

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

1. Executive Director's Annual Review

Chair Messer stated that the Executive Director's review is a two-part discussion.

- a) She requested approval of the Executive Director's review results for the period May, 2017 to July, 2018 as summarized in the memorandum in the Board package. Chair Messer read aloud the attached letter submitted by Vice Chair Lenhard dated August 14, 2018 regarding Mr. Rozansky's review. There was discussion pertaining to the rating system and the Board's obligation to provide an accurate evaluation. There was Board consensus to discuss the evaluation process at the September Regular Meeting.

Commissioner Rideoutte moved approval of the Executive Director's review for the period May, 2017 to July, 2018. Commissioner Dustin seconded. Motion passed 4-0 with Vice Chair Lenhard absent.

- b) There was Board discussion whether or not to follow the same methodology for calculating the Executive Director's merit increase that is utilized for staff. Mr. Rozansky's overall rating was 3.25 which would correlate to a discretionary merit increase of 2.25%. Mr. Rozansky clarified that FY 2019 CPI of 2.8% is in addition to the discretionary merit increase. After discussion, there was consensus to maintain the methodology for calculating the Executive Director's merit increase as is used for staff.

Chair Messer moved approval to grant the Executive Director a 2.25% discretionary merit increase in October, 2018 in addition to FY 2019 CPI adjustments. Commissioner Rideoutte seconded. Motion passed 4-0 with Vice Chair Lenhard absent.

2. Authority Counsel's Annual Review

Chair Messer stated that the Authority Counsel's review is a two-part discussion, as well.

- a) She requested discussion regarding the review. There were no comments.

Commissioner Rideoutte moved approval of Authority Counsel's review results. Commissioner Brousseau seconded. Motion passed 4-0 with Vice Chair Lenhard absent.

- b) Chair Messer requested discussion regarding increasing the NAA Hourly Rate for Authority Counsel. She pointed out that on the third page of the memorandum in the Board packet, in the table, "Legal Counsel's Rate Over The Last Six Years", the Standard Hourly Rate for 2017 should be corrected to read \$405.00 instead of \$420.00. She said she inquired about the 2018 Standard Hourly Rate and was advised that the 2018 rate is determined by the Management Committee of Bond Schoeneck and King (BSK) on October 1st of every year and it is typically between \$5 and \$15 per hour. She said that BSK's estimated 2018 Standard Hourly Rate will be \$420, and the actual Standard Hourly Rate for 2017 was \$405.00. Mr. Owens clarified the differences in the Standard Hourly Rate and the lower NAA Hourly Rate.

Chair Messer and Mr. Rozansky provided a summary of Counsel's accomplishments, and Mr. Owens and his firm received a satisfactory performance rating from Mr. Rozansky and the Commissioners. There was Board discussion regarding increasing the NAA Hourly Rate for Authority Counsel

Chair Messer moved approval to grant BSK a CPI increase of 2.8% plus a 1.2% recognition increase in the NAA Hourly Rate. Commissioner Rideoutte seconded. Motion passed 3-1, with Commissioner Dustin against and Vice Chair Lenhard absent.

In response to Mr. Rozansky's question regarding the Commissioner's desire to review the Counsel's performance review form again, there was consensus to discuss the Counsel's review process at the September Regular Meeting.

3. Authorize the Executive Director to execute an Amendment to the Professional Services Agreement with Procor Solutions + Consulting for insurance claim preparation for losses and damages resulting from Hurricane Irma in an amount not-to-exceed \$40,340.35

Ms. Terrill requested Board authorization for the Executive Director to execute an Amendment to the Professional Services Agreement with Procor Solutions + Consulting for insurance claim preparation for losses and damages resulting from Hurricane Irma in an amount not-to-exceed additional \$40,340.35 above the original Agreement. She said that the original Agreement was executed by the Board on October 19, 2017 for an amount of \$75,000, which at the time was an estimate for services to initiate the hurricane recovery process. She added that the work that has been ongoing to date includes the compilation of recovery losses and finishing the initial claim. In July, she said staff met with Procor and our insurance broker, PRIA, to develop the timeline and refine the scope of services for the remainder of work that needed to be done for final claims submission. The Amendment states that the time to complete is June 30, 2019 in an amount not-to-exceed \$40,340.35.

Mr. Joseph Critelli of Procor, who was in the audience, responded to the Board's questions.

Commissioner Rideoutte moved Board authorization for the Executive Director to execute an Amendment to the Professional Services Agreement with Procor Solutions + Consulting for insurance claim preparation for losses and damages resulting from Hurricane Irma in an amount not to exceed an additional \$40,340.35. Commissioner Dustin seconded. Motion passed 4-0 with Vice Chair Lenhard absent.

H. NEW BUSINESS

There was no new business.

I. OLD BUSINESS

1. Noise Compatibility Committee (NCC) Update

Chair Messer provided an update of the NAA Board and NCC Special meeting held on June 28, 2018. She said that Mary Ellen Egan with Harris Miller Miller & Hanson Inc. (HMMH), our noise consultant, and Mr. Peter Kirsch from Kaplan, Kirsch and Rockwell, presented a brief history of the Naples Airport Noise Program, the 2017 Master Plan existing noise contours, the 2023 forecasted noise contours, and a

legal presentation that explained the regulatory environment and options the Naples Airport Authority would have for the future. Chair Messer said that at the conclusion of the presentations, there was a discussion by the NAA and the NCC, and staff was given direction to contact the FAA to discuss funding opportunities to prepare an updated Part 150 Noise Study.

She provided an update of a meeting with FAA Airports District Office that she attended with Bruce Byerly, the Chair of the NCC, Mr. Rozansky, Ms. Terrill and Ms. Jackson in Orlando on July 12th. She said that they had discussion regarding the opportunity for a Part 150 Study and whether FAA would fund it through a grant as well as other options for non-Part 150 noise studies paid for by the NAA that would be tailored to the needs of the community. In response, the FAA requested a letter of justification to conduct an updated Part 150 Study for further consideration.

Chair Messer reported that Mr. Rozansky and Ms. Jackson had a follow-up meeting with the FAA representatives at the Florida Airports Council annual conference and discussions continued in regards to an updated Part 150 Study and how they might facilitate a renewed dialog between the APF Tower and RSW Tower in the hopes of increasing the departure altitude of jet aircraft above 2,000 feet.

She announced that the next regular meeting of the NCC is scheduled for 9:00 a.m. on Thursday, October 25th, at the Airport Office Building, 200 Aviation Drive North and encouraged the public to attend.

Commissioner Rideoutte distributed a report to fellow Commissioners regarding his meeting with Mr. Bart Vernace of the FAA to get guidance on the FAA's requirements with respect to a Part 150 study when he was Chair in 2015. He provided the report to help new Commissioners put into perspective Commissioner Rideoutte's point of view.

There was discussion regarding the FAA's moderating position since Commissioner Rideoutte's term as Chair and the ongoing, positive relationships that staff is building with the FAA.

2. Board Acceptance of the Strategic Plan Scorecard Template

Ms. Terrill requested Board review and acceptance of the Strategic Plan Scorecard template. She stated that on June 21st, the Board requested to have the Scorecard revised to align with the adopted Strategic Plan. She reviewed and displayed the draft template of the Scorecard as of August 16, 2018.

In response to Chair's Messer's question regarding the frequency of receiving the updated Scorecard, Ms. Terrill said that a report would be prepared twice a year in June and December.

Commissioner Brousseau moved Board acceptance of the Strategic Plan Scorecard Template as presented by Ms. Terrill. Commissioner Rideoutte seconded. Motion passed 4-0 with Vice Chair Lenhard absent.

3. Fuel Farm Expansion Update

Mr. Keith provided an update of the fuel farm expansion. He displayed the site plan as developed by Hanson and explained the improvements to be made which include a 40,000 gallon tank with a pad for another future 40,000 gallon tank, a restroom and equipment/monitor building, a canopy over a portion of the fuel farm and rehabilitation of the existing facility. Mr. Keith said that due to the scope of work for the rehabilitation of the facility, staff is proposing two separate bids to minimize disruption during

season. The rehabilitation bid is expected to be advertised in mid-August and presented to the Board for consideration at the September meeting; and the bid for the expansion will be advertised in early September and presented to the Board for consideration at the October meeting.

Chair Messer moved Board acceptance of the Fuel Farm Expansion update as presented by Mr. Keith. Commissioner Rideoutte seconded. Motion passed 4-0 with Vice Chair Lenhard absent.

J. LEADERSHIP TEAM REPORT

1. Leadership Team Report

Chair Messer commented that leadership development continues to be a focus for Mr. Rozansky and his team. She said she found it helpful in the way the Leadership Team Report is organized.

In response to Commissioner Dustin's question regarding the two alerts of flat tires during the month of July, Mr. Rozansky said that the pilots should have noticed them, but the situation can occur while taxiing out. He added that the DA42 is a typical flight training aircraft and they get a lot of wear and tear on those aircraft.

K. FINANCIAL REPORTS

1. Financial Summary

Ms. Sarcona reported on actuals against budget for the month of July. Operating revenues, net of cost of goods sold, were favorable to budget by 4.46%. Operating expenses were unfavorable to budget by 35.24%. Net Income from operations was unfavorable to budget by \$279,746. Year-to-date, our revenue is favorable to budget by \$1.2 million or 9.7%. Our operating expenses is favorable to budget by \$421,000 or 4.6%, and our net income from operations is favorable to budget by \$1.7 million or 40%.

A question and answer period followed.

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

2. FY 2019 Operating and Capital Expenditures Budget Update

Ms. Sarcona presented the FY 2019 Operating and Capital Budget August Update. She reviewed the FY 2019 base assumptions, key revenue budget assumptions, key expense budget assumptions, major capital projects eligible for outside funding, capital budget, top budget category increases, operating budget, net assets summary, and the expenses and expenditures.

Mr. Rozansky addressed Chair Messer's question regarding the methodology for adding 12 staff positions to the FY 2019 budget.

L. COUNSEL'S REPORT

1. Counsel's Report

Mr. Owens reported that there was no pending or new litigation. He thanked each of the Commissioners and Mr. Rozansky for their thoughtful discussion and kind comments with respect to the Authority Counsel's annual review. On behalf of his firm, Mr. Owens expressed his appreciation for the opportunity to serve the Authority.

M. PUBLIC COMMENTS (5 minute limit)

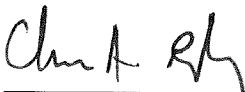
There were no public comments.

N. CORRESPONDENCE/COMMISSIONER COMMENTS & REQUESTS/MEETINGS

Commissioner Brousseau raised concern regarding the recent event in the news involving an airport employee who stole and crashed an airplane. There was discussion regarding the situation to ensure an incident like that wouldn't occur at our airport. Mr. Rozansky stated that all employees are properly background checked, there are security guards on duty at night to monitor suspicious activity and staff also are instructed to have a watchful eye for any malicious behavior. He added that approximately 99% of our customers lock their airplanes.

O. ADJOURN

With no further business, the meeting adjourned at 10:15 a.m.



Christopher A. Rozansky
Secretary

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

Michael J. Lenhard

800 17th Avenue S . Naples, FL 34102 . 239-530-8129

August 14, 2018

Naples Airport Authority
Honorable Chair and Board of Commissioners
160 Aviation Drive North
Naples, FL 34104

Dear Honorable Chair Fellow Commissioners:

Since I will be unable to attend Thursday's Board meeting, I wanted to share some thoughts with you about Mr. Rozansky's review.

I completed the evaluation form while on an extended vacation with family having left Naples on July 22nd. Returning from my trip on Saturday, I reviewed the Mr. Rozansky's evaluation summary in the Board Packet. In retrospect, my overall average would most likely be higher. As such, on Thursday morning, as you discuss Chris' performance and any merit increase, please do not let my evaluation scores diminish your decision.

I look forward to seeing you at our next meeting where I understand we will have the opportunity to review the evaluation process further.

Sincerely,



Michael Lenhard

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, August 16, 2018

8:30 a.m.

Commissioner Donna M. Messer – Chair and NCC Liaison

Commissioner Michael Lenhard – Vice Chair and Consultant Selection Committee Chair

Commissioner James Rideoutte – Audit Committee Chair, Consultant Selection Committee Member

Commissioner Ted Brousseau – Legal Liaison

Commissioner Kerry C. Dustin, 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. June 21, 2018 Regular Meeting
2. June 28, 2018 Joint NAA Board and Noise Compatibility Committee Special Meeting Minutes

E. PRESENTATIONS AND TIME CERTAIN ITEMS

1. Employee of the Quarter

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

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1. Leadership Team Report

K. FINANCIAL REPORTS

1. Financial Summary
2. FY 2019 Operating and Capital Expenditures Budget Update

L. COUNSEL’S REPORT

1. Counsel’s Report

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N. CORRESPONDENCE/COMMISSIONER COMMENTS & REQUESTS/MEETINGS

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