Minutes
December 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.

Present were Chair Messer, Commissioner Brousseau, Vice Chair Lenhard and Commissioner Rideoutte. Commissioner Dustin had an excused absence.

Staff and Authority Counsel present were Mr. Rozansky, Mr. Owens, Ms. Terrill, Mr. Keith, Mr. Frost, Mr. Warriner, Ms. Jackson, Mr. Jefferson, Ms. Bendle, Ms. Leduc, Ms. Kidd, and Ms. Menard.

B. PLEDGE OF ALLEGIANCE

Chair Messer led the Pledge of Allegiance.

C. AGENDA

Mr. Rozansky announced two changes to the agenda as follows:

1) Under Action Items, G3, Authorize the Executive Director to Execute a Consent to Sublease between Hartford Realty, LLC and Naples Air Center, Inc., has been deleted from the agenda. Mr. Rozansky stated that before this item could be presented for Board approval, it was contingent upon the tenant, Hartford Realty, LLC, to pay legal fees and they have not yet agreed to do so. He said that staff's next step is to speak with them. Mr. Owens noted that the legal fees were less than $300.

   Action Items G4 – G6 were re-sequenced to G3 – G5.

2) Under Old Business, I4, Strategic Plan Incentive Program, a revision was made to the FY 2019 scorecard, and it was distributed to the Board at the start of the meeting.

D. MINUTES

1. November 15, 2018 Regular Meeting

Commissioner Rideoutte moved approval of the November 15, 2018 Regular Meeting minutes. Vice Chair Lenhard seconded. Motion passed 4-0 with Commissioner Dustin absent.

2. December 4, 2018 Consultant Selection Committee Meeting

Commissioner Rideoutte moved approval of the December 4, 2018 Consultant Selection Committee Meeting minutes. Vice Chair Lenhard seconded. Motion passed 4-0 with Commissioner Dustin absent.

E. PRESENTATIONS AND TIME CERTAIN ITEMS

1. Certificate of Achievement for Excellence in Financial Reporting

Chair Messer announced that the Authority's Finance and Administration Department was awarded the Certificate of Achievement for Excellence in Financial Reporting, the highest form of recognition in governmental accounting and financial reporting, for the 13th consecutive year for the submission of the Comprehensive Annual Financial Report for fiscal year ending September 30, 2017. She recognized the entire Finance and Administration Department team for their efforts and presented Mr. Warriner with the Certificate of Achievement. Mr. Warriner thanked Chair Messer for the recognition.

2. Employee of the Year

Chair Messer provided a summary of the Employee of the Year program and announced that Cole Wright, a valuable member of the Facilities Department and skilled Maintenance Technician II, was named Employee of the Year. She said that Mr. Wright had also received Employee of the Quarter earlier in the year. On behalf of the NAA employees and the Board of Commissioners, Chair Messer congratulated Mr. Wright and thanked him for his commitment to excellence.

F. PUBLIC COMMENTS

Mr. Mike Rogan, 1121 Gulf Shore Boulevard North, Unit 6, Naples, a resident of Naples since 1986, provided a summary of his family's development of real estate in Naples and his coaching history in wrestling. He said his family was from Chicago and they make artwork. Examples of their work include the Vietnam War Memorial in Washington, DC, the National Civil Rights Memorial in Montgomery, and artwork at several U.S. Embassies and many corporate headquarters. He was interested in opening up a dialog with the Authority in order to capture the history of the Naples Airport through art and architecture. Chair Messer appreciated his input and said that as the Authority continues its process of preparing the Master Plan Update, it would be a good time to discuss this idea.

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

1. Authorize the Executive Director to Enter into an Agreement to Design and Install an Aircraft Data Collection and Operations Reporting System in an Amount Not to Exceed $295,000.00

Ms. Jackson provided a summary of the Request for Proposal process that was issued on October 24th to design and install an aircraft data collection and operations reporting system. She reported that two responses were received, and VECTOR Airport Systems and Planning Technology, Inc. was determined to have provided the most comprehensive solution for the needs of the airport based on the selection criteria. She displayed the suggested camera locations for identifying aircraft. She noted that staff was proposing a five-year contract. Ms. Jackson reviewed the cost breakout for the design, purchase and installation of equipment as well as for the VNOMS software license and operation, processing, monitoring and maintenance of the system in the first year through the fifth year. She noted that the contract would be signed after obtaining FAA approval for camera locations. A question and answer period followed.

Vice Chair Lenhard moved Board authorization for the Executive Director to enter into an agreement to design and install an aircraft data collection and operations reporting system with VECTOR Airport Systems and Planning Technology, Inc. in an amount not to exceed $295,000.00 as presented by Ms. Jackson. Commissioner Brousseau seconded. Motion passed 4-0 with Commissioner Dustin absent.

2. **Board approval of the Consultant Selection Committee Rankings of the General Aviation Terminal Improvement Project Consultant Firm**

Mr. Keith said that as a result of the feasibility study completed as part of the Master Plan, staff published a Request for Qualifications on October 8th for an architect for the General Aviation Terminal and received three proposals. He reported that prior to the Consultant Selection Committee meeting of December 4th, one of the responding firms removed themselves from consideration due to other commitments. The Consultant Selection Committee interviewed two candidates, SchenkelShultz Architecture and PGAL, and ranked the firms as follows: 1) SchenkelShultz Architecture and 2) PGAL.

Mr. Keith said that the architectural firm selected will conduct an expanded analysis of the needs for Administration and Operations and then proceed based on those recommendations which would include architectural drawings for remodeling in the final assessment. Pending Board approval of the rankings, staff will commence negotiations for a contract with the No. 1 ranked firm, SchenkelShultz Architecture.

Vice Chair Lenhard moved Board approval of the Consultant Selection Committee rankings of the General Aviation Terminal Improvement Project Consultant Firm as follows: 1) SchenkelShultz Architecture and 2) PGAL. Commissioner Rideoutte seconded. Motion passed 4-0 with Commissioner Dustin absent.

3. **Authorize the Executive Director to Execute a First Amendment to Leasehold Agreement with Tennyson Enterprises, Inc.**

Ms. Jackson reported that with the development of our new aircraft rescue and firefighting (ARFF) facility underway, the adjoining parcel of land in a Leasehold Agreement with Tennyson Enterprises, Inc. has a portion of undeveloped land which the Authority will need for stormwater management. She said that the Authority would like to execute a First Amendment to Leasehold Agreement with Tennyson to redefine the parcel from 29,900 square feet to 26,450 square feet and reduce the rent revenue by approximately $130 per month. Ms. Jackson commented that the utility of the leasehold will not be impacted.

Commissioner Rideoutte moved Board authorization for the Executive Director to execute a First Amendment to Leasehold Agreement with Tennyson Enterprises, Inc. as presented by Ms. Jackson. Vice Chair Lenhard seconded. Motion passed 4-0 with Commissioner Dustin absent.

4. **Authorize the Executive Director to Execute an Assignment and Assumption of City of Naples Airport Authority Leasehold Agreement from MK Homes Limited to RexAir Hangar, LLC**

Ms. Jackson stated that effective August 1, 2017, the Authority entered into an Amendment and Restatement of Leasehold Agreement with RexAir to replace the original land lease that was dated August 1, 1994 for use of the premises as an aircraft hangar, including office space and related aviation facilities. On January 5, 2018, the Amendment and Restatement of Leasehold Agreement was assigned

to MK Homes Limited. MK Homes Limited is now requesting the Authority's consent to assign the Leasehold Agreement to RexAir. Mr. Owens clarified that the principal of MK Homes acquired the business of RexAir Hangar, LLC. He said the next action item is related to this item, and it is because the bank is requiring the loan to be in the name of the business, Rex Air Hangar; and as a condition precedent to that, the Leasehold Agreement needs to be assigned back to RexAir Hangar. Ms. Jackson said that RexAir will reimburse the Authority for any legal fees incurred.

Vice Chair Lenhard moved Board authorization for the Executive Director to Execute an Assignment and Assumption of City of Naples Airport Authority Leasehold Agreement from MK Homes Limited to RexAir Hangar, LLC. Commissioner Brousseau seconded. Motion passed 4-0 with Commissioner Dustin absent.

5. **Authorize the Executive Director to Execute a Consent to Encumbrance and Agreement with Lender, IBERIABANK, for RexAir Hangar, LLC**

Ms. Jackson stated that in accordance with the terms of their lease, RexAir Hangar, LLC, submitted a Consent to Encumbrance and Agreement with lender for consideration by the NAA. She noted that the Consent is our standard form prepared by the Authority's legal counsel. Mr. Owens added that the bank that is making the loan is, as collateral, taking a leasehold mortgage on the lease parcel. He said it requires the consent of the Authority and we enter into the Consent to Encumbrance form to evidence and authorize that transaction.

Vice Chair Lenhard moved Board authorization for the Executive Director to execute a Consent to Encumbrance and Agreement with Lender, IBERIABANK, for RexAir Hangar, LLC. Commissioner Rideoutte seconded. Motion passed 4-0 with Commissioner Dustin absent.

H. NEW BUSINESS

There was no new business.

I. OLD BUSINESS

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

Chair Messer said that a summary of the October 25th NCC meeting was reported on at the November 15, 2018 Regular Meeting. She reported that a Request for Qualifications for noise consulting services has been published and responses were due today. She announced that the Consultant Selection Committee will interview and rank responding firms at a meeting on January 31st and that the NCC has been encouraged to attend.

Chair Messer reported that the Federal Aviation Administration (FAA) Pre-Application for a Part 150 Noise Study Update was submitted in November. She said this application is one of the first steps in the FAA grant application process.

Chair Messer announced that the next regular meeting of the NCC is scheduled for 9 a.m. on Thursday, January 31st. in the Airport Office Building, 200 Aviation Drive North. She encouraged the public to attend.

2. **Updates to the FY 2017 – FY 2021 Strategic Plan**

Ms. Terrill presented an overview of the updates to the FY 2017 – FY 2021 Naples Airport Authority Strategic Plan that was approved at the June 21, 2018 Regular Meeting. She requested Board adoption of the revisions to this Plan.

Commissioners commended Authority staff members for its great work on the Strategic Plan.

Vice Chair Lenhard moved Board adoption of the revisions to the FY 2017 – FY 2021 Naples Airport Authority Strategic Plan. Commissioner Brousseau seconded. Motion passed 4-0 with Commissioner Dustin absent.

3. **Strategic Plan Scorecard – FY 2018 End of Year Report**

Ms. Terrill presented and requested Board review and acceptance of the FY 2018 End of Year Scorecard Report. A question and answer period followed. Vice Chair Lenhard suggested a different shade of green be used in the "status" column to distinguish projects on schedule from projects completed.

Commissioner Rideoutte moved Board acceptance of the FY 2018 End of Year Scorecard Report. Vice Chair Lenhard seconded. Motion passed 4-0 with Commissioner Dustin absent.

4. **Strategic Plan Incentive Program**

Ms. Bendle requested Board discussion and consensus to adopt a Strategic Plan Incentive Program for NAA staff. She presented an overview of the program summary that included three incentive options and reviewed the sample strategic plan scorecard for calculating achievement of the measures.

A question and answer period followed.

There was Board consensus to adopt the Strategic Plan Incentive Program with Option 2 as presented by staff.

J. LEADERSHIP TEAM REPORT

1. **Leadership Team Report**

There were no comments for discussion.

K. FINANCIAL REPORTS

1. **Financial Summary**

Mr. Warriner provided a review of the financials and reported on actuals against budget for the month of November. He noted that in the financial packet, a variance column was incorporated into the Income Statement on pages 3 and 4 to make it clearer to interpret.

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

Naples AIRPORT AUTHORITY

FINAL AGENDA

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

Thursday, December 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

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. November 15, 2018 Regular Meeting

2. December 4, 2018 Consultant Selection Committee Meeting

E. PRESENTATIONS AND TIME CERTAIN ITEMS

1. Certificate of Achievement for Excellence in Financial Reporting

2. Employee of the Year

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 Executive Director to Enter into an Agreement to Design and Install an Aircraft Data Collection and Operations Reporting System in an Amount Not to Exceed $295,000.00

2. Board Approval of the Consultant Selection Committee Rankings of the General Aviation Terminal Improvement Project Consultant Firm

3. Authorize Executive Director to Execute a First Amendment to Leasehold Agreement with Tennyson Enterprises, Inc.

4. Authorize the Executive Director to Execute an Assignment and Assumption of City of Naples Airport Authority Leasehold Agreement from MK Homes Limited to RexAir Hangar, LLC

5. Authorize the Executive Director to Execute a Consent to Encumbrance and Agreement with Lender, IBERIABANK, for RexAir Hangar, LLC

H. NEW BUSINESS

I. OLD BUSINESS

1. Noise Compatibility Committee Update

2. Updates to the FY 2017 – FY 2021 Strategic Plan

I. OLD BUSINESS (CONTINUED)

3. Strategic Plan Scorecard - FY 2018 End of Year Report

4. Strategic Plan Incentive Program

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. June 20, 2019 Regular Meeting – Change of Location

O. ADJOURN

Commissioner Rideoutte moved acceptance of the November Financial Summary. Vice Chair Lenhard seconded. Motion passed 4-0 with Commissioner Dustin absent.

L. COUNSEL'S REPORT

1. Counsel's Report

Mr. Owens stated that at a previous Regular Meeting, the Board authorized the Executive Director to commence litigation against a delinquent t-hangar tenant to regain position of the leasehold premises. Since that time, he said the Authority was successful in negotiating an agreement with that tenant to terminate the lease, remove the aircraft and other personal property; and therefore, assuming the tenant continues to cooperate and perform, the Authority will avoid the necessity of litigation.

A question and answer period followed.

There were no other matters to report.

M. PUBLIC COMMENTS (5 minute limit)

There were no public comments.

N. CORRESPONDENCE/COMMISSIONER COMMENTS & REQUESTS/MEETINGS

1. June 20, 2019 Regular Meeting – Change of Location

Mr. Rozansky stated that he was advised by City staff that there will be construction in City Chambers during the month of June that will cause us to move the location of the June Regular Meeting. He proposed moving the location to the Airport Office Building at the airport. There was Board consensus to accept Mr. Rozansky's recommendation in the change of venue to the Airport Office Building.

O. ADJOURN

With no further business, the meeting adjourned at 9:50 a.m.

Christopher A. Rozansky
Secretary

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

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