

Minutes  
January 18, 2018  
Regular Meeting

**A. ROLL CALL**

Meeting was called to order by Chair Messer at 8:30 a.m. in the Council Chambers at City Hall. Also present were Commissioner Brousseau, Commissioner Dustin, Vice Chair Lenhard and Commissioner Rideoutte.

Staff and Authority Counsel present were Mr. Rozansky, Mr. Owens, Ms. Terrill, Mr. Keith, Mr. Frost, Mr. Langley, Mr. Jefferson, Mr. Estrada and Ms. Menard.

**B. PLEDGE OF ALLEGIANCE**

**C. AGENDA**

Mr. Rozansky stated that there was one addition as follows: 1) Under G. Action Items, a new item has been added as G.6., Authorize the Executive Director to execute a task order with Hanson Professional Services, Inc. for the fuel facility expansion design, bidding and construction phase services in an amount not to exceed \$122,310. Mr. Rozansky reported that the Action Item briefing paper was sent to the Board in an email and was distributed to each at the dais this morning.

**D. MINUTES**

**1. December 21, 2017 Regular Meeting**

Mr. Rozansky stated that there was a minor revision to the December 21<sup>st</sup> minutes as follows: On page 6, under J.1. Management Team Report, fifth sentence reads "Commissioner Dustin added that in accordance with the Bylaws, auditors are required to meet with the Audit Committee after the audit in order for Committee members to ask questions." Mr. Rozansky said that "in accordance with the Bylaws" should be replaced with the words, "as a point of order."

Commissioner Dustin moved approval of the December 21, 2017 Regular Meeting minutes with the corrections as specified by Mr. Rozansky. Commissioner Rideoutte seconded. Motion passed unanimously 5-0.

**E. PRESENTATIONS AND TIME CERTAIN ITEMS**

**F. PUBLIC COMMENTS**

There were no public comments.

**G. ACTION ITEMS (Public comments accepted for each item; 5 minute limit)**

**1. Election of Chair**

Chair Messer stated that every year in January, the board elects a Chair and Vice Chair. Chair Messer reviewed the guidelines for nominations.

Commissioner Rideoutte nominated Commissioner Messer for Chair for a period of one year, and Chair Messer accepted the nomination to serve as Chair. There were no other nominations. Motion passed 5-0 to elect Commissioner Messer to be the Chair of the Board for a term of one year.

**2. Election of Vice Chair**

Commissioner Dustin nominated Commissioner Lenhard to serve as Vice Chair. Commissioner Lenhard accepted the nomination. There were no other nominations. Motion passed 5-0 to elect Commissioner Lenhard to be the Vice Chair of the Board for a period of one year.

**3. Committee Appointments (Chair)**

Chair Messer appointed Commissioners to serve as follows:

- Audit Committee: Mr. Rideoutte, Chair  
Mr. Dustin, Member
- Consultant Selection Committee: Mr. Lenhard, Chair  
Mr. Rideoutte, Member
- Legal Liaison: Mr. Brousseau
- Noise Compatibility Committee: Ms. Messer

**4. Authorize the Chair to Execute Resolution No. 2018-1, Resolution of City of Naples Airport Authority Delegating Certain Administrative and Operational Powers and Duties to the Executive Director; and, repealing Resolution 2017-1**

Mr. Rozansky reviewed the recommended revisions to existing Resolution No. 2017-1. He noted that Article II(A)(2) has been amended to provide the Executive Director with the authority to execute leases for an initial lease term of three years rather than two years and that the provision for the two-year option to extend leases would be kept the same. He said Section (B)(1) and other related paragraphs were also amended for consistency. Pertaining to procurement, Mr. Rozansky explained the recommended changes to Section IV and Section V which would be combined and renamed as Section IV, Contracts for Procurement of Commodities and Contractual Services. Mr. Rozansky stated that other non-material revisions were made throughout the Resolution to eliminate redundant language and remove specific statutory or regulatory references, as these specific references may change.

There was discussion regarding the frequency of the Board's review of this Resolution.

Commissioner Dustin moved Board approval for the Chair to execute Resolution No. 2018-1, Resolution of City of Naples Airport Authority Delegating Certain Administrative and Operational Powers and Duties to the Executive Director; and, repealing Resolution 2017-1. Vice Chair Lenhard seconded. Motion passed unanimously 5-0.

**5. Authorize the Executive Director to Execute a Memorandum of Agreement to Reimburse US Customs and Border Protection to Replace Certain Data/Voice Equipment in an Amount Not to Exceed \$57,541**

Mr. Estrada requested Board authorization for the Executive Director to sign a Memorandum of Agreement (MOA) to reimburse US Customs and Border Protection (CBP) for data/voice equipment replacement cost in an amount not to exceed \$57,541. He said staff was recently notified of the CBP's request for IT equipment which is required every three to five years under the original MOA. Mr. Estrada stated that this cost was not anticipated in the FY 2018 operating budget; however, staff will maintain total expenses within the adopted budget.

There was Board and staff discussion regarding the unscheduled request and our communication with CBP to provide better notice for equipment needs so that funds can be budgeted properly.

Commissioner Rideoutte moved Board approval for the Executive Director to sign a Memorandum of Agreement (MOA) to reimburse US Customs and Border Protection (CBP) for data/voice equipment replacement cost in an amount not to exceed \$57,541. Commissioner Dustin seconded. Motion passed unanimously 5-0.

**6. Authorize the Executive Director to Execute a Task Order with Hanson Professional Services, Inc. for the Fuel Facility Expansion Design, Bidding, and Construction Phase Services in an Amount Not to Exceed \$122,310**

Mr. Keith requested Board approval for the Executive Director to execute a task order with Hanson Professional Services, Inc. for a fuel farm bid package in an amount not to exceed \$122,310. Mr. Keith displayed a location map of the fuel farm area and provided an overview of the current fuel farm which has a capacity of 110,000 gallons of above ground Jet A fuel storage. He described potential delivery issues that could arise during peak periods and stated that this project would add one 40,000 gallon tank with a pad for an additional 40,000 gallon tank in the future. In addition, the proposal includes adding a restroom, equipment shed, rehabilitation of the existing facility and possibly erecting a canopy over the delivery area to provide protection from adverse weather conditions when fuel loads are being accepted or trucks are being loaded.. Mr. Keith reviewed the design of the area. He stated that staff would like to get this on the schedule for completion prior to the beginning of next "season"

A question and answer period followed.

Commissioner Brousseau moved Board approval for the Executive Director to execute a task order with Hanson Professional Services, Inc. for the Fuel Facility expansion design, bidding, and construction phase services in an amount not to exceed \$122,310. Commissioner Rideoutte seconded. Motion passed unanimously 5-0.

**H. NEW BUSINESS**

There was no new business.

**I. OLD BUSINESS**

**1. Noise Compatibility Committee Update**

Chair Messer provided a brief overview of the January 11<sup>th</sup> NCC Workshop meeting during which Committee members reviewed and discussed possible updates to the NCC's strategic plan. She announced that the NAA Board and NCC will hold a Joint Workshop Meeting at 1:30 p.m. today, January 18<sup>th</sup>, in Council Chambers to learn about the Master Plan Update and that the next NCC Regular Meeting will be held on Thursday, January 25<sup>th</sup>, at the Airport Office Building, 200 Aviation Drive. Chair Messer encouraged the public to attend.

**J. LEADERSHIP TEAM REPORT**

**1. Leadership Team Report**

The Board commented that the new format of the Leadership Team Report was in alignment with the strategic plan and was easier to read. Commissioner Brousseau commented that the Ford Tri-Motor event, sponsored by the Experimental Aircraft Association (EAA), was not listed on the Leadership Team Report and that it was going to be held in February.

**K. FINANCIAL REPORTS**

**1. Financial Summary**

Mr. Langley reported on actuals against budget for the month of December. Operating revenues, net of cost of goods sold, was favorable to budget by 10.05%. Operating expenses were unfavorable to budget by 9.97%. This was related to a three pay period month in December which effected personnel expenses. Income from operations was favorable to budget by 12.55%. Net income after other income and expense was favorable to budget by 36.84%. Year-to-date, the Authority's net income was favorable to budget by \$356,381 or 85.49%. He reported positive fuel sales revenues for the month, the highest December in nine (9) years. A question and answer period followed.

Vice Chair Lenhard moved acceptance of the December Financial Summary. Commissioner Dustin seconded. The motion passed unanimously 5-0.

**L. COUNSEL'S REPORT**

**1. Counsel's Report**

Mr. Owens reported that there was no pending or new litigation. Mr. Rozansky added that with the retirement of Ms. Dugan, Bond Schoeneck and King has committed additional resources in the interim to mitigate the impact of her departure. Mr. Rozansky expressed his appreciation for Bond Schoeneck's assistance.

**M. PUBLIC COMMENTS (5 minute limit)**

There were no public comments.

**N. CORRESPONDENCE/COMMISSIONER COMMENTS & REQUESTS/MEETINGS**

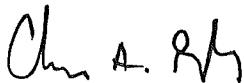
**1. Audit Committee**

As a follow up from the December Regular Meeting pertaining to the Audit Committee's obligations, Mr. Rozansky stated that he reviewed the Bylaws and researched Audit Committee meetings held since 2010, as well as the scheduled discussion items at those meetings. He read an excerpt from the Bylaws pertaining to the governance of financial matters and the audit. Mr. Rozansky requested Board discussion and consensus of Audit Committee meetings and its responsibilities in regards to the FY 2017 Annual Audit and Financial Report. Mr. Rozansky proposed three options for consideration as follows: 1) Schedule an Audit Committee meeting with the auditors in February and present the audit and financial report for adoption at the March Regular meeting. 2) Provide the audit and financial report to the FY 2017 Audit Committee members individually and ask them separately whether they would like to convene a meeting of the Audit Committee 3) In the interest of time, invite the auditors to present the audit and financial report at the February Regular meeting and consider their adoption thereafter during that meeting.

There was Board and staff discussion regarding the recommended options, the role and responsibilities of the Audit Committee as specified by the Board, and best practices for auditing. There was Board consensus for the FY 2017 Audit Committee to speak individually with the auditors and make a determination for the auditors to either convene an Audit Committee meeting or to present the financials and audit at the February Regular Meeting for adoption.

**O. ADJOURN**

With no further business, the meeting adjourned at 9:47 a.m.



Christopher A. Rozansky  
Secretary

**NOTE:** Printed copies of all visual presentations and handouts are on file in the Executive Assistant's Office.

**CITY OF NAPLES AIRPORT AUTHORITY (NAA)  
Board of Commissioners  
Notice of Regular Meeting**



**FINAL AGENDA**

City Hall Council Chambers  
735 Eighth Street South  
Naples, FL 34102

**Thursday, January 18, 2018  
8:30 a.m.**

**Commissioner Donna M. Messer – Chair and NCC Liaison  
Commissioner Michael Lenhard – Vice Chair and Consultant Selection Committee Member  
Commissioner James Rideoutte – Audit Committee Chair  
Commissioner Ted Brousseau – Legal Liaison and Audit Committee Member  
Commissioner Kerry C. Dustin  
Executive Director: Christopher A. Rozansky  
Authority Attorney: William L. Owens, Esq. of Bond, Schoeneck & King, PLLC**

**Welcome.** If you wish to address the Board of Commissioners regarding an item listed on the Agenda, please complete a Speaker Registration form (available at the rear of the room) and hand it to the Executive Assistant prior to consideration of that item. We ask that speakers limit comments to 5 minutes and that large groups name a spokesperson whenever possible. All written, audio-visual, and other materials distributed to the Board or staff during this meeting will become the property of NAA and will be a public record. Thank you for your interest and participation.

**NOTICE**

Formal action may be taken on any item listed on the Agenda below, or added to the Agenda before or during the meeting, or discussed during the meeting without being added to the Agenda. Also, the sequence of items may be changed as the meeting progresses.

Any person who decides to appeal a decision of this Board with respect to any matter considered at this meeting (or hearing) will need a record of the proceeding and 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 heard.

Any person with a disability requiring auxiliary aids or services in order to participate in this proceeding for meetings at the City Council Chamber may call the City Clerk's Office at 213-1015, or for meetings at the Airport Office Building, the NAA Executive Assistant's Office at 643-0733, with requests at least two business days before the meeting.

Information on Action Items and other items which has been provided in advance of this meeting may be inspected at the office of the Executive Assistant, General Aviation Terminal Building, 2nd Floor, 160 Aviation Drive North. Minutes of this meeting will be prepared for Board approval, usually at the next Regular Meeting.

**A. ROLL CALL**

**B. PLEDGE OF ALLEGIANCE**

**C. AGENDA (Add, delete or re-sequence items)**

**D. MINUTES**

1. December 21, 2017 Regular Meeting

**E. PRESENTATIONS AND TIME CERTAIN ITEMS**

**F. PUBLIC COMMENTS ON GENERAL TOPICS NOT ON THE CURRENT AGENDA**

**G. ACTION ITEMS (Public comments accepted for each item; 5 minute limit)**

1. Election of Chair
2. Election of Vice Chair
3. Committee Appointments (Chair)
4. Authorize the Chair to execute Resolution No. 2018-1, Resolution of City of Naples Airport Authority Delegating Certain Administrative and Operational Powers and Duties to the Executive Director; and, repealing Resolution 2017-1
5. Authorize the Executive Director to Execute a Memorandum of Agreement to Reimburse US Customs and Border Protection to replace certain Data/Voice Equipment in an amount not to exceed \$57,541
6. Authorize the Executive Director to execute a Task Order with Hanson Professional Services, Inc. for the Fuel Facility Expansion Design, Bidding, and Construction Phase Services in an amount not to exceed \$122,310.

**H. NEW BUSINESS**

**I. OLD BUSINESS**

1. Noise Compatibility Committee Update

**J. LEADERSHIP TEAM REPORT**

1. Leadership Team Report

**K. FINANCIAL REPORTS**

1. Financial Summary

**L. COUNSEL’S REPORT**

1. Counsel’s Report

**M. PUBLIC COMMENTS (5 minute limit)**

**N. CORRESPONDENCE/COMMISSIONER COMMENTS & REQUESTS/MEETINGS**

1. Audit Committee

**O. ADJOURN**