CITY OF NAPLES AIRPORT AUTHORITY (NAA)  
Noise Compatibility Committee (NCC)  
Notice of Regular Meeting

AGENDA  
Airport Office Building, 2nd Floor Conference Room  
200 Aviation Drive North  
Naples, Florida

Thursday, June 27, 2019  
9 a.m.

Commissioner Donna M. Messer – Chair and Noise Compatibility Committee 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 Noise Compatibility Committee 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 Committee members or staff during this meeting will become the property of NAA and will be a public record. Thank you for your interest and participation.

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Two or more Airport Authority Commissioners may be in attendance. Florida Statute 286.011 states, “any gathering, whether formal or casual, of two or more members of the same Board or commission to discuss some matter on which foreseeable action will be taken by the public Board or Commission must be conducted in accordance with the Sunshine Law.”
A. **ROLL CALL - Chairman**

B. **PLEDGE - Chairman**

C. **AGENDA (Add, delete or re-sequence items)**

D. **MINUTES**
   1. Approve April 25, 2019 NCC Regular Meeting Minutes
   2. Approve April 25, 2019 Workshop Meeting Minutes for Ethics and Sunshine in Government Training

E. **PRESENTATIONS AND TIME CERTAIN ITEMS**
   1. Update from Noise Compatibility Committee Liaison – Donna M. Messer
   2. Update from the Deputy Executive Director – Diane Terrill
   3. Please Fly Safe Fly Quiet Campaign Recommendations – Mike Arnold, ESA

F. **PUBLIC COMMENTS**

G. **ACTION ITEMS**
   1. Discussion and Consensus on Revisions to the Please Fly Safe Fly Quiet Campaign Tagline and Curfew Letter

H. **OLD BUSINESS**
   1. Final Part 150 Noise Study Scope and Fee

I. **NEW BUSINESS**
   1. Chair Update
   2. Next Meeting Date

J. **PUBLIC COMMENTS**

K. **CORRESPONDENCE/COMMITTEE MEMBER COMMENTS - Committee Members**

L. **ADJOURNMENT**
Minutes of the
April 25, 2019 Regular Meeting of the
City of Naples Airport Authority Noise Compatibility Committee (NCC)
Airport Office Building Conference Room

A. ROLL CALL

Meeting was called to order by Chair Byerly at 9:00 a.m. in the Airport Office Building Conference Room.

Committee members present were Chair Byerly, Mr. Auron, Mr. Tuff, Vice Mayor Price, Mr. Holland, and Mr. Cohen. Vice Chair Mastrocinque, Mr. Lobb and Mr. Linneman had excused absences.

Staff and Authority Counsel present were Ms. Terrill, Ms. Jackson, Mr. Owens, Ms. Kidd, Mr. Hushek, Ms. Leduc, Ms. Snyder, Ms. Lynam and Ms. Menard.

Commissioner Messer, Commissioner Lenhard and Commissioner Rideoutte were in attendance.

B. PLEDGE OF ALLEGIANCE

Chair Byerly led the Pledge of Allegiance.

C. AGENDA (Add, delete or re-sequence items)

Ms. Jackson reported that there was one addition to the agenda under New Business, Item No. 2, Discussion and Consensus on Revisions to the Please Fly Safe Fly Quiet Campaign Tagline and Curfew Operations Letter. She stated that this resulted in resequencing Item Nos. 2 and 3 to Item Nos. 3 and 4. A revised agenda was distributed to the Committee at the start of the meeting.

D. MINUTES

1. Approve January 31, 2019 Committee Minutes

Mr. Tuff moved approval of the January 31, 2019 Noise Compatibility Committee Meeting Minutes. Vice Mayor Price seconded the motion. The motion passed 6-0 with Vice Chair Mastrocinque, Mr. Lobb and Mr. Linneman absent.

E. PRESENTATIONS AND TIME CERTAIN ITEMS

1. Appreciation of Outgoing Members

Chair Byerly recognized outgoing members, Mr. Revall and Mr. Walker, for their contributions to the NCC. He presented plaques in appreciation for their time and service which will be sent to them since they both were unable to attend the meeting.
2. **Welcome Re-Appointed Member, Mr. Cliff Holland and New Members, Mr. Harvey Cohen and Mr. Chris Auron**

Chair Byerly welcomed re-appointed NCC member, Mr. Holland, and new members, Mr. Cohen and Mr. Auron and thanked them for volunteering to serve.

3. **Update from Noise Compatibility Committee Liaison – Donna M. Messer**

Commissioner Messer provided an update of the February 21st, March 21st and April 18th NAA Board Meetings. She announced the following upcoming meetings/events:

- April 30th - The Master Plan Joint NAA Board and NCC Workshop Meeting will be held at City Council Chambers at 8:30 a.m.
- April 30th from 4:30 p.m. to 6:30 p.m. – A Master Plan public outreach event will be held at the Naples Regional Library
- May 1st from 9 to 11 a.m. – A Master Plan public outreach event will be held at the Airport’s Commercial Terminal

4. **Update from the Director of Communications – Diane Jackson**

Ms. Jackson provided several updates since the January NCC meeting which included staff’s attendance at community meetings to communicate our Master Plan activities and our Fly Safe Fly Quiet (FSFQ) initiatives. She said branded water bottles are being provided to passengers in the aircraft to promote our FSFQ messaging. She reported on the Vice President of the United States’ visit on March 28th, the F18 military operation on April 20th, the Executive Director’s presentation to the Naples Area Board of Realtors and her presentation at the UC Davis Annual Aircraft Noise and Emissions Conference.

5. **Monthly Noise Reports – Diane Jackson**

Ms. Jackson reviewed the Quarterly Noise Reports for the period January – March 2019 as well as the Monthly High-Level Summary Report that is provided regularly to the Authority Board.

6. **NetJets – Noise Abatement Initiatives**

Ms. Jackson introduced Mr. Artie Clark of NetJets, whom she met in March at the UC Davis Annual Aviation Noise and Emissions Symposium in Jacksonville, Florida. He provided an overview of NetJets, the largest fractional ownership program in the world with approximately 700 airplanes and providing service to approximately 7,000 NetJets owners. He reported that they were the first Part 135 operator to gain Level 4, the FAA’s highest level of safety management. He gave an overview of the NetJets modern, quiet and efficient fleet. He outlined key components of their crewmembers training program, which includes education about and simulated performance of noise abatement procedures. He noted that any time a reservation is made, a description of the specific noise issues for that particular airport are provided. In response to Chair Messer’s question regarding changing the language to be more personal in conveying that noise is
affecting the neighbors around the community, Mr. Clark said that he would be happy to adjust the language and discuss further after the meeting. He provided a review of their other internal policies to promote quiet flying as well as a report of NetJets’ compliance rate within our Voluntary Curfew. He addressed some of the operational challenges of observing the curfew hours at all times.

In reference to the 3,200 airports around the world that NetJets operates at, Mr. Holland asked if there were noise abatement initiatives from those airports that Naples Airport could consider to enhance our program. Mr. Clark said that the Naples Airport already has a strong noise abatement program. He stated that engagement is critical to success.

Vice Mayor Price asked Mr. Clark whether NetJets would participate in a “welcome home” initiative for owners returning home to Naples. Mr. Clark said that he would like to work together to craft a message and added that they could do something interesting from a media perspective that is visual and branded. Commissioner Messer suggested implementing a “welcome to Naples” initiative to target visitors. Mr. Cohen volunteered to interface with NetJets on these two initiatives.

Mr. Rozansky, Commissioner Messer and Chair Byerly thanked Mr. Clark and his colleagues for making a presentation to the NCC.

6. Environmental Science Associates (ESA) – Part 150 Study Draft Scope

Ms. Jackson introduced Mr. Mike Arnold, the Authority’s consultant for on-call noise services. Mr. Arnold presented the draft scope of work for Naples Airport 14 CFR Part 150 Noise Study Update. He provided an overview of the Part 150 process, which is a two-phased process that develops noise exposure maps in the first phase and the Noise Compatibility Program in the second phase. He presented the next steps which include the NCC’s review and FAA’s review of the draft scope, the finalized scope, independent fee estimate (IFE), ESA cost estimate and grant application schedule. Chair Byerly clarified that in the next few months, staff will be working with the consultants on the fees, NAA Board approval and the grant application in anticipation of a grant award in the August/September timeframe.

A question and answer period followed.

Mr. Holland recommended that a project timeline of the milestones be provided. Mr. Arnold stated that the schedule presumes meetings will take place during peak season and that the FAA review of the final NCP can take up to 180 days. Mr. Rozansky said that we anticipate the project kick-off to be in calendar year 2020.

F. PUBLIC COMMENTS

Mr. Craig Westbay, 750 9th Avenue South, Naples commented regarding the scope of the Part 150 Noise Study as it pertains to a resident living in the downtown area affected by noise. He proposed that alternative metrics for the Study include the community’s sensitivity to nuisance noise vs. disruptive noise. He explained that nuisance noise is the traffic on a regular day – it is noise but does not disrupt your life. On the other hand, he said there is disruptive noise. He provided
examples of disruptive noise which included the F18 aircraft conducting operations on Saturday, April 20th, low-flying aircraft that disrupts conversation while outside, and the approximately 15 to 20 days a year where there are planes taking off and landing every five minutes or so over consecutive hours.

G. ACTION ITEMS

1. Approval of the Environmental Science Associates (ESA) Part 150 Study Draft Scope

Mr. Tuff moved Committee approval of the Environmental Science Associates (ESA) Part 150 Study Draft Scope as presented by Mr. Arnold. Mr. Holland seconded. The motion passed 6 – 0 with Vice Chair Mastrocinque, Mr. Lobb and Mr. Linneman absent.

H. OLD BUSINESS

There was no Old Business.

I. NEW BUSINESS

1. Chair Update

Chair Byerly reminded Committee members of the Joint NAA Board and NCC Workshop Meeting on April 30th at City Hall as well as the Sunshine Law training meeting following today’s NCC meeting.

Chair Byerly stated that a letter to the editor of the Naples Daily News was published by a concerned citizen regarding the disruption of church services at Cambier Park. He said that a response to the letter was drafted and will be sent to the editor outlining the NCC’s roles, contact information and statement that the majority of take-offs are typically to the Northeast. He added that our response was sent to Pastor Scott of the Celebration Beach Church, who expressed his support for the airport. He read aloud the second paragraph of his response as follows:

“The NAA works closely with the air traffic control tower. Airport staff regularly provides dates and times for scheduled activities at Cambier Park, such as church services. As a community member, Pastor Scott with Celebration Beach Church has expressed his support for the airport and that aircraft and other outside noise have minimal impacts to his service. He mentioned that it is part of the ambiance of having a church outside in paradise.”

2. Discussion and Consensus on Revisions to the Please Fly Safe Fly Quiet Campaign Tagline and Curfew Operations Letter

Ms. Jackson introduced Mike Hushek, NAA’s FBO Manager, to present feedback received from pilots regarding the “Avoid Flying 10 p.m. to 7 a.m.” tagline. Ms. Jackson added that airports similar to Naples are moving from a strict “Avoid Flying” curfew tagline to a friendlier message of “please help our community, we are noise sensitive.”
Mr. Hushek stated that he represents the Naples Airport at conferences and at community group meetings to build relationships with pilots and educate them on our voluntary curfew. He said that pilots are interpreting the “Please Avoid Flying 10 p.m. to 7 a.m.” tagline negatively and it is difficult for staff to educate them about our curfew hours, as the conversation doesn’t progress from the negative opening. Mr. Hushek expressed that he would like to work with NAA leadership to turn the current message into a more positive one. He believes that it will be received better and improve our compliance rate.

Chair Byerly thought it was a good idea to try and engage the pilots but stated the risk is that we have a good compliance record with increased activity.

Vice Mayor Price said that for years, he has never been a fan of the letter and commented that the NAA could do a better job of messaging to our community as evidenced by the earlier conversation of a “welcome home” initiative instead of a message of “stop being the bad guy.” He agreed that it would be appropriate to message to our customers and to the residents, with a goal of increasing the compliance rate in a way that is nicer, kinder and one that creates a better sense of community while doing so.

Mr. Auron added that the letter does seem harsh and suggested that multiple versions of the curfew letter be created to target private pilots who live here and a different one for corporate jet pilots.

Vice Mayor Price proposed that a different version of the curfew letter be sent to repeat offenders. He liked Mr. Auron’s suggestion of having a couple of different versions and messages for the private vs. business jet pilot.

Mr. Rozansky appreciated the thoughtful comments especially after the presentation given by NetJets. He said staff’s intent would be to work on the messaging through ESA and provide drafts and ideas to discuss at the next NCC meeting so that as part of our continued rebranding initiatives, we could have the messaging in place for the NBAA conference later this fall.

There was consensus for the NCC to move forward with the initiative to review and revise the Please Fly Safe Fly Quiet tagline and curfew operations letter.

3. Discussion and Consensus Whether to Confirm the June 27, 2019 Tentative Meeting Date

After discussion, there was consensus to schedule an NCC meeting for June 27th to review revisions to the Please Fly Safe Fly Quiet tagline and curfew operations letter.

4. Next Meeting Date

Chair Byerly announced the April 30th Joint Workshop meeting schedule as discussed earlier as well as the June 27th and October 31st NCC Regular Meeting dates.
J. PUBLIC COMMENTS

There were no public comments.

K. CORRESPONDENCE/COMMITTEE MEMBER COMMENTS – COMMITTEE MEMBERS

There were no additional comments.

L. ADJOURNMENT

With no further business, the meeting adjourned at 10:47 a.m.

Diane J. Terrill
Secretary

NOTE: Printed copies of all visual presentations and handouts are on file in the Executive Assistant’s Office.
Naples Daily News Letter to the Editor

Cambier Park and Naples Airport

As chair of the Noise Compatibility Committee, I thought it important to share some of the Naples Airport Authority’s efforts to be responsive to community concerns. My role on the committee is to monitor trends, receive public input and make recommendations to mitigate the impacts of aircraft noise to the extent feasible.

The NAA works closely with the air traffic control tower. Airport staff regularly provides dates and times for scheduled activities at Cambier Park, such as church services. As a community member, Pastor Scott with Celebration Beach Church has expressed his support for the airport and that aircraft and other outside noise have minimal impacts to his service. He mentioned that it is part of the ambiance of having a church outside in paradise.

The tower has the responsibility to ensure the safety of aircraft operations, as well as establishing the runway in use. To the extent possible, the tower avoids direct flights over Cambier Park during published events. However, safety is the first priority and the direction of flight is impacted by wind (pilots always prefer to takeoff and land into the wind) and other factors. Most often, takeoffs are to the northeast (using Runway 5) and arrivals can be observed over downtown, including Cambier Park.

Naples Airport is sensitive to the community and every effort is made to minimize noise impacts. Learn more about our efforts by visiting flynaples.com/about-noise-abatement or by email at naa@flynaples.com.

Bruce Byerly
Naples
239-643-0733
CITY OF NAPLES AIRPORT AUTHORITY (NAA)
Noise Compatibility Committee (NCC)
Notice of Regular Meeting

Naples
AIRPORT AUTHORITY

FINAL AGENDA
Airport Office Building, 2nd Floor Conference Room
200 Aviation Drive North
Naples, Florida

Thursday, April 25, 2019
9 a.m.

Commissioner Donna M. Messer – Chair and Noise Compatibility Committee 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
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A. **ROLL CALL - Chairman**

B. **PLEDGE - Chairman**

C. **AGENDA (Add, delete or re-sequence items)**

D. **MINUTES**
   1. Approve January 31, 2019 Committee Minutes

E. **PRESENTATIONS AND TIME CERTAIN ITEMS**
   1. Appreciation of Outgoing Members
   2. Welcome Re-Appointed Member, Mr. Cliff Holland and New Members, Mr. Harvey Cohen and Mr. Chris Auron
   3. Update from Noise Compatibility Committee Liaison – Donna M. Messer
   4. Update from the Director of Communications – Diane Jackson
   5. Monthly Noise Reports – Diane Jackson
   6. NetJets – Noise Abatement Initiatives
   7. Environmental Science Associates (ESA) – Part 150 Study Draft Scope

F. **PUBLIC COMMENTS**

G. **ACTION ITEMS**
   1. Approval of the Environmental Science Associates (ESA) Part 150 Study Draft Scope

H. **OLD BUSINESS**

I. **NEW BUSINESS**
   1. Chair Update
   2. Discussion and Consensus on Revisions to the Please Fly Safe Fly Quiet Campaign Tagline and Curfew Operations Letter
   3. Discussion and Consensus Whether to Confirm the June 27, 2019 Tentative Meeting Date
   4. Next Meeting Date

J. **PUBLIC COMMENTS**

K. **CORRESPONDENCE/COMMITTEE MEMBER COMMENTS - Committee Members**

L. **ADJOURNMENT**
Minutes
April 25, 2019
Workshop Meeting for Ethics and Sunshine in Government Training
Airport Office Building Conference Room

A. ROLL CALL

Meeting was called to order by Mr. Holland at 11:07 a.m. in the Airport Office Building, 2nd Floor Conference Room.

Also present were Noise Compatibility Committee members, Mr. Auron and Mr. Cohen.

Staff and Authority Counsel present were Mr. Owens, Ms. Jackson, Mr. Warriner, Mr. Greve, Ms. Harbin, Mr. Hodges, Ms. Bradbury, Ms. Bach, Ms. Kidd, Ms. Snyder, Ms. Lynam and Ms. Menard.

B. PLEDGE OF ALLEGIANCE

Mr. Holland led the Pledge of Allegiance.

C. AGENDA

There were no changes to the agenda.

D. PRESENTATIONS AND TIME CERTAIN ITEMS

1. Ethics and Sunshine in Government Training – William L. Owens, Jim Morey and Pam Lundborg of Bond, Schoenec & King, PLLC

Mr. Owens made opening comments regarding the Ethics and Sunshine Training presentation and introduced his team of Mr. Morey and Ms. Lundborg. Mr. Owens encouraged the audience to ask questions throughout the presentation.

Mr. Morey presented an overview of the public records law, Florida’s code of ethics for public officers, voting conflicts of interest and the use of Form 8B. He shared two news story videos regarding an example of a public records controversy in Riviera Beach and an ethics violation in Boca Raton.

Mr. Owens provided several recommendations to assist NCC members in preventing any public controversy.

Ms. Lundborg presented an overview of Sunshine in Government Law in Florida which gives the public broad access to governmental agency meetings and information. She showed two videos regarding an example of a Sunshine law investigation in Jacksonville as well as Loxahatchee Groves. She reviewed the three basic requirements of the Sunshine Law as it pertains to open public meetings as well as emails or written correspondence to one another on the same Board or Committee. Ms. Lundborg provided an overview of social media and the Florida Attorney General’s opinion as it relates to public records law.

A question and answer period followed.
Mr. Owens encouraged NCC members to follow up with him with any additional questions.

E. PUBLIC COMMENTS

There were no public comments.

F. CORRESPONDENCE/COMMISSIONER COMMENTS & REQUESTS/MEETINGS

There were no other comments and requests/meetings.

G. ADJOURN

With no further business, the meeting adjourned at 12:10 p.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)

Notice of Ethics and Sunshine in Government Training

Naples AIRPORT AUTHORITY

FINAL AGENDA

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

Thursday, April 25, 2019
10:30 a.m. (or Immediately Following the NCC Regular Meeting)

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
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A. **ROLL CALL**

B. **PLEDGE OF ALLEGIANCE**

C. **AGENDA (Add, delete or re-sequence items)**

D. **PRESENTATION AND TIME CERTAIN ITEMS**
   
   1. Ethics and Sunshine in Government Training – William L. Owens, Jim Morey, and Pam Lundborg of Bond, Schoeneck & King, PLLC

E. **PUBLIC COMMENTS** (Public comments accepted for items not otherwise listed on the Agenda; 5 minute limit)

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

G. **ADJOURN**

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To: Honorable Chair and Members of the Noise Compatibility Committee

From: Diane Terrill, Deputy Executive Director

Meeting Date: June 27, 2019

Re: ACTION ITEM 1

1. Discussion and Consensus on Revisions to the Please Fly Safe Fly Quiet Campaign Tagline and Curfew Operations Letter

ACTION REQUESTED: Committee discussion and consensus on revising the Please Fly Safe Fly Quiet campaign tagline and the current curfew operations letter.

BACKGROUND: At the April 25, 2019 meeting of the NCC, consensus was reached to research best practices within the industry and provide recommendations to update the FSFQ campaign tagline messaging and curfew letter at the June 27, 2019 meeting.

Staff has been working with the NAA’s on-call consultant, ESA, to revise the messaging. Mike Arnold with ESA will present the findings and recommendations at the meeting. Attached are two draft letters; the General Curfew Letter, and the Frequent Curfew Letter, as well as the current letter for comparison.

COMMUNICATIONS PLAN: With NCC consensus, staff will present the revisions to the NAA Board for approval during their Regular Meeting on August 15, 2019

FINANCIAL IMPACT: None associated with this discussion.
General Curfew Letter

Date of letter

Individual/Company Name
Address
City/State/ZIP
Tail #
Date / Time of Flight(s)

Dear Valued Customer,

We hope you enjoyed your visit. The Naples Airport Authority (NAA) is committed to providing you an exceptional experience while also being responsive to the concerns of our neighbors. We need your help in reducing the impact of nighttime aircraft noise to help preserve Naples distinction as the happiest and healthiest place to live in the U.S.¹ each of the past four years.

Each overflight during “Quiet Hours” (between 10pm and 7am), our voluntary nighttime curfew, is highly disruptive and reflects negatively upon the value of the airport within the community. The NAA and the City of Naples want to minimize nighttime overflights to the extent possible. We can’t do so without your planning and assistance.

Whether flying your own airplane or piloting passengers, please take our curfew into consideration when scheduling trips to/from APF. Inform your passengers of the importance of the voluntary curfew and the effect that it has on the community. We’d also like to remind you of other noise abatements procedures at APF (also found online at https://flynaples.com/noise-abatement-measures/):

- Schedule early morning departures for promptly at or shortly after 7 AM;
- Anticipate arriving at or before 9:30 PM so that you have at least 30 minutes for unexpected delays;
- Runway 23 is preferred for arrivals and Runway 5 is preferred for departures when winds, traffic and other conditions permit at the discretion of the pilot in command;
- Turbine arrivals are requested to use NBAA-recommended approach and landing procedure (VFR and IFR);
- Turbine departures are requested to use the National Business Aviation Association (NBAA) noise abatement departure profile (NADP) with High Density Airport Option on all runways;
- Piston aircraft are asked to follow AOPA noise abatement steps.

Your support and efforts are critical in helping us to continue to offer a conveniently located airport while preserving Naples quality of life. If you have any questions about our noise abatement measures, please contact the Senior Director of Operations, Ryan Frost, at (239)643-3773.

We appreciate your responsiveness and look forward to serving you again in the near future.

Signed,

Bill Barnett, Mayor City of Naples
Donna Messer, Chair Naples Airport Authority

Frequent Non-compliance Letter

Attention Required

Date of letter

Individual/Company Name
Address
City/State/ZIP
Tail #
Date / Time of Flight(s)

Dear Owner/Operator of (aircraft type),

Our records indicate that you frequently operate at Naples Airport (APF) during “Quiet Hours” (between 10pm and 7am), our voluntary nighttime curfew, and that we have previously requested your assistance. Each operation during this period is highly disruptive to our neighbors, reflects negatively upon general aviation and diminishes the value of the airport within the community.

The Naples Airport Authority (NAA) is committed to providing you an exceptional experience while also being responsive to the concerns of our neighbors. We need your help in reducing the impact of nighttime aircraft noise to help preserve Naples distinction as the happiest and healthiest place to live in the U.S.\(^1\) each of the past four years.

Whether flying your own airplane or piloting passengers, we strongly encourage you to take our recommendations into consideration when scheduling trips to/from APF. Please reiterate the importance of the voluntary curfew and the effect that it has on the community.

- Schedule early morning departures for promptly at or shortly after 7 AM;
- Anticipate arriving at or before 9:30 PM so that you have at least 30 minutes for unexpected delays;
- Runway 23 is preferred for arrivals and Runway 5 is preferred for departures, when winds, traffic and other conditions permit at the discretion of the pilot in command.

As you are likely aware, airports surrounded by dense residential development are increasingly under pressure to take action against aircraft noise exposure. Your support and efforts are critical in helping us to continue to offer a conveniently located airport while preserving Naples unique quality of life.

We plan to reach out to schedule a meeting with you to discuss the Fly Safe Fly Quiet program in more detail. If you have any questions about our noise abatement measures, please contact the Senior Director of Operations, Ryan Frost, at (239)643-3773 or visit [www.flynapes.com/noise-abatement-measures/](http://www.flynapes.com/noise-abatement-measures/).

Thank you in advance for your future cooperation. We look forward to serving you again in the near future.

Signed,

Bill Barnett, Mayor City of Naples
Donna Messer, Chair Naples Airport Authority

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14 June 2019

YOUR NIGHTTIME OPERATIONS FOR MARCH 2019:

Tail #: 
Date of Flight(s): MARCH: 5

Dear Owner/Operator:

The Naples Airport Authority needs your help.

As listed above, Authority staff observed aircraft owned by you, or owned and/or operated by your company, operating at Naples Airport (APF) during our voluntary curfew, which runs from 10 PM to 7 AM daily. These non-conforming operations create a significant problem for relations between the airport and its neighbors.

Authority staff members make diligent efforts to promote all elements of our noise abatement program. Despite our efforts, some individuals and corporations fail to respect the voluntary curfew. While only 2% of all operations at the airport occur during the curfew hours, this small share results in strong negative opinions toward all airport operations and users.

For those aircraft privately owned, and those owned/operated by a company, we ask everyone to take our curfew into account when planning trips into or out of APF. For company owned/operated aircraft, we ask that you notify your passengers or company representatives of the voluntary curfew. Please be aware that our website lists the tail number and aircraft type of all non-exempt aircraft that operate during the voluntary curfew hours.

We also would like to remind you of other major noise abatement procedures at APF:

1. Stage 2 jet aircraft operations are PROHIBITED 24 hours a day.
2. Stage 1 jet aircraft operations are PROHIBITED 24 hours a day.
3. Maintenance run-ups in any aircraft type are PROHIBITED from 10 PM to 7 AM.
4. All turbine departures are requested to use the National Business Aviation Association (NBAA) close-in noise abatement departure profile (NADP) on all runways.
5. Runway 23 is preferred for arrivals and Runway 5 is preferred for departures, when winds and air traffic permit, to route aircraft over less populated and commercially developed areas northeast of the airport.
We request that you schedule and conduct all future flights to comply with the curfew and these other noise abatement procedures, to the best of your ability and consistent with safe aircraft operations. Your cooperation will assist us to make the airport the best possible neighbor to our noise-sensitive community.

The Authority pursues aggressive education and outreach program, to ensure that all pilots, owners, and operators are as informed as possible about our noise abatement procedures. The program includes informational handouts summarizing our procedures that are customized for major aircraft types. We have enclosed a copy of the most up-to-date version of this handout for your aircraft type. Please provide copies of this handout to each of your pilots who fly at APF, and to any parties with roles in scheduling or otherwise arranging those flights.

We look forward to continuing to be of service to you. If you have any questions about the curfew or any of our other noise abatement measures, please contact the Senior Director of Operations, Ryan Frost, at (239) 643-3773. If you wish to express your concerns in person, we have a Noise Compatibility Committee that meets three times a year and our Airport Authority meets monthly. Meeting dates and locations are posted on our website www.flynaples.com.

In closing, we would like to share with you the noise abatement slogan and logo that we developed with the assistance of our Noise Compatibility Committee; we sincerely request that you keep the concept in mind when scheduling and conducting operations at APF.

Please

FLY SAFE FLY QUIET

AVOID FLYING 10 p.m. TO 7 a.m.

Thank you in advance for your cooperation.

Sincerely,

Mayor Bill Barnett
City of Naples

Christopher A. Rozansky
Executive Director
To: Honorable Chair and Members of the Noise Compatibility Committee

By: Diane Terrill, Deputy Executive Director

Meeting Date: June 27, 2019

Re: OLD BUSINESS

1. Final Part 150 Noise Study Scope and Fee

SUMMARY: Review and discussion of the final Part 150 Noise Study scope and fee.

BACKGROUND: The last Part 150 Noise Study was completed in 1997 and resulted in significant reductions in aircraft noise due primarily through the eventual prohibition of Stage I and II aircraft. An update to the study was last conducted in 2010. The Noise Exposure Maps (NEMs) were completed in 2010, but the Noise Compatibility Plan (NCP) was not submitted to the FAA because it would not have resulted in any further reduction in aircraft noise exposure or enhancements to land use compatibility planning. Since that time, jet operations at the Naples Airport have increased significantly.

In September 2018, staff requested the FAA’s support to update the Part 150 Noise Study for the Naples Airport. In October 2018, the FAA expressed their support for updating the NEMs, but added that they would defer a decision on providing grant funding update the NCP until after the NEMs are approved. The FAA requested that the Authority clearly delineate between the scope and fee for both phases of the project.

At the March 21, 2019 meeting and following a competitive selection process, the Board of Commissioners authorized the Executive Director to Execute a Professional Services Agreement with Environmental Science Associates (ESA) for Noise Consulting Services. The initial draft scope was reviewed and approved by the NCC during its regular meeting on April 25, 2019.

Staff has negotiated a detailed scope of work and fee for ESA to prepare a Part 150 Noise Study Update in an amount of $1,352,069. As required by FAA, an Independent Fee Estimate (IFE) was prepared by The Jones Payne Group, another consultant with extensive noise consulting experience. The IFE was calculated to be $1,337,069 and confirms that ESA’s fee may be considered fair and reasonable. On June 19th, FAA confirmed via e-mail that the scope and fee are reasonable.
confirms that ESA’s fee may be considered fair and reasonable. On June 19th, FAA confirmed via e-mail that the scope and fee are reasonable.

At the June 20, 2019 Board of Commissioners meeting, the Executive Director was authorized 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. Staff is working to submit the grant application to FAA in advance of the agency’s deadline of June 30, 2019.

Attached are the scope, fee summary, IFE and draft schedule for the Part 150 Study.

COMMUNICATIONS PLAN: Not applicable at this time.

FINANCIAL IMPACT: The Noise Consultant Services for a Part 150 Noise Study have been anticipated in the proposed FY2020 and FY2021 Budgets.
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FEE ESTIMATE SUMMARY
PART 150 NOISE AND LAND USE COMPATIBILITY STUDY
NAPLES AIRPORT
### Project Schedule Summary - Noise Exposure Map Report

#### 14 CFR Part 150 Study for Naples Airport

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**PROJECT MANAGEMENT AND PUBLIC OUTREACH**

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Updated June 18, 2019

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**Task Duration**  
**NAA Review**  
**Public Review**  
**Formal FAA Review**  

- **TAC Meetings**  
- **Project Team Meeting**  
- **Public Meetings**  
- **FAA Accepts NEMs**
# DRAFT Project Schedule Summary - Noise Compatibility Plan Report

## 14 CFR Part 150 Study for Naples Airport

### Project Timeline

| Noise Compatibility Plan (NCP) Report | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Review Potential Noise Abatement Options | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Evaluate and Select Noise Abatement Measures | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Review Noise Exposure Maps | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Review Potential Noise Mitigation Options | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Evaluate and Select Noise Mitigation Measures | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Review Potential Administrative Measures | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Evaluate and Select Administrative Measures | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Prepare Draft NCP Report | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Prepare Responses to Comments | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Prepare Final Draft NCP Report | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FAA Review | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Prepare Final NCP Report | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Address FAA Comments | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FAA Starts 28-Day Formal Review Process | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

### Project Management and Public Outreach

- Project Management and Team Meetings
- Technical Advisory Committee Meetings and Coordination
- Public Meetings and Part 150 Information Sessions
- Project Closeout

**Updated June 18, 2019**

- TAC Meetings
- Project Team Meeting
- Public Meetings
- FAA Accepts NCP

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**Naples Airport**

**ESA**
SCOPE OF SERVICES – PART 150 STUDY
Naples Airport

Background
The Naples Airport Authority (NAA) is undertaking a 14 CFR Part 150 Noise and Land Use Compatibility Update to evaluate opportunities to improve the compatibility of Naples Airport (APF) with the surrounding communities in consideration of the current operational environment. This study will represent the third comprehensive Part 150 conducted at APF and the first comprehensive study in 20 years. In its simplest form, 14 CFR Part 150 is a process that includes the development of Noise Exposure Maps (NEMs), preparation of a Noise Compatibility Program (NCP), and extensive public involvement. NAA’s goals include receiving FAA acceptance of the NEMs and approval of the NCP noise mitigation and abatement measures that address community concerns, while preserving safety and the operational capabilities of the airport, and to conduct a public outreach process that not only meets 14 CFR Part 150 requirements, but achieves the NAA’s objective of conducting an open and transparent study process. Because the City of Naples has adopted the DNL 60 dB contour for land use controls relative to aircraft noise, the Part 150 Study will consider measures that may reduce the amount of non-compatible land uses within that contour.

Task 1: Project Team, Sponsor and Agency Coordination

Task 1.1: APF Part 150 Study Project Kick-off Meeting
Description: ESA will initiate the project and organize and lead a project team kick-off meeting involving key members of NAA staff, the FAA, and the Consultant Team. At the kick-off meeting, key project goals will be reviewed, and a task level MS Project schedule will be discussed. Communication protocols will also be discussed. Members of the project’s core team will be identified for participation in ongoing coordination meetings. ESA will prepare meeting notes documenting the agreed upon project goals, communication protocols, and core team members. Coincident with the external kickoff meeting, ESA will conduct an internal kickoff meeting during which the project management plan and key issues related to project implementation will be outlined and reviewed.

Meetings/ESA Team Participants:
• 1 external (NAA/FAA Consulting Team) half day kickoff meeting with 5 members of ESA Team (assumes 4 hour meeting, 40 hours of prep)
• 1 internal (Consulting Team) kickoff meeting with 5 members of ESA Team in person and an additional 8 via phone (assumes 3 hour meeting/no prep)
Deliverable(s): Kick-off meeting agenda, meeting handouts, and summarized meeting notes.

Assumptions/NAA Responsibilities:
- NAA to assist in meeting coordination, scheduling and material review.
- Assumes the external kick-off meeting will take place in NAA Offices.
- Assumes overnight travel for 5 staff.

Task 1.2: Develop Community Engagement and Communication Plan & Protocols
ESA will coordinate with NAA to develop a community engagement and communication plan document to assist in implementing the Part 150 Study. The plan will clarify roles and responsibilities of those involved in the study, outline communications protocols and define how community outreach will be implemented for the initial phase of the study. Upon completion of the first phase of outreach, the plan will be refined to outline a tailored outreach approach through the completion of the study. The plan is intended for the internal use of the ESA Team and the NAA. A preliminary draft and subsequent draft version of the plan will be circulated in MS Word format to NAA. A final PDF version of the plan will be developed incorporating comments on draft versions as appropriate. The document will include, but not be limited to:

1. Roles and responsibilities of stakeholders including but not limited to the NAA, FAA Lines of Business, and Technical Advisory Committee (TAC)
2. Formation of TAC along with membership criterions
3. Details about public participation process and conflict resolution

Following the initial set of workshops, the community engagement plan will be revised to define further potential public workshops throughout the course of the project consistent with the concerns and needs of the community.

Upon completion of the draft plan, this task includes developing the TAC contact database, sending formal invites to all TAC members, development of TAC participation agreements and documentation.


Assumptions/NAA Responsibilities:
- NAA to provide input and timely review.
- Assumes that the TAC will consist of approximately 15 primary representatives and up to 10 alternates.

Task 1.3: Project Team/Client Working Meetings
Description: To ensure that the NAA Part 150 Update moves forward smoothly and on schedule, the ESA Team will schedule and participate in on-site working group meetings with key NAA staff. The working group meetings will be conducted according to the schedule set in Task 1.1. During the meetings, the working
group will identify and resolve potential issues. It is anticipated that eight (8) meetings will be required throughout the project.

**Meetings/ESA Team Participants:** 8 meetings/ 3 members of ESA Team

**Deliverable(s):** Working group meeting agendas, meeting handouts, and summarized meeting notes.

**Assumptions/NAA Responsibilities:**
- NAA to assist in meeting coordination and scheduling and material review.
- Assumes these meeting will take place in NAA offices.
- Assumes 4 hour meetings and 12 hours of prep per meeting.
- Assumes 12 overnights.
- Assumes that all staff are coming from different locations
- NAA to provide appropriate staff participation for successful meetings.

**Task 1.4: Bi-Weekly Client/Consultant Coordination Calls**

**Description:** The ESA Team will schedule and participate in bi-weekly coordination calls with key NAA staff. The coordination calls will be conducted according to the schedule set in Task 1.1. During the meetings, milestones and action items will be reviewed and project progress will be monitored. Sixty (60) conference calls will be held with key APF staff to monitor project progress and address issues that may arise.

**Meetings/ESA Team Participants:** 60 calls/2 members of ESA Team

**Deliverable(s):** Coordination meeting agendas, meeting handouts, and action item summaries.

**Assumptions/NAA Responsibilities:**
- NAA to assist in meeting coordination and scheduling.
- Assumes calls will last up to one (1) hour. Meeting notes will not be prepared for these meetings.
- Assumes one (1) hour prep/follow-up per meeting.

**Task 1.5: FAA Coordination Calls**

The ESA Team will schedule and participate in regular coordination calls with key FAA staff. The working group meetings will be conducted according to the schedule set in Task 1.1. During the meetings, milestones and action items will be reviewed and project progress will be monitored. Thirty (30) conference calls will be held with key FAA staff to monitor project progress and address issues that may arise.

**Meetings/ESA Team Participants:** 30 calls/2 members of ESA Team

**Deliverable(s):** Coordination meeting agendas, meeting handouts, action item summary.

**Assumptions/NAA Responsibilities:**
• NAA to assist in meeting coordination and scheduling.
• Assumes bi-weekly calls will transition to monthly calls periodically throughout the project.
• Assumes calls will last one (1) hour. Meeting notes will not be prepared for these meetings.
• Assumes one (1) hour prep/follow-up per meeting.

Task 1.6: Coordination Meetings with FAA

Description: This task includes a series of meetings throughout the project with various FAA representatives to collect data, ensure accuracy and timely availability of information, and address any issues or questions that may arise throughout the course of the project. Four (4) meetings will be conducted with the Orlando ADO and six (6) additional meetings will be conducted with FAA ATC or TRACON personnel. Follow-up phone calls will take place throughout the project as required to obtain needed information and guidance.

Meetings/ESA Team Participants:
• 4 meetings at Orlando ADO/ 3 members of ESA Team
  6 meetings with APF or RSW ATC/ 3 members of ESA Team

Deliverable(s): PowerPoint slideshows, meeting agendas, meeting handouts, action item summaries and summarized meeting notes.

Assumptions/NAA Responsibilities:
• NAA to assist in meeting coordination and scheduling and material review.
• Assumes these meetings will take place at NAA offices, FAA ATC/TRACON Offices or FAA Orlando ADO Offices.
• Assumes 3 hours per meeting and 12 hours prep time for each meeting.
• Assumes 50 percent of travel expenses are covered in other tasks.

Task 1.7: NAA Board/NCC/City of Naples/Collier County Briefings

Description: ESA will conduct ten (10) briefing meetings with NAA and/or Noise Compatibility Committee (NCC)/City of Naples/Collier County. These meetings will be used to discuss the process and progress on the project.

Meetings/ESA Team Participants: 10 meetings/ 2 members of ESA Team

Deliverable(s): Meeting agendas and meeting handouts.

Assumptions/NAA Responsibilities:
• NAA to assist in meeting coordination and scheduling and material review.
• Assumes 2 hours per meeting and 10 hours of prep time for each meeting. It is assumed that the briefing presentations will largely rely on materials prepared for the TAC meetings.
• Assumes that all staff are coming from different locations, but that 50 percent of the travel costs are already included in other tasks.
• Assumes 8 overnights due to early morning meeting schedule.

Task 1.8: Other Agency Coordination
The ESA Team will schedule and participate in meetings with key local agencies as directed by NAA. The meetings, which may include agencies such as local land use planning departments (City and County) and the MPO, will be conducted according to the schedule set in Task 1.1. The meetings will include project briefings and collection/verification of key project data. Four (4) meetings will be held with key agency representatives. Includes 10 hours of meeting prep.

Meetings/ESA Team Participants: 4 meetings/2 members of ESA Team

Deliverable(s): Meeting coordination and scheduling. Coordination meeting agendas, meeting handouts, and summarized meeting notes.

Assumptions/NAA Responsibilities:
• NAA to assist in meeting coordination and scheduling and material review.
• Assumes these meeting will either take place at NAA offices or the agencies’ offices.
• Assumes 2 hours per meeting and 10 hours of prep time and follow-up for each meeting.

Task 2: Community Outreach Program

Task 2.1: Kickoff Public Workshop
Description: One initial set of informal two-hour open house style workshops will be held. The three (3) meetings will take place on a consecutive evening/morning/evening at an appropriate time and location in association with the initiation of the study. These workshops, held at three (3) different locations throughout the community, will provide the opportunity for information sharing and input during the Part 150 project. At each workshop, the ESA project team will discuss (on a one-on-one basis) with those in attendance the APF Part 150 Study Update process and noise information available for review. ESA will provide up to 30 30x40 inch presentation board mounted exhibits describing the Part 150 process, noise modeling, land use compatibility, the role of the FAA in the Part 150 process and other information as appropriate. In addition, the ESA Team will provide handouts, sign-in sheets, and comment forms for the workshops. Eight (8) members of the ESA Team will be available for each public workshop.

The ESA Team will support the NAA in the selection of the locations for the workshop sites and will prepare draft public workshop advertisements to be placed within the local newspaper(s) of greatest circulation in the Airport area or those with specific targeted audiences. ESA will translate the advertisement into one alternate language and coordinate with the local news outlets to run one set of advertisements 30 days before the workshops and a second set of advertisements closer to the workshops (four (4) total advertisements, two (2) in English and two (2) in an alternate language). Workshop handouts (up to 5 pages) will be translated into one alternate language. Boards will not be translated, but the titles of each board will be translated and included in the handout.
Meetings/ESA Team Participants: 3 workshops during a consecutive evening/morning/evening/8 members of ESA Team

Deliverable(s): Preparation of exhibits/boards, handouts, sign-in sheets, comment forms, and preparation of advertisements. Translation of advertisement, handout and provision of one translator at each workshop. ESA will also provide signage, easels, and set up and break down breakdown of the workshop boards along with staff to man the workshop and the sign-in table.

Assumptions/NAA Responsibilities:
- Includes translation of advertisement and workshop handout into one alternate language by ESA Team.
- Includes one on-site translator to be provided by the ESA Team during each workshop.
- Assumes workshop meetings will be held on consecutive nights
- Assumes a court reporter will not be required.
- Assumes venues can be secured at no cost.
- Assumes public workshops will be 2 hours in length, with an additional 2.5 hours for setup and breakdown for each workshop.
- Assumes 100 hours of planning and preparation time.

Task 2.2: Small Community Meetings
Description: ESA will conduct five (5) small community meetings (groups of 10+ or -) for the purposes of conducting targeted community outreach. These meetings will be used to discuss the process and progress on the project and solicit feedback. It is assumed that these coordination meetings will be no more than 2 hours in length.

Meetings/ESA Team Participants: 5 meetings/ 3 members of ESA Team

Deliverable(s): Meeting coordination and scheduling, meeting agendas, and meeting handouts.

Assumptions/NAA Responsibilities:
- NAA to assist in meeting coordination and scheduling and material review.
- Assumes meetings will be no longer than 2 hours in length and scheduled to allow multiple meetings to be accomplished during the same trip.
- Assumes 8 hours for materials preparation/customization per meeting.

Task 2.3: Community Retail Style Outreach
Description: ESA will attend four (4) retail style community events (farmers market, festival, etc.) for the purposes of conducting targeted community outreach and soliciting input and feedback relative to the relationship/compatibility of the airport and the surrounding community. These community events will be used to discuss the process and progress on the project and to also receive feedback and insights into the community perceptions related to the airport. The intent of these meetings is to make the broader community...
aware of the project and help inform those that may not realize that they could be affected by project recommendations. It is assumed that these events will consist of an 8 hour day when including setup, staffing and breakdown. Results of and feedback related to each event will be tabulated and summarized.

Meetings/ESA Team Participants: 4 event days/ 2 members of ESA Team

Deliverable(s): Event coordination and materials for soliciting input.

Assumptions/NAA Responsibilities:
- NAA to assist in meeting coordination and scheduling and material review.
- Assumes events will be no longer than 6 hours in length without setup and breakdown time.
- Assumes 8 hours for materials preparation/customization per event.
- Does not include the cost of event registration.
- Assumes equipment rental will not be required.

Task 2.4: NEM Public Workshop

Description: Two informal two-hour open house style workshop will be held upon completion of the Draft NEMs. The initial meeting will be held at the downtown library location while the second to be held in the NAA commercial terminal the following morning. These workshops will provide the opportunity for the public to review the NEMs and provide comments. At the workshop, the ESA project team will discuss (on a one-on-one basis) with those in attendance the APF Part 150 Study Update process, the process undertaken to develop the NEM’s and the next steps of the project. ESA will provide up to 30 30x40 inch presentation board mounted exhibits describing the Part 150 process, NEM development, land use compatibility, next steps and other information as appropriate. In addition, the ESA Team will provide handouts, sign-in sheets, and comment forms for the workshop. Eight (8) members of the ESA Team will be available for the public workshops.

ESA will translate the advertisement into one alternate language and coordinate with the local news outlets to run one set of advertisements 30 days before the workshop and a second set of advertisements closer to the workshop (four (4) total advertisements, two (2) in English and two (2) in an alternate language). Workshop handouts (up to 5 pages) will be translated into one alternate language. Boards will not be translated, but the titles of each board will be translated and included in the handout. The notice and materials to be presented at the NEM Public Workshops will be coordinated in advance with the FAA.

Meetings/ESA Team Participants: 2 workshops (night/morning)/ 8 members of ESA Team

Deliverable(s): Preparation of exhibits/boards, handouts, sign-in sheets, comment forms, and preparation of advertisements. Translation of advertisement, handout and provision of one translator at the workshop. ESA will also provide signage, easels, and set up and break down breakdown of the workshop boards along with staff to man the workshop and the sign-in table.

Assumptions/NAA Responsibilities:
Includes translation of advertisement and workshop handout into one alternate language by ESA Team.

Includes one on-site translator to be provided by the ESA Team.

Assumes that meetings will be held on an evening and following morning.

Assumes that meeting space will be available at no cost.

Assumes public workshops will be 2 hours in length, with an additional 2.5 hours for setup and breakdown for each workshop.

Assumes 100 hours of planning and preparation time.

Task 2.5: NEM Public Comment Management and Responses

**Description:** ESA will compile the public comments provided during the NEM phase of the project and will catalogue them by topic into a comment matrix. Responses will be prepared for each topic and will be keyed back to the comment matrix. Individual responses will not be prepared for each individual letter; rather, the comments will be addressed broadly by topic. Responses will only be prepared for comments related to the noise study or noise related issues. The public comments, summary matrix and responses will be coordinated with the FAA and included in the final draft NEM report.

**Deliverable(s):** Compilation of comments provided throughout the project and preparation of a comment matrix and responses by topic for inclusion in a report appendix. Overall statistics on comments received by community will be summarized.

**Assumptions/NAA Responsibilities:**

- The level of effort for this task assumes processing of no more than 100 comment letters containing no more than 4 distinct comments each (400 comments total). It also assumes that all comments can be addressed with no more than 20 topic or category type responses. Comments received in excess of these limits may require additional budget depending on the nature and volume of comments received.
- NAA to review and provide input on comment responses.
- NAA to route comments to ESA to ensure they are included in database.

Task 2.6: NCP Public Workshop

**Description:** Two informal two-hour open house style workshops will be held during initiation of the NCP. The initial meeting will be held at the downtown library location while the second to be held in the NAA commercial terminal the following morning. These workshops will provide the opportunity for the public to provide input on measures that they would like to see evaluated as part of the NCP. At the workshop, the ESA project team will discuss (on a one-on-one basis) with those in attendance the APF NCP process, the and the next steps of the project. ESA will provide up to 30 30x40 inch presentation board mounted exhibits describing the Part 150 process, noise and abatement, mitigation and management strategies, next steps and other information as appropriate. In addition, the ESA Team will provide handouts, sign-in sheets, and comment forms for the workshop. Eight (8) members of the ESA Team will be available for the public workshops.
ESA will translate the advertisement into one alternate language and coordinate with the local news outlets to run one set of advertisements 30 days before the workshop and a second set of advertisements closer to the workshop (four (4) total advertisements, two (2) in English and two (2) in an alternate language). Workshop handouts (up to 5 pages) will be translated into one alternate language. Boards will not be translated, but the titles of each board will be translated and included in the handout. The notice and materials to be presented at the NCP Public Workshops will be coordinated in advance with the FAA.

Meetings/ESA Team Participants: 2 workshops (night/morning)/8 members of ESA Team

Deliverable(s): Preparation of exhibits/boards, handouts, sign-in sheets, comment forms, and preparation of advertisements. Translation of advertisement, handout and provision of one translator at the workshop. ESA will also provide signage, easels, and set up and break down breakdown of the workshop boards along with staff to man the workshop and the sign-in table.

Assumptions/NAA Responsibilities:
- Includes translation of advertisement and workshop handout into one alternate language by ESA Team.
- Includes one on-site translator to be provided by ESA Team.
- Assumes that meetings will be held on an evening and following morning.
- Assumes that meeting space will be available at no cost.
- Assumes public workshops will be 2 hours in length, with an additional 2.5 hours for setup and breakdown for each workshop.
- Assumes 100 hours of planning and preparation time.

Task 2.7: Part 150 Technical Advisory Committee Meetings

Description: ESA will conduct eight (8) Technical Advisory Committee (TAC) meetings throughout the course of the project. Members will include those whose input is key to the technical quality of the study as well as certain interested parties. Participants may consist of experts in land use, airport and aircraft operations, air traffic control, and community relations and may include the FAA, community representatives, airport tenants, appointees by elected officials and others. Representatives are expected to provide informed technical feedback as well as communicate technical information discussed during the meetings back to their constituents. ESA will provide a TAC participation agreement along with materials outlining the responsibilities of TAC meeting schedule and details will be defined in Tasks 1.1 and 1.2. Each meeting will include development and presentation of materials and graphics to maximize information exchange. Assumes 40 hours of preparation time per meeting.

Meetings/ESA Team Participants: 8 meetings/ 6 members of ESA Team

Deliverable(s): Meeting coordination and scheduling, TAC participation materials, PowerPoint slideshows, meeting space, meeting agendas, meeting handouts, and summarized meeting notes.

Assumptions/NAA Responsibilities:
- NAA to assist in meeting coordination and scheduling and material review.
• Assumes meetings will be scheduled to allow multiple meetings to be accomplished during the same trip.
• Assumes meeting will be 2 hours in length with 2 hours for setup and breakdown.
• Assumes 40 hours of preparation time per meeting.
• Assumes meeting space will be available at no cost.
• Assumes approximately 20 TAC members.

**Task 2.8: Noise History Educational PowerPoint**

*Description:* To help communicate the history of the airport and the steps the NAA has taken to minimize potential noise concerns, ESA will develop a slideshow to summarize the measures that have been implemented in the past by the NAA. The PowerPoint will also include an overview of how noise is measured and regulated as well as detail the responsibilities of the various stakeholders.

*Deliverable(s):* One stand-alone PowerPoint slideshows that can be used in public meetings and/or posted on the NAA website for download by the public.

*Assumptions/NAA Responsibilities:*
• NAA to assist in data collection and slideshow review.

**Task 2.9: Public Information Materials & Media Information Materials**

*Description:* ESA will prepare eight (8) periodic newsletters to be distributed in electronic format, to community representatives and elected officials. The newsletter will provide project status, supporting text and visuals (charts, diagrams and other pictorial presentations) to convey technical information and data in the most compelling and easily understandable fashion. The ESA Team will also provide the NAA with background material and suggested responses or “talking points” as needed. This task does not include the development of custom graphics or analysis solely for the purposes of media relations, but will rely on materials developed for other meetings and tasks. ESA will participate in phone interviews as requested by the NAA. ESA will also participate in face to face interviews conducted concurrently with the Public Workshop or Public Hearing.

*Deliverable(s):* Preparation of eight (8) electronic newsletters and compilation of existing information for media briefings throughout the course of the project.

*Assumptions/NAA Responsibilities:*
• NAA will review materials prior to distribution to the public or media.
• Separate analysis will not be developed to address media questions, but will be provided from materials already produced.
• Assumes no separate trips are required to conduct interviews.
Task 2.10: Part 150 Public Website Materials

Description: ESA will provide materials for a publicly accessible website for the APF Part 150 Study Update. Materials will include the project schedule, FAQ's, a listing of the Study elements, identification of public workshop locations/dates/times, and documents approved by the NAA and the FAA for public release including PowerPoints and Study newsletters. Additionally, the website will allow the public to register their contact information in order to receive future notifications and information about upcoming meetings and workshops.

Deliverable(s): Materials to support a publicly accessible website for the APF Part 150 Study Update.

Assumptions/NAA Responsibilities:
- NAA to post materials on project website on flynaples.com
- Assumes materials on website will be in English or previously translated for other purposes.

Task 2.11: Part 150 Public Hearing/Workshop

Description: A duly advertised, formal Public Hearing will be held at an appropriate time and location upon the availability of the Draft Noise Compatibility Program report. The Consultant will develop a PowerPoint presentation and script for use in the formal public hearing. The Consultant will also prepare sign-in sheets, speaker cards and comment forms for the hearing. A verbatim transcript of the public hearing will be prepared for inclusion in the Final Draft Noise Compatibility Program document through the use of a court reporter. A PowerPoint presentation and script that summarizes the study process results, recommendations, and implementation mechanisms will be prepared. The presentation will include text, graphics and other types of illustrations utilized in the preparation of the Part 150 NEM and NCP. On the same evening as the public hearing, a pre-hearing workshop will be conducted to allow members of the public to view and discuss project exhibit boards with the consultant team. Up to 30 boards will be provided for this workshop. ESA will translate the advertisement into one alternate language and coordinate with the local news outlets to run one set of advertisements 30 days before the workshops and a second set of advertisements closer to the workshops (four (4) total advertisements, two (2) in English and two (2) in an alternate language). Workshop handouts (up to 5 pages) will be translated into one alternate language. Boards will not be translated, but the titles of each board will be translated and included in the handout. The notice and materials to be presented at the Public Hearing/Workshop will be coordinated in advance with the FAA.

Meetings/ESA Team Participants: 1 public hearing/workshop/ 10 members of ESA Team

Deliverable(s): Preparation of exhibits, handouts, sign-in sheets, comment forms, speaker cards and preparation of advertisements. Two court reporters will be provided and a formal transcript of the hearing will be prepared for inclusion in the final report. Up to 30 30x40 boards will be provided for the pre-Hearing workshop. Translation of advertisement and meeting handout. Provision of meeting space. ESA will also provide signage, easels, and set up and break down breakdown of the workshop boards along with staff to man the workshop and the sign-in table.

Assumptions/NAA Responsibilities:
• The NAA will review materials developed for the public.
• NAA to assist in meeting coordination and scheduling and material review.
• Includes translation of advertisement and workshop handout (5 pages) into one alternate language.
• Includes one on-site translator to be provided by the ESA Team during public hearing.
• Assumes 4 hours for the workshop/hearing and an additional 2.5 hours for setup and breakdown.
• Assumes 125 hours of planning and preparation time.

Task 2.12: NCP Public Comment Management and Responses
Description: ESA will compile the public comments provided during the NCP phase of the project and will catalogue them by topic into a comment matrix. Responses will be prepared for each topic and will be keyed back to the comment matrix. Individual responses will not be prepared for each individual letter; rather, the comments will be addressed broadly by topic. Responses will only be prepared for comments related to the noise study or noise related issues. The public comments, summary matrix and responses will be coordinated with the FAA and included in the final draft NEM report.

Deliverable(s): Compilation of comments provided throughout the project and preparation of a comment matrix and responses by topic for inclusion in a report appendix. Overall statistics on comments received by community will be summarized.

Assumptions/NAA Responsibilities:
• The level of effort for this task assumes processing of no more than 100 comment letters containing no more than 4 distinct comments each (400 comments total). It also assumes that all comments can be addressed with no more than 20 topic or category type responses. Comments received in excess of these limits may require additional budget depending on the nature and volume of comments received.
• NAA to review and provide input on comment responses.
• NAA to route comments to ESA to ensure they are included in database.

Task 3: Develop a Comprehensive Database of Current Conditions

Task 3.1: Study Area Base Mapping
Description: Base mapping associated with the Part 150 Study Update will be developed for several different geographical areas and will employ several different scales. One base map will be of a size to allow review of the DNL contour limits. Information to be displayed on this base map will include the airport boundary, limits of political jurisdictions, and existing major roadways, rail corridors and significant water features.

A second base map will be developed showing a larger area of coverage. This base map will be used to graphically display flight corridors for the baseline condition and future alternatives. The map scale will not be less than 1"=2,000’ as required by 14 CFR Part 150. Map extents will allow for flight tracks to be shown at least 30,000 feet from each runway end. This base map will also include the APF property limits, major roadways, and other identifiable physical features (streams, coastline, rivers, major drainage canals) in order
to relate flight tracks to known ground locations. Both base map graphics will be prepared utilizing the available GIS information from Collier County. This task does not include flying new aerial photogrammetry, but does assume the availability of the information being developed as a part of the APF master plan Airports Geographical Information System (GIS) effort.

**Deliverable(s):** Two (2) (one detailed and one expanded) appropriately scaled base maps of the study area for use in the report.

**Assumptions/NAA Responsibilities:**
- NAA to assist with data gathering.
- Assumes information available in digital format.
- Assumes no new aerial photogrammetry.

**Task 3.2: Coordinate Forecast for Use in Part 150**

**Description:** Both the FAA approved Master Plan Forecast and the most recent FAA Terminal Area Forecast (TAF) will be reviewed to inform an approach for the forecast to be used in the Part 150. Because of the recent increase in activity beyond levels projected in the Master Plan Forecast, up to two alternative forecasts (trend and/or market share) will be developed. The forecast approach will be documented in a technical memo to the FAA.

**Deliverable(s):** Technical Memo for submission to the FAA outlining the approach and forecast proposed for use in the Part 150 study.

**Assumptions/NAA Responsibilities:**
- It is assumed that a detailed forecast effort including regression type forecast analysis will not be required.

**Task 3.3: Existing and Future Airfield Facilities**

**Description:** Existing (baseline) and planned physical facilities will be identified based on the latest APF Master Plan and/or Airport Layout Plan (ALP) and information available from other studies or the latest Joint Airport Capital Improvement Program (JACIP) as identified by the NAA. This will include a description of the existing facilities and near-term proposed projects associated with improvements to the airfield, airside development, cargo and maintenance facilities, commuter and air carrier terminal development, etc. Those projects that may have an influence on runway use, engine run-up locations, or may in some way have the potential to alter the noise exposure in future years will be identified. It is noted that additional runways and/or changes in threshold locations are not currently anticipated as part of the master plan.

**Deliverable(s):** Summary text and figures for inclusion in the draft report.

**Assumptions/NAA Responsibilities:**
- NAA to provide digital ALP and any pertinent planning studies.
**Task 3.4: Land Use Planning and Zoning Inventory/Identification of Noise Sensitive Sites**

**Description:** Consistent with 14 CFR Part 150 requirements, existing comprehensive plans, land use plans, zoning ordinances, subdivision regulations, building codes, easement terminology, overlay zoning and other documentation pertaining to land use planning and development in the vicinity of the Airport as readily available will be obtained and reviewed. This review will concentrate on identification of the mechanisms that are presently in place to enhance land use compatibility in the APF environs. Provisions in ordinances, land development codes, and future land use plans that relate to future noise/land use compatibility will also be identified and discussed. ESA will identify the general land use type (residential, commercial, industrial, institutional), approximate density, and location of current land uses for existing and future land development (as determined from approved future off-Airport land use plans or zoning). The existing sound insulation program will also be included in this analysis.

Verification of recent changes to existing land uses that have occurred will be performed using the most current aerial photography available and supplemented with two (2) days of field verification. Identified changes will be incorporated into the GIS databases. Noise sensitive sites including schools, churches, hospitals, parks, recreation areas, and historic sites within the approximate 55 DNL contour will be verified through the most current aerial photography and supplemented during the field verification effort. The resulting field data will be input into the database and depicted on the study area base mapping.

Data necessary for use in the impact analyses of the baseline and future land use conditions will be collected through the review of existing data layers contained in Collier County GIS files. This will include existing land use data, property appraiser parcel data, future land use data (as available), and existing zoning designations available in digital form from the NAA or neighboring jurisdictions planning departments.

The following information will be collected for the coverage needed to document the Part 150 Study:

- Roadway Base Map
- Political Jurisdictions and boundaries
- Existing Land Use
- Future Land Use (as available)
- Current Zoning
- Noise Sensitive and Non Compatible Land Uses (Schools, places of worship, hospitals, etc.)
- Parcel Maps/Property Ownership

Future land use will be derived based on the most current future land use planning documentation available for each jurisdiction within the study area. Where future land use plans are in progress (being revised, developed, etc.) at the time of data collection, ESA will, to the extent possible, identify potential options to address the uncertainty created by the pending nature of available data and discuss these with the NAA PM to define a recommendation for addressing the necessary information. In cooperation with the NAA PM and other relevant technical experts, ESA will coordinate with the specific jurisdiction(s), where a definitive source of future land use issue has arisen, to develop a future land use concept for the five-year future condition consistent with the jurisdiction’s expectations.
Deliverable(s): Summary text for inclusion in the draft report. Base map overlays of the study area for existing land use, existing zoning, future land use plans, and noise sensitive site locations.

Assumptions/NAA Responsibilities:
- NAA to assist with data gathering and details related to existing sound insulation program.
- Assumes two (2) days of field verification is sufficient to validate data.
- Assumes existing and future land use data, parcel data, zoning, comprehensive plans, etc., are available digitally.

Task 3.5: Population/Socioeconomic Data
Description: Baseline population data will either utilize the most recent census data forecasts available from third party vendors or apply average population densities to detailed residential unit parcel data from the property appraiser database. The mapping and tabular information evaluation within the base map coverage area will include the distribution of dwelling units, population, minority population, and low-income population based on census data to the extent it is available. The Future Counts and/or Metro Forecasting Models, LLC., recent population density documentation will be reviewed to determine if it provides an additional level of resolution for the future anticipated population in proximity of to the airport. The methodology proposed for use in the Part 150 Study will be reviewed with the FAA.

Deliverable(s): Summary text for inclusion in the draft report. Population data in GIS format.

Assumptions/NAA Responsibilities:
- Population data collected will be limited to areas within the approximate 55 DNL contour.
- Assumes parcel data is readily available in GIS format.
- Assumes population forecast information is available within the limits of the budgeted expense.

Task 3.6: Existing Land Use and Operational Measures
Description: The recommendations of the previous Part 150 Study will be reviewed and the status of implementation of elements of the approved noise abatement program will be identified. These will be separated into recommendations that have been implemented, those in the process of being implemented and those not currently proposed for implementation (and why they were not included in the implementation program).

Implemented noise mitigation measures, which are proposed to continue, will be listed and consideration of any changes or additions will be reviewed as alternative noise mitigation measures during the NCP phase of the study.

Deliverable(s): Summary text for inclusion in the draft report.

Assumptions/NAA Responsibilities:
- Assumes previous measures are well documented and status can be readily determined.
Task 3.7: Review of Noise Complaint Data
Description: This task will review InFlight and PlaneNoise noise complaint information maintained by the NAA during the past five years. A statistical analysis of noise complaints will be prepared and key observations will be summarized. Relationships between noise complaint locations, aircraft flight corridors, and the implementation of past noise abatement procedures will be discussed. If adequate information is available in digital format, noise complaint information will be mapped to show its distribution throughout the Airport environs and coded to allow evaluation of complaint intensity. This assumes data from NAA’s existing comment tracking system is readily available in GIS format.

Deliverable(s): Summary text and supporting graphics, if appropriate, for inclusion in the draft report.

Assumptions/NAA Responsibilities:
- NAA to provide noise data in excel format suitable for processing, analyzing and mapping.
- Assumes information is readily available for import into GIS.

Task 3.8: Airspace/Air Traffic Control Data as Available
Description: Airport terminal area airspace and air traffic control procedures will be reviewed with Airport personnel and FAA management at the APF Tower. Existing airspace sectoring and operational procedures, including air traffic related noise abatement procedures will be reviewed and discussed with Air Traffic Control management.

Deliverable(s): Summary text and supporting graphics, if appropriate, for inclusion in the draft report.

Assumptions/NAA Responsibilities:
- NAA to provide a link and login to PlaneNoise, Vector, and InFlight throughout the course of the project to allow efficient data download and analysis.

Task 4: Noise Contour Development & Impact Analysis

Task 4.1: Operations and Fleet Mix Analysis (Derivatives)
Description: The Master Plan Forecast will be used as the basis for determining the operational levels anticipated at the airport in the initial year, 2020, and future year, 2025. A detailed fleet mix evaluation will be conducted which will involve processing 12 consecutive months of actual operational data during 2018/2019. This analysis will include determination of the daytime/nighttime activity split by aircraft and engine type and operational stage lengths. ESA will then use the detailed data along with projected fleet transitions outlined in both the Master Plan Forecast as well as those related to the ADS-B mandate deadline to develop an estimated future fleet mix for 2020 and 2025 including daytime/nighttime activity split by aircraft and engine type and operational stage lengths.

Each aircraft/engine type will be assigned a specific aircraft type specific to the FAA’s noise model (Aviation Environmental Design Tool or AEDT). However, the database does not include all aircraft that are in
operation today. For certain aircraft types, the FAA has identified pre-approved substitute aircraft for use in the model. For aircraft that are not in the AEDT or its pre-approved substitution database, an appropriate similar aircraft will be selected. It should be noted that the use of any non-standard inputs requires written approval from the FAA. For these aircraft an appropriate substitute aircraft will be identified and documented in correspondence sent to the FAA’s Project Manager for distribution to the appropriate FAA departments for review and approval.

**Deliverable(s):** Summary text for inclusion in draft report and modeling substitution documentation to be sent to the FAA for approval.

**Assumptions/NAA Responsibilities:**
- NAA to provide a link and login to the PlaneNoise, Vector, and InFlight throughout the course of the project to allow efficient data download and analysis.
- NAA to assist in resolving any data gaps.

**Task 4.2: Runway Use and Flight Track Analysis**

**Description:** ESA will use 12 consecutive months of data to prepare a series of baseline condition flight tracks for use in modeling aircraft activities. Flight track locations will be developed for both east and west flows and will include fixed wing and helicopter arrivals, departures, and traffic pattern operations, as appropriate. Flight track and runway use by aircraft category /type and time of day will be developed through analysis of radar track data and verified through consultation with the ATCT and TRACON.

Flight track and runway use for the Existing Condition (year 2020) is anticipated to be similar to the existing condition. However, changes that are reasonably anticipated to be in place in 2025 will be identified through consultation with FAA and reflected in usage and track assumptions for those years.

The actual climb or descent profiles utilized at the airport may differ from the AEDT standard profiles. For example, an analysis of radar data may show that aircraft are climbing at a slower or faster rate, or that arriving aircraft are leveling-off during approach. Within the AEDT, the “procedure steps” defining the standard profile may be modified to better match aircraft altitudes and speeds shown in radar data. For departures, the user must define the altitude, climb rate, and speed along the profile. For arrivals, the user must define the altitude and speed along the profile.

Data will be collected from the NAA that identifies aircraft departure and arrival profiles for a selection of aircraft operating at the airport. These data will be reviewed and modifications to certain AEDT standard profiles for specific aircraft may be identified, as necessary.

**Deliverable(s):** Summary text for inclusion in the draft report.

**Assumptions/NAA Responsibilities:**
- NAA to provide a link and login to the PlaneNoise, Vector, and InFlight system throughout the course of the project to allow efficient data download and analysis.
- NAA to assist in resolving any data gaps.
- Assumes that coordination of user defined profiles with FAA will not be required.

**Task 4.3: Existing Noise Exposure Levels (anticipated to be 2020 base year)**

*Description:* Using the baseline operations and fleet mix data developed in a previous task, the latest version of FAA's Aviation Environmental Design Tool (currently AEDT 2d) will be used to determine current aircraft noise exposure levels in the APF environs. Contours of equal exposure of the 55, 60, 65, 70 and 75 dB DNL will be calculated and overlaid on both large scale and small scale base mapping. DNL contours, when depicted on a land use base map, form the NEM. An NEM is a scaled, geographic depiction of an airport, its noise contours, and existing land uses in surrounding areas that comply with map scale and data requirements as specified in paragraphs A150.101, A150.103, A150.105, and 150.21 of 14 CFR Part 150. The official NEM will depict the 60, 65, 70, and 75 dB DNL contours. Narrative discussion of assumptions, input data, and the characteristics of the existing noise exposure pattern will also be prepared and presented in written form. The resulting contours will be provided by ESA for certification by NAA.

**Deliverable(s):** Summary text and graphics for inclusion in the draft report.

**Assumptions/NAA Responsibilities:**
- Assumes no airspace or operational changes or changes to model input assumptions once modeling effort has been initiated.

**Task 4.4: Future Noise Exposure Levels (anticipated to be 2025 five-year horizon)**

*Description:* Future year (currently anticipated to be 2025) DNL contours will be prepared based on the projected conditions, operations and fleet mix identified under a previous task. Contours of equal exposure of 55, 60, 65, 70 and 75 dB DNL will be calculated and overlaid on both large scale and small scale base mapping. The official NEM will depict the 60, 65, 70 and 75 dB DNL contours. Narrative discussion of assumptions, input data, and the characteristics of the existing noise exposure pattern will also be prepared and presented in written form. The resulting contours will be provided by ESA for certification by NAA.

**Deliverable(s):** Summary text and graphics for inclusion in the draft report.

**Assumptions/NAA Responsibilities:**
- Assumes no airspace or operational changes or changes to model input assumptions once modeling effort has been initiated.

**Task 4.5: Quantify Impacted Dwelling Units and Noise Sensitive Institutional Uses Inside 55 DNL Contour**

Dwelling units and noise sensitive land uses will be tabulated within each 5 dB contour range for 55 dB DNL and above contours. The results will establish the baseline conditions against which future alternative Airport operating and land use alternatives will be compared.
Deliverable(s): Summary text and graphics for inclusion in the draft report.

Assumptions/NAA Responsibilities:
• Assumes that noise sensitive use information was available in GIS format.

Task 4.6: Quantify Impacted Population by 5 DNL Contour Interval 55 DNL and Above
Impacts in terms of population will be calculated for 2020 and 2025 identifying the number of people situated within each 5 dB contour interval from 55 dB DNL to 75 dB DNL. This evaluation will be based on the 2020 and 2025 contours using geographic information system (GIS) software. The resulting impact totals will establish the baseline conditions against which future alternative airport operating and land use alternatives will be compared.

Deliverable(s): Summary text and graphics for inclusion in the draft report.

Assumptions/NAA Responsibilities:
• Assumes that population information was available in GIS format.

Task 4.7: Develop Supplemental Noise Contours
Description: To help communicate noise exposure and help inform the NCP process, up to four sets of supplemental contours will be developed. These contours will not be included in the main body of the report but may be included in an appendix noting that they are provided for information purposes and are not a part of the formal NEM documentation. Supplemental contours may include alternative metrics (single event, time above, number of events above, etc.), arrival only contours, departure only contours, etc. Dwelling units, noise sensitive uses and population within each set of contours will be quantified subject to available budget. The use of supplemental metrics and development of supplemental contours will be coordinated with the FAA.

Narrative discussion of assumptions, input data, and the characteristics of the noise exposure will also be prepared in written form.

Deliverable(s): Summary text and graphics for inclusion in the draft report.

Assumptions/NAA Responsibilities:
• Assumes no airspace or operational changes or changes to model input assumptions once modeling effort has been initiated.
• Analysis is limited to the available budget. More complex analyses may reduce the number of contour set modeled and the detail level of the related analyses.
Task 5: Prepare and Submit NEM Report

Task 5.1: Pre-Draft NEM Report

Description: Interim documentation, which will become the basis for chapters of the Draft NEM Report, will be developed at strategic points throughout the Study. As described above, the documentation will be refined and incorporated into a complete Pre-Draft NEM Report and along with supporting graphics and additional documentation required to meet the requirements of Part 150. A digital copy of the pre-draft APF NEM Report will be prepared for review by NAA.

Deliverable(s): One electronic copy of the Pre-Draft APF NEM Report.

Assumptions/NAA Responsibilities:
- NAA to provide consolidated review comments in track changes format.
- Assumes document produced in English only.
- Only digital versions of this document will be submitted.

Task 5.2: Preliminary Draft NEM Report

Description: Following the review and comment of the Pre-Draft by NAA, up to twelve (12) copies of a revised Preliminary Draft APF NEM Report will be prepared and reviewed by NAA and FAA.

Deliverable(s): One electronic copy, and up to twelve (12) printed copies of the Preliminary Draft APF NEM Report. Full-size NEM drawings will only be provided in the appendix for four (4) report copies. All other full-size NEM drawings will be provided on a thumb drive inserted in the appendix.

Assumptions/NAA Responsibilities:
- NAA and FAA to provide consolidated review comments in track changes format.
- Assumes document produced in English only.

Task 5.3: Draft NEM Report

Description: Upon completion of the review of the Preliminary Draft, changes will be incorporated and twenty (20) copies of the Draft NEM Report will be prepared for public and agency review. This includes preparation of the FAA NEM checklist and inclusion in the document appendix.

Deliverable(s): One electronic copy, and up to twenty (20) printed copies of the Draft APF NEM Report (seven full copies of the main report and appendices and thirteen copies of the main report with appendices on thumb drives). Full-size NEM drawings will only be provided in the appendix for up to seven (7) report copies. All other full-size NEM drawings will be provided on a thumb drive inserted in the appendix.

Assumptions/NAA Responsibilities:
- Assumes document produced in English only.
Task 5.4: Respond to Sponsor, Committee and Agency Review Comments

Description: Comments received on the Draft NEM Report from the public, NAA, TAC, and other agencies will be consolidated and incorporated into a final draft or responded to as appropriate. Conflicting comments will be discussed with NAA and the FAA as required to ensure resolution.

Deliverable(s): One master digital track changes version of the NEM Report that incorporates changes.

Assumptions/NAA Responsibilities:
- NAA to assist in ensuring comments are provided in timely manner.

Task 5.5: Final Draft NEM Report

Description: Upon completion of review of the Draft NEM Report and incorporation of review comments, ten (10) copies of the Final NEM Report will be provided to the NAA for its use and for submittal to the FAA.

Deliverable(s): One electronic PDF file, all word files and up to eight (8) printed copies of the Final Draft NEM report will be prepared. Full-size NEM drawings will only be provided in the appendix for up to three (3) report copies. All other full-size NEM drawings will be provided on a thumb drive inserted in the appendix.

Assumptions/NAA Responsibilities:
- NAA to provide consolidated review comments in track changes format.
- Assumes document produced in English only.

Task 5.6: Final NEM Report

Description: Upon completion of review of the Final Draft NEM Report by the FAA and incorporation of review comments, up to twenty (20) copies of the Final NEM Report will be provided to the NAA for its use and for submittal to the FAA. Upon FAA acceptance, the Final NEM report will be posted on the Project’s public website.

Deliverable(s): One electronic PDF file and up to twenty (20) printed copies of the Final APF NEM report (includes 5 copies for the FAA) will be prepared (seven full copies of the main report and appendices and thirteen copies of the main report with appendices on thumb drives). Full-size NEM drawings will only be provided in the appendix for up to three (3) report copies. All other full-size NEM drawings will be provided on a thumb drive inserted in the appendix.

Assumptions/NAA Responsibilities:
- Assumes document produced in English only.
Task 5.7: NEM Notice of Availability

Description: Upon FAA acceptance of the NEM’s, ESA will prepare a notice of availability to be published in a local newspaper by NAA three (3) times periodically during the subsequent months. The notice will be published in both English and one alternative language for a total of six (6) advertisements.

Deliverable(s): One electronic document for use in publishing the notice of availability of the NEM’s.

Assumptions/NAA Responsibilities:
- NAA to provide consolidated review comments in track changes format.

Task 6: Identify and Evaluate Noise Abatement Alternatives

Task 6.1: Examine Airport Plan Alternatives

Description: Alternatives associated with physical changes to the airport facility will be considered and if deemed to be reasonable, these will be evaluated in this Task, including a review of airport plan alternative recommendations from the previous Part 150 Study and the implementation status of those recommendations. Options to be considered will include such measures as runway/taxiway configurations, noise barriers, maintenance run-up activity locations, and threshold locations. Although changes are not expected as a result of the ongoing Master Plan, this will be verified during this task.

Deliverable(s): Summary text and graphics for inclusion in the draft report.

Assumptions/NAA Responsibilities:
- Assumes level of effort is consistent with hours budgeted.

Task 6.2: Examine Airport and Airspace Use Alternatives

Description: Operational alternatives associated with changes to airport and airspace use will be evaluated in this Task (changes in runway use and/or track location), including a review of any airport and airspace use alternative recommendations from the previous Part 150 Study and the implementation status of those recommendations. Operational alternatives will be addressed which could improve air traffic control opportunities, reduce noise exposure on residences and other noise-sensitive land uses situated off of the ends of the existing runways. Alternatives will be identified in conjunction with representatives of the NAA’s management and staff and ATCT personnel. The alternatives analysis will also address FAA identified requirements for analyzing operational alternatives under Part 150. Assumes up to five (5) different measures will be modeled as part of this task.

Deliverable(s): Summary text and graphics for inclusion in the draft report.

Assumptions/NAA Responsibilities:
- Assumes level of effort is consistent with hours budgeted.
Task 6.3: Examine Aircraft Operational Alternatives

Description: This task focuses on aircraft arrival and departure procedures, especially noise abatement departure profile options under AC 91-53A, and will include review of alternative aircraft operational recommendations from the previous Part 150 Study and the implementation status of those recommendations. RNAV procedure issues and opportunities will also be identified as part of this task. Assumes up to five (5) different measures will be modeled as part of this task.

Deliverable(s): Summary text and graphics for inclusion in the draft report.

Assumptions/NAA Responsibilities:
- Assumes level of effort is consistent with hours budgeted.
- Certain measures may require significantly more effort to model than others and impact the overall number of measures modeled within the limitations of the budget.

Task 6.4 Evaluate Feasibility, Costs and Benefits of Airport, Airspace, and Operations Alternatives

Description: Using the scenarios resulting from Tasks 6.1 through 6.4, contours for 55, 60, 65, 70, and 75 dB DNL will be developed. Each alternative will be evaluated using the following evaluation factors:

- Reduction in the number of residences and number of noise-sensitive non-residential uses within the 55 dB DNL contour and higher shown in 5 dB increments.
- Cost and ability to implement (flight/fuel consumption, construction, maintenance and staffing).
- Safety, capacity, and delay.
- Qualitative evaluation of Airspace/Air Traffic Control (ATC) capability through discussions with FAA's ATC personnel.
- Consistency with existing Airport Policies and other federal, state, and local statutes.
- Summary presentation in matrix format of the operational benefits (reduction in non-compatible land uses, reduction in population affected etc.) and costs involved in the alternative procedures (fuel costs, capital expenditure requirements, etc.).
- Ability to monitor conformance with each alternative procedure.

Based on the results of the analysis and consultation with the NAA, the recommended alternatives will be combined and up to two AEDT runs will be developed for the future 2025 conditions. The noise abatement benefits of the combined recommended procedures will be identified.

Deliverable(s): Summary text and graphics for inclusion in the draft report.
Assumptions/NAA Responsibilities:
• Assumes level of effort is consistent with hours budgeted.
• NAA to provide input on alternatives screening criteria.

Task 6.5: **Describe Implementation Issues for Noise Abatement Alternatives**
Description: An overview of the actions which will be needed to implement the recommended operational noise abatement program will be prepared. These may include:

• Aircraft operational management policies,
• Tower letters of agreement,
• Notices to Airmen,
• Implementation schedule,
• Funding requirements,
• Other documents needed for implementation.

In addition, the responsible entity for implementing each operational procedure will be identified and a schedule for implementation will be provided.

The detailed written agreements/notifications, etc., would be prepared during the implementation of recommendations following FAA approval and are not included in this scope.

Deliverable(s): Summary text and graphics for inclusion in the draft report.

Assumptions/NAA Responsibilities:
• Assumes level of effort is consistent with hours budgeted.

Task 7: **Identify and Evaluate Compatible Land Use Alternatives**

Task 7.1: **Examine Corrective Strategies to Resolve Existing Land Use Incompatibilities**
Description: Corrective strategies are those that can be implemented to mitigate the impact of aircraft noise on existing incompatible uses (such as schools, residences, places of worship). The existing land uses to be addressed represent those land uses considered to be incompatible with noise levels based on FAA and City of Naples guidelines. These guidelines state that residential land uses and other noise sensitive land uses may not be compatible within noise levels of 60 DNL and higher. Types of corrective land use changes include: property acquisition, redevelopment strategies and sound insulation of incompatible noise sensitive structures. Specific areas to be considered for mitigation measures will be identified graphically. This effort will be limited to areas within the 2025 60 DNL contour and its immediate proximity.

Deliverable(s): Summary text and graphics for inclusion in the draft report.

Assumptions/NAA Responsibilities:
• Assumes level of effort is consistent with hours budgeted.

Task 7.2: Examine Preventive Strategies to Discourage Future Land Use Incompatibilities

Description: Preventative strategies are those that discourage future land use incompatibilities. These actions are associated with changes in policy or in the implementation of plans and affiliated ordinances to preclude the establishment of new incompatible land uses in areas experiencing noise in excess of the 60 DNL level. ESA will review any preventive strategy recommendations from the 1997 Part 150 Study and document the status of those recommendations regarding implementation. ESA will also examine the applicability of future preventative strategies to discourage future land use incompatibilities to meet the requirements of Part 150. This effort will be limited to areas within the 2025 55 DNL contour and its immediate proximity.

Alternatives explored and related meetings under this task will be subject to the limitation of available budget.

Deliverable(s): Summary text and graphics for inclusion in the draft report.

Assumptions/NAAA Responsibilities:
• Assumes level of effort is consistent with hours budgeted.

Task 7.3: Evaluate the Feasibility, Costs, and Benefits of Land Use Policies

Description: This task will evaluate alternatives identified in task 7.1, 7.2, and 7.3. Evaluation criteria for land use related actions will be derived with input from the land use technical committee and are anticipated to include:

• Land use compatibility with noise exposure level,
• Compatibility with physical features of the environment,
• Compatibility with existing or future needs,
• Compatibility with community development goals such as housing, recreation, historic, or open space, and
• Compatibility with other airport requirements.

More specific criteria for evaluating land use policies may include:

• Degree of noise reduction for sensitive land uses such as schools, residences, and hospitals,
• Cost of implementation and available funding,
• Effect on community tax base,
• Effect on neighborhood social and economic fabric,
• Effect on balance of land use in the area, and/or
• Relation of various land use strategies to the Part 150 program as a whole.

Deliverable(s): Summary text for inclusion in the draft report.
Assumptions/NAA Responsibilities:
- Assumes level of effort is consistent with hours budgeted.
- NAA to provide input on alternatives screening criteria.

Task 7.4: **Describe Implementation Issues for Each Land Use Strategy**

**Description:** An overview of the actions which will be needed to implement the recommended land use strategies will be prepared. These may include:

- Comprehensive Plan Amendments,
- Overlay zoning changes,
- Land use ordinance modification,
- Property acquisition,
- Redevelopment techniques
- Sound insulation/avigation easement purchase program modifications.

Each action will be identified in terms of:

- The responsible agency,
- The nature of that responsibility, and
- The actions that must be taken to initiate implementation.

A schedule for implementing each action, including both beginning and ending years, will be defined in consultation with NAA staff. Estimated costs for implementing each action will be calculated and potential sources of funds to defray these costs will be identified. This task will take into consideration that the NAA has no land use authority, while meeting the Part 150 requirements.

This task does not include implementation of identified actions. These would be prepared under a separate scope of services subsequent to FAA review.

**Deliverable(s):** Summary text for inclusion in the draft report.

Assumptions/NAA Responsibilities:
- Assumes level of effort is consistent with hours budgeted.

Task 8: **Identify and Evaluate Administrative Measures**

Task 8.1: **Identify Administrative Measures & Responsibilities**

**Description:** This task focuses on reviewing various administrative measures including those related to implementing the noise program and maintaining a noise office, a noise roundtable, a noise comment line or website, a best practices user recognition program, and other administrative measures that assist in improving noise awareness or interactions with the community. This task will also identify the affiliated responsible parties for each of the measures that are defined.
Deliverable(s): Summary text for inclusion in the draft report.

Assumptions/NAA Responsibilities:
- Assumes level of effort is consistent with hours budgeted.

**Task 8.2: Identify the Feasibility, Costs, and Benefits of Administrative Measures**

**Description:** For each of the alternative administrative measures identified in Task 8.1, the benefits, costs, and feasibility will be identified.

Deliverable(s): Summary text for inclusion in the draft report.

Assumptions/NAA Responsibilities:
- Assumes level of effort is consistent with hours budgeted.
- NAA to provide input on alternatives screening criteria.

**Task 8.3: Describe Implementation Considerations for Administrative Measures**

**Description:** An overview of the actions which will be needed to implement the recommended administrative measures will be prepared.

- Implementation schedule,
- Responsible parties,
- Performance measures,
- Staffing/Funding requirements, and
- Other documents needed for implementation.

In addition, the responsible entity for implementing each will be identified.

Deliverable(s): Summary text for inclusion in the draft report.

Assumptions/NAA Responsibilities:
- Assumes level of effort is consistent with hours budgeted.

**Task 8.4: Define Estimated Cost of Noise Compatibility Implementation/Administration**

**Description:** A successful noise compatibility program requires dedication and effort on the part of the NAA staff to ensure the program elements are successfully implemented. NAA has the current responsibility for working with the FAA and operators at the Airport to establish and implement the NCP. As needed, the NAA may assign staff to assist in this effort and should implement and manage the recommendations from this Study Update because of their familiarity with the development and implementation of the existing NCP. As a result, there are a series of ongoing costs related to the implementation and administration of the NCP. This task will estimate those costs.
Deliverable(s): Summary text for inclusion in the draft report.

Assumptions/NAA Responsibilities:
• Assumes level of effort is consistent with hours budgeted.

Task 9: Prepare and Submit NCP Documentation

Task 9.1: Prepare and Present Pre-Draft NCP Report
Description: Documentation developed in Tasks 6 through 8 will become the basis for the chapters of the APF NCP Report. The APF Pre Draft NCP Report will be prepared consistent with the requirements of Part 150. A digital copy of the pre-draft APF NCP Report will be prepared for review by NAA. Based on the input received in response to the draft recommendations, the final Noise Compatibility Program recommendations will be made. This task is limited to the available budget and will include development of a consolidated action plan for implementation, enforcement, monitoring, and review of the APF NCP. This will also include the recommended procedures to implement each measure, responsible entities for implementing each measure, and schedules for implementing each measure.

Meetings/ESA Team Participants: 1 meeting/ 5 members of ESA Team

Deliverable(s): Up to seven (7) printed copies of the Pre-Draft report and presentation materials.

Assumptions/NAA Responsibilities:
• NAA to assist in meeting coordination and scheduling and material review.
• NAA to provide meeting venue.
• NAA and FAA to provide consolidated review comments in track changes format.
• Assumes document produced in English only.

Task 9.2: Prepare the Preliminary Draft NCP Report
Description: Following review and comment on the Pre-Draft by the NAA, changes will be incorporated and up to twelve (12) printed copies of a revised Preliminary Draft APF NCP Report will be prepared for review by NAA and FAA.

Deliverable(s): One electronic copy, and up to twelve (12) printed copies of the Preliminary Draft APF NCP Report along with the MS Word files.

Assumptions/NAA Responsibilities:
• NAA and FAA to provide consolidated review comments in track changes format.
• Assumes document produced in English only.
Task 9.3: Prepare the Draft NCP Report

Description: Upon completion of the review of the Pre-Draft, up to twenty (20) printed copies of the Draft Part 150 NCP Report will be prepared and made available for public review at least 30 days prior to the Public Hearing. Copies of the document will be placed in publicly accessible locations (such as libraries) and posted electronically on the project public website. The Draft will also be submitted to the FAA. A notice will be developed by ESA in Task 2.11 indicating the availability of the Draft NCP Report and the time and date of the Public Hearing. The public comment period will remain open for two (2) weeks after the date of the Public Hearing.

Deliverable(s): Public notice of availability in electronic format. Up to Twenty (20) printed copies of the Draft report (seven full copies of the main report and appendices and thirteen copies of the main report with appendices on thumb drives). One electronic PDF file of the Draft Part 150 NCP Report will be provided along with the MS Word files.

Assumptions/NAA Responsibilities:
- NAA and FAA to provide consolidated review comments in track changes format.
- Assumes document produced in English only.

Task 9.4: Review and Respond to Sponsor, Stakeholder, and Agency Comments on Draft

Description: Comments received on the Draft NCP Report from NAA, TAC and other agencies will be consolidated and incorporated into a final draft or responded to as appropriate. Changes resulting from public comments received in Task 2.12 during the public hearing will also be compiled into the revised master. Conflicting comments will be discussed with NAA and the FAA as required to ensure resolution.

Deliverable(s): Compilation of comments provided by NAA, TAC and other agencies throughout the NCP process and development of responses as appropriate.

Assumptions/NAA Responsibilities:
- NAA to assist in ensuring comments are provided in timely manner.

Task 9.5: Prepare Draft Final NCP Report for FAA Review

Description: After completion of the Public Hearing, corrections to text and graphics will be made and a Final Draft NCP Report will be prepared. The Final Draft will include the public hearing transcript, public comments and associated responses. Up to twelve (12) copies of the Final Draft document will be submitted to NAA and the FAA for preliminary review. Comments on the Final Draft will be incorporated into a Revised Final Draft and up to ten (10) copies of the Revised Final Draft document will be submitted to NAA and the FAA for final review.

Deliverable(s): Up to ten (10) copies of the Final Draft NCP Report and up to an additional ten (10) copies of a Revised Final Draft NCP Report. One electronic PDF file each of the Final Draft NCP Report and Revised Final NCP Report will be provided along with the MS Word files.

Assumptions/NAA Responsibilities:
• Assumes document produced in English only.
• NAA and FAA to provide consolidated review comments in track changes format.

Task 9.6: Publication of the Final Report
Description: Upon receipt and incorporation of the FAA comments on the Revised Final NCP Report, up to twenty (20) copies of the Final Report will be issued for NAA use and for final review and determination by the FAA. Upon receipt of the Record of Approval (ROA) from the FAA, an additional ten (10) copies will be printed incorporating the FAA’s ROA.

Deliverable(s): Up to Twenty (20) copies of the Final NCP Report incorporating FAA comments (seven full copies and thirteen main body with appendices on thumb drives). One electronic PDF file of the Final Draft Part 150 NCP Report will be provided along with the MS Word files. Up to ten (10) Copies of the Final NCP Report incorporating the FAA Record of Approval.

Assumptions/NAA Responsibilities:
• Assumes document produced in English only.
• Assumes no additional comments from the FAA.

Task 10: Project Management/Coordination

Task 10.1: Project Management
Description: The Part 150 Study will be actively managed to ensure the project stays on track. These efforts may include, but are not limited to tracking project milestones and updating the project schedule, preparing quarterly status reports for the FAA, and preparing monthly invoices and progress reports.

Deliverable(s): Schedule, status reports and milestone tracking.

Assumptions/NAA Responsibilities:
• NAA will assist in timely completion of the project by providing responsive information and feedback throughout the course of the project.

Task 10.2: Project Team Meetings
Description: To ensure that the Part 150 Study progresses on schedule, the ESA Team will conduct internal team meetings and working group meetings. These meetings will be conducted on a recurring basis throughout the duration of the project. During the meetings, the team members will review current deliverables and deadlines and identify potential challenges.

Meetings/ESA Team Participants: 3 meetings/ 5 members of ESA Team
30 calls/ 5 members of ESA Team

Deliverable(s):
Assumptions/NAA Responsibilities:
- N/A

Task 10.3: Quality Assurance and Control

Description: The Part 150 Study is a complex project with many moving parts. ESA’s Quality Assurance/Quality Control (QA/QC) process will be implemented for work products; making sure documents, data, and coordination between team members adhere to ESA’s rigorous standards. This includes review of project elements by staff not connected to the project to ensure that the work products are straight forward and easy to understand by the general public.

Deliverables: Editorial and technical review of each element of the Part 150 Study.

Assumptions/NAA Responsibilities:
- NAA to comment as appropriate throughout the course of the Part 150 Study. Assist in resolving potential conflicts or issues identified during the QA/QC review process.

Task 10.4: APF Part 150 Project Close Out

Description: To ensure that all of the project files (the NCP Report, PowerPoint Files, GIS Shape Files, AutoCAD files, AEDT Study Files, etc.) are transferred to the NAA, ESA will schedule and lead a telephonic project close out meeting with key NAA staff. ESA will prepare and circulate a project close out punch list and will incorporate the NAA’s additions prior to the meeting. To the greatest extent possible, all of the project files will be transferred to the NAA prior to the project close out meeting. During the meeting, the punch list will be reviewed and delivered items will be checked off. A schedule will be established for delivering any remaining project files to the NAA prior to the NAA’s final payment.

Meetings/ESA Team Participants: 1 call/ 4 members of ESA Team

Deliverable(s): Pre-close out meeting coordination and scheduling. Close out punch list, meeting agenda, and summarized meeting notes with final delivery schedule. Delivery of all project file digital information.

Assumptions/NAA Responsibilities:
- NAA to participate in call and punch list process.
## Summary of Meetings

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