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

# REVISED AGENDA

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

**Thursday, November 15, 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. October 18, 2018 Regular Meeting

2. October 18, 2018 Workshop Meeting

**E. PRESENTATIONS AND TIME CERTAIN ITEMS**

1. Employee of the Quarter

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

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

1. Authorize the Chair to execute Resolution 2018-9, authorizing the Executive Director to execute a Supplemental Joint Participation Agreement (SJPA) with the Florida Department of Transportation (FDOT) to participate in the project to extend Taxiway Delta – West Quad in the amount of $1,000,000

2. Board authorization for the Executive Director to execute a Professional Services Agreement and sign a Task Order for the design of Runway 5-23 Drainage Improvement project in an amount not to exceed $845,000

3. Authorize the Executive Director to renew the property insurance policy in an amount not to exceed $315,000

4. Authorize the Chair to Execute a Second Amendment to Employment Agreement with the Executive Director

**H. NEW BUSINESS**

**I. OLD BUSINESS**

1. Noise Compatibility Committee Update

2. Executive Director's Performance Review Form and Process

3. Authority Counsel's 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. Master Plan Workshop and Public Outreach Meetings

**O. ADJOURN**

**Minutes**
**October 18, 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.

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

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

## B. PLEDGE OF ALLEGIANCE

Chair Messer led the Pledge of Allegiance.

## C. AGENDA

Mr. Rozansky announced that there was one revision and three additional items to the agenda as follows:

1) Under Action Item G1, the item title was corrected to read, "Board Approval of the Consultant Selection Committee Ranking of the Runway 5-23 Drainage Improvements Consultant Firm."

2) Under Action Items, G3, Board Authorization for the Chair to execute Resolution 2018-7, repealing Resolution 2018-3; describing the airport for marketing, branding and related purposes as "Naples Airport"; Describing the FBO as "Naples Aviation"; Authorizing the Executive Director to take further action to accomplish the purposes of this resolution; and providing an effective date and Board Approval to Adopt a New Brand Identity for the Airport Authority, Airport, Fixed Base Operator and Fly Safe Fly Quiet Campaign, was added to the agenda.

3) Under Action Items, G4, Authorize the Chair to execute Resolution 2018-8, authorizing the Executive Director to execute a Supplemental Joint Participation Agreement (SJPA) with the Florida Department of Transportation (FDOT) to participate in the project to relocate Taxiway Delta – North Quad in the amount of $454,527, was added to the agenda.

4) Under New Business, H1, Direction for the Executive Director to Commence Litigation Against Randall Bender to Regain Possession of Leasehold Premises and Recover Damages, was added to the agenda.

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

## D. MINUTES

### 1. September 20, 2018 Regular Meeting

Vice Chair Lenhard pointed out that there was a typographical error under the Leadership Team Report in the first sentence of the second paragraph on page 8. He said "Vice Lenhard" should be corrected to read "Vice Chair Lenhard."

Vice Chair Lenhard moved approval of the September 20, 2018 Regular Meeting minutes as corrected by him. Commissioner Ridcoutte seconded. Motion passed 5-0 unanimously.

### 2. October 8, 2018 Consultant Selection Committee Meeting

Commissioner Rideoutte moved approval of the October 8, 2018 Consultant Selection Committee Meeting minutes. Vice Chair Lenhard seconded. Motion passed 5-0 unanimously.

## E. PRESENTATIONS AND TIME CERTAIN ITEMS

There were no presentations and time certain items.

## F. PUBLIC COMMENTS

There were no public comments.

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

### 1. Board Approval of the Consultant Selection Committee Ranking of the Runway 5-23 Drainage Improvements Consultant Firm

Mr. Keith requested Board approval of the Consultant Selection Committee Ranking of the Runway 5-23 Drainage Improvements Consultant Firm. He provided a review of the Request for Qualifications process and reported that the Consultant Selection Committee met on October 8, 2018 with three Board members present to interview the responding firms. Following the interviews, Committee and Board members ranked the firms in the following order:

a. EG Solutions, Inc.
b. Hole Montes, Inc.

Mr. Keith stated that following approval, staff will proceed with contract negotiations with the number one ranked firm.

Commissioner Brousseau moved Board approval of the Consultant Selection Committee Ranking for the Runway 5-23 Drainage Improvements consultant firm as presented by Mr. Keith. Vice Chair Lenhard seconded. The motion passed unanimously 5-0.

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**

Mr. Keith requested Board authorization for the Executive Director to execute a contract with MDM Services, the lowest compliant bidder for the fuel farm expansion project in the amount not to exceed $1,575,000. He presented a drawing of the fuel farm area and reviewed the bid results of the three responding firms. Mr. Keith stated that after reviewing the project details and at Mr. Rozansky's direction, it was decided to request that staff proceed with the full scope of work which includes the addition of two (2) 40,000 gallon Jet A fuel tanks, two loading area canopies, and restroom/equipment room shelter. Mr. Keith explained that the low bidder, MDM Services, was $1,431,045.35; however, the requested budget amount of $1,575,000 includes a contingency of 10 percent for potential costs related to unknown subsurface conditions. He also requested approval for staff to directly purchase major items if we so choose in order to save the 6 percent sales tax. Mr. Keith stated that the amount budgeted for this project was $1,070,000; however, there are other items in the capital budget that will not be completed, so the total project cost will be included in the overall FY 19 capital budget.

A question and answer period followed.

Commissioner Rideoutte moved Board authorization for 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 as presented by Mr. Keith. Commissioner Dustin seconded. Motion passed 5-0 unanimously.

3. **Board Authorization for the Chair to execute Resolution 2018-7, repealing Resolution 2018-3; describing the airport for marketing, branding and related purposes as "Naples Airport"; Describing the FBO as "Naples Aviation"; Authorizing the Executive Director to take further action to accomplish the purposes of this resolution; and providing an effective date and Board Approval to Adopt a New Brand Identity for the Airport Authority, Airport, Fixed Base Operator and Fly Safe Fly Quiet Campaign**

Ms. Jackson requested Board authorization for the Chair to execute Resolution 2018-7, repealing Resolution 2018-3; describing the airport for marketing, branding and related purposes as "Naples Airport"; Describing the FBO as "Naples Aviation"; Authorizing the Executive Director to take further action to accomplish the purposes of this resolution; and providing an effective date and Board Approval to Adopt a New Brand Identity for the Airport Authority, Airport, Fixed Base Operator and Fly Safe Fly Quiet Campaign. She presented an overview of the rebranding initiative to date which began in 2017. Ms. Jackson provided initial and proposed final logo designs for Naples Airport Authority, Naples Airport, Naples Aviation and the Please Fly Safe and Fly Quiet campaign.

There was discussion regarding the necessity to maintain the City of Naples Airport Authority name.

Chair Messer moved Board authorization for the Chair to execute Resolution 2018-7, repealing Resolution 2018-3; describing the airport for marketing, branding and related purposes as "Naples Airport"; Describing the FBO as "Naples Aviation"; Authorizing the Executive Director to take further action to accomplish the purposes of this resolution; and providing an effective date and Board Approval to Adopt a New Brand Identity for the Airport Authority, Airport, Fixed Base Operator and Fly Safe Fly Quiet Campaign. Commissioner Dustin seconded. Motion passed 5-0 unanimously.

4. **Authorize the Chair to execute Resolution 2018-8, authorizing the Executive Director to execute a Supplemental Joint Participation Agreement (SJPA) with the Florida Department of Transportation (FDOT) to participate in the project to relocate Taxiway Delta – North Quad in the amount of $454,527**

Mr. Keith requested Board authorization for the Chair to execute Resolution 2018-8, authorizing the Executive Director to execute a Supplemental Joint Participation Agreement (SJPA) with the Florida Department of Transportation (FDOT) to participate in the project to relocate Taxiway Delta – North Quad in the amount of $454,527. Mr. Keith stated that the additional FDOT grant funds will increase the total grant amount to $1,920,000. He said that Taxiway Delta is scheduled to reopen by November 4th or 5th but there will still be some grading work outside the object-free area.

Mr. Owens clarified that the Resolution in the Board package had a small typographical error on the date in the last paragraph of the Resolution. He said that the motion and vote will provide for an effective date in Resolution 2018-8 for the 18th day of October, 2018.

Commissioner Dustin moved Board authorization for the Chair to execute Resolution 2018-8, authorizing the Executive Director to execute a Supplemental Joint Participation Agreement (SJPA) with the Florida Department of Transportation (FDOT) to participate in the project to relocate Taxiway Delta – North Quad in the amount of $454,527 and providing an effective date on the 18th day of October, 2018. Commissioner Rideoutte seconded. Motion passed 5-0 unanimously.

## H. NEW BUSINESS

1. **Direction for the Executive Director to Commence Litigation Against Randall Bender to Regain Possession of Leasehold Premises and Recover Damages**

Ms. Jackson provided an overview on T-Hangar Aircraft Storage Space #2115 that Mr. Bender currently occupies and his failure to pay rent since December 2017 despite the Authority's numerous communications. She said that Mr. Bender was properly notified on or about September 10, 2018 that his month-to-month tenancy for the leasehold premises would be terminated effective October 15, 2018; and to date personal items and aircraft have not been removed. Ms. Jackson requested Board direction for the Executive Director to commence litigation against Mr. Bender to regain possession of Leasehold Premises and recover damages, if he does not choose to move his personal property.

Mr. Rozansky commented that Mr. Bender experienced significant personal circumstances which was why the Authority extended an additional grace period. At this point, he said that with the wait list we have, it would be irresponsible for us not to act.

A question and answer period followed.

Vice Chair Lenhard moved Board approval for the Executive Director to commence litigation by filing a Complaint for Holdover Tenant Summary Eviction and Damages against Randall Bender. Commissioner Dustin 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 the NAA received a letter on October 6th from Bart Vernace of the Federal Aviation Administration in response to the NAA's September 18th letter requesting FAA support for an updated Part 150 Study. She said the FAA agreed that NAA's request was reasonable to update the 2010 Noise Exposure Map (NEM) and the 1999 Noise Compatibility Plan (NCP). The FAA further recommended that the Part 150 Study technical approach be structured to first update the NEMs and then, upon mutual agreement with the Authority, to proceed with funding for the NCP. Chair Messer noted that a copy of the letter was emailed to NAA Commissioners and NCC members.

Chair Messer added that a Request for Qualifications for noise consulting services will be published in November and that staff attended the AAAE/ACI-NA Airport Noise Conference in Indianapolis on October 14th-16th.

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

### 2. General Aviation Terminal (GAT) Feasibility Study Update

Mr. Keith presented the preliminary feasibility assessment for the General Aviation Terminal as part of the Master Plan. He reviewed the existing and conceptual site plans, the proposed second floor plan, the conceptual canopy, and project cost estimate. He said that the next steps include advertising a Request for Qualifications for professional architectural and engineering services and scheduling a Consultant Selection Committee meeting to interview and rank responding firms. There was discussion regarding the vehicle parking issues, the cost estimate of the three options, and the use of an airside canopy. Mr. Keith reviewed the scope of work and timeline which was broken out into three phases.

## J. LEADERSHIP TEAM REPORT

### 1. Leadership Team Report

Commissioner Rideoutte commented regarding the percentage increase in night operations on the Day and Night Operations Annual & Current Month chart compared to previous years. There was discussion regarding our communications with aircraft owners who habitually operate during curfew hours. Vice Chair Lenhard stated that the data on the chart for September 2018 isn't a good comparative against the other columns showing full year data. Ms. Jackson said that staff could review the chart to see if it is possible to reflect current data compared to the same period in the prior year.

## K. FINANCIAL REPORTS

### 1. Financial Summary

Ms. Sarcona reported on actuals against budget for the September, unaudited year-end financials.

Regarding the earlier discussion on the litigation to regain possession of leasehold premises and recover damages, Commissioner Dustin said he understood the thoughtfulness and kindness in addressing the tenant's situation, however, he recommended that staff be tougher. Mr. Rozansky commented that in the spring, we hired a Business Manager to focus on leasing matters and that staff is becoming more proactive.

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

## L. COUNSEL'S REPORT

### 1. Counsel's Report

Mr. Owens reported that the Authority has been able to delay and hopefully avoid the eviction proceedings that the Board approved last month against Gulf Coast Airways. He commented that as part of our final attempt to work with the tenant, the tenant cooperated and vacated all but one of the lease premises. He said that there is one remaining premises related to an aircraft tie-down and that the aircraft recently sold. He added that staff is working on an arrangement with the new owner to move the aircraft in the near future. Mr. Owens said that at this time we reserve our rights to commence litigation if necessary but we have been able to avoid that expense and that process to this point.

There were no other matters to report.

## M. PUBLIC COMMENTS (5 minute limit)

There were no public comments.

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

Chair Messer announced that because we are constrained for time due to the Workshop following today's Regular meeting, she will bring the Executive Director's Employment Agreement for review at the November Regular Meeting.

## O. ADJOURN

With no further business, the meeting adjourned at 9:40 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, 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.

**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. 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 Runway 5-23 Drainage Improvements 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

3. Board Authorization for the Chair to execute Resolution 2018-7, repealing Resolution 2018-3; describing the airport for marketing, branding and related purposes as "Naples Airport"; Describing the FBO as "Naples Aviation"; Authorizing the Executive Director to take further action to accomplish the purposes of this resolution; and providing an effective date and Board Approval to Adopt a New Brand Identity for the Airport Authority, Airport, Fixed Base Operator and Fly Safe Fly Quiet Campaign

4. Authorize the Chair to execute Resolution 2018-8, authorizing the Executive Director to execute a Supplemental Joint Participation Agreement (SJPA) with the Florida Department of Transportation (FDOT) to participate in the project to relocate Taxiway Delta – North Quad in the amount of $454,527

**H. NEW BUSINESS**

1. Direction for the Executive Director to Commence Litigation Against Randall Bender to Regain Possession of Leasehold Premises and Recover Damages

**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**
**October 18, 2018**
**Workshop Meeting**

## A. ROLL CALL

Meeting was called to order by Chair Messer at 9:53 a.m. in the Council Chambers at City Hall.

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

There were no changes to the agenda.

## D. PUBLIC COMMENTS

There were no public comments.

## E. DISCUSSION ITEMS (Public comments accepted for each item; 5 minute limit)

### 1. Fuel Program

Mr. Rozansky provided a summary of the fuel program study that staff has been working on over the past year. He stated that various elements of the study tie back to the Strategic Plan in providing excellent customer service and enhancing the economic vitality of the airport. In order to develop a forward-looking fuel strategy and program, Mr. Rozansky said that staff reviewed data including historical operations, trends, data from peer airports, service levels, volumes, labor and operational and capital costs associated with providing FBO services separately from the rest of the airport. In addition to gathering data, he said that staff spent time meeting with customers individually and that he presented the Authority's findings at the Experimental Aircraft Association meeting in October.

Mr. Rozansky stated that per the Delegation of Powers, the Executive Director has the authority to effectuate and change fuel programs but must keep the Board informed. He said that staff would like to begin implementing some of the proposed changes on November 1st with a transition period throughout the remainder of this fiscal year. Mr. Rozansky introduced the Authority's fuel program consultant, Dr. Dave Byers of Quadrex Aviation to present the Aviation Fuel Program Study.

Dr. Byers provided a project overview of the Study and reviewed fundamental concepts to operate an FBO as a retail enterprise. He presented the current fuel programs for Jet A and AvGas fuel, historical Jet A and AvGas fuel sales for FY2017, fuel pricing policy philosophy, fuel sales and volume analysis for offsetting FBO expenses for FY2017, proposed fuel pricing policy update, the proposed contract fuel

program and volume discount program. There was discussion regarding the frequency of monitoring volume levels to obtain discounts. Commissioner Dustin suggested using volume data on a rolling 12-month period.

There was discussion regarding the risks and inefficiencies associated with the Prepaid fuel program and phasing it out by the end of May, 2019.

Two handouts were distributed to Board members. The first was the proposed recommendations for the updated fuel pricing strategy and policy for the Naples Airport, and the second handout the net difference between the existing and proposed fuel pricing policy.

Commissioner Dustin requested Mr. Rozansky to provide to Board members the fuel pricing comparison of the regional airports located within 30 miles of the Naples Airport.

Mr. Rozansky stated that staff will be scheduling follow-up phone calls with fuel customers to discuss the pending changes and will apprise the Board of any additional changes during the implementation.

Chair Messer requested a copy of Dr. Byers' presentation be sent to Board members. Mr. Rozansky said that he would provide that along with the October fuel pricing comparison.

A question and answer period followed throughout the presentation.

## F. PUBLIC COMMENTS (5 minute limit)

There were no public comments.

## G. CORRESPONDENCE/COMMISSIONER COMMENTS & REQUESTS/MEETINGS

The Board of Commissioners thanked Dr. Byers for his presentation and commended staff on a job well done.

## H. ADJOURN

With no further business, the meeting adjourned at 11:11 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 Workshop Meeting**

# FINAL AGENDA

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

**Thursday, October 18, 2018**
**9:30 a.m. or Immediately Following Regular Meeting**

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

**E. DISCUSSION ITEMS (Public comments accepted for each item; 5 minute limit)**

1. Fuel Program

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

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

**H. ADJOURN**

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:** November 15, 2018

**Re:** **ACTION ITEM**

1. **Authorize the Chair to execute Resolution 2018-9, authorizing the Executive Director to execute a Supplemental Joint Participation Agreement (SJPA) with the Florida Department of Transportation (FDOT) to participate in the project to extend Taxiway Delta – West Quad in the amount of $1,000,000**

---

**SUMMARY:** Board authorization for the Chair to execute Resolution 2018-9, authorizing the Executive Director to execute SJPA Number Two with the FDOT for the above-referenced project (FPN 439155-1-94-01) in an amount of $1,000,000 for a total FDOT participation of $1,920,000.

**BACKGROUND:** This SJPA is part of the commitment for the FDOT to participate in the cost of the Taxiway D Extension in the West Quad and is an increase of $1,000,000 added to the current JPA of $920,000.

**COMMUNICATION PLAN:** This project was completed in November 2017.

**FINANCIAL IMPACT:** FDOT maximum funding is $1,920,000 or not more than 80% of the actual project cost of $2,232,063. Therefore, the FDOT funding for this project will be $1,785,650.

**RESOLUTION 2018-9**

**A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE SUPPLEMENTAL JOINT PARTICIPATION AGREEMENT NUMBER TWO WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION WITH RESPECT TO A PROJECT TO DESIGN AND CONSTRUCT TAXIWAY DELTA EXTENSION - WEST QUAD AT THE NAPLES MUNICIPAL AIRPORT; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS,** with respect to that certain project to design and construct Taxiway Delta Extension - West Quad at the Naples Municipal Airport, the City of Naples Airport Authority (the "Authority") has received that certain Supplemental Joint Participation Agreement Number Two [Financial Project No. 439155-1-94-01 / DUNS No. 80-939-7102] from the Florida Department of Transportation ("SJPA"); and

**WHEREAS,** the Board of Commissioners of the Authority has determined that it is in the best interest of the Authority to accept the SJPA; and

**WHEREAS,** the Board of Commissioners of the Authority recognizes that, by accepting the SJPA, the Authority shall be bound by the assurances and all other terms, conditions and requirements contained or referenced therein.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE AUTHORITY THAT:**

**Section 1.** The Executive Director of the Authority is authorized to accept, enter into, execute and deliver the SJPA; and

**Section 2.** This Resolution shall become effective immediately upon adoption.

**DULY PASSED AND ADOPTED IN OPEN AND REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE AUTHORITY THIS 15TH DAY OF NOVEMBER, 2018.**

Attest:

CITY OF NAPLES AIRPORT AUTHORITY

_____
Christopher A. Rozansky
Executive Director

By: _____
Donna M. Messer
Chair

Approved as to form and legal sufficiency by:

_____
William L. Owens
Authority Counsel

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:** November 15, 2018

**Re:** **ACTION ITEM**

2. **Board authorization for the Executive Director to execute a Professional Services Agreement and sign a Task Order for the design of Runway 5-23 Drainage Improvement project in an amount not to exceed $845,000**

---

**SUMMARY:** Board authorization for the Executive Director to execute a Professional Services Agreement and sign a Task order with EG Solutions for the design of the Runway 5-23 Drainage Improvement project in an amount not to exceed $845,000.

**BACKGROUND:** At the October Regular Board meeting, EG Solutions was ranked as the top firm responding to a Request for Qualifications for the design of the Runway 5-23 Drainage project. Following the ranking approval, staff began negotiations for the project scope and fee schedule for the design. Negotiations are still being completed, and we expect to provide information ahead of the Board meeting. Upon Board approval of this request, a pre-application will be submitted to the FAA for discretionary funding with a final application due in June of 2019.

The total estimated project cost including design is $4,300,000. It will include drainage improvements in the runway and taxiway safety areas on the south side of Runway 5-23, wildlife habitat removal and wildlife deterrent fencing.

**COMMUNICATION PLAN:** N/A

**FINANCIAL IMPACT:** The design Task Order has a not to exceed budget of $845,000. FAA application, if funded, will be 90% FAA, 5% FDOT and 5% NAA, and the required funds are anticipated in the FY19 capital budget.

Naples AIRPORT AUTHORITY

**To:** Honorable Chair and Commissioners

**From:** Christopher A. Rozansky, Executive Director CR

**By:** Ken Warriner, Director of Finance and Administration

**Meeting Date:** November 15, 2018

**Re:** **ACTION ITEM**

**3. Authorize the Executive Director to renew the property insurance policy in an amount not to exceed $315,000**

---

**SUMMARY:** Board authorization for the Executive Director to renew the property insurance policy in an amount not to exceed $315,000.

**BACKGROUND:** At the November 17, 2016 Regular Meeting, the Board authorized the Executive Director to bind property insurance coverage with AmRisc for a three-year term at the quoted annual premium of $215,851. On December 1st of this year, NAA will be entering the third year of our three-year property insurance policy with AmRisc. The policy pays the replacement value of the asset covered. The policy rates are fixed over the three-year period, however, the insured values change as the NAA adds or deletes assets.

An appraisal had not been completed within the last eight years according to our insurance broker, Michelle Martin with Public Risk Insurance Agency (PRIA). Therefore, we engaged AssetWorks Appraisal to conduct a full appraisal on all NAA structures. The resulting data provided current insurable values as well as the basis for insurance premiums. The valuations derived from this appraisal resulted in an increased total insured value on which the insurance premium is based, and therefore, an increase in the premium itself.

The preliminary combined appraisal value of the 49 insured buildings is $44,986,000, an increase of 46 percent over the previous insured value of $30,833,000. This will result in a premium increase of $97,982 or 45 percent over the prior policy year. This increase is budgeted for FY 19.

The following insurance policy is recommended for renewal on December 1, 2018:

- Property Commercial Package $ 313,554

**COMMUNICATION PLAN:** N/A

**FINANCIAL IMPACT:** The premium for this policy is included in the FY 19 budget.

Naples AIRPORT AUTHORITY

**To:** Honorable Chair and Commissioners

**From:** Christopher A. Rozansky, Executive Director CR

**Meeting Date:** November 15, 2018

**Re:** **ACTION ITEM**

**4. Authorize the Chair to Execute a Second Amendment to Employment Agreement with the Executive Director**

---

**SUMMARY:** Board authorization for the Chair to execute a Second Amendment to Employment Agreement with the Executive Director.

**BACKGROUND:** During the regular meeting in September following discussion about the Executive Director's performance review process and form, there was Board consensus for Chair Messer to negotiate an updated employment agreement with the Executive Director. Those negotiations have successfully been completed in the form of a Second Amendment to the Employment Agreement with the Executive Director.

**COMMUNICATION PLAN:** N/A

**FINANCIAL IMPACT:** N/A

Naples AIRPORT AUTHORITY

**To:** Honorable Chair and Commissioners

**From:** Christopher A. Rozansky, Executive Director CR

**Meeting Date:** November 15, 2018

**Re:** **OLD BUSINESS**

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

---

**SUMMARY:** Board discussion regarding the Executive Director's performance review form and process.

**BACKGROUND:** Following the debriefing regarding the annual review of Executive Director's performance during the September Regular Meeting, there was Board consensus for the Executive Director to update the form (using the example provided by the Sarasota Manatee Airport Authority) for review and discussion during the November meeting.

An updated form is being finalized, but is expected to be provided before the Regular Meeting.

**COMMUNICATION PLAN:** Not applicable at this time.

**FINANCIAL IMPACT:** Not applicable at this time.

Naples AIRPORT AUTHORITY

**To:** Honorable Chair and Commissioners

**From:** Christopher A. Rozansky, Executive Director CR

**Meeting Date:** November 15 2018

**Re:** **OLD BUSINESS**

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

---

**SUMMARY:** Board discussion regarding Authority Counsel's performance review form and process.

**BACKGROUND:** Following the debriefing regarding the annual review of Authority Counsel's performance during the September Regular Meeting, there was Board consensus for the Executive Director to update the form for presentation during the November meeting. The Board also requested information on how comparable government entities address adjustments in hourly rates.

An updated draft form is attached for Board review and discussion. Eight (8) questions were consolidated to five (5), reducing the length of the form to one page.

Staff also consulted with government entities who either employ an attorney or contract with a law firm to better understand how they address adjustments in hourly rates. It is clear there is no consistent methodology. Examples of various methodologies include: (1) The City of Naples attorney has a fixed hourly rate with a minimum number of hours guaranteed each month; (2) the Boca Raton Airport Authority permits for annual adjustments not to exceed 5% upon written notice by the law firm; (3) Collier County's in-house attorney is reviewed every other year and is eligible for merit and/or CPI adjustments; and (4) the Melbourne Airport Authority negotiates a flat hourly rate with a law firm that remains fixed for up to five years.

**COMMUNICATION PLAN:** Not applicable at this time.

**FINANCIAL IMPACT:** Not applicable at this time.

**CITY OF NAPLES AIRPORT AUTHORITY**
**ANNUAL REVIEW OF AUTHORITY COUNSEL**

The law firm of Bond, Schoeneck & King, PLLC ("BSK") serves as Authority Counsel. Pursuant to Article IV, Section 3, of the Bylaws for the Governance and Operation of the City of Naples Airport Authority (the "NAA"), "Authority Counsel's performance under the agreement shall be reviewed annually by the Board during the Regular Meeting in August."

Each Commissioner is asked to complete this form based on his or her assessment of BSK on the performance of their duties as Authority Counsel under its agreement since the date of the last review. Please select a performance rating of "Satisfactory", "Unsatisfactory", "Insufficient information" or "Not Applicable" and provide any relevant comments for each item below.

| **CRITERIA** | **RATING** |
|---|---|
| **1. Effectively represents and protects the interests of the NAA.** | _____ |
| **Comments:** | |
| **2. Assists with public meetings, as required, and is responsive to inquiries. Offers appropriate guidance regarding procedures, ethics, public records and Sunshine Law.** | _____ |
| **Comments:** | |
| **3. If applicable, handles litigation prudently as directed by Board.** | _____ |
| **Comments:** | |
| **4. Lead attorney, William L. Owens, effectively oversees representation.** | _____ |
| **Comments:** | |

**5. General Comments on Authority Counsel:**

Name of Reviewer: _____ Signature: _____

Date: _____

**CITY OF NAPLES AIRPORT AUTHORITY**
**ANNUAL REVIEW OF AUTHORITY COUNSEL**

**~~AUGUST 20198~~**

The law firm of Bond, Schoeneck & King, PLLC ("BSK") serves as Authority Counsel. Pursuant to Article IV, Section 3, of the Bylaws for the Governance and Operation of the City of Naples Airport Authority (the "NAA"), "Authority Counsel's performance under the agreement shall be reviewed annually by the Board during the Regular Meeting in August." ~~A copy of the engagement letter between BSK and the NAA dated October 1, 2017 is attached for your reference.~~

Each Commissioner is asked to complete this form based on his or her assessment of BSK on the performance of their duties as Authority Counsel under its agreement since the date of the last review. ~~Commissioners are encouraged to provide comments for all ratings, but are specifically requested to comment when providing a rating of "Unsatisfactory".~~

Please ~~review Authority Counsel by selecting~~select a performance rating of "Satisfactory", "Unsatisfactory", ~~or~~ "Insufficient information" or "Not Applicable" ~~or "N/A"~~and provide any relevant comments for each item below.

| **CRITERIA** | **RATING** |
|---|---|
| 1. ~~**Provides Effectively represents effective legal services**~~**Effectively represents and protects the interests of the NAA.** | _____ |
| **Comments:** | |
| ~~**2. Works well with the Board of Commissioners and the Executive Director to represent and protect the interests of the NAA.**~~ | _____ |
| ~~**Comments:**~~ | |
| ~~**3. Provides quality legal services in an efficient and economical manner**~~ | _____ |
| ~~**Comments:**~~ | |
| **24. Assists with public meetings~~ of the Board, Noise Compatibility Committee and other committees~~, as required, and is responsive to ~~questions~~inquiries. ~~and o~~Offers appropriate guidance regarding procedures, ethics, public records and Sunshine Law.~~.~~** | _____ |
| ~~**Comments:**~~ | |

DRAFT

~~5. Provides adequate education and guidance on ethics, public records and Sunshine Law.~~ _____

**Comments:**

**3~~6~~. If applicable, handles litigation prudently as directed by Board.** _____

**Comments:**

**4~~7~~. Lead attorney, William L. Owens, effectively oversees representation.** _____

**Comments:**

**5~~8~~. General Comments on Authority Counsel:**

_____

Name of Reviewer: _____ Signature: _____

_____

_____ Date: _____;

~~2018Signature~~

~~Name of Reviewer: _____~~

~~Date: _____, 2018~~

# LEADERSHIP TEAM REPORT

## October 2018 – November 2018

## FOSTER A VALUED, ENGAGED AND EMPOWERED WORKFORCE

### Leadership Development

The Director of Communications and Business Development attended the annual joint American Association of Airport Executives (AAAE) and Airport Council International – North America (ACI-NA) Noise Conference in Indianapolis, October 14th – 16th. The conference addresses the latest topics in airport noise management, as well as other topics, such as mitigation, research updates, and community engagement.

The Executive Director, Senior Director of Operations, FBO Manager and two Customer Service Representatives attended the 2018 National Business Aviation Association (NBAA) convention in Orlando, October 16th – 18th. This event showcases business aviation products, services and many more aviation-related products.

All Landscape staff attended a Mangrove Trimming and Regulations Workshop on October 30th at the Rookery Bay National Estuarine Reserve. The four-hour class provided continuing education units (CEUs) to participants.

Two Operations Line Technicians attended the National Air Transportation Association Safety 1st Advanced Line Service Workshop in Orlando, November 6th – 7th. This workshop included discussions on motivation and leadership techniques, customer service training and the impact of human factors on aviation ground handling. They also learned about advanced aviation fuel handling and quality control, including hands-on training.

The Operations Manager and the Assistant Manager of Training & Quality Assurance were trained on the use of a new aircraft recovery dolly. The 75K PlaneSkate dolly can lift the main or nose gear 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 pre-season cookout was held on October 31st to welcome back seasonal staff. A rebranding and a strategic plan update was also provided.

## PROVIDE SERVICE EXCELLENCE EVERY DAY

### Alerts

There were two (2) alerts for the month of October 2018.

| DATE | ALERT | TYPE A/C | PROBLEM | RESULT |
|---|---|---|---|---|
| 10/19/2018 | 6 | Mooney | Aircraft experienced a nose-wheel flat tire landing RWY 23. | Aircraft was towed back to the hangar for repairs. |
| 10/23/2018 | 2 | C-182 | Low oil pressure reported. | Landed safely in Naples without incident. |

In mid-October, the Operations Department's seasonal part-time employees began returning to work. We currently have five (5) seasonal staff members back with the remaining seasonal part-time employees anticipated to return by mid-November. As approved at the October Regular Board Meeting, the Operations Department will be hiring additional staff.

**Master Plan** – Staff continues to hold bi-weekly conference calls with the consultant. ESA is currently completing the facilities assessment which will help determine future facility needs and development. We anticipate scheduling the 2019 outreach workshops shortly.

**ARFF Services Building Design** – A final meeting is scheduled with the consultant to review the design prior to issuing the 100 percent plans. Staff and Naples Fire Department staff will attend.

**Irma Recovery** – Repair work on the Exec Hangar 3 is complete, along with painting of the T-hangars on the south ramp. The crew will now move to the north ramp T-hangars for repairs and painting.

**Taxiway D Realignment** – The new realigned Taxiway D is currently scheduled to open from the ARFF station north on November 8th, with the section from the ARFF station south scheduled to open on November 16th. If any delays are encountered that affect this schedule, then all construction will be halted until after the Thanksgiving weekend.

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

**Fuel Farm Rehabilitation** – The contractor, Hotspray Industrial Coatings, is completing the final work on the tanks. The current schedule anticipates completion before Thanksgiving.

**Fuel Farm Expansion –** Staff has submitted the service agreement to the approved contractor. Once received, we will begin working on project submittals and a formal schedule.

**Taxiway Land Leases for the Development of North Quadrant for Land Parcels 1 and 2** – A Request for Proposals (RFP) was issued September 28th and closed October 30th. Staff received two (2) proposals for each parcel.

**Aircraft Data Collection and Operations Reporting System** – An RFP was issued October 24th and will close November 30th. A non-mandatory, pre-proposal meeting will be held on November 9th and will include a tour of the facilities.

**Rebranding** – Staff is working to complete a rebranding phasing and communications plan to roll out the new FBO name and family of logos for the NAA, Airport, FBO and Fly Safe Fly Quiet (FSFQ) campaign.

**Facilities Maintenance**

Annual fire extinguisher inspections of approximately 300 fire extinguishers are complete.

Centurylink is installing a fiber optic cable to the Air Traffic Control Tower. The underground work and building installation is complete, and the Ethernet connections will be made November 15th.

Florida Power and Light is in the process of replacing two transformers in the North Quadrant to supply adequate power to the new hangars under construction.

The North Self-Fueler tank interior was cleaned, inspected, refilled and placed back into service.

The US Customs and Border Protection facility exterior was pressure washed, and the GA terminal is scheduled for November 10th in preparation for the onset of season.

**AvTrip Program**

The AvTrip Program has been active since November 2016, and the expense of the program was paid for by NAA. The total cost of the AvTrip Program to NAA for FY 18 was $ 54,423. Effective October 1, 2018, AvFuel will be paying for this program as part of our new contract fuel program.

**FY 19 AVTRIP Program Jet A Gallons Sold by Fuel Program**

| Month | Full Retail | Volume Discount | Prepaid Program | Total |
|---|---|---|---|---|
| Oct-18 | 71,187 | 71,518 | 36,491 | 179,196 |
| Gallons Sold by Program | 71,187 | 71,518 | 36,491 | 179,196 |
| % by Program | 39.7% | 39.9% | 20.4% | 100.0% |
| Cost Savings of AvTrip Points by Fuel Program | $1,424 | $1,430 | $730 | $3,584 |

## COMMITTED TO SUSTAINABILITY

**Outreach**

The Executive Director presented a summary of updated fuel programs at the EAA meeting on October 3rd and the Naples Pilot's Association meeting on October 24th.

The Naples Police Department utilized the Commercial Terminal ramp for their driver training each Tuesday in October. In addition, the Collier County Sheriff's Office utilized the former

Continental Aviation Ramp for motorcycle training the last week in October. Both institutions were very grateful for the assistance provided by NAA staff.

**Tours**

During the month of October, a tour was conducted for the Easterseals, which included a stop at Collier Mosquito Control District (CMCD), the Fire Department and MedFlight. After the tour, staff received an email from the Area Director thanking staff for the memorable and educational experience.

Staff also scheduled a tour for approximately 25 adults from the Naples Newcomers Club for early November. This group visited CMCD, MedFlight, the GA Terminal, Naples Jet Center, the Fire Department and the Collier County Sheriff's Department Hangar.

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

**October 2018 compared to October 2017:**

- Total Aircraft operations are up 14.8%
- IFR (Instrument Flight Rules) operations are up 9.0%
- VFR (Visual Flight Rules) operations are up 18.1%
- Voluntary curfew (10pm – 7am) operations are up 27.3%
- 65.8% of the operations occurred during the "shoulder hours" in October 2018 as compared to 70.8% during October 2017.
- Voluntary curfew compliance rate is 98.6% in October 2018, as compared to 98.6% in October 2017.

**FY 2018 compared to FY 2017 (October):**

- Total Aircraft operations are up 14.8%
- IFR (Instrument Flight Rules) operations are up 9.0%
- VFR (Visual Flight Rules) operations are up 18.1%
- Voluntary curfew (10pm – 7am) operations are up 27.3%
- Voluntary YTD curfew compliance rate is 98.6% for FY 2018 and 98.6% for FY 2017.

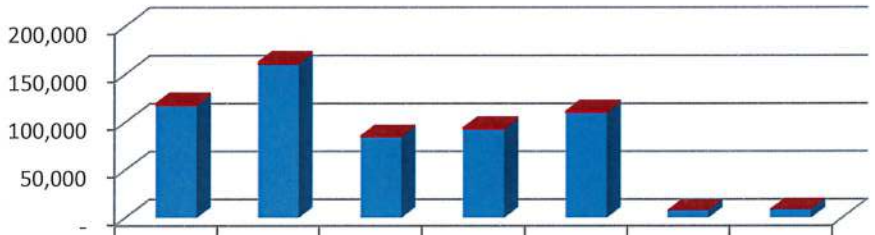
The next **Noise Compatibility Committee Regular Meeting will be** is scheduled for Thursday, January 24th, 2019, at 9 a.m., in Airport Office Building Conference Room located at 200 Aviation Drive North, 2nd floor. The public is encouraged to attend.

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 Airport - Operations Summary Prepared by the Naples Airport Authority**
**October 2018**

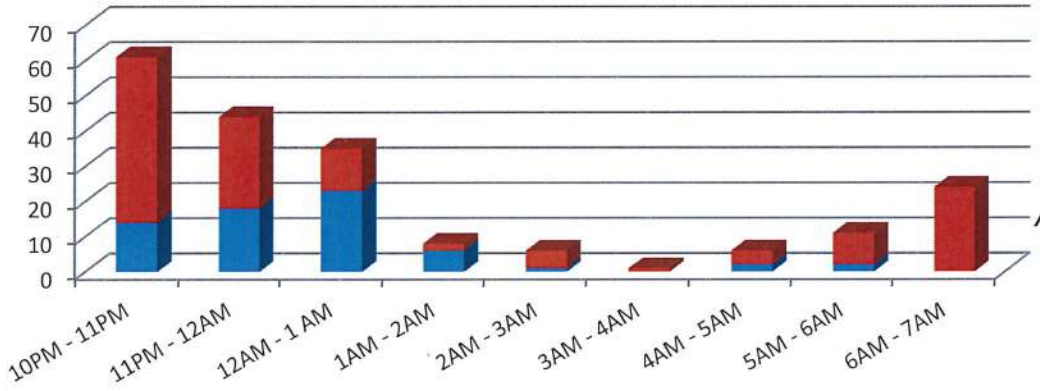
## Day and Night Operations Annual & Current Month




| | FY 2000 | FY 2005 | FY 2010 | FY 2017 | FY 2018 | Oct-2017 | Oct-2018 |
|---|---|---|---|---|---|---|---|
| Total Operations | 120,291 | 163,434 | 86,187 | 95,018 | 112,262 | 7,856 | 9,019 |
| Night Operations | 3,282 | 3,130 | 1,973 | 2,758 | 2,880 | 154 | 196 |
| Day Operations | 117,009 | 160,304 | 84,214 | 92,260 | 109,382 | 7,702 | 8,823 |
| % Night Operations | 2.7% | 1.9% | 2.3% | 2.9% | 2.6% | 2.0% | 2.2% |

***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***

65.8% 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 | 31 | 20 | 51 | 26% |
| Turboprops | 6 | 3 | 9 | 5% |
| Piston | 24 | 43 | 67 | 34% |
| Helo | 0 | 3 | 3 | 2% |
| Public Service | 42 | 24 | 66 | 34% |
| Total | 103 | 93 | 196 | |
| % of Activity | 53% | 47% | | |

**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 | 1334 | 28 | 1362 | 97.9% |
| FY 2019 YTD | 63 | 0 | 63 | 100.0% |

* Facility opened December 30, 2010

**CITY OF NAPLES AIRPORT AUTHORITY**
**U.S. CUSTOMS GENERAL AVIATION ACTIVITY**
**PERIOD ENDING 31 OCTOBER 2018**

| MONTH | TOTAL AIRCRAFT CLEARED | | | AIRCRAFT CLEARED/STAYED IN NAPLES | | | CLEARED/DEPARTED FOR DESTINATION | | | PERSONS CLEARED | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | FY 2018 | FY 2019 | VARIANCE (%) | FY 2018 | FY 2019 | VARIANCE (%) | FY 2018 | FY 2019 | VARIANCE (%) | FY 2018 | FY 2019 | VARIANCE (%) |
| OCTOBER | 55 | 63 | 14.5 | 55 | 63 | 14.5 | 0 | 0 | NME | 218 | 309 | 41.7 |
| NOVEMBER | | | | | | | | | | | | |
| DECEMBER | | | | | | | | | | | | |
| JANUARY | | | | | | | | | | | | |
| FEBRUARY | | | | | | | | | | | | |
| MARCH | | | | | | | | | | | | |
| APRIL | | | | | | | | | | | | |
| MAY | | | | | | | | | | | | |
| JUNE | | | | | | | | | | | | |
| JULY | | | | | | | | | | | | |
| AUGUST | | | | | | | | | | | | |
| SEPTEMBER | | | | | | | | | | | | |
| YTD TOTALS | **55** | **63** | **14.5** | **55** | **63** | **14.5** | **0** | **0** | **NME** | **218** | **309** | **41.7** |

**CITY OF NAPLES AIRPORT AUTHORITY**

**ACTIVITY REPORT**
**PERIOD ENDING 31 OCTOBER 2018**

| OPERATIONS | Current Month | | | Year to Date | | |
|---|---|---|---|---|---|---|
| | FY 18 | FY 19 | Variance % | FY 18 | FY 19 | Variance % |
| **OPERATIONS - Itinerant** | | | | | | |
| Air Carrier | 0 | 0 | NMF | 0 | 0 | NMF |
| Commercial | 857 | 978 | 14.1 | 857 | 978 | 14.1 |
| General Aviation | 4,658 | 5,535 | 18.8 | 4,658 | 5,535 | 18.8 |
| Military | 13 | 7 | (46.2) | 13 | 7 | (46.2) |
| TOTAL ITINERANT OPERATIONS | 5,528 | 6,520 | 17.9 | 5,528 | 6,520 | 17.9 |
| **OPERATIONS - Local** | | | | | | |
| Commercial | 0 | 0 | NMF | 0 | 0 | NMF |
| General Aviation | 2,170 | 2,295 | 5.8 | 2,170 | 2,295 | 5.8 |
| Military | 4 | 8 | 100.0 | 4 | 8 | 100.0 |
| TOTAL LOCAL OPERATIONS | 2,174 | 2,303 | 5.9 | 2,174 | 2,303 | 5.9 |
| **TOTAL NIGHT OPERATIONS** | 154 | 196 | 27.3 | 154 | 196 | 27.3 |
| TOTAL IFR - Operations * | 2,834 | 3,089 | 9.0 | 2,834 | 3,089 | 9.0 |
| TOTAL VFR - Operations | 5,022 | 5,930 | 18.1 | 5,022 | 5,930 | 18.1 |
| TOTAL OPERATIONS | 7,856 | 9,019 | 14.8 | 7,856 | 9,019 | 14.8 |

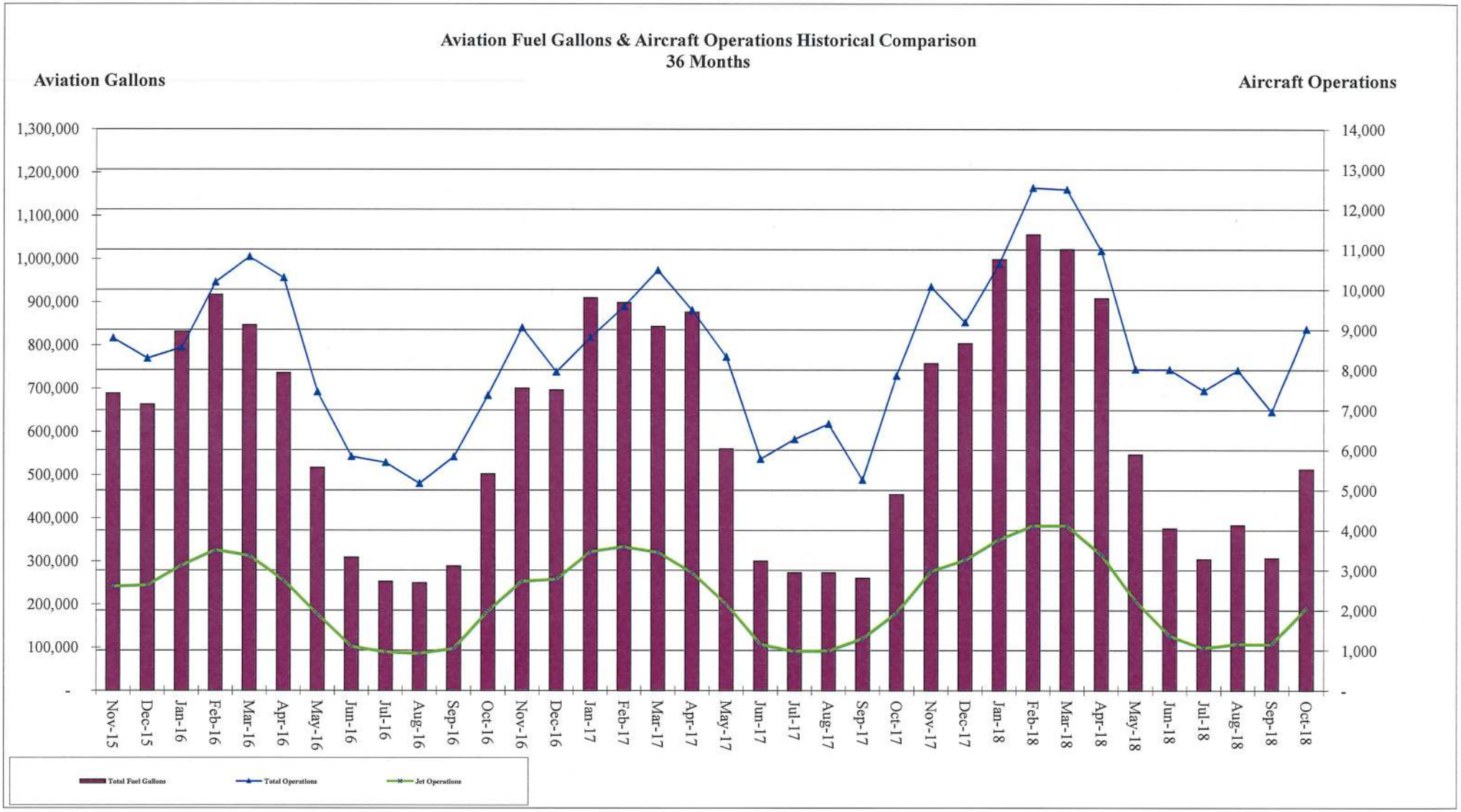
Beginning 10/01/12, the nighttime operations were combined as one entry.

* As reported by ATCT

NMF = No Meaningful Figure

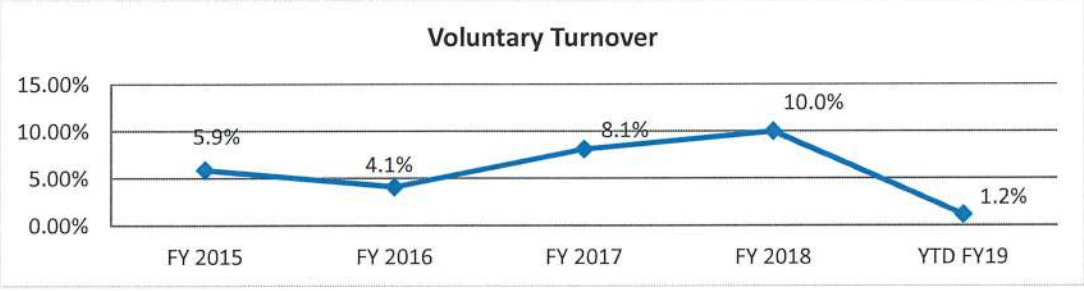
**FINAL**

## Aviation Fuel Gallons & Aircraft Operations Historical Comparison
## 36 Months



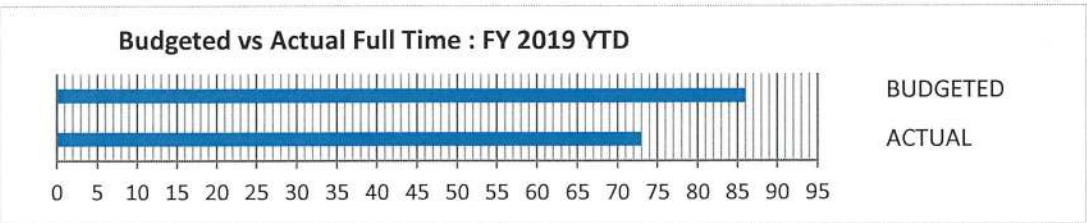

***NOTE: Jet Operations figures are provided by Flight Aware and are subject to change due to their reporting methods. ***

City of Naples Airport Authority
31-Oct-18
## HUMAN RESOURCES METRICS

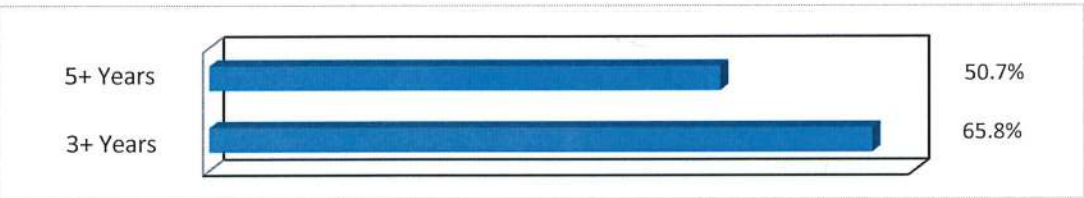



| | FY 2015 | FY 2016 | FY 2017 | FY 2018 | YTD FY19 |
|---|---|---|---|---|---|
| Voluntary Turnover History (Annual) | 5.9% | 4.1% | 8.1% | 10.0% | 1.2% |

| EMPLOYMENT[1] | FY 2015 | FY 2016 | FY 2017 | FY 2018 | YTD FY19 |
|---|---|---|---|---|---|
| Budgeted Positions (Non Seasonal) | 72.5 | 73.6 | 74.8 | 76.0 | 86.0 |
| Budgeted Positions (Seasonal) | 2.5 | 2.5 | 2.5 | 2.5 | 3.0 |
| Actual Positions (Non Seasonal) | 68.7 | 72.2 | 73.9 | 72.0 | 73.0 |
| Actual Positions (Seasonal) | 3.0 | 2.8 | 2.6 | 2.0 | 3.0 |




| Years of Service with the Authority | FY 2015 | FY 2016 | FY 2017 | FY 2018 | YTD FY19 |
|---|---|---|---|---|---|
| 3+ years | 72.1% | 65.8% | 66.7% | 64.9% | 65.8% |
| 5+ years | 63.2% | 58.9% | 56.9% | 55.4% | 50.7% |




| | FY 2015 | FY 2016 | FY 2017 | FY 2018 | YTD FY19 |
|---|---|---|---|---|---|
| Work Injuries | 1 | 3 | 5 | 4 | 0 |
| Days Away from Work[2] | - | 1 | 5 | 49 | 20 |

| | FY 2015 | FY 2016 | FY 2017 | FY 2018 | YTD FY19 |
|---|---|---|---|---|---|
| Damage Incidents[3] | 9 | 7 | 4 | 1 | 0 |
| Per actual positions (FTE) | 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. Days missed carried over into new fiscal year. Employee returned to work 10/31/2018.

3. Report does not reflect Hurricane Irma damage.

Naples AIRPORT AUTHORITY

**To:** Honorable Chair and Commissioners

**From:** Christopher A. Rozansky, Executive Director CR

**By:** Ken Warriner, Director of Finance and Administration KW

**Date:** November 8, 2018

**Re:** **October Financials**

## 1. Financial Summary

---

For the month of October 2018, Operating Revenue (net of cost of goods sold) was $1,123,026 compared to the budget of $1,142,683. This was unfavorable to budget by $19,957 or 2%. Operating expenses were favorable to budget by $92,063 or 9%. The budgeted figure was $1,049,225, the actual is $957,162. Income from Operations was favorable to the budget by $72,406. The Budget of $93,458 is compared to the actual of $165,864. The net income after Other Income and Expense was favorable to budget by $87,916. The Authority's projected net income for the month of October was budgeted at a loss of ($161,442) the actual is a loss of ($73,526).

**YTD Budget-to-Actual Comparisons**

| | FY 18-19 Budget | FY 18-19 Actual | Variance | % |
|---|---|---|---|---|
| Jet A Net Fuel Revenue | $ 1,618,509 | $ 1,996,997 | $ 378,488 | 23.4% |
| Jet A Fuel Gallons Sold | 485,706 | 481,044 | (4,662) | -1.0% |
| Jet A Fuel Gallons Pumped | 464,324 | 476,093 | 11,769 | 2.5% |
| Ramp Fee Revenue | $ 38,830 | $ 37,260 | $ (1,570) | -4.0% |
| S/T Storage Rentals | $ 81,580 | $ 72,045 | $ (9,535) | -11.7% |

**YTD Prior Year to Current Year Comparisons**

| | FY 17-18 Actual | FY 18-19 Actual | Variance | % |
|---|---|---|---|---|
| Aircraft Fuelings | 1,723 | 2,062 | 339 | 19.7% |
| Jet A Fuelings | 943 | 996 | 53 | 5.6% |
| Jet A Fuel Gallons Pumped | 464,324 | 476,093 | 11,769 | 2.5% |
| Ramp Fee Transactions | 147 | 170 | 23 | 15.6% |

As of the end of October, the Authority was still at capacity for aircraft storage rentals, with a waiting list of 99 for various size rental spaces. Of these, 28% are current tenants and 72% are prospective tenants.

**City of Naples Airport Authority**
**Financial Reports**
**For the Period Ending October 31, 2018**

## INDEX


| Management Reports | Reporting Period | Page |
|---|---|---|
| Statement of Fuel Sales | Month | 2 |
| Variance Analysis for the Month | Month | 3 |
| **Financial Statement** | | |
| Income Statement | Month | 4 |
| Operating Expenses by Department | Month | 5 |
| Statement of Cash Flow | Month | 6 |
| Balance Sheet | Month | 7 |

City of Naples Airport Authority
Statement of Fuel Sales
For the Period ended October 31, 2018

**Fuel Sales Revenue**

| | | Current Month | | | |
|---|---|---|---|---|---|
| | | FY 18 - 19 Budget | | FY 18 - 19 Actual | |
| | | Gallons | Dollars | Gallons | Dollars |
| Jet A | Full Service | 167,375 | $684,811 | 154,549 | $736,571 |
| | Jet A Prepaid | 124,218 | $409,401 | 153,655 | $614,061 |
| | Volume Discount | 172,731 | $517,719 | 167,889 | $644,880 |
| | Flowage Fees | 21,382 | $6,578 | 4,951 | $1,485 |
| **Total Jet A** | | **485,706** | **$1,618,509** | **481,044** | **$1,996,997** |
| 100LL | Full Service | $13,362 | $54,309 | 16,527 | $73,703 |
| | Self Fueler | $9,282 | $34,125 | 3,852 | $15,744 |
| | 100 LL Prepaid | $8,568 | $33,501 | 11,361 | $49,497 |
| **Total 100LL** | | **31,212** | **$121,935** | **31,740** | **$138,944** |
| **Car Wash Facility** | | **3,702** | **$9,280** | **3,465** | **$10,075** |
| **Aviation Oil** | | **0** | **$610** | **52** | **$912** |
| **Total Fuel Sales** | | **520,620** | **$1,750,334** | **516,301** | **$2,146,927** |

**Cost of Sales**

| | | | | | |
|---|---|---|---|---|---|
| Jet A | Full Service | 167,375 | $339,594 | 154,549 | $417,449 |
| | Fuel Program | 124,218 | $252,070 | 153,655 | $426,396 |
| | Volume Discount | 172,731 | $350,521 | 167,889 | $466,555 |
| | Flowage Fees | 21,382 | $0 | 4,951 | $0 |
| **Total Jet A Cost** | | **485,706** | **$942,185** | **481,044** | **$1,310,400** |
| 100LL | Full Service | 13,362 | $42,758 | 16,527 | $58,463 |
| | Self Fueler | 9,282 | $29,702 | 3,852 | $13,828 |
| | Fuel Program | 8,568 | $27,418 | 11,361 | $40,824 |
| **Total 100LL Cost** | | **31,212** | **$99,878** | **31,740** | **$113,116** |
| **Car Wash Facility** | | **3,702** | **$5,800** | **3,465** | **$9,233** |
| **Aviation Oil** | | **0** | **$410** | **52** | **$0** |
| **Fuel Truck Depr** | | **0** | **$3,500** | **0** | **$3,492** |
| **Fuel Truck Rental** | | **0** | **$88** | **0** | **$0** |
| **Credit Card Fees** | | **0** | **$10,600** | **0** | **$19,550** |
| **Total Cost of Sales** | | **520,620** | **$1,062,461** | **516,301** | **$1,455,791** |
| **Total Net Fuel Revenue** | | | **$687,873** | | **$691,137** |

City of Naples Airport Authority
Variance Report
For the Period Ended October 31, 2018

| | Current Month Budget | Current Month Actual | Variance Favorable (Unfavorable) Dollar | Variance Favorable (Unfavorable) Percentage | Explanation |
|---|---|---|---|---|---|
| **Operating Revenues** | | | | | |
| Haugar/T-Shelter/Tiedowns | $222,920 | $200,879 | ($22,041) | -10% | Revenue is 21K favorable when comparing Oct 2017 to Oct 2018. The budget anticipated excessive revenue for the month. |
| **Operating Expenses** | | | | | |
| Office/Supplies/Postage/Printing | $17,817 | $7,030 | $10,787 | 61% | Actual expense less due to using items in inventory. |
| Airfield Maintenance | $23,746 | $7,583 | $16,163 | 68% | Expenses anticipated later this fall. |
| **Other Income** | | | | | |
| Interest Revenue | $35,675 | $62,202 | $26,527 | 74% | Interest Revenue is higher than the anticipated budget. |

**Note: Explanations for variances greater than $10,000 and 10% from budget**

**City of Naples Airport Authority**
**Income Statement**
**(Budget-to-Actual Comparison)**
**For the Period Ending October 31,2018**

| | Current Period | | | |
|---|---|---|---|---|
| | FY 18-19 Budget | Actual | Favorable/ (Unfavorable) | % |
| **Operating Revenue** | | | | |
| Fuel Sales (net of COGS) | $687,873 | $691,137 | $3,264 | - % |
| Concession Fees | 26,150 | 31,421 | 5,271 | 20 |
| Hangar/T-Shelter/Tiedowns | 222,920 | 200,879 | (22,041) | (10) |
| Building & Land Rent | 118,990 | 119,158 | 168 | - |
| Line Services | 57,580 | 52,950 | (4,630) | (8) |
| U.S. Customs User Fees | 27,240 | 19,465 | (7,775) | (29) |
| Other | 1,930 | 8,017 | 6,087 | 315 |
| **Total Operating Revenue** | **$1,142,683** | **$1,123,026** | **($19,657)** | **(2) %** |
| **Operating Expenses** | | | | |
| Personnel Expense | 505,172 | 513,267 | (8,095) | (2) % |
| Professional Fees | 167,401 | 152,733 | 14,668 | 9 |
| Legal Fees | 34,280 | 35,811 | (1,531) | (4) |
| Communications Expense | 14,877 | 5,559 | 9,319 | 63 |
| Insurance Expense | 44,407 | 37,412 | 6,995 | 16 |
| Health, Life and Long Term Dis. In | 69,267 | 66,289 | 2,978 | 4 |
| Employee Recognition Affairs | 1,235 | - | 1,235 | 100 |
| Uniforms | 4,675 | 12,782 | (8,107) | (173) |
| Training & Education / Webinars | 11,687 | 3,301 | 8,386 | 72 |
| Professional Development | 2,133 | - | 2,133 | 100 |
| Conferences | 9,280 | 138 | 9,142 | 99 |
| Travel / Milcage / Meals / Lodging | 6,678 | 2,572 | 4,106 | 61 |
| Utilities & Environmental Expense | 39,314 | 32,948 | 6,366 | 16 |
| Office/Supplies/Postage/Printing Ex | 17,817 | 7,030 | 10,787 | 61 |
| Police Services | 3,000 | 7,320 | (4,320) | (144) |
| Dues/Subscriptions/Fees Expense | 5,524 | 2,493 | 3,031 | 55 |
| Auto Gas & Diesel Fuel Expense | 7,083 | 5,507 | 1,576 | 22 |
| Pilot Services | 13,333 | 8,143 | 5,190 | 39 |
| Building Maintenance | 20,629 | 30,534 | (9,905) | (48) |
| Airfield Maintenance | 23,746 | 7,583 | 16,163 | 68 |
| Grounds Maintenance | 12,493 | 5,001 | 7,492 | 60 |
| Vehicle Maintenance | 6,246 | 939 | 5,307 | 85 |
| Equipment Maintenance | 21,714 | 15,137 | 6,577 | 30 |
| Small Tools, Equipment and Suppli | 4,401 | 2,816 | 1,585 | 36 |
| Cleaning Supplies | 2,833 | 1,829 | 1,004 | 35 |
| Miscellaneous Expense | - | 20 | (20) | - |
| **Total Operating Expenses** | **$1,049,225** | **$957,162** | **$92,063** | **9 %** |
| **Income/(Loss) from Operations** | **$93,458** | **$165,864** | **$72,406** | **77 %** |
| **Other Income/(Expense)** | | | | |
| Customer Facility Charges | $18,092 | $9,823 | ($8,270) | (46) % |
| Depreciation Exp-Operations | ($171,083) | ($190,276) | ($19,193) | 11 |
| Depreciation Exp-Contributions | ($137,583) | ($121,182) | $16,401 | (12) |
| Interest Revenue | $35,675 | $62,202 | $26,527 | 74 |
| Other Revenue (Expense) | $0 | $44 | $44 | - |
| Interest Expense | $0 | $0 | $0 | - |
| **Total Other Income (Expense)** | **($254,900)** | **($239,390)** | **$15,509** | **(6) %** |
| **Net Income (Loss)** | **($161,442)** | **($73,526)** | **$87,916** | **(54) %** |

**Naples Airport Authority**
**Operating Expenses by Select Department**
**As of October 31, 2018**

| | Air Traffic Control Tower | Airport Rescue Fire Fighting | IT | US Customs & Border Protection | Car Wash | All Other Operating | Total |
|---|---|---|---|---|---|---|---|
| **Operating Expenses** | | | | | | | |
| Personnel Expense | $ - | $ - | $ - | $ - | $ - | $ 513,267 | $ 513,267 |
| Professional Fees | - | 67,562 | 29,048 | 20,573 | - | 35,550 | 152,733 |
| Legal Fees | - | - | - | - | - | 35,811 | 35,811 |
| Communications | - | - | - | - | - | 5,559 | 5,559 |
| Insurance | - | - | - | - | - | 37,412 | 37,412 |
| Health, Life and Long Term Dis. Ins | - | - | - | - | - | 66,289 | 66,289 |
| Employee Recognition Affairs | - | - | - | - | - | - | - |
| Uniforms | - | - | - | - | - | 12,782 | 12,782 |
| Training & Education / Webinars | - | 111 | - | - | - | 3,190 | 3,301 |
| Professional Development | - | - | - | - | - | - | - |
| Conferences | - | - | - | - | - | 138 | 138 |
| Travel / Mileage / Meals / Lodging | - | - | - | - | - | 2,572 | 2,572 |
| Utilities & Environmental | 1,816 | 1,443 | - | 985 | 454 | 28,250 | 32,948 |
| Office/Supplies/Postage/Printing | 59 | - | 330 | 7 | - | 6,634 | 7,030 |
| Police Services | - | - | - | - | - | 7,320 | 7,320 |
| Dues/Subscriptions/Fees | - | - | 253 | - | - | 2,240 | 2,493 |
| Auto Gas & Diesel Fuel | - | - | - | - | - | 5,507 | 5,507 |
| Pilot Services | - | - | - | - | - | 8,143 | 8,143 |
| Building Maintenance | 686 | 337 | - | - | - | 29,510 | 30,534 |
| Airfield Maintenance | - | - | - | - | - | 7,583 | 7,583 |
| Grounds Maintenance | - | - | - | - | - | 5,001 | 5,001 |
| Vehicle Maintenance | - | - | - | - | - | 939 | 939 |
| Equipment Maintenance | - | - | - | 230 | - | 14,907 | 15,137 |
| Small Tools, Equip and Supplies | - | - | - | - | - | 2,816 | 2,816 |
| Cleaning Supplies | - | - | - | - | - | 1,829 | 1,829 |
| Miscellaneous | - | - | - | - | - | 20 | 20 |
| **Total Operating Expenses** | **$ 2,561** | **$ 69,453** | **$ 29,630** | **$ 21,796** | **$ 454** | **$ 833,268** | **$ 957,162** |
| **Budget** | **$ 5,151** | **$ 70,803** | **$ 34,528** | **$ 30,735** | **$ 2,691** | **$ 905,317** | **$ 1,049,225** |
| **Favorable / (Unfavorable)** | **$ 2,590** | **$ 1,350** | **$ 4,898** | **$ 8,939** | **$ 2,237** | **$ 72,049** | **$ 92,063** |

**City of Naples Airport Authority**
**Statement of Cash Flow**
**For the Period Ending**
**October 31, 2018**

| | Oct-18 |
|---|---|
| Cash Flows from Operating Activities: | |
| Operating Income (Loss) | $185,884 |
| Change in Working Capital: | |
| (Increase) Decrease in Accounts Receivable | (163,844) |
| (Increase) Decrease in Inventories | 50,105 |
| (Increase) Decrease in Prepaid Expenses and Other | (132,389) |
| Increase (Decrease) in Accounts Payable | (501,911) |
| Increase (Decrease) in Accrued Expenses and Other Current Liab | (100,608) |
| Increase (Decrease) in Deferred Revenue | 83 |
| Adjustment: Change in Working Capital | (848,564) |
| **Net Cash Provided (Used) by Operating Activities** | **($662,680)** |
| Cash Flow from Investing Activities: | |
| Acquisition, Construction of Capital Assets | ($320,728) |
| Proceeds from Disposal of Fixed Assets | - |
| Interest and Dividends on Investments | 62,202 |
| Other Revenue | 44 |
| **Net Cash Provided (Used) in Investing Activities** | **($258,482)** |
| Cash Flow from Financing Activities: | |
| Capital Contributions | $0 |
| Customer Facility Charge Revenue | 9,823 |
| **Net Cash Provided (Used) by Financing Activities** | **$9,823** |
| **Increase (Decrease) in Cash and Equivalents** | **($911,340)** |
| **Cash and Equivalents at Beginning of Period** | **$33,656,016** |
| **Cash and Equivalents at End of Period** | **$32,744,677** |

**City of Naples Airport Authority**
**Balance Sheet**
**As of October 31, 2018**

| | | |
|---|---|---|
| **Assets** | | |
| Cash | $32,744,677 | |
| Accounts Receivable | $590,493 | |
| Due From Government Agencies | $282,964 | |
| Inventories | $353,156 | |
| Prepaid Expenses | $289,239 | |
| **Total Current Assets** | **$34,260,528** | |
| Land | $2,973,788 | |
| Land Improvements | $6,047,553 | |
| Buildings | $23,897,964 | |
| Building Improvements | $2,184,075 | |
| Equipment | $8,369,471 | |
| Software | $534,873 | |
| Vehicles | $1,144,629 | |
| Office Furniture & Fixtures | $962,926 | |
| Intangible Assets - Net | $288,377 | |
| Construction in Progress | $3,495,608 | |
| Infrastructure | $60,291,570 | |
| Less Accumulated Depreciation | ($47,454,056) | |
| **Total Property, Plant & Equip** | **$62,736,779** | |
| **Total Assets** | | **$96,997,307** |
| **Liabilities** | | |
| Accounts Payable | $2,304,639 | |
| Accrued Salaries & Benefits | $87,933 | |
| Payroll & Other Taxes Payable | $20,589 | |
| **Total Current Liabilities** | **$2,413,161** | |
| **Long Term Liabilities** | **$5,024,837** | |
| **Total Liabilities** | **$7,437,998** | |
| **Equity** | | |
| Contributed Capital | $34,342,674 | |
| Retained Earnings | $52,029,504 | |
| Depreciation-Contributions Contra | $3,240,637 | |
| Current Year Retained Earnings | ($53,506) | |
| **Total Equity** | **$89,559,309** | |
| **Total Liabilities and Equity** | | **$96,997,307** |

Naples AIRPORT AUTHORITY

**To:** Honorable Chair and Commissioners

**From:** Christopher A. Rozansky, Executive Director CR

**Meeting Date:** November 15, 2018

**Re:** **CORRESPONDENCE/COMMISSIONER COMMENTS & REQUESTS/MEETINGS**

**1. Master Plan Workshop and Public Outreach Meetings**

---

**SUMMARY:** Board discussion regarding upcoming Master Plan Workshop and Public Outreach meeting dates in the January and April/May 2019 time frame at various locations in the City of Naples.

**BACKGROUND:** Staff and the Authority's Master Plan consultant have prepared a preliminary list of dates to meet with the NAA Board, Noise Compatibility Committee and the community regarding the Master Plan Study Update. If you are agreeable to the following schedule, staff will finalize the dates and forward meeting notifications.

| | | |
|---|---|---|
| • Tuesday, January 15, 2019 | MP Workshop | City Hall (1:30 PM)<br>(NAA Board, NCC, others) |
| • January 14-16, 2019 | Public Outreach | Naples Library (4:40 – 6:30 PM) |
| • January 14-16 | Public Outreach | Commercial Terminal (9 to 11 AM) |
| • Tuesday, April 16, 2019 | MP Workshop | City Hall (1:30 PM)<br>(NAA Board, NCC, maybe City, others) |
| • April 15-17, 2019 | Public Outreach | Naples Library (4:40 – 6:30 PM) |
| • April 15-17, 2019 | Public Outreach | Commercial Terminal (9 to 11 AM) |

**COMMUNICATION PLAN:** Not applicable at this time.

**FINANCIAL IMPACT:** Not applicable at this time.