

Minutes
March 16, 2017
Regular Meeting

A. ROLL CALL

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

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

B. PLEDGE OF ALLEGIANCE

C. AGENDA

Mr. Rozansky stated that there were two revisions as follows: (1) Under Action Item 2, Board Approval of the Consultant Selection Committee Ranking of the Master Plan Consultant Firm, the briefing paper was revised to reflect the rankings as recommended by the Committee since their meeting was held on March 9th after the Board agenda had been published; and (2) Mr. Rozansky reported that the Financial Summary was revised and the changes will be explained by the Director of Finance during the Financial Summary portion of the Agenda.

D. MINUTES

1. February 16, 2017 Regular Meeting

Commissioner Messer moved approval of the February 16, 2017 Regular Meeting minutes. Commissioner Rideoutte seconded. Motion passed unanimously 4-0.

2. February 23, 2017 Audit Committee Meeting

Commissioner Rideoutte moved approval of the February 23, 2017 Audit Committee Meeting minutes. Commissioner Messer seconded. Motion passed unanimously 4-0.

3. March 9, 2017 Consultant Selection Committee Meeting

Commissioner Messer moved approval of the March 9, 2017 Consultant Selection Committee Meeting minutes. Commissioner Brousseau seconded. Motion passed unanimously 4-0.

E. PRESENTATIONS AND TIME CERTAIN ITEMS

Ms. Debi Lux, Co-Founder of Collier County Honor Flight, and Mr. Rick Wobbe showed a video honoring our Veterans. Ms. Lux gave a brief overview of the Collier County Honor Flight's mission and thanked the Naples Municipal Airport for supporting their program to bring local Veterans to Washington, D.C. to visit those memorials dedicated to honor their service and sacrifices. On behalf of the Collier County Honor Flight's Board of Directors, Ms. Lux, Mr. Wobbe, and Ms. Jessica Hernandez presented a plaque to the Naples Airport Authority in recognition of this support.

1. Employee Recognition

Mr. Rozansky recognized Mr. Sheila Etelamaki, the Authority's Senior Director of Finance and Administration for her six years of service. He presented a plaque in honor of her dedication and excellent teamwork and wished her well in her retirement.

2. Strategic Planning Update – Mindy Price, Direct Effect Solutions, Inc. and Dr. David A. Byers, Quadrex Aviation, LLC

Ms. Mindy Price, Direct Effect Solutions, Inc., and Mr. David A Byers, Quadrex Aviation, LLC, introduced themselves and presented a status update of the Strategic Planning project that has been underway since February. Ms. Price reviewed the activities conducted in the Kick Off and Discovery phase and at the day and a half Strategic Retreat attended by Authority management team and some staff members. She commented that at the Board Workshop meeting scheduled for Friday, April 21st, a draft Strategic Plan will be reviewed. She noted that the Strategic Plan project is on target to be delivered at the June Board Meeting. A question and answer period followed.

3. Noise Compatibility Committee Member Interviews

Ms. Terrill requested Board interviews of the Noise Compatibility Committee candidates for the three representative members whose terms expire March 31, 2017. She provided a brief summary of the application process and stated that four applications were received. She announced that there would be two applicants interviewing by phone for personal and professional reasons and reviewed the candidates eligible to serve the terms for the Northeast Quadrant, Southwest Quadrant, and Active Pilot positions.

Mr. Mellon thanked the Board for allowing him to interview telephonically for the Northeast Quadrant or the Active Pilot position. He provided a brief history of his background and experience. A question and answer period followed.

Mr. Linneman expressed his appreciation for the opportunity to interview for the Southwest Quadrant. He provided a summary of his background and experience and added that he was delighted to see that the Authority Board adopted a Noise Compatibility Policy Statement to vigorously mitigate noise. A question and answer period followed.

Mr. Byerly expressed his appreciation to the Board for allowing him to interview by phone for the Active Pilot position. He provided a brief history of his background and experience. A question and answer period followed.

Ms. Feeney commented that she was a member of the Wyndemere community and that she lived right under the flight path. She provided a brief summary of her background. A question and answer period followed.

Mr. Rozansky commented that the Procedure for Appointment to Noise Compatibility Committee was distributed to each Board member at the start of the meeting.

F. PUBLIC COMMENTS

Mr. Bill Reading, 160 3rd Avenue South, Naples inquired about the extent of the Board's consideration to reroute jet departure traffic down Naples Bay out to Keywaydin. His concern was pertaining to jet noise and the airplanes flying at low altitudes. Acting Chair Evans thanked Mr. Reading for the question and explained that the Authority Board, Board Committees and staff members have had an infinite amount of discussion about sending aircraft down the Bay to Broad Avenue and then veering toward the Gulf. He advised that after significant effort, the FAA issued a directive on using Fifth Avenue as the safest, shortest, and quickest way to get an aircraft out of the populated area to the Gulf. Acting Chair Evans commented that the Authority has made some progress recently in its recommendation to the FAA for aircraft to climb higher, faster, sooner, but it is a work in progress. Commissioner Rideoutte expressed his concern of the public's perception that the Authority can determine new flight procedures when in fact the FAA controls that process.

Mr. Rozansky added that staff is willing to meet with Mr. Reading and any other member of the public to help familiarize them with the issue. He stated that the Authority has spent \$7.6 million in out-of-pocket noise abatement efforts, not including staff's time, since 2000. Mr. Rozansky announced that a Joint Special Meeting with the Authority Board and Noise Compatibility Committee will be held at 1 p.m. on this day to review Metroplex, a project the FAA is leading. He added that there would be a detailed discussion and informative presentation by the Authority's consultant and encouraged the public to attend.

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

1. Noise Compatibility Committee (NCC) Member Selection

There was Board, Staff, and Legal Counsel discussion pertaining to the proper procedure for appointments to the NCC.

a. Active General Aviation or Commercial Pilot

Acting Chair Evans nominated Mr. Byerly for NCC member of the Active Pilot position. There were no other nominations for the Active Pilot position. Acting Chair Evans asked the Board for a vote for Mr. Byerly. There was a unanimous vote of 4-0 for Mr. Byerly for the Active Pilot position.

b. Northeast Quadrant

Commissioner Brousseau nominated Mr. Mellon for NCC member of the Northeast Quadrant position. Commissioner Messer nominated Ms. Feeney for NCC member of the Northeast Quadrant position.

Acting Chair Evans asked the Board for a vote for Mr. Mellon; there were two (Commissioner Rideoutte and Commissioner Brousseau). The vote was 2-2 with Acting Chair Evans and Commissioner Messer against. Mr. Mellon was not selected as the Northeast Quadrant representative.

Acting Chair Evans asked the Board for a vote for Ms. Feeney; there were two (Acting Chair Evans and Commissioner Messer). The vote was 2-2 with Commissioner Rideoutte and Commissioner Brousseau against. Ms. Feeney was not selected as the Northeast Quadrant representative.

There was Board discussion regarding the two Northeast Quadrant candidates and their backgrounds.

Acting Chair Evans moved to recess the meeting at 9:47 a.m. so that staff and Legal Counsel could review the NCC Bylaws pertaining to voting rules.

The meeting reconvened at 9:50 a.m.

Since the vote for the Northeast Quadrant was deadlocked as a result of four Commissioners currently serving and that the NCC Bylaws did not include a provision for this situation, Legal Counsel Owens recommended the following voting options for Board consideration and advised that an abundance of caution be taken: (1) Vote on the position again; (2) Keep the seat vacant, readvertise and vote on the position again at the next meeting; (3) Keep the seat vacant, readvertise and vote on the position when a fifth Commissioner is appointed to the Board. There was Board consensus to keep the Northeast Quadrant position vacant until such time that a Commissioner is selected to fill the vacant seat or until any Board member may change his/her opinion of the current candidates. Mr. Rozansky stated that staff would advertise the position when there is a full Board.

c. Southwest Quadrant

Commissioner Rideoutte nominated Mr. Linneman for NCC member of the Southwest Quadrant area. Acting Chair Evans asked for a vote for Mr. Linneman. There was a unanimous vote of 4-0 for Mr. Linneman for the Southwest Quadrant position.

2. Board Approval of the Consultant Selection Committee Ranking of the Master Plan Consultant Firm

Mr. Keith requested Board approval of the Consultant Selection Committee ranking of the two (2) finalists competing for the Master Plan Request for Qualifications. At the Consultant Selection Committee meeting on March 9th, Mr. Keith stated that the two qualified firms were ranked as follows: (1) Environmental Science Associates, and (2) Ricondo & Associates, Inc. Mr. Keith said that after the rankings are approved, staff will moved forward with discussions on the scope of work and fees and a contract would be presented to the Board for approval at a later time.

Acting Chair Evans moved Board approval of the Consultant Selection Committee rankings of the Master Plan Consultant firm as follows: (1) Environmental Science Associates, and (2) Ricondo & Associates, Inc. Commissioner Messer seconded. The motion passed unanimously 4-0.

3. Acceptance of the FY 2016 Annual Audit and Financial Report

Ms. Etelamaki requested Board acceptance to accept the FY 2016 Annual Audit and Comprehensive Annual Financial Report (CAFR) as recommended by the Audit Committee. She advised that the auditors issued an unmodified opinion with no observations or recommendations, the highest opinion that can be received. She reviewed other significant points about the financial reports.

Commissioner Rideoutte moved Board acceptance of the recommendation of the Audit Committee to accept the FY 2016 Annual Audit and CAFR. Commissioner Brousseau seconded. Motion passed unanimously 4-0.

4. Authorize the Executive Director to Execute the Second Amendment to the Lease with APF Development III, LLC

Ms. Dugan requested Board authorization for the Executive Director to execute the Second Amendment to City of Naples Airport Authority Leasehold Agreement with APF Development III, LLC (APF III). She provided a history of the original land lease, the amendment of the lease in August 2011, and the requirements of the amended lease. Ms. Dugan said that in discussion with Mr. Howard Murrell, APF III's principal, that there has been a change in market demand for private aircraft storage resulting in the need for larger hangars than originally planned. Ms. Dugan reviewed APF III's proposed concept for the construction of Building 2 with four units instead of six units, and their request for a 24-month extension of the construction deadline of April 17, 2017. She stated that APF III will continue to pay rent throughout the extended construction period and has agreed to reimburse the Authority for legal fees incurred. She said that staff was recommending Board approval of the Second Amendment. In response to Commissioner Brousseau regarding the omitted "time is of the essence clause" and legal fees clause in case of a dispute, Legal Counsel Owens stated that he would reconfirm that those clauses appear in the main lease document. He noted that the Second Amendment pertains to certain provisions of the Lease, and the Lease would remain in effect.

Commissioner Rideoutte moved Board authorization for the Executive Director to execute the Second Amendment to the Lease with APF Development III, LLC. Commissioner Brousseau seconded. Motion passed unanimously 4-0.

H. NEW BUSINESS

There was no new business.

I. OLD BUSINESS

1. Noise Compatibility Committee (NCC) Update

Commissioner Messer announced that at 1 p.m. on this day, there will be a Joint Special Meeting of the Authority Board and Noise Compatibility Committee to review and discuss FAA's proposed designs for the Metroplex project with a presentation by Mr. Ted Baldwin and Mr. Robert Mentzer of Harris Miller Miller & Hanson, Inc. (HMMH).

She announced that the next regular meeting of the NCC is scheduled for Thursday, April 27th, at 9 a.m. in the Airport Office Building, 200 Aviation Drive North, and encouraged the public to attend.

2. Air Service Update

Mr. Rozansky announced that effective at the end of February, 2017 the Authority was notified that Elite Airways terminated air service in response to the notification that the Authority sent regarding termination of the incentives. Mr. Rozansky added that the Authority received a letter from the TSA informing us of the 90-day window beginning on March 1st to re-initiate air service or TSA will proceed with measures to de-federalize our status for security services from the TSA. There was Board discussion regarding any interest in pursuing air service. Mr. Rozansky recommended that an air service market study be incorporated into the Master Plan.

J. MANAGEMENT TEAM REPORT

1. Management Team Report

Acting Chair Evans noted that on the 7th paragraph of page 1 of the Management Team Report, the reference to “The Best Little Airport in the County” be corrected to read, “The Best Little Airport in the Country.” Mr. Rozansky stated that staff would correct the Report.

Mr. Rozansky responded to questions from Commissioner Messer regarding the key takeaways from the General Aviation Caucus held in Tallahassee on February 21st and 22nd.

On page 2, regarding the education sessions conducted by the ICMA Certified Financial Planner held on February 28th with employees, Mr. Rozansky responded to a question from Commissioner Rideoutte regarding employee attendance at that class.

K. FINANCIAL REPORTS

1. Financial Summary

Mr. Zonsius reported that there was a revision to the summary page of the Financial Summary, and it was redistributed to the Board this morning. He stated that the amount of the FY 17 Budget for Jet A Fuel Sold was changed from approximately \$5.3 million to approximately \$4.9 million, resulting in a favorable variance of \$134,493. He provided a summary of year-to-date financial reports at the end of February 2017.

Commissioner Rideoutte moved acceptance of the revised Financial Summary. Commissioner Messer seconded. The motion passed unanimously 4-0.

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.

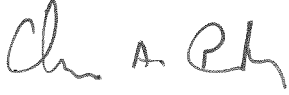
N. CORRESPONDENCE/COMMISSIONER COMMENTS & REQUESTS/MEETINGS

Regarding Air Traffic Control’s hours of operation beginning at 6 a.m. instead of 7 a.m., the time that the voluntary curfew ends, Mr. Rozansky responded to Commissioner Brousseau that staff is collecting operational data and that the information will be provided after the research is conducted.

Mr. Rozansky announced that today’s Special Meeting will take place in City Council Chambers at 1 p.m.

O. ADJOURN

With no further business, the meeting adjourned at 10:33 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, March 16, 2017
8:30 a.m.**

Commissioner Raymond Stricklen, Board Chair
Commissioner Donna M. Messer - NCC Liaison and Consultant Selection Committee Member
Commissioner James Rideoutte – Audit Committee Chair
Commissioner Dick Evans – Vice Chair and Consultant Selection Committee Chair
Commissioner Ted Brousseau – Legal Liaison and Audit 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. February 16, 2017 Regular Meeting
2. February 23, 2017 Audit Committee Meeting
3. March 9, 2017 Consultant Selection Committee Meeting (*Note: To be provided under separate cover*)

E. PRESENTATIONS AND TIME CERTAIN ITEMS

1. Honor Flight Presentation – Debi Lux
2. Employee Recognition
3. Strategic Planning Update – Mindy Price, Direct Effect Solutions, Inc. and Dr. David A. Byers, Quadrex Aviation, LLC
4. Noise Compatibility Committee Member Interviews

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

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

1. Noise Compatibility Committee Member Selection
 - a. Active General Aviation or Commercial Pilot
 - b. Northeast Quadrant Area
 - c. Southwest Quadrant Area
2. Board Approval of the Consultant Selection Committee Ranking of the Master Plan Consultant Firm
3. Acceptance of the FY 2016 Annual Audit and Financial Report
4. Authorize the Executive Director to Execute the Second Amendment to the Lease with APF Development III, LLC

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