CITY OF NAPLES AIRPORT AUTHORITY (NAA)
Board of Commissioners
Notice of Regular Meeting

AGENDA

City Hall Council Chambers
735 Eighth Street South
Naples, FL 34102

Thursday, October 18, 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.

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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.

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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. September 20, 2018 Regular Meeting
2. October 8, 2018 Consultant Selection Committee Meeting

E. PRESENTATIONS AND TIME CERTAIN ITEMS

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 of the Consultant Selection Committee Ranking of the Taxiway D Realignment and Drainage Improvements – North Quadrant Consultant Firm
2. Authorize the Executive Director to execute a contract with the lowest compliant bidder, MDM Services, for the Fuel Farm Expansion Project in the amount not to exceed $1,575,000

H. NEW BUSINESS

I. OLD BUSINESS

1. Noise Compatibility Committee Update
2. General Aviation Terminal (GAT) Feasibility Study Update

J. LEADERSHIP TEAM REPORT

1. Leadership 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

Minutes
September 20, 2018
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. Chair Messer introduced Ms. Patricia Rambosk, City Clerk, for the swearing in ceremony for newly appointed Authority Commissioners.

1. Swearing In Ceremony for Authority Commissioner Messer and Commissioner Lenhard

Ms. Rambosk administered the Oath of Office to Authority Commissioners, Ms. Donna M. Messer and Mr. Michael Lenhard, who were reappointed to serve the term of November 17, 2018 to November 16, 2022.

2. Roll Call

Present were Chair Messer, Commissioner Brousseau, Commissioner Dustin, Vice Chair Lenhard and Commissioner Rideoutte.

Staff and Authority Counsel present were Mr. Rozansky, Mr. Owens, Ms. Terrill, Mr. Keith, Mr. Frost, Ms. Jackson, Ms. Sarcona and Ms. Menard.

B. PLEDGE OF ALLEGIANCE

Chair Messer led the Pledge of Allegiance.

C. AGENDA

In addition to the Swearing in Ceremony, Mr. Rozansky announced that there were three revisions and one additional item to the agenda as follows:

1) Under Action Item 1, Board adoption of Resolution 2018-6, Adoption of Fiscal Year 2019 Operating and Capital Budget, the total appropriations for expenditures and reserves under the FY 2019 Budget was revised downward from $51,542,920 to $49,448,510. The corrected Resolution 2018-6 was distributed to Board members at the beginning of this meeting.

2) Under Action Item 2, Proposed Revisions to the Bylaws for the Governance and Operation of the City of Naples Airport Authority, the memorandum in the Board package was revised to provide a red-lined highlighted version of the proposed changes.

3) Under Action Item 4, the memorandum was revised to include the lowest compliant bidder's name and the bid results, and the agenda item name changed to "Authorize the Executive Director to execute a contract with lowest compliant bidder, Hotspray Industrial Coatings, for the Fuel Farm Rehabilitation Project in the amount of $162,750.00."

4) Under Correspondence/Commissioner Comments & Requests/Meetings, Item 1, Consultant Selection Committee Meetings for FY 2019, was added to the agenda.

Revised memorandums for the above items were distributed to Board members.

D. MINUTES

1. August 16, 2018 Regular Meeting

Commissioner Dustin moved approval of the August 16, 2018 Regular Meeting minutes. Commissioner Brousseau seconded. Motion passed 5-0 unanimously.

E. PRESENTATIONS AND TIME CERTAIN ITEMS

There were no presentations and time certain items.

F. PUBLIC COMMENTS

Ms. Lois A. Bolin, Southwest Florida Veterans Alliance and Collaborators, requested the utilization of the Commercial Terminal's former seating area at the gate for a Veterans Gathering Room. She said that it would be a good opportunity to have a centralized meeting area for veterans providing increased visibility and public relations for the Museum and the Naples Airport Authority. She distributed an outline regarding the strategic opportunity. After a question and answer period, Chair Messer thanked Ms. Bolin for presenting the opportunity and requested that she work with Authority staff to discuss it further.

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

1. Board adoption of Resolution 2018-6, Adoption of Fiscal Year 2019 Operating and Capital Budget

Ms. Sarcona requested Board approval of the FY 2019 Operating and Capital Budget and adoption of Resolution 2018-6. She presented the final FY 2019 Operating and Capital Budget. She reviewed FY 2019 budget updates since the August 16th draft, top budget category increases, major capital projects eligible for outside funding, capital budget, operating budget, FY 2018 and 2019 net assets summary, expenses and expenditures.

Ms. Sarcona and Mr. Rozansky responded to questions, and Mr. Keith gave an estimated date when Hurricane Irma repairs would be completed.

On page 1, second paragraph in the Executive Summary of the Fiscal Year 2019 Operating and Capital Budget, Commissioner Dustin stated that the paragraph is a very good summary of the services provided by the Authority to the City of Naples. He commented that he recently participated in a conference call regarding the Collier County's visioning and there was a concern voiced regarding what the Authority provides to the City of Naples since the Authority only pays $1/year in annual rent. Commissioner Dustin said that he corrected that concern. He added it is incumbent upon Commissioners and the Leadership Team to communicate that message to people throughout the City as too often, people don't realize how much the airport does. In addition, Commissioner Rideoutte pointed out that before the

Authority took over the Naples Airport, it was losing approximately $200,000 a year and have reversed that. For the public's benefit, the paragraph Commissioner Dustin is referring to reads as follows:

> *"The Authority financially supports itself directly from aviation fuel sales and airport user fees an dindirectly by airport user taxes. No local, state or federal general taxes, such as property, utility, sales, intangible or income taxes directly support the Authority. The Authority receives, for certain capital projects, state and federal financial grants from trust funds established largely from aviation fuel taxes and airline ticket taxes. The Authority pays the City of Naples for utility, police and fire fighting services and also built, equips and maintains City Fire Station #3, and storm water facilities that preserve and improve the environment. The Authority builds and maintains internal roadways and utilities and has constructed many of the external roadway improvements, including horticultural beautification and bicycle paths."*

Chair Messer moved Board approval of the FY 2019 Operating and Capital Budget and moved Board adoption of Resolution 2018-6. Commissioner Rideoutte seconded. The motion passed unanimously 5-0.

2. **Proposed Revisions to the Bylaws for the Governance and Operation of the City of Naples Airport Authority**

Ms. Terrill requested Board consideration of the proposed revisions to the Bylaws for the Governance and Operation of the City of Naples Airport Authority ("NAA Bylaws"). She reviewed the changes and stated that the Strategic Plan and the Master Plan should be reviewed by the Board ahead of the preparation of our normal review cycle of the budget, and accordingly, staff is recommending that the third paragraph of Article VI, Section 1, of the NAA Bylaws be revised as follows:

> *"No later than the Regular Meeting in December, the Strategic Plan shall be presented to the Board for review and consideration of any recommendations and/or changes thereto. No later than the Regular Meeting in April, the Airport Master Plan shall be presented to the Board for review and consideration of any recommendations and/or changes thereto."*

Vice Chair Lenhard moved Board approval of the proposed revisions to the NAA Bylaws as presented by Ms. Terrill. Commissioner Rideoutte seconded. Motion passed 5-0 unanimously.

3. **Authorize the Executive Director to renew certain insurance policies in an amount not to exceed $132,000**

Ms. Terrill requested Board authorization for the Executive Director to renew several insurance policies expiring on September 30, 2018 in an amount not to exceed $132,000. She explained the insurance policies recommended for renewal on October 1, 2018 and stated that the premiums for these policies are included in the FY 2019 budget.

Commissioner Rideoutte moved Board authorization for the Executive Director to renew the insurance policies as presented by Ms. Terrill in an amount not to exceed $132,000. Commissioner Brousseau seconded. Motion passed 5-0 unanimously.

4. **Authorize the Executive Director to execute a contract with the lowest compliant bidder, Hotspray Industrial Coatings, for the Fuel Farm Rehabilitation Project in the amount of $162,750.00**

Mr. Keith requested Board authorization for the Executive Director to execute a contract with the lowest compliant bidder, Hotspray Industrial Coatings, for the Fuel Farm Rehabilitation Project in the amount of $162,750.00. Mr. Keith provided an overview of the fuel farm rehabilitation project. He reviewed the bid results and stated that since the low bidder, Industrial Maintenance Group, had irregularities in their proposal, causing their bid to be considered non-compliant, staff was recommending approval of the lowest compliant bidder, Hotspray Industrial Coatings, in the amount of $162,750.00. A question and answer period followed.

Commissioner Rideoutte moved Board authorization for the Executive Director to execute a contract with the lowest compliant bidder, Hotspray Industrial Coatings, for the Fuel Farm Rehabilitation Project in an amount of $162,750.00. Commissioner Brousseau seconded. Motion passed 5-0 unanimously.

5. **Board Authorization for the Executive Director to execute a First Amendment to a Professional Services Agreement with Harris, Miller, Miller and Hanson, Inc. (HMMH)**

Ms. Jackson requested Board authorization for the Executive Director to execute a six-month extension for the Professional Services Agreement with Harris, Miller, Miller and Hanson, Inc. expiring on September 30, 2018 to ensure that the Authority does not experience a gap in noise consulting services while the Authority undergoes the Request for Qualifications process. A question and answer period followed.

Commissioner Dustin moved Board authorization for the Executive Director to execute a First Amendment to a Professional Services Agreement with HMMH, extending the Final Renewal Term by six months, expiring on March 31, 2019. Vice Chair Lenhard seconded. Motion passed 5-0 unanimously.

6. **Authorize the Executive Director to Execute a Second Amendment to Lease with The Hertz Corporation**

Ms. Jackson requested Board authorization for the Executive Director to execute a Second Amendment to Lease with The Hertz Corporation. She reviewed the terms of the First Amendment of Lease which was modified on May 17, 2018. She said that Hertz recently requested a lease amendment to permit subleasing a portion of their hangar for a limited period of time, beginning on September 20, 2018 and ending by December 31, 2019. She said that Hertz would be required to continue to use the hangar for the primary purpose of storing their aircraft and that staff endorses this request due to the limited availability of hangars and extensive demand for hangar storage on the airport.

Commissioner Dustin moved Board authorization for the Executive Director to execute a Second Amendment to Lease with The Hertz Corporation. Commissioner Brousseau seconded. Motion passed 5-0 unanimously.

H. NEW BUSINESS

1. Request for Proposals (RFP) for Taxiway D Lease Parcels

Ms. Jackson provided an update of the realignment of Taxiway D in the north quadrant of Naples Municipal Airport and stated that construction is anticipated to be complete in November. As a result, developable land will be established. She requested Board consensus to issue an RFP for long term land leases for aeronautical development for two of the three available parcels. A question and answer period followed. Mr. Rozansky added that a Special Board Meeting would be scheduled in early to mid-November to interview respondents of the RFP.

There was Board consensus to issue an RFP for Taxiway D Lease parcels as presented by Ms. Jackson.

2. Remote Meeting Participation by Speaker Telephone

Ms. Jackson stated that with recent increases in the number of Board and Noise Compatibility Committee (NCC) meetings outside of the regular schedule, staff was requested by an NCC member to research whether remote meeting participation by speaker telephone was a viable option.

After review of the legal guidelines and outlining the differences for remote attendance in the NAA Bylaws and NCC Bylaws, Chair Messer proposed the following four options for Board members to consider and/or to provide additional options: 1) Change the NAA Bylaws to match the NCC Bylaws which would require Board members to be present in person at all meetings. 2) Adopt the Florida Attorney General's opinion that states a meeting by telephone conference should only be permitted in extraordinary circumstances when a quorum of Board and Committee members is physically present at the meeting. 3) Change NCC Bylaws to grant Committee members the same provisions as the NAA Bylaws which would allow up to four people on the NCC to dial in; or 4) Keep the NAA Bylaws and the NCC Bylaws as is with no change at all.

There was Board discussion regarding the difficulty to manage meeting participants by phone, how the Sunshine Law makes it even more difficult, the NAA Board's smaller group compared to the NCC's larger body, the amount of decisions the NAA Board makes and the frequency of their monthly meeting schedule compared to fewer decisions that the NCC makes and a quarterly meeting schedule, the lack of technical equipment at the airport facilities where NCC meetings are held to accommodate phone conferencing and their ability to watch meetings on video afterwards.

Mr. Owens clarified the Attorney General's position which he said seems to promote in-person attendance, however, providing for an extraordinary circumstances standard to participate by telephone conference. Mr. Owens stated that it is at the discretion of the Board to make a change to the NAA Bylaws to be guided by the persuasive authority that the Attorney General provides.

After discussion, Commissioner Dustin moved Board approval to make no change to the NAA Bylaws and no change to the NCC Bylaws. Commissioner Brousseau seconded. Motion passed 5-0 unanimously.

3. **Proposed Projects to Compete for FAA Supplemental Discretionary Funding**

Mr. Keith provided an update of staff's intent to apply for discretionary funding with the FAA. He said that with the Consolidated Appropriations Act of 2018 that was passed in the Spring, Congress stipulated an additional $1 billion of capital improvement program funding. Mr. Keith said that there will be two rounds of funding. The first round would go to rural and non-hub airports, and the second round of funding would be opened up to everyone else, which the Naples Airport would fall under. He displayed a map of two proposed areas to compete for the FAA funding. The first would be for the South Quadrant T-Hangar Site Development, and the second would be for the North Quad Landfill Reclamation, Taxiway Extension and Hangar Site Development. Mr. Rozansky added that the deadline for the first round of funding for rural and non-hub was in August and that at a recent conference he attended, the FAA reported that they received $1.3 billion in requests.

4. **Direction for the Executive Director to Commence Litigation Against Gulf Coast Airways, Inc. to Regain Possession of Leasehold Premises and Recover Damages**

Chair Messer stated that on this item, a motion for the Executive Director to commence litigation by filing a Complaint for Holdover Tenant Summary Eviction and Damages against Gulf Coast Airways, Inc. would be necessary.

Ms. Jackson provided an overview of space that Gulf Coast Airways, Inc. currently occupies. She stated that Gulf Coast Airways was properly notified on July 20, 2018 that their month-to-month leases for the leasehold premises would be terminated effective August 31, 2018 and that Gulf Coast Airways failed to vacate the Leasehold Premises and still occupies them as a hold-over tenant. She reported that on September 13, 2018, Gulf Coast was issued a written demand for possession, notice of tenancy at Sufferance and notice of double rent with a deadline of September 21, 2018 to vacate the Leasehold Premises. Ms. Jackson said that in the event that Gulf Coast Airways fails to vacate and remove its personal property, formal legal action will be required in order for the Authority to regain the possession of that area.

Commissioner Dustin moved Board approval for the Executive Director to commence litigation by filing a Complaint for Holdover Tenant Summary Eviction and Damages against Gulf Coast Airways, Inc. Commissioner Rideoutte seconded. Motion passed 5-0 unanimously.

I. OLD BUSINESS

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

Chair Messer stated that the NCC last met at a Joint Special Meeting with the NAA Board on June 28, 2018 and an update of that meeting was provided at the August Regular Meeting.

She reported that a letter requesting FAA's support for an Updated Part 150 Noise Study was sent on September 18, 2018 to Bart Vernace, Manager of the Orlando Airports District Office, Federal Aviation Administration for his consideration. She said that a copy of the letter was sent to all of the Commissioners and NCC members, and it will be posted on our website this week. Chair Messer thanked Mr. Rozansky, Ms. Terrill and Ms. Jackson for their efforts on the letter and continued relationship building with the FAA.

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

2. **Executive Director Performance Review Form and Process**

Mr. Rozansky stated that following his evaluation at the August Regular Meeting, there was consensus to discuss the performance review form and process further at this meeting. He said several sample performance review forms were provided from other public entities for the Board's reference. He suggested that the example from the Sarasota Manatee Airport Authority may provide a good template to work from.

Vice Chair Lenhard said he liked the Sarasota form but also liked the conciseness of the Charlotte County Airport Authority's form. He noted that the rating system on both forms is still a five-point scale.

Commissioner Dustin said that he liked the Sarasota's descriptions on the appraisal form and liked the first paragraph regarding the use of the rating system.

Chair Messer said that she also liked the Sarasota form although she stated that there was a lot of care in developing Mr. Rozansky's form which specifically incorporated information from the Strategic Plan. She suggested that if the Board decides to use the Sarasota form as a template, it should be developed in the same way as this past year's form was by putting in specifics of what we are measuring Mr. Rozansky on rather than using the Sarasota categories exactly as is written.

Commissioner Rideoutte stated that he liked the fewer amount of questions. He said he still has difficulties with a 1 to 5 rating system but would not be opposed to it as long as there was a compelling explanation in how to distinguish between each level. There was discussion regarding the Sarasota's explanation of the 1 to 5 scale and using that rating system in general.

Commissioner Brousseau said that he liked the Sarasota form but shared Commissioner Rideoutte's concern regarding a 5-point scale.

Mr. Rozansky suggested that he would consult with his Human Resources Manager to review or refine the rating scale and bring back a draft evaluation form for review at the November meeting.

Chair Messer pointed out that Mr. Rozansky's three-year employment contract expires in September, 2019, and recommended that it was in the best interest of the NAA to renegotiate his agreement before it gets closer to September. Mr. Rozansky said that he would appreciate the opportunity to open up the discussion.

In response to Vice Chair Lenhard's request for a copy of the existing employment agreement, Mr. Rozansky stated that it appears under Tab 6C in the NAA Information Book but that he would email a copy of the agreement to all Board members as well.

Chair Messer added that at Mr. Rozanksy's recent performance review, Board members all thought it was important that we use the same scale for salary increases that is used for employees. She recommended that the Board consider language in the new agreement that would allow for a discretionary bonus. After further discussion, there was Board consensus for Chair Messer to negotiate

an agreement with Mr. Rozansky and bring it back to the Board at the October Regular Meeting for consideration.

3. **Authority Counsel Performance Review Form and Process**

Mr. Rozansky requested Board discussion regarding Authority Counsel's performance review form and process. Mr. Rozansky stated that the current form used was provided and after his brief discussion with Authority counsel, he said that there are one or two questions that could be consolidated further.

Vice Chair Lenhard expressed concern regarding the motion made at last month's Regular Meeting to provide Authority Counsel with a rate increase without the rate increase being proposed by the legal firm. There was Board and staff discussion regarding past practice in doing so, how the rates of the Authority's other professional service firms are handled, and the special rate provided to the Authority vs. Bond, Schoeneck and King's standard normal rate. Mr. Rozansky suggested that staff research how other public entities deal with rate increases and provide a recommendation at the November Regular Meeting.

Mr. Rozansky stated that Mr. Owens reviews all contracts and other matters. There was discussion regarding Mr. Owens providing a monthly update to the Board on Authority matters being worked on.

Mr. Owens stated that he appreciates the earlier discussion with respect to rate increase and said that it is solely in the Board's discretion and he is fine with whatever they decide. He added that with regard to his providing a summary of matters, it would be so benign and generic due to sensitive litigation or sensitive negotiations and didn't feel it would be of value. Mr. Owens suggested that during his monthly calls to Board members, they use the time as an opportunity to receive information about whatever is appropriate. There was Board consensus for Authority Counsel to not provide additional reporting.

Regarding the review process, Mr. Rozansky will present a revised performance review form and his findings regarding the hourly rate issue at the November Regular Meeting.

J. LEADERSHIP TEAM REPORT

1. **Leadership Team Report**

In the third paragraph on page 1 of the Leadership Team report, Commissioner Rideoutte asked for further explanation of the ADP Workforce Now system. Mr. Rozansky stated that it was an online web portal system for payroll and where employees can check in and access their time, payroll statements and other data. Mr. Rozansky stated that performance reviews are now conducted through that portal as well.

Vice Lenhard asked if the reference to Elite Airways should be removed on the Activity Report since the firm is no longer operating at the Naples Airport. Mr. Rozansky stated that it is still included in activity for the prior reporting year and once the activity rolls off, it will be excluded.

Vice Chair Lenhard raised concern regarding the upward trend in reported work injuries on the Human Resources Metrics Report and asked if there was a safety program in place. Mr. Rozansky stated that regarding employee injuries, there were several incidents with little to no days of work missed. He said that there was one injury where the employee had some time away. He said that staff investigated why

the injury took place and put corrective actions in place. Mr. Rozansky said that in Operations and Facilities, safety briefings are conducted every single day that reinforce personal protective gear and best practices. He added that employees are provided training for other various aspects of work performed.

K. FINANCIAL REPORTS

1. Financial Summary

Ms. Sarcona reported on actuals against budget for the month of August.

A question and answer period followed regarding the Lease Term Buy Back program, the cash and equivalents at end of period on page 5, Statement of Cash Flow; and the criteria provided in the explanations on page 3, Variance Report.

Commissioner Rideoutte moved acceptance of the August Financial Summary. Vice Chair Lenhard seconded. The motion passed 5-0 unanimously.

L. COUNSEL'S REPORT

1. Counsel's Report

Mr. Owens reported that there was no pending or new litigation although there may be one depending on whether the tenant discussed earlier vacates the premises.

M. PUBLIC COMMENTS (5 minute limit)

There were no public comments.

N. CORRESPONDENCE/COMMISSIONER COMMENTS & REQUESTS/MEETINGS

1. Consultant Selection Committee Meetings for FY 2019

A schedule for Consultant Selection Committee meetings for FY 2019 was provided to Board members as an added item for today's discussion. Mr. Rozansky reviewed the schedule and stated that the two highlighted items, to interview and rank responding firms for employee health insurance benefits and broker services and to interview and rank responding firms for IT Services firms, fall outside of the provisions of the Florida Statutes Section 287.055, which deals with "professional services." He requested Board feedback for the Consultant Selection Committee to convene on the two highlighted items on the schedule.

Chair Messer and Commissioner Rideoutte, Consultant Selection Committee member, deferred the decision to the Chair of the Consultant Selection Committee. As Chair of the Committee, Vice Chair Lenhard said that he did not find it a burden to meet and would like to continue the practice of meeting on the two highlighted items. Mr. Rozansky stated that Ms. Menard will reach out to Board members for scheduling the meetings on the list. Chair Messer reminded all Board members that they may participate and opt in at any Committee meeting.

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.

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, September 20, 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

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A. ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. AGENDA (Add, delete or re-sequence items)

D. MINUTES

1. August 16, 2018 Regular Meeting

E. PRESENTATIONS AND TIME CERTAIN ITEMS

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 adoption of Resolution 2018-6, Adoption of Fiscal Year 2019 Operating and Capital Budget

2. Proposed Revisions to the Bylaws for the Governance and Operation of the City of Naples Airport Authority

3. Authorize the Executive Director to renew certain insurance policies in an amount not to exceed $132,000

4. Authorize the Executive Director to execute a contract with the lowest compliant bidder, Hotspray Industrial Coatings, for the Fuel Farm Rehabilitation Project in the amount of $162,750.00

5. Board Authorization for the Executive Director to Execute a First Amendment to a Professional Services Agreement with Harris, Miller, Miller and Hanson, Inc. (HMMH)

6. Authorize the Executive Director to Execute a Second Amendment to Lease with The Hertz Corporation

H. NEW BUSINESS

1. Request for Proposals for Taxiway D Lease Parcels

2. Remote Meeting Participation by Speaker Telephone

3. Proposed Projects to Compete for FAA Supplemental Discretionary Funding

4. Direction for the Executive Director to Commence Litigation Against Gulf Coast Airways, Inc. to Regain Possession of Leasehold Premises and Recover Damages

I. OLD BUSINESS

1. Noise Compatibility Committee Update
2. Executive Director Performance Review Form and Process
3. Authority Counsel Performance Review Form and Process

J. LEADERSHIP TEAM REPORT

1. Leadership 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

1. Consultant Selection Committee Meetings for FY 2019

O. ADJOURN

Minutes
October 8. 2018
Consultant Selection Committee

A. ROLL CALL

Meeting was called to order by Consultant Selection Committee Chair Lenhard at 1 p.m. in the Airport Office Building, 2nd Floor Conference Room. Also present were Commissioner Rideoutte, Committee member; and Commissioner Messer, who opted in. Staff and Legal Counsel present were Mr. Rozansky, Mr. Owens, Ms. Terrill, Mr. Keith, Ms. Vandersluis and Ms. Menard.

B. PLEDGE OF ALLEGIANCE

C. AGENDA

Mr. Rozansky stated that there was one change to the agenda. Under F. Correspondence/Commissioner Comments & Requests/Meetings, Item 1, Request for Consultant Selection Committee Meeting in December 2018 to Interview and Rank Responses to the General Aviation Terminal (GAT) Redesign Request for Qualifications (RFQ), will be added.

D. DISCUSSION ITEMS

Chair Lenhard requested Mr. Keith to provide opening remarks. Mr. Keith stated that the purpose of the meeting is to interview the firms that responded to the Runway 5-23 Drainage Improvements Professional Consulting Services Request for Qualifications (RFQ). Mr. Keith reported that there were two firms that responded and both are known to staff and have worked at the Naples Airport before. He said that each firm would be given 25 minutes to present their firm, followed by a 20-minute question and answer period. After both presentations, Mr. Keith said that the Committee will be asked to provide a ranking of the firms interviewed and that the results of the Committee will be presented to the full Board for approval at the October 18th Regular Meeting.

1. Interviews and Ranking of Responses to Runway 5-23 Drainage Improvements Request for Qualifications

a. Hole Montes, Inc.

Chair Lenhard welcomed Mr. Robert L. Murray, P.E., Principal in Charge; Mr. Tim Parker, P.E., Associate/Senior Project Manager; and Mr. Austin Brown, E.I., Civil Engineering Design of Hole Montes, Inc.; and Mr. Shane Johnson, environmental sub-consultant of Passarella and Associates. Mr. Parker distributed a copy of their presentation to Committee members. Mr. Murray and Mr. Parker provided an overview of their firm, recent experience at other Southwest Florida airports, IT capabilities, technical design considerations, project understanding and approach, a review of their sub-consultant team and benefits in selecting Hole Montes team for the project. A question and answer period followed.

b. EG Solutions Inc.

Chair Lenhard welcomed Mr. George (Kelly) Rubino, P.E., CBC, Co-Founder, Principal in Charge and Mr. Scott Brady, P.E., Project Manager of EG Solutions Inc.; Ms. Julie Sullivan, M.S., Southeast Regional Director, Biological Resources Director of Environmental Science Associates (ESA); and Mr. Mike Harris, Aviation Designer of Hanson Professional Services Inc. A copy of their presentation was distributed to Committee members. Mr. Rubino presented an overview of their experience at Naples Airport and introduced the EG Solutions team organization. Mr. Brady presented the project issues/approach, a graph of costs and risk management, construction phasing plan, environmental clearances for stormwater and groundwater, Runway 5-23 drainage/permitting plan, and the benefits for selecting the EG Solutions team. A question and answer period followed.

Chair Lenhard opened the discussion to evaluate the firms and requested Commissioner Rideoutte and Commissioner Messer to provide their comments and rankings. There was consensus that although both firms were qualified to manage the project, EG Solutions was more experienced and familiar with the Naples Airport and their proposal was much more detailed and thoughtful in how they would approach the project. Mr. Keith added that Mr. Brady and Ms. Sullivan are greatly respected in their fields, and Mr. Rozansky commented that EG Solutions spent a good amount of time laying out a workable phasing plan for the project, limiting exposure to operations. Following the discussion, Chair Lenhard, Commissioner Rideoutte and Commissioner Messer unanimously agreed to rank the firms as follows and to recommend the ranking to the full Board at the October 18th Regular Board Meeting:

(1) EG Solutions Inc.
(2) Hole Montes, Inc.

E. PUBLIC COMMENTS

There were no public comments.

F. CORRESPONDENCE/COMMISSIONER COMMENTS & REQUESTS/ MEETINGS

1. Request for Consultant Selection Committee Meeting in December 2018 to Interview and Rank Responses to the Redesign of the General Aviation Terminal (GAT) Request for Qualifications (RFQ)

Mr. Rozansky requested Committee discussion to set a date in early December for the next Consultant Selection Committee meeting. Ms. Menard stated that it was to interview and rank responses to the Request for Qualifications to the redesign of the General Aviation Terminal. After discussion, there was consensus to schedule the Consultant Selection Committee meeting for

Tuesday, December 4, 2018 at 9 a.m. Ms. Menard will send a formal meeting notice to all Commissioners.

G. ADJOURN

The meeting adjourned at 3:01 p.m.

_____
Christopher A. Rozansky
Secretary

CITY OF NAPLES AIRPORT AUTHORITY (NAA)
Board of Commissioners
Notice of Consultant Selection Committee Meeting

FINAL AGENDA

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

Monday, October 8, 2018
1 p.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 Consultant Selection Committee 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 Committee 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 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. DISCUSSION ITEM

1. Interviews and Ranking of Responses to Runway 5-23 Drainage Improvements Request for Qualifications

a.	Hole Montes, Inc.	1:10 p.m.
b.	EG Solutions, Inc.	2:10 p.m.

E. PUBLIC COMMENTS (Public comments accepted for items not otherwise listed on the Agenda; 5 minute limit)

F. CORRESPONDENCE/COMMISSIONER COMMENTS & REQUESTS/MEETINGS

1. Request for Consultant Selection Committee Meeting in December 2018 to Interview and Rank Responses to the Redesign of the General Aviation Terminal (GAT) Request for Qualifications (RFQ),

G. 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.

NOTE: The Consultant Selection Committee is comprised of Vice Chair Lenhard and Commissioner Rideoutte. All NAA Commissioners are welcome to attend and can "opt in" to participate and vote.

NAPLES AIRPORT AUTHORITY

To: Honorable Chair and Commissioners

From: Christopher A. Rozansky, Executive Director CR

By: Kerry Keith, Sr. Director of Airport Development and Facilities KDK

Meeting Date: October 18, 2017

Re: **ACTION ITEM**

1. **Board Approval of the Consultant Selection Committee Ranking of the Taxiway D Realignment and Drainage Improvements – North Quadrant Consultant Firm**

SUMMARY: Board approval of the Consultant Selection Committee ranking of the two (2) finalists competing for the Runway 5-23 Drainage Improvements consultant firm.

BACKGROUND: A Request for Qualifications for professional services related to the Runway 5-23 Drainage Improvements was advertised on August 5, 2018. Two (2) proposals were received and were determined to meet the minimum qualifications. Presentations were made at the Consultant Selection Committee meeting on October 8, 2018. Pending Board approval of the ranking, staff will commence negotiations with the intention of presenting a contract for Board approval at the November regularly scheduled meeting. The Consultant Selection Committee ranked the firms in the following order:

1. EG Solutions, Inc.
2. Hole Montes, Inc.

COMMUNICATIONS PLAN: The finalists have been notified of the final ranking and the results were posted on our web site.

FINANCIAL IMPACT: There is no financial impact involved with this approval.

NAPLES AIRPORT AUTHORITY

To: Honorable Chair and Commissioners

From: Christopher A. Rozansky, Executive Director CR

By: Kerry Keith, Sr. Director of Airport Development and Facilities KDK

Meeting Date: October 18, 2018

Re: **ACTION ITEM**

2. **Authorize the Executive Director to execute a contract with the lowest compliant bidder, MDM Services for the Fuel Farm Expansion Project in the amount Not to Exceed $1,575,000.**

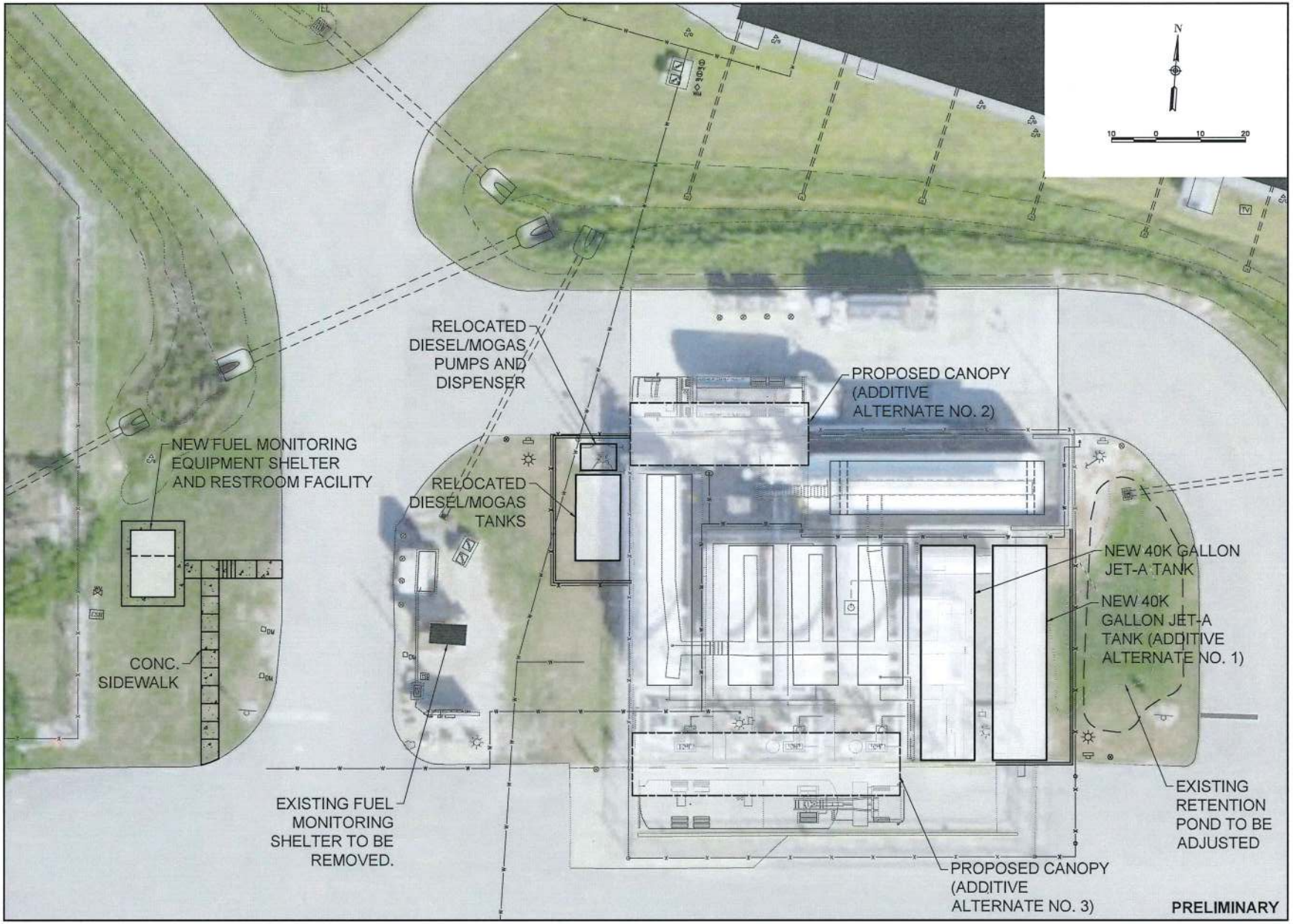
BACKGROUND: The Fuel Farm Expansion was advertised on September 10th with a Bid Date of October 9, 2018 and is the second phase of the total Fuel Farm upgrade to add capacity and refurbish the existing tanks and piping. The expansion will include the addition of two 40,000 gallon Jet A tanks, two loading area canopies, and an equipment room/restroom shelter.

Bid Results – Company	Total Bid Amount
Quality Enterprises USA, Inc.	$1,469,360.00
Owen Ames Kimball (OAK)	$1,435,141.14
MDM Services	**$1,431,045.35**

The requested budget amount includes the MDM Services bid amount plus a contingency of approximately 10% for possible unknown subsurface conditions. Staff also requests approval for NAA direct purchase of major items within the contract. Direct purchase will allow a cost savings of the associated 6% tax.

COMMUNICATIONS PLAN: All Fuel Farm work requires close and constant coordination with the Operations staff to maintain a functioning fuel farm and not disrupt deliveries and truck loading. Regular meetings will be scheduled with Operations staff to avoid any fueling conflicts.

FINANCIAL IMPACT: This project will be funded by the NAA; and although the lowest responsive bid exceeds the budgeted amount of $1,070,000, sufficient funds are available in the capital budget for a not to exceed amount of $1,575,000.



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I:\17JOBS\17A0120\CAD\SHEETS\EXHIBITS\AUGUST BOARD SKETCH

HANSON
Engineering | Planning | Allied Services
Hanson Professional Services Inc.
9015 Town Center Pkwy, Suite 105
Lakewood Ranch, Florida 34202
Phone: (941) 342-6321
Fax: (941) 379-6474
FL CA No. 7961
Offices Nationwide
www.hanson-inc.com

CONSULTANTS

EG Solutions
9015 Town Center Pkwy, Suite 106
Lakewood Ranch, Florida 34202
Phone: (941) 567-1622
Fax: (941) 567-1652
FL CA No. 30206

APPROVAL

NAME:
DATE REGISTERED ENGINEER STATE OF FLORIDA:

NAPLES AIRPORT AUTHORITY

FUEL FACILITY EXPANSION

NAPLES AIRPORT
NAPLES, FLORIDA

NO.	DATE	DESCRIPTION	DES	DWN	REV

ISSUE: NOT FOR CONSTRUCTION
PROJECT NO: 17A0120
CAD FILE: AUGUST BOARD SKETCH.DWG
DESIGN BY: MLH 05/04/2018
DRAWN BY: MLH 05/04/2018
REVIEWED BY:

SHEET TITLE

PROPOSED SITE PLAN

C-102

NAPLES AIRPORT AUTHORITY

To: Honorable Chair and Commissioners

From: Christopher A. Rozansky, Executive Director CR

By: Kerry Keith, Sr. Director of Airport Development and Facilities KDK

Meeting Date: October 18, 2018

Re: **OLD BUSINESS**

2. General Aviation Terminal (GAT) Feasibility Study Update

SUMMARY: To provide the Board an update on the General Aviation Terminal Feasibility Study

BACKGROUND: As part of the Master Plan Additional Scope of Work, ESA subcontracted with Schenkel Schultz Architects to review the current use, capacity, and needs of the GAT. The scope included a review of:

1. Existing Conditions of the GAT and Airport Office Building (AOB)
2. Planning and programming assessment for current and future needs
3. Analyze aircraft canopy options
4. Rough Order of Magnitude (ROM) cost estimating for up to three options

As a result of the study and with previous direction from the Board, staff has issued a Request For Qualifications (RFQ) for architectural services for the design of the GAT improvements. Although not intended to be the final plan, the conceptual site plan and cost estimates developed as part of the study will be available to any firm interested in participating in the RFQ and can be used as a guideline for future needs. Staff will encourage new ideas that are innovative and cost saving.

COMMUNICATIONS PLAN: The RFQ has been advertised in the Naples News, Florida Airports Council web site, and sent directly to approximately 20 consultants. Deadline for submission is November 7, 2018.

FINANCIAL IMPACT: There is no financial impact involved with this action. Staff will request Board approval for contract negotiations along with approval of the Consultant Selection Committee rankings at the December meeting.

NAPLES AIRPORT AUTHORITY

2018 General Aviation Terminal Preliminary Feasibility Assessment

Naples Airport Authority Board of Commissioners
September 20, 2018 Regular Meeting

Kerry Keith, Senior Director of Airport Development and Facilities

Please Fly Safe Fly Quiet

GAT Preliminary Feasibility Assessment

- "Gateway to Naples"
- CSR Counter
- Passenger Amenities
- Pilot Amenities
- Administration
- Increased Operations
- Drop Off, Parking and Ramp Access

NAPLES AIRPORT AUTHORITY

Existing Site Plan

NAPLES AIRPORT AUTHORITY

Conceptual Site Plan

NAPLES AIRPORT AUTHORITY

Conceptual 2nd Floor Plans

GA TERMINAL ASSESSMENT PROPOSED 2ND FLOOR PLANS

NAPLES AIRPORT AUTHORITY

Conceptual Canopy

GA TERMINAL ASSESSMENT

AIRCRAFT CANOPY- OPT. 2 CANTILEVERED

SCHENKELSHULTZ

09-20-2018

NAPLES AIRPORT AUTHORITY

GAT Preliminary Feasibility Assessment

COST ESTIMATE SUMMARY		
1	GAT EXPANSION	$ 7,314,442
2	AOB	$ 3,370,702
3	DEMO AND REPLACE GAT	$ 15,683,223
4	GREENFIELD TERMINAL	$ 16,105,729
5	AIRSIDE CANOPY	$ 1,054,569

NAPLES AIRPORT AUTHORITY

Next Steps

- RFQ for Professional Architectural and Engineering Services advertised
- Consultant selection

Scope of work

- Phase One – Discovery and Refine Feasibility Assessment (3 months)
- Phase Two – Design, Cost Estimate and Bidding Services (10 months)
- Phase Three – Construction (12 months)

NAPLES AIRPORT AUTHORITY

LEADERSHIP TEAM REPORT

September 2018 – October 2018

FOSTER A VALUED, ENGAGED AND EMPOWERED WORKFORCE

Leadership Development

Anti-Harassment and Incident Investigation required training was held for all staff with separate classes for leadership, October 3rd and 4th. The training was led by Attorney Caroline Westover, a member of the Labor and Employment Department of Bond, Schoeneck and King.

The annual employee performance reviews have been completed through the ADP Workforce Now system.

Annual flu shots were provided on-site to all employees who wished to receive them.

The NAA kicked-off its annual support as a collection site for Operation Christmas Child - the world's largest project of its kind aiding and organizing the distribution of millions of gift-filled shoeboxes to countless children located in over 100 countries on six continents. Employees and the public are invited to pick up the empty shoeboxes from our GAT lobby and fill them with school supplies, hygiene items, notes of encouragement and fun toys, then return them to be delivered to children in need around the world.

The Senior Director of Operations has been accepted to the Class of 2019 Leadership Collier.

Landscape staff attended the 2018 FNGLA Landscape Show at the Orange County Convention Center in Orlando on October 4th. This is a large industry trade show with over 800 booths, 28 workshops, and networking with other industry professionals who share similar concerns and challenges.

The Airport Development Specialist attended a five-day CAD/Civil 3D training class in Tampa, October 1st – 5th. This will allow future development of information layers to our property map similar to the information available on the County Property Appraisers web site.

The FBO Manager attended the National Air Transportation Association (NATA) Ground Handling Safety Symposium at the NTSB Training Center in Ashburn, VA, September 6th-9th. The purpose of the Symposium was to investigate, explore, and discuss the latest issues and trends and best practice in FBO Ground Handling.

PROVIDE SERVICE EXCELLENCE EVERY DAY

Alerts

There was one (1) alert for the month of September 2018.

DATE	ALERT	TYPE A/C	PROBLEM	RESULT
9/9/2018	6	C172	Aircraft experienced a nose-wheel flat tire on TWY-A, taxiing for takeoff.	Aircraft was towed clear of the movement area for repairs.

AvTrip Program

The AvTrip Program has been active since November 2016. AvTrip points have been claimed on 4,945,803 gallons of Jet-A fuel sold. Of this total, 2,141,977 gallons represent Full Retail or 43.3%, Volume Discount is 1,954,807 gallons or 39.5% and the Prepaid Program represents 849,019 gallons or 17.2%. The total cost of the AvTrip Program to the Naples Airport Authority for FY18 is $54,423 and since its inception in November 2016 is $98,916.

AVTRIP Program Jet A Gallons Sold by Fuel Program

Month	Full Retail	Volume Discount	Prepaid Program	Total
Nov-16	108,664	103,552	17,757	229,973
Dec-16	113,156	102,416	16,316	231,888
Jan-17	149,576	120,630	22,639	292,845
Feb-17	164,590	109,648	28,810	303,048
Mar-17	143,148	122,750	40,174	306,072
Apr-17	137,093	138,206	37,451	312,750
May-17	71,763	108,912	22,909	203,584
Jun-17	33,012	55,044	9,112	97,168
Jul-17	30,831	47,762	9,993	88,586
Aug-17	37,103	39,817	7,201	84,121
Sep-17	28,574	33,146	12,912	74,632
Oct-17	64,024	78,692	23,201	165,917
Nov-17	124,618	104,028	33,794	262,440
Dec-17	118,041	122,246	41,289	281,576
Jan-18	166,109	127,910	58,660	352,679
Feb-18	165,119	150,142	53,617	368,878
Mar-18	147,825	161,842	65,700	375,367
Apr-18	117,121	57,374	122,447	296,942
May-18	80,002	44,649	86,367	211,018
Jun-18	42,124	16,957	56,896	115,977
Jul-18	31,853	19,687	43,410	94,950
Aug-18	38,124	40,673	17,218	96,015
Sep-18	29,507	48,724	21,146	99,377
Gallons Sold by Program	2,141,977	1,954,807	849,019	4,945,803
% by Program	43.3%	39.5%	17.2%	100.0%
Cost of AvTrip Points by Fuel Program	$42,840	$39,096	$16,980	$98,916

Development and Facilities Maintenance

Facilities staff will be working with the Collier Sheriff's Alterative Sentencing Program participants to mulch the flowerbeds and around trees in most of our public areas. A total of 1,600 bags will be placed around the airport.

All point of sale dispensers, meters, and fuel trucks were inspected by volumetric testing. This is an annual requirement to ensure accuracy at these point of sale locations.

Seasonal tenants are beginning to return, and staff has been assisting them with keys, locks, and other hangar issues to help them settle back in.

Master Plan – Staff continues to hold bi-weekly conference calls with the consultant. ESA submitted the final report on the General Aviation Terminal evaluation; an update will be presented to the Board at the October meeting

ARFF Services Building Design – Comments on the 90% plans have been returned to the consultant and are being integrated into the bid set for one last review.

Irma Recovery – Work is progressing on both the Exec 3 hangar and the T-hangar repairs. As part of the repairs, the insurance adjustor has authorized painting of any damaged building. The end result will improve the appearance of the hangars and extend the life of the buildings.

Taxiway D Realignment – Extension of the connectors and some paving will begin in the next two weeks. The contractor continues to remain on schedule for a November completion. A detailed schedule will be issued for the remaining work to help with the coordination of traffic flow for the tenants and the tower controllers.

General Aviation Terminal – A Request for Qualifications (RFQ) for the GA remodel project was issued on October 8, 2018. Submittals are due on November 7, 2018, and a Consultant Selection Committee meeting has been scheduled for December 4, 2018.

Fuel Farm Rehabilitation – The contractor, Hotspray Industrial Coatings, began work on October 8th. This start date should allow time for completion prior to the start of our busy season traffic.

Fuel Farm Expansion – Bids for the expansion project were due on October 10th. Results will be presented to the Board at the October meeting.

Equipment Upgrades – The Operations Department has received the 75K PlaneSkate Aircraft Recovery Dolly. The 75K PlaneSkate can easily lift the mains or nose of a large-sized aircraft up to 75,000 pounds, which will facilitate the removal of a disabled aircraft from the movement area quickly, safely, and efficiently.

A new Lektro Tug arrived in September, which replaces two (2) of our older Lektros that were traded-in as part of the purchase of the new tug.

The new QT PODS have been installed at the Self-Serve AvGas fuel farms. Some of the features of this new system include the transition of the dial-up connection to a cellular connection making for a faster transaction, a larger and brighter color display for better visibility during the day and night, as well as a new rugged stainless steel cabinet that is corrosion and weather proof.

Taxiway Land Leases for the Development of North Quadrant for Land Parcels 1 and 2 – The RFP was issued September 28th and is due October 30th. A pre-proposal meeting was held on October 9th that included a tour of the parcels.

The Business Analyst has been working directly with the developers of Navigator Software (NAA Financial system) including user training, which has improved workflow efficiency and accuracy.

The Business Analyst has spearheaded the initiative to acquire use of the Everbridge system for mass emergency notifications for our employees and tenants. This is the same system utilized by municipalities to send broadcasts such as Amber Alerts. The NAA team is currently in the implementation process.

COMMITTED TO SUSTAINABILITY

Outreach

The Director of Communications and Business Development attended the monthly President's Council meeting on September 24th.

The Director of Communications presented at the Coconut Point River Estates Civic Association on September 13th and at The Park Shore Association on October 9th.

The Executive Director presented the NAA Fuel Program at the monthly Experimental Aircraft Association Meeting on October 3rd.

The Executive Team held an introductory meeting with Dr. Michael Regan, a new Commissioner with Collier Mosquito Control District and Patrick Lynn, the Executive Director

We continue to meet with stakeholders and members of the community on outreach initiatives.

Security staff performed a flag retirement ceremony, in conjunction with personnel from the Military Museum, September 28th. Approximately 400 flags were retired.

The Naples Police Department will be using the Commercial Terminal ramp on Tuesdays during the month of October for driver training.

Tours

During the month of September, First Baptist Academy scheduled a field trip to the airport. Twenty-five first graders and nine adults (total of 34 people) visited Mosquito Control, MedFlight, the Sheriff's Department hangar and the Fire Station, ending their visit at the Observation Deck. This is their second visit to the airport in the last year.

The following is a high-level summary for September 2018, plus information on upcoming events:

September 2018 compared to September 2017:

- Total Aircraft operations are up 32.2%
- IFR (Instrument Flight Rules) operations are up 18.7%
- VFR (Visual Flight Rules) operations are up 38.5%
- Voluntary curfew (10pm – 7am) operations are up 51.1%
- 70.9% of the operations occurred during the "shoulder hours" in September 2018 as compared to 71.6% during September 2017.
- Voluntary curfew compliance rate is 97.9% in September 2018, as compared to 98.4% in September 2017.

FY 2018 compared to FY 2017 (October – September):

- Total Aircraft operations are up 18.1%
- IFR (Instrument Flight Rules) operations are up 9.3%
- VFR (Visual Flight Rules) operations are up 24.8%
- Voluntary curfew (10pm – 7am) operations are up 4.4%
- Voluntary YTD curfew compliance rate is 98.0% for FY 2018 and 98.0% for FY 2017.

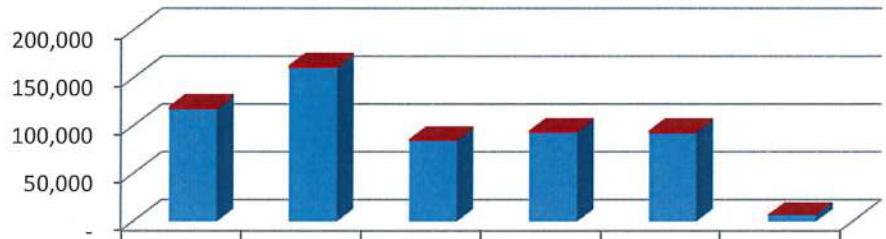
The next **Noise Compatibility Committee Regular Meeting will be** is scheduled for Thursday, October 25th, 2018, at 9 a.m., in Airport Office Building Conference Room located at 200 Aviation Drive North, 2nd floor. The public is encouraged to attend.

Videos of NCC Meetings are available for viewing at:
http://www.flynaples.com/noise-abatement/noise-committee.

NCC and NAA Annual Reports are posted on the Authority's website at:
http://www.flynaples.com/naples-airport-authority.

Naples Municipal Airport - Operations Summary
Prepared by the Naples Airport Authority
September 2018

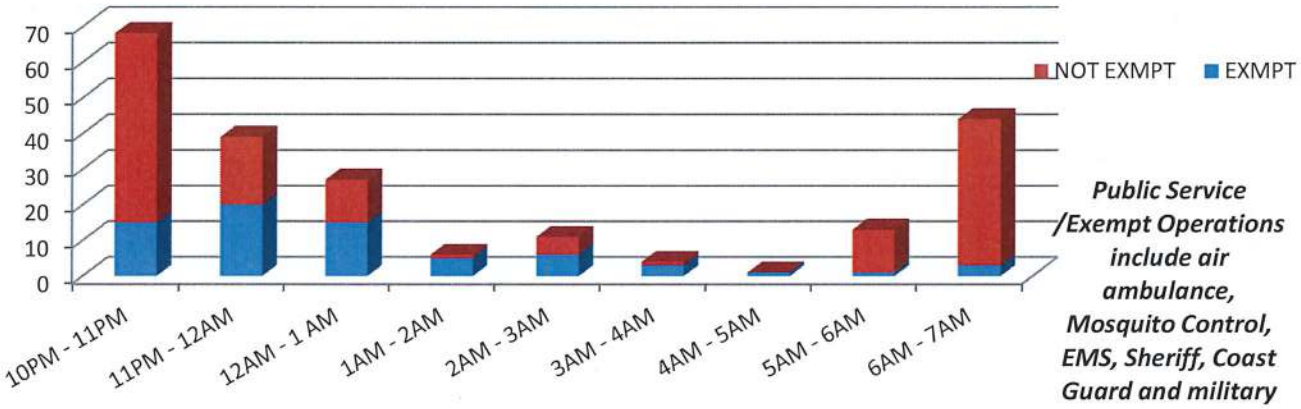
Day and Night Operations Annual & Current Month



	FY 2000	FY 2005	FY 2010	FY 2016	FY 2017	Sep-2018
Total Operations	120,291	163,434	86,187	95,050	95,018	6,957
Night Operations	3,282	3,130	1,973	2,332	2,758	213
Day Operations	117,009	160,304	84,214	92,718	92,260	6,744
% Night Operations	2.7%	1.9%	2.3%	2.5%	2.9%	3.1%

Voluntary Curfew (10 pm to 7 am) enacted May 1996

Night Operations by Hour - Current Month



Public Service /Exempt Operations include air ambulance, Mosquito Control, EMS, Sheriff, Coast Guard and military

70.9% of night operations took place during the hours of 10 pm - midnight and 6 a.m. - 7 a.m.

Voluntary Curfew Activity by Aircraft Category, Current Month

	Arrivals	Departures	Total	% of Activity
Jets	22	17	39	18%
Turboprops	5	8	13	6%
Piston	42	50	92	43%
Helo	0	0	0	0%
Public Service	40	29	69	32%
Total	109	104	213	
% of Activity	51%	49%		

US Customs and Border Protection Aircraft Clearings

	Cleared and Stayed	Cleared and Departed	Total Cleared	Cleared and Stayed
FY 2011*	304	6	310	98.1%
FY 2012	492	16	508	96.9%
FY 2013	549	12	561	97.9%
FY 2014	762	26	788	96.7%
FY 2015	874	32	906	96.5%
FY 2016	1025	47	1072	95.6%
FY 2017	1204	22	1226	98.2%
FY 2018 YTD	1334	28	1362	97.9%

* Facility opened December 30, 2010

General Aviation Terminal - HVAC **Date: 10/9/2018**

Contractor: Advanced Air Systems- Low Bidder
Consultant: Hanson Professional Services, Inc
Funding: NAA

					Costs to Date
1	**Board Approved Budget - Design Phase I**	**$**	**34,410.00**		
2	**Board Approved Budget - Construction**	**$**	**500,000.00**		
3	Hanson Professional Services, Inc.- Design Phase I	$	34,410.00	$	39,000.00
4	Hanson Professional Services, Inc.-Construction Phase II	$	5,930.00		
5	Contractor: Advanced Air Systems	$	441,813.00	$	397,631.67
6	Direct Purchase				
7	**Total Project Budget**	**$**	**534,410.00**		
8	Total Cost to Date			$	436,631.67
9	Total available to Complete	$	97,778.33		
	Work is complete, final payment with permit closeout				

Facilities Generator **Date: 10/9/2018**

Contractor: Generx
Consultant: Hanson Professional Services, Inc
Funding: NAA

					Costs to Date
1	**Board Approved Budget - Design and Construction**	**$**	**200,000.00**		
2	Hanson Professional Services, Inc.- Design	$	25,580.00	$	25,578.04
3	Contractor: GenerX	$	125,386.00	$	63,064.82
4	Direct Purchase			$	43,683.00
5	Bid Advertisement				
6	**Total Project Cost**	**$**	**200,000.00**		
7	Total Cost to Date			$	132,325.86
8	Total available to Complete	$	67,674.14		
	Work is complete, final payment with permit closeout				

Taxiway D North Quad Realignment Design & Const. Phase **Date: 10/9/2018**

Contractor: Quality Enterprises USA, Inc.
Consultant: EG Solutions
Funding: FDOT-80%, NAA- 20%

					Costs to Date
1	**Board Approved Budget - Design & Construction Phase Serv.**	**$**	**606,841.00**		
2	EG Solutions - Design & Const. Phase	$	606,841.00	$	514,559.32
3	Contractor: Quality Enterprises USA, Inc.	$	3,675,999.25	$	1,377,812.95
4	Bid Advertisement				
5	**Total Project Cost - Design & Construction**	**$**	**4,282,840.25**		
6	Total Cost to Date			$	1,892,372.27
7	Total available to Complete	$	2,390,467.98		

ARFF Replacement Station **Date: 10/9/2018**

Contractor: TBD
Consultant: Atkins North America, Inc.
Funding: FDOT-80%, NAA- 20%

					Costs to Date
1	**Board Approved Budget - Design Phase Services**	**$**	**500,000.00**		
2	Atkins- Design Phase	$	457,761.00	$	386,924.28
3	Contractor: TBD				
4	Bid Advertisement				
5	**Total Project Cost**	**$**	**500,000.00**		
6	Total Cost to Date			$	386,924.28
7	Total available to Complete	$	113,075.72		

Master Plan **Date: 10/9/2018**

Consultant: Environmental Science Associates Corp.

Funding: Base Fee- FAA 90%, FDOT 5%, NAA 5%
Funding: Alternate Fee - NAA 100%

					Costs to Date
1	**Board Approved Budget**	**$**	**1,200,000.00**		
2	Base Fee	$	781,995.00	$	378,585.53
3	Alternate Fee	$	414,410.00	$	98,866.86
4	**Total Project Cost**	**$**	**1,196,405.00**		
5					
6	Total Cost to Date			$	477,452.39
7	Total Available to Complete	$	718,952.61		

Irma Repair - Exec Hangar 3 **Date: 10/9/2018**

Contractor: Alen Construction Group
Consultant: Hanson Professional Services, Inc
Funding: NAA

					Costs to Date
1	**Board Approved Budget - Design and Construction**	**$**	**278,208.00**		
2	Contractor: Alen Construction Group	$	278,208.00	$	206,246.40
3	**Total Project Cost**	**$**	**278,208.00**		
4	Total Cost to Date			$	206,246.40
5	Total available to Complete	$	71,961.60		

Irma Repair - T Hangars **Date: 10/9/2018**

Contractor: Alen Construction Group
Consultant: Hanson Professional Services, Inc
Funding: NAA

				Costs to Date
1	**Board Approved Budget -**	**$**	**1,031,707.20**	
2	Contractor: Alen Construction Group	$	1,031,707.20	$ 214,183.28
3	**Total Project Cost**	**$**	**1,031,707.20**	
4	Total Cost to Date			$ 214,183.28
5	Total available to Complete	$	817,523.92	

Irma Repair Design and Construction Services **Date: 10/9/2018**

Consultant: Hanson Professional Services, Inc
Funding: NAA

				Costs to Date
1	**Board Approved Budget - Design and Construction Services**	**$**	**224,263.00**	
2	Hanson Professional Services, Inc.	$	224,263.00	$ 89,478.11
3	**Total Project Cost**	**$**	**224,263.00**	
4	Total Cost to Date			
5	Total available to Complete	$	134,784.89	

CITY OF NAPLES AIRPORT AUTHORITY
U.S. CUSTOMS GENERAL AVIATION ACTIVITY
PERIOD ENDING 30 SEPTEMBER 2018

MONTH	TOTAL AIRCRAFT CLEARED			AIRCRAFT CLEARED/STAYED IN NAPLES			CLEARED/DEPARTED FOR DESTINATION			PERSONS CLEARED		
	FY 2017	FY 2018	VARIANCE (%)	FY 2017	FY 2018	VARIANCE (%)	FY 2017	FY 2018	VARIANCE (%)	FY 2017	FY 2018	VARIANCE (%)
OCTOBER	76	55	-27.6	76	55	-27.6	0	0	NME	295	218	-26.1
NOVEMBER	100	126	26.0	99	123	24.2	1	3	200.0	446	524	17.5
DECEMBER	121	156	28.9	121	155	28.1	0	1	NME	545	700	28.4
JANUARY	147	162	10.2	144	158	9.7	3	4	33.3	672	722	7.1
FEBRUARY	136	185	36.0	133	183	37.6	3	2	-33.3	625	746	19.4
MARCH	178	202	13.5	172	197	14.5	6	5	-16.7	819	879	7.3
APRIL	154	142	-7.8	151	138	-8.6	3	4	33.3	628	578	-8.0
MAY	96	86	-10.4	94	84	-10.6	2	2	0.0	330	326	-1.2
JUNE	62	87	40.3	59	87	47.5	3	0	NME	238	327	37.4
JULY	49	64	30.6	49	60	22.4	0	4	NME	192	247	28.6
AUGUST	69	61	-11.6	68	60	-11.8	1	1	0.0	287	243	-15.3
SEPTEMBER	38	36	-5.3	38	34	-10.5	0	2	NME	123	141	14.6
YTD TOTALS	**1226**	**1362**	**11.1**	**1204**	**1334**	**10.8**	**22**	**28**	**27.3**	**5200**	**5651**	**8.7**

CITY OF NAPLES AIRPORT AUTHORITY

ACTIVITY REPORT
PERIOD ENDING 30 SEPTEMBER 2018

COMMERCIAL CARRIERS	Current Month			Year to Date		
	FY 17	FY 18	Variance %	FY 17	FY 18	Variance %
ELITE AIRWAYS						
Enplanements	0	0	NMF	528	0	NMF
Deplanements	0	0	NMF	699	0	NMF
Total Departures	0	0	NMF	36	0	NMF
Total Arrivals	0	0	NMF	34	0	NMF
Total Seats Available - Departures	0	0	NMF	2,430	0	NMF
Total Seats Available - Arrivals	0	0	NMF	2,330	0	NMF
Load Factor - Enplanements	0.00%	0.00%	NMF	21.73%	0.00%	NMF
Load Factor - Deplanements	0.00%	0.00%	NMF	30.00%	0.00%	NMF
TOTAL ENPLANEMENTS	0	0		528	0	

OPERATIONS	Current Month			Year to Date		
	FY 17	FY 18	Variance %	FY 17	FY 18	Variance %
OPERATIONS - Itinerant						
Air Carrier	0	0	NMF	95	1	(98.9)
Commercial	612	519	(15.2)	13,662	14,631	7.1
General Aviation	2,959	4,253	43.7	61,530	69,364	12.7
Military	38	19	(50.0)	175	229	30.9
TOTAL ITINERANT OPERATIONS	3,609	4,791	32.8	75,462	84,225	11.6
OPERATIONS - Local						
Commercial	0	0	NMF	0	0	NMF
General Aviation	1,504	1,953	29.9	16,782	25,065	49.4
Military	8	0	NMF	16	92	475.0
TOTAL LOCAL OPERATIONS	1,512	1,953	29.2	16,798	25,157	49.8
TOTAL NIGHT OPERATIONS	141	213	51.1	2,758	2,880	4.4
TOTAL IFR - Operations *	1,676	1,990	18.7	40,793	44,567	9.3
TOTAL VFR - Operations	3,586	4,967	38.5	54,225	67,695	24.8
TOTAL OPERATIONS	5,262	6,957	32.2	95,018	112,262	18.1

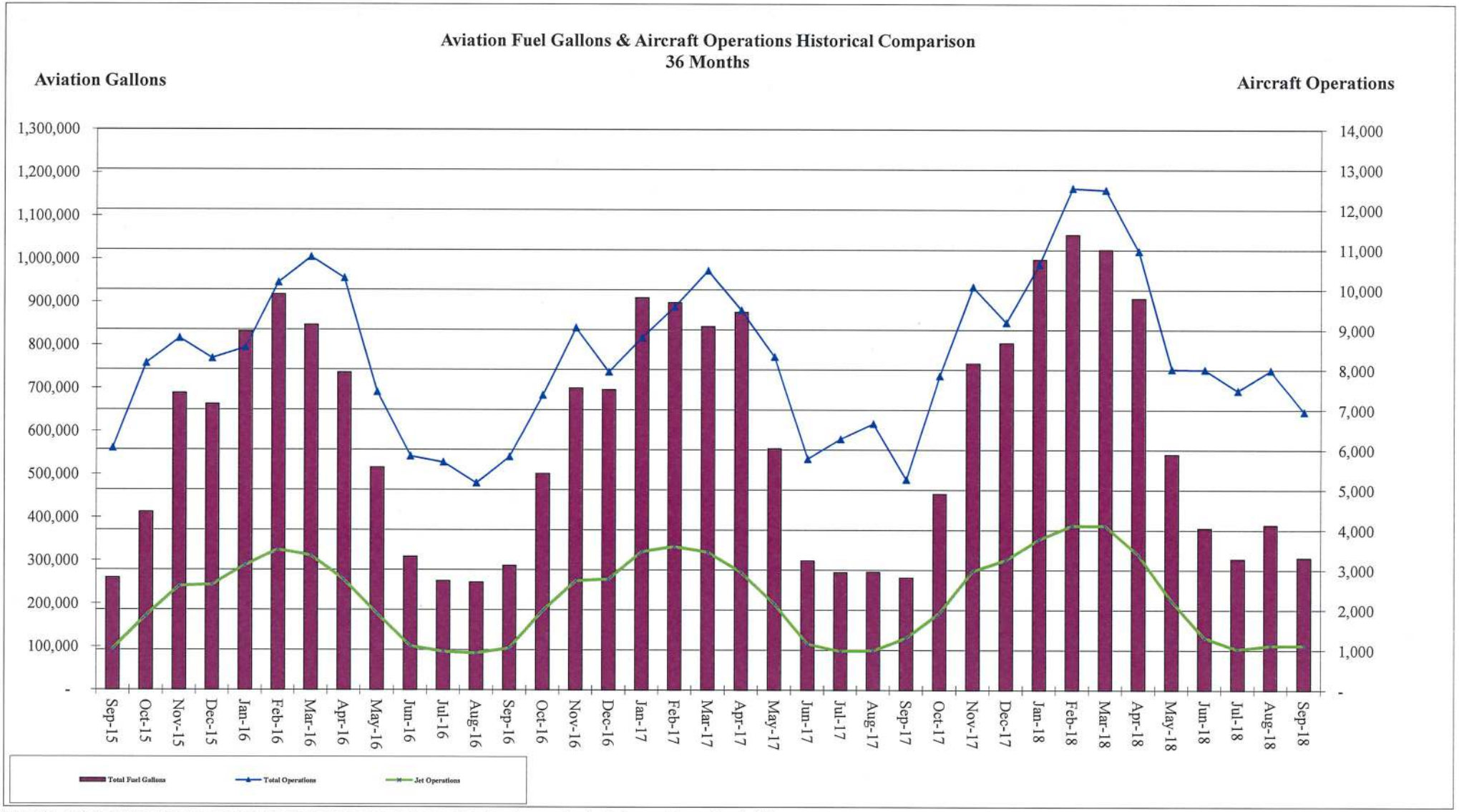
Beginning 10/01/12, the nighttime operations were combined as one entry.

* As reported by ATCT

NMF = No Meaningful Figure

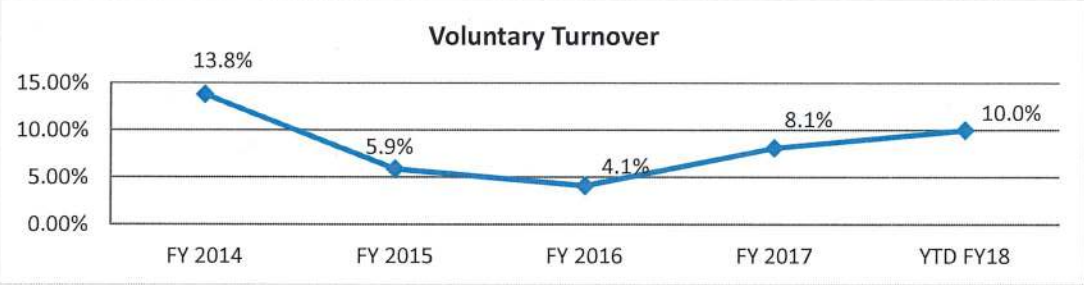
FINAL

Aviation Fuel Gallons & Aircraft Operations Historical Comparison
36 Months



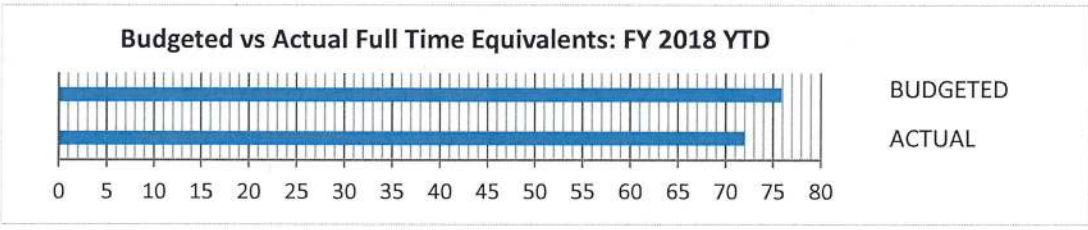
***NOTE: Jet Operations figures are provided by Flight Aware and are subject to change due to their reporting methods. ***

City of Naples Airport Authority
30-Sep-18
HUMAN RESOURCES METRICS

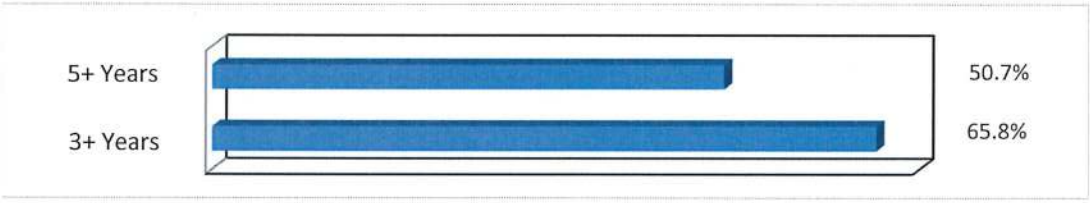


	FY 2014	FY 2015	FY 2016	FY 2017	YTD FY18
Voluntary Turnover History (Annual)	13.8%	5.9%	4.1%	8.1%	10.0%

EMPLOYMENT[1]	FY 2014	FY 2015	FY 2016	FY 2017	YTD FY18
Budgeted Positions (Non Seasonal)	64.7	72.5	73.6	74.8	76.0
Budgeted Positions (Seasonal)	2.8	2.5	2.5	2.5	2.5
Actual Positions (Non Seasonal)	65.4	68.7	72.2	73.9	72.0
Actual Positions (Seasonal)	2.1	3.0	2.8	2.6	2.0



Years of Service with the Authority	FY 2014	FY 2015	FY 2016	FY 2017	YTD FY18
3+ years	75.4%	72.1%	65.8%	66.7%	65.8%
5+ years	63.1%	63.2%	58.9%	56.9%	50.7%



	FY 2014	FY 2015	FY 2016	FY 2017	YTD FY18
Work Injuries	2	1	3	5	4
Days Away from Work[2]	4	-	1	5	49

	FY 2014	FY 2015	FY 2016	FY 2017	YTD FY18
Damage Incidents[3]	8	9	7	4	1
Per actual positions (FTE)	0.12	0.13	0.09	0.05	0.01

1. Effective January 2018 a change in the report reflects annual budgeted positions and actual positions year to date. Prior years reflect fiscal year adjusted FTE's.

2. The number of days is a single incident that resulted in 2 surgeries. Employee returned to work and now is out again with 2nd surgery.

3. Report does not reflect Hurricane Irma damage.

NAPLES AIRPORT AUTHORITY

To: Honorable Chair and Commissioners

From: Christopher A. Rozansky, Executive Director CR

By: Christina Sarcona, Manager of Finance and Administration CLS

Date: October 18, 2018

Re: **September non-audited Financials**

1. Financial Summary

For the month of September 2018, Operating Revenue (net of cost of goods sold) was $791,556 compared to the budget of $691,253. This was favorable to budget by $100,304 or 14.51%. Operating expenses were favorable to budget by $339,894 or 31.45%. The budgeted figure was $1,080,642, the actual is $740,748. Income from Operations was favorable to the budget by $440,198. The Budget of ($389,389) is compared to the actual of $50,808. The net income after Other Income and Expense was favorable to budget by $512,757. The Authority's projected net income for the month of September was budgeted at a loss of ($678,840) the actual is a loss of ($166,083).

YTD Budget-to-Actual Comparisons

	FY 17-18 Budget	FY 17-18 Actual	Variance	%
Jet A Net Fuel Revenue	$ 9,347,600	$ 10,270,027	$ 922,427	9.9%
Jet A Fuel Gallons Sold	6,781,198	7,431,849	650,651	9.6%
Jet A Fuel Gallons Pumped	6,523,300	7,201,928	678,628	10.4%
Ramp Fee Revenue	$ 481,990	$ 575,545	$ 93,555	19.4%
S/T Storage Rentals	$ 1,083,700	$ 1,090,340	$ 6,640	0.6%

YTD Prior Year to Current Year Comparisons

	FY 16-17 Actual	FY 17-18 Actual	Variance	%
Aircraft Fuelings	24,653	27,020	2,367	9.6%
Jet A Fuelings	14,017	14,879	862	6.1%
Jet A Fuel Gallons Pumped	6,476,626	7,201,928	725,302	11.2%
Ramp Fee Transactions	2,244	2,110	(134)	-6.0%

As of the end of September, the Authority was still at capacity for aircraft storage rentals, with a waiting list of 100 for various size rental spaces. Of these, 27% are current tenants and 73% are prospective tenants.

City of Naples Airport Authority
Financial Reports
For the Period-Ending September 2018

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Financial Statement		
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Statement of Cash Flow	Month & YTD	6
Balance Sheet	Month & YTD	7

City of Naples Airport Authority
Statement of Fuel Sales
For the Period ended September 30, 2018

Fuel Sales Revenue

		Current Month				Year-To-Date			
		FY 17 - 18 Budget		FY 17 - 18 Actual		FY 17 - 18 Budget		FY 17 - 18 Actual	
		Gallons	Dollars	Gallons	Dollars	Gallons	Dollars	Gallons	Dollars
Jet A	Full Service	91,000	$361,500	74,026	$349,254	2,512,300	$9,979,500	2,584,903	$11,508,313
	Jet A Prepaid	73,300	$234,600	97,079	$381,335	1,626,600	$5,205,100	2,124,407	$7,919,560
	Volume Discount	88,300	$257,000	97,125	$355,517	2,384,400	$6,938,700	2,492,618	$8,630,895
	Flowage Fees	$23,674	$7,100	15,764	$4,729	257,898	$75,100	229,921	$69,576
Total Jet A		**276,274**	**$860,200**	**283,994**	**$1,090,835**	**6,781,198**	**$22,198,400**	**7,431,849**	**$28,128,344**
100LL	Full Service	$9,200	$36,700	9,426	$42,505	174,900	$696,800	185,775	$801,166
	Self Fueler	$6,900	$29,900	3,894	$16,029	105,000	$436,500	76,800	$301,531
	100 LL Prepaid	$7,800	$24,800	9,276	$40,677	112,600	$373,400	142,249	$598,879
Total 100LL		**23,900**	**$91,400**	**22,596**	**$99,212**	**392,500**	**$1,506,700**	**404,823**	**$1,701,577**
Car Wash Facility		**2,850**	**$6,400**	**2,639**	**$7,680**	**39,488**	**$100,400**	**57,325**	**$156,625**
Aviation Oil		**0**	**$400**	**0**	**$370**	**0**	**$7,600**	**0**	**$9,740**
Total Fuel Sales		**303,024**	**$958,400**	**309,229**	**$1,198,096**	**7,213,186**	**$23,813,100**	**7,893,997**	**$29,996,286**

Cost of Sales

Jet A	Full Service	91,000	$179,300	74,026	$190,467	2,512,300	$4,949,200	2,584,903	$6,349,695
	Fuel Program	73,300	$144,400	97,079	$266,123	1,626,600	$3,204,300	2,124,407	$5,309,964
	Volume Discount	88,300	$174,000	97,125	$266,772	2,384,400	$4,697,300	2,492,618	$6,198,435
	Flowage Fees	23,674	$0	15,764	$0	257,898	$0	229,921	$224
Total Jet A Cost		**276,274**	**$497,700**	**283,994**	**$723,362**	**6,781,198**	**$12,850,800**	**7,431,849**	**$17,858,317**
100LL	Full Service	9,200	$28,500	9,426	$33,746	174,900	$541,400	185,775	$650,814
	Self Fueler	6,900	$21,400	3,894	$14,068	105,000	$325,300	76,800	$263,552
	Fuel Program	7,800	$24,100	9,276	$33,538	112,600	$348,600	142,249	$492,129
Total 100LL Cost		**23,900**	**$74,000**	**22,596**	**$81,352**	**392,500**	**$1,215,300**	**404,823**	**$1,406,495**
Car Wash Facility		**2,850**	**$5,800**	**2,639**	**$7,116**	**41,549**	**$90,500**	**57,339**	**$142,557**
Aviation Oil		**0**	**$300**	**0**	**$249**	**0**	**$5,200**	**0**	**$8,421**
Fuel Truck Depr		**0**	**$3,500**	**0**	**$3,492**	**0**	**$42,000**	**0**	**$41,904**
Fuel Truck Rental		**0**	**$68**	**0**	**($1,533)**	**0**	**$18,810**	**0**	**$18,841**
Credit Card Fees		**0**	**$10,600**	**0**	**$9,827**	**0**	**$276,500**	**0**	**$317,720**
Total Cost of Sales		**303,024**	**$591,968**	**309,229**	**$823,865**	**7,215,247**	**$14,499,110**	**7,894,011**	**$19,794,256**
Total Net Fuel Revenue			**$366,433**		**$374,231**		**$9,313,990**		**$10,202,030**

City of Naples Airport Authority
Variance Report
For the Period Ended September 30, 2018

Account Description	Current Month Budget	Current Mont Actual	Dollar Variance Fav/(Unfav)	Percent Variance	Y-T-D Budget	Y-T-D Actual	Dollar Variance Fav/(Unfav)	Percent Variance	Explanation
Operating Revenue									
Fuel Sales	$366,433	$374,231	$7,798	2.13%	$9,313,990	$10,202,029	$888,039	9.53%	Jet A fuel sold 284K gallons in the month of September. This is higher than anticipated for non-seasonal sales.
Hangar/T-Shelter/Tiedowns	$134,950	$161,250	$26,300	19.49%	$2,335,900	$2,596,953	$261,053	11.18%	Rental activity was higher than budgeted. The budget anticipated more seasonal tenants moving for the month during the off season.
U.S. Customs User Fees	$26,700	$9,940	($16,760)	-62.77%	$320,400	$442,355	$121,955	38.06%	US Customs fees are lower than expected due to September being historically the slowest month of the year.
Operating Expenses									
Personnel Expense	$480,668	$299,627	$181,041	37.66%	$6,277,160	$5,924,643	$352,517	5.62%	Personnel Expenses are lower than anticipated for the month of September due to the compensated absents accrual being lower.
Legal Fees	$41,159	$46,903	($5,744)	-13.95%	$300,000	$330,415	($30,415)	-10.14%	Legal fees were higher than budgeted due to various matters.
Aircraft Rescue & Firefighting Expense	$72,410	($32,413)	$104,823	144.76%	$843,222	$704,549	$138,673	16.45%	Rescue and Firefighting services were lower than expected due to over accruing 60K in payroll services and 30K in Admin fees
US Customs Border Protection Expense	$29,810	$47,866	($18,056)	-60.57%	$332,750	$370,835	($38,085)	-11.45%	US Customs expense is higher than expected due to equipment upgrades.
Pilot Services	$79,558	$5,774	$73,784	92.74%	$150,000	$123,950	$26,049	17.37%	AvTrip points accounted for 27% ($1,552) and services provided for pilots 74% ($4,222) of the total expenses for the month of $5,774.
Building Maintenance	$19,604	$60,175	($40,571)	-206.95%	$225,000	$273,376	($48,376)	-21.50%	Building maintenance activity is higher than anticipated for the month of September due to purchases of furniture ($13K), updates to the AOB (16K).
Grounds Maintenance	$12,300	$51,983	($39,683)	-322.63%	$138,000	$109,655	$28,345	20.54%	Grounds maintenance activity is higher than budgeted for the month of September due to fuel tank maintenance (35K).
Interest Revenue	$19,300	$53,474	$34,174	177.07%	$231,660	$511,627	$279,967	120.85%	Interest rates remained steady.

City of Naples Airport Authority
Income Statement
(Budget-to-Actual Comparison)
For the Period Ending September 30, 2018

	Current Period				Year-to-Date			
	FY 17-18 Budget	Actual	Favorable/ (Unfavorable)	%	FY 17-18 Budget	Actual	Favorable/ (Unfavorable)	%
Operating Revenue								
Fuel Sales (net of COGS)	$366,433	$374,231	$7,798	2.13%	$9,313,990	$10,202,029	$888,039	9.53%
Concession Fees	$31,400	$100,475	$69,075	219.98%	$667,100	$799,935	$132,835	19.91%
Hangar/T-Shelter/Tiedowns	$134,950	$161,250	$26,300	19.49%	$2,335,900	$2,596,953	$261,053	11.18%
Building & Land Rent	$116,670	$116,225	($445)	-0.38%	$1,400,040	$1,384,996	($15,044)	-1.07%
Line Services	$12,400	$27,630	$15,230	122.82%	$705,900	$771,355	$65,455	9.27%
U.S. Customs User Fees	$26,700	$9,940	($16,760)	-62.77%	$320,400	$442,355	$121,955	38.06%
Other	$2,700	$1,805	($895)	-33.15%	$23,400	$32,103	$8,703	37.19%
Total Operating Revenue	**$691,253**	**$791,556**	**$100,304**	**14.51%**	**$14,766,730**	**$16,229,727**	**$1,462,997**	**9.91%**
Operating Expenses								
Personnel Expense	$480,668	$299,627	$181,041	37.66%	$6,277,160	$5,924,643	$352,517	5.62%
Professional Fees	$76,127	$78,096	($1,969)	-2.59%	$656,436	$541,159	$115,277	17.56%
Legal Fees	$41,159	$46,903	($5,744)	-13.95%	$300,000	$330,415	($30,415)	-10.14%
IT Services	$39,325	$38,703	$623	1.58%	$309,530	$332,508	($22,978)	-7.42%
Communications Expense	$64,558	$7,112	$57,446	88.98%	$199,600	$128,948	$70,652	35.40%
Insurance Expense	$38,854	$37,143	$1,711	4.40%	$457,872	$445,628	$12,244	2.67%
Utilities & Environmental Expense	$40,553	$33,561	$6,992	17.24%	$352,825	$299,219	$53,606	15.19%
Office/Supplies/Postage/Printing Expense	$17,303	$9,876	$7,426	42.92%	$128,300	$90,503	$37,797	29.46%
Air Traffic Control Tower Expense	$4,986	$4,229	$757	15.19%	$55,150	$42,164	$12,986	23.55%
Aircraft Rescue & Firefighting Expense	$72,410	($32,413)	$104,823	144.76%	$843,222	$704,549	$138,673	16.45%
Police Services	$6,758	$7,760	($1,003)	-14.84%	$35,001	$38,840	($3,840)	-10.97%
US Customs Border Protection Expense	$29,810	$47,866	($18,056)	-60.57%	$332,750	$370,835	($38,085)	-11.45%
Dues/Subscriptions/Fees Expense	$9,107	$9,999	($892)	-9.79%	$63,060	$54,187	$8,874	14.07%
Auto Gas & Diesel Fuel Expense	$5,633	$4,946	$686	12.18%	$80,000	$61,270	$18,729	23.41%
Car Wash Expense	$2,996	$3,353	($357)	-11.92%	$32,772	$23,727	$9,045	27.60%
Pilot Services	$79,558	$5,774	$73,784	92.74%	$150,000	$123,950	$26,049	17.37%
Building Maintenance	$19,604	$60,175	($40,571)	-206.95%	$225,000	$273,376	($48,376)	-21.50%
Airfield Maintenance	$15,455	$9,908	$5,547	35.89%	$180,000	$132,582	$47,418	26.34%
Grounds Maintenance	$12,300	$51,983	($39,683)	-322.63%	$138,000	$109,655	$28,345	20.54%
Vehicle Maintenance	$1,545	$1,045	$500	32.36%	$16,100	$25,464	($9,364)	-58.16%
Equipment Maintenance	$15,085	$8,009	$7,077	46.91%	$178,000	$240,086	($62,086)	-34.88%
Small Tools, Equipment and Supplies	$4,098	$6,037	($1,938)	-47.30%	$46,000	$61,100	($15,100)	-32.83%
Cleaning Supplies	$2,750	$1,056	$1,694	61.58%	$33,000	$26,767	$6,233	18.89%
Miscellaneous Expense	$0	$0	$0	0.00%	$0	$64	($64)	0.00%
Total Operating Expenses	**$1,080,642**	**$740,748**	**$339,894**	**31.45%**	**$11,089,777**	**$10,381,640**	**$708,137**	**6.39%**
Income/(Loss) from Operations	**($389,389)**	**$50,808**	**$440,198**	**-113.05%**	**$3,676,953**	**$5,848,087**	**$2,171,134**	**59.05%**
Other Income/(Expense)								
Customer Facility Charges	$10,600	$30,942	$20,342	191.91%	$212,800	$232,047	$19,247	9.04%
Depreciation Exp-Operations	($175,553)	($180,151)	($4,598)	-2.62%	($2,072,773)	($2,121,827)	($49,055)	-2.37%
Depreciation Exp-Contributions	($143,827)	($121,186)	$22,641	15.74%	($1,727,226)	($1,468,771)	$258,455	14.96%
Interest Revenue	$19,300	$53,474	$34,174	177.07%	$231,660	$511,627	$279,967	120.85%
Other Revenue (Expense)	$30	$30	$0	0.00%	$330	$575,752	$575,422	174370.19%
Total Other Income (Expense)	**($289,450)**	**($216,891)**	**$72,559**	**25.07%**	**($3,355,209)**	**($2,271,173)**	**$1,084,036**	**32.31%**
Net Income (Loss)	**($678,840)**	**($166,083)**	**$512,757**	**75.53%**	**$321,744**	**$3,576,914**	**$3,255,170**	**1011.73%**

City of Naples Airport Authority
Statement of Cash Flow
For the Period Ending
September 30, 2018

	Sep-18	FY 17-18 YTD
Cash Flows from Operating Activities:		
Operating Income (Loss)	$50,808	$5,848,083
Adjustments to Operating Income:		
Adjustment for Non-Cash Items:		
Expense from Depreciation on Fuel Trucks Treated as COGS	$3,492	$41,905
Adjustment: Non-Cash Items	$3,492	$41,905
Change in Working Capital:		
(Increase) Decrease in Accounts Receivable	($179,274)	($134,821)
(Increase) Decrease in Inventories	($111,560)	($36,435)
(Increase) Decrease in Prepaid Expenses and Other	$77,597	$119,099
Increase (Decrease) in Accounts Payable	$641,530	$524,394
Increase (Decrease) in Accrued Expenses and Other Current Liabilities	($62,278)	($27,073)
Increase (Decrease) in Deferred Revenue	$13,506	$830,871
Adjustment: Change in Working Capital	$379,521	$1,276,035
Net Cash Provided (Used) by Operating Activities	**$433,822**	**$7,166,024**
Cash Flow from Investing Activities:		
Acquisition, Construction of Capital Assets	($1,784,226)	($5,279,662)
Proceeds from Disposal of Fixed Assets	$0	$0
Interest and Dividends on Investments	$53,474	$511,627
Other Revenue	$30	$575,752
Net Cash Provided (Used) in Investing Activities	**($1,730,722)**	**($4,192,284)**
Capital Contributions	$0	$701,359
Customer Facility Charge Revenue	$30,942	$232,047
Capital from Users Subtotal	$30,942	$933,406
Net Cash Provided (Used) by Financing Activities	**$30,942**	**$933,406**
Increase (Decrease) in Cash and Equivalents	**($1,265,959)**	**$3,907,146**
Cash and Equivalents at Beginning of Period	**$34,918,423**	**$29,745,319**
Cash and Equivalents at End of Period	**$33,652,465**	**$33,652,465**

City of Naples Airport Authority
Balance Sheet
As of September 30, 2018

	Assets		
Current Assets			
Cash	$33,652,468		
Accounts Receivable	$507,669		
Due From Government Agencies	$282,964		
Inventories	$403,261		
Prepaid Expenses	$160,288		
Total Current Assets		**$35,006,649**	
Intangible Assets - Net	$290,026		
Total Investments		**$290,026**	
Property, Plant & Equipment			
Land	$2,973,788		
Land Improvements	$6,050,060		
Buildings	$23,897,964		
Building Improvements	$1,944,923		
Equipment	$8,384,696		
Software	$534,873		
Vehicles	$1,144,629		
Office Furniture & Fixtures	$962,926		
Construction in Progress	$6,613,096		
Infrastructure	$57,372,309		
Less Accumulated Depreciation	($47,017,345)		
Total Property, Plant & Equipment		**$62,861,920**	
Total Assets			**$98,158,598**
	Liabilities and Equity		
Current Liabilities			
Accounts Payable	$3,120,937		
Accrued Salaries & Benefits	$207,813		
Payroll & Other Taxes Payable	$26,209		
Total Current Liabilities		**$3,354,958**	
Long Term Liabilities			
Other Long Term Liabilities	$5,024,837		
Total Long Term Liabilities		**$5,024,837**	
Total Liabilities		**$8,379,795**	
Equity			
Contributed Capital	$34,464,361		
Retained Earnings	$48,618,576		
Deprec-Contributions Contra	$3,118,953		
Current Year Retained Earnings	$3,576,914		
Total Equity		**$89,778,804**	
Total Liabilities and Equity			**$98,158,598**