Minutes
December 19, 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. Keith, Mr. Frost, Mr. Warriner, Mr. Jefferson, Ms. Sarcona, Ms. Bradbury, Mr. Hodges, Ms. Piett and Ms. Menard.

B. PLEDGE OF ALLEGIANCE

Chair Messer led the Pledge of Allegiance.

C. AGENDA

Mr. Rozansky announced the following changes to the agenda:

- Under I. Old Business, Item No. 2, Updated Development Concept by Naples Jet Center for North Quadrant Parcel 1, was moved to E. Presentations and Time Certain Items, Item No. 1. This resulted in resequencing of items in both Old Business and Presentations and Time Certain items.

- A new item, Updates to the FY 2017 – FY 2021 Strategic Plan, was added as Item No. 4 under Old Business.

D. MINUTES

1. November 21, 2019 Regular Meeting

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

2. December 4, 2019 Consultant Selection Committee Meeting

Vice Chair Lenhard moved approval of the December 4, 2019, Consultant Selection Committee Meeting minutes. Commissioner Rideoutte seconded. Motion passed unanimously 5-0.

E. PRESENTATIONS AND TIME CERTAIN ITEMS

1. Updated Development Concept by Naples Jet Center for North Quadrant Parcel 1

Mr. Matt Hagans of Naples Jet Center updated the Board on his discussions with NAA staff regarding a revised development concept for the North Quadrant Parcel 1. He noted that the new concept would involve removing current offices that face the runway, attaching a new hangar directly to the existing hangar and building new offices at the front of the building instead of having two separate buildings.

Mr. Matthew Kragh of MHK Architecture and Planning presented several illustrations of the larger facility. He said that the new concept would allow for a larger and wider apron area to move planes around, increased parking, a porte cochere and car charging stations.

Mr. Rozansky stated that there are several challenges regarding the new concept including building code, fire code, elevation and drainage issues. He agreed that the facility would be appropriate for Naples and would provide additional hangar space. Mr. Rozansky pointed out that the lease would need to be renegotiated since the existing facility has about 14 years left on the lease, while the new lease facility would have 30 years. He commented that the concept has an appearance of an FBO, and it would be necessary to clarify that the Naples Jet Center would not have the right to sell fuel on a retail basis. He noted that the Naples Jet Center has a self-fueling license for a certain number of aircraft and that would need to be discussed as well.

Mr. Hagans announced that his banker from Centennial Bank was in the audience and was available to validate Mr. Hagan's financial capability to build the project. Mr. Hagan stated that before he determined his willingness to proceed with planning and engineering, he was requesting the Board's consideration and approval of the concept as well as their willingness to consider the renegotiation of the two leases into one lease with a 30-year term.

A question and answer period followed.

In response to Chair Messer's question regarding the anticipated time frame for evaluating the project, Mr. Hagans said that it would take approximately 90-120 days to conduct due diligence; and concurrently, he would need to work out the business issues with Mr. Rozansky. He said he could come back to the Board in about 60 days with a better time frame estimate.

Mr. Hagans addressed concerns over certain NAA staff members whom he claimed have stated that the Naples Jet Center has become a competitor. He added that it is their right to compete for transient, ramp services as well as hangar rentals but recognizes that he is not able to sell fuel. Chair Messer stated that she didn't believe anyone on the Board was unfavorable to his business ideas. She added that Mr. Hagans was correct that the NAA would not be supportive of them selling fuel. Mr. Hagans reiterated his understanding of not being able to sell fuel.

There was Board consensus for staff to continue the land lease negotiations with the Naples Jet Center and for Mr. Hagans to conduct the necessary due diligence on the concept presented.

Mr. Hagans thanked the Board for their time.

2. Certificate of Achievement for Excellence in Financial Reporting

Chair Messer announced that the Authority's Finance and Administration Department was awarded the Certificate of Achievement for Excellence in Financial Reporting, the highest form of recognition in governmental accounting and financial reporting, for the 14th consecutive year for the submission of the Comprehensive Annual Financial Report for fiscal year ending September 30, 2018. She recognized the entire Finance and Administration Department team for their efforts and noted that a few members of the team were unable to attend the day's presentation due to illness. Mr. Warriner, Ms. Sarcona, Ms. Bradbury and Mr. Hodges were present for the recognition.

3. Employee of the Year

Chair Messer recognized Ms. Whitney Piett, Customer Service Coordinator, as the Employee of the Year. Ms. Piett was thanked for her passion, stewardship in her concern for our customer's needs no matter how heavy the workload gets and, dedication to her team members.

F. PUBLIC COMMENTS

There were no public comments.

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

1. Consultant Selection Committee Ranking of Firms for Engineering Services for North GA Ramp Rehabilitation Design, Permitting, Bidding, and Construction Administration Services – Request for Qualifications (RFQ)

Mr. Keith requested Board approval of the Consultant Selection Committee ranking of firms for Engineering Services for the North General Aviation Ramp Rehabilitation. Mr. Keith provided a brief summary of the Request for Qualifications process and reported that on December 4, 2019, a Consultant Selection Committee meeting was held to interview and rank the four responding firms.

Commissioner Rideoutte commented regarding the positive response to the RFQ and noted that all four firms were well qualified. Vice Chair Lenhard agreed with Commissioner Rideoutte's comments and added that AVCON, Inc. was ranked No. 1 because of their knowledge on a similar project in 2016 which was never completed.

Commissioner Dustin moved Board approval of the Consultant Selection Committee ranking of firms for Engineering Services for the North General Aviation Ramp Rehabilitation as follows:

1) AVCON, Inc.; 2) Hanson Professional Services, Inc.; 3) American Infrastructure Development Inc. and 4) Hole Montes, Inc.

2. Execute a Task Order for the Air Traffic Control Tower (ATCT) Modernization in an amount not to exceed $192,500

Mr. Keith reported that our on-call engineering consultant, Hanson Professional Services, prepared a task order and cost for the design of the ATCT upgrades. He noted that there have been little improvements to the Tower since it was built in 1992. He said the proposal includes design for an upgraded cab, specification of upgraded equipment, move of nonessential functions to a base building and reallocation of space in the Tower that needs to have closer access to the controllers. The task order is for an amount of $175,000 with an additional 10% contingency, mostly for unanticipated design requirements. He said that design and construction will be closely coordinated with Tower staff, and the financial impact is anticipated in the FY 2020 budget.

In response to Commissioner Dustin's question regarding the magnitude of increased traffic since 1992, Mr. Rozansky stated that current operations are still well below the peak of 2006; however, the complexity of traffic has significantly increased. He said that in 2006, there was more light aircraft and flight training operations; whereas, today there is more high performance aircraft that generally submit flight plans and have different air spacing requirements. He said that sometimes there are four or five

controllers, including the manager, working in the Tower and it becomes difficult to communicate with their close proximity to each other. Mr. Rozansky added that this project will be 100% NAA funded.

Commissioner Dustin recommended that the increase in traffic as well as the complexity of traffic become part of the NAA's messaging.

Commissioner Dustin moved Board approval for the Executive Director to execute a Task Order with Hanson Professional Services for the ATCT modernization in an amount not to exceed $192,500. Vice Chair Lenhard seconded. Motion passed unanimously 5-0.

3. **Assignment, Assumption and Amendment of Leasehold Agreement between the Personal Representatives of the Estate of Dean S. Edmonds, Jr., Rexair Hangar, LLC and the Authority**

Ms. Terrill requested Board authorization for the Executive Director to execute an Assignment, Assumption and Amendment of City of Naples Airport Authority Leasehold Agreement between Dean S. Edmonds III and Louis R. W. Edmonds as Personal Representatives of the Estate of Dean S. Edmonds, Jr., Rexair Hangar, LLC and the Authority. Ms. Terrill stated that this lease was originally entered into in 1994 as a 30-year lease with Dean S. Edmonds, Jr. She said that Rexair Hangar wishes to assume the lease and is requesting an amendment to accommodate the growth of their current aeronautical operations, which include aircraft maintenance, aircraft rental and flight training. She said that the terms of the lease would be updated to our current lease terms.

Commissioner Dustin moved Board approval for the Executive Director to execute the Assignment, Assumption and Amendment of Leasehold Agreement as presented by Ms. Terrill. Commissioner Rideoutte seconded. Motion passed unanimously 5-0.

H. NEW BUSINESS

1. **Collier Mosquito Control District Soil Remediation and Tarmac Reconstruction**

Ms. Terrill introduced Mr. Patrick Linn, Executive Director for Collier Mosquito Control District (CMCD) to present an update on a soil remediation and tarmac reconstruction project.

Mr. Linn introduced Mr. Chris Mitchell and Mr. Brandon Frye of J.R. Evans Engineering who were in the audience to respond to any technical questions. Mr. Linn said that following an underground water leak a couple of years ago at CMCD's tarmac, an unusual odor was detected from the soil. After an investigation, GFA International, an environmental consulting firm, issued a report in 2018 indicating soil contamination associated with diesel fuel. Mr. Linn stated that cleanup requires removal of a portion of the tarmac. He said that unrelated to the soil contamination, it became timely to replace the tarmac due to breaks, cracks or obstructions in their storm water drainage system, as well as deterioration of a 30+ year old tarmac. He showed sketches of their tarmac mitigation demolition and storm water plan that would be carefully phased. He said that subsequent to the replacement of the tarmac, CMCD would present a master plan to the NAA Board. Mr. Linn commented that he is proud of their relationship with the NAA and looks forward to many years of working together.

Commissioner Dustin asked Mr. Linn if the CMCD would still require eight acres of airport land in the longer term since their fleet has moved from DC-3 airliners to helicopters and drones. Mr. Linn stated that their master plan included returning a substantial portion back to the NAA. Mr. Rozansky stated

that it is a reasonable assumption that CMCD would request a longer period of time on their lease after their cleanup efforts are completed.

Commissioner Rideoutte expressed his appreciation to CMCD for being a responsible tenant.

I. OLD BUSINESS

1. Noise Compatibility Committee (NCC) Update

Chair Messer announced that the NCC last met on October 31, 2019, and a report was provided at the November 21, 2019 Regular Meeting. She provided a summary of the Master Plan Joint Workshop Meeting that was held on December 12, 2019, and the next steps for the Master Plan. She announced that the next NCC Regular Meeting would be held on Thursday, January 30, 2019, at 9 a.m. in the Airport Office Building located at 200 Aviation Drive North.

2. Strategic Plan Scorecard – FY 2019 End of Year Report

Ms. Terrill presented the Strategic Plan Scorecard – Fiscal Year 2019 End of Year Report. She reviewed the color coding used on the Scorecard and noted that after the Scorecard was approved, a typographical error was discovered under the objective, "Improve voluntary curfew compliance", in Goal 2. She said the measure should have read 98% or better curfew compliance instead of 98.6% or better. She requested Board review and acceptance of the Scorecard as presented.

Chair Messer recommended that under Goal 2, the Project/Initiative, "Increase departure altitude", should be removed from the Scorecard since the initiative is so far out of the NAA's control. She added that if there was any way to get it done, it would be within the framework of the Part 150 Study, while subject to the Federal Aviation Administration's attention.

Vice Chair Lenhard commended staff for a job well done. He recommended that in order to avoid confusion, the break lines for each of the goals be a color other than orange, since the 50% indicator line is also orange.

Vice Chair Lenhard moved Board approval of the Scorecard as presented by Ms. Terrill. Commissioner Dustin seconded. Motion passed unanimously 5-0.

3. Strategic Plan Incentive Program

Ms. Terrill requested Board authorization for the Executive Director to distribute incentive pay under the Strategic Plan Incentive Plan for FY 2019. She said that at the December 20, 2018 Regular Meeting, the Board approved the Strategic Plan Incentive Program for achievement of the goals and objectives of the Strategic Plan from January 1, 2019 – September 30, 2019. Ms. Terrill noted that the eligibility period is in accordance with state statute since the Plan was approved in December of 2018. She added that in ensuing years, the program will encompass the entire fiscal year. Ms. Terrill reported that staff achieved 99.31% of the goals in our Strategic Plan, and the total incentive expense is approximately $215,000. She said that $225,000 was accrued in our financial statements as of September 30, 2019.

Chair Messer stated that when you achieve 99.31% of the goals, it is a fabulous job. She thanked the airport team for an incredible year.

Commissioner Rideoutte moved Board approval for the Executive Director to distribute incentive pay under the Strategic Plan Incentive Plan for FY 2019 as presented by Ms. Terrill. Commissioner Dustin seconded. Motion passed unanimously 5-0.

4. **Updates to the FY 2017 – FY 2021 Strategic Plan**

Ms. Terrill requested Board adoption of updates to the FY 2017 – FY 2021 Naples Airport Authority Strategic Plan, which consists of revisions to the FY 2020 Scorecard. She stated that this Plan is presented to the Board on an annual basis. She reviewed minor adjustments that were made as well as the proposed revisions that were highlighted in purple in the Board packet.

Vice Chair Lenhard noted a typographical error under Goal 1 in the first project initiative. He said that "Aispace Planning Software" should read "Airspace Planning Software."

Commissioner Dustin suggested to add under Goal 3, a security measure to avoid being hacked. He said that it is such a serious issue and employees have a personal responsibility to keep devices, accounts and private information safe. Mr. Rozansky said that it is a good recommendation and that staff will discuss how to craft the objective/measure.

Commissioner Dustin moved Board adoption of the updates to the FY 2017 – FY 2021 Naples Airport Authority Strategic Plan with the recommendations as noted above. Vice Chair Lenhard seconded. Motion passed unanimously 5-0.

5. **Technical Advisory Committee**

Chair Messer stated that at the last meeting, the Board tabled the discussion of whether the Technical Advisory Committee should be required to operate under the Sunshine Laws, pending additional research.

Mr. Owens reported that 2008 was the last time the Authority formed a Technical Advisory Committee, and at that time the Authority made the decision that the Committee was to be held subject to the Sunshine Laws. In further research, he noted that under case law, Attorney General Advisory Opinions recognize that such a Committee needs to be governed by the Sunshine Law. He quoted from a Florida District Court of Appeals decision, based on a Florida Supreme Court decision that states the Committee served as the alter ego of City Council and would be subject to the government in the Sunshine.

Mr. Owens further stated that in the Authority's Bylaws, under Article VI, Meetings, Section 4, it specifies that:

> "**FLORIDA SUNSHINE LAW.** Each Regular or Special Meeting of the Board or any committee shall be open to the public and shall be conducted in accordance with Florida Statutes Section 286.011, commonly referred to as the Sunshine Law."

Mr. Owens said that the law is clear, in that if the body is going to help us in decision-making, then it has to operate under the Sunshine. If the committee was set up to gather and report information without making any recommendations to the Board, the committee would likely fall outside the Sunshine Law.

There was clarification of the Technical Advisory Committee's role, which is to not only gather information but to then take that data, process and discuss, and provide recommendations to the Board as the Noise Study proceeds.

Mr. Rozansky reported that currently, there have been about 10 applications received from different parts of the City and County. He said that the deadline to submit applications is December 31, 2019. He noted that applications can be found on the Noise Study page of our website, www.flynaples.com and the completed applications should be emailed to noisestudy@flynaples.com.

J. LEADERSHIP TEAM REPORT

1. Leadership Team Report

Commissioner Rideoutte asked what caused Customs clearings for November to be significantly down. Mr. Frost stated that staff met with the Port Director in Fort Myers to see why operations were so much lower. He said he is still researching why this happened, but his theory involves staffing challenges at Customs. He said that Naples Airport abruptly lost one of its Customs inspectors and noted that Customs has an obligation to backfill from Fort Myers. He said that all international flights going through Customs are scheduled 48 hours in advance and the calls were not coming through as they normally do. Mr. Rozansky added that Customs has since backfilled with staffing, so activity should resume to prior levels.

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 November. He noted that the Thanksgiving holiday is one of the airport's busiest of the year, and the Sunday after Thanksgiving fell on December 1st with fuel sales of 30,000 - 35,000 gallons which normally would have been reported in the month of November.

Chair Messer commented that the new Financial Summary package is much more user-friendly.

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

L. COUNSEL'S REPORT

1. Counsel's Report

Mr. Owens said he felt obligated to clear the record by respectfully disagreeing with some of the earlier assertions made by Mr. Hagans, that the Authority does not support or somehow feels threatened by his business activities at the airport. Mr. Owens stated that while the Authority has and will always protect its proprietary, exclusive right to be the sole provider of fuel at the airport, a right clearly supported by federal law, he was confident in saying that it is and will always be the practice and policy of the NAA to support and encourage the growth and success of all the tenants and businesses on the airport including those owned by Mr. Hagans, even if such businesses are competitive to the services offered by the NAA.

Chair Messer agreed with Mr. Owens comments.

Mr. Owens added that there were no pending legal matters or material issues to report.

M. PUBLIC COMMENTS (5-minute limit)

There were no public comments.

N. CORRESPONDENCE/COMMISSIONER COMMENTS & REQUESTS/MEETINGS

Chair Messer wished the NAA staff, customers, other stakeholders and the community the happiest of holidays and best wishes for a Happy New Year.

O. ADJOURN

With no further business, the meeting adjourned at 10:11 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, December 19, 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. November 21, 2019 Regular Meeting

2. December 4, 2019 Consultant Selection Committee Meeting

E. PRESENTATIONS AND TIME CERTAIN ITEMS

1. Updated Development Concept by Naples Jet Center for North Quadrant Parcel 1

2. Certificate of Achievement for Excellence in Financial Reporting

3. Employee of the Year

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

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

1. Consultant Selection Committee Ranking of Firms for Engineering Services for North GA Ramp Rehabilitation Design, Permitting, Bidding, and Construction Administration Services - Request for Qualifications (RFQ)

2. Execute a Task Order for the Air Traffic Control Tower (ATCT) Modernization in an amount not to exceed $192,500

3. Assignment, Assumption and Amendment of Leasehold Agreement between the Personal Representatives of the Estate of Dean S. Edmonds, Jr., Rexair Hangar, LLC and the Authority

H. NEW BUSINESS

1. Collier Mosquito Control District Soil Remediation and Tarmac Reconstruction

I. OLD BUSINESS

1. Noise Compatibility Committee Update

2. Strategic Plan Scorecard - FY 2019 End of Year Report

3. Strategic Plan Incentive Program

4. Updates to the FY 2017 – FY 2021 Strategic Plan

5. Technical Advisory Committee

J. LEADERSHIP TEAM REPORT

1. Leadership Team Report

K. FINANCIAL REPORTS

1. Financial Summary

L. COUNSEL'S REPORT

1. Counsel's Report

M. PUBLIC COMMENTS (5 minute limit)

N. CORRESPONDENCE/COMMISSIONER COMMENTS & REQUESTS/MEETINGS

O. ADJOURN