



MELBOURNE AIRPORT AUTHORITY BOARD

Minutes March 27, 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  
Mr. Brent Peoples, Member  
Mr. Scott Mikuen, Member  
Mr. Michael Fischer, Member  
Mr. Cliff Repperger, 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

Absent: The Honorable Mark LaRusso, Councilmember

**Pledge of Allegiance**

**Airport Announcements by Executive Director Greg Donovan**

TUI International flights restarted March 18, 2024.

MLB Celebrating 40 years of partnership with Delta Air Lines.

Embraer hosted MLB Delegates to see display of C-390 Millennium and A-29 Super Tucano aircraft.

A \$5M grant for a new operations center has been approved by Florida Legislature and awaiting Governor approval.

Congratulations to Tyler Vavra, Police Department Officer of the Year.

MLB hosted the ninety-nines, members of the International Organization of Women Pilots.

Many thanks to Airport PD and Operations for their continued clean-up efforts off Apollo Boulevard near St. Michael Place.

MLB received the Agency Certification Award from the Universal Public Procurement Certification Council.

2024 Brevard Corporate 5K will be on April 11, 2024 on MLB's Airfield at 6:30 p.m.

2024 Law Enforcement Torch Run supporting the Special Olympics in Florida will be on April 24, 2024.

Passenger Activity Report. Total passengers year-to-date is 88,519, which is an 8 percent increase. February total passengers were 46,431, which is a 11.4 percent increase over February 2023.

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

Congratulations to Melissa Naughton, C.M., ACE, Assistant Director of Business Development, on receiving this month's award.

#### **Action Items**

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

Approval of the January 24, 2024, board meeting minutes. A motion was made by Mr. Thomas for approval of the minutes, seconded by Mayor Alfrey. Motion passed unanimously.

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

Mr. Donovan explained during the January 24, 2024 board meeting, there were considerable discussions about the revisions to the airport's purchasing manual and a motion was approved to table the Purchasing Manual revision. During this time, airport staff interacted with several Board members to revise the original submittal. Mr. Donovan thanked Mr. Mikuen for his time and efforts on the changes made to the purchasing manual. Mr. O'Dell stated with the changes made, the purchasing manual is current and reflects the best practices.

Mr. Thomas stated one of the things he was concerned about was the buy local section of this document. Mr. Thomas recalls that Mr. Potter had stated previously that this airport serves the entire county, so from that standpoint, Mr. Thomas is comfortable with the information that has been established.

Mr. Peoples stated he does not agree with giving local companies any kind of discounts or advantage, but inquired if there were a tie break where cost and services are equal, and the other company bidding is based out of Brevard County. Mr. O'Dell explained that this is something that can be built into the RFP documents. Mr. Donovan stated the airport is mindful of all these scenarios and will make sure that these items are taken care of through our Procurement processes.

A motion was made by Mr. Fisher to remove the item from the table and approve Melbourne Airport Authority Purchasing Manual Revision 14, seconded by Mr. Thomas. Motion passed unanimously.

##### **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.**

Mr. Donovan explained that the contract award associated with this grant will be brought to the board for approval as bids will be received in a few weeks. This is a very substantial project with a cost of \$37 million. This In-line System will have the very best technology in screening checked luggage. TSA has awarded MLB with its first grant to fund this project, along with State and Federal grants to support this project. This is the second allotment of FDOT's commitment to fund the project. The budget for the In-line Baggage System project has been approved by the Board and this grant amendment will not change the budget.

Mr. Potter inquired if next month the project will be bid on. Mr. Donovan stated that it is out to bid right now, and the design is complete. Mr. Perley stated the proposals are due on Friday, April 12, 2024. The Airport has gone through a two-step process and has shortlisted three firms, Collage from Maitland, FL, Hensel Phelps from Orlando, FL and Ivey's Construction from Merritt Island, FL.

A motion was made by Mayor Alfrey 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, seconded by Mr. Peoples. Motion passed unanimously.

**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.**

Mr. Donovan explained work had commenced to repair damage from a broken water line at 1135 W. NASA Blvd. After removal of the existing water damaged materials, unforeseen damage was discovered that need to be replaced and corrected as a new tenant is expected to occupy the newly renovated space.

A motion was made by Mr. Peoples 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, seconded by Mayor Alfrey. Motion passed unanimously.

**Information Items**

**Item I-1 Financial Update**

Mr. O'Dell presented the financial updates regarding year-to-date actuals FY24 vs. FY23 and FY24 actuals vs. budget and financial update through January 31, 2024.

Mr. O'Dell presented the audit results along with the required auditor communications. Mr. Mikuen inquired if there were any unadjusted differences the auditors had found. Mr. O'Dell stated there were no passed journal entries. Mr. Mikuen stated there has been a lot of press on IT Controls and Cyber and inquired if the auditors had performed any IT controls. Mr. O'Dell stated they did not. Mr. Mikuen stated it may be something to consider looking into.

Mr. Potter inquired about Taxiway A and asked how this is going to be addressed and how does it affect the cash flow projections. Mr. O'Dell stated Taxiway A is currently under design and the airport has requested discretionary funding on this and has plans to use airport entitlement grants from the FAA to fund this project. It is a significant project with an approximate cost of \$28 million dollars. This will be a multi-year project and will be done in two phases. Mr. Perley stated the bids will be due in June and be brought to the board in June for approval and then sent to the FAA for approval of discretionary grants in the fall. Mr. O'Dell stated that the airport has met with FAA, and this is a high priority item. The airport has already sent in a pre-application for funding, but the FAA will not award it until they have received the bid information. Mr. Potter asked if this would affect the airport's cash flow projections. Mr. O'Dell stated it will not have a significant impact on cash flow since the grant requested from the FAA should be a 90% grant and state will provide 5% grant. Mr. Potter asked how much more is the airport going to spend between now and the start of the Taxiway A project. Mr. Donovan stated the work that was done was to preserve and maintain the pavement of the runway until it gets replaced.

Mr. Potter inquired about Tropical Haven and asked how long this item is pending with the FAA and at what point is the airport going to make some adjustments to account for this. Mr. O'Dell stated he does not believe the airport needs to make any adjustments, as the Airport had some revenues that were not budgeted that have offset that, for example, project Autobahn, the options for \$578,000 that was billed in February. Mr. O'Dell stated that the airport is good without processing the Tropical Haven increases that were budgeted through May; the unanticipated revenue from project autobahn bridges the airport through the end of the fiscal year even with the deferral of the Tropical Haven rent increase.

**Item I-2 Operations Update**

Mr. Graham explained the airport had its annual FAA Part 139 Annual Inspection last month. The inspection is two and a half day audit by a certified FAA inspector, and they are looking at all elements of safety physically on the airfield itself and all of the record keeping and training that goes along with this annual inspection. The airport did very well with its inspection this year, better than last year and last year's inspection was great with minor discrepancies. There were a few areas that were noted in this year's inspection; a couple of the fueling agents had some minor training and equipment discrepancies, all of which have been corrected and in compliance. On our night inspection, our airfield signs have a black coating on the back of the signs, and over time this black coating comes off and causes a light bleed in the back, which is not compliant. The signs have been corrected and in compliance. We had an individual from FAA Tech Ops, these are the people from FAA who perform maintenance on the airfield for the navigational aids that the FAA owns, was out of time on his airfield training. MLB staff was able to train him and correct this discrepancy. Another area noted in the runway safety area, the issue is the gopher tortoise burrows which can create a hazard for an aircraft that may veer off the runway. This is very common in airports, particularly in Florida and the FAA has looked at this over the years wanting the airports to take notice of these burrows, survey the burrows to see are there more or less of these burrows. FAA is now wanting to see the airports legally move the tortoises outside the safety areas to eliminate the hazard, and that is something MLB is currently working on. Another area the inspector noted in the safety areas that the airport possibly had a swale exceeding grade requirement, so MLB is having that area surveyed. The airport is currently working on one open discrepancy in the safety area and will have that completed. Mr. Graham wanted to thank Stephanie Betts and staff for doing a great job during this annual inspection.

Mr. Graham next item of discussion is MLB airspace study, which is something the airport has been working on a little over a year. This item was brought to the board last year to work with McFarland Johnson to complete this study. While conducting this study, the airport was notified by commercial airline pilots that there were times the airlines came into conflict during their descent into MLB with smaller general aviation aircraft operating in the vicinity. The airport would like to reduce any hazards and maintain safety. McFarland Johnson has worked on this study gathering data and meeting with local stakeholders for their input. The other concern is MLB is growing rapidly and operations at MLB has increased. The airport is currently classed as Delta airspace and our goal is to be classed as Charlie airspace. This study will be sent to the FAA to review MLB airspace reclassification request and advocate for increased safety through an upgrade in airspace to a Class C designation.

Melbourne Airport was recognized and named Delta Air Lines' station of the month, which relates to operational and safety standards, customer service, and baggage services. Congratulations to Delta, Menzies, and airport staff for their team efforts.

Mr. Potter inquired about the Ellis Road Project. Mr. Graham stated the county did not receive the infra-grant and they have hired a new consultant to work on second infra-grant request. The county is also working on alternative funding measures through the state.

### **Item I-3 Construction Projects Update**

#### In-Line Baggage System

The 100% design drawings are complete and have been submitted to TSA for final approval. Design drawings have also been issued to the three Construction Management (CM) firms selected for the Step-2 of the RFP process: Collage (Lake Mary, FL), Hensel Phelps (Orlando, FL) and Ivey's Construction (Merritt Island, FL). Proposals are due Friday, April 12, 2024. Each firm will present their proposal on Tuesday April 16, 2024, with the selection committee making a recommendation at the conclusion of the presentations. The selected firm will be brought to the Board in April for approval. Construction is estimated to start in May with temporary TSA scanning facilities and temporary offices for the airlines while the areas behind the ticket counters is renovated. Due to the long lead of the new TSA scanners, they have already been released by TSA with an expected delivery by the end of January 2025. With the cross-belt system design, the expected completion will be reduced from 18 months to 15 months. This will be the second cross-belt system installed in this country and the first for use by TSA.

### Premium Lounge Restroom Renovation

The restroom renovation project is complete. First use of the restrooms is expected on Monday, March 25, 2024. This project was challenging with the discovery of existing underground sanitary lines not having enough fall for proper flow of waste. This caused the pipe to be filled with enough debris to lose more than half of its capacity. Even with the unforeseen conditions, the project remained on budget.

### TSA Security Entrance

The new roll-down security shutter for the entrance to the TSA security checkpoint has been installed. Entrance to the restroom adjacent to the checkpoint has been raised as the header installed under the terminal renovation and expansion project was too low and many felt that they had to duck to enter the restroom. New security access control is currently being installed for the roll-down security shutter. As with most renovation projects, the unforeseen came in the form of structural steel supports wrapped within the aluminum storefront frame. A structural engineer was brought in, and a modification was made. Completion of the new roll-down shutter is expected by Tuesday, March 26, 2024.

### Terminal Fire Sprinklers

Fire alarm and fire sprinkler work continues in the existing terminal. First phase of the sprinklers is complete in the mezzanine and operational. Sprinkler work under the existing concourse is complete and operational with some punchlist work remaining. Fire Marshal inspected and passed the hydro test on the new 6" FDC to the front of the terminal near the existing fire hydrant. Tie-in of the new FDC is scheduled for Monday, March 25, 2024. Next phase of work will begin in the administrative offices. Not part of their contract, the fire sprinkler contractor will be fixing a leak in the existing fire line in the TSA scanner area behind ticketing.

### Existing Terminal Roofing

Design of the roof replacement continues. Moisture survey and testing is complete, and the results are that the existing roof substrate is good and will not need replacement. Bid documents are expected to be issued at the end of April. Bids will be due in early June with Board approval in June. Project should complete by November 2024.

### Terminal Security Camera Replacement Phase 1

Phase 1 of the security camera replacement is complete within the CBP area. Training of the new camera system to CPB staff is complete. CBP is currently using the system and no issues have been reported.

### Terminal Renovation and Expansion

On March 14, 2024, the terminal contractor and their subs attempted another repair of the roof leak at one of the roof top air handling units that has been consistent since the new terminal has been in operation. No significant rainstorm has occurred since the repair to determine if it is fixed. Replacement of the freight lift in the back-of-house area of the concession space in the new concourse is expected to occur in April. Still waiting for the delivery date confirmation. No update from the Terminal Contractor on their assessment of the skylight in the atrium or the corrective measures to be performed.

### Project Vista – Dassault Falcon Jet Site Work

Bids for the airport's portion of the work for off-site utilities and common use apron were way over budget. All bids were rejected, and plans were re-designed. Revised plans are now out for rebid and are expected in mid-April. The selected low bidder will be brought to the April Board meeting for approval. Utility work for the project is expected to begin immediately with the common apron and taxiway approach to wait until DFJ completes the exterior of their hangars. Apron work is not expected to start until the end of the year. Project completion is expected in July 2025.

### Taxiway A Rehabilitation

AVCON continues with the design of the rehabilitation of Taxiway A. Review of the 70% plans expected the second week of April. Temporary repairs to the taxiway have been completed. Project is expected to go out to bid in May 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

Milling of the asphalt is complete. Crack repairs and sealing is complete. Clearing of all drainage canals are complete and sod is currently being installed. New pavement to start early on Monday morning, March 25, 2024. Project is slightly ahead of schedule and the 56 days of the taxiway closure could be improved by almost a week. 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)

Due to the closure of Taxiway C, this project will be delayed until Taxiway C is reopened. Installation of the underground storm water pipes is complete. The realignment phase of work is expected to be completed by the end of July 2024. Drawings for Phase 2 (Taxiway extension) are complete and ready for final review and comment. Pricing for this work should be ready for approval at the April Board meeting.

Terminal Wayfinding Signage

Design is underway for the additional wayfinding signage throughout the terminal. Pricing is expected by the end of March and will be brought to the Board in April for approval.

**Item I-4 Business Development and Marketing Update**

Mr. Busalacchi stated the Hyatt Place Hotel has been able to secure Q’s Crackin’ Crab and Seafood Kitchen for the rooftop restaurant.

The ambassador program is fully staffed and trained ahead of TUI restart for this year. Congratulations to Samantha Jackson and the ambassador team for doing a great job.

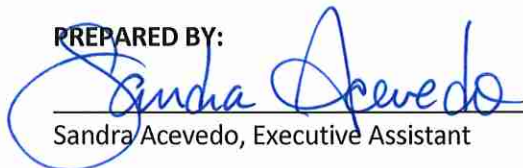
The ADLeaf has embarked on a campaign to help promote the Washington, DC service provide by American Airlines. This campaign was a monumental quest to D.C and an opportunity to engage the public by entering in a contest, to win two round trip tickets by providing clues throughout Brevard County. The airport has received a lot of reaction through social media, clicks and piqued the interest of the public in regard to MLB. It was a successful campaign.

The interactive Welcome Center installation for Visit Space Coast video wall is completed.


**Adjournment**

This meeting was adjourned by Chairman Willam Potter at 9:57 a.m.

**PREPARED BY:**

  
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Sandra Acevedo, Executive Assistant

**SUBMITTED BY:**

  
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Greg Donovan, A.A.E.  
Executive Director

**APPROVED BY ACTION OF AIRPORT AUTHORITY:**

  
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William C. Potter, Chairman