

MELBOURNE AIRPORT AUTHORITY BOARD

Minutes April 24, 2024

Board Meeting Airport Board Room

In attendance: Mr. William C. Potter, Chairman  
The Honorable Tim Thomas, Vice Chairman, Councilmember  
Mr. Brent Peoples, Member  
Mr. Scott Mikuen, Member  
Mr. Michael Fischer, Member  
Mr. Adam Bird, 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  
Mr. David Perley, A.I.C., Director of Capital Improvements  
Mrs. Kayla Krause – Airport Accountant  
Ms. Renee Purden, Chief of Police/Director of Public Safety

Absent: The Honorable Mark LaRusso, Councilmember  
The Honorable Paul Alfrey, Mayor  
Ms. Melissa Naughton, C.M., ACE, Assistant Director of Business Development  
Mr. Mike O’Dell, C.P.A., Director of Finance and Administration

**Pledge of Allegiance**

**Airport Announcements by Executive Director Greg Donovan**

MLB welcomed the Mobile Regional Airport Authority Team.

MLB hosted the Brevard Corporate 5K and placed 2<sup>nd</sup> overall for groups with 50 or fewer employees.

MLB debuts new website providing greater connectivity to passengers and stakeholders.

Congratulations to Amanda Moyer, Grounds Service Manager, for earning CM accreditation.

Welcome to Officer Aaron Guard, MAPD, Officer Kaleb Martin, MAPD and Officer Austin Smith, MAPD.

Law Enforcement Torch Run for Special Olympics April 24, 2024.

Passenger Activity Report. Total passengers year-to-date is 145,119, which is an 8.2 percent increase. March total passengers were 56,600, which is an 8.5 percent increase over March 2023. March total international passengers were 3,582, which is a 31.9 percent increase over March 2023.

Mr. Potter inquired about the local general aviation operations being down. Mr. Donovan stated industry wide there has been an increase in costs for insurance liability, regulatory for maintenance and operating costs continue to increase. Mr. Donovan asked Mr. Liles to inquire with the MAPA members to see what is going on.

### Executive Director's Recognition of Excellence Award

Congratulations to Lucas Ricart, Airport Custodian, on receiving this month's award.

### Action Items

#### **Item A-1 Approval of the minutes for the March 27, 2024, Regularly Scheduled Board Meeting.**

Approval of the March 27, 2024, board meeting minutes. A motion was made by Mr. Thomas for approval of the minutes, seconded by Mr. Peoples. Motion passed unanimously.

#### **Item A-2 Recommendation to Approve a Change Order for the Taxiway "M" Extension Project to KCF Site Development, LLC, in the Amount of \$608,259.66.**

Mr. Donovan explained KCF Site Development is currently on airport property working on projects. The contractor, using established bid unit prices, has prepared a proposal for the extension of Taxiway "M". Since the contractor is already on site, there will be no added costs for mobilization. This change order request for Taxiway "M" Extension project is part of the Northside Expansion project which is 100 percent funded by a Florida Department of Transportation grant and there is sufficient funding and budget available to cover this change order.

A motion was made by Mr. Fischer to approve a Change Order for the Taxiway "M" Extension Project to KCF Site Development, LLC in the amount of \$608,259.66, seconded by Mr. Thomas. Motion passed unanimously.

### Information Items

#### **Item I-1 Financial Update**

Ms. Krause presented the financial updates regarding year-to-date actuals for FY24 vs. FY23 and FY24 actuals vs. budget and financial update through February 29, 2024.

Mr. Potter asked why the passenger facility charges (PFCs) are so low. Ms. Krause stated PFCs are on a cash basis so there can be a slight delay as to when they are received. Mr. Donovan stated the airlines collect the PFCs for the airport and are paid a handling fee and how they are submitted does not coincide with our Customer Facility Charge (CFC). The airport is doing extremely well with its CFC revenue.

#### **Item I-2 Operations Update**

Mr. Graham explained TUI's third season at MLB commenced on March 18, 2024, and going well so far. There are several teams that work the TUI product at the airport: the airport itself including airport operations, airport ambassadors, MAPD, Menzies, TUI Musement, Metz, Rental Cars, TSA and CBP. These teams all work together to ensure a great passenger experience at MLB. CBP is performing very well as it relates to the TUI flights and processing all passengers in less than an hour. Amanda Moyer and Stephanie Betts visited with John Pratt, TUI station manager, pre-season to discuss planning and expectations for this flight season at MLB. John Pratt will be visiting MLB in June 2024. Menzies introduced a staffing and training plan in advance of TUI's season start up. TUI's flight frequency has started very conservatively this year as seen in the previous two years and will ramp up to 12 flights a week beginning May 2, 2024. These flights will be arriving in the afternoon, and on average they will be about an hour apart. The spacing of the arriving TUI flights helps out all the teams and this is good for the overall passenger experience. All the improvements that were made with the terminal expansion has really worked well and have made a difference for the passengers at MLB.

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

### In-Line Baggage System

Proposals have been received from three Construction Management (CMaR) firms and they have made their presentations to the selection committee. Due to some disparity in the presentations, including a huge cost swing, the committee is asking each of the CMaRs to provide additional information before a selection is made. TSA is still reviewing the 100% documents and continues to have comments, most of which are operational concerns due to this being a cross-belt system in lieu of a traditional linear belt system. It is unknown when TSA will provide final approval. Based on the last conversation, it is expected in mid to late May. Once TSA approval is given, a follow-up with the CMaRs will be conducted for any last-minute cost adjustments before the selection committee's recommendation is brought to the Board no later than June. Notice to proceed should be issued by July with completion in February 2026. 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 to 18 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. Restrooms were operational for the first use of the Premium Lounge by TUI. While this project had its challenges with the underground sanitary line, the project was completed under the budget.

#### TSA Security Entrance

The new roll-down security shutter for the entrance to the TSA security checkpoint is now complete. Security access control to the entrance is complete as well. The entrance header to the adjacent restroom to the checkpoint has been raised and is also complete.

#### Terminal Fire Sprinklers

Fire alarm and fire sprinkler work continues in the existing terminal. The first two phases are complete on the mezzanine and under the domestic concourse. Current sprinkler work continues in the administrative office area with inspections by the Fire Marshall expected by the end of April. Next phase of work to begin in the Police Department and TSA office area and should take about 6 weeks to complete. The new 6" Fire Department Connection (FDC) to the front of the terminal near the existing fire hydrant is nearing completion. The special FDC unit has been delivered and installation of the connector should be ready by the first week of May. As each area of the sprinklers is completed, the fire alarm contractor is making connections to the new fire alarm system. It is expected that the old fire alarm system will be able to be removed in its entirety by the end of August.

#### Existing Terminal Roofing

The design of the roof replacement continues. Bid documents are expected to be issued by 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. Phase 2 of the security camera system is currently in design. A review of the design is expected in mid-May.

#### Terminal Renovation and Expansion

With the first significant rain since the last roof repairs, it appears that the repairs were not successful. Replacement of the freight lift in the back-of-house area of the concession space in the new concourse is still expected to be delivered before the end of April. Still waiting for a 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

Plans have been revised and are currently out for bid. Bids are due Friday, April 26, 2024, at 2:00 PM with a public bid opening and reading of the bid amounts. The selected low bidder will be brought to the May 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 60% plans occurred on Tuesday, April 23, 2024. Temporary repairs to the taxiway have been completed and are being monitored for any new failures that may require immediate attention prior to the rehabilitation. This project is expected to go out to bid in May with tentative Board approval in June. This is required before submitting 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

Taxiway C is nearing completion. The taxiway was opened four days ahead of schedule. Asphalt pavement needs to cure for 30 days before final striping is applied, which is expected within the first week of May. This project will close out ahead of the June 1 deadline for the grant.

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

Taxiway M Phase 1 realignment is underway. Installation of the underground storm water pipes is complete. Fill and base rock are currently being placed. With approval of the Phase 2 extension, work should begin next week. Due to the long lead of scheduling asphalt paving, both Phase 1 and Phase 2 could be paved at the same time which is expected the first part of July. With 30-day cure for asphalt before stripping, both projects are expected to be complete by the end of August.

#### Terminal Wayfinding Signage

Wayfinding signs are currently being installed. Adjustments have had to be made to certain signage for anchoring into the existing structure. All signs are expected to be complete by the end of April.

Mr. Mikuen inquired about the roof and asked if it's design or workmanship, do we have a sense of what the cause is. Mr. Perley stated the roof is over 20 years old and it's just worn. Mr. Mikuen was inquiring about the leaks. Mr. Perley stated most of the leaks are occurring near the roof curb and the air handling units, so there is a lot of implications between the roofer and the mechanical contractor who's responsible. Eventually, it's still the roofer because the curb is set, and you have to flash up to it. But for some reason, there are still continuous leaks from those curbs.

Mr. Potter inquired about the current ticket counter location on the In-Line Baggage system diagram. Mr. Perly stated on the bottom left side of the diagram, the dark gray line, those are the belts that are right behind the ticket counters, off to the far right where the dark gray lines goes towards the back, the temporary facility will be just to the right of that.

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

Mr. Busalacchi stated Laura Richard from The AD Leaf marketing firm is providing a marketing awareness update on MLB airport.

Mr. Potter stated Ms. Richard mentioned twice in her presentation about clicks to booking fares and asked how this is tracked and how does AD Leaf determine that a booking was a result of your work. Ms. Richard explained when you see an ad online and you click on it, there is a pixel or a piece of code when you go to the website and it's anonymous, we know that you clicked on an ad, it comes to our landing page, and if you click on a button on the landing page that says book now or reserve your seat, that also is tracked, and that shows us how many people have clicked on the book now button and how many hits came from our ads by the code. Mr. Potter asked when a person clicks on the book now button, does this ensure that the person actually booked a flight or are they just exploring. Ms. Richard stated the person has an intent to purchase, and the customer can go over to the airline and make the

actual ticket purchase. On the landing page, there is approximately a 20 percent conversion rate of people who clicked with the intent to purchase, but the customer would have to go to the airline website to finalize their booking. Mr. Busalacchi stated the question being asked by Mr. Potter is how the airport would know if the consumer has purchased a ticket and the response is we do not know the answer. We know that the consumer went to the website to look at the cost of the tickets. Mr. Potter stated he always thought the Washington market, being a business market, would be a good route for different types of aerospace defense contractors. Mr. Busalacchi stated strategically it would be a better business market if we have better flight frequency, and with the weekend service that was being offered, the airport felt it was more directed towards the leisure traveler.

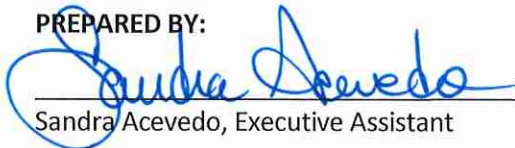
Mr. Fischer stated that there are times you search for an item on your phone, and it appears you start to receive ads for that item you searched for and inquired if the airport has a way of tracking a customer who is searching MLB and sending reminders to them of that particular search. Ms. Richard stated that once you re-click on the marketing ad, these ads will be directed to your browser and these ads will be remarketed to you as you browse the internet or social media. Mr. Busalacchi stated since hiring The AD Leaf firm, the airport has had a greater participation of people searching the MLB website and all the things that MLB has been promoting on the website and on social media. The airport knows that people are engaged, and the goal is to educate the community about MLB airlines and routes the airport has to offer.

Mr. Mikuen inquired about the load factors and if the airport has that data information. Mr. Busalacchi stated all the flights and airlines from a marketing standpoint and a load standpoint are all very positive.


**Adjournment**

This meeting was adjourned by Chairman Willam Potter at 9:28 a.m.

**PREPARED BY:**

  
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Sandra Acevedo, Executive Assistant

**SUBMITTED BY:**

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

**APPROVED BY ACTION OF AIRPORT AUTHORITY:**

  
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William C. Potter, Chairman