



MELBOURNE AIRPORT AUTHORITY BOARD MEETING

**AGENDA**

June 22, 2022, 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 May 25, 2022, regularly scheduled Board Meeting.

**Item A-1 Recommendation to Approve Final Change Order 20 to Carr & Collier, Inc., for Scope Changes, Quantity Reconciliation and Sales Tax Savings with the Terminal Renovation and Expansion: Apron Reconstruction/Expansion Project in the Deductive Amount of \$2,388,043.15.**

The Terminal Renovation and Expansion: Apron Reconstruction/Expansion Project is based on a hard money bid as directed by the Federal Aviation Administration (FAA). Any changes to the scope of work, either increase or decrease, requires a change order to be written and approved before the contract changes commence. Previously on this project, staff has negotiated Change Orders (CO) #01 through #19 that have been approved by the Board.

The current Change Order 20 (CO-20) reflects the final reconciliation of quantities including increases in asphalt, decreases in concrete and modifications to pavement markings. This change order also reconciles the final Owner Direct Purchases with sales tax savings of over \$114,000.

While there are overall savings on this project, a portion of this savings is being used to offset the purchase order to Ivey’s for the apron concrete approved at the May Board meeting keeping the project within the overall budget.

CO	Description	Amount	Rev Contract \$	Remarks
	Contract amount	\$ 11,717,200.00	\$ 11,717,200.00	
CO-01/19	Previously Approved	\$ 229,873.85	\$ 11,947,073.85	Last Approval 3/23/22
CO-20	Reconciliation	\$ (2,388,043.15)	\$ 9,559,030.70	FINAL Reconciliation
	Current Change Order Sum	\$ (2,388,043.15)		
	Total Contract Changes to Date		\$ (2,158,169.30)	

Staff recommends approval of Change Order 20 to Carr & Collier, Inc., for the Terminal Renovation and Expansion: Apron Reconstruction/Expansion Project in the deductive amount of \$2,388,043.15 and authorization for the Executive Director to execute said agreement on behalf of Authority.

**Item A-2 Recommendation to Approve a Purchase Order with Convergent Technologies for a Security Server in the Amount of \$53,000.**

The Airport’s security server is nearing the end of its useful life and needs to be replaced to support software updates needed to continue to function to meet security requirements. Airport staff obtained a quote from Convergent Technologies utilizing Sourcewell’s cooperative purchasing contract #030421-CTL for Facility Security Systems. Convergent will provide materials and facilitate data migration from the existing server to the new server along with providing required software updates in the amount of \$53,000.

Staff recommends approval of a Purchase Order with Convergent Technologies for a security server and software updates in the amount of \$53,000.

**Item A-3 Recommendation to Approve Resolution 03-22 to Approve Acceptance of Federal Aviation Administration (FAA) Grant Funds to Acquire Aircraft Rescue and Fire Fighting (ARFF) Safety Equipment for the Airport.**

This item is to accept the FAA discretionary grant funds in the amount of \$31,550 to acquire safety equipment and modify three existing ARFF vehicles. This grant provides 100 percent funding of eligible costs, so no local funds are needed to fund this request. The purchase will be within the current approved budget.

Staff recommends approval of Resolution 03-22 Federal Aviation Administration grant to acquire Aircraft Rescue and Fire Fighting safety equipment and authorization for the Chairman to execute said resolution on behalf of the Authority.

**Discussion Item**

**Item D-1 FY22-FY23 Budget Presentation**

**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**

**April 30, 2022**

	Year To Date Actual			
	4/30/2022	4/30/2021	\$ change	% change
Operating Revenue				
Airline Landing Fees	340,643	229,362	111,280	49%
Airline Service Fees	1,306,637	1,053,416	253,221	24%
Land & Bldg Lease Rents	5,395,874	5,310,835	85,039	2%
Terminal Rents	137,307	136,474	834	1%
Parking Lot Fees	988,554	465,976	522,578	112%
Car Rental Concessions	618,085	430,082	188,003	44%
Restaurant Concessions	60,487	19,243	41,243	214%
Mobile Home Park Rent	1,193,970	1,140,172	53,798	5%
T-Hangar Rentals	53,000	55,983	(2,983)	-5%
Operating Grant Revenue	30,060	45,741	(15,681)	-34%
Other	207,295	254,035	(46,740)	-18%
Total Operating Revenues	10,331,912	9,141,319	1,190,593	13%
Operating Expense:				
Personnel Services	2,971,212	2,916,055	55,157	2%
Contract Services	3,451,051	2,832,361	618,690	22%
Police & Fire Services	683,386	678,489	4,897	1%
Maintenance and Operations	2,769,174	1,972,142	797,032	40%
Other	-	-	0	#DIV/0!
Total Operating Expenses	9,874,823	8,399,047	1,475,776	18%
Operating Income (Loss)	457,089	742,272	(285,183)	
Non-Operating Revenue (Expense):				
Passenger Facility Charges	508,780	238,065	270,714	114%
Customer Facility Charges	330,543	284,406	46,137	16%
CARES Grant Revenue	4,144,720	2,955,417	1,189,303	40%
Gain on Sale of Assets	3,236,102	824,715	2,411,387	292%
Interest Income (Loss)	56,857	96,659	(39,801)	-41%
Ad Valorem Tax Revenue	943,786	907,332	36,454	4%
Ad Valorem Tax Expense	(949,655)	(911,762)	(37,893)	4%
(Loss) on Disposal of Fixed Assets	-	-	0	#DIV/0!
Interest Expense	(158,763)	-	(158,763)	#DIV/0!
Total Non-Operating Revenue (Expense)	8,112,370	4,394,832	3,717,538	
Net Income (Loss) Before Depreciation*	8,569,458	5,137,104		

\* Net Income before capital contributions and transfers

**MELBOURNE ORLANDO INTERNATIONAL AIRPORT**  
**Statement of Revenues, Expenditures and Changes in Fund Net Assets**  
**April 30, 2022**

	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>% of Budget</u>
<b>Operating Revenues:</b>			
Airline Landing Fees	340,643	426,185	80%
Airline Service Fees	1,306,637	2,219,666	59%
Land & Bldg Lease Rents	5,395,874	8,940,201	60%
Terminal Rents	137,307	237,624	58%
Parking Lot Fees	988,554	1,003,295	99%
Car Rental Concessions	618,085	1,683,188	37%
Restaurant Concessions	60,487	1,030,687	6%
Mobile Home Park Rent	1,193,970	2,061,075	58%
T-Hangar Rentals	53,000	113,528	47%
Operating Grant Revenue	30,060	72,000	42%
Other	207,295	339,888	61%
<b>Total Operating Revenues</b>	<b>10,331,912</b>	<b>18,127,337</b>	<b>57%</b>
<b>Operating Expense:</b>			
Personnel Services	2,971,212	5,808,015	51%
Contract Services	3,451,051	8,525,376	40%
Police & Fire Services	683,386	1,166,096	59%
Maintenance and Operations	2,769,174	7,938,208	35%
Other	-	-	#DIV/0!
<b>Total Operating Expenses</b>	<b>9,874,823</b>	<b>23,437,695</b>	<b>42%</b>
<b>Operating Income (Loss)</b>	<b>457,089</b>	<b>(5,310,358)</b>	
<b><u>Non-Operating Revenue (Expense):</u></b>			
Passenger Facility Charges	508,780	1,301,510	39%
Customer Facility Charges	330,543	1,112,001	30%
CARES Grant Revenue	4,144,720	7,545,138	55%
Gain on Sale of Assets	3,236,102	-	#DIV/0!
Interest Income (Loss)	56,857	200,847	28%
Ad Valorem Tax Revenue	943,786	1,982,252	48%
Ad Valorem Tax Expense	(949,655)	(1,936,135)	49%
Gain (Loss) on Disposal of Fixed Assets	-	-	#DIV/0!
Interest Expense	(158,763)	(200,000)	79%
<b>Total Non-Operating Revenue (Expense)</b>	<b>8,112,370</b>	<b>10,005,613</b>	
<b>Net Income (Loss) before</b>			
Depreciation, Transfers, and Capital Contributions	8,569,458	4,695,255	
Depreciation Expense	-	-	
Intra Transfer to Airport Capital	-	(100,000)	0%
<b>Net Income (Loss) After Transfers</b>	<b>8,569,458</b>	<b>4,595,255</b>	

**Melbourne Orlando International Airport**  
**Top 10 Operating Revenues**  
**4/30/2022**

<b>Rank</b>	<b>Description</b>	<b>YTD FY 2022</b>	<b>FY 22 % of Total Rev</b>	<b>YTD FY 2021</b>	<b>FY 21 % of Total Rev</b>	<b>\$ Change</b>	<b>% Change</b>
1	Airfield Facilities Rental	2,868,321	28%	2,840,283	31%	28,038	1%
2	Commercial Business Center Rent	1,904,365	18%	1,906,603	21%	(2,238)	0%
3	Tropical Haven Revenue	1,193,970	12%	1,140,172	12%	53,798	5%
4	Parking Revenue	988,554	10%	465,976	5%	522,578	112% A
5	Ground Handling Revenue	797,486	8%	639,963	7%	157,523	25% A
6	Car Rental Concession	618,085	6%	430,082	5%	188,003	44% A
7	Terminal Rent-Airline	533,187	5%	471,371	5%	61,816	13% A
8	Hangar Rent	469,364	5%	437,349	5%	32,015	7%
9	Landing Fees	340,643	3%	229,362	3%	111,281	49% B
10	Terminal Concessions	60,487	1%	19,243	0%	41,244	214% A
Total Top 10 Operating Revenue		9,774,462	95%	8,580,404	94%	1,194,058	
Other Operating Revenue		557,450	5%	560,915	6%	(3,465)	-1%
Total Operating Revenue		10,331,912	100%	9,141,319	100%	1,190,593	13%

A Increase is due to recovery in activity related to increase in passenger traffic as the Airport rebounds from the Covid 19 recession.

B Increase is due to higher more flights, larger planes flown, and a 5% rate increase that went into effect on 10/1/21.

**Melbourne Orlando International Airport**  
**Top 10 Operating Expenses**  
**4/30/2022**

Rank	Description	YTD FY 2022	FY 22 % Operating Expense	YTD FY 2021	FY 21 % Operating Expense	\$ change	% change
1	Personnel	2,971,212	30%	2,916,055	35%	55,157	2%
2	Other Contract Services	2,320,005	23%	1,528,612	18%	791,393	52% A
3	Fire Services	670,924	7%	661,746	8%	9,178	1%
4	Consulting Fees	382,160	4%	308,010	4%	74,150	24% B
5	Contractual Employee	375,045	4%	213,938	3%	161,107	75% C
6	Electric	334,174	3%	271,502	3%	62,672	23%
7	Risk Management	258,127	3%	246,083	3%	12,044	5%
8	Advertising Expense	206,216	2%	67,946	1%	138,270	203% D
9	Cable TV Expense	196,417	2%	182,046	2%	14,371	8%
10	Special Events Expense	168,253	2%	14,780	0%	153,473	1038% E
Total Top 10 Operating Expense		7,882,533	80%	6,410,718	76%		
Other Operating Expense		1,992,290	20%	1,988,329	24%	3,961	0%
Total Operating Expense		9,874,823	100%	8,399,047	100%	1,475,776	18%

A Increase is due to higher customs expense and ground handling expense due to the increase in International passengers.

B Increase is due to increase in use of VHB (approved by Board in Dec meeting), land appraisals for development, ACDBE Plan preparation, and air service fees to Adept Aviation (per contract, MLB pays \$5,000 per new route) for Allegiant and TUI air service. Expense for the new air service has been recorded for 3 routes on Allegiant and 4 routes on TUI for routes that were started by March 2022.

C Last year the staffing agency had issues providing the temporary employees needed to perform janitorial and terminal services work that have been corrected this year. In addition, TUI started flying in March so the airport has Ambassadors who are provided by the temp agency and the Tropical Haven manager retired in February 2022, the current manager is provided by the staffing agency.

D Increase is due to preparation of the inflight video to promote MLB (\$44,400) and the "Why Fly MLB" advertising campaign (\$86,510).

E Increase is due to costs associated with start-up of TUI operations such as the passenger meal program (\$73,035), passenger goodie bags (\$11,339), VIP Function (\$18,635), and staff customer service training (\$25,400). Note that part of the VIP expense will be reclassified to a prepaid account as the VIP function was postponed until 2023.

### Terminal Expansion Expenditures-Actual/Encumbrances

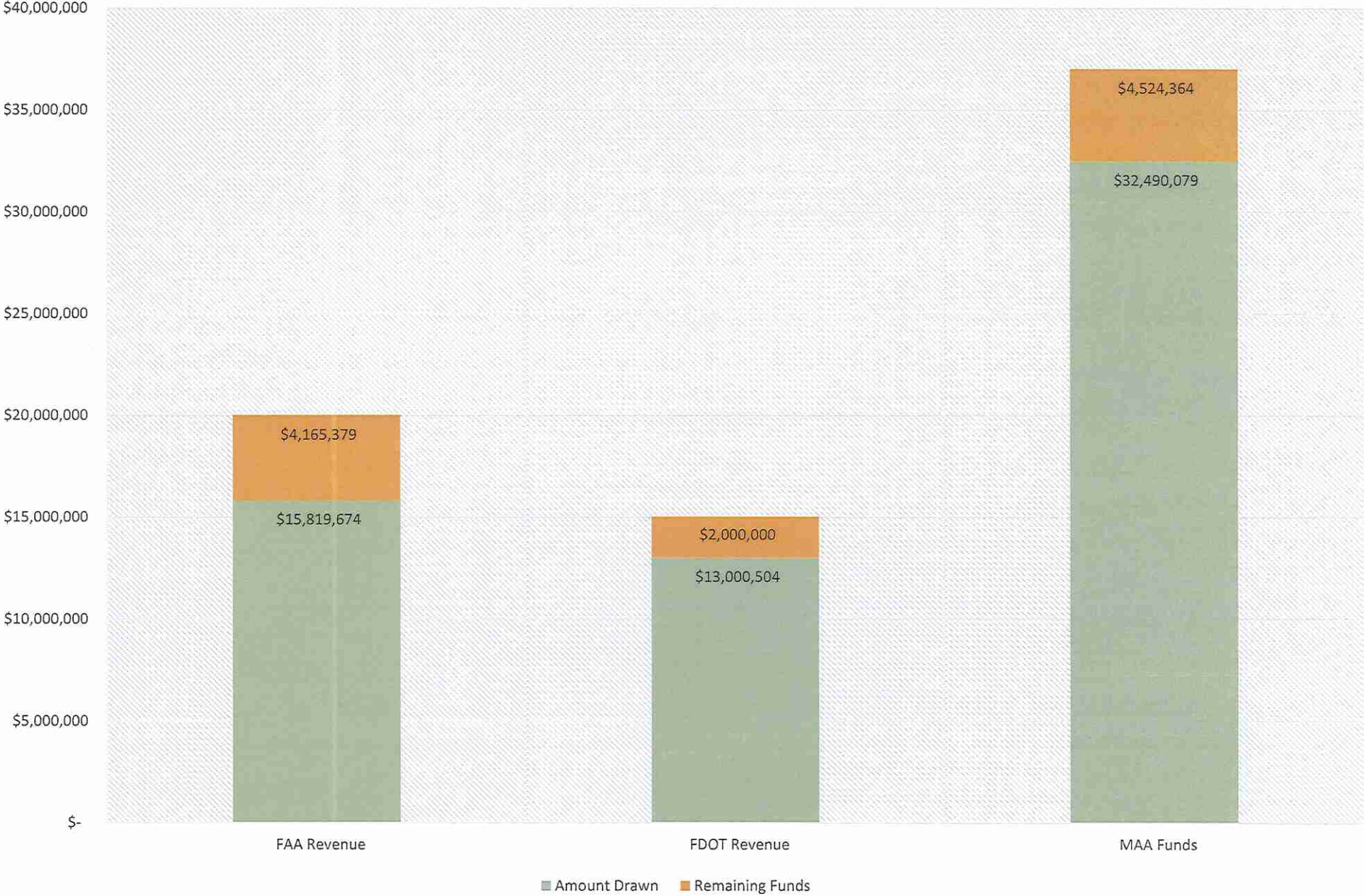


6/14/2022

<b>MAA Funds</b>	Initial Amount		Remaining Funds		CARES Grant Amount	Total Drawn	Balance
	Grant/Debt/Cash	Amount Drawn	Allocated To Project				
FAA Grant 49-CARES	\$ 13,626,031	\$ 13,626,031	\$ -		\$ 19,823,709	\$ 16,848,276	\$ 2,975,433
Land Sales-Nasa Property	\$ 815,000	\$ 815,000	\$ -				
Land Sales-Police Property	\$ 3,229,962	\$ 3,229,962	\$ -				
Land Sales-USPS Property	\$ 1,800,000	\$ -	\$ 1,800,000				
Debt	\$ 15,000,000	\$ 12,000,000	\$ 3,000,000				
Reserves	\$ 2,543,450	\$ 2,819,086	\$ (275,636)				
<b>MAA Funds Drawn</b>	<b>\$ 37,014,443</b>	<b>\$ 32,490,079</b>	<b>\$ 4,524,364</b>				
MAA Funds Used		\$ 32,490,079					
Increase Cash/Investments		\$ 0					



# Terminal Expansion/Renovation Funding Progress



**MELBOURNE ORLANDO INTERNATIONAL AIRPORT (MLB) MONTHLY ACTIVITY REPORT  
MAY 2022**

	2022	2021	MO CHANGE (%)	2022 YTD	2021 YTD	YTD CHANGE (%)
<b>PASSENGERS</b>						
Revenue PAX - Domestic						
Enplaned	20,909	15,747	32.8%	103,425	59,245	74.6%
Deplaned	20,181	15,385	31.2%	101,754	57,855	75.9%
<b>Total Revenue PAX - Domestic</b>	<b>41,090</b>	<b>31,132</b>	<b>32.0%</b>	<b>205,179</b>	<b>117,100</b>	<b>75.2%</b>
Revenue PAX - Int'l						
Enplaned	17,489	59	29542.4%	28,926	242	11852.9%
Deplaned	17,756	100	17656.0%	29,250	618	4633.0%
<b>Total Revenue PAX - Int'l</b>	<b>35,245</b>	<b>159</b>	<b>22066.7%</b>	<b>58,176</b>	<b>860</b>	<b>6664.7%</b>
Non-Revenue PAX						
Enplaned	749	826	-9.3%	3,813	3,679	3.6%
Deplaned	762	831	-8.3%	3,640	3,473	4.8%
<b>Total Non-Revenue PAX</b>	<b>1,511</b>	<b>1,657</b>	<b>-8.8%</b>	<b>7,453</b>	<b>7,152</b>	<b>4.2%</b>
<b>Total PASSENGERS</b>	<b>77,846</b>	<b>32,948</b>	<b>136.3%</b>	<b>270,808</b>	<b>125,112</b>	<b>116.5%</b>
<b>AIRCRAFT OPERATIONS</b>						
Air Carrier	559	496	12.7%	2,568	2,262	13.5%
Air Taxi	179	323	-44.6%	999	1,575	-36.6%
General Aviation - Itinerant	8,406	6,964	20.7%	34,972	33,922	3.1%
General Aviation - Local	4,786	4,023	19.0%	20,680	18,649	10.9%
Military	75	97	-22.7%	488	399	22.3%
<b>Total OPERATIONS</b>	<b>14,005</b>	<b>11,903</b>	<b>17.7%</b>	<b>59,707</b>	<b>56,807</b>	<b>5.1%</b>

**Melbourne Orlando International Airport  
Police Department  
Monthly Activity Report  
May 2022**

Police Activity/ TSA Required Checks	
Response to Door & Gate Alarms	199
TSA Assists	6
Perimeter	133
Area Patrols	138
Door inspections	13
SIDA & Secure Area Inspections	236
Gate Inspections	6
Customs Assists / Weapons Check	0
Security Violations	4
Assist to Other Agencies	33
Aircraft Alerts	4
Arrests	0
*Other Incident Reports	151
Traffic Details/ Parking Citations/Warnings	18
K9 training & patrols	1
<b>Total</b>	<b>942</b>
<b>Administrative Action</b>	
Security Badges Issued	174
Parking Permits Issued	38
<b>Total</b>	<b>212</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

### Security Violations

A Badged person allowed a bag to exit the screening area without being screened by TSA. Security violation issued.

A badged person attempted to gain access to the N377V gate with an expired badge. Security violation issued.

Badged person left before the S150V gate closed all the way. Security violation issued.

A badged person attempted to gain access to the N377V gate with an expired badge. A security violation was issued.

### Arrests

None

### MISC./ OTHER

5/1/2022 – Terminal – Escort Florida K9 to familiarize their canines in an airport environment.

5/2/2022 – FIT Ramp – Aircraft engine caught fire upon startup.

05/03/2022 – Concourse – Theft of iPhone from charging station.

05/03/2022 – N. Apollo Blvd – Assisted Brevard County Sheriff's Office with securing prisoner.

5/9/2022 – 1 Air Terminal Parkway - Motor vehicle crash.

05/10/2022 – Martin Luther King Blvd – Assisted Melbourne Police Department with arrest.

05/15/2022 – Martin Luther King Blvd – Assisted Melbourne Police Department with suspect combative with staff.

5/17/2022 – 1 Air Terminal Pkwy – Customer struck fixed pillar while exiting short-term parking damaging the gate arm and post.

05/17/2022 – NASA Blvd and Woody Burke – Assisted Melbourne Police Department with habitual traffic offender.

05/24/2022 – Hickam Dr. – Assisted Melbourne Police Department with an unwanted guest staying at the residence.

5/28/22 – 1 Air Terminal Parkway – Motor vehicle crash at the long-term parking entrance.