Minutes
February 20, 2020
Regular Meeting

A. ROLL CALL

Meeting was called to order by Chair Lenhard at 8:33 a.m. in the Council Chambers at City Hall.

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

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

B. PLEDGE OF ALLEGIANCE

Chair Lenhard led the Pledge of Allegiance.

C. AGENDA

Ms. Terrill stated that there were no changes to the agenda but that there were a few corrections/revisions made to the Board packet. She noted the following corrected pages were distributed to the Commissioners in advance of the meeting: 1) Page 1 and 2 under G1, 2019 Naples Airport Authority Annual Report; 2) Page 4 under J1, Leadership Team Report; and 3) Page 8 under K1, Financial Summary. She added that Mr. Warriner would discuss the change to the Financial Summary when he presents the item.

D. MINUTES

1. January 16, 2020 Regular Meeting Minutes

Commissioner Rideoutte moved approval of the January 16, 2020, Regular Meeting minutes. Vice Chair Dustin seconded. Motion passed unanimously 5-0.

2. February 11, 2020 Audit Committee Meeting Minutes

Commissioner Messer moved approval of the February 11, 2020 Audit Committee Meeting minutes. Commissioner Brousseau seconded. Motion passed unanimously 5-0.

Commissioner Rideoutte commented regarding the Audit Committee's discussion of Directors and Officers (D&O) Insurance coverage limits for Board members. Mr. Owens confirmed that the NAA's Bylaws provide indemnification to our Commissioners and that there is a $2 million annual aggregate limit for public officials liability policy which covers each of the Commissioners. Ms. Terrill added that coverage also protects the Noise Compatibility and Technical Advisory Committees.

E. PRESENTATIONS AND TIME CERTAIN ITEMS

1. Employee of the Quarter

Chair Lenhard recognized Mr. Austin Osborne as Employee of the Quarter. He said that as a Mechanic on the Facilities team and Safety Action Team member, Mr. Osborne has built good working relationships with all staff and has earned respect from his peers. Chair Lenhard also thanked Mr. Osborne for his service as a United States Marine Corps Reservist with the 4th Amphibian Assault Battalion.

F. PUBLIC COMMENTS

There were no public comments.

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

1. 2019 Naples Airport Authority Annual Report

Ms. Terrill highlighted the major initiatives that staff and the Board undertook during FY 2019 which included the planning of the Part 150 Noise Study, submission of the Master Plan Update and the achievement of over 99% of the goals and objectives of the Strategic Plan.

Commissioner Messer commented that the layout of the Annual Report looked great, and she congratulated the entire team for an incredible job in achieving 99% of the goals and objectives. Commissioner Rideoutte complimented the photographer who took the cover page picture of the airport.

Commissioner Messer moved Board approval of the 2019 Naples Airport Authority Annual Report. Vice Chair Dustin seconded. The motion passed unanimously 5-0.

2. 2019 Noise Compatibility Committee (NCC) Annual Report

Ms. Terrill stated that the Annual Report was reviewed and adopted by the NCC at its meeting on January 30th. She highlighted some of the initiatives which included laying the groundwork for the Part 150 Noise Study, the revision to the Fly Safe Fly Quiet tagline and the ongoing commitment to our community outreach efforts. Chair Lenhard praised the 98% compliance rate of the voluntary nighttime curfew.

Commissioner Rideoutte commented that the Annual Report was positive. He read from an article written by Mr. Earl Marlin that was published in the Naples Daily News on September 12, 1996.

Commissioner Messer moved Board approval of the 2019 Noise Compatibility Committee Annual Report. Vice Chair Dustin seconded. The motion passed unanimously 5-0.

3. Recommendation of the Audit Committee to Accept the FY 2019 Annual Audit and Comprehensive Annual Financial Report (CAFR)

Mr. Warriner requested Board approval of the recommendation of the Audit Committee to accept the FY 2019 Annual Audit and Comprehensive Financial Report (CAFR). He stated that the Audit

Committee met with staff and Mr. Jeff Wolf, Senior Manager of MSL, on February 11th to discuss the outcome of the Authority's annual audit and to answer any questions concerning the draft of the FY 2019 Financial Report. Mr. Warriner reported that the auditors issued an unmodified opinion, the highest opinion that can be received. He noted that the date of the transmittal letter will need to be changed to match the auditor's date of their opinion.

Mr. Wolf thanked the Board in allowing his firm to serve the Authority. He gave a brief overview of this year and stated that it was a strong audit report with no findings or issues noted.

Vice Chair Dustin moved Board approval of the recommendation of the Audit Committee to accept the FY 2019 Annual Audit and Comprehensive Financial Report (CAFR). Commissioner Messer seconded. The motion passed unanimously 5-0.

4. **Fourth Amendment, Assignment and Assumption of Leasehold Agreement Between APF Development III, LLC, QE Airpark Condominium Association, Inc. and the Authority**

Mr. Warriner requested Board authorization for the Executive Director to execute a Fourth Amendment, Assignment and Assumption of the Authority's Leasehold Agreement between APF Development III, LLC and QE Airpark Condominium Association, Inc. He stated that the history of the original Leasehold Agreement dated April 17, 2008, as well as the First, Second and Third Amendments were provided for in the briefing paper. He said that the proposed Fourth Amendment and Assignment will amend the leasehold, as required by the Third Amendment, to provide access to the new lease parcel that opened up after the realignment of Taxiway D was completed. Mr. Warriner stated that several of the terms and conditions of the Agreement were updated, and in exchange for the updates and in acknowledgement of APF Development III's diligent pursuit of project completion, the Authority will extend the construction completion deadline to April 17, 2020 with an option to further extend it to July 17, 2020 with the payment of a fee of $30,000 to the Authority. Additionally, the Fourth Amendment and Assignment will transfer the leasehold rights and responsibilities from the developer to the QE Airpark Condominium Association, Inc.

A question and answer period followed.

Vice Chair Dustin moved Board approval for the Executive Director to execute a Fourth Amendment, Assignment and Assumption of the Authority's Leasehold Agreement between APF Development III, LLC and QE Airpark Condominium Association, Inc. Commissioner Rideoutte seconded. Motion passed unanimously 5-0.

5. **Task Order with SchenkelShultz for General Aviation Terminal (GAT) and Airport Office Building (AOB) Improvements in an Amount Not to Exceed $400,998**

Mr. Keith requested Board authorization for the Executive Director to sign a Task Order with SchenkelShultz for the GAT and AOB improvements, design, bidding and permitting phases in an amount not to exceed $400,998. He provided a brief overview of the recommended GAT and AOB remodel and upgrades that were presented at a joint NAA-NCC workshop on December 12, 2019. He stated that construction phase services are excluded from this request because we are uncertain what our direction will be after final plans and final cost estimates are provided. Mr. Keith said that this project, design and construction, is included in the FY 2020 budget in the amount of $3,000,000, and the actual budget will be adjusted in FY 2021 after the design and updated costs are projected.

A question and answer period followed.

Commissioner Messer moved Board approval for the Executive Director to sign a Task Order with SchenkelShultz for the GAT and AOB improvements, design, bidding and permitting of the project in an amount not to exceed $400,998. Commissioner Rideoutte seconded. Motion passed unanimously 5-0.

6. **Easement with Florida Power and Light (FPL) for Installation of Street Lights in the North Quadrant**

Mr. Keith requested Board authorization for the Executive Director to execute an easement with FPL for installation of street lights in the North Quadrant. He said that the easement would not be signed until reviewed and approved by NAA legal counsel. He stated that the North Quad currently has limited street lighting on Corporate Flight Drive and due to the development of corporate hangars and increased traffic in that area, there is a need to enhance night time navigation and security. He said that the installation cost for seven lights is $10,273.50 with a recurring monthly cost of $211.78, which is available in the FY 2020 budget.

A question and answer period followed. Mr. Keith displayed a drawing of the areas where the street lights would be located.

Vice Chair Dustin moved Board approval for the Executive Director to execute an easement with FPL for installation of street lights in the North Quadrant as presented by Mr. Keith. Commissioner Rideoutte seconded. Motion passed unanimously 5-0.

7. **Easement with Florida Power and Light (FPL) for the Installation of the Electrical Service Line to the Aircraft Rescue Fire Fighting Station (ARFF)**

Mr. Keith requested Board authorization for the Executive Director to execute an easement with FPL for the installation of the electrical service line to the ARFF station contingent upon review and approval of NAA legal counsel. He displayed the drawing of the area where the electrical service line would be located.

Vice Chair Dustin moved Board approval for the Executive Director to execute an easement with FPL for the installation of the electrical service line to the ARFF station as presented by Mr. Keith. 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 provided highlights of the NCC meeting held on January 30th as well as a summary of the three Part 150 Noise Study open house events held on February 11th and 12th. She

provided information regarding the open Southeast Quadrant member representative position on the NCC and stated that the selected applicant will serve through March 2024. She announced that the next Regular Meeting of the NCC will be on Thursday, April 30th, at 9 a.m. in the Airport Office Building and encouraged the public to attend.

In response to Commissioner Rideoutte's question regarding the open NCC position, Ms. Terrill reported that to date no applications have been received but that staff is doubling up on outreach efforts and has extended the deadline to submit applications through March 2nd. She added that the current member representative for that seat will not be reapplying. Commissioner Messer encouraged anyone living in the Southeast Quadrant area to apply as the NCC is a great vehicle for stakeholders to take part in the discussion for partnership with the airport. Vice Chair Dustin encouraged staff to reach out to the County Commissioner of the area for potential recommendations.

2. **Technical Advisory Committee Update**

Commissioner Messer reported on the kick-off meeting of the Technical Advisory Committee held on January 30th. She said that a video of the meeting and all presentations can be found on the noise study page of the flynaples.com website.

She announced that the next Regular Meeting of the TAC is scheduled for Thursday, April 23rd, at 9:30 a.m. in the Commercial Airline Terminal located at 200 Terminal Drive, Naples.

J. LEADERSHIP TEAM REPORT

1. **Leadership Team Report**

In reference to the PA28 aircraft that lost control on short final, striking the taxiway directional sign at TWY-A2, as referenced in the table on page 2, Commissioner Rideoutte asked what the NAA's position was when damages to airport property are a result of pilot error. Mr. Keith stated that typically a claim is submitted to the responsible party's insurance company for the cost of the repair.

K. FINANCIAL REPORTS

1. **Financial Summary**

Mr. Warriner provided a review of the financials and reported that the change in net position was favorable to budget for the month of January and year to date. He noted record sales in the month of January.

Mr. Warriner reviewed the corrections made to the Participatory Capital Projects report on page 8.

As a follow up to a question that came up at the January Regular Meeting, Mr. Warriner provided information about Valley National Bank and stated that they are a publicly traded bank on the New York Stock Exchange.

A question and answer period followed.

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

L. COUNSEL'S REPORT

1. Counsel's Report

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

M. PUBLIC COMMENTS (5-minute limit)

There were no public comments.

N. CORRESPONDENCE/COMMISSIONER COMMENTS & REQUESTS/MEETINGS

There were no comments/requests.

O. ADJOURN

With no further business, the meeting adjourned at 9:31 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, February 20, 2020
8:30 a.m.

Commissioner Michael Lenhard – Chair and Consultant Selection Committee Member
Commissioner Kerry C. Dustin – Vice Chair and Audit Committee Chair
Commissioner Donna M. Messer – NCC Liaison
Commissioner James Rideoutte – Consultant Selection Committee Chair and Audit Committee Member
Commissioner Ted Brousseau – Legal Liaison
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. January 16, 2020 Regular Meeting Minutes

2. February 11, 2020 Audit Committee Meeting Minutes

E. PRESENTATIONS AND TIME CERTAIN ITEMS

1. Employee of the Quarter

F. PUBLIC COMMENTS (5 minute limit)

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

1. 2019 Naples Airport Authority Annual Report

2. 2019 Noise Compatibility Committee Annual Report

3. FY 2019 Annual Audit and Comprehensive Annual Financial Report (CAFR)

4. Fourth Amendment, Assignment and Assumption of Leasehold Agreement Between APF Development III, LLC, QE Airpark Condominium Association, Inc. and the Authority

5. Task Order with SchenkelShultz for General Aviation Terminal and Airport Office Building Improvements in an Amount Not to Exceed $400,998

6. Easement with Florida Power and Light for Installation of Street Lights in the North Quadrant

7. Easement with Florida Power and Light for the Installation of the Electrical Service Line to the Aircraft Rescue Fire Fighting Station

H. NEW BUSINESS

I. OLD BUSINESS

1. Noise Compatibility Committee Update
2. Technical Advisory Committee Update

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