Minutes
January 16, 2020
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, Ms. Sarcona, Mr. Jefferson and Ms. Menard.

B. PLEDGE OF ALLEGIANCE

Chair Messer led the Pledge of Allegiance.

C. AGENDA

Under N. Correspondence/Commissioner Comments & Requests/Meetings, Item 1, Audit Committee Meeting, Mr. Rozansky stated that there were unexpected scheduling conflicts for a January meeting. He said that staff will follow up with Committee members and the audit firm consultant to confirm a date in advance of the February Regular Meeting.

D. MINUTES

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

Commissioner Dustin moved approval of the December 12, 2019, NAA Board and Noise Compatibility Committee Workshop Meeting minutes. Commissioner Rideoutte seconded. Motion passed unanimously 5-0.

2. December 19, 2019 Regular Meeting

Vice Chair Lenhard moved approval of the December 19, 2019, Regular Meeting minutes. Commissioner Dustin seconded. Motion passed unanimously 5-0.

E. PRESENTATIONS AND TIME CERTAIN ITEMS

There were no presentations and time certain items.

F. PUBLIC COMMENTS

There were no public comments.

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

1. Election of Chair

Mr. Rozansky thanked current and outgoing Chair Messer for her service. He added that Commissioner Messer did an excellent job as Chair and brought the appropriate balance between the needs of the aviation community and residents surrounding the airport. Mr. Rozansky reported that Chair Messer has maximized her term as Chair and is ineligible for reelection.

Chair Messer appreciated the recognition and said that it has been an honor and privilege to serve as Chair. Chair Messer reviewed the instructions for the election of officers.

Chair Messer nominated Vice Chair Lenhard for Chair for a period of one year, and he accepted the nomination to serve as Chair. There were no other nominations. Motion passed 5-0 to elect Commissioner Lenhard to be the Chair of the Board for a term of one year.

2. Election of Vice Chair

Chair Lenhard nominated Commissioner Dustin to serve as Vice Chair. Commissioner Dustin accepted the nomination. There were no other nominations. Motion passed 5-0 to elect Commissioner Dustin to be the Vice Chair of the Board for a period of one year.

3. Committee Appointments (Chair)

Chair Lenhard appointed Commissioners to serve as follows:

Audit Committee:	Mr. Dustin, Chair Mr. Rideoutte, Member
Consultant Selection Committee:	Mr. Rideoutte, Chair Mr. Lenhard, Member
Legal Liaison:	Mr. Brousseau
Noise Compatibility Committee Liaison:	Ms. Messer
Technical Advisory Committee Liaison:	Ms. Messer

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

Ms. Terrill noted that in the Board packet, Commissioners received a red-lined comparison and detailed explanation of the proposed changes to the delegation of powers. She reviewed the recommendations to existing Resolution No. 2019-1 which included revised language for consistency and clarity regarding short term leases, public works projects, procurement of commodities and contractual services as well as Authority funds.

A question and answer period followed.

Mr. Rozansky stated that the Executive Director's authority for public works projects and procurement of commodities or contractual services was increased from $45,000 to $50,000 in an effort to keep pace with inflation.

Vice Chair Dustin moved Board approval 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 2019-1. Commissioner Messer seconded. Motion passed unanimously 5-0.

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

Mr. Keith requested 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. He said that staff worked with the engineer, AVCON, to negotiate a scope of work and a schedule for this project. He said that construction is anticipated to take place immediately following approval of a contract at the June Board meeting to minimize disruption to operations and our tenants. He added that communications with tenants during the construction phase will be critical to the success of this project. This project, design and construction, is included in the FY 2020 budget in the amount not to exceed $2 million.

Vice Chair Dustin moved Board approval for the Executive Director to execute a Professional Services Agreement and sign a Task Order with AVCON in an amount not to exceed $336,569 as presented by Mr. Keith. Commissioner Rideoutte seconded. Motion passed unanimously 5-0.

6. **Part 150 Noise Study Technical Advisory Committee**

Mr. Mike Arnold, Environmental Science Associates, provided a summary of the Part 150 Noise Study Technical Advisory Committee (TAC) process to date which included establishing, identifying, selecting and defining roles of the Committee. He reviewed the recommended agencies who were invited to appoint a representative to serve on the Committee and reported that 16 community members from different quadrants of the airport submitted applications to participate. Mr. Arnold recommended the following applicants be appointed to serve as representatives on the TAC:

- Northwest Quadrant: Daniel O'Brien
- Northeast Quadrant: Jamie Robinson
- Southwest Quadrant: Craig Westbay
- Southeast 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: Donna Messer

He stated that most of the following agencies have committed to participate and will identify a specific person to represent them in the near future.

• City of Naples Planning Department:	TBD
• Collier County Growth Management Division:	Jamie French, Deputy Director
• Naples Area Board of Realtors:	TBD
• Greater Naples Chamber of Commerce:	Michael Dalby, President and CEO
• 5th Avenue Business Improvement District:	Bruce Barone or a TBD representative
• Naples Air Traffic Control Tower:	TBD
• RSW TRACON:	TBD
• Federal Aviation Administration:	Peter Green, Environmental Protection Specialist, Orlando Airports District
• Florida Department of Transportation:	Declined to be a TAC member but plans to participate in meetings

Mr. Arnold was confident that Mr. Green would be able to designate a representative from RSW TRACON.

There was discussion regarding allowing members located outside our area to participate in Committee meetings via teleconference. Mr. Owens said that the geographic diversity of the Committee would clearly justify this and recommended the Board to clarify in their vote if members would be permitted to participate by conference call.

Mr. Arnold believed that the proposed Committee is the right size and makeup for what we are trying to accomplish.

In response to Commissioner Rideoutte's question regarding any negative feedback received during the process, Mr. Rozansky stated that in accordance with the format established, not everyone who applied was able to be appointed. He said he had personal conversations with a few of the applicants who were not selected. Mr. Rozansky added that he encouraged the interested candidates to be involved and attend meetings and that staff would be sending them announcements of meetings via email.

Commissioner Rideoutte moved Board approval of the members of the TAC as recommended and presented by Mr. Arnold and moved Board approval to allow the use of conference calls for liaison or agency participants located outside the geographic area. Commissioner Messer seconded. Motion passed unanimously 5-0.

H. NEW BUSINESS

There was no new business.

I. OLD BUSINESS

1. Noise Compatibility Committee (NCC) Update

Commissioner Messer announced that the NCC last met on October 31st and a report was provided at the November 21st Regular Meeting. She announced the following upcoming meetings and workshops: 1) Technical Advisory Committee kick-off meeting on January 30th at 1:30 p.m. in the Airport Office Building 2) Kick-off workshop meetings of the Part 150 Noise Study on February 11th from 5 to 7 p.m. at Baker Park, February 12th from 9:30 – 11:30 a.m. at Moorings Presbyterian Church and from 6 to 8 p.m. at Lorenzo Walker Technical College, and 3) Noise Compatibility Committee Regular Meeting on January 30th at 9 a.m. in the Airport Office Building.

Commissioner Messer stated that as previously reported, next steps for the Master Plan is to submit to the Federal Aviation Administration and Florida Department of Transportation for their review and comments.

2. Revised FY 2017 – FY 2021 Strategic Plan

Ms. Terrill requested Board adoption of revisions to the FY 2017 – FY 2021 Naples Airport Authority Strategic Plan, which consists of revisions to the FY 2020 Scorecard. She stated that at the December 19th Regular Meeting, the Board made recommendations for revisions to the scorecard to include prevention of fraud and data breaches as well as to provide clarification in other measures. She reviewed the proposed revisions that were highlighted in purple on the scorecard provided in the Board packet.

There was discussion regarding the amount of NAA surveys customers are being requested to complete and if the revised number (250) is still too aggressive. Mr. Rozansky said that staff believes the change from 400 to 250 is the right number. Chair Lenhard noted a typographical error (the word, questioning) in the Notes section of this measure.

Vice Chair Dustin asked how our new IT firm was doing as it relates to cybersecurity and if staff was happy with the change. Mr. Rozansky requested to defer an opinion until September. Chair Lenhard asked if staff was satisfied with the progress. Mr. Rozansky stated that ITVantage has identified some key points that staff believes will result in real enhancements. He said that the transition is still in process and that ITVantage has made a change in our account manager which has been very positive. He said that it has been a learning curve and culture change in both directions. Mr. Rozansky added that in managing cybersecurity risk, ITVantage has done an excellent job in that regard.

There was consensus to adopt the revisions to the FY 2017 – FY 2021 Naples Airport Authority Strategic Plan as presented by Ms. Terrill.

J. LEADERSHIP TEAM REPORT

1. Leadership Team Report

Under Outreach on page 2, Vice Chair Dustin asked for an update of the Executive Team's meeting with the Old Naples Association (ONA) resident. Mr. Rozansky said that it was a productive meeting with Mr. Tom Lauer who represents the ONA's air traffic committee. He said that Mr. Lauer had a handful of questions on the upcoming Noise Study process and that there was discussion regarding a few of the technical data points.

K. FINANCIAL REPORTS

1. Financial Summary

Ms. Sarcona provided a review of the financials and reported that the change in net position was favorable to budget for the month of December and year to date. She noted that for the month of December, operating expenses were unfavorable to budget by $35,288, due to the completion of a painting project that was budgeted and projected for February.

Mr. Rozansky commented that our positive financial results are indicative of what we are seeing in air travel on the general aviation and commercial side throughout all of Florida. He noted that in his discussions with other FBOs, this may not necessarily be the case across the country.

Mr. Rozansky pointed out that the investments are broken out in more detail on page 5 of the financials and that this report will appear monthly going forward. In response to that comment, Vice Chair Dustin requested more information about the stability of Valley Bank. Ms. Sarcona stated that they are formerly CNC Bank, and approximately five years ago, they became Valley National Bank. She said that they have been accommodating to us when we opened a new account and are a public depository to accept public funds for deposit. Vice Chair Dustin suggested that staff review their audited financial statements to make a qualitative judgment whether the bank is sound. Mr. Owens said that in order to become a Florida-approved public depository, they likely are required to meet stringent standards. There was consensus for staff to evaluate the strength of Valley Bank's financial statements.

Commissioner Messer moved acceptance of the December Financial Summary. Vice Chair Dustin seconded. Motion passed unanimously 5-0.

L. COUNSEL'S REPORT

1. **Counsel's Report**

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

Vice Chair Dustin expressed his appreciation to Commissioner Messer and stated that it was a pleasure serving with her as Chair. Chair Lenhard echoed those comments and added that her shoes will be hard to fill.

1. **Audit Committee Meeting on Friday, January 31 – 9 a.m.**

The meeting date will be moved to a date before the February Regular Meeting as noted earlier under C. Agenda.

O. ADJOURN

With no further business, the meeting adjourned at 10:11 a.m.

Christopher A. Rozansky
Secretary

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

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

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.

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. 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