

Minutes  
April 18, 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.

Also present were Vice Chair Lenhard, Commissioner Brousseau, Commissioner Dustin and Commissioner Rideoutte.

Staff and Authority Counsel present were Mr. Rozansky, Mr. Owens, Ms. Terrill, Mr. Frost, Mr. Keith, Mr. Warriner, Ms. Jackson, Mr. Jefferson, Ms. Bendle, Ms. LeDuc, Ms. Lynam, 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. March 21, 2019, Regular Meeting**

Commissioner Rideoutte moved approval of the March 21, 2019, Regular Meeting minutes. Vice Chair Lenhard seconded. Motion passed unanimously 5-0.

**E. PRESENTATIONS AND TIME CERTAIN ITEMS**

**1. Employee of the Quarter**

Chair Messer recognized Robin Menard, Executive Assistant, as Employee of the Quarter. She thanked her for her work ethic and commitment to the Authority's Values and Strategic Plan.

**2. Draft Part 150 Noise Study – Mike Arnold, Environmental Science Associates**

Mr. Mike Arnold of Environmental Science Associates presented the draft scope of work for the Naples Airport 14 CFR Part 150 Noise Study. He reviewed the Part 150 process and highlighted several key elements of the scope of work. He explained that the first phase of the Noise Study includes the submittal of Noise Exposure Maps (NEM) and the second phase includes the submittal of the Noise Compatibility Program (NCP) to the Federal Aviation Administration (FAA).

Mr. Arnold reviewed 10 different tasks that were identified to start and complete the project. These included project team; agency and sponsor coordination; community outreach program; development of a comprehensive database of current conditions; noise contour development and impact analysis; preparation and submittal of the NEM Report; identification and evaluation of noise abatement alternatives; compatible land use alternatives and administrative measures; preparation and submittal of NCP documentation; and project management and coordination.

Regarding our community engagement plan, Commissioner Dustin recommended that Mr. Arnold review the City's recent Visioning process and outreach plan to ensure our public outreach is done exceptionally well.

There was discussion regarding the establishment of a Technical Advisory Committee (TAC) and if the Committee would be subject to the Sunshine Law. Both Mr. Rozansky and Mr. Owens stated that the Sunshine Law would apply to this Committee.

In response to Mr. Rozansky's question regarding the formation of the TAC, Mr. Arnold stated that representatives would be identified as part of the kick-off and that a schedule would be prepared to target meetings for a specific time period every month. He said that a Committee size comprised of no more than 15 people would allow for good interaction amongst all the different entities.

Mr. Arnold recapped the next steps to meet with the Noise Compatibility Committee to present the project scope and solicit comments from them, solicit comments from the FAA, and finalize the scope based on the feedback. He said that ESA will develop a cost estimate of the project; and because we will be applying for a federal grant, an independent fee estimate by a third party will be required. Soon thereafter in the October 2019 time frame, he said the formal grant application will be submitted, and the first outreach meeting will be held in the January 2020 time frame.

Mr. Craig Westbay, 750 Ninth Avenue South, Naples, commented regarding the seasonality and frequency of traffic over Old Naples. He stated that from his perspective, seasonality is too broad of a term. He added that it is certain days within Season that are most challenging for him and his neighbors. He requested that seasonality be considered in that context during the Noise Study process. Mr. Arnold said supplemental metrics could look at peak periods but we would have to define those specifics. In addition, Mr. Westbay requested that Authority staff communicate with affected residents when high density days are expected. Mr. Rozansky said that Thursdays, Fridays and Sundays are typically the busiest days in season and especially holiday weekends. Mr. Rozansky said that he would have discussion with staff about this recommendation.

## **F. PUBLIC COMMENTS**

Mr. Tom DiBernardo, Commander of the Naples Civil Air Patrol (CAP) Senior Squadron, thanked the Authority Board for their consideration in advance of approving CAP's modification to the lease to extend their time on the airport grounds for another 10 years.

Mr. Tom Lauer, 739 11th Avenue South, Naples, thanked the Authority Board and Noise Compatibility Committee for taking the initiative to engage in the Part 150 Noise Study. He wanted to make sure that it was understood that the issues from an Old Naples Association (ONA) survey conducted in 1997 were the same today. He expressed that the ONA was proud of the airport and was not seeking to have it moved but that they were not proud of feeling that they were being unjustly burdened with noise. He commented that the population study would indicate what they are exposed to once the flight paths are plotted. He said that it is the essence of resolving long standing issues. He stated that once the population study is done and flight paths are plotted, whatever the result is, the community is asking in good faith that the Authority communicate why the flights go where they go; and if that is done, the Authority could "count this issue dead." He further added that from an ONA standpoint, if that is done, he would in fact talk to the ONA membership and explain that this was done from a factual, objective review. He clarified that to mean that nothing is off the table. He said based on the discussion here

today, the presentation given by ESA and the different issues raised, he was encouraged by the fact that this would be done. He appreciated that after 20 years, this has now been brought to the surface as an objective opportunity for the airport and the community at large. Chair Messer said that this has been the intention from the start and will be the intention throughout the duration of the Noise Study.

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

**1. Authorize the Executive Director to execute a Second Lease Modification Agreement with Civil Air Patrol, Inc.**

Ms. Leduc said that the Civil Air Patrol (CAP) is a public service organization supporting the community by providing services such as emergency response, aerospace education and youth development. She provided a brief summary of their history at the airport since 1981 and requested Board authorization for the Executive Director to execute a Second Lease Modification Agreement in order to add an additional 10 years to CAP's current lease term. She stated that as conditions of the extension, CAP will replace the existing hangar roof, paint the exterior of the hangar and agree to updated terms and conditions that are consistent with other recent land leases. In consideration of the Master Plan Update which will seek to identify the ultimate highest and best use of airport land; the Authority will agree to refund a pro-rated portion of the cost of the improvements in the event that the lease must be terminated before its expiration date in order to implement any portion of the airport master or strategic plans.

A question and answer period followed.

Commissioner Dustin moved approval for the Executive Director to execute a Second Lease Modification Agreement with Civil Air Patrol as presented by Ms. LeDuc. Vice Chair Lenhard seconded. Motion passed unanimously 5-0.

**2. Authorize the Executive Director to execute an Agreement with the lowest compliant bidder, Owen Ames Kimball Company (OAK), for the construction of a new Aircraft Rescue and Fire Fighting Facility (ARFF), provide for a contingency budget of 5% and the direct purchase of certain items in an amount Not To Exceed \$5,014,676.22**

Mr. Keith requested Board authorization for the Executive Director to execute an Agreement with the lowest compliant bidder, Owen-Ames-Kimball Company (OAK), for the construction of a new Aircraft Rescue and Fire Fighting Facility (ARFF), provide for a contingency budget of 5% and the direct purchase of certain items in an amount Not To Exceed \$5,014,676.22.

Mr. Keith provided an overview of the bid process which resulted in two bids received. Mr. Keith apologized for the error in the Action Item 2 briefing paper which stated that the contingency budget included an amount of \$100,000 for furniture. He said that the amount of \$5,014,676.22 is the correct amount without furniture and that cost estimates for furniture will be bid separately and brought back to the Board at a later date. He stated that the Not To Exceed amount of \$5,014,676.22 includes the direct purchase of major items within the contract, such as the generator and garage doors, which will allow a cost savings of the associated 6% tax. Mr. Keith stated that the Florida Department of Transportation will fund \$2,240,000 which includes a current agreement for \$800,000 plus a commitment for an additional \$1,440,000 which will be brought back to the May Board meeting for approval.

A question and answer period followed.

Commissioner Dustin moved approval for the Executive Director to execute an Agreement with the lowest compliant bidder, Owen-Ames-Kimball Company (OAK), for the construction of a new Aircraft Rescue and Fire Fighting Facility (ARFF), provide for a contingency budget of 5% and the direct purchase of certain items in an amount Not To Exceed \$5,014,676.22 as presented by Mr. Keith. Commissioner Rideoutte seconded. Motion passed unanimously 5-0.

**3. Approval for the Executive Director to execute Professional Services Agreements with both Hanson Professional Services and EG Solutions, Inc., for On Call General Engineering Consultant Services**

Following last month's Board approval of the Consultant Selection Committee rankings for on-call general engineering consultant services and also granting permission for staff to move forward with negotiating with two firms, Mr. Keith requested Board authorization for the Executive Director to execute Professional Services Agreements with both Hanson Professional Services and EG Solutions, Inc. He said that the assignment of the tasks will be determined based on the firm's capabilities and work schedules.

Commissioner Dustin moved Board approval for the Executive Director to execute Professional Services Agreements with both Hanson Professional Services and EG Solutions, Inc. as presented by Mr. Keith. Commissioner Rideoutte seconded. Motion passed unanimously 5-0.

**4. Authorize the Executive Director to Renew Employee Benefits and add Group Short Term Disability Coverage in an amount not to exceed \$967,851**

Ms. Bendle requested Board authorization for the Executive Director to renew employee benefits and add group short term disability coverage in an amount not to exceed \$967,851.

Ms. Bendle stated that she worked with Baldwin Krystyn Sherman Partners (BKS), the Authority's benefits broker, to negotiate the benefits renewal for the plan year beginning May 1<sup>st</sup>, and solicit proposals from insurers in the marketplace to bring the best options for consideration. She presented BKS' and staff's recommendations for renewal of Blue Cross Blue Shield's health and Guardian's dental, vision, life, accidental death and dismemberment (AD&D) and long term disability (LTD) plans. It was noted that there was an overall increase of 0% for health, dental and vision, life, AD&D and LTD. She provided a brief summary of other benefits offered to employees.

In addition, Ms. Bendle recommended adding a new short term disability benefit for employees with Guardian at an annual cost to the Authority of \$26,091.00.

A question and answer period followed.

Commissioner Rideoutte moved Board authorization for the Executive Director to renew employee benefits and add group short term disability coverage in an amount not to exceed \$967,851. Commissioner Dustin seconded. Motion passed unanimously 5-0.

**H. NEW BUSINESS**

There was no new business.

## **I. OLD BUSINESS**

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

Chair Messer stated that the NCC last met on January 31<sup>st</sup> and a recap of that meeting was provided at the February 21<sup>st</sup> Regular Meeting. She thanked Mr. Revall and Mr. Walker for their service on the NCC. She announced Mr. Holland's reappointment to the NCC as well as Mr. Chris Auron's and Mr. Harvey Cohen's appointment to the NCC. Chair Messer provided a schedule of the following upcoming meetings/outreach events: 1) The next Regular Meeting of the NCC on Thursday, April 25<sup>th</sup> at 9 a.m., 2) Master Plan Joint NAA Board and NCC Workshop Meeting on Tuesday, April 30<sup>th</sup> at 8:30 a.m. and 3) Master Plan Public Outreach Events on April 30<sup>th</sup> and May 1<sup>st</sup>

## **J. LEADERSHIP TEAM REPORT**

### **1. Leadership Team Report**

In reference to the third paragraph on page two, Commissioner Rideoutte inquired about the fuel capacity of the airport's generators and the length of time we could operate during a hurricane event. Mr. Keith said that we have a 10,000-gallon diesel tank at the fuel farm and a 2,000-gallon diesel truck, both of which are capped off prior to any event. He added that each generator can run for three days without being refueled.

In reference to the fourth paragraph on page two, Commissioner Dustin requested more information regarding the real-time information available from the Everbridge Emergency Communications system. Mr. Rozansky stated that it is used primarily by emergency responders, and the airport uses it internally for aircraft alerts and emergencies. He said that one of the challenges after Hurricane Irma was the ability to communicate when the airport would reopen and when services were restored. The Federal Communications Commission provides preferential bandwidth for this service, giving us the ability to send email and text messages to customers. In advance of hurricane season preparation, staff has started to roll this out to tenants and customers.

In response to Commissioner Dustin's question regarding the hangar doors that were manufactured incorrectly, Mr. Rozansky stated that the vendor is responsible for that issue, and our contractor is working with that vendor for the replacements.

In response to Commissioner Dustin's question regarding the expected attendance at the Master Plan public outreach events scheduled for April 30<sup>th</sup> and May 1<sup>st</sup>, Mr. Rozansky stated that the Authority advertised the event quite a bit in the Naples Daily News, on our website and in many of our communications and tenant newsletters. Given the level of interest in the airport, Commissioner Dustin suggested apprising the homeowner's associations of the events. Ms. Jackson said that at the beginning of March, each HOA was sent a flyer regarding the open houses to distribute to their residents.

In reference to pages 8, 9 and 10 regarding the project cost worksheets, Commissioner Dustin suggested that staff provide a realistic percentage of actual physical completion for each of the projects in order to understand the project's status. Mr. Keith said that he would be able to provide that information in next month's report. Mr. Rozansky and Mr. Warriner stated that they have discussed making other changes to the reports such as providing the amount of grant dollars received and grant reimbursements paid to date.

**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 March and for the fiscal year to date. Mr. Warriner stated that the Financial Summary was enhanced this month by splitting the Statement of Fuel Sales into two pages instead of one and adding a variance column in order to compare against budget.

Mr. Rozansky noted that we are having a strong year financially but are starting to see softening in in business aviation whereas the percentage gains have slowed significantly year over year. He added that year to date we are about two percent over last year, and in years prior, we had double-digit gains. Mr. Rozansky said that staff will monitor it closely. He stated we will be a little bit more conservative than we traditionally have been in our budget preparation for next year.

Vice Chair Lenhard moved acceptance of the March Financial Summary. Commissioner Rideoutte seconded. Motion passed unanimously 5-0.

**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)**

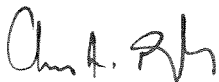
There were no public comments.

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

Commissioner Dustin said that it was great that Ms. Menard was chosen as Employee of the Quarter.

**O. ADJOURN**

With no further business, the meeting adjourned at 10:03 a.m.



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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, April 18, 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. March 21, 2019 Regular Meeting

**E. PRESENTATIONS AND TIME CERTAIN ITEMS**

1. Employee of the Quarter
2. Draft Part 150 Noise Study – Mike Arnold, Environmental Science Associates

**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 Second Lease Modification Agreement with Civil Air Patrol, Inc.
2. Authorize the Executive Director to execute an Agreement with the lowest compliant bidder, Owen Ames Kimball Company (OAK), for the Construction of a new Aircraft Rescue and Fire Fighting Facility (ARFF), provide for a contingency budget of 5% and the direct purchase of certain items in an amount Not To Exceed \$5,014,676.22
3. Approval for the Executive Director to execute Professional Services Agreements with both Hanson Professional Services and EG Solutions, Inc., for On Call General Engineering Consultant Services
4. Authorize the Executive Director to Renew Employee Benefits and add Group Short Term Disability Coverage in an amount not to exceed \$967,851

**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**