Minutes
June 20, 2019
Regular Meeting

A. ROLL CALL

Meeting was called to order by Chair Messer at 8:30 a.m. in the Airport Office Building, 2nd floor conference room, at 200 Aviation Drive North, Naples.

Also present were Vice Chair Lenhard, Commissioner Brousseau and Commissioner Rideoutte. Commissioner Dustin had an excused absence.

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

B. PLEDGE OF ALLEGIANCE

Chair Messer led the Pledge of Allegiance.

C. AGENDA

There were no changes to the agenda.

D. MINUTES

1. May 16, 2019, Regular Meeting

Vice Chair Lenhard moved approval of the May 16, 2019, Regular Meeting minutes. Commissioner Rideoutte seconded. Motion passed 4-0 with Commissioner Dustin absent.

2. May 16, 2019 Audit Committee Meeting

Commissioner Rideoutte moved approval of the May 16, 2019, Audit Committee Meeting minutes. Commissioner Brousseau seconded. Motion passed 4-0 with Commissioner Dustin absent.

3. June 6, 2019 Consultant Selection Committee Meeting

Vice Chair Lenhard moved approval of the June 6, 2019, Consultant Selection Committee Meeting minutes. Commissioner Rideoutte seconded. Motion passed 4-0 with Commissioner Dustin absent.

E. PRESENTATIONS AND TIME CERTAIN ITEMS

There were none.

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 Rankings of a consultant for Information Technology Support Services

Ms. Kidd requested Board approval of the Consultant Selection Committee rankings of a consultant for information technology support services. She provided a summary of the Request for Proposal process and the Consultant Selection Committee meeting held on June 6th. She said that two firms were interviewed and ranked as follows: 1) ITVantage, and 2) Softrim, LLC.

Vice Chair Lenhard moved approval of the rankings as presented by Ms. Kidd. Commissioner Rideoutte seconded. Motion passed 4-0 with Commissioner Dustin absent.

2. Audit Firm Engagement Letter – FY 2019

Mr. Warriner provided a recap of the Audit Committee Meeting held on May 16th. He stated that the Committee conducted an annual performance review of our auditing firm, Moore Stephens Lovelace, CPA's and Advisors for fiscal year 2018 and reviewed the draft Engagement Letter for the 2019 audit. Mr. Warriner requested Board authorization for the Executive Director to execute the 2019 Audit Engagement Letter.

Commissioner Rideoutte moved approval for the Executive Director to execute the 2019 Audit Engagement Letter. Vice Chair Lenhard seconded. Motion passed 4-0 with Commissioner Dustin absent.

3. Authorize the Executive Director to submit a grant application to the Federal Aviation Administration to conduct a Part 150 Noise Study Update in an amount not to exceed $1,400,000

Ms. Terrill requested Board authorization for the Executive Director to submit a grant application to the Federal Aviation Administration to conduct a Part 150 Noise Study Update in an amount not to exceed $1,400,000. She highlighted that jet operations have increased significantly since the last Noise Study was conducted and that the FAA expressed support to prepare a Part 150 Noise Study Update.

Ms. Terrill stated that since the March Board meeting, staff negotiated a detailed scope of work and fee for ESA to prepare a Part 150 Noise Study Update and also engaged with The Jones Payne Group to provide an Independent Fee Estimate (IFE) as required by the FAA.

Ms. Menard distributed the project schedule summary. Ms. Terrill reviewed the first component of the schedule, the Noise Exposure Map (NEM) which includes technical data and noise contours, and the second component, the Noise Compatibility Plan (NCP) which includes ways to mitigate noise impacts on the community. She stated that the kickoff would begin at the end of this calendar year and the project would conclude in 2023.

Ms. Terrill announced that since the Board packet was published, the Authority received acceptance from the FAA that the scope and fee was deemed reasonable. With Board approval, she stated that staff will move forward with submitting a grant application in meeting their deadline of June 30th.

There was staff and Board discussion with Mr. Mike Arnold of ESA.

Vice Chair Lenhard moved approval for the Executive Director to submit a grant application to the FAA to conduct a Part 150 Noise Study Update in an amount not to exceed $1,400,000. Commissioner Brousseau seconded. Motion passed 4-0 with Commissioner Dustin absent.

4. **Strategic Plan Scorecard – FY 2019 Mid-Year Report**

Ms. Terrill provided highlights of the FY 2019 Mid-Year Strategic Plan Scorecard and requested Board acceptance of the report. A question and answer period followed.

Commissioner Rideoutte moved Board approval of the Strategic Plan Scorecard – FY 2019 Mid-Year Report as presented by Ms. Terrill. Commissioner Brousseau 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 announced that the next Regular Meeting of the NCC is scheduled for Thursday, June 27th at the Airport Office Building at 9 a.m. and she encouraged the public to attend.

2. **Aircraft Data Collection System Update**

Ms. Terrill requested Board consensus to move forward with a revised proposal from Vector to design and install an aircraft data collection and operations reporting system at the Naples Airport. Ms. Terrill stated that in December, Vector was selected to provide a data collection system in an amount not to exceed $295,000 for the first year; however, subsequent to Board approval and submission of FAA Form 7460-1 (Notice of Proposed Construction or Alteration), the FAA issued a Determination of Hazard, stating the location of the cameras was in conflict with the Runway Object Free Area. She said that staff has been working with Vector for an alternative plan, and she introduced Mr. Pete Coleton, President of Vector, who provided an update.

Mr. Coleton presented a brief overview of his firm and reviewed the original system to install eight day/night cameras. After the FAA denied the camera locations, he said that his firm spent a week manually analyzing flight track data for operations conducted on April 22, 2019. He presented the findings of the analysis to better understand arrivals, departures and touch-and-go operations. He added that the InFlight system missed some operations, overcounted other operations and that 15% of all operations were unidentified. He said that InFlight is not designed to capture that information. He explained that the FAA in 2020 will require aircraft flying in ADS-B zones to have ADS-B equipment; and this will provide a substantial amount of radar data. He stated that Naples is outside the ADS-B zone and that there will always be a percent of aircraft who will not convert to ADS-B. In their analysis of April 22nd, he said that 76% of aircraft were equipped with ADS-B and 24% of aircraft were not

equipped with ADS-B. He said that the percentage of ADS-B aircraft will increase but it will never be 100% due to Naples being outside the zone. In order to solve the problem of identifying +/- 95% of aircraft operations, he proposed the installation of four daytime ground-based sensors. He said that this would be at a significant price reduction over the original proposal.

A question and answer period followed.

Mr. Rozansky explained that the Board provided authorization to enter into a contract with a higher dollar amount and that the modified proposal presented by Mr. Coleton today is what staff is recommending at this point in time. He stated that if we can gain FAA support for the original system, we would add the additional work to the contract. Chair Messer clarified that this is an initial step because it is different than what was proposed several months ago.

There was consensus to move forward with the modified proposal as presented by Ms. Terrill and Mr. Coleton.

J. LEADERSHIP TEAM REPORT

1. Leadership Team Report

Vice Chair Lenhard noted a small typographical error in the table under Alerts on page 2. He said that the alert on 5/7/2019, in the Problem column, the word "training" should read "trailing."

Vice Chair Lenhard requested more information regarding the increase of air conditioning repair and maintenance as noted in the fourth paragraph on page 4. Mr. Keith responded that the issues are related to several small units across the airport that are at the end of their life and they are smaller units that range in the $3,000 to $5,000 range.

K. FINANCIAL REPORTS

1. Financial Summary

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

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

2. First Draft – FY 2020 Operating and Capital Expenditures Budget

Mr. Warriner provided a brief presentation of the First Draft – FY 2020 Operating and Capital Expenditures Budget. He reviewed operating revenue and expense assumptions, draft FY 2020 budget summary, operating revenue by type and draft FY 2020 capital budget. Mr. Warriner stated that the final FY 2020 budget will be presented for approval at the September Regular Meeting.

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

1. August 15, 2019 Regular Meeting – Venue Update

Chair Messer reminded everyone that the August 15th Regular Meeting is planned to be held back at City Chambers if interior renovations are completed as scheduled.

Chair Messer reminded Board members that the Executive Director and Authority Counsel annual performance reviews will be conducted at the August Regular Meeting. She said that a package of forms and other pertinent information will be sent to Board members in July to complete.

O. ADJOURN

With no further business, the meeting adjourned at 9:43 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

Airport Office Building, 2nd Floor Conference Room
200 Aviation Drive North
Naples, FL 34104

Thursday, June 20, 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. May 16, 2019 Regular Meeting
2. May 16, 2019 Audit Committee Meeting
3. June 6, 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. Board Approval of the Consultant Selection Committee Rankings of a Consultant for Information Technology Support Services
2. Audit Firm Engagement Letter – FY 2019 Audit
3. Authorize the Executive Director to Submit a Grant Application to the Federal Aviation Administration to Conduct a Part 150 Noise Study Update in an Amount Not to Exceed $1,400,000
4. Strategic Plan Scorecard – FY 2019 Mid-Year Report

H. NEW BUSINESS

I. OLD BUSINESS

1. Noise Compatibility Committee Update
2. Aircraft Data Collection System Update

J. LEADERSHIP TEAM REPORT

1. Leadership Team Report

K. FINANCIAL REPORTS

1. Financial Summary

2. First Draft – FY 2020 Operating and Capital Expenditures Budget

L. COUNSEL'S REPORT

1. Counsel's Report

M. PUBLIC COMMENTS (5 minute limit)

N. CORRESPONDENCE/COMMISSIONER COMMENTS & REQUESTS/MEETINGS

1. August 15, 2019 Regular Meeting – Venue Update

O. ADJOURN