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

FINAL AGENDA

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

Thursday, January 16, 2020
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.

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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. December 12, 2019 NAA Board and Noise Compatibility Committee Workshop Meeting

2. December 19, 2019 Regular Meeting Minutes

E. PRESENTATIONS AND TIME CERTAIN ITEMS

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

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

1. Election of Chair

2. Election of Vice Chair

3. Committee Appointments (Chair)

4. Resolution No. 2020-1, Resolution of City of Naples Airport Authority Delegating Certain Administrative and Operational Powers and Duties to the Executive Director; and Repealing Resolution 2019-1

5. Professional Services Agreement and Task Order for the North General Aviation Ramp Rehabilitation in an amount not to exceed $336,569

6. Part 150 Noise Study Technical Advisory Committee

H. NEW BUSINESS

I. OLD BUSINESS

1. Noise Compatibility Committee Update

2. Revised FY 2017 – FY 2021 Strategic Plan

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

1. Audit Committee Meeting - TBD

O. ADJOURN

Minutes
December 12, 2019
City of Naples Airport Authority
Board of Commissioners and Noise Compatibility Committee
Joint Workshop Meeting

A. ROLL CALL

Meeting was called to order by Naples Airport Authority (NAA) Chair Messer at 8:32 a.m. in the Council Chambers at City Hall. Also present were Commissioner Rideoutte and Commissioner Dustin. Vice Chair Lenhard and Commissioner Brousseau had an excused absence. Noise Compatibility Committee (NCC) members present were NCC Chair Holland, Vice Chair Auron, Mr. Mastrocinque, Mr. Linneman, Mr. Byerly, Mr. Lobb, Mr. Cohen and Mr. Tuff. Vice Mayor Price had an excused absence.

Staff and Authority Counsel present were Mr. Rozansky, Mr. Owens, Mr. Keith, Mr. Warriner and Ms. Menard.

B. PLEDGE OF ALLEGIANCE

Chair Messer led the Pledge of Allegiance.

C. AGENDA

There were no changes to the agenda.

D. PUBLIC COMMENTS

There were no public comments.

E. PRESENTATIONS

F. DISCUSSION ITEMS (Public comments accepted for each item; 5-minute limit)

Mr. Rozansky introduced Mr. Craig Hanson, principal and architect of SchenkelShultz Architecture.

1. SchenkelShultz Architecture Presentation – General Aviation Terminal (GAT) Improvements

Mr. Hanson provided an update of the scope and cost for the GAT and Airport Office Building (AOB) improvements. He said the total estimated construction cost is approximately $3.5 million with a 15% contingency built in.

Mr. Hanson reviewed the two options for a new GAT facility and noted that the cost overlaps presented in the Environmental Science Associates (ESA) Capital Improvement Plan and SchenkelShultz's presentation on October 31, 2019, have been reconciled for today's discussion.

The first option for the future new GAT would be a two-story, coastal, modern design facility constructed next to the existing GAT. This location would require demolishing the tenant hangar at the end of Radio Road and would allow for increased parking from 124 to 200 spaces. Mr. Hanson reviewed the pros and cons of this option and stated that if built in 2027, the escalated construction cost would be approximately $23,250,000, using a 3% inflation factor per year with a 15% contingency built into the project.

The second option would be the same two-story design, located on Aviation Drive South. He added that this location would provide 264 parking spaces. Since the ramp work and demolition costs were accounted for in the Master Plan, he said that those items were excluded from the estimated costs. He reviewed the pros and cons of this option. There was discussion regarding the traffic flow from Airport-Pulling Road to and from Aviation Drive South.

NCC Chair Holland suggested that both options be presented in a graphical, side-by-side comparison. The comparison would include all estimated costs, pros and cons, lease revenue and any other factors.

There was a question and answer period throughout Mr. Hanson's presentation.

2. Master Plan Update Presentation – ESA and Quadrex Aviation

a. Overview of Study Process to Date

Mr. Douglas DiCarlo, Aviation Program Manager of ESA provided an overview of the Master Plan process to date. He noted that at the last Workshop Meeting, the airport drawings were presented and that final revisions were being made to them as well as to the Capital Improvement Plan. He said that the Master Plan Update will be submitted to the Federal Aviation Administration (FAA) soon.

b. Capital Improvement Plan

i. Short Term Projects (1-5 Years)

Mr. DiCarlo reviewed minor adjustments to the short term planning horizon.

ii. Intermediate Term Projects (6-10 Years)

He said that the conceptual level of Option 2, encompassing a new GAT on the south half of the east quadrant of the airport, was incorporated into the intermediate term projects with an estimated construction date of 2027. Mr. DiCarlo outlined the apron areas for expansion which will be required regardless of whether a new GAT is constructed. He pointed out the locations for two 20,000 square foot hangars as well as the 4,000 square foot area for the Ground Support Equipment (GSE).

iii. Long Term Projects (11-20 Years)

Mr. DiCarlo reviewed the long term planning horizon with no new added projects.

In summary, Mr. DiCarlo stated that the Development Program costs in all three of the planning horizons have decreased to a total of $206.5 million with NAA's share at $94.8 million. NCC Chair Holland suggested that a note be included on the slide entitled, "Summary of Development Program Costs" that Option 2 for the new GAT is included in the estimated costs.

iv. Financial Feasibility

Dr. David Byers of Quadrex Aviation introduced himself and stated that at staff's request, he prepared a financial analysis to evaluate the NAA's ability to fund airport improvement projects in the Master Plan Update. He further explained that the projections help the FAA to better understand future grant requests which are incorporated into their budgeting process and provided to Congress every two years.

Dr. Byers recommended that a capital reserve account be set up so that funds are available for planned projects. He stated that the assumptions in the analysis were based on 1% revenue growth and 3% expense increase.

Dr. Byers reviewed the short- and intermediate-term Capital Improvement Plan projections.

There was discussion regarding the revenue growth forecasts being too conservative. There was consensus to maintain flat net revenues from operations.

c. Next Steps

Mr. DiCarlo said that he will be preparing draft Working Paper #4 and complete the Airport Layout Plan drawing sets, Capital Improvement Program and Financial Feasibility for submittal to the FAA and Florida Department of Transportation (FDOT) in January. Mr. Rozansky stated that it may take up to 6 months to receive their comments. If the comments received from FAA and FDOT are minimal, the final Master Plan will be submitted to the Board at a Regular Meeting. If the comments are extensive, consideration for another Workshop Meeting will be given.

d. Question and Answer Period

There was a question and answer period throughout the presentation.

G. PUBLIC COMMENTS

There were no public comments.

H. CORRESPONDENCE/COMMISSIONER & NCC COMMENTS & REQUESTS/ MEETINGS

There were no other comments or requests for meetings.

I. ADJOURNMENT

With no further business, the meeting adjourned at 10:32 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 and Noise Compatibility Committee
Notice of Workshop Meeting

FINAL AGENDA

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

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

E. PRESENTATIONS

F. DISCUSSION ITEMS (Public comments accepted for each item; 5 minute limit)

1. SchenkelShultz Architecture Presentation – General Aviation Terminal Improvements
2. Master Plan Update Presentation – Environmental Science Associates (ESA) and Quadrex Aviation
    a. Overview of Study Process to Date
    b. Capital Improvement Plan
        i. Short Term Projects (1-5 Years)
        ii. Intermediate Term Projects (6-10 Years)
        iii. Long Term Projects (11-20 Years)
        iv. Financial Feasibility
    c. Next Steps
    d. Question and Answer Period

G. PUBLIC COMMENTS

H. CORRESPONDENCE/COMMISSIONER COMMENTS AND NCC COMMITTEE COMMENTS & REQUESTS/MEETINGS

I. ADJOURNMENT

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

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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

Naples AIRPORT AUTHORITY

To: Honorable Chair and Commissioners

From: Christopher A. Rozansky, Executive Director CR

By: Robin Menard, Executive Assistant RM

Meeting Date: January 16, 2020

Re: **ACTION ITEM**

1. Election of Chair

SUMMARY: The Board to elect a Commissioner to serve as Chair of City of Naples Airport Authority for a term of one (1) year.

BACKGROUND: In accordance with City of Naples Airport Authority Bylaws, Article IV, Section 1, second paragraph:

"The officers of the Board shall be a Chairman, Vice Chairman and such other officers as the Board may determine. The Chairman and Vice Chairman shall be elected by the Board at the Regular Meeting in January for a term of one (1) year. The Chairman is not eligible to serve more than two (2) consecutive terms in that office."

The current Chair has served two consecutive terms and is, therefore, ineligible for appointment as Chair at this time.

COMMUNICATIONS PLAN: A press release will be prepared regarding the Chair, Vice Chair and Committee appointments. This information will also be posted on the Authority's website and included in the next tenant newsletter.

FINANCIAL IMPACT: None.

Naples AIRPORT AUTHORITY

To: Honorable Chair and Commissioners

From: Christopher A. Rozansky, Executive Director ce

By: Robin Menard, Executive Assistant

Meeting Date: January 16, 2020

Re: **ACTION ITEM**

2. Election of Vice Chair

SUMMARY: The Board to elect a Commissioner to serve as Vice Chair of City of Naples Airport Authority for a term of one (1) year.

BACKGROUND: In accordance with City of Naples Airport Authority Bylaws, Article IV, Section 1, fourth paragraph:

"The Vice Chairman shall be a Commissioner and shall assume the powers and duties of the Chairman in the event of the temporary absence or disability of the Chairman ("the Vice Chairman"). In the event of the resignation or death of the Chairman, the Vice Chairman shall become Acting Chairman and perform the duties of the Chairman until such time as the Board shall elect a new Chairman."

COMMUNICATIONS PLAN: A press release will be prepared regarding the Chair, Vice Chair and Committee appointments. This information will also be posted on the Authority's website and included in the next tenant newsletter.

FINANCIAL IMPACT: None.

Naples AIRPORT AUTHORITY

To: Honorable Chair and Commissioners

From: Christopher A. Rozansky, Executive Director CR

By: Robin Menard, Executive Assistant RM

Meeting Date: January 16, 2020

Re: **ACTION ITEM**

3. Committee Appointments

SUMMARY: At the discretion of the Chair, appoint Commissioners to the Audit Committee, Consultant Selection Committee and to liaison responsibilities to assist staff with noise, technical advisory and legal issues.

BACKGROUND: In accordance with City of Naples Airport Authority Bylaws, Article VI, Section 9, states in part:

"The Board may create committees of the Board consisting of Commissioners and assign duties and responsibilities to each committee as the Board deems necessary or advisable. The Chairman shall appoint members of all committees of the Board who shall serve at the pleasure of the Chairman. The Executive Director or his/her designee, neither of whom shall be members of the Committee, shall act as Secretary to each Committee of the Board and shall keep proper Minutes of all Committee meetings and recommendations."

Committee appointments for calendar year 2019 were as follows:

Audit Committee:	Mr. Rideoutte, Chair Mr. Dustin, Member
Consultant Selection Committee:	Mr. Lenhard, Chair Mr. Rideoutte, Member
Legal Liaison:	Mr. Brousseau
Noise Compatibility Committee:	Ms. Messer
Technical Advisory Committee:	None

COMMUNICATIONS PLAN: A media release will be prepared regarding the Committee appointments. This information will also be posted on the Authority's website and included in the next tenant newsletter.

FINANCIAL IMPACT: None.

Naples AIRPORT AUTHORITY

To: Honorable Chair and Commissioners

From: Christopher A. Rozansky, Executive Director CR

By: Diane Terrill, Deputy Executive Director DT

Meeting Date: January 16, 2020

Re: **ACTION ITEM**

4. Resolution 2020-1, Resolution of City of Naples Airport Authority Delegating Certain Administrative and Operational Powers and Duties to the Executive Director; and Repealing Resolution No. 2019-1

SUMMARY: Board authorization for the Chair to execute Resolution 2020-1, Resolution of City of Naples Airport Authority Delegating Certain Administrative and Operational Powers and Duties to the Executive Director; and Repealing Resolution No. 2019-1.

BACKGROUND: Article XII (titled "Continuing Resolution") of the existing Executive Director's Delegation of Powers, Resolution 2019-1, provides:

> "This Resolution 2019-1 shall remain in full force and effect until repealed or amended by the Board. The Executive Director is instructed to include on the Board's regular meeting agenda each year an item for the review of this Resolution and for the consideration of amendments."

Attached to this Action Item is a redline comparison of the recommended Resolution 2020-1 to the existing Resolution 2019-1. A clean version of Resolution 2020-1 incorporating all of the recommended revisions is also attached hereto. Of particular note are the following:

1. The existing Executive Director's Delegation of Powers, Resolution 2019-1, permits the Executive Director to "execute and consent to" any Short Term Lease. Article II (titled "Naples Municipal Airport Facilities"), Section A, Subsection 2 was amended to clarify that the Executive Director also has authority to amend any existing Short Term Lease. Proposed Resolution 2020-1 continues to define a "Short Term Lease" as "leases which have initial and/or renewal/extension terms in the aggregate not exceeding five (5) years." In addition, the FAA generally considers leases having a term of five (5) years or less to be short term.

2. The last paragraph of Article II (titled "Naples Municipal Airport Facilities"), Section A, Subsection 2 (which is now Subsection 5), was expanded to authorize the Executive Director to approve mortgages and other encumbrances on leasehold condominiums (which is required when the owner or purchaser of a condominium hangar or office is seeking financing secured by a lien on such condominium).

3. Article II (titled "Naples Municipal Airport Facilities"), Section A, Subsection 6, was deleted (since Subsection 1 thereof already provides that "[a]ll leases of land and airport facilities shall be in writing, in a form approved by Authority Counsel").

4. To provide the Authority more flexibility in procuring public works projects, Article III (titled "Agreements For Performance Of Publics Works Projects"), Section B, was deleted (since it mandated public works projects could only be procured under the design/competitive bid/build format unless the Board approved an alternative method prior to solicitation). Article III (titled "Agreements For Performance Of Publics Works Projects"), Section A, was also amended to permit the Executive Director to make recommendations to the Board on procurement methods for public works projects.

5. In an effort to keep pace with inflation, both Article III (titled "Agreements For Performance Of Public Works Projects"), Section C (which is now Section B), and Article IV (titled "Contracts For Procurement Of Commodities And Contractual Services"), Section B, were revised to increase the Executive Director's authority for public works projects and procurement of commodities or contractual services from $45,000 to $50,000.

6. Article IV (titled "Contracts For Procurement Of Commodities And Contractual Services"), Section C, was amended to broaden the Executive Director's authority upon his declaration of an "Emergency." In addition to acquisition of materials, equipment, supplies and services, proposed Resolution 2020-1 grants the Executive Director authority to "approve and implement" any other "actions necessary to respond to the Emergency." Under proposed Resolution 2020-1, the Executive Director is still required to "conscientiously advise each Commissioner of developments relating to the Emergency" and "at the next meeting of the Board . . . , request that the Board ratify his declaration of an Emergency and any actions taken by the Executive Director in response thereto."

7. The Board adopted an Investment Policy on October 17, 2019. As such, Article X (titled "Authority Funds") was amended to be more consistent with such Investment Policy and applicable law governing public funds. Since the Investment Policy already requires investment reports to be provided at least quarterly to the Board of Commissioners, the last sentence of Article X was deleted.

COMMUNICATIONS PLAN: Not applicable for this Action Item.

FINANCIAL IMPACT: None.

RESOLUTION 2020-1

RESOLUTION OF CITY OF NAPLES AIRPORT AUTHORITY DELEGATING CERTAIN ADMINISTRATIVE AND OPERATIONAL POWERS AND DUTIES TO THE EXECUTIVE DIRECTOR; AND REPEALING RESOLUTION NO. 2019-1.

WHEREAS, City of Naples Airport Authority created by the City of Naples Airport Authority Act, Laws of Fla. Ch. 69-1326, as amended ("the Enabling Act"), is governed by a Board of Commissioners appointed by the Council of the City of Naples; and

WHEREAS, Sec. 4. [Powers.] (m) of the Enabling Act authorized the City of Naples Airport Authority ("the Authority") through the Board of Commissioners to do all acts and things necessary or convenient to carry out the powers granted by the Enabling Act; and

WHEREAS, the Authority has in prior years adopted policy directives delegating administrative and operational powers and duties to the Executive Director for the purpose of carrying out the powers granted by the Enabling Act; and

WHEREAS, the Bylaws for the Governance and Operation of City of Naples Airport Authority adopted on September 20, 2018 (the "Bylaws"), at Article IV, Section 2, state that the Executive Director shall act as the chief operating officer, chief financial officer, and Secretary to the Board of Commissioners; and

WHEREAS, the Board of Commissioners of the City of Naples Airport Authority (the "Board") has, from time to time, found it prudent to review and revise the powers and duties delegated to the Executive Director, and

WHEREAS, the Board now intends to restate and confirm the powers and duties delegated by it to the Executive Director and to repeal Resolution No. 2019-1:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD AS FOLLOWS:

1. Resolution No. 2019-1 is hereby repealed.

2. The following Resolution on the delegation of administrative and operational powers and duties to the Executive Director is hereby adopted:

I. GENERAL PROVISIONS

A. This Resolution is adopted by the Board of Commissioners of the City of Naples Airport Authority for the purpose of defining the administrative and operational powers and duties of the Executive Director and authorizing the Executive Director to employ personnel and to delegate to them such administrative or operational control as is necessary and advisable for the efficient exercise of the Executive Director's responsibilities.

B. This Resolution delegates specific powers and duties to the Executive Director. The Executive Director may appoint Authority employees to act in the place of the Executive Director with regard to the powers and duties delegated herein. Nonetheless, the responsibility for all Authority administration and operations rests with the Executive Director, subject to and consistent with the delegation of powers set forth herein.

C. This Resolution requires that the Executive Director promulgate policies and establish procedures controlling the administration, finance, operations, human resources, airport facilities, communications, information technology, engineering, and planning for airport facilities of the Authority.

D. This Resolution directs the Executive Director to consult with Authority Counsel and with the Board at all times that such consultation will further the intent of the Enabling Act.

E. This Resolution delegates to the Executive Director such decision-making authority as is consistent with his roles as chief operating officer, chief financial officer, and Secretary to the Board obtaining, when necessary or appropriate, the advice and consent of the Board. These titles shall incorporate the duties and responsibilities of chief executive officer of the Authority.

F. This Resolution directs the Executive Director to manage the operations of the Authority in strict compliance with all applicable federal, state and local laws, statutes or ordinances and to consult with the Authority's Counsel at any time in order to effectuate the general intent of this Resolution that the Authority be in compliance with the law.

II. NAPLES MUNICIPAL AIRPORT FACILITIES

The Authority leases approximately one square mile of land from the City of Naples and has legal title to additional land along the eastern bank of the Gordon River. Upon this land the Authority has constructed airport facilities as defined in Section 2 of the Enabling Act and has been charged, in Section 3 of the Enabling Act, with the duty of operating and maintaining the airport facilities thereon.

A portion of the land and airport facilities are leased or licensed by the Authority to public and private entities who, upon the prior written consent of the Authority, may further lease their interest to additional airport users. The administration of all land and airport facilities is herein delegated to the Executive Director under the following terms and conditions:

A. The leasing of land and airport facilities by the Authority shall be administered by the Executive Director as follows:

1. All leases of land and airport facilities shall be in writing, in a form approved by Authority Counsel, executed by the tenant and guaranteed as required by the Executive Director.

2. The Executive Director is authorized to execute, consent to and amend all leases which have initial and/or renewal/extension terms in the aggregate not exceeding five (5) years (each individually a "Short Term Lease"). All leases for (and all amendments to leases with) terms in excess of a Short Term Lease shall be approved by the Board.

3. The Executive Director is authorized to renew or extend all leases when such renewals or extensions are provided for in the lease; the material terms of the lease remain unchanged; rent adjustments provided for in the lease are made; and, neither the lease nor any other agreement between the Authority and the tenant is in material default.

4. The Executive Director may authorize a change in the name of a tenant or guarantor of a lease provided that the majority ownership and control of the actual leasing entity remains unchanged.

5. The Executive Director may approve and consent to (i) transfers of title to and (ii) mortgages and other encumbrances on all leasehold condominiums located on the airport facilities.

6. The Executive Director shall enforce the terms and conditions of all lease agreements. The Executive Director may issue appropriate notices of default and notices of termination with regard to all lease agreements. The Executive Director will, in his discretion, keep the Board advised with respect to lease default and termination notices. The Executive Director may default or terminate all lease agreements pursuant to the terms and conditions contained therein. Upon default or termination of any Short Term Lease, the Executive Director may take all action necessary, including commencing and/or settling litigation, notwithstanding anything to the contrary in Article IX hereof, to enforce the lease agreement governing the Short Term Lease, to take possession of the leasehold property demised under the Short Term Lease and/or to recover for the Authority all remedies and damages, including obligations and sums due pursuant to the lease agreement governing the Short Term Lease.

7. The Executive Director shall from time to time establish and promulgate comprehensive leasing standards and procedures, including form leases, for the leasing of all land and airport facilities.

8. The Executive Director shall from time to time establish and promulgate lease and rental rates for all land and airport facilities.

B. The Executive Director may execute and consent to on behalf of the Authority such other agreements, contracts, instruments and documents, after consultation with Authority Counsel, he deems necessary or appropriate to do all acts and things necessary or convenient for the efficient and prudent operation of the Authority; provided, however,

except as authorized under Article II, Section A hereof, the Executive Director shall not without the advice and consent of the Board at a regular or special meeting:

1. Enter into or consent to any agreement, contract, instrument or document affecting the land or airport facilities having initial and/or renewal/extension terms in the aggregate exceeding five (5) years;

2. Take any actions, or permit any restrictions, liens, encumbrances, subordinations or easements, which unreasonably limit or constrain the future use or development of the land or airport facilities for initial and/or renewal/extension terms in the aggregate exceeding five (5) years; or

3. Enter into any agreement with an air carrier to provide regularly scheduled passenger air service to Naples Municipal Airport.

III. AGREEMENTS FOR PERFORMANCE OF PUBLIC WORKS PROJECTS

A. The Executive Director is designated the administrator for all of the Authority's public works projects, and he may designate a manager for each specific project. The Executive Director is authorized to prepare and advertise solicitations (when required by law and/or the Authority's policies and procedures) and to make recommendations to the Board on all procurement methods and agreements for public works projects.

B. The Executive Director is authorized to execute contracts and agreements for public works projects on the airport facilities in amounts not in excess of $50,000, provided that the expenditure does not cause the Authority's total operating or capital budget for the current fiscal year to be exceeded.

C. In instances where public works contracts have been awarded and under which the work is in progress and changes in the plans or specifications are deemed necessary in order to accomplish the work, the Executive Director is authorized to execute written change orders to the contract, when the public works contract permits change orders, and the total change orders authorized will not cause the project cost to exceed the project budget.

IV. CONTRACTS FOR PROCUREMENT OF COMMODITIES AND CONTRACTUAL SERVICES

A. The Executive Director is designated the administrator for the procurement of all the Authority's commodities and contractual services, and he may designate a manager for each direct purchase or contract. The Executive Director is authorized to prepare and advertise solicitations (when required by law and/or the Authority's policies and procedures) and to make recommendations to the Board on all direct purchases or contracts for commodities and contractual services.

B. The Executive Director is authorized to directly purchase or execute contracts or agreements for the procurement of commodities or contractual services in amounts not in excess of $50,000, provided that: (i) the expenditure does not cause the Authority's total operating or capital budget for the current fiscal year to be exceeded; and (ii) the initial and/or renewal/extension terms of such direct purchase, contract or agreement in the aggregate does not exceed five (5) years.

C. The Executive Director is authorized to declare an emergency (an "Emergency") which may require expedited expenditure, approval and implementation authority, and the Executive Director thereafter shall have the authority to acquire, approve and implement, either directly or through the execution of contracts, resolutions and certifications, such materials, equipment, supplies, grants, services and actions necessary to respond to the Emergency. The Executive Director shall, at the next meeting of the Board following the Executive Director's declaration of an Emergency, request that the Board ratify his declaration of an Emergency and any actions taken by the Executive Director in response thereto. Following the declaration of an Emergency, the Executive Director shall conscientiously advise each Commissioner of developments relating to the Emergency and the status of any actions taken by the Executive Director in response thereto. Every contract executed pursuant to the power granted herein upon the declaration of an Emergency by the Executive Director shall contain a clause which states that the contract is subject to ratification by the Board and that, if ratification is not forthcoming, the contract shall terminate. Notwithstanding the foregoing, the contract vendor shall be compensated for services and materials provided to the Authority up to and including the date the Board declined to ratify the contract.

V. SURPLUS PROPERTY

The Executive Director is designated as the custodian of surplus property. Surplus property shall be disposed of by the Executive Director in accordance with applicable law.

VI. AVIATION FUELS

The Executive Director shall have the authority to (i) effectuate aviation fuel sales to the Authority's customers, (ii) determine and publish aviation fuel rates and charges and (iii) administer the licensing of private self-fueling activities in accordance with the Authority's Rules and Regulations. The Executive Director shall advise the Board of any material changes to the Authority's Aviation Fuel Program before it is promulgated by the Executive Director.

VII. HUMAN RESOURCES

The Executive Director shall be responsible for all employees and all personnel matters at the Authority. The Executive Director shall prepare, maintain and distribute an employee handbook which shall contain rules, procedures and guidelines for the employment, retention, training, grievance procedures, benefits, salaries and termination of Authority

employees. The Executive Director shall implement the rules, procedures and guidelines set forth in the employee handbook.

VIII. DISPOSITION OF UNCOLLECTIBLE ACCOUNTS

The Executive Director is authorized to perfect and enforce lien rights, including, but not limited to, prop locking aircraft, to secure payment of accounts receivable and other fees and charges as may accrue to the Authority. The Executive Director shall consult with Authority Counsel prior to taking enforcement action.

The Executive Director shall establish accounting procedures to report uncollectible accounts receivable incurred in normal Authority operations. Prior to designating an account receivable as uncollectible, the Executive Director shall make a reasonable effort to cause the collection of the account and shall report any uncollectible account receivable in an amount in excess of $10,000 to the Board for consideration.

IX. LITIGATION

A. Unless otherwise provided herein, the Executive Director is instructed to recommend to the Board, at a regular or special meeting, the commencement of any litigation or administrative proceeding or the report of a non-emergency incident to any law enforcement agency that, in the judgment of the Executive Director, is prudent or necessary to protect the interests of the Authority. Except as authorized under Article II, Section A, Subsection 3 hereof, no litigation shall be commenced or terminated without the direction of the Board at a regular or special meeting.

B. The Executive Director shall make a reasonable effort to notify each Commissioner of the Authority and the Authority Counsel of any suit or administrative proceedings brought against the Authority, and shall instruct Authority Counsel to represent the Authority.

C. When any action is brought against any Commissioner, the Executive Director or any employee in their official capacity, the Executive Director shall instruct Authority Counsel to defend such person as permitted by Florida law and The Florida Bar Code of Professional Responsibility, unless otherwise directed by the Board.

D. Unless otherwise provided herein, in any suit or proceeding where the Executive Director and Authority Counsel agree that settlement is in the best interest of the Authority, the Executive Director shall advise and consult with the Board at the next regular or special meeting of the Board. Except as authorized under Article II, Section A, Subsection 3 hereof, the power to settle any claim, suit or administrative proceeding is reserved to the Board.

X. AUTHORITY FUNDS

The Executive Director shall ensure all funds received from sales, services and rents are deposited in accounts of the Authority in compliance with applicable law. Withdrawal of funds from any accounts of the Authority shall be made only upon authorized signature(s) or other approval(s). Funds as determined by the Executive Director to be in excess of those required to meet current expenses shall be invested in accordance with the Authority's investment policy and section 218.415, Florida Statutes, as amended.

XI. RULES AND REGULATIONS

The Executive Director is responsible for the implementation, publication and enforcement of the Authority's Rules and Regulations. The Executive Director shall recommend to the Board for approval any revisions to the Authority's Rules and Regulations as he deems necessary or appropriate.

XII. CONTINUING RESOLUTION

This Resolution 2020-1 shall remain in full force and effect until repealed or amended by the Board. The Executive Director is instructed to include on the Board's regular meeting agenda each year an item for the review of this Resolution and for the consideration of amendments.

DULY PASSED AND ADOPTED IN OPEN AND REGULAR MEETING OF THE BOARD this 16th day of January, 2020.

CITY OF NAPLES AIRPORT AUTHORITY

Attest: _____
Christopher A. Rozansky
Executive Director

By: _____
Name: Michael Lenhard
Title: Chair

Approved as to form and legal sufficiency by:

_____
William L. Owens, Esq.
Counsel to the Authority

RESOLUTION ~~NO.~~ 202~~0~~19-1

RESOLUTION OF CITY OF NAPLES AIRPORT AUTHORITY DELEGATING CERTAIN ADMINISTRATIVE AND OPERATIONAL POWERS AND DUTIES TO THE EXECUTIVE DIRECTOR; AND REPEALING RESOLUTION NO. 2019~~8~~-1.

WHEREAS, City of Naples Airport Authority created by the City of Naples Airport Authority Act, Laws of Fla. Ch. 69-1326, as amended ("the Enabling Act"), is governed by a Board of Commissioners appointed by the Council of the City of Naples; and

WHEREAS, Sec. 4. [Powers.] (m) of the Enabling Act authorized the City of Naples Airport Authority ("the Authority") through the Board of Commissioners to do all acts and things necessary or convenient to carry out the powers granted by the Enabling Act; and

WHEREAS, the Authority has in prior years adopted policy directives delegating administrative and operational powers and duties to the Executive Director for the purpose of carrying out the powers granted by the Enabling Act; and

WHEREAS, the Bylaws for the Governance and Operation of City of Naples Airport Authority adopted on September 20, 2018 (the "Bylaws"), at Article IV, Section 2, state that the Executive Director shall act as the chief operating officer, chief financial officer, and Secretary to the Board of Commissioners; and

WHEREAS, the Board of Commissioners of the City of Naples Airport Authority (the "Board") has, from time to time, found it prudent to review and revise the powers and duties delegated to the Executive Director, and

WHEREAS, the Board now intends to restate and confirm the powers and duties delegated by it to the Executive Director and to repeal Resolution No. 2019~~8~~-1:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD AS FOLLOWS:

1. Resolution No. 2019~~8~~-1 is hereby repealed.

2. The following Resolution on the delegation of administrative and operational powers and duties to the Executive Director is hereby adopted:

I. GENERAL PROVISIONS

A. This Resolution is adopted by the Board of Commissioners of the City of Naples Airport Authority for the purpose of defining the administrative and operational powers and duties of the Executive Director~~,~~ and authorizing the Executive Director to employ personnel and to delegate to them such administrative or operational control as is necessary and advisable for the efficient exercise of the Executive Director's responsibilities.

B. This Resolution delegates specific powers and duties to the Executive Director. The Executive Director may appoint Authority employees to act in the place of the Executive Director with regard to the powers and duties delegated herein. Nonetheless, the

responsibility for all Authority administration and operations rests with the Executive Director, subject to and consistent with the delegation of powers set forth herein.

C. This Resolution requires that the Executive Director promulgate policies and establish procedures controlling the administration, finance, operations, human resources, airport facilities, communications, information technology, engineering, and planning for airport facilities of the Authority.

D. This Resolution directs the Executive Director to consult with Authority Counsel and with the Board at all times that such consultation will further the intent of the Enabling Act.

E. This Resolution delegates to the Executive Director such decision-making authority as is consistent with his roles as chief operating officer, chief financial officer, and Secretary to the Board obtaining, when necessary or appropriate, the advice and consent of the Board. These titles shall incorporate the duties and responsibilities of chief executive officer of the Authority.

F. This Resolution directs the Executive Director to manage the operations of the Authority in strict compliance with all applicable federal, state and local laws, statutes or ordinances and to consult with the Authority's Counsel at any time in order to effectuate the general intent of this Resolution that the Authority be in compliance with the law.

II. NAPLES MUNICIPAL AIRPORT FACILITIES

The Authority leases approximately one square mile of land from the City of Naples and has legal title to additional land along the eastern bank of the Gordon River. Upon this land the Authority has constructed airport facilities as defined in Section 2 of the Enabling Act and has been charged, in Section 3 of the Enabling Act, with the duty of operating and maintaining the airport facilities thereon.

A portion of the land and airport facilities are leased or licensed by the Authority to public and private entities who, upon the prior written consent of the Authority, may further lease their interest to additional airport users. The administration of all land and airport facilities is herein delegated to the Executive Director under the following terms and conditions:

A. ~~Leasing Programs:~~The leasing of land and airport facilities by the Authority shall be administered by the Executive Director as follows:

1. All leases of land and airport facilities shall be in writing, in a form approved by Authority Counsel, executed by the tenant and guaranteed as required by the Executive Director.

2. The Executive Director is authorized to execute, ~~and~~ consent to and amend all leases which have initial and/or renewal/extension terms in the aggregate not exceeding five (5) years (each individually a "Short Term Lease"). All leases for

(and all amendments to leases with) terms in excess of a Short Term Lease~~the Executive Director's authority hereunder~~ shall be approved by the Board.

3. The Executive Director is authorized to renew or extend all leases when such renewals or extensions are provided for in the lease; the material terms of the lease remain unchanged; rent adjustments provided for in the lease are made; and, neither the lease nor any other agreement between the Authority and the tenant is in material default.

4. The Executive Director may authorize a change in the name of a tenant or guarantor of a lease provided that the majority ownership and control of the actual leasing entity remains unchanged.

5. The Executive Director may approve and consent to (i) transfers of title to and (ii) mortgages and other encumbrances on all leasehold condominium ~~hangar~~s located on the airport facilities.

6~~3~~. The Executive Director shall enforce the terms and conditions of all lease agreements. The Executive Director may issue appropriate notices of default and notices of termination with regard to all lease agreements. The Executive Director will, in his discretion, keep the Board advised with respect to lease default and termination notices. The Executive Director may default or terminate all lease agreements pursuant to the terms and conditions contained therein. Upon default or termination of any Short Term Lease, the Executive Director may take all action necessary, including commencing and/or settling litigation, notwithstanding anything to the contrary in Article IX hereof, to enforce the lease agreement governing the Short Term Lease, to take possession of the leasehold property demised under the Short Term Lease and/or to recover for the Authority all remedies and damages, including obligations and sums due pursuant to the lease agreement governing the Short Term Lease.

7. The Executive Director shall from time to time establish and promulgate comprehensive leasing standards and procedures, including form leases, for the leasing of all land and airport facilities.

8~~5~~. The Executive Director shall from time to time establish and promulgate lease and rental rates for all land and airport facilities.

~~6. The Executive Director shall consult with Authority Counsel on each lease. Except for tie-down, t-shelter, t-hangar and common storage leases having a term of two (2) years or less, Authority Counsel shall approve in writing all leases as to form and legal sufficiency.~~

B. ~~Miscellaneous Airport Facilities Documents:~~ The Executive Director may execute and consent to on behalf of the Authority such other agreements, contracts, instruments and documents, after consultation with Authority Counsel, he deems necessary or

appropriate to do all acts and things necessary or convenient for the efficient and prudent operation of the Authority; provided, however, except as authorized under Article II, Section A hereof, the Executive Director shall not without the advice and consent of the Board at a regular or special meeting:

1. Enter into or consent to any agreement, contract, instrument or document affecting the land or airport facilities having initial and/or renewal/extension terms in the aggregate exceeding five (5) years;~~.~~

2. Take any actions, or permit any restrictions, liens, encumbrances, subordinations or easements, which unreasonably limit or constrain the future use or development of the land or airport facilities for initial and/or renewal/extension terms in the aggregate exceeding five (5) years;~~.~~ or

3. Enter into any agreement with an air carrier to provide regularly scheduled passenger air service to Naples Municipal Airport.

III. AGREEMENTS FOR PERFORMANCE OF PUBLIC WORKS PROJECTS

A. The Executive Director is designated the administrator for all of the Authority's public works projects, and he may designate a manager for each specific project. The Executive Director is authorized to prepare and advertise solicitations (when required by law and/or the Authority's policies and procedures) and to make recommendations to the Board on all procurement methods and agreements for public works projects.

~~B. Contracts and agreements for public works projects will be procured under the design/competitive bid/build format unless the Board has approved an alternative method prior to solicitation.~~

B~~C~~. The Executive Director is authorized to execute contracts and agreements for public works projects on the airport facilities in amounts not in excess of $450,000, provided that the expenditure does not cause the Authority's total operating or capital budget for the current fiscal year to be exceeded.

C~~D~~. In instances where public works contracts have been awarded and under which the work is in progress and changes in the plans or specifications are deemed necessary in order to accomplish the work, the Executive Director is authorized to execute written change orders to the contract, when the public works contract permits change orders, and the total change orders authorized will not cause the project cost to exceed the project budget.

IV. CONTRACTS FOR PROCUREMENT OF COMMODITIES AND CONTRACTUAL SERVICES

A. The Executive Director is designated the administrator for the procurement of all the Authority's commodities and contractual services, and he may designate a manager for

each direct purchase or contract. The Executive Director is authorized to prepare and advertise solicitations (when required by law and/or the Authority's policies and procedures) and to make recommendations to the Board on all direct purchases or contracts for commodities and contractual services.

B. The Executive Director is authorized to directly purchase or execute contracts or agreements for the procurement of commodities or contractual services in amounts not in excess of $450,000, provided that: (i) the expenditure does not cause the Authority's total operating or capital budget for the current fiscal year to be exceeded; and (ii) the initial and/or renewal/extension terms of such direct purchase, contract or agreement in the aggregate does not exceed five (5) years.

C. The Executive Director is authorized to declare an emergency (an "Emergency") which may require expedited expenditure, approval and implementation authority, and the Executive Director thereafter shall have the authority to acquire, approve and implement, either directly or through the execution of contracts, resolutions and certifications, such materials, equipment, supplies, grants, ~~and/or~~ services and actions necessary to respond to the Emergency. The Executive Director shall, at the next meeting of the Board following the Executive Director's declaration of an Emergency, request that the Board ratify his declaration of an Emergency and any actions taken~~direct purchase and/or contract entered into~~ by the Executive Director in response thereto.

Following the declaration of an Emergency, the Executive Director shall conscientiously advise each Commissioner of developments relating to the Emergency and the status of any actions taken~~direct purchase and/or contract entered into~~ by the Executive Director in response thereto.

Every contract executed pursuant to the power granted herein upon the declaration of an Emergency by the Executive Director shall contain a clause which states that the contract is subject to ratification by the Board and that, if ratification is not forthcoming, the contract shall terminate. Notwithstanding the foregoing, the contract vendor shall be compensated for services and materials provided to the Authority up to and including the date the Board declined to ratify the contract.

V. SURPLUS PROPERTY

The Executive Director is designated as the custodian of surplus property.

Surplus property shall be disposed of by the Executive Director in accordance with applicable law~~the policies and procedures approved by the Board~~.

VI. AVIATION FUELS

The Executive Director shall have the authority to (i) effectuate aviation fuel sales to the Authority's customers, (ii) determine and publish aviation fuel rates and charges and (iii)

administer the licensing of private self-fueling activities in accordance with the Authority's Rules and Regulations.

The Executive Director shall advise the Board of any material changes to the Authority's Aviation Fuel Program before it is promulgated by the Executive Director.

VII. HUMAN RESOURCES

The Executive Director shall be responsible for all employees and all personnel matters at the Authority.

The Executive Director shall prepare, maintain and distribute an employee handbook which shall contain rules, procedures and guidelines for the employment, retention, training, grievance procedures, benefits, salaries and termination of Authority employees.

The Executive Director shall implement the rules, procedures and guidelines set forth in the employee handbook.

VIII. DISPOSITION OF UNCOLLECTIBLE ACCOUNTS

The Executive Director is authorized to perfect and enforce lien rights, including, but not limited to, prop locking aircraft, to secure payment of accounts receivable and other fees and charges as may accrue to the Authority. The Executive Director shall consult with Authority Counsel prior to taking enforcement action.

The Executive Director shall establish accounting procedures to report uncollectible accounts receivable incurred in normal Authority operations. Prior to designating an account receivable as uncollectible, the Executive Director shall make a reasonable effort to cause the collection of the account and shall report any uncollectible account receivable in an amount in excess of $10,000 to the Board for consideration.

IX. LITIGATION

A. Unless otherwise provided herein, the Executive Director is instructed to recommend to the Board, at a regular or special meeting, the commencement of any litigation or administrative proceeding or the report of a non-emergency incident to any law enforcement agency that, in the judgment of the Executive Director, is prudent or necessary to protect the interests of the Authority. Except as authorized under Article II, Section A, Subsection 3, hereof, no litigation shall be commenced or terminated without the direction of the Board at a regular or special meeting.

B. The Executive Director shall make a reasonable effort to notify each Commissioner of the Authority and the Authority Counsel of any suit or administrative proceedings brought against the Authority, and shall instruct Authority Counsel to represent the Authority.

C. When any action is brought against any Commissioner, the Executive Director or any employee in their official capacity, the Executive Director shall instruct Authority Counsel to defend such person as permitted by Florida law and The Florida Bar Code of Professional Responsibility, unless otherwise directed by the Board.

D. Unless otherwise provided herein, in any suit or proceeding where the Executive Director and Authority Counsel agree that settlement is in the best interest of the Authority, the Executive Director shall advise and consult with the Board at the next regular or special meeting of the Board. Except as authorized under Article II, Section A, Subsection 3, hereof, the power to settle any claim, suit or administrative proceeding is reserved to the Board.

X. AUTHORITY FUNDS

The Executive Director shall ensure~~deposit~~ all funds received from sales, services and rents are deposited in ~~state approved depositories for credit to the general operating~~ accounts of the Authority in compliance with applicable law. Withdrawal of funds from any ~~bank~~ accounts of the Authority shall be made only upon authorized signature(s) or other approval(s). Funds as determined by the Executive Director to be in excess of those required to meet current~~for ordinary operating~~ expenses shall be invested in accordance with the Authority's investment policy and section 218.415, Florida Statutes, as amended. ~~A summary report of such investments, sales and interfund transfers shall be provided to the Board no less than on a quarterly basis.~~

XI. RULES AND REGULATIONS

The Executive Director is responsible for the implementation, publication and enforcement of the Authority's Rules and Regulations.

The Executive Director shall recommend to the Board for approval any revisions to the Authority's Rules and Regulations as he deems necessary or appropriate.

XII. CONTINUING RESOLUTION

This Resolution 2020~~19~~-1 shall remain in full force and effect until repealed or amended by the Board. The Executive Director is instructed to include on the Board's regular meeting agenda each year an item for the review of this Resolution and for the consideration of amendments.

DULY PASSED AND ADOPTED IN OPEN AND REGULAR MEETING OF THE BOARD this 16~~7~~th day of January, 2020~~19~~.

CITY OF NAPLES AIRPORT AUTHORITY

~~(Authority Seal)~~

Attest: _____ By: _____

Christopher A. Rozansky Name: _____

Executive Director

Title: Chair

Approved as to form and
legal sufficiency by:

_____

William L. Owens, Esq.
Counsel to the Authority

Naples AIRPORT AUTHORITY

To: Honorable Chair and Commissioners

From: Christopher A. Rozansky, Executive Director CR

By: Kerry Keith, Senior Director of Airport Development and Facilities KDK

Meeting Date: January 16, 2020

Re: **ACTION ITEM**

5. Professional Services Agreement and Task Order for the North GA Ramp Rehabilitation in an amount not to exceed $336,569.

SUMMARY: Board authorization for the Executive Director to execute a Professional Services Agreement and sign a Task Order with AVCON, Inc. for the North GA Ramp Rehabilitation Design, Bid and Construction Phase Services in an amount not to exceed $336,569.

BACKGROUND: Following the Board approval at the December meeting for the selection of AVCON, Inc. as the Engineer for the North GA Ramp Rehabilitation, staff worked with AVCON to negotiate a scope of work for professional services for design, bidding and construction phase services for this project. The schedule anticipates construction during the off season to minimize disruption to operations and our tenants.

COMMUNICATIONS PLAN: No communication is required at this time

FINANCIAL IMPACT: This project, design and construction, is included in the FY 2020 budget in the amount of $2,000,000.

Naples AIRPORT AUTHORITY

To: Honorable Chair and Commissioners

From: Christopher A. Rozansky, Executive Director CR

By: Diane Terrill, Deputy Executive Director DT

Meeting Date: January 16, 2020

Re: **ACTION ITEM**

6. Part 150 Noise Study Technical Advisory Committee

SUMMARY: Board (1) establishment of the Part 150 Noise Study Technical Advisory Committee (TAC), (2) define roles of the TAC and (3) approval of the members of the TAC.

BACKGROUND:

Establishment of the Technical Advisory Committee

As discussed at the November Board of Commissioners meeting, ESA will conduct four (4) TAC meetings as Part of Phase I of the Part 150 Study. Best practices for a Part 150 Noise Study include a committee comprised of no more than 20 members. Members should include those whose input is valuable to the technical quality of the study and certain other community stakeholders. It is desirable to have a wide scope of participation from both the city and county.

In accordance with City of Naples Airport Authority Bylaws, Article VI, Section 10, Public Committees:

> "The Board may create such committees consisting of Commissioners and/or members of the public at large and assign the duties and responsibilities of each public committee as the Board deems necessary or advisable. The Board shall appoint members of public committees who shall serve at the pleasure of the Board. The Executive Director, or his/her designee, neither of whom shall be members of the public committee, shall act as Secretary for each public committee, and proper minutes of all public committee meetings and recommendations shall be kept."

Role of the Technical Advisory Committee

The TAC's role is to provide technical input and feedback to the NAA Board of Commissioners and is solely limited to the Naples Part 150 Study. It is expected that TAC members will advise their organizations of the TAC's discussions and shall bring input from their communities/organizations back to the TAC discussions.

The NAA Board of Commissioners shall respect and consider the TAC's technical input, but shall retain its responsibility for, and decision making authority on, the Part 150 Study. The TAC and Board of Commissioners recognize that the Federal Aviation Administration (FAA) is responsible for accepting the Noise Exposure Maps (NEMs) and for approving the measures contained in the Noise Compatibility Program (NCP). As such, the Board of Commissioners intends to forward NEMs and an NCP that comply with 14 CFR Part 150 and other relevant federal regulations including, but not limited to, the conditions contained in the Authority's federal grant assurances.

In order to utilize the technical expertise of the TAC in the most effective manner, a professional meeting facilitator leads TAC meetings. TAC members are encouraged to express their opinions and are expected to respect the range of opinions expressed by their fellow TAC members.

TAC meetings will be open to the public. However, the purpose of the TAC is to provide technical input to the Board of Commissioners on the Part 150 Study. Outreach events, including public workshops, retail-style events, and community meetings, are scheduled at various points throughout the Study to provide the public an opportunity to provide input to the Study.

Members of the Technical Advisory Committee

In conjunction with ESA, staff sent invitations to the City and County Presidents Councils, airport tenants, business groups, city and county officials, RSW ATCT/TRACON, Naples ATCT, FAA, and FDOT. A press release was distributed on December 2, 2019, and a special edition of the airport newsletter was distributed on December 5, 2019, both of which directed interested parties to apply on the newly created Noise Study page on our website www.flynaples.com. The invitation, press release and application are attached. Sixteen (16) applications were received from citizens.

ESA has reviewed the applications and recommends the following be appointed to the TAC:

- NW Quadrant: Daniel O'Brien
- NE Quadrant: Jamie Robinson
- SW Quadrant: Craig Westbay
- SE Quadrant: David Norgard
- At-Large City of Naples: Jerry Brown
- At-Large Collier County: Andy Reed

- Naples Airport piston: Phil Boyer
- Naples Airport jet: Steve Kingston
- NCC Liaison: Gary Price
- NAA Liaison: TBD *(See Action Item 3)*

The following agencies were invited to appoint a representative:

- City of Naples Planning Department: TBD
- Collier County Growth Management Division: Jamie French, Deputy Director
- NABOR: TBD
- Greater Naples Chamber of Commerce: Michael Dalby, President and CEO
- 5th Avenue Business Improvement District: TBD
- Naples ATCT representative: TBD
- RSW TRACON representative: TBD
- FAA: Peter Green, Environmental Protection Specialist, Orlando Airports District Office
- FDOT: Declined to be a member of the TAC, but plans to participate in meetings.

The first meeting of the TAC is scheduled for January 30, 2020, in the Airport Office Building, 200 Aviation Drive North.

COMMUNICATIONS PLAN: With Board approval, the appointed members will be contacted to confirm their participation. Staff anticipates that the aforementioned agencies will submit their appointments before the first meeting. Materials will be distributed prior to the January 30, 2020 kick-off meeting.

FINANCIAL IMPACT: The project is currently anticipated in the FY 2020 budget in the amount of $700,000.

Sent via E-Mail

Dear Community Member,

Naples Airport Authority is initiating a voluntary study to assess its airport noise compatibility planning. The Noise and Land Use Compatibility Update, also known as a Part 150 study, provides a structured approach for airport operators, pilots, neighboring communities, and the FAA to evaluate opportunities to address community concerns regarding noise exposure, while preserving safety and operational capabilities of the airport.

As part of the NAA's objective to include extensive public involvement, it is forming a Technical Advisory Committee for the two-and-a-half-year study that will include community volunteers representing the city and county. Interested citizens are encouraged to apply. For information about the Technical Advisory Committee, membership criteria, and the application process, visit www.flynaples.com/part-150-noise-study/. Applications must be received by Tuesday, Dec. 31, 2019.

Naples Airport is ideally located within minutes of downtown Naples, the Gulf of Mexico and I-75, connecting people to the Paradise Coast through an exceptional airport experience. The airport serviced 112,800 annual operations in the last fiscal year, while being an engaged, responsive partner to the community. Home to flight schools, air charter operators, car rental agencies, and corporate aviation and non-aviation businesses, the airport is also a central location for public services, including fire/rescue services, mosquito control, the Collier County Sheriff's Aviation Unit and other community services.

All funds used for the airport's operation, maintenance and improvements are generated from activities at the airport or federal and state grants from aviation-related user fees. The airport receives no local tax dollars. The Florida Department of Transportation values the airport's annual economic impact to the community at more than $440 million.

For more information or to subscribe to email updates from the airport, visit www.FlyNaples.com.

Naples
AIRPORT AUTHORITY
Celebrating 50 YEARS | 1969-2019

FOR IMMEDIATE RELEASE

Naples Airport Authority seeks community volunteers to serve on Technical Advisory Committee for noise and land use compatibility study

NAPLES, Fla. (Dec. 2, 2019) – Naples Airport Authority is initiating a voluntary study to assess its airport noise compatibility planning. The Noise and Land Use Compatibility Update, also known as a Part 150 study, provides a structured approach for airport operators, pilots, neighboring communities, and the FAA to evaluate opportunities to address community concerns regarding noise exposure, while preserving safety and operational capabilities of the airport.

As part of the NAA's objective to include extensive public involvement, it is forming a Technical Advisory Committee for the two-and-a-half-year study that will include community volunteers representing the city and county. Interested citizens are encouraged to apply. For information about the Technical Advisory Committee, membership criteria, and the application process, visit www.flynaples.com/part-150-noise-study/. Applications must be received by Tuesday, Dec. 31, 2019.

Naples Airport is ideally located within minutes of downtown Naples, the Gulf of Mexico and I-75, connecting people to the Paradise Coast through an exceptional airport experience. The airport serviced 112,800 annual operations in the last fiscal year, while being an engaged, responsive partner to the community. Home to flight schools, air charter operators, car rental agencies, and corporate aviation and non-aviation businesses, the airport is also a central location for public services, including fire/rescue services, mosquito control, the Collier County Sheriff's Aviation Unit and other community services.

All funds used for the airport's operation, maintenance and improvements are generated from activities at the airport or federal and state grants from aviation-related user fees. The airport receives no local tax dollars. The Florida Department of Transportation values the airport's annual economic impact to the community at more than $440 million.

For more information or to subscribe to email updates from the airport, visit www.FlyNaples.com.

-30-

Contact:
Jennifer Hamilton, Gravina, Smith, Matte & Arnold Marketing and PR, 239-275-5758,
jennifer@gsma.pro

Naples Municipal Airport 14 CFR Part 150 Study
Technical Advisory Committee Member Application

All applications must be submitted by **December 31, 2019.** Membership recommendations will be presented to the Naples Airport Authority (NAA) on January 16, 2020

The NAA is dedicated to mitigating the impact of aircraft noise to the extent possible and is commencing an update to its Part 150 Noise and Land Use Compatibility Study.

The Part 150 Study will quantify existing and future aircraft noise exposure levels, assess land use impacts according to federal standards, and seek ways to minimize those impacts to the greatest extent practical within 14 CFR Part 150 guidelines (if applicable). The NAA is inviting a cross section of key stakeholders to serve on the Technical Advisory Committee (TAC) to represent the interests of their organization.

The role of the TAC is to provide technical input and feedback to the NAA relative to the Part 150 Study. It is expected that TAC members will inform their organizations of the TAC's discussions and shall bring input from their organizations back to the TAC. We intend to conduct approximately eight (8) TAC meetings during the study's approximate 2 1/2-year duration, during normal business hours (i.e., Monday-Friday between 8 am – 5 pm) dates TBD between October - April. While participation is voluntary, once committed, we ask that you serve on the TAC for the duration of the study.

Please be advised that the TAC will be subject to Florida's Sunshine Law (Ch. 286, Florida Statutes), Public Records Law (Ch. 119, Florida Statutes) and Code of Ethics (Ch. 112, Part III, Florida Statutes). In general, Florida's Sunshine Law establishes a public right of access to meetings of the TAC (and prohibits two or more TAC members from discussing any matter which may foreseeably come before the TAC outside a properly noticed public meeting). Florida's Public Records Law provides a right of public access to any records (in any form, whether written or electronic) made or received by any TAC member in connection with the official business of the TAC, unless specifically exempted by the Florida Legislature. The intent of Florida's Code of Ethics is to ensure that TAC members will conduct themselves independently and impartially by prohibiting certain conduct and conflicts of interest. Training and materials will be provided concerning the legal obligations imposed on each TAC member by these laws.

The first TAC meeting will be held at:

Date: Thursday, January 30, 2020
Time: 1:00PM – 4:00PM
Location: TBD

Please submit your application by **December 31, 2019** to noisestudy@flynaples.com

Name: _____

Address: _____

Phone: _____

Email: _____

Please answer the questions on the following page, along with the contact information above, when submitting your application.

1. Which residential quadrant would you represent? If you're applying for a Member at Large, would you represent the City or County? (Select all that apply)
   - ☐ Northeast Quadrant (Extends north and east from the intersection of Airport Pulling Road and Radio Road; includes Grey Oaks, Wyndemere, and Golden Gate Estates.)
   - ☐ Southeast Quadrant (Extends south and east from the intersection of Airport Pulling Road and Radio Road; includes Glades, Lely, and East Naples.)
   - ☐ Northwest Quadrant (Extends north and west from the intersection of Airport Pulling Road and Radio Road, and north of Fifth Avenue North; includes Avion Park and Bear's Paw.)
   - ☐ Southwest Quadrant (Extends south and west from the intersection of Airport Pulling Road and Radio Road, and south of Fifth Avenue North; includes Brookside and Royal Harbor.)
   - ☐ City of Naples At-Large (Resident of the City of Naples.)
   - ☐ Collier County At-Large (Resident of Collier County, outside the City of Naples.)
2. Why are you interested in being a TAC member?
3. Please share any relevant experience that you feel demonstrates your ability to serve as an active TAC participant. Are you currently, or have you been, a member of another board or committee? Please provide a summary of experience or resume, if appropriate.
4. How will you seek input from the stakeholders you represent? How will you disseminate information back to those stakeholders?
5. Are you interested and willing to learn about sound metrics, current and future aircraft operations, aircraft fleet mix, aircraft flight tracks, airspace, and land uses?
6. Are you willing to work collaboratively with the other TAC members, and respect their viewpoints, which may differ from yours?
7. This is a voluntary position; there is no compensation for time or expenses. Do you accept that you cannot be compensated for participation?
8. Do you agree to assume the obligations imposed by the Florida Sunshine and Public Record Laws?

Naples AIRPORT AUTHORITY

To: Honorable Chair and Commissioners

From: Christopher A. Rozansky, Executive Director CR

By: Diane Terrill, Deputy Executive Director DJT

Meeting Date: January 16, 2020

Re: **OLD BUSINESS**

2. Revised FY 2017 – FY 2021 Strategic Plan

SUMMARY: Board adoption of revisions to the FY 2017 – FY 2021 Naples Airport Authority Strategic Plan, consisting of revisions to the FY 2020 Scorecard.

BACKGROUND: At its Regular Meeting on December 19, 2019, the Board of Commissioners made recommendations for revision to the FY 2020 Strategic Plan Scorecard to include prevention of fraud and data breaches. Other revisions are proposed to provide further clarification of measures.

All proposed revisions are highlighted in purple.

COMMUNICATION PLAN: The adopted scorecard will be available to all staff and the public in print and on our website; and utilized in presentations.

FINANCIAL IMPACT: The Strategic Plan is the impetus for the projects and initiatives and is a key element in developing the operating and capital budgets for the next fiscal year.

STRATEGIC PLAN SCORECARD

October 1, 2019 to September 30, 2020

Draft presented to NAA Board 1/16/2020

GOAL 1	OBJECTIVE	PROJECT / INITIATIVE	MEASURE	OWNER	START	COMPLETION	STATUS	Notes
Provide a safe, modern and efficient airport and fixed base operator	Plan, develop, and maintain facilities that meet customers current needs, anticipates future demands, and preserve the utility of the airport	Replacement ARFF Station, GAT Improvements, Runway 5-23 Drainage, North Quad Site Preparation, GA North Apron Rehabilitation, ATCT Improvements	Capital projects (> $1M) on time and within budget	Development	10/1/2019	9/30/2020		
		Airspace Planning Software	No new incompatible land uses or adverse impacts to airspace	Development	10/1/2019	9/30/2020		
	Employ a proactive approach to workplace and operational safety, maintenance and security	Maintain compliance with Part 139 requirements throughout the year	FAA Part 139 Certification - No Discrepancies	Operations	10/1/2019	9/30/2020		
		Employee training, operating procedures, and the Safety ~~Committee~~ Action Team		Operations	10/1/2019	9/30/2020		Revised to reflect makeup of the team by NAA staff
	Innovate in preserving the environment and natural resources	Incorporate LEED elements into new facilities, conduct feasiblity study of implementing solar canopy in GAT long-term parking lot, convert GAT irrigation to storm water source and replace GAT drinking fountains with water bottle refill stations	Improve energy efficiency and reduce utility use where practicable	Development	10/1/2019	9/30/2020		

GOAL 2	OBJECTIVE	PROJECT / INITIATIVE	MEASURE	OWNER	START	COMPLETION	STATUS	Notes
Be an engaged, responsive partner in service to our community	Mitigate adverse impacts of aircraft noise on all the communities surrounding the airport to the extent feasible	Part 150 Noise Study (Phase 1 - NEM)	Conduct Part 150 Noise Study on schedule	Executive	10/1/2019	9/30/2020		
	Improve voluntary curfew compliance	*Fly Safe Fly Quiet* initiatives	98% or better curfew compliance	Executive	10/1/2019	9/30/2020		
	Increase awareness about the value of the airport, noise abatement efforts, and honor aviation's historical contributions	Outreach Events	30 community events, FSFQ promotional events, tours, and presentations	Communications	10/1/2019	9/30/2020		

GOAL 3	OBJECTIVE	PROJECT / INITIATIVE	MEASURE	OWNER	START	COMPLETION	STATUS	Notes
Strengthen the airport's economic vitality	Assure the fiscal health and integrity of the Naples Airport Authority	Maintain appropriate financial controls and procedures	Certificate of Achievement for Excellence in Financial Reporting for FY19	Finance	10/1/2019	9/30/2020		
			Unmodified audit from FY2019		10/1/2019	9/30/2020		
		Maximize grant revenue on capital improvement projects	Execute grants agreement offered, collect programmed amounts and close out grants on time	Finance	10/1/2019	9/30/2020		
		Management of revenues and expenditures	Operate the airport within approved Operating/Capital budget (in millions)	Finance	10/1/2019	9/30/2020		
	Deliver internal and external customer service that anticipates and surpasses expectations	Customer Survey Rankings	To be ranked as one of the overall top 20 FBO's in the Pro Pilot PRASE Survey	Operations	10/1/2019	9/30/2020		
			To be ranked as one of the top 10 Independent FBO's in the Pro Pilot PRASE Survey	Operations	10/1/2019	9/30/2020		
			Collect at least ~~400~~ 250 NAA surveys ~~w/~~ with 90% or above exceeding expectations	Operations	10/1/2019	9/30/2020		Returning customers are questining why they are being asked to complete the survey again
	Ensure business continuity	Fraud prevention and data protection	No loss of funds due to fraud	Finance and IT	10/1/2019	9/30/2020		Added per Commissioner comments following December regular meeting. Sensitive data defined as PHI, PII, PCI, HIPPA, Financial Records
			No external breaches of sensitive data	Finance and IT	10/1/2019	9/30/2020		
		Streamline internal procedures and harden IT infrastructure	Update IT disaster recovery procedures, install SAN, Windows 7 EOL workstation and server upgrades	IT	10/1/2019	9/30/2020		

GOAL 4	OBJECTIVE	PROJECT / INITIATIVE	MEASURE	OWNER	START	COMPLETION	STATUS	Notes
Equip employees and leaders to excel today while preparing for tomorrow	Promote a values-centered culture in order to better serve our employees, customers and community	Employee engagement	Exceed Employee Engagement survey government sector benchmark 60-65%	HR	10/1/2019	9/30/2020		Switched Initiative and Measure
	Offer progressive opportunities for employee and leadership development	Leadership Development Program	90% or more members of the leadership team complete leadership development training and full-time employees establish/update career path	HR	10/1/2019	9/30/2020		Revised career pathing to 90% or more of employees down from 100%
	Inspire the next generation of aviation professionals	Aviation education programs and/or events (CAP, EAA, NYAP, LWIT, sponsor students to attend industry conferences, career fairs, etc.)	Engage students through 10 aviation education programs, internships and/or events	Communications	10/1/2019	9/30/2020		Added Naples Youth Aviation Project (NYAP)

100%	**Project on Schedule**	100%	**Project Completed**	75%	**Project Delayed and/or Behind Schedule**
50%	**Project Halted or Terminated Due to Factors Beyond NAA Control**	0%	**Project Halted or Terminated Due to NAA**		

LEADERSHIP TEAM REPORT

December 2019 – January 2020

FOSTER A VALUED, ENGAGED AND EMPOWERED WORKFORCE

Leadership Development

In December, Naples Aviation officially and successfully transferred over to the new NATA web-based Safety 1st Training System. NATA is currently the industry's leading training and employee development platform. Naples Aviation currently has 33 staff members required to complete this training on a biennial basis. The new system allows staff to maintain a regular training schedule throughout a 24-month period, as opposed to the old system which required staff to rapidly work through their training, receive their certificate, and wait for the next training schedule. Additional benefits of the new system is the unlimited use of all training content offered, no additional cost for employee turnover, and all new content at no additional cost.

PROVIDE SERVICE EXCELLENCE EVERY DAY

Alerts

There was (1) alert for the month of December 2019.

DATE	ALERT	TYPE A/C	PROBLEM	RESULT
12/17/2019	6	CL35	Aircraft was disabled at intersection of RW14 and TW B with a nose-wheel that had turned more than 90 degrees and unable to move.	Aircraft was a FlexJet aircraft. It was towed to their facility for inspection and repair.

On December 26th, Naples Aviation broke all previous Jet fuel pumped records in the history of the FBO. The previous record of gallons sold was 82,068; the new record is 87,290 gallons! With all the fuel sold and all aircraft in/out since December 26th, it was all completed without a single safety issue!

Development and Facilities Maintenance

The pump motor for the lake fountain along Airport-Pulling Road has been replaced. The old pump is seven years old and was drawing twice the normal amperage. This fountain has become a landmark in the community and is used as a reference point for giving directions.

The City of Naples Utilities Department repaired an eight-inch potable waterline in a turf area along Radio Road. The cast iron pipe broke at a tee and was repaired quickly with minimal interruption of service.

Annual visual interior tank inspections have been completed on all fuel farm and self-fuel dispenser tanks. Operability testing for the tank monitoring systems has been completed on all of these sites as well.

The Florida Department of Transportation will be performing non-destructive friction tests of the runways in the month of January. Staff does not anticipate any issues with rubber accumulation on the runways.

A Request for Qualifications was advertised on January 5th for the Design of the North Quadrant Landfill Site Development and Taxiway D Extension. The deadline for responses is February 6th. Staff anticipates presenting to the Board at the April 16th Regular Meeting.

The initial facilities assessment meeting and project kickoff for the ATCT Rehab was held on January 9th.

The annual Joint Automated Capital Improvement Program (JACIP) updates have been submitted to the FAA for review. These updates are used by the FAA to help them determine future entitlement and discretionary funding through the AIP program.

Safety

December's Safety Action Team (SAT) meeting included a discussion about our new Safety Management System (SMS). Currently, Dr. Dave Byers, with Quadrex Aviation, LLC, is developing an SMS plan that will include safety elements such as policies and objectives, risk management, assurance and promotions. At January's SAT meeting, Dr. Byers will discuss the SMS Plan, status and how we will implement the new plan with staff and stakeholders.

Finance

The Finance Department finished the FY 2019 CAFR (Comprehensive Annual Financial Report) and submitted to the auditors for final review before being presented to the Audit Committee at its meeting on January 24th.

COMMITTED TO SUSTAINABILITY

Outreach

A flag retirement ceremony was held on December 13th at the Commercial Terminal, in conjunction with the Military Museum; 500 flags were retired.

On January 7th the Executive Director and Deputy Executive Director met with an Old Naples Association resident to discuss the Part 150 Noise Study process.

Tours

We conducted two tours in December (5th and 19th) for Shaping Masterpieces, which is a school based around educating the "Whole" child. Their curriculum is individualized by student needs using Time for Learning and Autism Healer Helper. On each tour date, the group visited the Sheriff's Hangar, Fire Department, Mosquito Control and MedFlight. A total of 12 kids and 12 adults attended over the two dates.

UPCOMING SCHEDULED EVENTS

NAME OF EVENT	LOCATION	EVENT DATES
Marine Industries - Boat Show	CAT Grass area	01/16/20 - 01/19/20
Humane Society Run for the Paws	CAP	1/25/2020
NetJets Static Display Event (4 planes) Phenom, XLS, Lat & Long	GA Ramp	1/26/2020
Collings Foundation - Wings of Freedom 2020 Tour	CAT Ramp	01/30/20 - 02/03/20
Cruise-In/Fly-In Pancake Breakfast	CAT Ramp	2/1/2020
Ferrari Club of America, Naples Chapter, fundraiser for St. Matthew's House	Elite Jets Hangar (private event)	2/6/2020
EAA TriMotor	CAT Ramp	2/13/20 - 2/16/20
Mackin Aviation LLC - Static Display of Aircraft	CAT Ramp	2/21/20 - 2/22/20
Rotary Club of Naples Charitable Foundation Inc./Cornhole Tournament	CAT Grass Area	02/29/20

The following is a high-level summary for December 2019, plus information on upcoming events:

December 2019 compared to December 2018:

- Total Aircraft operations are up 12.3%
- IFR (Instrument Flight Rules) operations are up 13.7%
- VFR (Visual Flight Rules) operations are up 11.1%
- Voluntary curfew (10pm – 7am) operations are down 7.5%
- 72.7% of the operations occurred during the "shoulder hours" in December 2019 as compared to 63.4% during December 2018.
- Voluntary curfew compliance rate is 98.7% in December 2019, as compared to 98.5% in December 2018.

FY 2020 compared to FY 2019 (October-December):

- Total Aircraft operations are up 10.5%
- IFR (Instrument Flight Rules) operations are up 9%
- VFR (Visual Flight Rules) operations are up 11.5%
- Voluntary curfew (10pm – 7am) operations are up 2.6%
- Voluntary YTD curfew compliance rate is 98.6% for FY 2020 and 98.5% for FY 2019.

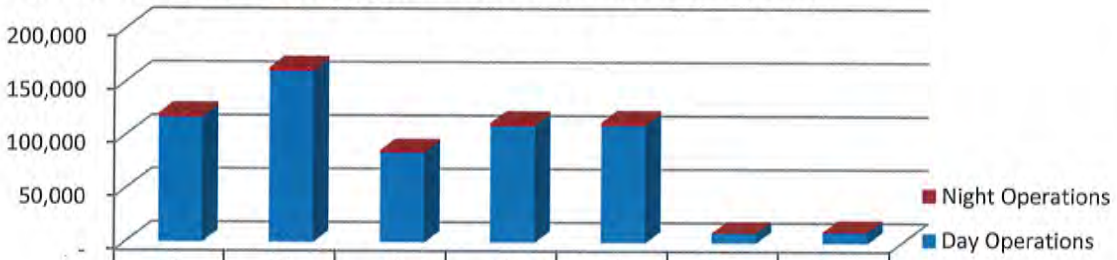
The next **Noise Compatibility Committee Regular Meeting** is scheduled for Thursday, January 30th, 2020, at 9 a.m., in Airport Office Building Conference Room located at 200 Aviation Drive North, 2nd floor. The public is encouraged to attend.

Videos of NCC Meetings are available for viewing at:
https://flynaples.com/agendas-minutes-videos/

NCC and NAA Annual Reports are posted on the Authority's website at:
https://flynaples.com/annual-reports/

Naples Airport - Operations Summary
Prepared by the Naples Airport Authority
December 2019

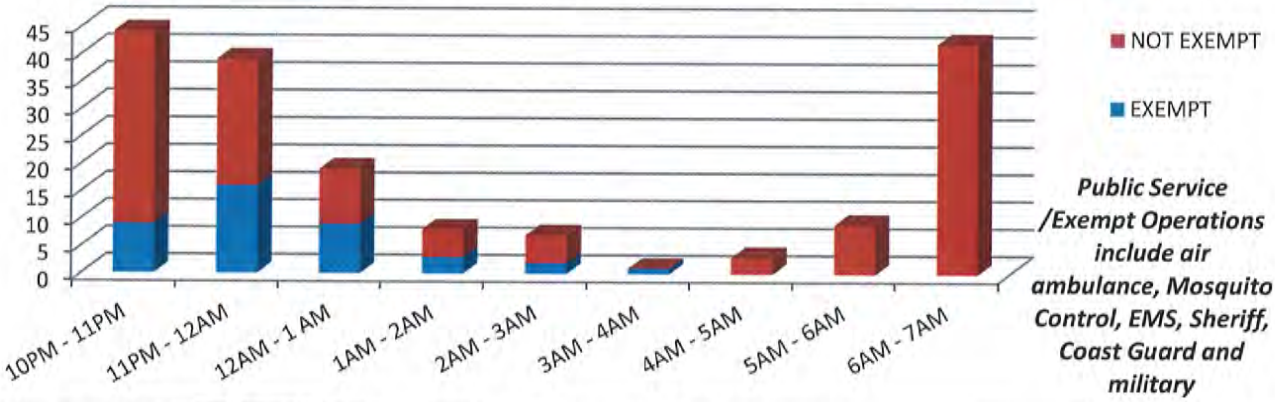
Day and Night Operations Annual & Current Month



	FY 2000	FY 2005	FY 2010	FY 2018	FY 2019	Dec-2018	Dec-2019
Total Operations	120,291	163,434	86,187	112,262	112,800	9,288	10,435
Night Operations	3,282	3,130	1,973	2,880	2,870	186	172
Day Operations	117,009	160,304	84,214	109,382	109,930	9,102	10,263
% Night Operations	2.7%	1.9%	2.3%	2.6%	2.5%	2%	1.6%

Voluntary Curfew (10 pm to 7 am) enacted May 1996

Night Operations by Hour - Current Month



Public Service /Exempt Operations include air ambulance, Mosquito Control, EMS, Sheriff, Coast Guard and military

72.7% of night operations took place during the hours of 10 pm - midnight and 6 a.m. - 7 a.m.

Voluntary Curfew Activity by Aircraft Category, Current Month

	Arrivals	Departures	Total	% of Activity
Jets	43	41	84	49%
Turboprops	6	11	17	10%
Piston	14	15	29	17%
Helo	1	1	2	1%
Public Service	23	17	40	23%
Total	87	85	172	
% of Activity	51%	49%		

US Customs and Border Protection Aircraft Clearings

	Cleared and Stayed	Cleared and Departed	Total Cleared	Cleared and Stayed
FY 2011*	304	6	310	98.1%
FY 2012	492	16	508	96.9%
FY 2013	549	12	561	97.9%
FY 2014	762	26	788	96.7%
FY 2015	874	32	906	96.5%
FY 2016	1025	47	1072	95.6%
FY 2017	1204	22	1226	98.2%
FY 2018	1334	28	1362	97.9%
FY 2019	1345	20	1365	98.5%
FY 2020	324	2	326	99.4%

* Facility opened December 30, 2010

CITY OF NAPLES AIRPORT AUTHORITY

ACTIVITY REPORT
PERIOD ENDING 31 DECEMBER 2019

OPERATIONS	Current Month			Year to Date		
	FY 19	FY 20	Variance %	FY 19	FY 20	Variance %
OPERATIONS - Itinerant						
Air Carrier	0	0	NMF	0	0	NMF
Commercial	1,626	1,775	9.2	4,199	4,357	3.8
General Aviation	5,856	6,016	2.7	17,929	18,573	3.6
Military	3	12	300.0	14	37	164.3
TOTAL ITINERANT OPERATIONS	7,485	7,803	4.2	22,142	22,967	3.7
OPERATIONS - Local						
Commercial	0	0	NMF	0	0	NMF
General Aviation	1,617	2,460	52.1	5,789	7,939	37.1
Military	0	0	NMF	10	5	(50.0)
TOTAL LOCAL OPERATIONS	1,617	2,460	52.1	5,799	7,944	37.0
TOTAL NIGHT OPERATIONS	186	172	(7.5)	607	623	2.6
TOTAL IFR - Operations *	4,369	4,968	13.7	12,057	13,143	9.0
TOTAL VFR - Operations	4,919	5,467	11.1	16,491	18,391	11.5
TOTAL OPERATIONS	9,288	10,435	12.3	28,548	31,534	10.5

Beginning 10/01/12, the nighttime operations were combined as one entry.

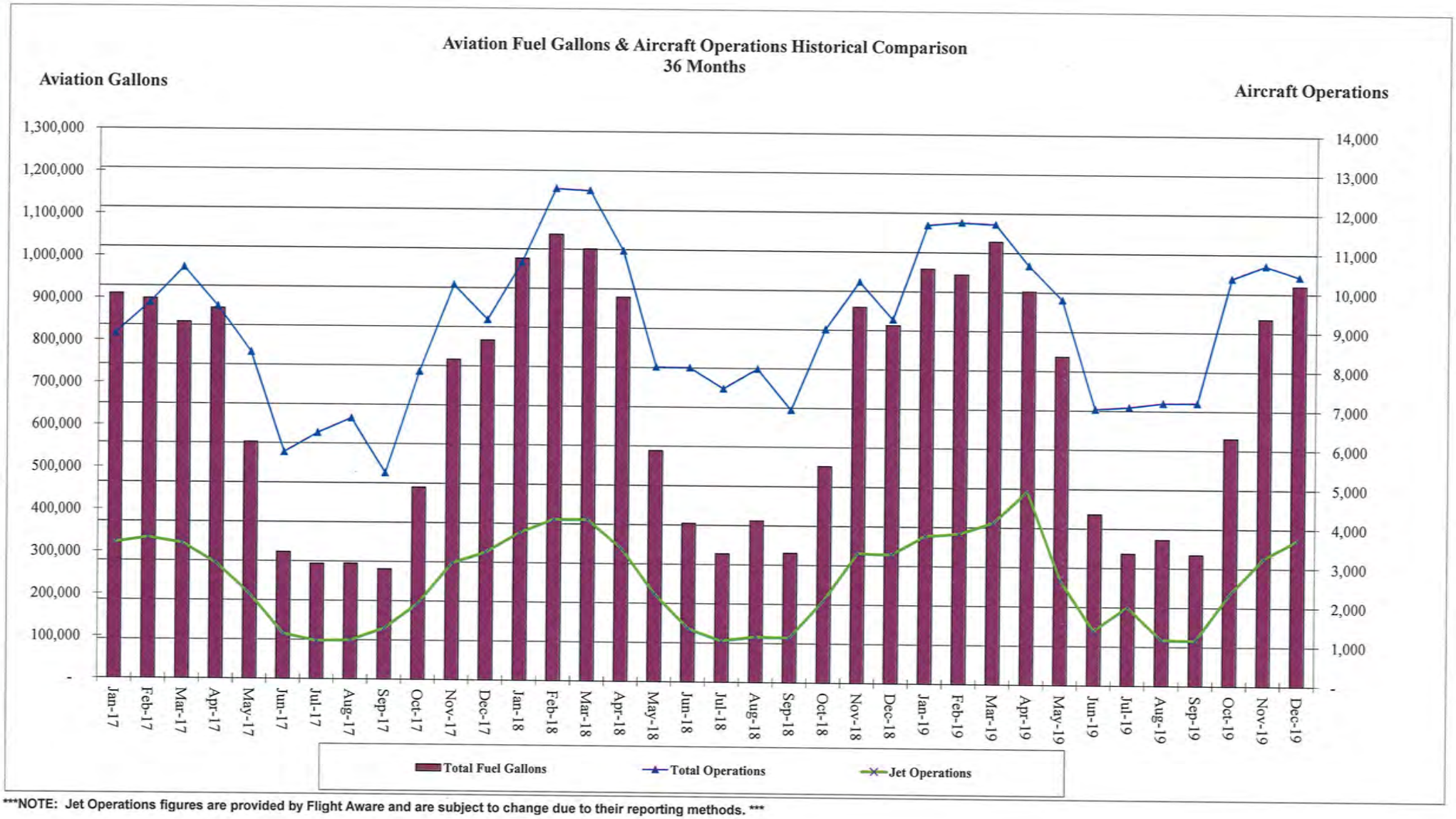
* As reported by ATCT

NMF = No Meaningful Figure

FINAL

CITY OF NAPLES AIRPORT AUTHORITY
U.S. CUSTOMS GENERAL AVIATION ACTIVITY
PERIOD ENDING 31 DECEMBER 2019

MONTH	TOTAL AIRCRAFT CLEARED			AIRCRAFT CLEARED/STAYED IN NAPLES			CLEARED/DEPARTED FOR DESTINATION			PERSONS CLEARED		
	FY 2019	FY 2020	VARIANCE (%)	FY 2019	FY 2020	VARIANCE (%)	FY 2019	FY 2020	VARIANCE (%)	FY 2019	FY 2020	VARIANCE (%)
OCTOBER	63	63	0.0	63	62	-1.6	0	1	NMF	309	237	-23.3
NOVEMBER	143	110	-23.1	137	109	-20.4	6	1	-83.3	663	513	-22.6
DECEMBER	137	153	11.7	135	153	13.3	2	0	NMF	615	708	15.1
JANUARY												
FEBRUARY												
MARCH												
APRIL												
MAY												
JUNE												
JULY												
AUGUST												
SEPTEMBER												
YTD TOTALS	**343**	**326**	**-5.0**	**335**	**324**	**-3.3**	**8**	**2**	**-83.3**	**1587**	**1458**	**-8.1**

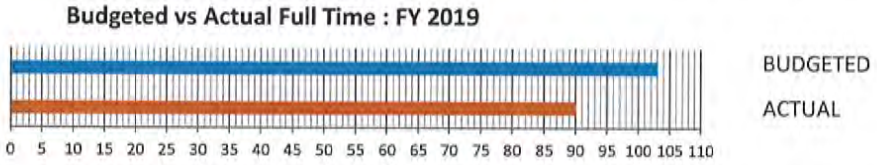


***NOTE: Jet Operations figures are provided by Flight Aware and are subject to change due to their reporting methods. ***

City of Naples Airport Authority
31-Dec-19
HUMAN RESOURCES METRICS

Voluntary Turnover[1]	FY 2016	FY 2017	FY 2018	FY 2019	FY20
NAA Voluntary Turnover History (Annual)	4.1%	8.1%	10.0%	12.8%	3.37%
National Average	20.7%	26.3%	30.5%	35.0%	35.0%

EMPLOYMENT[2]	FY 2016	FY 2017	FY 2018	FY 2019	FY20
Budgeted Positions (Non Seasonal)	73.6	74.8	76.0	86.0	89.0
Budgeted Positions (Seasonal)	2.5	2.5	2.5	3.8	14.0
Actual Positions (Non Seasonal)	72.2	73.9	72.0	79.0	79.0
Actual Positions (Seasonal)	2.8	2.6	2.0	3.6	11.0



Years of Service with the Authority	FY 2016	FY 2017	FY 2018	FY 2019	YTD FY20
3+ years	65.8%	66.7%	64.9%	63.8%	60.7%
5+ years	58.9%	56.9%	55.4%	48.8%	48.3%

	FY 2016	FY 2017	FY 2018	FY 2019	FY20
Work Injuries	3	5	4	3	1
Days Away from Work[3]	1	5	49	65	0

	FY 2016	FY 2017	FY 2018	FY 2019	FY20
Damage Incidents[4]	7	4	1	1	0
Per actual positions (FTE)	0.05	0.01	0.01	0.01	-

1. Voluntary Turnover National Average based on BLS data for Local Government-Non Educational. 2019 is current estimated.

2. Effective January 2018 a change in the report reflects annual budgeted positions and actual positions year to date. Prior years reflect fiscal year adjusted FTE's.

3. 50 of the missed days is a single incident in the previous fiscal year that resulted in 2 surgeries. Employee returned to work 10/31/2018. Then additional missed days for 2nd surgery included 22 additional days missed.

4. Report does not reflect Hurricane Irma damage.

Naples AIRPORT AUTHORITY
Celebrating 50 Years 1969-2019

To: Honorable Chair and Commissioners

From: Christopher A. Rozansky, Executive Director CR

By: Ken Warriner, Director of Finance and Administration KW

Meeting Date: January 16, 2019

Re: **December 2019 Financials**

1. Financial Summary

For the month of December 2019, operating revenue (net of cost of goods sold) was $2,216,881 compared to the budget of $1,652,271. This was favorable to budget by $564,610 or 34%. Operating expenses were unfavorable to budget by $(35,288) or 3%. Income from operations was $927,075 or $529,322 favorable to the budget. The change in net position was favorable to budget by $795,560. For the year-to-date period, the change in net position is favorable to budget by $1,587,135.

Key Financial Measures - Current Month

	Actual	Budget	Prior Year	Budget Variance		Prior Year Variance	
Fuel sales - Jet A gallons	897,196 *	697,175	816,154	200,021	29%	81,042	10%
Fuel sales - AvGas gallons	28,586	30,845	31,834	(2,259)	-7%	(3,248)	-10%
Operating revenue	$ 2,216,881	$ 1,652,271	$ 1,823,298	$ 564,610	34%	$ 393,583	22%
Operating expenses	$ 1,289,806	$ 1,254,518	$ 979,239	$ (35,288)	-3%	$ 310,567	32%
Change in net position	$ 977,957	$ 182,397	$ 603,080	$ 795,560	436%	$ 374,877	62%

Key Financial Measures - Fiscal Year-to-Date

	Actual	Budget	Prior Year	Budget Variance		Prior Year Variance	
Fuel sales - Jet A gallons	2,249,428	1,907,060	2,125,629	342,368	18%	123,799	6%
Fuel sales - AvGas gallons	93,815	94,829	96,955	(1,014)	-1%	(3,140)	-3%
Operating revenue	$ 5,662,089	$ 4,659,445	$ 4,842,420	$ 1,002,643	22%	$ 819,669	17%
Operating expenses	$ 3,311,840	$ 3,645,187	$ 2,884,243	$ 333,347	9%	$ 427,597	15%
Change in net position	$ 1,947,716	$ 360,582	$ 1,233,638	$ 1,587,135	440%	$ 714,078	58%

* Note -the Sunday after Thanksgiving is one of the busiest fuel sales days in the year. This day was in November in last year and in December this year.

As of the end of December, the Authority was still at capacity for aircraft storage rentals with a waiting list of 95 for various size rental spaces. Of these, 38% are current tenants and 62% are prospective tenants.

City of Naples Airport Authority

Board of Commissioners Financial Reports

Monthly Period Ended

December 31, 2019

City of Naples Airport Authority
Financial Reports
For the Period Ending December 31, 2019

Index

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City of Naples Airport Authority
Statements of Revenues, Expenses and Changes in Net Position
For the Period Ending December 31, 2019

	Actual Month	Budget Month	Favorable/ (Unfavorable)	%	(Variance) Explanations (>$10,000 and 10%)
Operating Revenue					
Aviation Fuel Sales	$ 3,725,459	$ 2,915,630	$ 809,829	28 %	
Cost of Aviation Fuel Sales	$ (2,168,089)	$ (1,800,612)	(367,477)	20	
Net Aviation Fuel Sales	**$ 1,557,370**	**$ 1,115,018**	$ 442,352	40	
Hangar Rentals	$ 120,419	$ 115,502	$ 4,918	4	
Building & Land Rent	130,345	119,043	11,302	9	
Ramp and Tie Down Fees	162,341	114,474	47,867	42	
Line Services	109,796	75,010	34,786	46	
Concession Fees	60,370	50,313	10,057	20	
U.S. Customs User Fees	50,195	51,300	(1,105)	(2)	
Flowage Fees and Misc. Revenue	26,043	11,612	14,432	124	
Total Operating Revenue	**$ 2,216,881**	**$ 1,652,271**	**$ 564,610**	34 %	
Operating Expenses					
Personnel Expenses:					
Salaries and Wages	$ 437,363	$ 528,772	$ 91,409	17 %	
Payroll Taxes	30,823	$ 39,543	8,720	22	
Benefits	119,485	$ 113,935	(5,550)	(5)	
Total Personnel Expenses	**$ 587,670**	**$ 682,249**	$ 94,579	14 %	
Professional Services	$ 40,127	$ 113,978	73,851	65	
Contracted Services	86,992	82,875	(4,117)	(5)	
Insurance	50,506	54,625	4,119	8	
Airfield and Grounds Maintenance	284,070	29,817	(254,253)	(853)	Airfield Strip Painting $270K budgeted in February 2020 and completed earlier than anticipated.
Building Maintenance	27,457	22,633	(4,824)	(21)	
Vehicle and Equipment Maintenance	20,327	32,108	11,781	37	
Utilities	33,566	30,612	(2,954)	(10)	
Credit Card Fees	36,277	25,897	(10,380)	(40)	Credit Card sales higher than anticipated.
Software Licenses and Support	15,408	26,667	11,259	42	
Legal Services	12,527	27,895	15,369	55	
Communications	23,054	22,104	(949)	(4)	
Conferences and Travel	6,113	12,321	6,209	50	
Minor Equipment and Supplies	26,060	15,898	(10,162)	(64)	Replenished stocked items for season
Pilot Services	9,780	16,000	6,220	39	
Training & Education	2,514	29,024	26,510	91	
Office Supplies	10,323	9,199	(1,124)	(12)	
Fuel (internal)	5,409	8,142	2,732	34	
Employee Recognition	3,432	3,042	(390)	(13)	
Dues & Subscriptions	(111)	5,356	5,468	102	
Uniforms	8,305	3,775	(4,530)	(120)	
Miscellaneous	-	300	300	100	
Total Operating Expenses	**$ 1,289,806**	**$ 1,254,518**	**$ (35,288)**	(3) %	
Income from Operations	**$ 927,075**	**$ 397,753**	**529,322**	**133 %**	
Non- Operating Revenue/(Expenses)					
Customer Facility Charges	$ 19,800	$ 18,332	$ 1,468	8 %	
Depreciation and Amortization	(336,562)	$ (311,225)	$ (25,337)	8	
Interest Revenue	65,023	$ 77,536	$ (12,514)	(16)	Interest rate lower than budget
Other Revenue (Expense)	331	$ -	$ 331	100	
Total Non- Operating Revenue/(Expenses)	**$ (251,409)**	**$ (215,357)**	**$ 36,052**	(17) %	
Income Before Capital Contributions	**$ 675,666**	**$ 182,397**	**$ 493,269**	270 %	
Capital Contributions	$ 302,291	$ -	(302,291)	100 %	Grant Contributions not budgeted.
Change in Net Position	**$ 977,957**	**$ 182,397**	**$ 795,560**	436 %	

City of Naples Airport Authority
Statements of Revenues, Expenses and Changes in Net Position
For the Period Ending December 31, 2019

	Actual Year-to-Date	Budget Year-to-Date	Favorable/ (Unfavorable)	%	(Variance) Explanations (>$25,000 and 10%)
Operating Revenue					
Aviation Fuel Sales	$ 9,313,172	$ 8,082,671	$ 1,230,501	15 %	
Cost of Aviation Fuel Sales	(5,514,199)	(4,956,785)	(557,414)	11	
Net Aviation Fuel Sales	$ 3,798,973	$ 3,125,886	$ 673,087	22	
Hangar Rentals	$ 361,812	$ 338,687	$ 23,125	7	
Building & Land Rent	390,245	358,409	31,836	9	
Ramp and Tie Down Fees	419,045	355,413	63,632	18	
Line Services	286,036	205,950	80,086	39	
Concession Fees	240,922	117,182	123,740	106	
U.S. Customs User Fees	106,605	127,875	(21,270)	(17)	
Flowage Fees and Misc. Revenue	58,451	30,043	28,408	95	
Total Operating Revenue	**$ 5,662,089**	**$ 4,659,445**	**$ 1,002,643**	22 %	
Operating Expenses					
Personnel Expenses:					
Salaries and Wages	$ 1,341,660	$ 1,504,649	$ 162,989	11 %	
Payroll Taxes	93,501	118,628	25,127	21	
Benefits	358,739	341,684	(17,055)	(5)	
Total Personnel Expenses	$ 1,793,900	$ 1,964,960	$ 171,061	9 %	
Professional Services	$ 158,372	$ 342,133	183,761	54	
Contracted Services	243,083	248,625	5,542	2	
Insurance	145,455	150,191	4,736	3	
Airfield and Grounds Maintenance	307,992	89,551	(218,441)	(244)	Airfield Strip Painting $270K budgeted in February 2020 and completed earlier than anticipated.
Building Maintenance	54,638	67,903	13,265	20	
Vehicle and Equipment Maintenance	72,702	96,324	23,622	25	
Utilities	84,348	98,839	14,492	15	
Credit Card Fees	77,944	72,122	(5,822)	(8)	Credit Card sales higher than anticipated.
Software Licenses and Support	44,721	80,000	35,279	44	
Legal Services	54,856	83,686	28,830	34	
Communications	72,877	66,312	(6,565)	(10)	
Conferences and Travel	26,119	50,097	23,977	48	
Minor Equipment and Supplies	78,290	50,194	(28,096)	(56)	Replenished stocked items for season
Pilot Services	12,872	40,000	27,128	68	
Training & Education	22,035	55,573	33,538	60	
Office Supplies	21,198	27,287	6,089	22	
Fuel (internal)	17,010	21,425	4,415	21	
Employee Recognition	4,052	9,126	5,074	56	
Dues & Subscriptions	9,589	18,464	8,874	48	
Uniforms	19,272	11,225	(8,047)	(72)	
Miscellaneous	(9,486)	1,150	10,636	925	
Total Operating Expenses	**$ 3,311,840**	**$ 3,645,187**	**$ 333,347**	9 %	
Income from Operations	**$ 2,350,249**	**$ 1,014,258**	**$ 1,335,991**	**132** %	
Non- Operating Revenue/(Expenses)					
Customer Facility Charges	$ 44,095	$ 41,096	$ 2,999	7 %	
Depreciation and Amortization	(999,045)	(934,052)	(64,993)	7	
Interest Revenue	212,493	239,280	(26,787)	(11)	Interest rate lower than budget
Other Revenue (Expense)	37,634	-	37,634	100	Hangar construction extension fee
Gain(loss) on disposal of capital assets	-	-	-		
Insurance Proceeds	-	-	-		
Total Non- Operating Revenue/(Expenses)	**$ (704,823)**	**$ (653,676)**	**$ 51,147**	(8) %	
Income Before Capital Contributions	**$ 1,645,426**	**$ 360,582**	**$ 1,284,844**	356 %	
Capital Contributions	$ 302,291	-	(302,291)	100 %	Grant Contributions not budgeted.
Change in Net Position	**$ 1,947,716**	**$ 360,582**	**$ 1,587,135**	440 %	

City of Naples Airport Authority
Statement of Net Position
As of December 31, 2019

Assets		
Cash	$	40,147,414
Accounts Receivable		1,324,454
Due From Government Agencies		201,978
Inventory		490,949
Prepaid Expenses		565,121
Total Current Assets	$	42,729,915
Land and Land Improvements	$	9,098,655
Buildings and Building Improvements		26,126,517
Equipment		8,779,245
Software		534,873
Vehicles		1,263,079
Furniture & Fixtures		1,227,198
Intangible Assets		1,279,025
Construction in Progress		5,612,305
Infrastructure		64,529,040
	$	118,449,937
Accumulated amortization and depreciation	$	(52,928,598)
Total Net Property, Plant & Equipment	**$**	**65,521,339**
Total Assets	**$**	**108,251,255**
Liabilities		
Accounts Payable	$	2,251,997
Accrued Salaries & Benefits		269,283
Accrued Liabilities - Other		775,043
Total Current Liabilities	**$**	**3,296,322**
Long Term Liabilities	$	5,325,610
Total Liabilities	**$**	**8,621,932**
Equity		
Contributed Capital		35,611,583
Retained Earnings		62,070,022
Current Year Retained Earnings		1,947,716
Total Equity	**$**	**99,629,322**
Total Liabilities and Equity	**$**	**108,251,255**

City of Naples Airport Authority
Statement of Cash Flows
As of December 31, 2019

	Month	Fiscal Year-to-Date
Cash Flows from Operating Activities:		
Operating Income (Loss)	$ 927,075	$ 2,350,249
Changes in Working Capital:		
(Increase) Decrease in Accounts Receivable	(527,631)	(963,205)
(Increase) Decrease in Inventories	(106,574)	(173,102)
(Increase) Decrease in Prepaid Expenses and Other	(292,876)	(367,172)
Increase (Decrease) in Accounts Payable	602,588	558,043
Increase (Decrease) in Accrued Expenses and Other	(251,872)	(166,982)
Increase (Decrease) in Deferred Revenue	-	-
Net Cash Provided (Used) by Operating Activities	**$ 350,711**	**$ 1,237,832**
Cash Flow from Investing Activities:		
Acquisition, Construction of Capital Assets	$ (479,189)	$ (1,181,934)
Gain (loss on sale of assets)	-	-
(Increase) Decrease in Due From Government (Grants)	(201,978)	107,277
Capital Contributions (Grants)	302,291	302,291
Other Revenues	331	37,634
Interest and Dividends on Investments	65,023	212,493
Net Cash Provided (Used) in Investing Activities	**$ (313,522)**	**$ (522,239)**
Customer Facility Charge Revenue	19,800	44,095
Net Cash Provided (Used) by Financing Activities	**$ 19,800**	**$ 44,095**
Increase (Decrease) in Cash and Equivalents	**$ 56,988**	**$ 759,688**
Cash and Equivalents at Beginning of Period	**$ 40,090,426**	**$ 39,387,726**
Cash and Equivalents at End of Period	**$ 40,147,414**	**$ 40,147,414**

City of Naples Airport Authority
Investments
As of December 31, 2019

Investment	Balance	Current Interest Rate	Year-to-Date Earnings
Cash - Valley Bank	$ 32,268,081	1.85%	$ 176,646
Cash - Northern Trust	7,878,733	1.60%	37,846
Petty Cash	600	n/a	-
Total Cash and Investments	$ 40,147,414		$ 214,492

City of Naples Airport Authority
Operating Expenses by Select Departments
As of December 31, 2019

	Month Actual	Month Budget	Variance Favorable (unfavorable)	< 10K Variance Explanations
Air Traffic Control Tower	$ 3,420	$ 5,167	$ 1,747	
Airport Rescue Fire Fighting	70,020	70,835	815	
IT	46,051	34,542	(11,509)	Prior months budgeted dollars spent -
US Customs & Border Protection	31,936	30,759	(1,177)	
All Other Operating	1,138,378	1,113,215	(25,164)	Airfield Strip Painting $270K budgeted in February 2020 and completed earlier
Total Operating Expenses	**$ 1,289,806**	**$ 1,254,518**	**$ (35,288)**	

	YTD Actual	YTD Budget	Variance Favorable (unfavorable)	< 25K Variance Explanations
Air Traffic Control Tower	$ 8,067	$ 15,691	$ 7,624	
Airport Rescue Fire Fighting	233,103	232,247	(856)	
IT	92,653	169,144	76,491	
US Customs & Border Protection	76,959	97,089	20,130	
All Other Operating	2,912,262	3,131,016	218,754	
Total Operating Expenses	**$ 3,323,044**	**$ 3,645,187**	**$ 322,143**	

City of Naples Airport Authority
Capital Budget - Non-Participatory Projects
Fiscal 2020

	Budget	Actual	Remaining
Strategic Goal #1 - Provide a safe, modern and efficient airport and fixed base operator			
General Aviation Terminal Improvements	3,000,000	22,906	2,977,095
GA Terminal Traffic and Parking Imp. and Radio Road	$ 2,500,000	$ 5,099	$ 2,494,901
Fuel Farm Tank Lining	60,000	42,543	17,457
Truck (replacements)	35,000	43,563	(8,563)
	$ 16,388,000	**$ 114,111**	**$ 16,273,890**
Goal #2 - Be an engaged, responsive partner in service to our community.			
	$ 150,000	**$ -**	**$ 150,000**
Goal #3 - Strengthen the airport's economic vitality.			
Hardware And Software	$ 191,000	$ 94,866	$ 96,134
	$ 334,000	**$ 94,866**	**$ 239,134**
Total Non-Participatory Projects	**$ 16,872,000**	**$ 208,977**	**$ 16,663,024**

Note: Detail lines with no activity are not shown but are listed on the FY 2020 budget.

Election of Officers

1. Chair opens nominations from the floor

    a. A member has to be recognized by the Chair in order to make a nomination
    b. A member can nominate self
    c. A nomination does not need a second
    d. A member cannot nominate more than one person for an office until everyone has had the opportunity to make a nomination
    e. A member can decline a nomination (The Chair should ask nominee if willing to accept the nomination)
    f. After each nomination, the Chair repeats the name to the committee
        i. For example, Chair: "Joe Smith, for Chair. Are there further nomination for Chair?"
    g. A motion to close nominations is not necessary

2. When more than one person has been nominated, the Chair will request a roll call vote on the candidates in the order in which they were nominated.
    a. Each member must vote yes or no
    b. The first candidate to receive a majority vote wins

3. Following the vote for Chair, the new Chair takes over the meeting and opens nominations for Vice Chair