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 Rideoutte.

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 Rideoutte 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

Naples AIRPORT AUTHORITY

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

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