

Minutes  
November 17, 2016  
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 Evans, Commissioner Stricklen, Vice Chair Nocera, and Commissioner Rideoutte.

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

**B. PLEDGE OF ALLEGIANCE**

**C. AGENDA**

Mr. Rozansky advised that there was one addition to the agenda as follows:

- 1) Under E. Presentations and Time Certain Items, Item 1 will be the swearing in ceremony of appointed Incoming Commissioner for the Naples Airport Authority. The other two items under this section, Presentation to Employee of the Quarter and Presentation to Outgoing Vice Chair Nocera, will follow as Items 2 and 3.

**D. MINUTES**

**1. 20 October 2016 Regular Meeting**

Vice Chair Nocera moved approval of the 20 October 2016 Regular Meeting minutes. Commissioner Stricklen seconded. Motion passed 5-0.

**E. PRESENTATIONS AND TIME CERTAIN ITEMS**

**1. Swearing in Ceremony of Incoming Authority Commissioner**

Ms. Patricia Rambosk, Naples City Clerk, administered the Oath of Office to Incoming Commissioner, Theodore Brousseau, to serve the term of November 20, 2016 to November 19, 2020.

**2. Presentation to Employee of the Quarter**

Chair Messer recognized Mr. Joe Nowakowski as the Employee of the Quarter for his outstanding service to the Authority.

### 3. Presentation to Outgoing Vice Chair Nocera

Chair Messer recognized outgoing Vice Chair Nocera for his public service and many contributions to the community. She presented a plaque to Vice Chair Nocera in appreciation of his contributions to the Naples Airport Authority from 2012-2016.

### F. PUBLIC COMMENTS

Mr. Larry Schultz, 408 16<sup>th</sup> Avenue South, Naples, representing the Naples Airport Watch thanked Ms. Terrill for her efforts in resolving the reporting of jet operations. Mr. Schultz commented that jet operations have been increasing over the last several years, despite the decrease in total operations since 2005, and added that as of 2016, jet operations at the airport were at an all-time record.

Mr. Rozansky clarified that the Authority has historically published the jet reporting data but new data charts were reformatted to be more beneficial to stakeholders. Chair Messer added that the data presented in the charts is used to analyze trends and that the new format includes putting data in smaller increments to see patterns more clearly. She commented that actual numbers change from month to month, and staff is reticent to publish inaccurate numbers. It was clarified during discussion that the final jet reporting data provided by FlightAware often lags by up to three months.

There was Board discussion regarding the worthiness of reporting noise complaints, the importance of the Noise Compatibility Committee, the desire to get aircraft up higher, faster and sooner, and the Authority's and NCC's efforts in working with the FAA.

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

1. **Authorize the Executive Director to bind property insurance coverage with AmRisc for a three (3) year term at the quoted annual premium of \$215,851.**

Ms. Etelamaki requested Board authorization for the Executive Director to bind property insurance coverage with AmRisc for a three-year term at the quoted annual premium of \$215,851 and, requested Board approval to include a one-time mid-year premium increase in FY 17 in an amount not to exceed \$25,000 in annual premium based on a potential increased insured value resulting from insurance property appraisal. She provided background on the proposal process and advised that the renewal premium offered by the incumbent, AmRisc, was 8.9 percent lower than the existing policy, and it included a couple of significant enhancements. Ms. Michelle Martin, the Authority's insurance broker from Public Risk Insurance Agency responded to the Board's questions regarding the additional standalone terrorism policy and the length of time that AmRisc has been insuring the Authority. Mr. Rozansky stated that domestic terrorism is not out of the realm of possibilities in today's society and recommended adding the terrorism coverage.

Commissioner Rideoutte moved approval for the Executive Director to bind property insurance coverage with AmRisc for a three-year term at the quoted annual premium of \$215,851, terrorism coverage at \$5,039, and approval of the one-time mid-year premium increase in FY 17 in an amount not to exceed \$25,000 in annual premium based on a potential increased insured value resulting from insurance property appraisal. Vice Chair Nocera seconded. Motion passed 5-0.

- 2. Authorize the Executive Director to execute a contract for programming and planning services (Phase I) with Atkins North America, Inc. related to the ARFF building replacement program in an amount not to exceed \$80,000**

Mr. Keith requested Board authorization for the Executive Director to execute a contract for professional engineering and architectural services for Phase I related to the ARFF Building Replacement Program in an amount not to exceed \$80,000. He reviewed the Atkins North America scope of work which includes data collection and evaluation of existing conditions; meetings with the Authority staff, Board, FAA and other stakeholders; site planning and analysis services for up to three potential locations; architectural and facility planning services; and project management, quality control and administration. After the completion of Phase 1, Phase 2 for the full design of the building and the construction process will be prepared for Board consideration. Mr. Keith said that he would provide the timeline of Phase 1 to the Board following the meeting.

Vice Chairman Nocera moved Board approval for the Executive Director to execute a contract for programming and planning services with Atkins North America, related to the ARFF building replacement program in an amount not to exceed \$80,000. Commissioner Evans seconded. Motion passed 5-0.

- 3. Authorize the Executive Director to execute a contract with the Owen Ames Kimball Company for the construction of the Falcon Lane Extension in an amount not to exceed \$350,000**

Mr. Keith requested Board approval for the Executive Director to execute a contract for the construction of the Falcon Lane Extension in an amount not to exceed \$350,000. The main purpose of extending Falcon Lane is to allow access to the vacant ramp area between Naples Jet Center and the Exec Hangar 2. A question and answer period followed.

Vice Chair Nocera moved Board authorization for the Executive Director to execute a contract with Owen Ames Kimball Company for the construction of the Falcon Lane Extension as described by Mr. Keith in an amount not to exceed \$350,000. Commissioner Stricklen seconded. Motion passed 5-0.

- 4. Authorize the Executive Director to purchase replacement furniture for the General Aviation Terminal Lobby and Pilots Lounge in an amount not to exceed \$100,000**

Mr. Frost requested Board authorization for the Executive Director to purchase replacement furniture from Beaux-Arts Group for the General Aviation Terminal Lobby and Pilots Lounge. He provided a brief presentation depicting photos of the worn furniture in the Lobby and Pilots Lounge and renderings of the recommended new furniture. The main lobby seating will include armrests with 110v and USB outlets as an added convenience for customers.

Mr. Rozanksy noted that upon his inspection of the area up-close, the furniture does show significant wear; and in maintaining the highest level of service, he supported the replacement of it to keep a presentable appearance.

Commissioner Stricklen thought the concept of the USB outlets was a good idea. He recommended staff consult with the vendor to find out if there is a plan to retrofit the furniture with newer technology as it becomes available.

Commissioner Rideoutte moved Board approval for the Executive Director to purchase the replacement furniture in the General Aviation Terminal as described by Mr. Frost in an amount not to exceed \$100,000. Vice Chair Nocera seconded. Motion passed 5-0.

**5. Authorize the Executive Director to execute the Third Amendment, Assignment and Assumption of City of Naples Airport Authority Leasehold Agreement with Eagle Creek Aviation Services, Inc. and Gulf Coast, LLC**

Ms. Dugan provided an overview of the Eagle Creek Aviation Services, Inc. land lease, amendments, and assignment and assumption of the leasehold agreement. She summarized Eagle Creek's proposed offer to the Authority for Right of First Refusal to have the Lease assigned upon certain terms and conditions. Ms. Dugan stated that staff recommends that the Authority not accept Eagle Creek's proposal. Because specific terms of the Letter of Credit were not yet finalized, she requested Board authorization for the Executive Director to execute the Third Amendment, Assignment and Assumption of the Authority's Leasehold Agreement with Eagle Creek Aviation Services, Inc. and Gulf Coast, LLC and any other documents necessary in a form acceptable to the Authority's Counsel including the Letter of Credit to complete the transaction. She advised that Mr. Matt Hagans of Eagle Creek Aviation Services, Inc. and Mr. Rob Costello of Gulf Coast, LLC were in the audience. A question and answer period followed.

Commissioner Stricklen moved Board authorization for the Executive Director to execute the Third Amendment, Assignment and Assumption of the Authority's Leasehold Agreement with Eagle Creek Aviation Services, Inc. and Gulf Coast, LLC as well as any other documents necessary to complete the transaction. Vice Chair Nocera seconded. Motion passed 5-0.

**H. NEW BUSINESS**

**1. Student Government Mock Board Meeting**

Mr. Rozansky presented an initiative for Board consideration to partner with a local high school and invite student leaders, primarily those who serve in student government, to the Authority. Students would shadow staff and Board members to learn what they do and how the governance of the Airport Authority works. Mr. Rozansky said that after a certain period of time, the group would come back together to see staff prepare a mock Board agenda and participate in a mock Board meeting with students presenting items for Board members to vote on. Mr. Rozansky stated that he reached out to the Lorenzo Walker Technical High School to gauge their interest. There was Board consensus to follow through on this initiative which would likely occur in April or May after the standardized testing has been completed.

**I. OLD BUSINESS**

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

Chair Messer reported that the NCC held a regular meeting on October 27<sup>th</sup> to identify information to request from FAA regarding Metroplex. She said that the request of 11 items was signed by the Executive Director and sent on November 4<sup>th</sup>. Chair Messer said that at the October 27<sup>th</sup> meeting, the NCC meeting dates for the upcoming year were established, Mr. Linneman was elected Chair and Mr. Mellon was elected Vice Chair for one-year terms.

Chair Messer reported that there is a vacancy on the NCC for a resident of the City of Naples and that the deadline for submission of applications is at 12 p.m. on December 21<sup>st</sup>. She announced the next regular meeting of the NCC is scheduled for Thursday, December 8<sup>th</sup> at 9 a.m. in the Airport Office Building, 200 Aviation Drive North, and encouraged the public to attend.

**2. Air Service Update**

Commissioner Rideoutte reported that Board members received an air service summary of expenses and revenues through October 2016, as well as an update of Elite Airways' scheduled service to and from Naples. Commissioner Rideoutte recommended to move to the next item for a greater discussion of Elite Airways.

**3. Elite Airways**

As a follow up to last month's Board meeting, Mr. Rozansky reported that Elite Airways executed an Incentive Program Agreement, an Airport Use Agreement and a Commercial Terminal Lease Agreement in October 2015. He stated that the terms of the Incentive Agreement require nonstop service be provided to a major hub for six months. There was Board, staff and legal counsel discussion regarding concerns with Elite not complying with the contract stipulations, the complexities of the situation, and the Authority's right to terminate the incentive agreement. Mr. Rozansky reported that additionally, there is \$50,000 budgeted for marketing purposes and that Mr. Jack Wert of the Naples, Marco Island, Everglades Convention and Visitors Bureau (CVB) has offered to partner with the Authority on advertising. Mr. Rozansky stated that if we proceed with offering the incentives to Elite Airways, staff would recommend committing the \$50,000 for marketing purposes.

There was Board consensus for Mr. Rozansky to discuss the terms of the incentive agreement with Mr. Pearsall of Elite Airways to resolve the matter and report his findings at the December Regular Meeting.

**J. MANAGEMENT TEAM REPORT**

**1. Management Team Report**

Commissioner Evans commented that he, along with the others listed, volunteered to work at the BaconFest event.

Commissioner Stricklen would like Mr. Rozansky to convey appreciation to the staff members who helped with the BaconFest event. Mr. Rozansky echoed Commissioner Stricklen's comments and will thank staff.

In response to Commissioner Rideoutte's question regarding the issuance of a Request for Proposal for payroll services, Mr. Rozansky advised that upon his arrival, he noticed that the administrative process involved a lot of paper and by outsourcing the process, it will help staff focus on the Authority's core business.

## **K. FINANCIAL REPORTS**

### **1. Financial Summary**

Ms. Etelamaki provided a summary of year-to-date financial reports at the end of October 2016. She commented that the financials for the first month of the fiscal year were quite good.

In response to Commissioner Evans regarding the AvTrip program, Ms. Etelamaki stated that the program went into effect on November 1<sup>st</sup> and that our Customer Service Representatives have been receiving positive feedback about the initiative. Commissioner Evans recommended that staff find a method to measure the program's success.

Vice Chair Nocera moved acceptance of the Financial Summary. Commissioner Evans seconded. The motion passed 5-0.

## **L. COUNSEL'S REPORT**

### **1. Counsel's Report**

Mr. Owens reported that he has been very busy working with staff on contracts and leasing matters and was happy to report 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. Workshop for Airport Master Plan Presentation and Review – Tuesday, December 6<sup>th</sup>, 2016 at 1 p.m. – Airport Office Building**

Mr. Rozansky announced for the benefit of the public that in accordance with our Bylaws, a Board Workshop has been scheduled to discuss the Airport Master Plan on Tuesday, December 6<sup>th</sup>, at 1 p.m. in the Airport Office Building. He anticipated that staff would be able to discuss preliminary results for the 14-32 displaced threshold feasibility analysis and recent developments with the FAA about future planning efforts for the airport.

**2. Other Commissioner Comments**

Vice Chair Nocera thanked the audience, the Naples residents, and City Council, who appointed him to the Board, for the opportunity to serve the Naples Airport Authority. He said that one of his goals was to be a common sense voice to the Board and felt that a lot was accomplished during his time served. He encouraged staff and present and future Boards to provide support of his second goal of relocating the Museum to the area adjacent to the Greenway. He offered his assistance in any way. He thanked his fellow Commissioners and appreciated their work.

**O. ADJOURN**

With no further business, the meeting adjourned at 10:20 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, November 17, 2016  
8:30 a.m.**

**Commissioner Donna M. Messer, Board Chair; Noise Compatibility Committee Liaison**

**Commissioner John Nocera – Board Vice Chair; Legal Liaison**

**Commissioner James Rideoutte – Air Service Liaison**

**Commissioner Dick Evans – Audit Committee Chair**

**Commissioner Raymond Stricklen – Consultant Selection Committee Chair**

**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 20, 2016 Regular Meeting

**E. PRESENTATIONS AND TIME CERTAIN ITEMS**

1. Swearing in Ceremony for Incoming Authority Commissioner
2. Presentation to Employee of the Quarter
3. Presentation to Outgoing Vice Chair Nocera

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

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

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**I. OLD BUSINESS**

1. Noise Compatibility Committee Update
2. Air Service Update
3. Elite Airways

**J. MANAGEMENT TEAM REPORT**

1. Management Team Report

**K. FINANCIAL REPORTS**

1. Financial Summary

**L. COUNSEL'S REPORT**

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**O. ADJOURN**