



MELBOURNE AIRPORT AUTHORITY BOARD MEETING  
**AGENDA**

March 27, 2024, at 8:30 AM  
Melbourne Orlando International Airport Board Room

**Pledge of Allegiance**

**Airport Announcements**

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

**Action Items**

**Item A-1 Approval of the minutes for the January 24, 2024, Regularly Scheduled Board Meeting**

**Item A-2 Recommendation to Approve Melbourne Airport Authority Purchasing Manual Revision 14.**

During the January 24, 2024 regular meeting of the Melbourne Airport Authority Board, Item A-6, “Recommendation to approve Melbourne Airport Authority Purchasing Manual Revision 14” was discussed by Authority members. A motion was approved to table the Purchasing Manual revision for one month to provide additional time for the Board to consider the proposed revisions.

During this period, airport staff interacted with several Board members on an individual basis and revised the original submittal.

The Melbourne Airport Authority established an airport specific Purchasing Manual through Resolution 2-94 in February 1994. The manual is periodically updated for accuracy and improvements. This revision is the 14<sup>th</sup> since its formation. Revision 14 addresses threshold increases, single and sole source review processes, simplification, and clarity of addressing vendor protests, and updates to definitions and procedures throughout.

Staff recommends approval of the 14<sup>th</sup> revision of the Melbourne Airport Authority Purchasing Manual Revision 14.

**Item A-3 Recommendation to Approve Resolution 1-24 to Amend the Florida Department of Transportation (FDOT) Public Transportation Grant Agreement to Fund Certain Improvements for the In-Line Baggage System Project to Increase the Grant by \$1,500,000.**

The Airport has identified multiple sources of funding for the In-Line Baggage System project, which are detailed below:

TSA Funds	22,045,402
FAA Funds	7,500,000
State Funds	3,965,282
MAA Funds	<u>3,965,282</u>
<b>Total Project Cost</b>	<b><u>37,475,966</u></b>

This is the second allotment of FDOT’s \$4 million commitment to fund the project; the initial tranche of \$2.5 million was approved and executed in December 2023. This action item is to approve the \$1.5 million grant amendment

for the remaining FDOT funding. The budget for the In-Line Baggage System project has been approved by the Board and this grant amendment will not change the budget.

Staff recommends approval of Resolution 1-24 to amend the Florida Department of Transportation grant to fund the In-Line Baggage System project and authorization for the Chairman to execute said resolution on behalf of the Authority.

**Item A-4 Recommendation to Award a Change Order to W&J Construction Corporation under their Continuing Services Contract for replacement of damaged material at 1135 W. NASA Blvd. in an Amount Not-To-Exceed \$108,300.**

W&J Construction Corporation was previously awarded work to repair damages from a broken water line at the Authority-owned building at 1135 W. NASA Boulevard. After removal of the existing water damaged material, unforeseen damage was discovered that needs to be corrected and replaced as a new tenant is expected to occupy the newly renovated space.

Original Contract	\$ 96,500
Change Order #1	<u>\$108,300</u>
Total Contract	\$204,800

Staff recommends approval of a Change Order to W&J Construction Corporation under its continuing services contract for replacement of damage material at 1135 W. NASA Boulevard in an amount not-to-exceed \$108,300 and authorization for the Executive Director to execute said change order on behalf of the Authority.

**Information Items**

- Item I-1 Financial Update**
- Item I-2 Operations Update**
- Item I-3 Construction Projects Update**
- Item I-4 Business Development and Marketing Update**

**Public Speakers**

**Adjournment**

*Pursuant to 286.0105, Florida Statutes, the Airport hereby advises the public that if a person decides to appeal any decision made by the Airport Authority with respect to any matter considered at its meeting or hearing, he/she 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 (321) 723-6227 at least 48 hours prior to the meeting.*

**MELBOURNE ORLANDO INTERNATIONAL AIRPORT**

**Income Statement**

**January 31, 2024**

	Year To Date Actual			
	1/31/2024	1/31/2023	\$ change	% change
Operating Revenue				
Airline Landing Fees	205,720	165,776	39,944	24%
Airline Service Fees	964,315	839,873	124,442	15%
Land & Bldg Lease Rents	3,245,615	3,191,141	54,474	2%
Terminal Rents	92,944	94,004	(1,060)	-1%
Parking Lot Fees	696,805	627,485	69,320	11%
Car Rental Concessions	576,664	634,718	(58,054)	-9%
Restaurant Concessions	135,202	105,592	29,611	28%
Mobile Home Park Rent	678,634	681,623	(2,988)	0%
T-Hangar Rentals	30,381	28,886	1,495	5%
Operating Grant Revenue	22,632	21,870	762	3%
Other	322,476	220,082	102,393	47%
Total Operating Revenues	6,971,388	6,611,049	360,339	5%
Operating Expense:				
Personnel Services	1,897,157	1,919,804	(22,646)	-1%
Contract Services	2,823,181	2,747,846	75,335	3%
Police & Fire Services	444,967	422,960	22,007	5%
Maintenance and Operations	2,146,627	1,763,170	383,457	22%
Other	56,563	96,548	(39,985)	-41%
Total Operating Expenses	7,368,496	6,950,328	418,168	6%
Operating Income (Loss)	(397,108)	(339,279)	(57,829)	
Non-Operating Revenue (Expense):				
Passenger Facility Charges	500,504	522,315	(21,811)	-4%
Customer Facility Charges	487,212	383,853	103,359	27%
CARES Grant Revenue	1,391,947	1,507,722	(115,775)	-8%
Gain (Loss) on Sale of Assets	6,671	22,484	(15,813)	-70%
Interest Income (Loss)	437,533	253,771	183,763	72%
Ad Valorem Tax Revenue	1,069,070	905,210	163,860	18%
Ad Valorem Tax Expense	(1,035,152)	(907,492)	(127,660)	14%
Interest Expense	(24,375)	(24,375)	-	0%
Total Non-Operating Revenue (Expense)	2,833,409	2,663,487	169,922	
Net Income (Loss) Before Depreciation*	2,436,302	2,324,208		

\* Net Income before capital contributions, capital equipment, and transfers

**MELBOURNE ORLANDO INTERNATIONAL AIRPORT**  
**Statement of Revenues, Expenditures and Changes in Fund Net Assets**  
**January 31, 2024**

	YTD Actual	Annual Budget	% of Budget
<b>Operating Revenues:</b>			
Airline Landing Fees	205,720	548,700	37%
Airline Service Fees	964,315	2,580,095	37%
Land & Bldg Lease Rents	3,245,615	9,985,740	33%
Terminal Rents	92,944	253,683	37%
Parking Lot Fees	696,805	1,869,722	37%
Car Rental Concessions	576,664	1,712,402	34%
Restaurant Concessions	135,202	800,000	17%
Mobile Home Park Rent	678,634	2,884,990	24%
T-Hangar Rentals	30,381	-	#DIV/0!
Operating Grant Revenue	22,632	66,000	34%
Other	322,476	811,493	40%
<b>Total Operating Revenues</b>	<b>6,971,388</b>	<b>21,512,825</b>	<b>32%</b>
<b>Operating Expense:</b>			
Personnel Services	1,897,157	6,734,923	28%
Contract Services	2,823,181	9,183,957	31%
Police & Fire Services	444,967	1,375,676	32%
Maintenance and Operations	2,146,627	7,818,561	27%
Other	56,563	300,000	19%
<b>Total Operating Expenses</b>	<b>7,368,496</b>	<b>25,413,117</b>	<b>29%</b>
<b>Operating Income (Loss)</b>	<b>(397,108)</b>	<b>(3,900,292)</b>	
<b><u>Non-Operating Revenue (Expense):</u></b>			
Passenger Facility Charges	500,504	1,577,117	32%
Customer Facility Charges	487,212	1,325,101	37%
CARES Grant Revenue	1,391,947	2,262,865	62%
Gain (Loss) on Sale of Assets	6,671	2,328	287%
Interest Income (Loss)	437,533	796,201	55%
Ad Valorem Tax Revenue	1,069,070	2,042,116	52%
Ad Valorem Tax Expense	(1,035,152)	(2,092,604)	49%
Interest Expense	(24,375)	(312,500)	8%
<b>Total Non-Operating Revenue (Expense)</b>	<b>2,833,409</b>	<b>5,600,624</b>	
<b>Net Income (Loss) before</b>			
Depreciation, Transfers, and Capital Contributions	2,436,302	1,700,332	
<b>Depreciation Expense</b>	<b>-</b>	<b>-</b>	
Machinery and Equipment	(180,415)	(754,000)	24%
FAA Equipment Grant	-	-	#DIV/0!
Intra Transfer to Airport Capital	-	(2,154,365)	0%
<b>Net Income (Loss) After Transfers</b>	<b>2,255,887</b>	<b>(1,208,033)</b>	

**Melbourne Orlando International Airport**  
**Top 10 Operating Revenues**  
**1/31/2024**

Rank	Description	YTD FY 2024	FY 24 % of Total Rev	YTD FY 2023	FY 23 % of Total Rev	\$ Change	% Change
1	Airfield Facilities Rental	1,787,278	26%	1,775,509	27%	11,769	1%
2	Commercial Business Center Rent	1,077,416	15%	1,050,458	16%	26,958	3%
3	Parking Revenue	696,805	10%	627,485	9%	69,320	11% A
4	Tropical Haven Revenue	678,634	10%	681,623	10%	(2,989)	0%
5	Ground Handling Revenue	656,723	9%	569,260	9%	87,463	15% B
6	Car Rental Concession	576,664	8%	634,718	10%	(58,054)	-9% C
7	Terminal Rent-Airline	322,351	5%	288,653	4%	33,698	12% D
8	Hangar Rent	286,353	4%	268,974	4%	17,379	6%
9	Landing Fees	205,720	3%	165,776	3%	39,944	24% D
10	Terminal Concessions	135,202	2%	105,592	2%	29,610	28% E
Total Top 10 Operating Revenue		6,423,146	92%	6,168,048	93%	255,098	
Other Operating Revenue		548,242	8%	443,001	7%	105,241	24%
Total Operating Revenue		6,971,388	100%	6,611,049	100%	360,339	5%

A Parking is higher than prior year due to increase in demand plus the impact of moving to a single tiered rate in January 2023 (rate increased for all lots from \$13/day to \$14/day rather than having different maximum rates for long term and short term lots).

B Revenue increase is due primarily to increase in activity levels coupled with a 5% rate adjustment that went into effect on 10/1/23.

C Revenue decline is due to a reduction in the price car rental companies charge (MLB receives 10% of the gross revenues). During the pandemic, there was a shortage of cars that resulted in the escalation of prices charged by the rental car companies. As the supply of vehicles available for rent increases, the average price charged has decreased.

D Revenue is higher solely because of increase in activity level as there was no rate adjustment for terminal rent or landing fees.

E Concession revenue increase is due to increase in passenger traffic plus the maturation of the concession program (the new concession program was rolled out in October 2022).

**Melbourne Orlando International Airport**  
**Top 10 Operating Expenses**  
**1/31/2024**

<b>Rank</b>	<b>Description</b>	<b>YTD FY 2024</b>	<b>FY 24 % Operating Expense</b>	<b>YTD FY 2023</b>	<b>FY 23 % Operating Expense</b>	<b>\$ change</b>	<b>% change</b>
1	Other Contract Services	2,044,016	28%	2,042,306	29%	1,710	0%
2	Personnel	1,897,157	26%	1,919,724	28%	(22,567)	-1%
3	Contractual Employee	453,201	6%	361,613	5%	91,588	25% A
4	Fire Services	443,667	6%	410,872	6%	32,795	8%
5	Electric	272,943	4%	275,895	4%	(2,952)	-1%
6	Consulting Fees	169,150	2%	169,127	2%	23	0%
7	R&M-Runways	168,895	2%	15,708	0%	153,187	975% B
8	Risk Management	157,237	2%	158,357	2%	(1,120)	-1%
9	R&M-Building	140,257	2%	51,082	1%	89,175	175% C
10	Cable TV Expense	133,405	2%	121,006	2%	12,399	10%
<b>Total Top 10 Operating Expense</b>		<b>5,879,928</b>	<b>80%</b>	<b>5,525,690</b>	<b>80%</b>		
<b>Other Operating Expense</b>		<b>1,488,568</b>	<b>20%</b>	<b>1,424,638</b>	<b>20%</b>	<b>63,930</b>	<b>4%</b>
<b>Total Operating Expense</b>		<b>7,368,496</b>	<b>100%</b>	<b>6,950,328</b>	<b>100%</b>	<b>418,168</b>	<b>6%</b>

A Increase is due to increased custodial and maintenance staffing expense. Management is working to reduce temp labor costs during TUI's off-season as the frequency of cleaning the terminal areas goes down passenger traffic decreases.

B Taxiway A pavement is deteriorating and needs to be strengthened to endure the weight of the 787 aircraft. The Airport has spent \$164,891 repairing Taxiway A in order to keep it operational until funding is secured for the reconstruction of T/W A (slated for later this year).

C Increase is due to the following non-recurring expenses recorded in FY 24: Repairs to 1135 Nasa loading dock - \$30,720; Repair to water leak at tropical haven clubhouse - \$35,760; elevator repairs-\$16,365; TSA Glass wall infill-\$5,361

**Melbourne Orlando Int'l Airport**  
**Cash Flow Projection**  
**3/6/2024**

	February-24	March-24	April-24	May-24	June-24	July-24	August-24	September-24	October-24	November-24	December-24	January-25
Beginning Cash/Investment Balance	\$ 32,899,569	\$ 32,298,088	\$ 31,117,373	\$ 32,437,016	\$ 26,612,277	\$ 26,888,560	\$ 24,542,343	\$ 21,145,143	\$ 23,991,670	\$ 25,590,834	\$ 24,074,678	\$ 22,755,273
Operating Revenue	1,722,929	1,722,929	1,722,929	1,722,929	1,722,929	1,722,929	1,722,929	1,722,929	1,740,159	1,740,159	1,740,159	2,645,254
Plus: ARPA Grant	1,392,000	-	870,865									
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						(120,450)						
Personnel	(555,098)	(555,098)	(555,098)	(555,098)	(555,098)	(555,098)	(555,098)	(555,098)	(582,853)	(582,853)	(582,853)	(582,853)
TUI Marketing Incentive Payment (988,585)		(125,000)	(125,000)	(125,000)		(125,000)		(136,415)				
Debt Payment (Interest)				(146,750)						(146,750)		
Maintenance and Operations Expense	(1,406,991)	(1,406,991)	(1,406,991)	(1,406,991)	(1,406,991)	(1,406,991)	(1,406,991)	(1,406,991)	(1,406,991)	(1,449,200)	(1,449,200)	(1,449,200)
Ad Valorem Tax Payment											(2,707,599)	
<b>Net Increase (Decrease) in Cash Flow from Operations</b>	<b>(132,444)</b>	<b>(257,444)</b>	<b>613,422</b>	<b>(404,194)</b>	<b>(132,444)</b>	<b>(377,894)</b>	<b>(132,444)</b>	<b>(268,859)</b>	<b>(142,969)</b>	<b>(331,929)</b>	<b>(2,892,778)</b>	<b>719,916</b>
Total Capital Outlay	(1,016,301)	(1,528,872)	(1,250,000)	(3,978,879)	(3,600,000)	(4,193,000)	(3,550,000)	(3,681,610)	(2,284,047)	(1,620,242)	(1,517,195)	(500,000)
Principal Payment-Outstanding Debt				(1,821,000)								
Total Capital Grant Revenue	388,693	399,619	1,645,689	71,146	3,724,602	1,926,700	-	6,531,250	3,813,619	250,000	2,927,805	3,379,627
PFC Collections (Reimbursement of Eligible Costs)	88,085	114,422	172,499	171,196	157,830	165,525	158,452	147,620	118,077	103,330	90,414	89,666
CFC Collections	70,485	91,560	138,033	136,990	126,295	132,452	126,792	118,125	94,484	82,684	72,349	71,751
Net Increase (Decrease) in Cash From Capital and Debt	(469,038)	(923,271)	706,221	(5,420,546)	408,727	(1,968,324)	(3,264,756)	3,115,385	1,742,133	(1,184,228)	1,573,373	3,041,044
Beginning Cash/Investments	32,899,569	32,298,088	31,117,373	32,437,016	26,612,277	26,888,560	24,542,343	21,145,143	23,991,670	25,590,834	24,074,678	22,755,273
<b>Ending Cash/Investments</b>	<b>32,298,088</b>	<b>31,117,373</b>	<b>32,437,016</b>	<b>26,612,277</b>	<b>26,888,560</b>	<b>24,542,343</b>	<b>21,145,143</b>	<b>23,991,670</b>	<b>25,590,834</b>	<b>24,074,678</b>	<b>22,755,273</b>	<b>26,516,233</b>

**Melbourne Orlando Int'l Airport**  
**Cash Flow Projection - Capital Exp and Grant Revenue**  
**3/6/2024**

Capital Project Expenditures	Proj #	Total Cost	Prior Expend	February-24	March-24	April-24	May-24	June-24	July-24	August-24	September-24	October-24	November-24	December-24	January-25
Term Upgrade-Restrooms Gate Belt etc	Various	5,263,158	-	(179,111)	(250,000)	(250,000)	(500,000)	(1,000,000)	(1,000,000)	(750,000)	(750,000)	(584,047)			
Term Upgrade-Fire Sprinkler/Plumbing	50023	5,959,412	(277,874)	(282,343)	(132,000)	(150,000)	(250,000)	(500,000)	(750,000)	(750,000)	(750,000)	(600,000)	(500,000)	(1,017,195)	
Terminal Exp PH2-Int'l PBB (Gate 9)	50423	4,500,000	(4,030,631)	(99,892)	(200,403)										
Terminal Exp-Public Space (Haskell)	50519	52,264,894	(50,130,131)		(170,469)		(1,964,294)								
Terminal Exp-VIP Lounge (Iveys)	54319	1,091,812	(1,029,901)	(54,856)											
In Line Baggage System-Design	50121	1,024,944	(1,024,918)	-	-										
<b>Northside Expansion</b>	<b>54120</b>	11,948,523													
<b>Northside Exp-T/W M Ext</b>	<b>54320</b>	3,930,000	(86,491)	(16,310)	(150,000)	(150,000)	(250,000)	(250,000)	(250,000)	(350,000)	(350,000)	(350,000)	(350,000)		
<b>Northside Exp-Taxiway C Rehab</b>	<b>50623</b>	3,060,405	(222,053)	(218,110)	(150,000)	(200,000)	(250,000)	(350,000)	(350,000)	(400,000)	(400,000)	(250,000)	(270,242)		
Project Vista Site Improvements	50323	6,600,000	(1,535,011)	(79,099)	(300,000)	(350,000)	(350,000)	(300,000)	(500,000)	(500,000)	(500,000)	(500,000)	(500,000)	(500,000)	(500,000)
Taxiway A Rehab	50524	28,937,300	(50,456)	(86,580)	(50,000)	(150,000)	(200,000)	(200,000)	(300,000)	(300,000)	(241,610)				
Equipment Purchases		754,000	(180,415)		(126,000)		(114,585)		(43,000)		(290,000)				
T-Hangars Phase 1	50223	3,000,000					(100,000)	(1,000,000)	(1,000,000)	(500,000)	(400,000)				
<b>Total Capital Outlay</b>				(1,016,301)	(1,528,872)	(1,250,000)	(3,978,879)	(3,600,000)	(4,193,000)	(3,550,000)	(3,681,610)	(2,284,047)	(1,620,242)	(1,517,195)	(500,000)
<b>Grant Revenue</b>															
FDOT DRA-Ramp Reimb (\$5,902,919)			3,343,400			1,071,700			1,071,700			416,119			
FAA Grant 59 Restrooms/Gate/Belt/etc	Multi	5,000,000						1,120,155			2,612,500				1,267,345
FDOT Restrooms/Gate/Belt/Flooring/etc	Multi	131,000						25,000			68,750				33,351
FAA-Fire Sprinklers-Grnt 60	50023	5,363,470		215,790		372,909			810,000			2,025,000			1,905,476
FDOT Fire Sprinklers	50023	297,971		11,988		20,717			45,000			112,500			105,860
FAA BIL AIG Gate 9-Grnt 62	50423	4,050,000	3,556,555	160,915		180,363				-		-			
TSA OTA-In Line Baggage Sys Design (\$711,496)			640,316			-	71,146								
<b>NORTHSIDE EXPANSION GRANTS</b>															
<b>FDOT (T/W M Realignment/Ext)</b>	<b>54320</b>	6,815,402	-		102,801			550,000			1,200,000			700,000	
<b>FDEO (Inf Dev &amp; T/W C)</b>	<b>54420/50623</b>	3,922,132	1,654,164					790,163			950,000			527,805	
FDOT-Project Vista Grant	50323	6,600,000	1,238,193		296,818			729,099			1,150,000			1,500,000	
FDOT FY 23 T Hangar Grant	50223	1,500,000									550,000	500,000	250,000	200,000	
FAA Taxiway A Rehab	50524	1,267,370						483,332				720,000			64,038
FDOT Taxiway A Rehab	50524	70,410						26,852				40,000			3,558
<b>Total Grant Revenue</b>				388,693	399,619	1,645,689	71,146	3,724,602	1,926,700	-	6,531,250	3,813,619	250,000	2,927,805	3,379,627



**MELBOURNE ORLANDO INTERNATIONAL AIRPORT (MLB) MONTHLY ACTIVITY REPORT  
FEBRUARY 2024**

	2024	2023	MO CHANGE (%)	2024 YTD	2023 YTD	YTD CHANGE (%)
<b>PASSENGERS</b>						
Revenue PAX - Domestic						
Enplaned	21,999	19,857	10.8%	42,625	39,472	8.0%
Deplaned	22,540	20,158	11.8%	42,738	38,939	9.8%
<b>Total Revenue PAX - Domestic</b>	<b>44,539</b>	<b>40,015</b>	<b>11.3%</b>	<b>85,363</b>	<b>78,411</b>	<b>8.9%</b>
*Revenue PAX - Int'l						
Enplaned	66	59	11.9%	66	75	-12.0%
Deplaned	438	146	200.0%	438	318	37.7%
<b>Total Revenue PAX - Int'l</b>	<b>504</b>	<b>205</b>	<b>145.9%</b>	<b>504</b>	<b>393</b>	<b>28.2%</b>
Non-Revenue PAX						
Enplaned	715	721	-0.8%	1,363	1,598	-14.7%
Deplaned	673	749	-10.1%	1,289	1,564	-17.6%
<b>Total Non-Revenue PAX</b>	<b>1,388</b>	<b>1,470</b>	<b>-5.6%</b>	<b>2,652</b>	<b>3,162</b>	<b>-16.1%</b>
<b>Total PASSENGERS</b>	<b>46,431</b>	<b>41,690</b>	<b>11.4%</b>	<b>88,519</b>	<b>81,966</b>	<b>8.0%</b>
<b>AIRCRAFT OPERATIONS</b>						
Air Carrier	508	483	5.2%	991	968	2.4%
Air Taxi	174	137	27.0%	318	296	7.4%
General Aviation - Itinerant	10,222	8,764	16.6%	19,312	17,039	13.3%
General Aviation - Local	1,964	4,521	-56.6%	4,282	10,361	-58.7%
Military	102	113	-9.7%	239	216	10.6%
<b>Total OPERATIONS</b>	<b>12,970</b>	<b>14,018</b>	<b>-7.5%</b>	<b>25,142</b>	<b>28,880</b>	<b>-12.9%</b>

\*Includes Data from US Customs for General Aviation Passengers

## RESOLUTION NO. 1-24

**A RESOLUTION OF THE CITY OF MELBOURNE AIRPORT AUTHORITY, BREVARD COUNTY, FLORIDA, AMENDING INTO A "PUBLIC TRANSPORTATION GRANT AGREEMENT" FOR THE IN-LINE BAGGAGE SYSTEM PROJECT WITH THE STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) PROVIDING FOR THE FINANCIAL PARTICIPATION BY FDOT IN CERTAIN AIRPORT IMPROVEMENT PROJECTS AT THE MELBOURNE ORLANDO 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 previously approved a grant in the amount of \$2,500,000 has approved an increase in the maximum participation by \$1,500,000 for a total grant amount of \$4,000,000 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 amend a "Public Transportation Grant Agreement" with the State of Florida Department of Transportation providing for assistance by the State in the form of a Grant in the amount of \$1,500,000 upon the terms and conditions stated in said agreement.

SECTION 2. That William C. Potter, Chairman, is hereby authorized 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 Orlando 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 27<sup>th</sup> Day of March 2024.



BY: \_\_\_\_\_  
William C. Potter, Chairman  
Melbourne Airport Authority

ATTEST:

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



*MELBOURNE AIRPORT AUTHORITY BOARD*  
Minutes January 24, 2024, Board Meeting  
Airport Board Room

In attendance:

- Mr. William C. Potter, Chairman
- The Honorable Tim Thomas, Vice Chairman, Councilmember
- The Honorable Paul Alfrey, Mayor
- The Honorable Mark LaRusso, Councilmember
- Mr. Brent Peoples, Member
- Mr. Scott Mikuen, Member
- Mr. Michael Fischer, Member
- Mr. Adam Bird, Airport Attorney
- Mr. Greg Donovan, A.A.E., Executive Director
- Mr. Mark Busalacchi, Director of Business Development
- Mr. Cliff Graham, C.M., Director of Operations and Maintenance
- Ms. Melissa Naughton, C.M., ACE, 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

**Pledge of Allegiance**

**Airport Announcements by Executive Director Greg Donovan**

Welcome to Seth Barber, Operations Officer, Brandon Cooper, Operations Officer and Paige Fontana, Clerical Assistant.

MLB's Veterans Salute Contest honoring a deserving local veteran with a trip to Washington, DC. The contest winners are Rick Racich, US Navy & Army veteran and Kevin Sweeney, US Army veteran.

Passenger Activity Report. Total passengers for 2023 was 747,691 which is a 6.6 percent increase from 2022 and second highest in airport history. 2023 Total International passengers was 231,472. 2023 Total Domestic passengers was 498,910.

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

Congratulations to Alyssa Lanier, Supervisory Badging Specialist, on receiving this month's award.

**Action Items**

**Item A-1 Approval of the minutes for the December 4, 2023, Regularly Scheduled Board Meeting**

Approval of the December 4, 2023, board meeting minutes. A motion was made by Mr. Thomas for approval of the minutes, seconded by Mr. LaRusso. Motion passed unanimously.

**Item A-2 Recommendation to Approve a Consent to Assignment of Lease from The Ascendancy Corporation to Falcon Aviation, LLC., and an Assignment of Lease from Falcon Aviation, LLC. To South Brevard Aviation, Inc.**

Mr. Donovan explained the Ascendancy Corporation has requested a consent to the assignment of lease to South Brevard Aviation, Inc.

A motion was made by Mr. Mikuen to approve a consent to assignment of lease from The Ascendancy Corporation to South Brevard Aviation, Inc., seconded by Mr. Peoples. Motion passed unanimously.

**Item A-3 Recommendation to Approve a Third Amendment to Lease with South Brevard Aviation, Inc.**

Mr. Donovan explained South Brevard Aviation has requested to construct a fuel farm facility in accordance with regulations. This fuel facility will only be used by South Brevard Aviation for their personal aircraft and cannot be distributed to other airfield users. There is a yearly fee of \$1200 for each fuel tank and fuel truck and a fuel flowage fee of \$0.07 charge per gallon of fuel dispensed.

Mr. Potter inquired if the \$1200 fee fluctuates or stays at \$1200. Mr. Donovan stated this is a permit fee and it will be fixed; the airport just changed its fees for fuel storage and fuel flowage, so the fee will stay the same for some time.

Mr. Thomas inquired if this fuel farm will perform fuel tests. Mr. Donovan stated yes, they will have to perform their quality insurance and testing. The airport will do inspections to make sure testings are done.

A motion was made by Mr. Thomas to approve a third amendment to lease with South Brevard Aviation, Inc., seconded by Mr. LaRusso. Motion passed unanimously.

**Item A-4 Recommendation to Approve a Lease Agreement for 4A Aerospace Center with STS Repair and Modification, LLC.**

Mr. Donovan explained unit 4A has become available and STS Repair would like to acquire this unit for storage. The short-term lease agreement is a base term of one year with four one-year options. Base rate is \$5.50 per square foot and the Common Area Maintenance (CAM) charge is \$1.00 per square foot per year. CPI adjustments will occur with a minimum of 2 percent and a maximum of 5 percent per year on the extension of each option period.

Mr. Potter inquired how long ago has the airport looked at rental rates for the Aerospace Center. Mr. Busalacchi stated the airport did an appraisal two years ago.

A motion was made by Mr. Peoples to approve a lease agreement for 4A Aerospace Center with STS Repair and Modification, LLC, seconded by Mr. Thomas. Motion passed unanimously.

**Item A-5 Recommendation to Approve a Second Amendment of the Purchase and Sale Agreement with Adelon Real Estate Manager, LLC.**

Mr. Donovan explained the original purchase and sale agreement for approval of the sale of ±55.8 acres parcel located between NASA Boulevard, Broadband Drive, and Hibiscus Boulevard was approved by the board on October 26, 2022. The Lakuna Beach project will consist of short-term accommodations, entertainment, and amenities. The release of property is still being reviewed by FAA and the airport expects it will be approved soon. Because of the time taken by the FAA to complete its due diligence, Adelon has requested an extension to its sale agreement so it can continue its due diligence. The changes to the agreement consist of an extension for 180 days from the first amendment date to one year from the second amendment date; revision of the proposed use of the subject property to permit a mix-use development; and a reimbursement to Adelon by the Authority of up to \$250,000 for removal and cleanup of the construction debris under the surface of said property.

Mr. Peoples inquired about the date the extension begins. Mr. Donovan stated if this amendment is approved today, the extension will begin today.

Mr. Mikuen stated that the explanation written for the amendment was a little different than what Mr. Donovan explained. Mr. Mikuen supports the sale of this property and inquired if the purchase price other than this share cost for this remediation remains the same. Mr. Donovan stated yes, other than the cost for the cleanup that will be taken out at closing.

Mr. Potter inquired if the contract is based upon a price that was determined by an appraisal which did not discount the property because of the environmental conditions. Mr. Busalacchi stated the appraisal considered some of the previous conditions and uses, but not to the extent that they were able to confirm anything. It was acknowledged in the appraisal that it was formerly a landfill site, and the property was not discounted. Mr. Potter asked if the airport was still monitoring the well water. Mr. Donovan stated the airport was released from monitoring well over 10 years ago.

Mr. LaRusso inquired if this land was only used as a landfill and not used as a training facility by the military. There was exploratory environmental monitoring being done in the early 1980's. Mr. Donovan is confident this property was used for landfill purposes. Mr. Graham stated there are aerial photos that date back to 1948 which show that this property was being used solely as a landfill.

A motion was made by Mr. Thomas to approve a second amendment of the purchase and sale agreement with Adelon Real Estate Manager, LLC, seconded by Mr. LaRusso. Motion passed unanimously.

**Item A-6 Recommendation to Approve Melbourne Airport Authority Purchasing Manual Revision 14.**

Mr. Donovan explained the airport has a separate purchasing manual than the city and was established in February 1994. The presentation given today by Summer Wyllie-Vitt, Airport Procurement Manager, to modernize the procedural elements of the purchasing policy that is used by airport staff.

Mrs. Wyllie-Vitt presented the key changes in the 2024 Purchasing Manual, which included thresholds increases, single/sole source review process, protest procedures clarity and definitions and procedural updates.

Mr. Thomas inquired if the manual differentiates to buy local with Brevard County and City of Melbourne. Mrs. Wyllie-Vitt stated there is no local preference provision in the revised manual. Mr. Thomas stated the city had to look over their manual recently because they had not differentiated between the county and city and almost treated them as an equal source. Mrs. Wyllie-Vitt stated one of the proposed recommendations in the purchasing manual is to look at removing the option of local preference. Mrs. Wyllie-Vitt explained that it is not best practice to include a local preference provision.

Mr. LaRusso stated that with the proposed changes to local preference bids, he would like to have a further discussion with Finance on this matter. A discussion ensued among the board members on various matters, and this agenda item for the purchasing manual revision will be tabled for one month for further discussion with individual staff and board members.

A motion was made by Mr. Thomas to have the Purchasing Manual Revision tabled for one month with further discussions, seconded by Mr. LaRusso. Motion passed unanimously.

**Item A-7 Recommendation to Award a Contract to TK Elevator Corporation for the Replacement of the Escalator in the Federal Inspection Station in an Amount Not-To-Exceed \$543,525.**

Mr. Donovan explained the current escalator was installed in the early 1900s in the Federal Inspection Station (FIS) and is currently used by our international passengers. This unit is under a maintenance contract, parts are not available, and this escalator will not be able to be serviced. The new escalator has a lead time of 38 weeks before it is delivered and installed. This item will be funded primarily with Federal Aviation Administration Bipartisan Infrastructure Law discretionary grant and a Florida Department of Transportation grant. The airport share is included in the 2024 budget.

A motion was made by Mr. Peoples to approve a contract to TK Elevator Corporation for the replacement of the escalator in the Federal Inspection Station in an amount not-to-exceed \$543,525, seconded by Mr. Thomas. Motion passed unanimously.

**Item A-8 Recommendation to Award a Contract to Western Industrial Contractors, Inc., for the Refurbishment of the Domestic Bag Claim Belt in the Amount of \$441,311.**

Mr. Donovan explained the current domestic bag belt was installed in 1988. Because of its age, parts are no longer available and the cost to maintain is no longer feasible. Western Industrial Contractors has installed several bag belts in the airport and currently provides maintenance for all the belts at the airport. This item will be funded primarily with Federal Aviation Administration Bipartisan Infrastructure Law discretionary grant and a Florida Department of Transportation grant. The airport share is included in the 2024 budget.

Mr. Potter inquired if the price quoted is fair since this item was not sent out for bidding. Mr. Perley stated the airport asked different companies about the baggage system and most of them replied they would not be able to provide the current belt system for us, if the airport would replace it, they would only provide a slant belt type system. Western Industrial was the only company that would give us a price for our current system.

A motion was made by Mr. LaRusso to award a contract to Western Industrial Contractors, Inc., for the refurbishment of the domestic bag claim belt in the amount of \$441,311, seconded by Mr. Thomas. Motion passed unanimously.

**Item A-9 Recommendation to Approve a Purchase Order to Atlantic Electrical Systems for the Phase I Security Camera Replacement within the Existing Terminal in an Amount Not-To-Exceed \$232,000.**

Mr. Donovan explained many of the security cameras within the existing terminal are five to nine years old. As part of the existing terminal's fire sprinkler system project, as it is part of the scope of the grant that is in place, the security access system and security cameras will be replaced. Staff reviewed an alternate security camera system that is currently being used in Southwest Florida International Airport in Fort Myers, Brevard Public Schools, and the new Melbourne Police Department. The cost of installing all new cameras and using the existing servers would result in savings of over \$250,000. Atlantis Electrical System is under contract for the fire alarm replacement and would be the contractor for the camera installation. This item will be funded primarily with Federal Aviation Administration Bipartisan Infrastructure Law discretionary grant and a Florida Department of Transportation grant. The airport share is included in the 2024 budget.

A motion was made by Mr. Thomas to approve a Purchase Order to Atlantic Electrical Systems for Phase I Security Camera Replacement within the existing terminal in an amount not-to-exceed \$232,000, seconded by Mr. Peoples. Motion passed unanimously.

**Item A-10 Recommendation to Approve a Purchase Order Change order to AVCON, Inc. under its Continuing Services Contract, for the Professional Airside Engineering for the Construction Administration (CA) and Resident Project Representative (RPR) of the Mill and Overlay Rehabilitation of Taxiway “C” in an Amount Not-To-Exceed \$159,717.**

Mr. Donovan explained this agenda item was approved at the last board meeting. After the meeting, a clerical error was discovered, and the amount approved was incorrect. The correct amount for Resident Project Representative for Taxiway “C” is \$159,717.

A motion was made by Mr. LaRusso to approve a Purchase Order to AVCON, Inc. under its Continuing Services Contract, for the Professional Airside Engineering for the Construction Administration and Resident Project Representative of the Mill and Overlay Rehabilitation of Taxiway “C” in an amount not-to-exceed \$159,717, seconded by Mr. Thomas. Motion passed unanimously.

**Item A-11 Recommendation to Approve a Purchase Order to AVCON, Inc. under its Continuing Services Contract, for the Professional Airside Engineering for the Resident Project Representative (RPR) of the Taxiway “M” Offset Project in an Amount Not-To-Exceed \$150,502.**

Mr. Donovan explained this agenda item was approved in the last board meeting. After the meeting, a clerical error was discovered, and the amount approved was incorrect. The correct amount for Resident Project Representative for Taxiway “M” is \$150,502.

A motion was made by Mr. LaRusso to approve a Purchase Order to AVCON, Inc. under its Continuing Services Contract, for the Professional Airside Engineering for the Construction Administration and Resident Project Representative of the Mill and Overlay Rehabilitation of Taxiway “M” in an amount not-to-exceed \$150,502, seconded by Mr. Thomas. Motion passed unanimously.

**Item A-12 Recommendation to Award a Purchase Order to W&J Construction Corporation under its Continuing Services Contract for Storm Hardening of the Air Traffic Control Tower Cab Roof in an Amount Not-To-Exceed \$66,500.**

Mr. Donovan explained that while the airport did not have any hurricane impacts this past season, some significant summer storms had an impact to the air traffic control tower roof. To prevent any further damage, these repairs to the roof are necessary. A new project titled “ATCT Roof Upgrade” will be set up and funds will be transferred from project savings from closed projects.

Mr. Potter inquired how does the airport determine if this is a fair price. Mr. Perley stated that our continuing service contractor bids out this scope of work and presents the airport with a bid summary sheet.

A motion was made by Mr. Peoples to award a purchase order to W&J Construction Corporation under their Continuing Services Contract for storm hardening of the Air Traffic Control Tower cab roof in an amount not-to-exceed \$66,500, seconded by Mr. Thomas. Motion passed unanimously.

**Item A-13 Recommendation to Approve a Purchase Order to AERO BridgeWorks, Inc. in the amount of \$46,269.**

Mr. Donovan explained the current nitrogen filled tires in place at boarding bridges at gates 3 and 5 are at the end of their useful life. It has been identified that changing from the current tires to solid rubber tires is best for future repairs and overall longevity. AERO BridgeWorks has provided its services on various projects for the jet bridges and terminal equipment over the years and is the only vendor that advised it would be



able to make these repairs and meet the timeline before the beginning of TUI's seasonal return on March 18, 2024. There is sufficient budget in the current approved operating budget to cover this expense.

A motion was made by Mr. Thomas to approve a purchase order to AERO BridgeWorks Inc., in the amount of \$46,269, seconded by Mr. Peoples. Motion passed unanimously.

**Item A-14 Recommendation to Award a Purchase Order to W&J Construction Corporation under its Continuing Services Contract for Water Damage Repairs at 1135 W. NASA Boulevard in an Amount Not-To-Exceed \$96,500.**

Mr. Donovan explained this area of the building was previously leased by a tenant and requires certain improvements to be completed so it can be rented. The airport became aware of a broken water line, which was replaced. Throughout the investigation of the removal of the wet material caused by the broken water line, it was discovered that the flooring contained asbestos and will require a special asbestos remediation of the flooring before any improvements can be completed. W&J Construction was selected for this work under its continuing service contract. A new project titled "1135 W. NASA Building Improvements" will be set up and funds will be transferred from project savings from closed projects.

Mr. LaRusso inquired if the cost for the project includes the asbestos abatement. Mr. Donovan stated yes, the cost for abatement is included.

A motion was made by Mr. LaRusso to award a purchase order to W&J Construction Corporation under its Continuing Services Contract for water damage repairs at 1135 W. NASA Boulevard in an amount not-to-exceed \$96,500, seconded by Mr. Thomas. Motion passed unanimously.

**Information Items**

**Item I-1 Exercise of Option D-1 by Northrop Grumman**

Mr. Donovan explained the board previously approved the master Project Magellan lease that contained several option terms. Northrop Grumman has notified Airport staff it will be exercising the option for Parcel D-1 under the terms of the original agreement under Project Magellan. Parcel D-1 is approximately 15.29 acres and located on the side of the airport along NASA Boulevard between the existing Northrop Grumman facilities and Satcom. Under the terms of the agreement, Northrop Grumman paid a one-time price for this parcel. The salient points of the lease are: lease rate will be \$0.38 per square foot per year, which is \$253,092.36 per year and this is based on fair market appraisals conducted as part of that lease. CPI increases will occur every five years with a minimum of 0.8 percent and maximum of 5 percent per year in accordance with the Master Ground Lease. The tenant is responsible for all insurance, taxes and fees associated with the amendment. The airport is responsible for the cost for relocation of endangered species. Exercising this lease option will generate approximately \$7.5 million dollars over the remaining term of the lease and does not include CPI adjustments. The airport is very excited to see Northrop Grumman flourish.

Mr. Mikuen inquired if this lease term is the same as the other facilities, so it does not extend even though it was built later. Mr. Donovan stated yes, it is incorporated into the existing agreement. Mr. Mikuen asked when we expect construction will begin for Northrop Grumman. Mr. Busalacchi stated they Northrop Grumman is moving quickly.

**Item I-2 Financial Update by Mr. O'Dell**

Mr. O'Dell presented the financial report through November 30, 2024.

Mr. Peoples asked Mr. O'Dell what his thought processes are to maximize returns and asked if Mr. O'Dell is looking to lengthen maturities. Mr. O'Dell stated right now he is moving as much as he can since the rates are good with Florida Palm. We are currently going through an RFP for an Investment Advisor process, so the airport is keeping a lot more in liquid until we have an Investment Advisor under contract.

Mr. Potter inquired if the Investment Advisor is in conjunction with the city. Mr. O'Dell stated yes, he is working with them and has posted the RFP and hopes to have a contract in place by March.

### **Item I-3 Operations Update by Mr. Graham**

Mr. Graham gave an update on the work the operations and maintenance team has been doing over the last year, primarily on the airfield. Airport operations has improved on how the storm water management is handled in the airfield, by cleaning out sections of pipes allowing the water to flow freely and with the purchase of the backhoe, it has helped the maintenance team. The airport has a contractor who handles the aquatic weed in the airfield and makes sure the weeds are maintained in the ditches and allows the water to continue flowing. The board approved the purchase of a John Deere tractor several months ago and it's in service with the other tractors and the airfield looks immaculate. The electricians continue to make repairs on the lighting signs in the airfield and the maintenance team has been repairing the asphalt when we have lighting strikes. The airfield is inspected three times a day, but we also do special inspections anytime there are thunderstorms and severe weather conditions.

We continue with our wildlife management and this year we had a few new species; Osceola turkeys for the first time and caracara birds, which are usually seen out in the St. John's River basin. Staff continues with pavement markings on the airfield and are doing a great job. We recently completed the compass calibration pad. The existing pad was located at Taxiway Sierra and was in conflict with the Dassault Falcon Jet project, so it's been relocated to Taxiway Bravo and has been certified. The calibration pad is used frequently by our tenants, especially Embraer.

Another project we have been working diligently on is the edge dams. Edge dams are the edge of the pavement where it meets the grass. Over time in some areas on the airfield it starts to build up, the grass gets higher and it starts to get dirt and silt and the water is not able to flow and creates puddles, which is not good for the asphalt. Other projects that were approved by the board were the asphalt repairs on Taxiway A and Taxiway S and the asphalt crack sealing. Both projects are complete. Our next important item is the Annual FAA 139 Certification Inspection that will be on the week of February 12<sup>th</sup>. We have a new inspector whom I have been in contact with, and his name is John Fotiadis.

### **Item I-4 Construction Projects Update**

#### In-Line Baggage System

Three Construction Management (CM) firms have been selected for the Step-2 of the RFP process. Those firms are: Collage (Lake Mary, FL), Hensel Phelps (Orlando, FL) and Ivey's Construction (Merritt Island, FL). The design team continues to complete the drawings with the new cross-belt design. Discussions continue with TSA. A joint meeting was held to confirm the design and eligible costs. Drawings are still being completed and will be issued to the CMs by mid-February. Price proposals will be submitted in mid-March and approval of the CM selection will be at the March Board meeting. Construction is estimated to start in April with temporary TSA scanning facilities. The overall project will take 16 to 18 months to complete.

#### Premium Lounge Restroom Renovation

The contractor has completed the demolition of the existing restrooms. During demolition, it was discovered that the existing sanitary line did not have enough fall in the pipe and over the years, debris filled the lines losing more than half of its capacity. The contractor had to demolish a portion of the floor to redo the sanitary lines. During this work, they discovered more problems with the existing piping that required removal of a

portion of the floor within the ticketing area. Currently the project remains within budget and the delays are expected to be recovered to maintain the opening date of when TUI starts their return operation.

#### Terminal Renovation and Expansion

Fire alarm and fire sprinkler work continues in the existing terminal. The first phase of the sprinklers is complete in the mezzanine and operational. Sprinkler work continues under the existing concourse. Roof drain issues that we were told had been corrected, reappeared with the last set of storms. The terminal contractor is back to address the issue and correct. Still waiting on the replacement freight lift in the back-of-house area of the concession space in the new concourse. This is still three to four months out before delivery. No update from the Terminal Contractor on their assessment of the skylight in the atrium or the corrective measures to be performed. The design of the roof replacement continues and bid documents are expected next month.

#### Project Vista – Dassault Falcon Jet Site Work

Coordination meetings continue between the Airport's site team and the tenant's contractor. All temporary and permanent security fencing is complete. The tenant's contractor has begun construction of their buildings. Bid documents for the airport's portion of the common use utilities are currently out for bid. Bids are due February 15<sup>th</sup> and will be brought to the February Board meeting for approval. Regulatory permits have been applied for and most have been received. Utility work is expected to begin in March and will continue through the summer.

#### Taxiway A Rehabilitation

AVCON continues with the design of the rehabilitation of Taxiway A. Temporary repairs to the taxiway have been completed. Project is expected to go out to bid in April with pricing submitted to the FAA for discretionary funding in the fall. Due to the overall cost of the project, funding will be allocated over two years.

#### Taxiway C Rehabilitation

A contract has been awarded to KCF Site Development and is now fully executed. Pre-construction meeting has been held and they are currently mobilizing to begin work by the end of January. The contractor is preparing an overall project schedule so that notices can be given for temporary taxiway and runway closures. This work must be completed by May 31, 2024, to receive all the grant funding. Contractor expects to be complete ahead of schedule. Funding for this project is a 100 percent grant from Florida Department of Economic Opportunity (FDEO).

#### Taxiway M Phase 1 (Realignment) and Phase 2 (Extension)

A contract has been awarded to KCF Site Development and is now fully executed for Phase 1 (Realignment). This is the same contractor for the Taxiway "C" project. Pre-construction meeting has been held and they are currently mobilizing to begin work by the beginning of February. The contractor is preparing an overall project schedule so that notices can be given for temporary taxiway and runway closures. The realignment phase of work is expected to be completed by the end of July 2024. Subsurface exploration and surveying have begun for Phase 2 (Taxiway extension). Drawings are expected to be complete and ready for bid by May.

Mr. Mikuen inquired with regard to Taxiway A if we have high assurance or confidence that the airport will be able to get the grants with no issues. Mr. Perley stated after speaking with FAA, the airport is on a high priority to receive discretionary funds for the taxiway. Mr. Mikuen asked if there is a date when the airport will get some indication. Mr. Donovan stated the process is in our five-year JACIP and the process is the airport has to have the design completed and then we need to find out what the cost will be. We are confident that we are going to get a sizeable grant, but the actual cost of the project and what the actual grant is going to be is yet to be determined.

**Item I-5 Business Development and Marketing update by Mr. Busalacchi**

Mr. Busalacchi stated staff has been working with The AD Leaf (TAL) agency and have come up with two separate campaigns to help promote Washington DC service coming up on February 17<sup>th</sup>. One of the campaigns that was very successful was the Veterans Salute Contest. The other is See DC Campaign, which you can see throughout social media and other forms of media.

Mr. Busalacchi stated his staff, Keely and Samantha, have been working alongside TAL on the airport’s social media ads and promotions and stats for the airport have been increasing significantly.

One of the things we wanted to do with TAL was to establish a baseline, so we knew where we were at before we had them in place and also to help us understand what our community awareness was of the airport. That is one of the focal points in bringing on TAL from a marketing perspective. The airport conducted a baseline survey to help us understand what people’s choices are when they are thinking about traveling. We discovered that the community is very much aware of MLB and all that we have to offer. We were not necessarily sure the community knew about the airport but had a feeling that was in fact the case. The other thing we wanted to understand, from an airport perspective, was why are they choosing the airports that they are choosing. The results is to bring awareness to the community of what we have to offer, things that the community may not be aware of. The other direction we are taking with our awareness campaign is “The World is One Stop Away”. Our community is very familiar with us having Delta Air Lines and American Airlines. We also want to make them aware of our Allegiant services. The overall push for these campaigns is to let people know if you fly out of MLB, it is a relaxed environment for you to operate and go in and out of, but most important is that your literally one stop from traveling anywhere in the world flying through MLB. We will continue to push this awareness campaign and focus on the things we need to be aware of.

**Adjournment**

This meeting was adjourned by Chairman William Potter at 10:34 a.m.

**PREPARED BY:**

\_\_\_\_\_  
Sandra Acevedo, Executive Assistant

**SUBMITTED BY:**

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

**APPROVED BY ACTION OF AIRPORT AUTHORITY:**

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