

Minutes  
November 16, 2017  
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 Lenhard, Vice Chair Evans and Commissioner Rideoutte.

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

**B. PLEDGE OF ALLEGIANCE**

**C. AGENDA**

Mr. Rozansky stated that there was one addition to the agenda as follows: 1) Under E. Presentations and Time Certain Items, a new item, Swearing In Ceremony for Incoming Authority Commissioner Dustin, would be added as Item 1, and the three other items under E., would be resequenced as Items 2, 3 and 4.

**D. MINUTES**

**1. October 19, 2017 Regular Meeting**

Commissioner Rideoutte moved approval of the October 19, 2017 Regular Meeting minutes. Vice Chair Evans seconded. Motion passed unanimously 5-0.

**E. PRESENTATIONS AND TIME CERTAIN ITEMS**

**1. Swearing In Ceremony for Incoming Authority Commissioner Dustin**

Ms. Patricia Rambosk, City Clerk, administered the Oath of Office to incoming Authority Commissioner, Mr. Kerry C. Dustin, to serve the term of November 20, 2017 to November 19, 2021.

**2. Certificate of Achievement for Excellence in Financial Reporting**

Chair Messer announced that the Authority's Finance Department was awarded the Certificate of Achievement for Excellence in Financial Reporting, the highest form of recognition in governmental accounting and financial reporting, for the 12<sup>th</sup> consecutive year for the submission of the Comprehensive Annual Financial Report for fiscal year ending September 30, 2016. She recognized both Ms. Sheila Etelamaki and Mr. Norris Langley for leading the Finance team over the past year and thanked Ms. Dugan for her role in originally submitting for the award. Chair Messer presented Mr. Langley with the Certificate of Achievement.

**3. Presentation to Outgoing Vice Chair Evans**

Chair Messer recognized outgoing Vice Chair Evans for his public service and contributions to the community. She presented a plaque to Vice Chair Evans in appreciation of his many contributions to the Naples Airport Authority from 2013-2017.

**4. Employee of the Quarter**

Chair Messer announced Christine Chesser as the recipient of the Authority's Employee of the Quarter. Chair Messer publicly recognized Ms. Chesser's notable achievements and thanked her for her diligence and dedication.

**F. PUBLIC COMMENTS**

There were no public comments.

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

**1. Board Approval for the Executive Director to Execute the Professional Services Agreement for the On-Call Real Estate Appraisal Services Firm**

Ms. Dugan provided a brief summary of the Request for Qualifications (RFQ) process for On Call Real Estate Appraisal Services Firm that was initiated in September 2017, which resulted in one response being received. The Board provided input at the October Regular Meeting regarding the unique situation. Ms. Dugan noted that the responding firm has a great deal of experience with the Authority and is qualified to perform the work. She requested Board authorization for the Executive Director to execute a Professional Services Agreement for On-Call Real Estate Appraisal Services.

Vice Chair Evans moved Board approval for the Executive Director to execute the Professional Services Agreement for the On-Call Real Estate Appraisal Services Firm. Commissioner Brousseau seconded. The motion passed unanimously 5-0.

**2. Approve Expanding the Authority's Lease Term Buy-Back Program to Include Certain Additional Long-Term Land Lease Tenants and Extend the Current Participation Period through December 31, 2018**

Ms. Dugan requested Board approval to expand the Authority's lease term buy-back program that was approved by the Board at the Board's Regular May Meeting to include certain additional long-term land lease tenants and extend the participation period through December 31, 2018. Ms. Dugan provided a brief overview of the lease term buy-back that was originally approved by the Board in 2014 and later offered on a case-by-case basis under certain conditions or qualifying events. She stated that staff has been approached by several tenants interested in participating in the program but are ineligible under the current terms. She said staff is before the Board today to request opening up the program to other long-term land tenants through December 31, 2018 and not require individual Board action for each transaction. A question and answer period followed.

Mr. Owens confirmed his support of the request and stated that as part of the conditions of this program, each tenant upon closing on their lease term extension, is required to sign a new restated lease which is the Authority's current lease form incorporating all of the covenants and conditions that are part of this program. Mr. Rozansky added that after the original program was authorized earlier in the year, there were two respondents who went through the appraisal process, however, neither tenant exercised the buyback to date. Mr. Rozansky said that with an expanded, more inclusive program, there will likely be additional tenants who will follow through with this.

Commissioner Rideoutte moved Board authorization to expand the Authority's lease term buy-back program that was approved by the Board at the Regular May Meeting to include certain additional long-term land lease tenants as presented by Ms. Dugan and extend the participation period through December 31, 2018. Commissioner Lenhard seconded. The motion passed unanimously 5-0.

## **H. NEW BUSINESS**

There was no new business.

## **I. OLD BUSINESS**

### **1. Noise Compatibility Committee (NCC) Update**

Ms. Messer reported that at the October 26<sup>th</sup> Regular Meeting of the NCC, Mr. Bruce Byerly was elected Chair and Mr. John Mastrocinque was elected Vice Chair, each for a one-year term. She announced that the 2018 NCC meeting schedule was established at the meeting. Chair Messer added that two representatives from Harris Miller Miller and Hanson Inc. (HMMH) gave the following presentations: Part 36 Stage Analysis, Noise-Based Use Restrictions, and Operations and Data Review. She noted that a video and the presentations of the October 26<sup>th</sup> meeting are on the flynaples.com website. She announced that the next NCC workshop meeting would be held on Thursday, January 11<sup>th</sup>, and the next regular meeting of the NCC would be held on Thursday, January 25<sup>th</sup>, in the Airport Office Building, 200 Aviation Drive North, at 9 a.m.

### **2. Update of Florida Statute, Chapter 333, Airport Zoning**

Mr. Keith provided a brief summary of the Florida statute, Chapter 333, Airport Zoning that the state legislature began reviewing in 2013. He stated that the final amended statute was adopted by state legislature in July 2016 with a deadline for compliance by local municipalities in July 2017, which has since passed. He indicated that in an effort to help the City and County understand the changes being made, staff commissioned the Authority's engineer of record, Hanson Professional Services, Inc., to prepare a comparison of the City and County ordinances along with revisions that would bring each set of standards into compliance with the revised state statute. Mr. Keith provided an update of meetings held with Authority staff, our consultant and City and County representatives. He reported that the City's Planning Advisory Board denied acceptance of the recommended changes on November 8<sup>th</sup> and forwarded the matter to City Council for additional review and action. Mr. Rozansky commented that he has a scheduled call tomorrow with the City Manager to discuss the next steps. Chair Messer inquired as to any ramifications as a result of not meeting the deadline. Mr. Keith said that there will be no ramifications for the Authority, since it is a legislative directive for the cities and counties to meet, and that the Florida Department of Transportation likely will not impose ramifications as long as the cities

and counties show that they are moving forward with the changes. A question and answer period followed.

### **3. Master Plan Outreach**

Ms. Terrill requested Board feedback and consensus on the draft public outreach initiatives that will be conducted as part of the upcoming Master Plan update. She presented the draft two-year schedule and reviewed a list of opportunities for various outreach events that the Board, tenants, customers and public will be afforded to learn about and provide feedback on the Master Plan Update. Ms. Terrill announced that the first joint kickoff workshop with the Board of Commissioners and Noise Compatibility Committee is tentatively scheduled for January 18, 2018 at 1:30 p.m. A question and answer period followed. Chair Messer, Commissioner Lenhard and Commissioner Rideoutte supported the draft public outreach initiatives that will be conducted as part of the Master Plan Update. Commissioner Brousseau noted that he is in support of the initiatives as long as it includes questions on commercial airline service. Vice Chair Evans said that he supports it as long as the public outreach is focused heavily in the City of Naples area. Ms. Terrill commented that the public outreach would include getting as much information out to and from all of the areas surrounding the airport. Mr. Rozansky said that the project timeline/initiatives can be changed at any time but believed it was a comprehensive plan to use as a starting point.

## **J. MANAGEMENT TEAM REPORT**

### **1. Management Team Report**

Chair Messer reported that the Operations Summary of the Noise Report was updated and redistributed to the Board after the Board package was sent out. Ms. Terrill clarified that the October 2017 report replaced the October 2016 report that was provided in error.

## **K. FINANCIAL REPORTS**

### **1. Amend September Financials**

Mr. Langley reported that last month there were discrepancies in the September financials. He reviewed changes made to the amended September financials. In order to reduce the likelihood of this happening in the future, he stated that he put in place a monthly closing schedule that provides the expectations required at the month of every close. He added that he felt it was his duty and obligation as a Director to make these discrepancies known. He reported that the auditors are currently on site and everything seems to be going well. Mr. Rozansky stated that during the month-end closing period, the Finance Department works diligently to close out each month, and it is dependent on our vendors to submit their invoices on a timely basis.

Commissioner Rideoutte moved acceptance of the amended September Financial Summary. Commissioner Brousseau seconded. The motion passed unanimously 5-0.

### **2. Financial Summary**

Mr. Langley reported on actuals against budget for the month of October. The net income (loss) was favorable to budget for October. He added that over the past eight years from 2008 – 2015, the average gallons of Jet A fuel pumped in October was 285,672 gallons and that on October 27<sup>th</sup>, it surpassed this

eight-year average by almost 144,00 gallons. He said that October 2017 was the second largest October over the past 10 years.

Commissioner Rideoutte moved acceptance of the October Financial Summary. Commissioner Brousseau 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.

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

There were no public comments.

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

**1. Master Plan Presentation**

Mr. Rozansky said that in accordance with the Bylaws, Article VI, Meetings; Section 1., Regular Meetings; the third paragraph states, "No later than the Regular Meeting in December, the Board shall review the Airport Master Plan and listen to a presentation by the Executive Director, who shall study the Airport Master Plan and make recommendations to the Board on changes or modifications thereto." He said that the Authority will be preparing a Master Plan Update beginning in January 2018; and in December, it may be helpful to review the current Master Plan, present the five-year Capital Improvement Plan and identify any questions or goals. Mr. Rozansky proposed conducting the presentation at the December Regular Meeting. There was Board consensus to have the discussion at the December Regular Meeting.

Vice Chair Evans provided closing thoughts about the past four years during his time on the Authority Board. He praised the Authority and its employees for their excellent work. On behalf of the Board, Chair Messer once again thanked Mr. Evans for devoting his time to the community and for his support of the Authority.

**O. ADJOURN**

With no further business, the meeting adjourned at 9:34 a.m.

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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, November 16, 2017  
8:30 a.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 (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. October 19, 2017 Regular Meeting

**E. PRESENTATIONS AND TIME CERTAIN ITEMS**

1. Swearing in Ceremony for Incoming Authority Commissioner Dustin
2. Certificate of Achievement for Excellence in Financial Reporting
3. Presentation to Outgoing Vice Chair Evans
4. Employee of the Quarter

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

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

1. Board approval for the Executive Director to Execute the Professional Services Agreement for the On-Call Real Estate Appraisal Services Firm
2. Approve expanding the Authority's lease term buy-back program to include certain additional long-term land lease tenants and extend the current participation period through December 31, 2018

**H. NEW BUSINESS**

**I. OLD BUSINESS**

1. Noise Compatibility Committee Update
2. Update of Florida Statute, Chapter 333, Airport Zoning
3. Master Plan Outreach

**J. MANAGEMENT TEAM REPORT**

1. Management Team Report

**K. FINANCIAL REPORTS**

1. Amend September Financials
2. Financial Summary

**L. COUNSEL’S REPORT**

1. Counsel’s Report

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

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

1. Master Plan Presentation

**O. ADJOURN**