Corrected Minutes
August 15, 2019
Regular Meeting

A. ROLL CALL

Meeting was called to order by Chair Messer at 8:30 a.m. in the Council Chambers at City Hall.

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

Staff and Authority Counsel present were Mr. Rozansky, Mr. Owens, Ms. Terrill, Mr. Frost, Mr. Keith, Mr. Warriner, Mr. Jefferson, Ms. LeDuc, Mr. Hushek, Mr. Seber, Ms. Frank and Ms. Menard.

B. PLEDGE OF ALLEGIANCE

Chair Messer led the Pledge of Allegiance.

C. AGENDA

There were no changes to the agenda.

D. MINUTES

1. June 20, 2019 Regular Meeting

Commissioner Rideoutte moved approval of the June 20, 2019, Regular Meeting minutes. Commissioner Dustin seconded. Motion passed unanimously 5-0.

E. PRESENTATIONS AND TIME CERTAIN ITEMS

1. NATA Future Leader Award, Mike Hushek

Chair Messer announced that FBO Manager Mr. Mike Hushek was the recipient of the National Air Transportation Association (NATA) Future Leader Award. She said that the annual award is presented by NATA to an individual who has shown outstanding promise, passion and professionalism within the general aviation community.

2. NATA Certified Line Service Professional Award, Scott Seber

Chair Messer announced that Airport Duty Officer, Mr. Scott Seber, was the recipient of NATA's 5th Annual Safety 1st Certified Line Service Professional for demonstrating his positive impact on safety, service and business success.

She congratulated Mr. Hushek and Mr. Seber who were two of five recipients chosen by NATA amongst a national pool of candidates.

3. Employee of the Quarter, Cathy Frank

Chair Messer announced Ms. Cathy Frank, Customer Service Representative, as the Employee of the Quarter. She congratulated Ms. Frank for her positive attitude, commitment to customer service,

assistance in selecting the X1 FBO system and her effort to help incorporate new uniforms for the customer service staff.

F. PUBLIC COMMENTS

There were no public comments.

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

1. **Authorize the Executive Director to Execute an Assignment, Assumption and Amendment of Leasehold Agreement between 3350 Westview Drive, LLC, Patriot Way Condominium Association, Inc. and the Authority**

Ms. LeDuc requested Board approval for the Executive Director to execute an Assignment, Assumption and Amendment of Leasehold Agreement between 3550 Westview Drive, LLC, Patriot Way Condominium Association, Inc. and the Authority. She provided a brief summary of the 30-year land lease that the Authority entered into on June 14, 2017 with 3550 Westview Drive, LLC for the construction and operation of aircraft hangar condominium units. As permitted by the lease, she said that the tenant intends to convert the recently completed premises into a condominium form of ownership following the closing of the first sale. She requested the Authority's consent to assign the land lease to Patriot Way Condominium Association and amend the expiration date of the Leasehold Agreement to 30 years from the date the first deed of conveyance to a purchaser of a condominium unit is recorded.

Commissioner Rideoutte moved approval for the Executive Director to execute an Assignment, Assumption and Amendment of Leasehold Agreement between 3550 Westview Drive, LLC, Patriot Way Condominium Association, Inc. and the Authority. Vice Chair Lenhard seconded. Motion passed unanimously 5-0.

2. **Authorize the Executive Director to Execute a Professional Services Agreement with ITVantage, LLC for Information Technology Services.**

Ms. Terrill requested Board authorization for the Executive Director to execute a Professional Services Agreement with ITVantage, LLC for Information Technology Services. She said that at the June 20, 2019 Regular Meeting, the Consultant Selection Committee rankings of a consultant for information technology support services were approved. Following that approval staff negotiated a scope of work and fee schedule with ITVantage for an initial term of five years with an extension of up to an additional five years. She pointed out that the effective date would be August 15, 2019, and the agreement provides for a 30-day termination at the discretion of the Authority. She said that our agreement with our current service provider expires September 14th, and this would allow for a smooth transition to the new firm.

Chair Messer requested clarification of the fee arrangement. Mr. Rozansky explained that the cost will be approximately $10,600/month which is roughly the same as what we are paying now but the base rate could vary from month to month depending on the number of employees or number of devices managed.

In response to Commissioner Dustin's question regarding ITVantage's assessment of the adequacy of our IT systems, Mr. Rozansky stated that the terms of the agreement were just reached and ITVantage has only provided a handful of observations with a more detailed analysis forthcoming.

Vice Chair Lenhard moved approval for the Executive Director to execute a Professional Services Agreement with ITVantage, LLC for Information Technology Services as presented by Ms. Terrill. Commissioner Brousseau seconded. Motion passed unanimously 5-0.

3. **Board Approval of Revisions to the Please Fly Safe Fly Quiet Campaign Tagline and Curfew Operations Letter**

Ms. Terrill requested Board approval of revisions to the Please Fly Safe Fly Quiet (FSFQ) campaign tagline and curfew operations letters which were approved by the Noise Compatibility Committee members at their June 27th meeting. She reviewed the recommended changes which included two new curfew letters – one for infrequent and one for frequent "violators" with a stronger message. She reviewed the proposed update to the FSFQ tagline, utilizing the words, "Quiet Hours" rather than using the words, "Avoid Flying." She noted that staff worked with the Authority's on-call consultant, ESA, to revise the messaging.

Commissioner Dustin moved approval of the revisions to the Please Fly Safe Fly Quiet campaign tagline and curfew operations letters as presented by Ms. Terrill. Vice Chair Lenhard seconded. Motion passed unanimously 5-0.

4. **Amend the Professional Services Agreement with Atkins for Aircraft Rescue and Fire Fighting Construction Phase Services in the Amount Not to Exceed $171,067**

Mr. Keith requested Board approval for the Executive Director to amend the existing agreement with Atkins for the Aircraft Rescue and Fire Fighting (ARFF) station construction phase services in the amount not to exceed $171,067. He said the Board previously approved the design, bidding and permitting of the ARFF station and now that construction has begun, staff is requesting approval for an agreement to review submittals, request for information, periodic inspections to ensure compliance with the contract and final closeout documents that will need to be submitted to Florida Department of Transportation. Mr. Keith stated that upon approval, staff will notify the consultant and contractor of the requirements of the contract so they both understand how the construction phase services and inspections will be conducted. Mr. Keith stated that the total authorized project cost to date is $5,585,351, and construction phase services have been anticipated in the FY 2019 and FY Draft 2020 budgets.

Commissioner Rideoutte moved approval for the Executive Director to execute an amendment with Atkins for Construction Phase Services in an amount not to exceed $171,067. Commissioner Brousseau seconded. Motion passed unanimously 5-0.

5. **Execute a Contract with Crawford Landscaping for North Road Berm Landscaping and Irrigation Installation in an amount not to exceed $78,028.00**

Mr. Keith requested Board approval for the Executive Director to execute a contract with Crawford Landscaping for the North Road berm landscaping and irrigation installation in an amount not to exceed $78,028. As part of the ARFF construction, Mr. Keith stated that we anticipated a separate line item in the budget for adding landscaping and irrigation to the reconfigured middle berm along North Road. He said the middle berm was planned to be used as site fill material for the ARFF station, and the middle berm would be reshaped and landscaped similarly to the area by the observation deck. He added that using on-site fill saved us over $200,000. Mr. Keith stated that the dirt was excavated originally from

the water project along Airport Road and was stockpiled on North Road and anticipated to be used as fill for other projects.

He said that the berm project was advertised on July 22nd with a bid date of August 9th, and two bids were received with Crawford Landscaping being the lowest bidder. The project includes installation of landscape plants, sod, mulch, replacement of the existing irrigation system and a 5% contingency added for unknown rock that may be in the berm.

Vice Chair Lenhard moved approval for the Executive Director to execute a contract with Crawford Landscaping for the North Road berm landscaping and irrigation installation in an amount not to exceed $78,028. Commissioner Dustin seconded. Motion passed unanimously 5-0.

6. **Executive Director's Annual Review**

Chair Messer requested Board discussion, comments or questions regarding Mr. Rozansky's annual review for the period August, 2018 to July, 2019.

Chair Lenhard said that after completion of the performance review, he received an email from Mr. Rozansky regarding the performance review scale, outlining the explanation of the performance ratings from 1 – 5 and the merit increase percentage associated with each rating. After a review of the rating he gave to the Executive Director, Vice Chair Lenhard said he then compared it with the scale for a merit increase and stated that he would have scored the performance review higher as he believed that a true reflection of Mr. Rozansky's performance was a rating of 4 (Performance consistently exceeds expectations and quality of work is excellent). He added that the Commissioners' combined average performance rating of 3.66 would equal a 2.66% increase. Rather than redo his performance review of Mr. Rozansky, Vice Chair Lenhard suggested that the merit increase be rounded up to 3%.

Commissioner Dustin said that he would support Vice Chair Lenhard's suggestion.

Commissioner Rideoutte said that he would not be against supporting Vice Chair Lenhard's suggestion.

Because Chair Messer provided higher ratings than all the other Board members, she said she felt compelled to review examples of where Mr. Rozansky exceeded expectations this year and the initiatives he has undertaken. She stated that as the Board Chair, she has more exposure working with the Executive Director and wished the public to understand why she provided the exceptional ratings.

There was discussion regarding the evaluation and the opportunity to provide a fair and equitable review that takes place under the Sunshine laws. Commissioner Rideoutte commented that it would have been helpful to share all the Commissioners' evaluations in advance of today's meeting. Mr. Owens said that individual reviews were not circulated prior to this meeting in order to avoid any potential criticism under the Sunshine Law. Commissioner Brousseau concurred with Mr. Owens' advice on the matter. Mr. Owens added that if the Board would like to promote a thorough discussion on any issue, a publicly noticed meeting could take place.

Commissioner Dustin moved approval of the Executive Director's review for the period August, 2018 to July, 2019 with an average rating of 3.66. Commissioner Rideoutte seconded. The motion passed unanimously 5-0.

Vice Chair Lenhard moved approval to provide a 3% merit increase for the Executive Director. Commissioner Dustin seconded. The motion passed unanimously 5-0.

7. **Authority Counsel's Annual Review pursuant to Article IV, Section 3, of the Bylaws**

Mr. Rozansky provided introductory comments regarding the Authority Counsel's annual review and stated that the Bylaws were amended on September 20, 2018 to reflect the performance of the entire firm and services provided. He said that a revised performance review form was distributed to the Board along with the Executive Director's review which included feedback from other staff members for Board consideration. Mr. Rozansky reported that from all the Commissioners' reviews, the firm received a satisfactory scoring. He added that Bond Schoeneck and King under the leadership of Mr. Owens continues to act not just as legal counsel but as a business partner and an extension of our team.

Mr. Rozansky stated that Authority Counsel has offered to maintain the same hourly rate of $304.00 for FY 2020. He requested Board acceptance of Authority Counsel's review.

Commissioner Dustin moved acceptance of the Authority Counsel's annual review as presented by Mr. Rozansky. Commissioner Brousseau seconded. Motion passed unanimously 5-0.

On behalf of his firm, Mr. Owens added that it is a pleasure, an honor and privilege to continue to serve as Authority Counsel.

H. NEW BUSINESS

1. **Advertise a Request for Qualifications for Professional Services for Air Traffic Control Tower Improvements**

Mr. Keith requested Board approval to advertise a Request for Qualifications (RFQ) for Professional Services for Air Traffic Control Tower (ATCT) Improvements. He stated that the existing facility is over 25 years old. He said that usable space on the first six floors is 90 square feet, and the usable space of the Tower cab itself is 135 square feet, as opposed to 258 square feet on a typical new tower. He reviewed ways in which the Tower could be reused, repurposed and replaced with updated equipment and more efficient layouts of cabinets. Additionally, the approval would include exploring the feasibility of adding a base building for noncritical functions. Mr. Keith said that the renovation would provide for a safer and more efficient use of the ATCT for an additional 5-10 years with a projected cost of $1 million. The RFQ would include construction phase services, and the Consultant Selection Committee would convene to interview and rank qualified firms.

Mr. Rozansky said that the project will be 100% NAA funded. Mr. Keith added that he will be working with the FAA to provide a temporary tower that would allow shutting down the existing tower for approximately 30-60 days to perform the work.

There was discussion regarding a complete replacement of the Tower. Mr. Rozansky stated that a new Tower will be factored into the long term capital improvement plan as part of the Master Plan Update because it is a much more involved process at a projected cost of $7 to $8 million.

Commissioner Rideoutte moved approval for the Executive Director to advertise a Request for Qualifications for professional services including design, bidding, construction phase services and

closeout for certain ATCT improvements. Vice Chair Lenhard seconded. Motion passed unanimously 5-0.

2. **T-Hangar Rates and Charges Update**

In order to determine the status of rental rates at Naples Airport in relation to our market, Ms. Leduc reported that the Authority engaged the firm of Slack Johnston and Magenheimer (SJM) to prepare an appraisal of the fair market rents for various airport properties to be used in establishing future rates and charges at the Airport. She noted that in cases where there are significant differences between current rents and market rents, staff intends to phase in rent adjustments over a multi-year period beginning in FY 2020. She introduced Mr. Andrew Magenheimer of SJM who provided a background of his firm and presented a summary of their process and conclusions related to fair market rents for several aeronautical properties at the Naples Airport including the Authority-owned t-hangar and shade hangar buildings. Mr. Magenheimer recommended that the Authority increase the rental rates so that they are in line with market rates.

A question and answer period followed.

Mr. Rozansky said that the proposed rents for the next year will be communicated in writing to our tenants at the end of August and the effective rates would take effect October 1st.

I. OLD BUSINESS

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

Chair Messer provided an update of the NCC Regular Meeting of June 27, 2019 and an update regarding the FAA's announcement that they will fund $600,000 to update the NAA's Part 150 Noise Study over a two-year period.

She announced that the next Regular Meeting of the NCC is scheduled for Thursday, October 31st, at the Airport Office Building at 9 a.m. and she encouraged the public to attend.

J. LEADERSHIP TEAM REPORT

1. **Leadership Team Report**

In response to Commissioner Dustin's question regarding the City of Naples Fire Rescue Quarterly Report, Mr. Rozansky clarified that "Assist Invalid" means medical assistance for someone boarding or deplaning an aircraft.

On page 1 of the Leadership Team Report regarding the Florida Airports Council annual conference, Commissioner Rideoutte applauded staff's attendance at the conference. He added that it is a great opportunity to learn informally with their counterparts around the State.

Also on page 1, Commissioner Rideoutte requested when the Mobile Aircraft Trainer would be delivered. Mr. Frost said that it would arrive for the upcoming Full-Scale Emergency Exercise that will be held at Naples Airport on October 16th. Commissioner Rideoutte requested an invitation to observe the exercise, and Mr. Rozansky stated that invitations will be sent to Board members.

K. FINANCIAL REPORTS

1. Financial Summary

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

Mr. Warriner reported that Hurricane Irma claims have been settled with our insurance company, and we are expecting a check within the next day or two. He said the claim was for $1.9 million and after our $400,000 deductible, the Authority will net $1.5 million.

Following the unfortunate incident that happened with a cyber attack on the City of Naples, Mr. Warriner stated that our own internal controls were reviewed, and new procedures were implemented to strengthen our financial controls.

Commissioner Rideoutte moved acceptance of the July Financial Summary. Commissioner Dustin seconded. Motion passed unanimously 5-0.

2. August Draft - FY 2020 Operating and Capital Expenditures Budget

Mr. Warriner stated that since the draft budget was presented in June, there have been two more months of actual results with more time for review. He highlighted the changes from the June draft and presented the August draft FY 2020 budget summary, Participatory and Non-Participatory Projects in the draft FY 2020 capital budget and the draft FY 2020 appropriation for expenditures and reserves.

Mr. Warriner stated that the final FY 2020 budget will be presented for approval at the September Regular Meeting.

A question and answer period followed.

L. COUNSEL'S REPORT

1. Counsel's Report

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

M. PUBLIC COMMENTS (5-minute limit)

There were no public comments.

N. CORRESPONDENCE/COMMISSIONER COMMENTS & REQUESTS/MEETINGS

Commissioner Brousseau commented regarding the Authority's positive cash position and suggested that consideration be given to where those funds came from and perhaps passing it on to those people. There was discussion regarding the waiting list at the airport, the anticipated capital projects over the next few years and decreased levels of participatory funding from FAA and FDOT. Mr. Rozansky stated that the Authority will be very conservative with rent increases over a multi-year approach, and staff will

be monitoring the wait list closely. He added that the Authority will have to pay for some of the capital projects itself.

O. ADJOURN

With no further business, the meeting adjourned at 10:22 a.m.

Christopher A. Rozansky
Secretary

NOTE: Printed copies of all visual presentations and handouts are on file in the Executive Assistant's Office.

CITY OF NAPLES AIRPORT AUTHORITY (NAA)
Board of Commissioners
Notice of Regular Meeting

Naples AIRPORT AUTHORITY
Celebrating 50 YEARS | 1969-2019

FINAL AGENDA

City Hall Council Chambers
735 Eighth Street South
Naples, FL 34102

Thursday, August 15, 2019
8:30 a.m.

Commissioner Donna M. Messer – Chair and NCC Liaison
Commissioner Michael Lenhard – Vice Chair and Consultant Selection Committee Chair
Commissioner James Rideoutte – Audit Committee Chair, Consultant Selection Committee Member
Commissioner Ted Brousseau – Legal Liaison
Commissioner Kerry C. Dustin, Audit Committee Member
Executive Director: Christopher A. Rozansky
Authority Attorney: William L. Owens, Esq. of Bond, Schoeneck & King, PLLC

Welcome. If you wish to address the Board of Commissioners regarding an item listed on the Agenda, please complete a Speaker Registration form (available at the rear of the room) and hand it to the Executive Assistant prior to consideration of that item. We ask that speakers limit comments to 5 minutes and that large groups name a spokesperson whenever possible. All written, audio-visual, and other materials distributed to the Board or staff during this meeting will become the property of NAA and will be a public record. Thank you for your interest and participation.

NOTICE

Formal action may be taken on any item listed on the Agenda below, or added to the Agenda before or during the meeting, or discussed during the meeting without being added to the Agenda. Also, the sequence of items may be changed as the meeting progresses.

Any person who decides to appeal a decision of this Board with respect to any matter considered at this meeting (or hearing) will need a record of the proceeding and may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be heard.

Any person with a disability requiring auxiliary aids or services in order to participate in this proceeding for meetings at the City Council Chamber may call the City Clerk's Office at 213-1015, or for meetings at the Airport Office Building, the NAA Executive Assistant's Office at 643-0733, with requests at least two business days before the meeting.

Information on Action Items and other items which has been provided in advance of this meeting may be inspected at the office of the Executive Assistant, General Aviation Terminal Building, 2nd Floor, 160 Aviation Drive North. Minutes of this meeting will be prepared for Board approval, usually at the next Regular Meeting.

A. ROLL CALL

B. PLEDGE OF ALLEGIANCE

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

D. MINUTES

1. June 20, 2019 Regular Meeting

E. PRESENTATIONS AND TIME CERTAIN ITEMS

1. NATA Future Leader Award, Mike Hushek
2. NATA Certified Line Service Professional Award, Scott Seber
3. Employee of the Quarter, Cathy Frank

F. PUBLIC COMMENTS ON GENERAL TOPICS NOT ON THE CURRENT AGENDA

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

1. Authorize the Executive Director to Execute an Assignment, Assumption and Amendment of Leasehold Agreement between 3350 Westview Drive, LLC, Patriot Way Condominium Association, Inc. and the Authority
2. Authorize the Executive Director to Execute a Professional Services Agreement with ITVantage, LLC for Information Technology Services.
3. Board Approval of Revisions to the Please Fly Safe Fly Quiet Campaign Tagline and Curfew Operations Letter
4. Amend the Professional Services Agreement with Atkins for Aircraft Rescue and Fire Fighting Construction Phase Services in the amount Not to Exceed $171,067
5. Execute a contract with Crawford Landscaping for North Road Berm Landscaping and Irrigation Installation in an amount not to exceed $78,028.00
6. Executive Director's Annual Review
7. Authority Counsel's Annual Review pursuant to Article IV, Section 3, of the Bylaws

H. NEW BUSINESS

1. Advertise a Request for Qualifications for Professional Services for Air Traffic Control Tower Improvements

2. T-Hangar Rates and Charges Update

I. OLD BUSINESS

1. Noise Compatibility Committee Update

J. LEADERSHIP TEAM REPORT

1. Leadership Team Report

K. FINANCIAL REPORTS

1. Financial Summary

2. August Draft - FY 2020 Operating and Capital Expenditures Budget

L. COUNSEL'S REPORT

1. Counsel's Report

M. PUBLIC COMMENTS (5 minute limit)

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O. ADJOURN