708 |
| Construct New Cell Phone and Employee Parking Lots for Terminal  |             |                |          |      |              |              |              |              |
| UPIN:  | PFL0012134  | FDOT Item No.: | 438453 1 | 1    | 2027         | \$0          | \$985,336    | \$985,336    |
| Design Build Extension of Taxiway U  |             |                |          |      |              |              |              |              |
| UPIN:  | PFL0013646  | FDOT Item No.: | 2        | 2027 | \$5,378,861  | \$298,826    | \$298,826    | \$5,976,513  |
| Design Build Extension of Taxiway C  |             |                |          |      |              |              |              |              |
| UPIN:  | PFL0013647  | FDOT Item No.: | 4        | 2027 | \$0          | \$2,988,256  | \$2,988,256  | \$5,976,512  |
| Construct New Taxiway J  |             |                |          |      |              |              |              |              |
| UPIN:  | PFL0010531  | FDOT Item No.: | 1        | 2027 | \$4,347,410  | \$241,523    | \$241,523    | \$4,830,456  |
| <b>Yearly Total</b>  | <b>2027</b> |                |          |      | \$9,726,271  | \$15,222,464 | \$15,222,463 | \$40,171,198 |

Project Status Update Report

|  |             |                       |   |      |     |              |              |
|--|-------------|-----------------------|---|------|-----|--------------|--------------|
| Design/Build New EFSC Facility   |             |                       |   |      |     |              |              |
| <b>UPIN:</b>   | PFL0011680  | <b>FDOT Item No.:</b> | 4 | 2028 | \$0 | \$12,837,416 | \$25,674,832 |
| Construct New Air Cargo Facility (37,500 SF) and Apron (+/- 18,500 SY) |             |                       |   |      |     |              |              |
| <b>UPIN:</b>   | PFL0012158  | <b>FDOT Item No.:</b> | 2 | 2028 | \$0 | \$12,204,707 | \$24,409,414 |
| Construct Self Service Avgas Area and Pilot Building (2,500 SF)        |             |                       |   |      |     |              |              |
| <b>UPIN:</b>   | PFL0012159  | <b>FDOT Item No.:</b> | 3 | 2028 | \$0 | \$655,329    | \$1,310,658  |
| Environmental Assessment - Northwest Airport Connector Road            |             |                       |   |      |     |              |              |
| <b>UPIN:</b>   | PFL0012153  | <b>FDOT Item No.:</b> | 1 | 2028 | \$0 | \$182,523    | \$365,046    |
| <b>Yearly Total</b>  | <b>2028</b> |                       |   |      | \$0 | \$25,879,975 | \$51,759,950 |