

Minutes
November 14, 2017
Workshop Meeting

A. ROLL CALL

Meeting was called to order by Chair Messer at 1:30 p.m. in the Airport Office Building, 2nd Floor Conference Room. Also present were Commissioner Rideoutte, Vice Chair Evans, Commissioner Lenhard, and Commissioner Brousseau.

Staff and Authority Counsel present were Mr. Rozansky, Mr. Owens, Ms. Dugan, Ms. Terrill, Mr. Frost, Mr. Jefferson, Ms. Bendle, Ms. Vandersluis, Ms. Snyder and Ms. Menard.

B. PLEDGE OF ALLEGIANCE

Chair Messer led the Pledge of Allegiance.

C. AGENDA

There were no changes to the agenda.

D. PRESENTATIONS AND TIME CERTAIN ITEMS

There were no presentations or time certain items.

E. WORKSHOP SESSION

1. Performance Evaluation Process

Ms. Bendle stated that at the May 18, 2017 Regular Meeting, the Board requested a workshop to review and discuss the procedures, criteria, and format utilized to conduct and complete performance reviews of the Executive Director and Legal Counsel. She reviewed the contractor relationship of the Legal Counsel and employee relationship of the Executive Director, summarized performance evaluation practices of other public agencies, and the classic review style used by NAA for evaluating staff. She requested Board feedback and consensus on the process to evaluate the performance of the Executive Director and Legal Counsel.

a. Executive Director's Review

There was Board and staff discussion regarding the timing of the Executive Director's review, the review process, the numerical grading and the content of the form.

There was consensus to amend Mr. Rozansky's employment contract to conduct his review in August of every year, rather than in May.

There was consensus for the review process to remain the same as it is currently whereby the Executive Assistant sends the Executive Director's review form to the Board of Commissioners for their feedback, compiles the ratings and summarizes the information for inclusion in the August Board packet. Mr. Rozansky added that the Performance Management Program consultant may suggest

improvements to the process, and if that occurs, staff would bring the recommendation to the Board for consideration at a future meeting.

Concerns associated with the numerical scoring were discussed. Commissioner Brousseau stated that the current scoring had a lack of the Bell curve. Commissioner Rideoutte suggested that any Board member who gives a grade above or below satisfactory should make comments to justify the grade. Chair Messer expressed concern for Board members who have limited exposure to the Executive Director, making it difficult to answer some of the questions.

There was consensus for the Performance Management professional to evaluate and draft the Executive Director's review form for Board consideration for implementation by the April timeframe.

b. Legal Counsel's Review

Ms. Bendle presented a brief overview of other public agency's evaluation process of their Legal Counsels.

Mr. Rozansky read aloud the second paragraph of Article IV, Section 3 Authority Counsel of the Bylaws as follows:

The Authority Counsel shall be reviewed annually by the Board to assess his/her performance and accomplishments. At three-year intervals the Board shall consider and decide whether to renew the agreement with the Authority Counsel.

Mr. Rozansky stated that Mr. Owens is the primary attorney, however, staff deals with several other attorneys at Bond Schoeneck & King. Mr. Rozansky stated that the individual Legal Counsel's performance review evolved by the Board's Human Resources Committee after a particular request by a Board member several years ago. There was discussion regarding the suitability of a performance review of Mr. Owens vs. a contract review of his firm, Bond Schoeneck & King. Various options about the process were discussed.

There was Board consensus to amend Article IV, Section 3 of the Bylaws to specify that the Authority Counsel's review will be a review of the performance of the contract as opposed to the performance of the individual, and revising the language to review the contract annually, rather than every three years. Mr. Rozansky stated that staff will prepare the draft amendment for Board acceptance at a Regular Meeting in the near future. Mr. Owens recommended that the Board discuss the timing of the review. There was Board consensus to review the contract in August of every year.

2. Airline Incentive Program

Ms. Dugan stated that at the May 18, 2017 Regular Meeting, there was discussion regarding commercial air service and the Board's current position in the event an air service opportunity was presented. At that meeting, there was Board consensus to schedule a workshop meeting to discuss commercial air service and an airline incentive program in greater detail. Ms. Dugan presented a historical review of the NAA Incentive Program that was previously published in the Rates and Charges and removed from publication on October 1, 2017. She reviewed the FAA's guidance on incentive programs, the differences between incentives and subsidies and provided examples of

acceptable and unacceptable incentive programs. Ms. Dugan requested Board discussion regarding the development of an airline incentive program.

Following Board and staff discussion, there was Board consensus to postpone the establishment of an airline incentive program until such time that an opportunity presented itself. Mr. Owens added that under Section II, paragraph B.4. of the Delegation of Powers, Resolution 2017-1, the Executive shall not without the advice and consent of the Board at a regular or special meeting enter into any agreement with an air carrier to provide regularly scheduled passenger air service to Naples Municipal Airport

F. PUBLIC COMMENTS (5 minute limit)

There were no public comments.

G. CORRESPONDENCE/COMMISSIONER COMMENTS & REQUESTS/MEETINGS

There were no correspondence/Commissioner comments and requests/meetings.

H. ADJOURN

With no further business, the meeting adjourned at 3 p.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 Workshop Meeting**



FINAL AGENDA

Airport Office Building, 2nd Floor Conference Room
200 Aviation Drive North
Naples, Florida

**Tuesday, November 14, 2017
1:30 p.m.**

**Commissioner Donna M. Messer – Chair and NCC Liaison
Commissioner Dick Evans – Vice Chair and Consultant Selection Committee Chair
Commissioner James Rideoutte – Audit Committee Chair
Commissioner Ted Brousseau – Legal Liaison and Audit Committee Member
Commissioner Michael Lenhard - Consultant Selection Committee Member
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 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 recommendations 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 recommendation of this Committee 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. PRESENTATIONS AND TIME CERTAIN ITEMS

E. WORKSHOP SESSION

1. Performance Evaluation Process

a. Executive Director's Review

b. Legal Counsel's Review

2. Airline Incentive Program

F. PUBLIC COMMENTS (5 minute limit)

G. CORRESPONDENCE/COMMISSIONER COMMENTS & REQUESTS/MEETINGS

H. ADJOURN

Information on Discussion 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.
