

Minutes
October 20, 2016
Regular Meeting

A. ROLL CALL

Meeting was called to order by Chair Messer at 8:32 a.m. in the Council Chambers at City Hall. Also present were Commissioner Stricklen, Commissioner Evans, and Vice Chair Nocera. Commissioner Rideoutte had an excused absence.

Staff and Authority Counsel present were Mr. Rozansky, Mr. Owens, Ms. Dugan, Ms. Etelamaki, Mr. Frost, Ms. Terrill, Mr. Keith, Mr. Jefferson, Ms. Bendle, Ms. Frank, Ms. Gabel, Ms. Allen, Ms. Donovan, Ms. Hart, Ms. Monville, and Ms. Menard. Also present was Ms. Jennifer Hamilton of Gravina Smith Matte & Arnold.

B. PLEDGE OF ALLEGIANCE

C. AGENDA

Mr. Rozansky advised that there were two changes to the agenda as follows:

- 1) Action Item 7, Authorize the Chair to Execute Resolution 2016-7, Authorizing the Executive Director to Execute a Joint Participation Agreement (JPA) with the Florida Department of Transportation to Participate in a Project to Design and Construct an Aircraft Rescue Fire Fighting Facility (ARFF) in an Amount Not To Exceed \$300,000, was added and reflected in the revised agenda distributed to Board members.
- 2) On Action Item 2, the Resolution associated with that action item was revised to more accurately reflect the wording in the Florida Department of Transportation Joint Participation Agreement.

D. MINUTES

1. 15 September 2016 Regular Meeting

On page 4 of the minutes, Commissioner Stricklen recommended that in the boldface heading of Action Item No. 2, the amount of "\$1,580,993" be substituted for the amount of "\$1,580.993" to correct the period used instead of a comma.

On page 4 under Action Item No. 3 of the minutes, Commissioner Stricklen stated that his name has been recorded as the person making the motion and the one seconding the motion. He recommended staff review the meeting recording to correct the motion and the second properly. *[After staff review, the minutes were corrected to reflect that Commissioner Stricklen moved Board authorization for the Chair to execute Resolution 2016-3 as presented by Mr. Keith, and Vice Chair Nocera seconded.]*

On page 2 of the minutes under Public Comments regarding Mr. Brousseau's request to include language in the Gateway Policy amendment stating that the Board's vote should not be construed as an endorsement to raise the building height to 150 or 160 feet, Chair Messer commented that Commissioner Stricklen and Commissioner Evans agreed with Mr. Brousseau's position. She

reported that a motion was not made to add this language when the policy amendment was being considered; and if Board members would like to reconsider amending the policy, the item would need to be added to the agenda for the November meeting. After discussion, there was Board consensus that the policy amendment should stand as written.

On page 7 in the first sentence under the Management Team Report, Chair Messer advised that the language was incomplete, and she recommended the sentence be corrected to read, "Chair Messer commented on the increase in fuel sales as noted in the Management Team Report."

Vice Chair Nocera moved approval of the corrected 15 September 2016 Regular Meeting minutes as noted above. Commissioner Stricklen seconded. Motion passed 4-0 with Commissioner Rideoutte absent.

2. 11 October 2016 Consultant Selection Committee for Engineering Services – ARFF Building Replacement Program

Commissioner Stricklen moved approval of the 11 October 2016 Consultant Selection Committee Meeting minutes. Vice Chair Nocera seconded. Motion passed 4-0 with Commissioner Rideoutte absent.

E. PRESENTATIONS AND TIME CERTAIN ITEMS

1. Certificate of Achievement for Excellence in Financial Reporting

Chair Messer announced that Sheila J. Etelamaki, Senior Director of Finance and Administration, and her staff were awarded the Certificate of Achievement for Excellence in Financial Reporting, the highest form of recognition in governmental accounting and financial reporting, for the 11th consecutive year for the submission of the Comprehensive Annual Financial Report for fiscal year ending September 30, 2015. She presented Ms. Etelamaki with the Certificate of Achievement. Ms. Hamilton photographed the Finance Team with Chair Messer and Mr. Rozansky.

2. Matt Hagans, CEO – Eagle Creek Aviation Services, Inc.

Mr. Matt Hagans, 2242 Silver Palm Place, Naples, Florida is the owner and CEO of Eagle Creek Aviation Services, Inc., the holding company that owns Naples Jet Center. Mr. Hagans provided an overview of his business at the Naples Jet Center, which operates at the Naples Municipal Airport. He reported that there has been a decline in demand for maintenance, repair and overhaul services; and conversely, he has seen growth in Naples for aircraft hangar and management services. Mr. Hagans outlined his business strategy and provided a status of the Lease Assignment with his new partner, Gulf Coast, LLC, to construct the hangar.

A question and answer period followed regarding economic conditions being experienced and the terms of the lease assignment.

F. PUBLIC COMMENTS

Mr. Joel Banow, 3837 Huelva Court, Naples, and Board member of the Museum of Military Memorabilia, thanked the Board for the Museum's new space at the Commercial Terminal and invited

Board members for a tour. He announced that the Museum changed their name to the Naples Museum of Military History and expanded its Board to gain more recognition and for the opportunity to build a brand new museum. Vice Chair Nocera commented that one of his goals on the NAA Board has been to have a Museum for antique planes and encompassing both would tie together perfectly. Mr. Rozansky advised that he would be meeting with Mr. Banow and some of the Museum's Board members in a few weeks and commented that it would give him confidence for the Museum to develop a capital campaign and business plan prior to the Authority partnering with them.

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

1. Authorize the Chair to Execute Second Amendment to Lease Agreement – Arthur L. Allen and Consent to Encumbrance and Agreement with Lender – Charlotte State Bank and Trust

Ms. Dugan requested Board authorization for the Chair to execute the Second Amendment to Lease Agreement between City of Naples Airport Authority and Arthur L. Allen and the Consent to Encumbrance and Agreement with Lender between City of Naples Airport Authority and Charlotte State Bank and Trust. Ms. Dugan displayed an aerial of the land lease location and provided a brief summary of Mr. Allen's long term North Quadrant land lease. She advised that Mr. Allen wishes to refinance his existing leasehold mortgage with Charlotte State Bank and Trust. She said that during the due diligence period, the title company discovered a minor discrepancy between the legal description from the original lease and a new legal description prepared for the Bank. In order to correct the legal description, it was necessary to amend the lease agreement. Ms. Dugan stated that the Consent to Encumbrance Agreement with Lender is the standard form previously approved by the Board.

Vice Chair Nocera moved approval for the Chair to execute the Second Amendment to Lease Agreement and the Consent to Encumbrance and Agreement with Lender as presented by Ms. Dugan. Commissioner Evans seconded. Motion passed 4-0 with Commissioner Rideoutte absent.

2. Authorize the Chair to Execute Resolution 2016-6, Authorizing the Executive Director to Accept a Joint Participation Agreement (JPA) with the Florida Department of Transportation to Participate in a Project to Relocate and Extend Taxiway Delta – North Quad in an Amount Not To Exceed \$400,000

Mr. Keith requested Board authorization for the Chair to execute Resolution 2016-6, authorizing the Executive Director to execute a Joint Participation Agreement (JPA) with the FDOT to participate in a project to relocate and extend Taxiway Delta – North Quad in an amount not to exceed \$400,000. Mr. Keith displayed an aerial of the Taxiway Delta location. He provided a summary of the project and explained the program funding. Mr. Keith estimated that after the design work is finished, the construction could commence in the summer of 2017 with a three to four month completion date.

Vice Chairman Nocera moved Board approval for the Chair to execute Resolution 2016-6, as presented by Mr. Keith. Commissioner Stricklen seconded. Motion passed 4-0 with Commissioner Rideoutte absent.

Board members thanked Mr. Keith for his efforts, and Mr. Rozansky added his appreciation.

3. Board Approval of the Consultant Selection Committee Ranking for Engineering Services – ARFF Building Replacement Program

Mr. Keith requested Board approval of the Consultant Selection Committee's ranking of the three firms that were interviewed on October 11, 2016, for engineering services – ARFF Building Replacement Program as follows:

- (1) Atkins
- (2) BSSW Architects Inc.
- (3) Lunz Prebor Fowler Architects

Commissioner Evans moved Board approval of the Consultant Selection Committee's ranking as presented by Mr. Keith. Commissioner Stricklen seconded. Motion passed 4-0 with Commissioner Rideoutte absent.

4. Authorize the Executive Director to Execute an Addendum to the AvFuel Contract

Mr. Frost requested Board authorization for the Executive Director to execute an Addendum to the AvFuel contract, which will allow the Authority to offer the AvTrip program as well as purchase unblended Jet A fuel. He stated that the Authority acquired the former HMA Hangar and a 12,000 gallon fuel tank in late 2014, and it does not allow the use of preblended Jet A fuel currently included in the AvFuel contract. He explained the differences between the two fuels and advised that amending the contract to allow the purchase of the unblended Jet A fuel would provide a beneficial service to our customers as well as permit the Collier County Airport Authority to piggy-back on the NAA's AvFuel contract.

Mr. Frost introduced Ms. Cathy Frank, the Authority's senior customer service representative. Ms. Frank spoke on her experience at the Authority, with pilots and the AvTrip Rewards Program. She thanked the Board for their consideration in approving this Addendum.

In response to Chair Messer's question regarding Ms. Frank's statement of the possibility to offer reward points to unhappy customers, Mr. Frost advised that until the program is established, there would be no plan to issue points for that purpose.

Commissioner Stricklen encouraged staff to isolate the impact and benefits of the program. Mr. Rozansky added that there is an audit trail procedure for issuance of points that staff will monitor.

Mr. Frost responded to Commissioner Stricklen regarding the quality control system and procedures that ensure aircraft receive the correct fuel.

Vice Chair Nocera moved Board approval for the Executive Director to execute an Addendum to the AvFuel contract as presented by Mr. Frost and Ms. Frank. Commissioner Evans seconded. Motion passed 4-0 with Commissioner Rideoutte absent.

5. Authorize the Chair to Execute Interlocal Agreement Between the City of Naples and the Naples Airport Authority for Law Enforcement Staff Agreement

Mr. Frost requested Board authorization for the Chair to execute the Interlocal Agreement between the City of Naples Airport Authority and the City of Naples to provide police services at the Naples Municipal Airport. Mr. Frost stated that if the Agreement was mutually agreed upon, the Agreement would continue until Sept 30, 2019, and the amount of the Interlocal Agreement will be the same as the previous agreement at \$29,280 per year.

Commissioner Stricklen moved Board approval for the Chair to execute the Interlocal Agreement between the City of Naples Airport Authority and the City of Naples to provide police services at the Naples Municipal Airport. Vice Chair Nocera seconded. Motion passed 4-0 with Commissioner Rideoutte absent.

6. Board Authorization to Upgrade the Financial System from NAV 2013 to NAV 2016 and Install Navigator and Award Vision Application Software in an Amount Not To Exceed \$105,000

Ms. Etelamaki requested Board authorization to upgrade the Authority's financial system from NAV 2013 to NAV 2016 and install Navigator and Award Vision application software in an amount not to exceed \$105,000. She provided a brief summary of the enhancements.

In response to Commissioner Evans, Ms. Etelamaki advised that this is a one-time payment; however, there are annual maintenance and support costs on the licenses and those costs have been built into the operating budget.

Vice Chair Nocera moved Board authorization to upgrade the Authority's financial system from NAV 2013 to NAV 2016 and install Navigator and Award Vision application software in an amount not to exceed \$105,000. Commissioner Stricklen seconded. Motion passed 4-0 with Commissioner Rideoutte absent.

7. Authorize the Chair to Execute Resolution 2016-7, Authorizing the Executive Director to Execute a Joint Participation Agreement (JPA) with the Florida Department of Transportation to Participate in a Project to Design and Construct an Aircraft Rescue Fire Fighting Facility (ARFF) in an Amount Not To Exceed \$300,000

Mr. Keith requested Board authorization for the Chair to execute Resolution 2016-7, authorizing the Executive Director to execute a Joint Participation Agreement (JPA) with the Florida Department of Transportation to participate in a project to design and construct an Aircraft Rescue Fire Fighting Facility (ARFF) in an amount not to exceed \$300,000. Mr. Keith advised that the JPA is worded similarly to the JPA in Action Item 2 in that it allows the Authority to conduct the design work; and if we decide to move forward with it, we would be able to do so and be reimbursed for the construction in those years where the funds are programmed. A question and answer period followed.

Vice Chair Nocera moved Board authorization for the Chair to execute Resolution 2016-7, authorizing the Executive Director to execute a Joint Participation Agreement (JPA) with the Florida Department of Transportation to participate in a project to design and construct an Aircraft Rescue

Fire Fighting Facility (ARFF) in an amount not to exceed \$300,000. Commissioner Stricklen seconded. Motion passed 4-0 with Commissioner Rideoutte absent.

H. NEW BUSINESS

There was no new business.

I. OLD BUSINESS

1. Noise Compatibility Committee (NCC) Update

Chair Messer reported that the NCC held a workshop meeting on October 4th to gain knowledge from industry subject matter experts who have been dealing with Metroplex issues across the country. She advised that the presentations by Mr. Peter Kirsch, a partner with the law firm of Kaplan Kirsch & Rockwell, and Mr. Dennis Roberts, Regional Administrator, FAA Southern Region, were informative and urged those who have not seen them to watch them by accessing the flynaples.com website. Chair Messer provided an overview of the Central/South Florida Metroplex project and the NCC's discussions to request key information from the FAA that would facilitate stakeholder discussions. She announced that the next regular meeting of the NCC will be on Thursday, October 27th, at 9 a.m. in the Airport Office Building, 200 Aviation Drive North, and encouraged the public to attend.

Chair Messer added that as a result of the NCC's continued efforts to get airplanes higher, faster, sooner, she, Mr. Ernie Linneman (the NCC Chair), Mr. Rozansky, and Ms. Dugan were invited to a meeting at Ft. Myers Terminal Radar Approach Control Facilities (TRACON) on Monday, October 17th, to follow up on initial discussions with the FAA. She recapped the meeting and reported that it was an excellent meeting, and both sides left to further investigate options.

Mr. Rozansky provided more information regarding the manner in which the FAA performs its environmental evaluation and assessment of noise impacts down to a 45 decibel level. In response to Mr. Rozansky's request, there was Board consensus, contingent upon approval by the NCC, for staff to draft a letter to the FAA requesting key information from the FAA to facilitate stakeholder discussions.

2. Air Service Update

An Air Service Update was distributed to Board members in advance of the Board meeting. In Commissioner Rideoutte's absence, Mr. Rozansky reviewed the update which included passenger and flight data, expenses incurred and revenues through September 2016, as well as the status of Elite Airways' schedule.

Commissioner Stricklen raised two concerns. The first concern was pertaining to Elite's compliance to the Agreement to provide nonstop air service to a major hub and questioned if the Authority was getting the service Elite agreed to provide, and the second concern was regarding the sale of Jet A fuel to Elite at a discounted rate. Chair Messer stated that she shared Commissioner Stricklen's concerns and had discussed these concerns with Mr. Rozansky prior to the end of Elite's six-month period of providing nonstop air service to a major hub. She appreciated Commissioner Stricklen for bringing these items up. There was Board and staff discussion regarding these matters.

Mr. Rozansky recommended that he and the Authority's Legal Counsel review Elite's contract to address the concerns raised and provide feedback to the Board; and if Elite is not providing a level of service satisfactory to the Board or community, the Board could have a discussion to determine next steps. With respect to the Rates and Charges, Mr. Rozansky said that the cost plus 10 cents per gallon of fuel was likely part of an incentive program to attract air service which was a longstanding goal established by the Board prior to his employment. Although it was Vice Chair Nocera's and Mr. Rozansky's understanding that the Authority was in a trial period with Elite, Mr. Rozansky added that he was happy to accept any additional tasks regarding these issues.

On the positive side, Chair Messer commented that there have not been any noise issues associated with the addition of commercial air service.

J. MANAGEMENT TEAM REPORT

1. Management Team Report

In reference to the Activity Report for period ending September 30th, Commissioner Stricklen pointed out that there were 102 departures and 100 arrivals noted and said that the reported data may be a typographical error. Mr. Rozansky said that he would review the report and clarify any error.

On page 1 of the Management Team Report, Chair Messer commented on the reference to the three new employee programs. She congratulated Mr. Rozansky and his team for their increased employee engagement, enhancing communications and heightening interdepartmental and individual trust.

On page 3 under the Finance Department section of the Management Team Report, Chair Messer noted that Jet A fuel sales have finally broken the gallon record set in FY 2007.

On the Human Resources Metrics report, Chair Messer commented that FY 2016 damage incidents are down from FY 2015, and she would like to have the goal of reducing the number of incidents included in the FY 2017 Strategic Plan.

Commissioner Evans complimented Ms. Terrill and the team regarding the Infographics on the last page of the Management Team Report and asked staff how the information is used. Mr. Rozansky responded that the information is on a thumb drive, along with other pertinent information, and is being distributed to attendees at every presentation that the Authority gives in the community or to pilots and other stakeholders.

K. FINANCIAL REPORTS

1. Financial Summary

Ms. Etelamaki provided a summary of preliminary year-to-date financial reports at the end of September 2016. Ms. Etelamaki and Mr. Rozansky responded to the Board's questions. A question and answer period followed.

Commissioner Evans requested that staff research and report the price of Jet A fuel in Melbourne for discussion on the Elite matters.

Commissioner Stricklen asked if there was a strategy to replace our diminishing concession fees or to reverse the trend. Mr. Rozansky reported that staff is in the process of finalizing an RFP for car rental services and stated that rates will be kept the same, based on a comparison of rates at nearby airports. Mr. Rozansky added that staff is challenging the car rental companies to assist the Authority with the General Aviation parking space situation during season. Mr. Rozansky stated that the shortfall in car rental fees is reflective of the car industry in general and partly due to the ridesharing services of Uber and Lyft. Commissioner Stricklen requested a report showing how much car rental revenue comes from airport users vs. off-airport users. Ms. Etelemaki confirmed that the data is captured and she will provide a breakdown.

Vice Chair Nocera moved acceptance of the Financial Summary. Commissioner Evans seconded. The motion passed 4-0 with Commissioner Rideoutte absent.

L. COUNSEL'S REPORT

1. Counsel's Report

Mr. Owens reported that there was no pending or new litigation to report.

M. PUBLIC COMMENTS (5 minute limit)

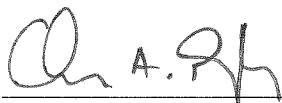
There were no public comments.

N. CORRESPONDENCE/COMMISSIONER COMMENTS & REQUESTS/MEETINGS

Chair Messer reminded the public that applications are being accepted for a Commissioner's seat which expires after the November Regular Meeting. She encouraged anyone interested in applying for a seat on the Authority Board to visit www.naplesgov.com and select "Boards and Committees" for more information.

O. ADJOURN

With no further business, the meeting adjourned at 10:10 a.m.



Christopher A. Rozansky
Secretary

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

**BOARD OF COMMISSIONERS OF
CITY OF NAPLES AIRPORT AUTHORITY**

Chair: Donna M. Messer

Commissioners: John Nocera, Dick Evans, James Rideoutte, Raymond Stricklen

Executive Director: Christopher A. Rozansky

Authority Attorney: William L. Owens, Esq. of Bond, Schoeneck & King, PLLC

**NOTICE OF REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF
CITY OF NAPLES AIRPORT AUTHORITY
THURSDAY, OCTOBER 20, 2016 8:30 A.M.
CITY HALL COUNCIL CHAMBERS
735 EIGHTH STREET SOUTH - NAPLES, FLORIDA**

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 made by the Board of Commissioners 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 proceeding is made, which record includes the testimony and evidence upon which the appeal is to be heard.

NOTICE: Any person with a disability requiring auxiliary aids or services 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.

SPEAKERS: 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.

A. ROLL CALL

B. PLEDGE OF ALLEGIANCE

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

D. MINUTES

1. 15 September 2016 Regular Meeting
2. 11 October 2016 Consultant Selection Committee for Engineering Services - ARFF Building Replacement Program

E. PRESENTATIONS AND TIME CERTAIN ITEMS

1. Certificate of Achievement for Excellence in Financial Reporting
2. Matt Hagans, CEO – Eagle Creek Aviation Services, Inc.

F. PUBLIC COMMENTS (Public comments accepted for items not otherwise listed on the Agenda; 5 minute limit)

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

1. Authorize the Chair to Execute Second Amendment to Lease Agreement – Arthur L. Allen and Consent to Encumbrance and Agreement with Lender – Charlotte State Bank and Trust
2. Authorize the Chair to Execute Resolution 2016-6, Authorizing the Executive Director to Accept a Joint Participation Agreement (JPA) with the Florida Department of Transportation to Participate in a Project to Relocate and Extend Taxiway Delta – North Quad in an Amount Not To Exceed \$400,000
3. Board Approval of the Consultant Selection Committee Ranking for Engineering Services - ARFF Building Replacement Program
4. Authorize the Executive Director to Execute an Addendum to the AvFuel Contract
5. Authorize the Chair to Execute Interlocal Agreement Between the City of Naples and the Naples Airport Authority for Law Enforcement Staffing Agreement
6. Board Authorization to Upgrade the Financial System from Nav 2013 to Nav 2016 and Install Navigator and Award Vision Application Software in an Amount Not To Exceed \$105,000
7. Authorize The Chair To Execute Resolution 2016-7, Authorizing the Executive Director to Execute a Joint Participation Agreement (JPA) with the Florida Department of Transportation to Participate in a Project to Design and Construct an Aircraft Rescue Fire Fighting Facility (ARFF) in an Amount Not To Exceed \$300,000

H. NEW BUSINESS

I. OLD BUSINESS

1. Noise Compatibility Committee Update
2. Air Service Update

J. MANAGEMENT TEAM REPORT

1. Management 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

O. ADJOURN

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.
