Minutes
February 21, 2019
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 and Commissioner Rideoutte. Vice Chair Lenhard had an excused absence.

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

B. PLEDGE OF ALLEGIANCE

Chair Messer led the Pledge of Allegiance.

C. AGENDA

Chair Messer announced that Mr. Rozansky was hosting Leadership Collier Environment Day for the Class of 2019, of which Mr. Frost is a member. She said Ms. Terrill would be representing the Executive Director in Mr. Rozansky's absence.

Ms. Terrill stated that in the Leadership Team Report, a correction was made to the Aviation Fuel Gallons and Aircraft Operations Historical Comparison report and was distributed to Board members in advance of the meeting.

D. MINUTES

1. January 11, 2019 Audit Committee Meeting

Commissioner Rideoutte moved approval of the January 11, 2019 Audit Committee Meeting minutes. Commissioner Dustin seconded. Motion passed unanimously 4-0 with Vice Chair Lenhard absent.

2. January 11, 2019 Consultant Selection Committee Meeting

Commissioner Dustin moved approval of the January 11, 2019 Consultant Selection Committee Meeting minutes. Commissioner Rideoutte seconded. Motion passed unanimously 4-0 with Vice Chair Lenhard absent.

3. January 17, 2019 Regular Meeting

Commissioner Rideoutte moved approval of the January 17, 2019 Regular Meeting minutes. Commissioner Brousseau seconded. Motion passed unanimously 4-0 with Vice Chair Lenhard absent.

4. January 30, 2019 Joint NAA Board and Noise Compatibility Committee Meeting

Commissioner Rideoutte moved approval of the January 30, 2019 Joint NAA Board and Noise Compatibility Committee Meeting minutes. Commissioner Dustin seconded. Motion passed unanimously 4-0 with Vice Chair Lenhard absent.

5. January 31, 2019 Consultant Selection Committee Meeting

Commissioner Rideoutte moved approval of the January 31, 2019 Consultant Selection Committee Meeting minutes. Commissioner Dustin seconded. Motion passed unanimously 4-0 with Vice Chair Lenhard absent.

E. PRESENTATIONS AND TIME CERTAIN ITEMS

There were no presentations or time certain items.

F. PUBLIC COMMENTS

There were no public comments.

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

1. **Authorize the Executive Director to Execute a Contract to Repaint Airfield Markings in an Amount Not to Exceed $99,937.63**

Mr. Estrada requested Board authorization for the Executive Director to execute a contract with Hi-Lite Airfield Services to re-paint airfield markings in an amount not-to-exceed $99,937.63. He said that this project would ensure that the Federal Aviation Administration (FAA) Part 139 guidelines and standards for airfield markings are maintained and that the project was anticipated in the FY 2019 budget. Chair Messer added that this vendor is a State-negotiated contractor and it was not necessary to send this out for bid.

Commissioner Dustin moved approval for the Executive Director to execute a contract to repaint the airfield markings in an amount not to exceed $99,937.63 as presented by Mr. Estrada. Commissioner Rideoutte seconded. Motion passed unanimously 4-0 with Vice Chair Lenhard absent.

2. **Authorize the Executive Director to execute a Task Order for the Naples Airport Security Improvements in an amount not to exceed $104,450**

Mr. Keith requested Board authorization for the Executive Director to execute a Task Order with Hanson Professional Services for the Naples Airport security improvements project. Mr. Keith stated that the current security infrastructure included the gates, which are primarily operated by a radio wave system, secure doors, and a very limited camera system. He said that the project would include installation of fiber optics to all the electronic gates and buildings as well as an upgraded camera system. He clarified that the camera system would not be a monitored system but rather a recording system to be used for review of incidents or events at the airport. Mr. Keith said that the total estimated project cost would be $1 million, of which the design Task Order is for $104,450.

Ms. Terrill added that this project aligns with the Strategic Plan. She said that the new fiber optic connections will be much more dependable and efficient.

Commissioner Dustin moved approval for the Executive Director to execute a design Task Order for the Naples Airport Security Improvements in an amount not to exceed $104,450 as presented by Mr. Keith. Commissioner Rideoutte seconded. Motion passed unanimously 4-0 with Vice Chair Lenhard absent.

3. **Authorization for the Executive Director to execute a Professional Services Agreement and sign a Task Order for the General Aviation Terminal and Airport Office Building Phase I Services in an amount not to exceed $93,902**

Mr. Keith requested Board authorization for the Executive Director to execute a Professional Services Agreement and sign a Task Order with SchenkelShultz Architecture for the General Aviation Terminal (GAT) and Airport Office Building (AOB) Phase I Services in an amount not to exceed $93,902. He said that following the Board's approval last month for SchenkelShultz as the architect for the GAT improvements, staff worked with SchenkelShultz to provide a revised Phase I plan that would make the GAT and AOB more accommodating for customers and staff. Mr. Keith said that this plan would be developed to phase construction such that the GAT would remain open throughout the project.

Commissioner Dustin moved approval for the Executive Director to execute a Professional Services Agreement and sign a Task Order with SchenkelShultz Architecture for the GAT and AOB Phase I services in an amount not to exceed $93,902 as presented by Mr. Keith. Commissioner Brousseau seconded. Motion passed unanimously 4-0 with Vice Chair Lenhard absent.

4. **Board Adoption of the 2018 Naples Airport Authority Annual Report**

Ms. Jackson presented and requested Board adoption of the draft 2018 Naples Airport Authority Annual Report. She highlighted the Authority's initiatives and accomplishments over the past year.

Commissioner Brousseau moved Board adoption of the 2018 Naples Airport Authority Annual Report. Commissioner Dustin seconded. Motion passed unanimously 4-0 with Vice Chair Lenhard absent.

5. **Board Adoption of the 2018 Noise Compatibility Committee Annual Report**

Mr. Bruce Byerly, Chair of the Authority's Noise Compatibility Committee (NCC), presented the 2018 NCC Annual Report. He said that the Annual Report summarizes and highlights the accomplishments of the NCC in 2018 and that the NCC approved it at its January Regular Meeting.

Chair Messer thanked Mr. Byerly and the NCC for their service and commitment. She commented that it was significant that Mr. Byerly presented the report because it demonstrated the degree of involvement that the NCC and the community have in noise efforts as part of the NAA.

Commissioner Dustin moved Board adoption of the 2018 Noise Compatibility Committee Annual Report. Commissioner Brousseau seconded. Motion passed unanimously 4-0 with Vice Chair Lenhard absent.

6. **Proposed Revisions to the Bylaws for the Governance and Operation of City of Naples Airport Authority Noise Compatibility Committee**

Ms. Jackson highlighted the proposed revisions to the Bylaws for the NCC. She said the proposed changes provide flexibility in scheduling regular meetings of the Committee, address changes made to the Uniform Special District Accountability Act and correct erroneous statutory references made as well as other miscellaneous changes to remove ambiguities. She said the NCC unanimously supported and recommended the revised Bylaws to the Board for approval at its January Regular Meeting.

Commissioner Rideoutte moved Board adoption of the proposed revisions to the Bylaws for the Governance and Operation of City of Naples Airport Authority Noise Compatibility Committee. Commissioner Dustin seconded. Motion passed unanimously 4-0 with Vice Chair Lenhard absent.

7. **Board Approval of the Consultant Selection Committee Rankings of a Consultant for Noise Consulting Services**

Ms. Jackson provided a summary of the Request for Qualifications process for noise consulting services that was advertised on November 19, 2018. She noted that the current contract expires March 31st. Ms. Jackson stated that two proposals were received and both firms were interviewed at the January 31st Consultant Selection Committee meeting. She said that the Consultant Selection Committee ranked the firms as follows:

1) Environmental Science Associates (ESA)
2) Harris, Miller, Miller and Hanson Inc. (HMMH)

Ms. Jackson requested Board approval of the rankings and to authorize staff to commence negotiations with ESA with the intention of presenting a Professional Services Agreement for Board approval at the March 2019 Regular Meeting.

Ms. Terrill clarified that the negotiations for approval would include on call noise consulting services and other special projects such as the Part 150 Noise Study.

Commissioner Rideoutte moved Board approval of the Consultant Selection Committee rankings for noise consulting services as follows: 1) ESA and 2) HMMH and moved approval for staff to commence negotiations with ESA for noise consulting services. Commissioner Dustin seconded. Motion passed unanimously 4-0 with Vice Chair Lenhard absent.

8. **Board Approval of the Recommendation of the Audit Committee to accept the FY 2018 Annual Audit and Comprehensive Annual Financial Report (CAFR)**

Mr. Warriner introduced Mr. Jeff Wolf of Moore Stephens Lovelace CPAs & Advisors (MSL). Mr. Wolf presented a brief overview of the FY 2018 Annual Audit and CAFR as of and for the years ended September 30, 2018 and 2017. He reviewed MSL's services and deliverables provided in the audit process and the Authority's high level financial summary as presented in the annual CAFR.

Commissioner Dustin moved Board approval of the Recommendation of the Audit Committee to accept the FY 2018 Annual Audit and CAFR as of and for the years ended September 30, 2018 and 2017. Commissioner Rideoutte seconded. Motion passed unanimously 4-0 with Vice Chair Lenhard absent.

H. NEW BUSINESS

There was no new business.

I. OLD BUSINESS

1. Noise Compatibility Committee Update

Chair Messer provided a summary of the January 31st NCC meeting and announced that the next Regular Meeting of the NCC is scheduled for 9 a.m. on Thursday, April 25th in the Airport Office Building, 200 Aviation Drive North. She encouraged the public to attend and noted that the meetings are also videotaped and posted on flynaples.com.

J. LEADERSHIP TEAM REPORT

1. Leadership Team Report

Commissioner Rideoutte commented that it would be helpful to give Board members feedback on the positive or negative outcome of staff's attendance at conferences or events. Ms. Terrill said that more detail will be provided in the future and cited the successful results from staff's participation at the Florida Airports Council (FAC) Annual Conference as well as the NBAA's Schedulers and Dispatchers Annual Conference. Chair Messer said that Commissioner Rideoutte raised a good point and added that in reporting the outcomes, Board members may provide additional support when needed. Commissioner Dustin agreed and said it would be helpful for staff to share the priorities of FAC members with the Board.

In reference to the High-Level Summary for January 2019, Commissioner Dustin expressed concern about the voluntary curfew rate which was down 5.7% compared to January 2018. Ms. Terrill clarified that the data referred to the number of voluntary curfew operations and was not a compliance issue.

On the third page of the Leadership Team Report, Commissioner Rideoutte requested further clarification regarding the ongoing warranty issues from the HVAC replacement project. Mr. Keith said that we are having temperature control issues on the second floor of the GAT and that the retainage amount on the contract was being withheld until the issues are resolved.

In reference to the Human Resources Metrics Report, Commissioner Rideoutte noted that under the Employment table for FY19, there were 86 non-seasonal positions budgeted but only 77 actual positions were filled. He questioned if there was any problem attracting sufficient talent or was it due to timing. Ms. Terrill stated that the positions were budgeted but we were not filling them until there was a business need. She added that we are having difficulty filling certain positions and are addressing that by becoming more creative where and how the jobs are being advertised.

K. FINANCIAL REPORTS

1. Financial Summary

Mr. Warriner provided a review of the financials and reported on actuals against budget for the month of January and for fiscal year to date.

In response to Commissioner Dustin regarding the impact of the fuel changes made, Mr. Warriner stated that our margins on fuel have increased and that not everyone has converted over to the contract fuel program. Commissioner Dustin noted that he previously requested a fuel projection and requested a report for next month's Board meeting on the speed of adoption of the new program.

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

L. COUNSEL'S REPORT

1. Counsel's Report

Mr. Owens reported that there were no pending legal matters or material issues to discuss.

M. PUBLIC COMMENTS (5 minute limit)

There were no public comments.

N. CORRESPONDENCE/COMMISSIONER COMMENTS & REQUESTS/MEETINGS

There were no comments or any requests/meetings.

O. ADJOURN

With no further business, the meeting adjourned at 9:22 a.m.

Diane J. Terrill
Acting 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, February 21, 2019
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. January 11, 2019 Audit Committee Meeting
2. January 11, 2019 Consultant Selection Committee Meeting
3. January 17, 2019 Regular Meeting
4. January 30, 2019 Joint NAA Board and Noise Compatibility Committee Meeting
5. January 31, 2019 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. Authorize the Executive Director to Execute a Contract to Repaint Airfield Markings in an Amount Not to Exceed $99,937.63
2. Authorize the Executive Director to execute a Task Order for the Naples Airport Security Improvements in an amount not to exceed $104,450
3. Authorization for the Executive Director to execute a Professional Services Agreement and sign a Task Order for the General Aviation Terminal and Airport Office Building Phase I Services in an amount not to exceed $93,902
4. Board Adoption of the 2018 Naples Airport Authority Annual Report
5. Board Adoption of the Noise Compatibility Committee 2018 Annual Report
6. Proposed Revisions to the Bylaws for the Governance and Operation of City of Naples Airport Authority Noise Compatibility Committee
7. Board Approval of the Consultant Selection Committee Rankings of a Consultant for Noise Consulting Services
8. Board approval of the recommendation of the Audit Committee to accept the FY 2018 Annual Audit and Comprehensive Annual Financial Report (CAFR)

H. NEW BUSINESS

I. OLD BUSINESS

1. Noise Compatibility Committee 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