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

AGENDA

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

Thursday, June 18, 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. May 21, 2020 Regular Meeting Minutes

E. PRESENTATIONS AND TIME CERTAIN ITEMS

1. Collier Mosquito Control District Redevelopment Plan and Lease

2. Noise Compatibility Committee Member Interviews

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

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

1. Noise Compatibility Committee Member Selection

2. Technical Advisory Committee Member Selection

3. Technical Advisory Committee Additional Representative and Member Selection

4. Relocation of the Airfield Navigational Aids (NAVAIDs) in an amount not to exceed $68,182

5. Former Aircraft Rescue Fire Fighting (ARFF) Station Demolition

6. First Amendment and Consent to Leasehold Agreement for Eagle Creek Holdings, LLC for the Agreement for 377 Citation Point

7. First Amendment and Consent to Leasehold Agreement for Naples Airport Properties, LLC for the Agreement for 317/319 Citation Point

8. Third Amendment, Assignment and Assumption of Lease Agreement between Eagle Creek Aviation Services, Inc., Naples Jet Center Holdings, LLC and the Authority for 399 Citation Point

H. NEW BUSINESS

1. Strategic Plan Scorecard – FY 2020 Mid-Year Report
2. Executive Director's Annual Review
3. Authority Counsel's Annual Review pursuant to Article IV, Section 3, of the Bylaws
4. Request for Proposals for Lease and Development of Vacant Land

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
2. First Draft – FY 2021 Operating and Capital Expenditures Budget

L. COUNSEL'S REPORT

1. Counsel's Report

M. PUBLIC COMMENTS (5 minute limit)

N. CORRESPONDENCE/COMMISSIONER COMMENTS & REQUESTS/MEETINGS

O. ADJOURN

Minutes
May 21, 2020
Regular Meeting

A. ROLL CALL

Meeting was called to order by Chair Lenhard at 8:32 a.m. in the Airport Office Building (AOB), 2nd Floor Conference Room, 200 Aviation Drive North, Naples. Chair Lenhard announced that due to the coronavirus pandemic, today's Board Meeting was being held by a conference call and an audio recording will be available following the meeting.

Present telephonically were Chair Lenhard, Vice Chair Dustin, Commissioner Brousseau, Commissioner Messer and Commissioner Rideoutte.

Staff and Authority Counsel present in the AOB were Mr. Rozansky, Ms. Terrill, Mr. Owens, Mr. Warriner, Mr. Keith, Ms. Vandersluis and Ms. Menard. Staff present telephonically were Mr. Estrada, Mr. Hushek and Ms. LeDuc.

B. PLEDGE OF ALLEGIANCE

Chair Lenhard led the Pledge of Allegiance.

C. AGENDA

Mr. Rozansky reported that under H. New Business, Item No. 3, Customs & Border Protection Fee Increase will be added to the agenda. He said that the briefing paper and background information was distributed to Commissioners last night via email.

Mr. Rozansky noted that a map of the routing of the high speed fiber that will be discussed in Action 1 was also sent to Commissioners in the email last night.

Mr. Owens noted that there was one member of the public in the audience today. Mr. Owens made the following disclosure regarding today's conference call:

"The City of Naples Airport Authority hereby advises that everyone listening or participating that this Regular Meeting of its Board of Commissioners is being conducted by means of communications or media technology pursuant to Executive Order 20-69 issued by the Governor of the State of Florida on March 20, 2020, and as extended by Executive Order 20-112 issued on April 29, 2020 and Executive Order 20-123 issued on May 14th, 2020; and this entire Regular Meeting including any and all comments made by the members of the public desiring to be heard will be recorded, become a public record and posted on and available to everyone on the Authority's website. This is a public meeting under Florida's government in the Sunshine Law and as such, there shall be no expectation of privacy. Anyone who speaks or otherwise participates in this Regular Meeting is hereby providing his or her express consent to be recorded."

D. MINUTES

1. April 16, 2020 Regular Meeting Minutes

Vice Chair Dustin moved approval of the April 16th Regular Meeting minutes. Commissioner Messer seconded. Motion passed unanimously 5-0.

2. May 7, 2020 Audit Committee Minutes

Vice Chair Dustin moved approval of the May 7th Audit Committee Meeting minutes. Commissioner Rideoutte seconded. Motion passed unanimously 5-0.

E. PRESENTATIONS AND TIME CERTAIN ITEMS

1. Employee of the Quarter

Chair Lenhard thanked the NAA team for doing a great job keeping customers and employees safe and healthy during this COVID-19 pandemic. He added that the custodial staff has maintained a professional attitude while taking on additional responsibilities over the past few months. He recognized and congratulated Ana Navarro and Lorencita Caicedo, both Custodian III's, as Employees of the Quarter for their extraordinary commitment, demonstrated professional and friendly attitudes and their high standards for cleanliness and sanitization around the airport.

F. PUBLIC COMMENTS

There were no public comments.

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

1. Internet Service Providers

Mr. Keith requested Board authorization for the Executive Director to execute two (2) three-year service agreements with two (2) separate Internet Service Providers. He stated that the terms of the agreement will allow for Crown Castle to connect to the airport's fiber network system at the General Aviation Terminal at $1,565 per month and Century Link to connect to our system going to the Aircraft Rescue Fire Fighting Station at $1,467 per month. Both providers will supply connections at 1,000 megabytes per second (mbps), resulting in speeds 10-20 times faster than our current service at 50 mbps at no additional cost for the upgrade.

Mr. Keith provided an overview of the Request for Proposals process that was advertised on February 10th with four bids received on March 19th. He stated that staff and ITVantage reviewed the submittals, and recommend Crown Castle and Century Link as the two highest ranked firms followed by Summit and Comcast. He said that Professional Service Agreements are in process and will be reviewed by Authority Counsel before they are executed. Mr. Keith added that funding of $17,600 for a second provider will be included in the FY 2021 budget. He noted that the graphic map that was emailed to Commissioners last night shows how the connections will enter the airport and provide a more robust network for business continuity.

Vice Chair Dustin moved Board approval for the Executive Director to execute two (2) three-year service agreements with two (2) separate Internet Service Providers, Crown Castle at $1,565 per month and Century Link at $1,467 per month. Commissioner Brousseau seconded. After the roll call vote was taken, the motion passed unanimously 5-0.

2. **Professional Services Agreement and Task Order for the North Quadrant Landfill Redevelopment – Design, Bidding and Construction Phase Services in an amount not to exceed $1,220,840**

Following approval at the January regular meeting for the selection of EG Solutions, Inc., the first ranked engineer for the North Quad landfill redevelopment project, Mr. Keith noted that the scope and fee were negotiated. He added that an independent fee estimate (IFE) was obtained from another firm to confirm EG Solution's proposal was within industry standards. He said that the IFE will also allow us to submit for FAA funding should additional funds become available. The actual notice to proceed will be for $600,000 which will be for the design portion only and is included in the FY 2021 budget. The bidding and construction phase services will be an additional notice to proceed should we get funding or decide to move forward on our own after receiving a contractor bid.

Commissioner Rideoutte moved Board approval for the Executive Director to execute a Professional Services Agreement and Task Order with EG Solutions, Inc. for the North Quadrant landfill – design, bidding and construction phase services in an amount not to exceed $1,220,840. Vice Chair Dustin seconded. After a roll call vote, the motion passed unanimously 5-0.

3. **Renew Workers' Compensation Insurance in an Amount Not To Exceed $133,788**

Mr. Warriner requested Board authorization for the Executive Director to renew Workers Compensation (WC) insurance with Preferred Governmental Insurance Trust (PGIT), our current carrier for WC, in an amount not to exceed $133,788 for the June 1, 2020 to May 31, 2021 policy year. He noted that Ms. Michelle Martin of Public Risk Insurance Agency (PRIA), the Authority's insurance broker, was on the conference call today to answer any questions.

Mr. Warriner stated that we only received one qualified bid and that the premium is a 31% increase over the previous year. He said the main reason for the increase is due to our payroll increase as well as an increase in our Experience Modification Factor (Mod) from 1.05 to 1.15. He added that the premium will be adjusted after the policy year ends and it could go up or down based on our payroll.

Vice Chair Dustin expressed concern regarding the rate increase when his clients are experiencing decreases. Ms. Martin stated that her firm does bid this out, and there is a standard WC calculation for the premium. She said that the incumbent is in a governmental pool and we enjoy an upfront credit on a standard WC calculation of about $20,000. She explained that based on our loss history in 2017 and 2018, our losses were double the premium paid and hence, the market wasn't interested in quoting.

Mr. Warriner provided a summary of 2017 and 2018 claims and noted that staff has met with our carrier to assist in the implementation of new safety and loss control policies and programs.

Commissioner Dustin moved Board approval for the Executive Director to renew workers compensation insurance with PGIT through PRIA for the 2020-2021 policy year, in an amount not to exceed $133,788. Commissioner Rideoutte seconded. After a roll call vote, the motion passed unanimously 5-0.

4. Audit Firm Engagement Letter – FY 2020 Audit

Mr. Warriner reported that the Audit Committee met on May 7th to conduct a performance review of MSL, the Authority's audit firm, for fiscal year 2019 as required by the Bylaws and to review the proposed audit firm engagement letter for the FY 2020 audit. He said that the performance review is summarized in the Audit Committee minutes from May 7th. He reiterated that MSL did a great job and got the audit done in record time.

In the initial five-year agreement with MSL, Mr. Warriner noted that the fees were fixed and are as follows: 1) $40,500 for the Audit fee, 2) $2,000 for the Federal Single Audit Fee (if applicable) and 3) $ 1,500 for the State Single Audit Fee (if applicable).

Mr. Owens clarified that the Board would be voting on 1) the approval of the Audit Firm Engagement Letter for the FY 2020 Audit and 2) in the third year of our agreement with MSL, approval of the engagement and not commence a competitive selection process for retention of auditors for the next year. He added that both approvals can be combined into one motion.

Vice Chair Dustin moved Board approval of the Audit Firm Engagement Letter for the FY 2020 Audit and moved Board approval for the renewal of the engagement with MSL in its third year and not seek a competitive selection process for retention of auditors for the next year. Commissioner Messer seconded. After a roll call vote, the motion passed unanimously 5-0.

5. Resolution 2020-4, FAA Grant Offer for $157,000 in Relief Funds from the CARES Act

Ms. Terrill requested Board authorization for the Chair to execute Resolution 2020-4, authorizing the Executive Director to execute CARES Act Airport Grant Agreement No. 3-12-0053-039-2020 with the Federal Aviation Administration (FAA) to provide funding in the amount of $157,000. She said that this would help offset a decline in revenues at the Naples Airport as a result of the COVID-19 public health emergency. She summarized expenses that the funds may be used for and stated that the grant must be executed by June 1st.

Commissioner Rideoutte moved Board approval for the Chair to execute Resolution 2020-4 as presented by Ms. Terrill.

Vice Chair Dustin commented that he was concerned about accepting $157,000 when the Authority has a large cash position. There was discussion regarding the substantial losses that occurred in April and that May, June and subsequent months could also be negatively impacted. Vice Chair Dustin and Commissioner Messer agreed that it was appropriate to accept the grant funds. Commissioner Messer added that the FAA initiated the program. Mr. Rozansky explained that Congress through the CARES Act appropriated $10 billion to airports and out of that, the vast majority was offered to commercial service airports and $100 million was allocated to general aviation airports. He said that we were given the option to decline it and that it is at the Board's discretion. He clarified that if we were to decline the money, it is not necessarily going to result in a savings to the federal government. They are simply going to apply the funds elsewhere. Vice Chair Dustin reiterated that he was comfortable when he saw the magnitude of the losses and recognized that we are going into a tough period.

Following the discussion, Commissioner Rideoutte withdrew his motion to approve in order for Board members to consider the discussion on whether it was appropriate to accept the grant funds.

Vice Chair Dustin moved Board approval for the Chair to execute Resolution 2020-4 as presented by Ms. Terrill, accepting the grant offer of $157,000. Commissioner Messer seconded. After a roll call vote, the motion passed unanimously 5-0.

6. Lease Term Buy-Back Program

Ms. LeDuc requested Board authorization for the Executive Director to offer a Lease Term Buy-Back Program to eligible tenants with long term land leases for aeronautical uses and to execute the associated Program agreements, closing document and miscellaneous instruments necessary or prudent to effect the transactions.

Ms. Leduc stated that the program provides tenants with a one-time opportunity to extend their long term land leases through the purchase of additional years based on the present value of the rental income that the Authority could have expected to have earned during the extension term if the lease had been allowed to naturally expire, as determined by an independent appraiser. She said that the proposed Program would be offered to eligible tenants based on lease anniversary date between October 1, 2020 and September 30, 2021 as well as to all tenants who have not previously participated in the Program if they experience limited qualifying events. She reviewed the eligibility and ineligibility guidelines for participation. She said that staff estimates 17 leases will be eligible for lease extensions under the currently proposed program.

A question and answer period followed regarding the eligible tenants' interest if the program should be offered.

Commissioner Rideoutte moved Board approval for the Executive Director to offer a Lease Term Buy-Back Program to eligible tenants with long term land leases and to execute the associated program documents and instruments necessary to effect the transactions as presented by Ms. LeDuc. Vice Chair Dustin seconded. After a roll call vote, the motion passed unanimously 5-0.

7. Lease with Marco Hangars, LLC

Ms. LeDuc stated that on December 20, 2018, Marco Hangars, LLC was selected as the top-ranked respondent to a Request for Proposals for the development of a new lease parcel in the north quadrant of the airport, and the Executive Director was given the authorization to enter into lease negotiations. The proposed 30-year lease is for a parcel of land containing 53,471 square feet at an initial rental rate of $.55 per square foot per year resulting in an initial revenue of $29,409 to the Authority. Under the terms and conditions of the proposed lease, it requires the tenant to complete construction of a commercial aeronautical facility within 30 months.

There was discussion regarding the length of time it took to negotiate the lease, the estimated value of improvements and ownership of the improvements reverting to the Authority at the end of the lease term.

Commissioner Rideoutte moved Board approval for the Executive Director to execute a Leasehold Agreement with Marco Hangars, LLC for a term of 30 years for development of a commercial

aeronautical facility. Vice Chair Dustin seconded. After a roll call vote, the motion passed unanimously 5-0.

H. NEW BUSINESS

1. Special Items for Audit Firm Review

Mr. Warriner stated that during the Audit Committee meeting of May 7th, the Committee discussed special items for the audit firm's review and suggested that MSL conduct an information technology review of ITVantage's recommendations to improve the airport's IT infrastructure. Mr. Warriner estimated that the review would take a couple of days at the standard fees outlined in the engagement letter. He said that Mr. Jeff Wolf of MSL was on the phone to answer any questions.

There was Board discussion regarding the review and their support of it. Chair Lenhard added that a second opinion would be beneficial for staff to have a confidence level in moving forward with any changes.

After taking a roll call of the Board to support MSL's review of ITVantage's recommendations, there was unanimous consensus to proceed.

2. Banking Services

At the Audit Committee meeting on May 7th, Mr. Warriner said that there was discussion about the prudency of keeping the approximately $35 million in NAA's two bank accounts, given the recent economic downturn and COVID-19 potential impacts on the banking systems. He said that the Audit Committee requested staff to reach out to Mr. John Grady who is the managing director for Public Trust Advisors and the investment advisor for the City of Naples. He added that Mr. Grady graciously helped us with our investment policy last year and that his firm manages $50 billion in assets for government entities across the country. Mr. Grady said that both of our banks, Valley National and Northern Trust, are part of the Florida Qualified Public Depository (QPD) Program where they are regulated by the state and are required to collateralize a percentage of each dollar of public funds deposits into a state public funds insurance pool designed to provide protection in the event of a bank default. Mr. Warriner said that since the inception of the program, there have been no failures of a QPD where an assessment on other QPDs have been made. In light of this, Mr. Warriner said that there is a significant amount of assets in our two accounts and we do not have any experts in house to determine the best approach. He said that it was suggested to engage Mr. Grady's firm to advise us with a cash and investment strategy.

Vice Chair Dustin commented that he has had a number of conversations about the concentration of NAA's deposits in two institutions and although his comfort level is reasonably high, he believes the Board members are stewards of these assets and said it was best to make certain that we are doing the best job possible.

Mr. Rozansky added that engaging with an outside advisor would be a positive step. After more due diligence, it may be possible to engage Mr. Grady's firm since they are under contract with the City of Naples and we could likely piggyback onto that contract without having to advertise.

Regarding Commissioner Messer's question regarding the consensus to be taken, Mr. Rozansky stated that it is to give support for staff to pursue and engage with an outside investment advisor.

Mr. Warriner said both of the banks are publicly traded and staff does track of all of their FCC filings and alerts that come out.

After taking a roll call of the Board to support staff in pursuing and engaging consulting services with an outside investment advisor, there was unanimous consensus to proceed.

3. **Customs & Border Protection Fee Increase**

For the benefit of the public listening or participating, Mr. Rozansky summarized the topic and the Memorandum of Agreement (MOA) with Customs & Border Protection (CBP) since 2010 to provide international inspection and clearing services. He said that the program has been a valuable and successful program for the airport and customers. Prior to 2010, customers would have to clear at other airports and then fly to Naples Airport.

He said that in FY 2019, CBP cleared 1,365 aircraft and 6,292 persons (passengers and flight crew) at the Naples Airport. Naples, FL was the final destination for nearly 99% of those aircraft. The Authority incurred $369,100 in expenses, but recovered those expenses through fees charged to customers for CBP services. Through February 2020, clearings maintained a similar trajectory, but have plummeted 92% since the COVID19 pandemic began.

Mr. Rozansky reported that on May 13, 2020, we received notice that CBP was transitioning from a flat fee to full cost recovery model beginning in July 2020 and we were given the choice to either 1) Temporarily eliminate service in the 4th quarter FY 20; or 2) Continue with an approximately 40% increase in the fee per inspector. CBP did not know the exact increase and has not been able to specify the exact amount.

Mr. Rozansky stated that he is working with Customs to retain our service in some form and is in discussion on a third option that would allow us to temporarily reduce to one inspector at the higher fee in July but beginning in October, return to two inspectors at the higher rate. He said that he is bringing this to the Board's attention because in the next invoicing cycle, we will be billed for the increased costs and there will be a revision to our MOA required in the short and long term.

There was Board and staff discussion regarding the continuation of services and potential, gradual changes to the fee structure when there is a better understanding of trends in air travel.

After taking a roll call of the Board to support staff in working with CBP to continue to provide the service, there was unanimous consensus to proceed.

I. OLD BUSINESS

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

Commissioner Messer stated that the NCC last met on January 30th, and highlights of that meeting were reported at the February 20th Regular Meeting. She announced that due to the COVID-19 pandemic, interviews for NCC candidates have been rescheduled to the June 18th Regular Board Meeting and that the next Regular Meeting of the NCC scheduled for April 30th, has been rescheduled to June 25th.

2. **Technical Advisory Committee (TAC) Update**

Commissioner Messer stated that the TAC last met on January 30th, and a summary of that meeting was reported at the February 20th Regular Meeting. She reported that there was an unanticipated resignation of a TAC member and the NAA is seeking a volunteer to fill the Southwest Quadrant seat. She said that applications will be accepted through June 5th and information on how to apply could be found on our website. Due to the COVID-19 pandemic, she announced that the next Regular Meeting of the TAC scheduled for Thursday, April 23rd was being rescheduled to the latter part of June.

J. LEADERSHIP TEAM REPORT

1. **Leadership Team Report**

Commissioner Messer echoed Chair Lenhard's words shared at the beginning of the meeting regarding the team's incredible job with their hard work and customer-facing activities during a stressful time and difficult environment. Vice Chair Dustin echoed her comments. He suggested that leadership think through the new paradigm of people working remotely and to take that into consideration when working on the new facility plans. Mr. Rozansky stated that was discussed in a call earlier this week with the architects designing the GAT improvements.

K. FINANCIAL REPORTS

1. **Financial Summary**

Mr. Warriner provided a review of the financials and reported that the change in net position was unfavorable to budget for the month of April but favorable to budget year to date. He noted that adjustments were being made as needed and that the biggest decline has been in Jet A sales.

Commissioner Brousseau complimented staff for revising the financials to make them easier to understand.

As a follow up to Chair Lenhard's suggestion at the May Regular meeting to look back at the period of time during the Great Recession, Mr. Warriner reported on revenues and number of full time employees during that time vs. during the COVID-19 time frame.

Vice Chair Dustin moved acceptance of the April Financial Summary. Commissioner Messer seconded. After a roll call vote, the motion passed unanimously 5-0.

L. COUNSEL'S REPORT

1. **Counsel's Report**

Mr. Owens reported that there was one matter to report regarding a tenant in default. He stated that Hertz currently has one hangar lease and two concession agreements with the Authority and as of May 14, 2020, Hertz failed to make certain payments under those agreements in an amount of approximately $57,770.00. On May 18th a notice of nonpayment and breach of those agreements was sent to Hertz and pursuant to those notices, Hertz has until May 28th to make the delinquent payments. He said that we did hear recently that Hertz intends to make those payments; and although we remain cautiously optimistic,

no further action may be necessary at this time. He added that pursuant to the Executive Director's delegation of powers, Mr. Rozansky does have limited authority to proceed with termination and litigation for short term leases, but because the hangar lease with Hertz contains renewal options in excess of five years and because this matter also involves concession agreements, pursuant to Article 9 of the Delegation of Powers, we are to advise the Board. He requested a consensus roll call to authorize the Executive Director to commence litigation against Hertz if it becomes necessary to protect the interests of the Authority.

After a roll call vote, there was unanimous consensus for the Executive Director to commence litigation against Hertz if it becomes necessary.

Although not insensitive to what has happened in the rental car industry, Mr. Rozansky stated that Hertz has been a fantastic tenant since they came to the Naples Airport and that he will do everything possible to work with them. Unfortunately, he said it was important to request the action today since we do not know what their next steps will be.

There was discussion regarding the other businesses at the airport and the impacts from COVID-19.

M. PUBLIC COMMENTS (5-minute limit)

There were no public comments.

N. CORRESPONDENCE/COMMISSIONER COMMENTS & REQUESTS/MEETINGS

Commissioner Messer commended the Chair for leading the meeting in a tough environment.

Vice Chair Dustin understands the difficulty of operating in this environment and appreciated the job staff was doing. Chair Lenhard echoed Vice Chair Dustin's comments.

Mr. Rozansky commented that staff is exploring video conferencing capability for the next meeting and will follow up with the City to see what their timeline is to resume holding meetings in Council Chambers.

After a suggestion by Commissioner Rideoutte to postpone the June Board meeting to July, there was discussion and most thought that it was best to keep the next Regular Meeting as scheduled in June.

O. ADJOURN

With no further business, the meeting adjourned at 10:40 a.m.

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Christopher A. Rozansky
Secretary

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

To: Honorable Chair and Commissioners

From: Christopher A. Rozansky, Executive Director

By: Heather LeDuc, Business Manager

Meeting Date: June 18, 2020

Re: **PRESENTATIONS AND TIME CERTAIN ITEMS**

1. Collier Mosquito Control District Redevelopment Plan and Lease

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SUMMARY: Board of Commissioners review of Collier Mosquito Control District's (CMCD) Redevelopment Plan and consensus to authorize the Executive Director to begin negotiations with CMCD to amend their lease with the Authority.

BACKGROUND: At the December 19, 2019 Regular Meeting, Mr. Patrick Linn, Executive Director of the CMCD, presented an update on the District's soil remediation and tarmac reconstruction project. At that time, it was discussed that CMCD's Redevelopment Plan would be presented at a subsequent meeting with the intent to initiate discussions with the Authority for an Amended and Restated Lease. The amended agreement would extend the term of the agreement in order to justify the District's investment in new facilities in order to better serve the community.

COMMUNICATIONS PLAN: Not applicable to this item.

FINANCIAL IMPACT: The legal fees associated with the Amended and Restated Lease will be paid by CMCD.

Collier Mosquito Control District

CMCD Redevelopment Plan

Past, Present, Future…

June 18, 2020

GMA ARCHITECTS PLANNERS

COLLIER MOSQUITO CONTROL DISTRICT

J.R. EVANS ENGINEERING

CMCD Redevelopment Plan 2019 - 2027 Sequence of Events

Fiscal Year 2019-2020

- Tarmac Reconstruction
- Raze Vehicle Maintenance
- Renegotiate CMCD lease with NAA
- Engage Architect/Engineer for implementation of redevelopment project

Fiscal Year 2020-2021

- Site plans/drawings/permits for new Administration and Vehicle Maintenance/Storage building

Fiscal Year 2021-2022

- Construction
  - Admin
  - Vehicle Maintenance/Storage

Fiscal Year 2022-2023

- CO for Administration/Vehicle Maintenance/Storage
- Raze old Vehicle Storage Building

Fiscal Year 2023-2024

- Finalize parking
- Relocate outside education area

Fiscal Year 2024-2025

- Site plans/drawings/permits for new Hangar

Fiscal Year 2025-2026

- Begin construction Hangar

Fiscal Year 2026-2027

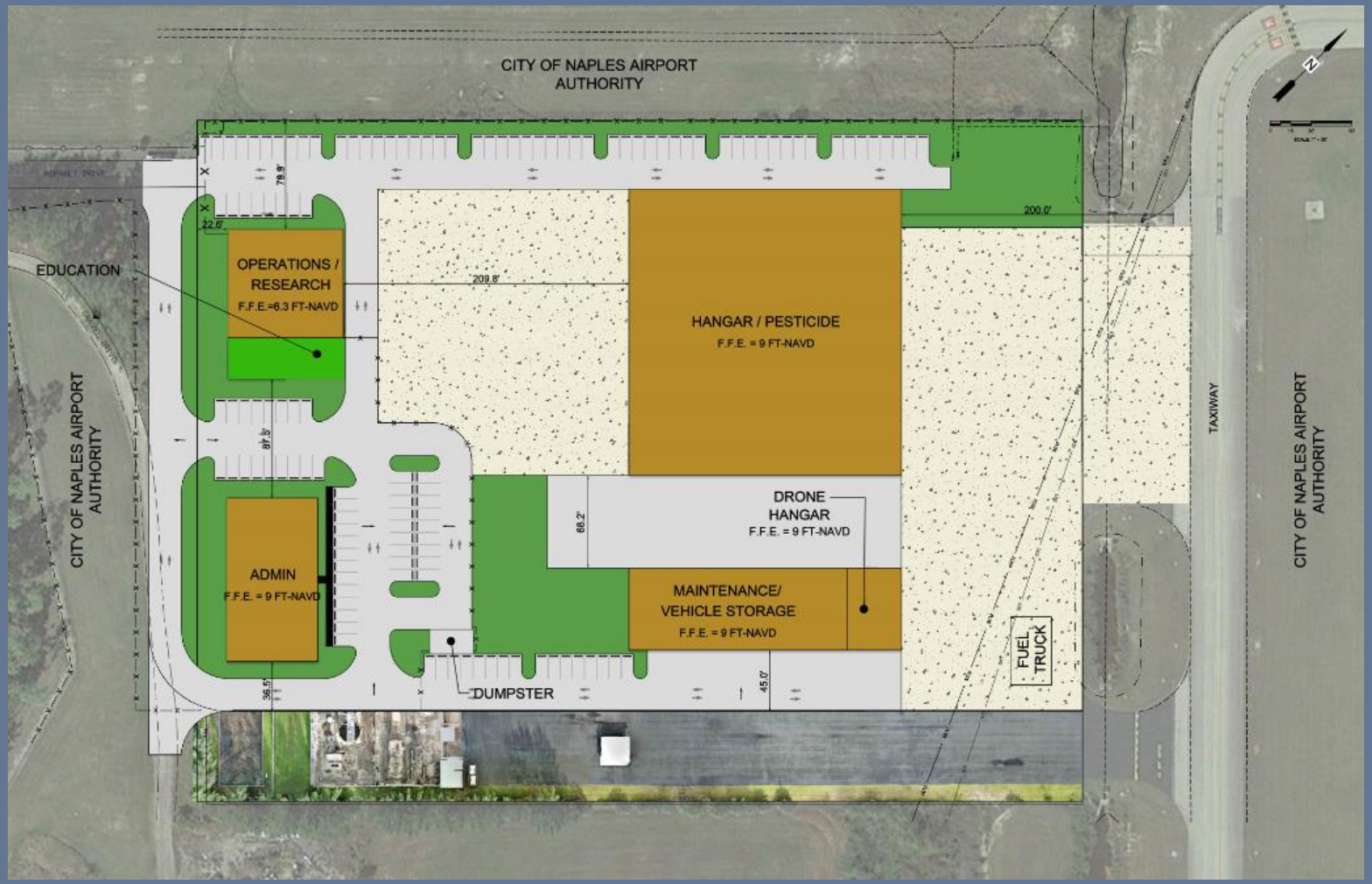
- CO for New Hangar

Existing Site 1990 - 2020

Naples 7.5± Acres

Overlay of New Buildings on Current Facility -- Showing new Footprint

Rejuvenated CMCD Facility -- 2027



To: Honorable Chair and Commissioners

From: Christopher A. Rozansky, Executive Director

By: Diane Terrill, Deputy Executive Director

Meeting Date: June 18, 2020

Re: **PRESENTATIONS AND TIME CERTAIN ITEMS**

2. Noise Compatibility Committee Member Interviews

SUMMARY: Board interviews of the interested and eligible applicants for the Noise Compatibility Committee Member for the Southeast Quadrant representative position in the following area:

- That area extending south and east from the intersection of Airport Pulling Road and Radio Road, inclusive of the Glades, Lely, and East Naples.

BACKGROUND: The term of Southeast Quadrant representative Noise Compatibility Committee Member John Mastrocinque expired March 31, 2020. Notices were published in the Naples Daily News, sent via e-blasts, posted in the airport's newsletter and posted on our website. Applications were accepted until 12:00 Noon February 26, 2020.

Three (3) applications were received:

1. David Boesche, 15 Estelle Drive, Naples
2. Richard Krawczun, 5669 Greenwood Circle, Naples
3. Mark Wekler, 4266 27th Ct. SW, Naples

Subsequent to submitting an application, Mr. Wekler withdrew from consideration due to personal reasons.

Board selection for this position will occur under Action 1 during this meeting.

COMMUNICATIONS PLAN: N/A

FINANCIAL IMPACT: There is no financial impact involved with this item.

MAR 0 3 2020

David Boesche

155 Estelle Drive
Naples, FL 34112
812-786-2774
daveboesche@aol.com

SUMMARY

It is my desire to help protect, educate and preserve the flora and fauna of the community in which I live. Since retiring to, I have been involved with volunteering in the local community and surrounding areas. I have served in various capacities with various organizations whose foci is the Florida natural environment.

EXPERIENCE

2015-present at Fakahatchee Strand Preserve State Park

* Big Cypress Bend Boardwalk naturalist interpreter
* Friends of Fakahatchee Tram Driver
* Friends of Fakahatchee Tram Guide
* Presented at local HOA and men's clubs to educate members regarding the flora and fauna of this area and the importance of protecting and promoting same

2016-2017 Florida Fish and Wildlife Conservation Commission

* Reviewed and adapted rules for the manatee speed zones in Collier County while serving as a Manatee Advocate as appointed by the Board of Collier County Commissioners.

2007-2014 Conservancy of Southwest Florida

* Coordinated and Trained volunteers for the Good Fortune II eco-tour boat
* Guided tours aboard the Good Fortune II
* Led groups as Naturalist Interpreter at Clam Pass county park
* Created the Trail Blazers at Clam Pass county park
* Removed exotics and/or invasive plants at Clam Pass county park

1969-2001 Greater Clark County Schools

* Taught Vocational Auto Mechanics at Jeffersonville High School in Jeffersonville, IN
* Organized and instructed at the first alternative school for Greater Clark County Schools
* Developed the School to Work program in order to provide education and educational experiences of high school students for the Southern Indiana Port Authority
* Created and led the Fast Learners extracurricular club at Jeffersonville High School

EDUCATION

UF IFAS Florida Master Naturalist Program completed in 2018

MS Indiana State University 1974

BS Indiana State University, Vocational Trade and Industrial Education 1969

AS Vincennnes University, Automotive Technology 1966

MAR 0 3 2020

NAPLES AIRPORT AUTHORITY
NOISE COMPATIBILITY COMMITTEE
APPLICATION FOR VOLUNTEER SERVICE

Name: David C. Boesche Home Phone: N/A

Email: daveboesche@AOL.COM Cell Phone: 812-786-2774

Address: 155 Estelle Dr.

Business: N/A Business Phone: _____

Address: _____

Are you a resident of, and domiciled within, the City of Naples and/or Collier County? Yes

If so, how long? 19 years Are you a City of Naples and/or Collier County registered voter? Yes

Do you now hold public office? No If so, what office? _____

Are you employed by the City of Naples Airport Authority or any other governmental body? No

If so, what is your position? _____

Are you related to anyone employed by the City of Naples Airport Authority? (Name) No

Do you now, or have you ever, served on the City of Naples Airport Authority Board or its Committees? No

If so, what Board or Committee? _____

Do you currently serve on the Council, Board or any Committee of the City of Naples or Collier County? No

If so, what Council, Board or Committee? _____

What community activities have you participated in such as Civic Clubs, Neighborhood Organizations, etc.?
Volunteer Naturalist - Fakahatchee Strand Preserve State Park

Francine Stevens — 239-273-4442

Personal reference — Phone

27423 Pelican Ridge Cir., Bonita Springs, FL. 34135 — franscenes@MSN.COM

Address — Email

I acknowledge that I have received a copy of the Naples Airport Authority Noise Compatibility Committee By-Laws, and understand that regular attendance at meetings is expected. My signature below affirms that all of the information provided above is accurate to the best of my knowledge.

David C. Boesche — 3/1/2020

Signature — Date

PLEASE ATTACH YOUR RESUME and forward it to Diane Terrill, Deputy Executive Director, City of Naples Airport Authority, 160 Aviation Drive North, Naples, FL 34104. You may also fax your application and resume to 239-643-4084. Questions should be directed to 239-643-0733 or dterrill@flynaples.com.

Florida has a very broad public records law. Most written communications to or from Naples Airport Authority officials and employees regarding Authority business are public records available to the public and media upon request. Your communications and contact information may therefore be subject to public disclosure.

Richard S. Krawczun
5669 Greenwood Circle
Naples, Florida 34112
609-789-3723

Ms. Diane Terrill
Deputy Executive Director
City of Naples Airport Authority
160 Aviation Drive North
Naples, Florida 34104

February 21, 2020

Re: Application for Volunteer Service, Naples Airport Authority Noise Compatibility Committee

Dear Ms. Terrill:

Enclosed is my application and resume for your consideration of my candidacy to serve on the Naples Airport Authority Noise Compatibility Committee.

Having served for thirty-five years in local government and the last twelve as a Municipal Manager I am able to contribute my experience in public studies and processes as a member of the Committee.

Please feel free to contact me if you have any questions. I look forward to hearing from you about this opportunity to contribute to our community.

Sincerely,

Richard S. Krawczun

NAPLES AIRPORT AUTHORITY
NOISE COMPATIBILITY COMMITTEE
APPLICATION FOR VOLUNTEER SERVICE

Name: Richard S. KRAWCZUN Home Phone: N/A

Email: rskrawczun@gmail.com Cell Phone: 609-789-3723

Address: 5669 Greenwood Circle, Naples, Fl 34112

Business: N/A Business Phone: _____

Address: _____

Are you a resident of, and domiciled within, the City of Naples and/or Collier County? YES

If so, how long? 2yrs 10mths Are you a City of Naples and/or Collier County registered voter? YES

Do you now hold public office? No If so, what office? _____

Are you employed by the City of Naples Airport Authority or any other governmental body? No

If so, what is your position? _____

Are you related to anyone employed by the City of Naples Airport Authority? (Name) No

Do you now, or have you ever, served on the City of Naples Airport Authority Board or its Committees? No

If so, what Board or Committee? _____

Do you currently serve on the Council, Board or any Committee of the City of Naples or Collier County? No

If so, what Council, Board or Committee? _____

What community activities have you participated in such as Civic Clubs, Neighborhood Organizations, etc.?

Collier County Water and Wastewater Authority 2017-2019,

Mary Spillane — 802-999-1801
Personal reference — Phone

3522 Haldeman Creek Drive, Unit 125 Naples, Fl 34112 — mspillane60@yahoo.com
Address — Email

I acknowledge that I have received a copy of the Naples Airport Authority Noise Compatibility Committee By-Laws, and understand that regular attendance at meetings is expected. My signature below affirms that all of the information provided above is accurate to the best of my knowledge.

Signature _____ Date 2/21/2020

PLEASE ATTACH YOUR RESUME and forward it to Diane Terrill, Deputy Executive Director, City of Naples Airport Authority, 160 Aviation Drive North, Naples, FL 34104. You may also fax your application and resume to 239-643-4084. Questions should be directed to 239-643-0733 or [redacted].

Florida has a very broad public records law. Most written communications to or from Naples Airport Authority officials and employees regarding Authority business are public records available to the public and media upon request. Your communications and contact information may therefore be subject to public disclosure.

RICHARD S. KRAWCZUN
5669 Greenwood Circle
Naples, Florida 34112
609-789-3723
rskrawczun@gmail.com

PROFESSIONAL SUMMARY

Chief Executive Officer with accomplished credentials in financial operations, community development, personnel management and long-range planning.

PROFESSIONAL HISTORY

2005-2017 Lawrence Township, New Jersey
Township Manager/Director of Community Development

- Chief Executive Officer of a full-service municipality serving a diverse population of 33,000 residents.
- Responsible for staff of 200 employees.
- Direct reports of seven operating departments.
- Deliver formal presentations to Governing Body and public on fiscal matters, organizational analysis and planning/development proposals.
- Develop and manage $45 million annual operating budget.
- Prepare and actively execute multi-year capital improvement program.
- Direct interaction on private and public developments including residential, commercial, educational and public infrastructure.
- Member Lawrence Township Planning Board.
- Labor negotiations four public safety unions, three civilian unions.
- Emergency Management Team planning and response.
- Grant Management.

1994-2017 Lawrence Township
Director of Finance – Chief Financial Officer

- Administer department of three divisions consisting of treasury, tax assessing and tax collection.
- Formulate, implement and manage $45 million annual operating budget.
- Manage, record and report on $135 million in annual revenues and disbursements for multiple fund activities.
- Direct responsibility for purchasing operation.
- Develop, execute and fiscally manage multi-year capital improvement program.
- Plan, issue obligations and manage all short and long-term debt.
- Labor negotiations.
- Authority and responsibility for investment management of all funds.
- Administer self-insurance for liability, property and workers compensation.
- Joint Insurance Fund Commissioner.

1989 – 1994 City of Asbury Park
Director of Finance and Administration – Chief Financial Officer

- Administer department of two divisions consisting of treasury and tax collection.
- Formulate, implement and manage $23 million operating, $5 million sewer and beach utility budgets.
- Manage, record and report on $44 million in annual revenues and disbursements for multiple fund activities.

1986 – 1989 New Jersey Division of Local Government Services
Project Specialist

- Evaluate management and fiscal operations of various municipalities.
- Issue reports to municipal officials on compliance including recommendations for improvement.
- Conduct special review and analysis necessary for criminal investigations.
- Assigned to positions with local governments to effectuate daily operations within distressed municipalities.

1982 – 1986 City of Trenton, Office of the City Clerk
Research Assistant/Administrative Analyst

- Perform research and analysis of policy matters.
- Conduct review of work functions for recommended changes.
- Support services to Trenton City Council.

ADDITIONAL PROFESSIONAL HISTORY

2017 – Present IXP Corporation
Consultant

- Conduct analysis of emergency dispatch center operating costs. Develop fiscal models identifying direct and indirect long-term costs.

1989 – 2016 Rutgers University, Center for Government Services
Coadjutant Faculty Member

- Courses Instructed: Municipal Budget Process, Municipal Finance Administration, Principles of Financial Management, New Jersey State Exam Review Course for Certified Municipal Finance Officers.

2017 – 2019 Collier County, Florida
Water and Wastewater Authority - Member

May – 2013 Rutgers School of Management and Labor Relations
Public Sector Labor Relations Certification

October - 2010 — European Green Capital Conference, Stockholm, Sweden
United States Representative

- One of ten eco-municipality officials representing United States municipalities by invitation of the United States Embassy in Stockholm, Sweden and National League of Cities.

1994 – 2017 — Lawrence Township Board of Education
Treasurer of School Monies

2004 - 2005 — City of Asbury Park
Chief Financial Officer – Part-time

1997 – 2002 — Borough of Lakehurst
Chief Financial Officer – Part-time

1998 – 1999 — New Jersey State League of Municipalities
Conference Speaker

- Topics Presented: Capital Programs and Planning, Municipal Budget and Financial Issues Update.

EDUCATION

MA, Administration, Rider University
BA, Political Science, Seton Hall University

COMMUNITY/PROFESSIONAL AFFILIATIONS

- Lawrence Township Education Foundation, Township Representative
- Lawrence Township Community Foundation, Township Representative
- Lawrence Hopewell Trail Corporation, Board Member
- Lawrence Neighborhood Service Center, Finance Committee

REFERENCES – Available Upon Request.

To: Honorable Chair and Commissioners

From: Christopher A. Rozansky, Executive Director

By: Diane Terrill, Deputy Executive Director

Meeting Date: June 18, 2020

Re: **ACTION ITEM**

1. Noise Compatibility Committee Member Selection

SUMMARY: Board appointment of Noise Compatibility Committee Member for the Southeast Quadrant representative position in the following area:

- That area extending south and east from the intersection of Airport Pulling Road and Radio Road, inclusive of the Glades, Lely, and East Naples.

BACKGROUND: The term of Southeast Quadrant representative Noise Compatibility Committee Member John Mastrocinque expired March 31, 2020. The selected applicant will serve a four-year term through March 31, 2024, effective upon appointment.

The following two applicants were interviewed under Presentations and Time Certain Items, Item 2:

1. David Boesche, 15 Estelle Drive, Naples
2. Richard Krawczun, 5669 Greenwood Circle, Naples

The process to nominate and appoint a member of the NCC is attached for reference.

COMMUNICATIONS PLAN: The appointment of the new NCC member will be announced by a press release, published in the tenant newsletter, and posted on our website.

FINANCIAL IMPACT: There is no financial impact involved with this approval.

Procedure for Appointment to Noise Compatibility Committee

Interviews:

1. Each candidate is interviewed at the podium – chair requests the candidate to announce their name and address for the record

2. Candidates may be seated in chambers after their interview

Nominations and Appointment:

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 nomination does not need a second

    c. A member cannot nominate more than one person for a position until everyone has had the opportunity to make a nomination

    d. After each nomination, the Chair repeats the name

        i. For example, Chair: “Joe Smith. Are there further nominations?”

    e. A motion to close nominations is not necessary

2. When more than one person has been nominated, the Chair takes the 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

To: Honorable Chair and Commissioners

From: Christopher A. Rozansky, Executive Director

By: Diane Terrill, Deputy Executive Director

Meeting Date: June 18, 2020

Re: **ACTION ITEM**

2. Technical Advisory Committee Member Selection

SUMMARY: Board approval of the Southwest Quadrant representative member of the TAC.

BACKGROUND:

At the January 16, 2020 Regular Meeting, the Board established the Technical Advisory Committee and approved ESA's recommendations for members. 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.

Due to a resignation, ESA and staff solicited applications for a Technical Advisory Committee Southwest Quadrant representative. Invitations were sent to the City and County Presidents Councils, airport tenants, and business groups, as well as posted on our website, for interested parties to apply to fill the vacancy. Applications were accepted through June 5th. Three (3) applications were received from citizens:

Mr. Ernie Linneman
Mr. Raymond Stricklen
Mr. Peter Van Arsdale

ESA reviewed the applications and after a thorough review and analysis, recommends that the Board appoint Mr. Raymond Stricklen as the Southwest Quadrant representative member on the TAC. ESA's analysis is attached.

COMMUNICATIONS PLAN: With Board approval, the appointed member will be contacted to confirm his participation.

FINANCIAL IMPACT: There is no direct financial impact with this appointment. The project is currently anticipated in the FY 2020 budget in the amount of $700,000.

4200 West Cypress Street
Suite 450
Tampa, FL 33607
813.207.7200 phone
813.207.7201 fax

esassoc.com

memorandum

date	June 8, 2020
to	Chris Rozansky, Naples Airport Diane Terrill, Naples Airport
from	Mike Arnold, ESA Autumn Ward, ESA
subject	Naples Airport Part 150 Study Technical Advisory Committee Southwest Representative Recommendation

The Naples Airport solicited applications for a Technical Advisory Committee Southwest Quadrant representative, after the previous representative resigned. Four applications were received, as follows:

- Ernest Linneman
- Raymond Stricklen
- Peter Van Arsdale
- *Rick Garcia – No application received; removed from further consideration*

Upon review of the above applications, ESA recommends Raymond Stricklen to be the Southwest Quadrant TAC representative.

The basis for selection is documented below.

Southwest Quadrant

- Ernest Linneman – NCC member. Former aerospace sector employee; current Noise Compatibility Committee member. Would like to be a member of the TAC because he's lived in Naples for over 20 years and has been exposed to the Community's concerns regarding aircraft noise as a member of the Airport Authority Board and Noise Compatibility Committee.
- Raymond Stricklen – Prior Naples Airport Authority (NAA) board member and Chairman (2014-2017). Airline Transport Pilot with more than 5,000 hours flying turboprop and turbojet aircraft. Would like to be a member of the TAC because he's familiar with and interested in airport operations and the impacts on the surrounding community.
- Peter Van Arsdale – Former Naples City Council member from 1992-2000, and chairman of the Community Redevelopment Agency, and Collier County Metropolitan Planning Organization. He is a retired instructor pilot for several commercial aircraft variants. His family owned Naples Airlines, where he fielded aircraft noise complaints. He would like to be a member of the TAC because he has experience with noise technical issues and would like to contribute to the Part 150 Study.

All of these candidates are more than qualified to serve on the TAC. Ernest Linneman is a current Noise Compatibility Committee, which will have its own insight and input throughout the Part 150 Study, and he was not considered further for this reason. Mr. Stricklen received several letters of recommendations; however, that was not requested as part of the application process and it would be unfair to consider that in the decision-making process since the other applicants weren't alerted to this development.

Both Mr. Stricklen and Mr. Van Arsdale have a wealth of aviation knowledge and experience. Additionally, they have both served on boards for local organizations. However, Mr. Stricklen's experience as a prior NAA board member provides additional insight to the challenges faced by the Airport that Mr. Van Arsdale does not have. While both gentlemen would be an asset to the TAC, ESA recommends Mr. Stricklen to serve as the Southwest Quadrant representative.

To: Honorable Chair and Commissioners

From: Christopher A. Rozansky, Executive Director

By: Diane Terrill, Deputy Executive Director

Meeting Date: June 18, 2020

Re: **ACTION ITEM**

3. Technical Advisory Committee Additional Representative and Member Selection

---

SUMMARY: Board approval of ESA's recommendation to add a representative member from the 3rd Street South Business District to the TAC.

BACKGROUND:

At the Open House events in February, feedback was received from members of the public to add a representative from the 3rd Street South Business District. Staff reached out to Ms. Joan Tobin, of Neopolitan Enterprises, who is the lead contact for the association to gauge the interest of participation on the TAC. Ms. Tobin expressed that the association would appreciate the opportunity to be engaged and that she would like to act as the representative should the Board approve of the recommendation by ESA.

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.

COMMUNICATIONS PLAN: With Board approval, the appointed member will be contacted to confirm her participation.

FINANCIAL IMPACT: There is no direct financial impact with this appointment. The project is currently anticipated in the FY 2020 budget in the amount of $700,000.

4200 West Cypress Street
Suite 450
Tampa, FL 33607
813.207.7200 phone
813.207.7201 fax

esassoc.com

memorandum

date	June 11, 2020
to	Chris Rozansky, Naples Airport Diane Terrill, Naples Airport
from	Mike Arnold, ESA Autumn Ward, ESA
subject	Naples Airport Part 150 Study Additional Technical Advisory Committee Representative Recommendation

In February 2020, ESA held several Open House workshops for the Part 150 Study on behalf of the Naples Airport. Comments were received that requested the 3rd Street South Business District should also be represented on the Technical Advisory Committee (TAC), much like the 5th Avenue South Business District.

Upon review of the comments received at the Open House, ESA reviewed the location of the 3rd Street South Business District and would recommend that a representative from this organization be appointed to the Part 150 Study's TAC. Unlike the local quadrant, City, and County representatives, the Business District Representatives and other industry stakeholders have been appointed to the TAC without requiring an application process due to the unique perspective and input that these members can provide.

Naples Airport Staff contacted Ms. Jean Tobin, the lead contact for the Business District, and confirmed their interest in participating on the TAC. Based on her role, ESA would recommend that the Naples Airport Authority appoint Ms. Tobin as the 3rd Street South Business District representative.

To: Honorable Chair and Commissioners

From: Christopher A. Rozansky, Executive Director

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

Meeting Date: June 18, 2020

Re: **ACTION ITEM**

4. Relocation of the Airfield Navigational Aids (NAVAIDs) in an amount not to exceed $68,182

SUMMARY: Authorize the Executive Director to execute a Task Order with Hanson Professional Services for the Relocation of the Airfield Navigational Aids (NAVAID's) Power Supply – Design, Bidding and Construction Phase Services in an amount not to exceed $68,182.

BACKGROUND: During the FAA Part 139 inspection in 2019, the FAA inspector noted that the power supply to our Precision Approach Path Indicators (PAPI) and Runway End Identifier Lights (REIL) were no longer allowed to be located within the Runway Safety Area (RSA). After review, the best option is to resize the wire to the equipment and eliminate the transformers. The FAA inspector has given us until 2021 to complete the project.

COMMUNICATIONS PLAN: No communication is required at this time

FINANCIAL IMPACT: This project was not budgeted, but adequate funds are available in the FY 2020 budget. The construction phase will be included in the FY 2021 budget.

To: Honorable Chair and Commissioners

From: Christopher A. Rozansky, Executive Director

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

Meeting Date: June 18, 2020

Re: **ACTION ITEM**

5. Former Aircraft Rescue Fire Fighting (ARFF) Station Demolition

---

SUMMARY: Authorize the Executive Director to execute a contract with Owen Ames Kimball for the demolition of the former ARFF station and associated site work in an amount not to exceed $99,842.79.

BACKGROUND: The existing ARFF station is partially located within a safety zone of the airfield. With the completion of the new ARFF station, we plan to demolish the old station. The portion of the land not within the safety area will be available for future development. An Invitation to Bid was issued on May 6, 2020. Two bids were received on June 4, 2020. The results were:

1. Owen Ames Kimball $ 99,842.79
2. Southpoint Builders $282,663.04

COMMUNICATIONS PLAN: No communication is required at this time

FINANCIAL IMPACT: This project was not budgeted, but adequate funds are available in the FY 2020 budget.

To: Honorable Chair and Commissioners

From: Christopher A. Rozansky, Executive Director

By: Heather LeDuc, Business Manager

Meeting Date: June 18, 2020

Re: **ACTION ITEM**

6. First Amendment and Consent to Leasehold Agreement for Eagle Creek Holdings, LLC for the Agreement for 377 Citation Point

---

SUMMARY: Authorize the Executive Director to execute the First Amendment and Consent to Leasehold Agreement between Eagle Creek Holdings, LLC, Matthew D. Hagans, Naples Jet Center Holdings, LLC (NJCH) and the Authority on or after today's date, subject to and conditioned upon the closing of the associated real estate transaction between Mr. Hagans and NJCH.

BACKGROUND: On April 16, 2007, the Authority entered into a 30-year land lease with Eagle Creek Holdings, LLC for the premises located at 377 Citation Point (the "Premises"), which is commonly known as a part of Naples Jet Center.

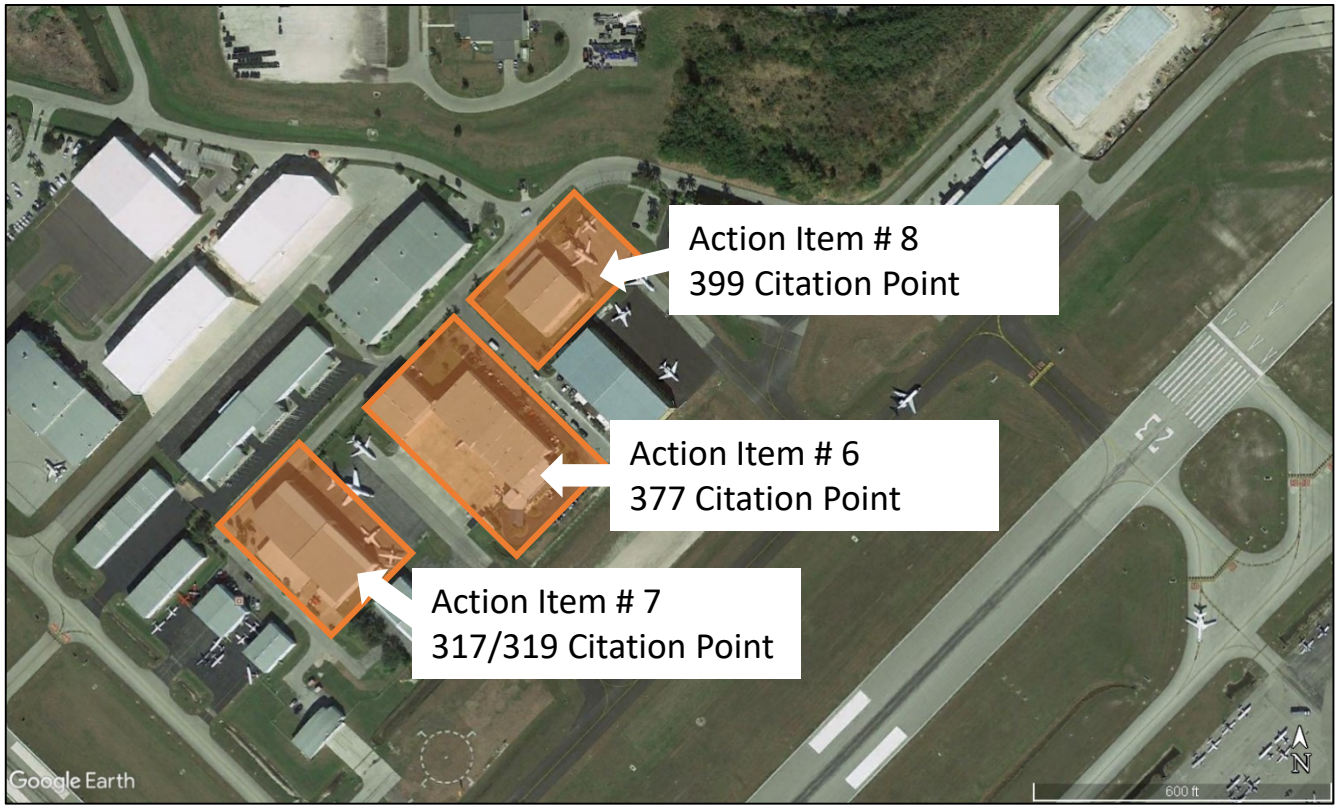
Mr. Hagans, the sole member of Eagle Creek Holdings, and NJCH have entered into an agreement for the sale of Mr. Hagans' equitable ownership and control of Eagle Creek Holdings to NJCH, requiring the consent of the Authority as it relates to the lease for the Premises.

Eagle Creek Holdings, LLC will remain as the lessee of the Premises.

COMMUNICATIONS PLAN: Not applicable to this item.

FINANCIAL IMPACT: The tenant has reimbursed the Authority for legal and administrative fees associated with the First Amendment and Consent to Leasehold Agreement.

Action Items 6, 7 and 8
Naples Jet Center



Naples AIRPORT AUTHORITY

To: Honorable Chair and Commissioners

From: Christopher A. Rozansky, Executive Director

By: Heather LeDuc, Business Manager

Meeting Date: June 18, 2020

Re: **ACTION ITEM**

7. First Amendment and Consent to Leasehold Agreement for Naples Airport Properties, LLC for the Agreement for 317/319 Citation Point

---

SUMMARY: Authorize the Executive Director to execute the First Amendment and Consent to Leasehold Agreement between Naples Airport Properties, LLC, an Indiana limited liability company authorized to transact business in Florida as "Naples Airport Properties Florida, LLC" (NAP), Matthew D. Hagans, Naples Jet Center Holdings, LLC (NJCH) and the Authority, subject to and conditioned upon the closing of the associated real estate transaction between Mr. Hagans and NJCH.

BACKGROUND: On October 27, 2015, the Authority entered into an Amendment and Restatement of Leasehold Agreement for a term of twenty-nine (29) years with NAP for the premises located at 317/319 Citation Point, which is commonly known as a part of Naples Jet Center.

Mr. Hagans, the sole member of NAP, and NJCH have entered into an agreement for the sale of Mr. Hagans' equitable ownership and control of NAP to NJCH, requiring the consent of the Authority as it relates to the lease for the Premises.

NAP will remain as the lessee of the Premises.

COMMUNICATIONS PLAN: Not applicable to this item.

FINANCIAL IMPACT: The tenant has reimbursed the Authority for legal and administrative fees associated with the First Amendment and Consent to Leasehold Agreement.

To: Honorable Chair and Commissioners

From: Christopher A. Rozansky, Executive Director

By: Heather LeDuc, Business Manager

Meeting Date: June 18, 2020

Re: **ACTION ITEM**

8. Third Amendment, Assignment and Assumption of Lease Agreement between Eagle Creek Aviation Services, Inc., Naples Jet Center Holdings, LLC and the Authority for 399 Citation Point

---

SUMMARY: Authorize the Executive Director to execute the Third Amendment, Assignment and Assumption of Lease Agreement (the "Assignment") between Eagle Creek Aviation, Inc., Naples Jet Center Holdings, LLC (NJCH) and the Authority on or after today's date, subject to and conditioned upon the closing of the associated real estate transaction between Eagle Creek Aviation and NJCH.

BACKGROUND: On October 1, 2011, the Authority entered into a 5-year lease with Eagle Creek Aviation, Inc. for land and improvements located at 399 Citation Point (the "Premises"), which is commonly known as a part of Naples Jet Center. The lease was amended on February 18, 2016 and September 15, 2016, including an extension of the term for an additional five (5) years, through September 30, 2021.

Upon closing of their real estate transaction, NJCH wishes to assume the lease from Eagle Creek Aviation, Inc.

COMMUNICATIONS PLAN: Not applicable to this item.

FINANCIAL IMPACT: The tenant has reimbursed the Authority for legal and administrative fees associated with the Assignment.

To: Honorable Chair and Commissioners

From: Christopher A. Rozansky, Executive Director

By: Diane Terrill, Deputy Executive Director

Meeting Date: June 18, 2020

Re: **NEW BUSINESS**

1. Strategic Plan Scorecard – FY 2020 Mid-Year Report

SUMMARY: Board review and acceptance of the Fiscal Year 2020 Mid-Year Strategic Plan Scorecard.

BACKGROUND: The Strategic Plan Scorecard is a tool for reporting the status of Goals, Objectives and Measures. It is a summary of the major projects and initiatives that staff worked on during FY 2020. This format was accepted at the August 16, 2018, Board meeting, but varying green shading has been added to denote whether specific items are still in progress or complete.

The scorecard measures the status of achievements as of May 31, 2020.

Due to the COVID-19 pandemic, planned initiatives were cancelled or postponed to help ensure the health and safety of the public, our customers, tenants and staff. These include events that were cancelled by outside organizations and participants, as well as those planned by the NAA. With the uncertainty of how the ongoing situation will evolve, and in accordance with the value of being Agile, staff is reviewing measures that cannot be achieved because of factors out of the NAA's control, and Measures that can be achieved by taking a fresh approach. Specifically there are two Measures that we are requesting Board consensus to revise and two Measures that we are making adjustments to

- Goal 1, Objective 3: *"30 community events, FSFQ promotional events, tours, and presentations"* As of 5/31, we have conducted or participated in 20 of these activities. The NABOR Expo was cancelled by the organizers, and planned small community meetings and retail-style outreach for the Part 150 Noise Study have been postponed until further notice. Staff proposes to reduce the measure from 30 to 25.

- Goal 4, Objective 1: *"Exceed Employee Engagement survey government sector benchmark 60-65%"* The 2019 Employee Engagement Survey was a full survey with participation at 69.7%. In order to avoid survey fatigue, best practice is to issue "Pulse" surveys (a shortened, focused version of the survey) every other year. The 2020 survey is planned for late June to coincide with the timing of the 2019 release.

- Goal 4, Objective 2: *"90% or more members of the leadership team complete leadership development training and full-time employees establish/update career path"* Career Pathing is scheduled to be conducted mid-summer. Because of social-distancing requirements as well as the number of staff working remotely, we are adjusting the format of leadership development training from traditional in-person large group sessions, to an on-line subscription-based leadership development tool through Compass beginning in July. Where appropriate, we will also take advantage of web-based learning activities that further complement and enhance development efforts thus far. For specialized trainings, we are engaging with leadership consultants to record webinars specific to our needs and require employees and leaders to watch such as Business Writing for employees and Civility and Diversity training for all staff.

- Goal 4, Objective 3: *"Engage students through 10 aviation education programs, internships and/or events"* As of 5/31/2020 we have achieved 4 out of the 10. This will be the most difficult measurement to achieve, given the restrictions and cancelled events due to the pandemic and our commitment to protecting employees, customers and the community. Staff proposes revising this measure from 10 to 5.

COMMUNICATIONS PLAN: If accepted by the Board, a revised Scorecard will be circulated to all employees and posted to our website.

FINANCIAL IMPACT: None anticipated.

STRATEGIC PLAN SCORECARD

October 1, 2019 to September 30, 2020

Adopted by NAA Board 1/16/2020 Status Update 5/31/2020

GOAL 1	OBJECTIVE	PROJECT / INITIATIVE	MEASURE	OWNER	START	COMPLETION	STATUS
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 Action Team		Operations	10/1/2019	9/30/2020	
	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**
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**
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 250 NAA surveys with 90% or above exceeding expectations	Operations	10/1/2019	9/30/2020	
	Ensure business continuity	Fraud prevention and data protection	No loss of funds due to fraud	Finance and IT	10/1/2019	9/30/2020	
			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**
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	
	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	
	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	

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		

To: Honorable Chair and Commissioners

From: Christopher A. Rozansky, Executive Director

Meeting Date: June 18, 2020

Re: **NEW BUSINESS**

2. Executive Director's Annual Review

SUMMARY: Executive Director's review for the period August, 2019 to July, 2020 to be conducted at the August Regular Meeting.

BACKGROUND: In accordance with the Employment Agreement as amended on November 15, 2018 between the City of Naples Airport Authority and Christopher A. Rozansky, Compensation, Section 3, Base Salary, subsection 3.1(c) states:

> "(c) Employee shall be subject to an annual review by the Board during the regular Board meeting in the month of August of each year. Based upon the results of Employee's annual review by the Board, Employee shall be eligible for an annual merit increase to his Base Salary based upon the same performance-based criteria then available to other employees at the Authority. Any annual merit increase to Employee's Base Salary shall be effective October 1st of each year during the Term of this Agreement."

In order to prepare for the annual review in August, staff will be sending a package of forms and other pertinent information to Board members in July for completion.

COMMUNICATION PLAN: Not applicable at this time.

FINANCIAL IMPACT: Not applicable at this time.

To: Honorable Chair and Commissioners

From: Christopher A. Rozansky, Executive Director

Meeting Date: June 18, 2020

Re: **NEW BUSINESS**

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

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SUMMARY: Authority Counsel's review for the period August, 2019 to July, 2020 to be conducted at the August Regular Meeting.

BACKGROUND: Article IV, Section 3, of the Bylaws as amended on September 20, 2018 states:

> *"The Board shall contract with an individual or firm of attorneys licensed to practice law in the State of Florida to serve as Authority Counsel. The Authority Counsel shall report directly to the Board, shall represent and protect the interests of the Authority and the Board and shall work with the Executive Director to achieve those purposes. The Authority Counsel and the Board shall enter into an agreement setting forth the specific duties, responsibilities, and fees of Authority Counsel.*
>
> *The Authority Counsel's performance under the agreement shall be reviewed annually by the Board during the Regular Meeting in August.*
>
> *In addition, the Board may retain other attorneys or law firms for specific projects or matters. Such special counsel shall coordinate their professional efforts with the Authority Counsel and keep Authority Counsel advised on their activities so that special counsel does not inadvertently take positions inconsistent with the Board's general directions to Authority Counsel. Authority Counsel may be asked to review and approve the billing invoices of special counsel and make appropriate recommendations to the Board and the Executive Director."*

In order to prepare for the annual performance review, staff will be sending an assessment form and other pertinent information to Board members in July for completion.

COMMUNICATION PLAN: Not applicable at this time.

FINANCIAL IMPACT: Not applicable at this time.

To: Honorable Chair and Commissioners

From: Christopher A. Rozansky, Executive Director

By: Heather LeDuc, Business Manager

Meeting Date: June 18, 2020

Re: **NEW BUSINESS**

4. Request for Proposals for Lease and Development of Vacant Land

---

SUMMARY: Board consensus for the Executive Director to issue a Request for Proposals (RFP) for a long-term land lease to develop a vacant parcel of land in the north quadrant of the airfield.

BACKGROUND: In 2019, the realignment of Taxiway D in the north quadrant of the airfield was completed, resulting in three new land parcels becoming available for development. As a result of a previous RFP, one parcel is under lease and another is under negotiation.

The final parcel was not included in the original RFP, as it was encumbered by another leasehold. On February 20, 2020, the encumbrance was removed when the Board approved an amendment to the legal description of the encumbering leasehold, resulting in a new opportunity for economic development. Please see the attached sketch.

Due to the high level of interest expressed by the aviation community, staff is requesting consensus to issue an RFP for a long-term land lease for aeronautical development of the vacant parcel. Criteria for the ranking of respondents will be clearly defined in the RFP.

COMMUNICATIONS PLAN: The RFP will be advertised for a minimum of 30 days with interviews conducted by the Board of Commissioners at a regular or special meeting of the Board, which will rank the proposals.

FINANCIAL IMPACT: Not applicable at this time.

New Business Item 4
RFP for Development of Vacant Land

Naples AIRPORT AUTHORITY

LEADERSHIP TEAM REPORT

May 2020 – June 2020

FOSTER A VALUED, ENGAGED AND EMPOWERED WORKFORCE

Values-Centered Culture

The Leadership Team continues to promote a safe work environment with regards to Covid-19 for employees by distributing up-to-date information and following recommendations issued by reliable resources such as the CDC and Florida Department of Health.

Human Resources hosted two training sessions for employees and one for leaders focused on Civility and Diversity. The training was taught by Mina Merkel, International Executive Coach. This training had been planned for earlier in the year but was delayed due to Covid-19. The highlights included communication, managing conflict and understanding bias to create win-win situations.

Members of the Leadership Team continue to participate weekly in local, state, federal and industry conference calls and webinars to stay at the forefront of the COVID-19 crisis.

PROVIDE SERVICE EXCELLENCE EVERY DAY

The Operations and Facilities Department continue to work together in preparation for the FAA Part 139 certification inspection tentatively scheduled for July. A mock inspection is scheduled for June 15th.

Operations staff completed an annual review of the Airport Emergency Plan (AEP) and restocked supplies in preparation for hurricane storm season. The annual Hurricane Preparedness meeting with the Commercial Terminal tenants was conducted on May 26th. Emergency contacts were updated, essential items and tools for work/home were discussed, and the hurricane safety measures and hours of operations were posted. An emergency test message from Everbridge is expected to be sent later in June.

The Finance, Operations and Leasing teams have been preparing to launch replacement point of sale software. Parallel testing of X-1 FBO is expected to start on June 15th with a tentative cutover date of July 1st.

Alerts

There were two (2) alerts for the month of May 2020.

DATE	ALERT	TYPE A/C	PROBLEM	RESULT
5/8/2020	2	PA30	After take-off RWY 14, left wing fuel cap fell off and started spraying fuel outside the aircraft.	Pilot declared an emergency and returned to APF, landing RWY 5 without incident.
5/30/2020	6	C421	After being cleared for take-off RWY 23, aircraft left main brake failed while taxiing into position.	Aircraft exited RWY 23 safely and was towed clear of the movement area for repairs.

Efforts to minimize exposure to COVID-19 has proven to be worthwhile as there have been no reported cases amongst Authority staff to date. The following measures are still in effect/or have been updated:

- All CDC recommendations, including social distancing and reduction of staff congregating in enclosed spaces like break rooms, behind the customer service counter, etc.;
- Signage encouraging social distancing has been installed in the GAT, AOB, CAT and administrative offices;
- Signage placed on the door from the line-room to the customer service counter stating "CSR's Only Beyond this Point";
- The Florida Department of Health has established a lock box for collection of forms distributed by Authority staff;
- Tables remain in front of the Customer Service Desk to maintain a safe distance from pilots coming in to order and pay for fuel or services;
- The General Aviation Terminal is now open to the public; signs have been placed on all entry doors, and throughout the Terminal, reminding everyone to maintain social distancing;
- The Observation Deck has also been opened with signs encouraging social distancing;
- The use of crew cars has been reinstated, with a minimum 50 gallon uplift requirement in place. Crew cars are being left in the main parking lot after use, and are being driven by staff to the car wash for sanitizing between uses;
- The complimentary-use bicycle program at Naples Aviation remains suspended while a plan to properly sanitize them after each use is established;
- Badging is being conducted one person at a time, by appointment only. This allows for providing badging services to our tenants while minimizing risk of Covid-19 exposure;
- Administrative employees and certain others are working from home. The Leadership Team is alternating days in the office and working from home;

- All staff are required to wear cloth face coverings as part of their uniforms where they are not able to maintain social distancing;
- The custodial staff disinfect all common area surfaces during every shift and also respond to requests for specific disinfectant cleaning;
- Employees are encouraged to conduct their own health screening before coming to work. Employees who are ill are required to stay home until cleared to return to work. Those who have traveled out of the area or have potentially been exposed are asked a series of symptom-related questions as recommended by the CDC before returning to work;

Please visit https://flynaples.com/covid-19/ for the most current information.

Development and Facilities Maintenance

A second Invitation to Bid (ITB) was issued for the Monument Sign Rehabilitation and is due July 1. Results will be presented at the August Board meeting

The Fire Alarm Panel and generator in the Commercial Airline Terminal were repaired after sustained lightning strikes on May 11th.

Facilities staff repaired Gate 4E (Radio Road) that it was struck by a tractor trailer exiting the field after delivering an aircraft engine to one of our tenants. The operator assumed liability and has agreed to pay the cost of repair.

Safety

The Safety Action Team continues to work towards implementation of the Safety Management System (SMS) Plan. This plan will provide systematic procedures, practices and policies, and is also a top-down approach to managing safety risks. We are currently working on adding the four elements of SMS, which are Policy, Safety Risk Management, Safety Assurance and Safety Promotion with detailed procedures.

COMMITTED TO SUSTAINABILITY

In response to the Covid-19 pandemic, Florida Blue will issue a 15% reduction in medical premium costs on our upcoming July invoice. This savings is estimated to be $11,000.00 (depending on enrollment that month). Florida Blue is issuing the one-time credit to assist employers with expenses.

In order to assist members, Florida Blue is issuing a $300 debit card to be used toward medical copays and deductibles to all members who watch a three-minute video on their website regarding Covid-19.

Outreach

City of Naples Fire Department personnel at Station #3retired approximately 400 flags in May.

The Museum of Military History reopened to the public on June 1st. Museum staff implemented a number of measures to protect docents and visitors from Covid-19.

The Executive Director participated in the monthly Greater Naples Chamber Wake Up Naples meeting on June 10th. This month's speaker, Mr. Chris Emmanuel, Director of Infrastructure and Governance Policy at the Florida Chamber, discussed the future of transportation, impacts of COVID-19 and recovery for the state's transportation and infrastructure projects.

Tours

On June 11th, the Executive Director and Operations Manager provided a tour of the airport to the Director of Solid Waste for Collier County.

Naples AIRPORT AUTHORITY
160 Aviation Drive North • Naples, Florida 34104-3568 | 239.643.0733 | www.FlyNaples.com

The following is a high-level summary for May 2020, plus information on upcoming events:

May 2020 compared to May 2019:

- Total Aircraft operations decreased 23.8%
- IFR (Instrument Flight Rules) operations increased 0.9%
- VFR (Visual Flight Rules) operations decreased 38.5%
- Voluntary curfew (10pm – 7am) operations decreased 24.1%
- 73.1% of the operations occurred during the "shoulder hours" in May 2020 as compared to 80.3% during May 2019.
- Voluntary curfew compliance rate is 97.7% in May 2020, as compared to 97.5% in May 2019.

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

- Total Aircraft operations decreased 6.4%
- IFR (Instrument Flight Rules) operations decreased 4.4%
- VFR (Visual Flight Rules) operations decreased 8%
- Voluntary curfew (10pm – 7am) operations decreased 24.1%
- Voluntary YTD curfew compliance rate is 98.6% for FY 2020 and 98.2% for FY 2019.

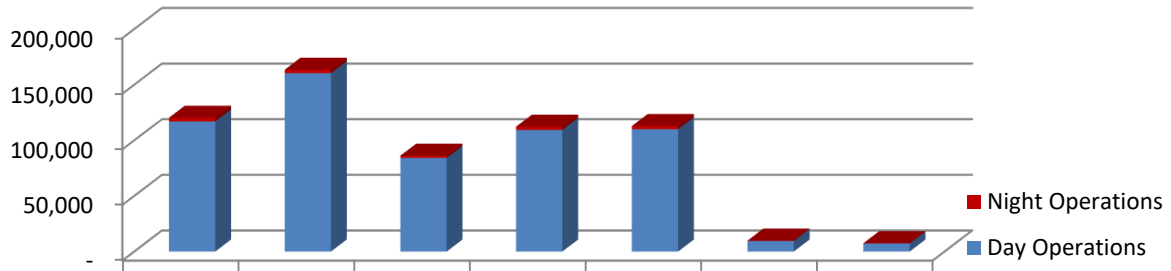
The next **Noise Compatibility Committee Regular Meeting** is scheduled for Thursday, June 25, 2020 at 9:00am. This meeting will be held virtually. The public is invited to participate. Instructions for participating in this virtual meeting will be posted on the NCC meetings page of our website https://flynaples.com/ncc-meetings-minutes/. This meeting will be recorded and posted to our website www.flynaples.com.

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
May 2020

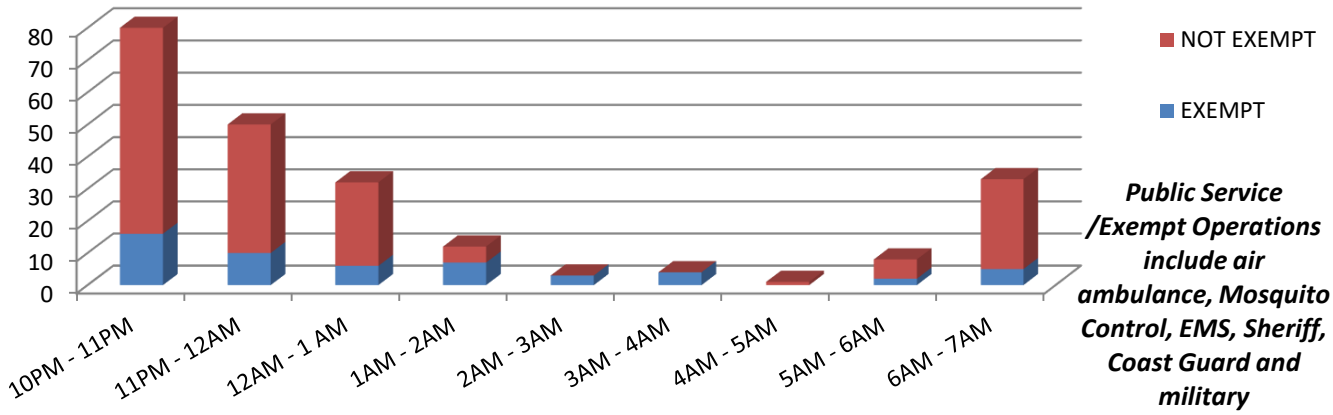
Day and Night Operations Annual & Current Month



	FY 2000	FY 2005	FY 2010	FY 2018	FY 2019	May-2019	May-2020
Total Operations	120,291	163,434	86,187	112,262	112,800	9,817	7,478
Night Operations	3,282	3,130	1,973	2,880	2,870	294	223
Day Operations	117,009	160,304	84,214	109,382	109,930	9,523	7,255
% Night Operations	2.7%	1.9%	2.3%	2.6%	2.5%	3%	3%

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

73.1% 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	24	18	42	19%
Turboprops	3	8	11	5%
Piston	61	55	116	52%
Helo	1	0	1	0%
Public Service	31	22	53	24%
Total	120	103	223	
% of Activity	54%	46%		

US Customs and Border Protection Aircraft Clearings

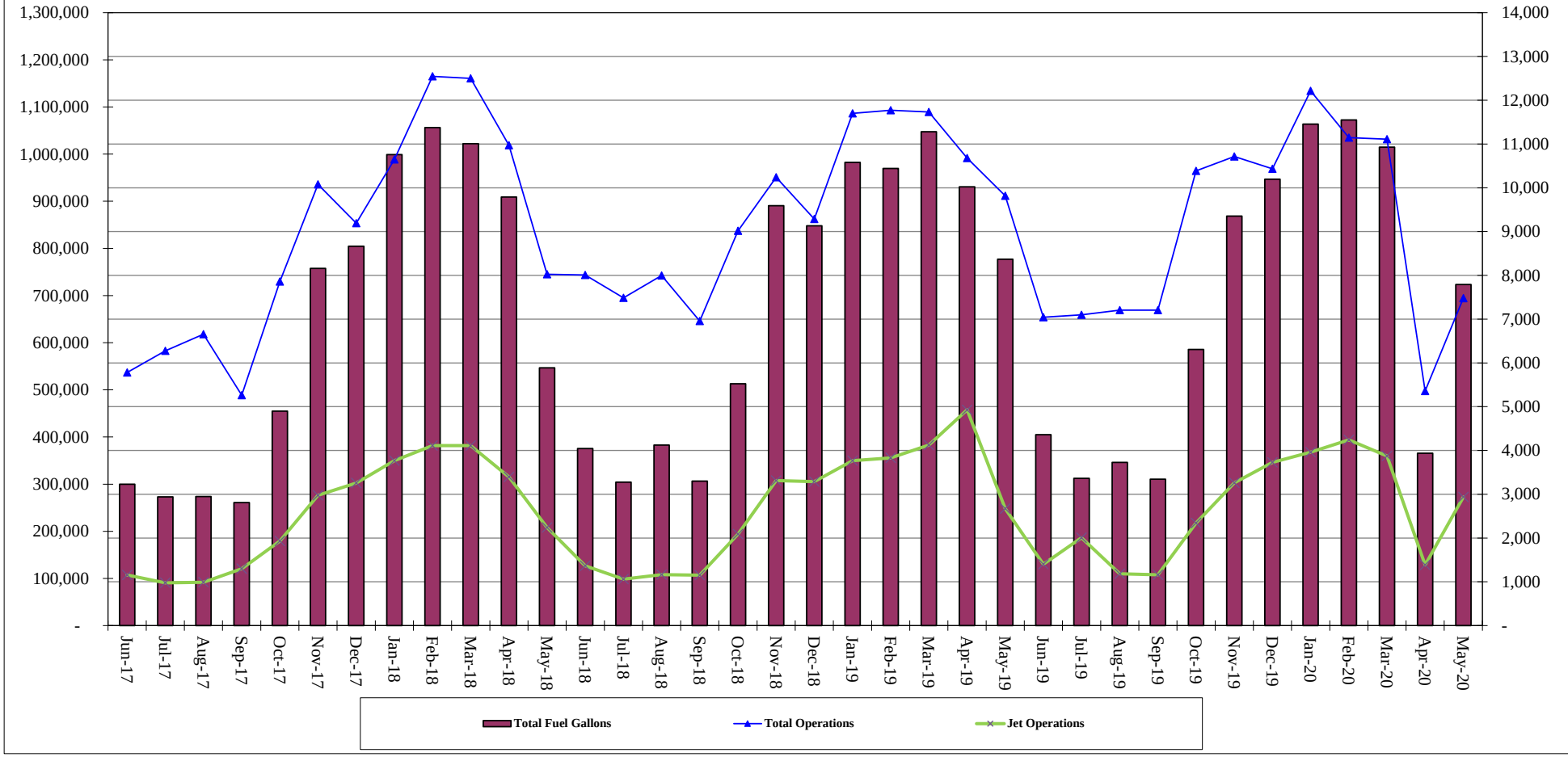
	Cleared and Stayed	Cleared and Departed	Total Cleared	Cleared and Stayed
FY 2011*	304	6	310	98.1%
FY 2012	492	16	508	96.9%
FY 2013	549	12	561	97.9%
FY 2014	762	26	788	96.7%
FY 2015	874	32	906	96.5%
FY 2016	1025	47	1072	95.6%
FY 2017	1204	22	1226	98.2%
FY 2018	1334	28	1362	97.9%
FY 2019	1345	20	1365	98.5%
FY 2020 YTD	872	11	883	98.8%

* Facility opened December 30, 2010

CITY OF NAPLES AIRPORT AUTHORITY
U.S. CUSTOMS GENERAL AVIATION ACTIVITY
PERIOD ENDING 31 MAY 2020

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	138	162	17.4	137	160	16.8	1	2	100.0	795	799	0.5
FEBRUARY	173	163	-5.8	172	160	-7.0	1	3	200.0	830	716	-13.7
MARCH	211	192	-9.0	206	188	-8.7	5	4	-20.0	962	786	-18.3
APRIL	166	13	-92.2	164	13	-92.1	2	0	NMF	693	41	-94.1
MAY	98	27	-72.4	97	27	-72.2	1	0	NMF	397	75	-81.1
JUNE												
JULY												
AUGUST												
SEPTEMBER												
YTD TOTALS	**1129**	**883**	**-21.8**	**1111**	**872**	**-21.5**	**18**	**11**	**196.7**	**5264**	**3875**	**-26.4**

Aviation Fuel Gallons & Aircraft Operations Historical Comparison
36 Months



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

CITY OF NAPLES AIRPORT AUTHORITY

ACTIVITY REPORT
PERIOD ENDING 31 MAY 2020

OPERATIONS	Current Month			Year to Date		
	FY 19	**FY 20**	Variance %	**FY 19**	**FY 20**	Variance %
OPERATIONS - Itinerant						
Air Carrier	0	0	NMF	1	0	NMF
Commercial	1,361	1,521	11.8	12,896	11,997	(7.0)
General Aviation	5,885	4,634	(21.3)	53,693	48,795	(9.1)
Military	2	5	150.0	136	90	(33.8)
TOTAL ITINERANT OPERATIONS	7,248	6,160	(15.0)	66,726	60,882	(8.8)
OPERATIONS - Local						
Commercial	0	0	NMF	0	0	NMF
General Aviation	2,273	1,095	(51.8)	15,568	16,464	5.8
Military	2	0	NMF	14	23	64.3
TOTAL LOCAL OPERATIONS	2,275	1,095	(51.9)	15,582	16,487	5.8
TOTAL NIGHT OPERATIONS	294	223	(24.1)	1,939	1,471	(24.1)
TOTAL IFR - Operations *	3,660	3,693	0.9	37,033	35,398	(4.4)
TOTAL VFR - Operations	6,157	3,785	(38.5)	47,214	43,442	(8.0)
TOTAL OPERATIONS	9,817	7,478	(23.8)	84,247	78,840	(6.4)

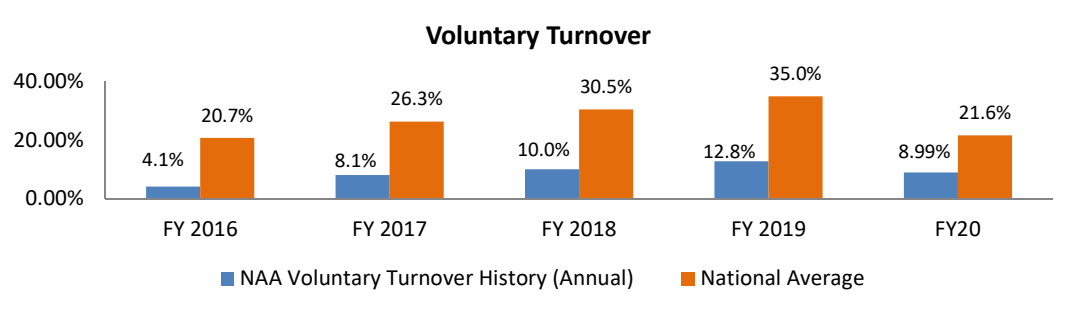
Beginning 10/01/12, the nighttime operations were combined as one entry.

FINAL

* As reported by ATCT

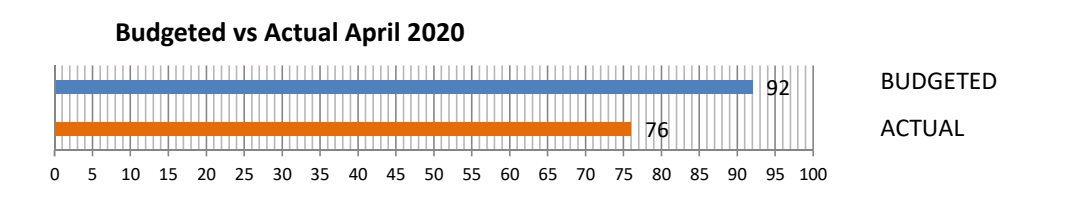
NMF = No Meaningful Figure

City of Naples Airport Authority
31-May-20
HUMAN RESOURCES METRICS

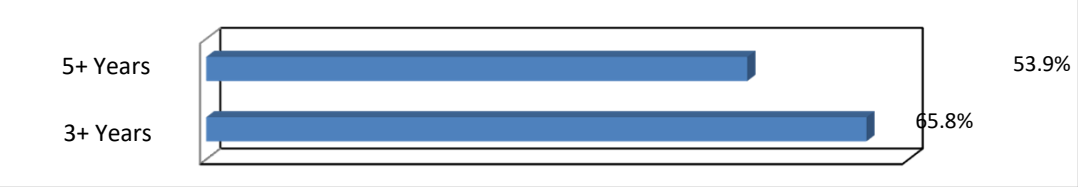


Voluntary Turnover[1]	FY 2016	FY 2017	FY 2018	FY 2019	FY20
NAA Voluntary Turnover History (Annual)	4.1%	8.1%	10.0%	12.8%	8.99%
National Average	20.7%	26.3%	30.5%	35.0%	21.6%

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	11.2
Actual Positions YTD (Non Seasonal)	72.2	73.9	72.0	79.0	77.5
Actual Positions YTD (Seasonal)	2.8	2.6	2.0	3.6	7.8



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%	65.8%
5+ years	58.9%	56.9%	55.4%	48.8%	53.9%



	FY 2016	FY 2017	FY 2018	FY 2019	FY20
Work Injuries	3	5	4	3	2
Days Away from Work[3]	1	5	49	65	52

	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. FY20 is current estimated. Annual report released in March

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 FY18 that resulted in 2 surgeries. Employee returned to work 10/31/2018. Then additional missed days for 2nd surgery in FY19 included 22 additional days missed.

4. Report does not reflect Hurricane Irma damage.

To: Honorable Chair and Commissioners

From: Christopher A. Rozansky, Executive Director

By: Ken Warriner, Director of Finance and Administration KW

Meeting Date: June 18, 2020

Re: **May 2020 Financials**

1. Financial Summary

For the month of May 2020, operating revenue (net of cost of goods sold) was $1,843,515 compared to the budget of $1,394,008. This was favorable to budget by $449,507 or 32%. Operating expenses were favorable to budget by $296,961 or 25%. Income from operations was $933,791 or $746,468 favorable to the budget. The change in net position before capital contributions was favorable to budget by $661,964. For the year-to-date period, the change in net position before capital contributions is favorable to budget by $2,798,296.

Key Financial Measures - Current Month

	Actual	Budget	Prior Year	Budget Variance		Prior Year Variance	
Fuel sales - Jet A gallons	681,063	563,783	689,568	117,280	21%	(8,505)	-1%
Fuel sales - AvGas gallons	21,522	30,420	33,050	(8,898)	-29%	(11,528)	-35%
Operating revenue	$ 1,843,515	$ 1,394,008	$ 1,649,918	$ 449,507	32%	$ 193,597	12%
Operating expenses	$ 909,723	$ 1,206,684	$ 878,726	$ 296,961	25%	$ (30,997)	-4%
Change in net position*	$ 632,983	$ (28,981)	$ 570,220	$ 661,964	2284%	$ 62,763	11%

Key Financial Measures - Fiscal Year-to-Date

	Actual	Budget	Prior Year	Budget Variance		Prior Year Variance	
Fuel sales - Jet A gallons	6,238,287	6,110,705	6,498,450	127,582	2%	(260,163)	-4%
Fuel sales - AvGas gallons	237,608	273,958	290,537	(36,351)	-13%	(52,929)	-18%
Operating revenue	$ 16,029,649	$ 14,695,707	$ 15,295,629	$ 1,333,942	9%	$ 734,020	5%
Operating expenses	$ 8,399,816	$ 10,136,604	$ 7,450,724	$ 1,736,788	17%	$ (949,092)	-13%
Change in net position*	$ 5,640,970	$ 2,842,674	$ 6,042,325	$ 2,798,296	98%	$ (401,355)	-7%

* before capital contributions

City of Naples Airport Authority

Board of Commissioners Financial Reports

Monthly Period Ended

May 31, 2020

City of Naples Airport Authority
Financial Reports
For the Period Ending May 31, 2020

Index

	Page
Statements of Revenues, Expenses and Changes in Net Position - Month	1
Statements of Revenues, Expenses and Changes in Net Position - Year-to-Date	2
Statement of Net Position	3
Statement of Cash Flows	4
Investments	5
Operating Expenses by Select Departments	6
Non-Participatory Capital Projects	7
Major Capital Projects	8 - 9

City of Naples Airport Authority
Statements of Revenues, Expenses and Changes in Net Position
For the Period Ending May 31, 2020

	Actual Month	Budget Month	Favorable/ (Unfavorable)	%	(Variance) Explanations (>$10,000 and 10%)
Operating Revenue					
Aviation Fuel Sales	$ 2,128,298	$ 2,392,194	$ (263,896)	(11) %	Decline due to cost of fuel less than
Cost of Aviation Fuel Sales	(798,892)	(1,472,528)	$ 673,636	46	cost budgeted due to oil market decline.
Net Aviation Fuel Sales	**$ 1,329,406**	**$ 919,665**	**$ 409,740**	45 **%**	
Hangar Rentals	$ 117,063	$ 109,175	$ 7,888	7	
Building & Land Rent	129,828	114,187	15,641	14	
Ramp and Tie Down Fees	123,976	83,779	40,197	48	
Line Services	89,380	49,340	40,040	81	
Concession Fees	29,530	80,411	(50,881)	(63)	COVID-19 impact
U.S. Customs User Fees	9,055	30,210	(21,155)	(70)	COVID-19 impact
Flowage Fees and Misc. Revenue	15,277	7,240	8,037	111	
Total Operating Revenue	**$ 1,843,515**	**$ 1,394,008**	**$ 449,507**	32 **%**	
Operating Expenses					
Personnel Expenses:					
Salaries and Wages	$ 417,821	$ 496,852	$ 79,031	16 %	
Payroll Taxes	21,633	$ 39,543	17,910	45	
Benefits	129,100	$ 114,075	(15,025)	(13)	Retirement contribution - extra pay period in May
Total Personnel Expenses	**$ 568,554**	**$ 650,469**	**$ 81,915**	13 **%**	
Professional Services	$ 51,346	$ 113,978	$ 62,632	55 %	
Contracted Services	72,953	82,875	9,922	12	
Insurance	50,581	52,430	1,848	4	
Airfield and Grounds Maintenance	7,004	30,017	23,013	77	
Building Maintenance	15,158	22,633	7,475	33	
Vehicle and Equipment Maintenance	5,154	32,108	26,954	84	
Utilities	26,520	45,166	18,646	41	
Credit Card Fees	18,128	21,499	3,371	16	
Software Licenses and Support	17,436	26,667	9,231	35	
Legal Services	33,543	27,895	(5,647)	(20)	
Communications	16,902	22,104	5,202	24	
Conferences and Travel	(850)	15,021	15,871	106	
Minor Equipment and Supplies	14,154	16,598	2,444	15	
Pilot Services	4,868	12,000	7,132	59	
Training & Education	(500)	8,274	8,774	106	
Office Supplies	1,241	8,799	7,558	86	
Fuel (internal)	(3,227)	6,142	9,369	153	
Employee Recognition	949	3,042	2,093	69	
Dues & Subscriptions	2,052	5,241	3,190	61	
Uniforms	1,975	3,425	1,450	42	
Miscellaneous	5,783	300	(5,483)	(1,828)	
Total Operating Expenses	**$ 909,723**	**$ 1,206,684**	**$ 296,961**	25 **%**	
Income from Operations	**$ 933,791**	**$ 187,324**	**$ 746,468**	**398 %**	
Non- Operating Revenue/(Expenses)					
Customer Facility Charges	$ 9,453	$ 23,034	$ (13,581)	(59) %	COVID-19 impact
Depreciation and Amortization	(332,751)	$ (305,758)	$ (26,993)	(9)	
Interest Revenue	12,078	$ 66,420	$ (54,342)	(82)	Fed interest rate cuts due to COVID-19
Other Revenue (Expense)	1,196	$ -	$ 1,196	100	
Gain(loss) on disposal of capital assets	$ 9,217	$ -	$ 9,217	100	
Total Non- Operating Revenue/(Expenses)	**$ (300,808)**	**$ (216,304)**	**$ (84,504)**	**(39) %**	
Income Before Capital Contributions	**$ 632,983**	**$ (28,981)**	**$ 661,964**	**2,284 %**	
Capital Contributions	$ 433,753	$ -	433,753	100 **%**	Grant contributions not budgeted.
Change in Net Position	**$ 1,066,736**	**$ (28,981)**	**$ 1,095,717**	**3,781 %**	

City of Naples Airport Authority
Statements of Revenues, Expenses and Changes in Net Position
For the Period Ending May 31, 2020

	Actual Year-to-Date	Budget Year-to-Date	Favorable/ (Unfavorable)	%	(Variance) Explanations (>$25,000 and 10%)
Operating Revenue					
Aviation Fuel Sales	$ 24,133,943	$ 25,729,977	$ (1,596,035)	(6) %	
Cost of Aviation Fuel Sales	(13,357,663)	(15,793,101)	2,435,438	15	
Net Aviation Fuel Sales	**$ 10,776,279**	**$ 9,936,876**	**$ 839,403**	8 **%**	
Hangar Rentals	$ 954,814	$ 913,735	$ 41,079	4	
Building & Land Rent	1,040,252	958,599	81,653	9	
Ramp and Tie Down Fees	1,334,250	1,166,007	168,243	14	
Line Services	827,320	692,875	134,445	19	
Concession Fees	681,747	557,049	124,698	22	
U.S. Customs User Fees	290,575	393,285	(102,710)	(26)	Decrease in international flights
Flowage Fees and Misc. Revenue	124,411	77,281	47,130	61	
Total Operating Revenue	**$ 16,029,649**	**$ 14,695,707**	**$ 1,333,942**	**9 %**	
Operating Expenses					
Personnel Expenses:					
Salaries and Wages	$ 3,545,250	$ 4,112,527	$ 567,277	14 %	
Payroll Taxes	240,605	316,342	75,737	24	
Benefits	929,394	911,192	(18,202)	(2)	
Total Personnel Expenses	$ 4,715,248	$ 5,340,060	$ 624,812	12 **%**	
Professional Services	$ 466,131	$ 912,021	$ 445,891	49 %	
Contracted Services	639,475	663,000	23,525	4	
Insurance	397,077	419,342	22,265	5	
Airfield and Grounds Maintenance	396,202	513,936	117,734	23	
Building Maintenance	166,965	181,068	14,103	8	
Vehicle and Equipment Maintenance	188,466	257,364	68,898	27	
Utilities	230,638	281,377	50,738	18	
Credit Card Fees	224,617	228,666	4,049	2	
Software Licenses and Support	140,730	213,333	72,603	34	
Legal Services	196,911	223,164	26,253	12	
Communications	149,047	176,833	27,786	16	
Conferences and Travel	56,755	135,603	78,847	58	
Minor Equipment and Supplies	166,079	131,284	(34,795)	(27)	Additional supplies for COVID-19 and hurricane season.
Pilot Services	60,927	115,000	54,073	47	
Training & Education	29,664	97,695	68,030	70	
Office Supplies	51,751	74,484	22,733	31	
Fuel (internal)	32,899	66,283	33,385	50	
Employee Recognition	17,649	24,336	6,687	27	
Dues & Subscriptions	33,171	48,309	15,138	31	
Uniforms	40,745	30,796	(9,949)	(32)	
Miscellaneous	(1,333)	2,650	3,983	150	
Total Operating Expenses	**$ 8,399,816**	**$ 10,136,604**	**$ 1,736,788**	**17 %**	
Income from Operations	**$ 7,629,833**	**$ 4,559,103**	**$ 3,070,730**	**67 %**	
Non- Operating Revenue/(Expenses)					
Customer Facility Charges	$ 161,100	$ 160,620	$ 480	0 %	
Depreciation and Amortization	(2,668,856)	(2,470,662)	(198,194)	8	
Interest Revenue	453,861	593,613	(139,752)	(24)	Fed interest rate cuts due to COVID-19
Other Revenue (Expense)	55,815	-	55,815	100	
Gain(loss) on disposal of capital assets	9,217	-	(9,217)		
Insurance Proceeds	-	-	-		
Total Non- Operating Revenue/(Expenses)	**$ (1,988,863)**	**$ (1,716,429)**	**$ (272,434)**	**(16) %**	
Income Before Capital Contributions	**$ 5,640,970**	**$ 2,842,674**	**$ 2,798,296**	**98 %**	
Capital Contributions	$ 1,567,934	-	$ 1,567,934	100 **%**	Grant contributions not budgeted.
Change in Net Position	**$ 7,208,903**	**$ 2,842,674**	**$ 4,366,230**	**154 %**	

City of Naples Airport Authority
Statement of Net Position
As of May 31, 2020

Assets	**4/30/2020**	**9/30/2019**	**Change**
Cash	$ 43,345,931	$ 39,387,726	$ 3,958,204
Accounts Receivable	611,586	361,249	250,337
Due From Government Agencies	433,753	309,255	124,498
Inventory	298,848	317,847	(18,999)
Prepaid Expenses	337,440	197,949	139,491
Total Current Assets	**$ 45,027,558**	**$ 40,574,026**	**$ 4,453,532**
Land and Land Improvements	$ 9,098,655	$ 9,024,341	$ 74,313
Buildings and Building Improvements	26,126,517	26,126,517	-
Equipment	8,906,481	8,735,075	171,406
Software	534,873	534,873	-
Vehicles	1,255,652	1,184,738	70,914
Furniture & Fixtures	1,298,574	1,038,931	259,643
Intangible Assets	1,279,025	1,279,025	-
Construction in Progress	9,092,202	4,830,757	4,261,444
Infrastructure	64,529,040	64,513,746	15,294
	$ 122,121,018	$ 117,268,003	$ 4,853,015
Accumulated amortization and depreciation	$ (54,539,148)	$ (51,929,553)	$ (2,609,595)
Total Net Property, Plant & Equipment	**$ 67,581,871**	**$ 65,338,450**	**$ 2,243,421**
Total Assets	**$ 112,609,429**	**$ 105,912,476**	**$ 6,696,952**
Liabilities			
Accounts Payable	$ 1,369,070	$ 1,693,943	$ (324,872)
Accrued Salaries & Benefits	389,970	485,390	(95,420)
Accrued Liabilities - Other	630,269	725,922	(95,653)
Total Current Liabilities	**$ 2,389,310**	**$ 2,905,255**	**$ (515,945)**
Long Term Liabilities	$ 5,329,610	$ 5,325,610	$ 4,000
Total Liabilities	**$ 7,718,920**	**$ 8,230,865**	**$ (511,945)**
Equity			
Contributed Capital	35,611,583	35,611,583	-
Retained Earnings	62,070,022	55,119,395	6,950,627
Current Year Retained Earnings	7,208,903	6,950,633	258,271
Total Equity	**$ 104,890,509**	**$ 97,681,611**	**$ 7,208,898**
Total Liabilities and Equity	**$ 112,609,429**	**$ 105,912,476**	**$ 6,696,953**

City of Naples Airport Authority
Statement of Cash Flows
As of May 31, 2020

	Month	Fiscal Year-to-Date
Cash Flows from Operating Activities:		
Operating Income (Loss)	$ 933,791	$ 7,629,833
Changes in Working Capital:		
(Increase) Decrease in Accounts Receivable	(262,765)	(250,337)
(Increase) Decrease in Inventories	(9,178)	18,999
(Increase) Decrease in Prepaid Expenses and Other	(789)	(139,491)
Increase (Decrease) in Accounts Payable	378,811	(324,883)
Increase (Decrease) in Accrued Expenses and Other	56,551	(191,068)
Increase (Decrease) in Deferred Revenue	4,000	4,000
Net Cash Provided (Used) by Operating Activities	**$ 1,100,420**	**$ 6,747,053**
Cash Flow from Investing Activities:		
Acquisition, Construction of Capital Assets	$ (1,205,320)	$ (4,912,276)
Gain (loss on sale of assets)	9,217	9,217
(Increase) Decrease in Due From Government (Grants)	101,393	(124,498)
Capital Contributions (Grants)	433,753	1,567,933
Other Revenues	1,196	55,815
Interest and Dividends on Investments	12,078	453,861
Net Cash Provided (Used) in Investing Activities	**$ (647,684)**	**$ (2,949,949)**
Customer Facility Charge Revenue	9,453	161,100
Net Cash Provided (Used) by Financing Activities	**$ 9,453**	**$ 161,100**
Increase (Decrease) in Cash and Equivalents	**$ 462,189**	**$ 3,958,205**
Cash and Equivalents at Beginning of Period	**$ 42,883,742**	**$ 39,387,726**
Cash and Equivalents at End of Period	**$ 43,345,931**	**$ 43,345,931**

City of Naples Airport Authority
Investments
As of May 31, 2020

Investment	Balance	Current Interest Rate	Year-to-Date Earnings
Cash - Valley Bank	$ 35,438,886	1.85%	$ 293,206
Cash - Northern Trust	7,920,182	1.60%	58,550
Petty Cash	600	n/a	-
Total Cash and Investments	$ 43,359,668		$ 351,756

City of Naples Airport Authority
Operating Expenses by Select Departments
As of May 31, 2020

	Month Actual	Month Budget	Variance Favorable (unfavorable)	> 10K Variance Explanations
Air Traffic Control Tower	$ 2,105	$ 5,167	$ 3,062	
Airport Rescue Fire Fighting	70,265	70,835	570	
IT	29,246	34,542	5,296	
US Customs & Border Protection	21,800	30,759	8,959	
All Other Operating	786,308	1,065,381	279,073	
Total Operating Expenses	**$ 909,723**	**$ 1,206,684**	**$ 296,961**	

	YTD Actual	YTD Budget	Variance Favorable (unfavorable)	> 25K Variance Explanations
Air Traffic Control Tower	$ 24,952	$ 36,359	$ 11,407	
Airport Rescue Fire Fighting	607,833	586,422	(21,411)	
IT	248,705	341,854	93,149	
US Customs & Border Protection	208,099	250,884	42,785	
All Other Operating	7,310,226	8,921,085	1,610,859	
Total Operating Expenses	**$ 8,399,816**	**$ 10,136,604**	**$ 1,736,788**	

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	$ 36,306	$ 2,963,695
GA Terminal Traffic and Parking Imp. and Radio Road	2,500,000	7,997	2,492,003
North GA Apron & Taxi lane Rehabilitation	2,000,000	20,309	1,979,691
ATCT Improvements	1,000,000	47,509	952,491
Airport Security Upgrade	925,000	29,257	895,743
Hangar Door Replacement	285,000	50,655	234,345
Lektro 6 (replacement)	115,000	114,501	499
Golf Carts (replacements)	60,000	16,158	43,842
Fuel Farm Tank Lining	60,000	39,350	20,650
Truck (replacements)	35,000	78,341	(43,341)
800MHZ Radios (6)	18,000	21,103	(3,103)
	$ 16,388,000	**$ 461,485**	**$ 15,926,515**
Goal #2 - Be an engaged, responsive partner in service to our community.			
Observation Deck And Playground	150,000	-	150,000
	$ 150,000	**$ -**	**$ 150,000**
Goal #3 - Strengthen the airport's economic vitality.			
Hardware And Software	$ 191,000	$ 137,988	$ 53,012
	$ 334,000	**$ 137,988**	**$ 196,012**
Total Non-Participatory Projects	**$ 16,872,000**	**$ 599,473**	**$ 16,272,527**

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

City of Naples Airport Authority
Participatory Capital Projects
As of May 31, 2020

Project	Funding Source	Board Approved Project Amount	Approved Budget FY 2020	Amount Spent FY to Date	Prior Fiscal Years Amount Spent	Total Project spend	Project Amount Remaining	Grant Funds Reimbursed	Cost % Complete	Project % Complete
Airport Fire Station Replacement - Design & Construction	FDOT	$ 2,240,000	$ 2,284,298	990,562	$ 522,182	$ 1,512,744	$ 727,256	$ 1,512,744		
	NAA	$ 3,345,351	$ 2,629,926	$ 2,342,378	$ 757,197	$ 3,099,575	$ 245,776			
	Totals	**$ 5,585,351**	**$ 4,914,224**	**$ 3,332,940**	**$ 1,279,379**	**$ 4,612,319**	**$ 973,032**		**83%**	**95%**
Project Status:	**Project on schedule and on budget. Interior finishes in process. Construction estimated to finish in June 2020.**									
Master Plan Update	FAA	$ 628,280	$ 100,000	-	628,280	$ 628,280	$ -	$ 628,280		
	FDOT	$ 47,379	$ 15,000	-	$ 34,925	$ 34,925	$ 12,454	$ 28,212		
	NAA	$ 520,746	$ 200,000	114,255	$ 255,811	$ 370,066	$ 150,680			
	Totals	**$ 1,196,405**	**$ 315,000**	**$ 114,255**	**$ 919,016**	**$ 1,033,271**	**$ 163,134**		**86%**	**95%**
Project Status:	**Project on time and on budget. The draft master plan has been submitted to the FAA and FDOT for review and comment.**									
Part 150 Update - Noise Study	FAA	$ 628,280	$ 300,000	-			$ 628,280			
	FDOT	$ 47,379	$ 15,000	-	$ -	$ -	$ 47,379			
	NAA	$ 520,746	$ 300,000	215,252	$ -	$ 215,252	$ 305,494			
	Totals	**$ 1,196,405**	**$ 615,000**	**$ 215,252**	**$ -**	**$ 215,252**	**$ 981,153**		**18%**	**15%**
Project Status:	**Project on time and on budget. First public meetings held.**									
Runway 5-23 Drainage Improvements Design	FAA	$ -	$ 1,710,000				-			
	FDOT	$ -	$ 95,000			$ -	-			
	NAA	$ 845,000	$ 95,000	261,674	192,870	$ 454,544	$ 390,456			
	Totals	**$ 845,000**	**$ 1,900,000**	**$ 261,674**	**$ 192,870**	**$ 454,544**	**$ 390,456**		**54%**	**55%**
Project Status:	**Project on time and on budget. Plans complete and RFP issued in March. Submitted to FAA for discretionary funding in May.**									
Fuel Farm Expansion	**NAA**	**1,697,310**	**$ -**	**254,231**	**1,306,277**	**$ 1,560,508**	**$ 136,802**		**100%**	**100%**
Project Status:	**Project complete and under budget. New tanks are operational. Project complete.**									

City of Naples Airport Authority
Major Capital Projects
As of May 31, 2020

Project	Funding Source	Board Approved Project Amount	Approved Budget FY 2020	Amount Spent FY to Date	Prior Fiscal Years Amount Spent	Total Project spend	Project Amount Remaining	Grant Funds Reimbursed	Cost % Complete	Project % Complete
Extend Taxiway B,	FAA	$ -	$ 630,000	$ -	$ -	$ -	$ -			
apron construction	FDOT	$ -	$ 35,000	$ -	$ -	$ -	$ -			
site prep - North Quad	NAA	$ -	$ 35,000	$ -	$ -	$ -	$ -			
	Totals	**$ -**	**$ 700,000**	**$ -**	**$ -**	**$ -**	**$ -**		**0%**	**0%**
Project Status:	**Consultant approved by Board. PSA with scope and fee in process.**									
Total Major Projects										
FAA Funding			$ 2,740,000	$ -	$ 628,280	$ 628,280	$ 628,280	$ 628,280		
FDOT Funding			$ 2,444,298	$ 990,562	$ 557,107	$ 1,547,669	$ 787,089	$ 1,540,956		
NAA Share			$ 3,259,926	$ 3,187,790	$ 2,512,155	$ 5,699,946	$ 1,229,207	$ -		
Total Major Projects			**$ 16,188,448**	**$ 8,356,705**	**$ 7,395,084**	**$ 15,751,789**	**$ 5,289,153**	**$ 4,338,472**		

To: Honorable Chair and Commissioners

From: Christopher A. Rozansky, Executive Director

By: Ken Warriner, Director of Finance and Administration

Meeting Date: June 18, 2020

Re: **FINANCIAL REPORTS**

2. First Draft – FY 2021 Operating and Capital Expenditures Budget

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SUMMARY: Board review of the First Draft – FY 2021 Operating and Capital Budget.

BACKGROUND: In accordance with the Bylaws for the Governance and Operation of City of Naples Airport Authority:

> "The Executive Director shall prepare and present to the Board an Operating Budget and a Capital Expenditures Budget for each fiscal year.
>
> The Operating Budget shall present the Authority's plan for operations and shall include in appropriate detail projected revenues and expenses which may reasonably be expected to be received and expended during the Fiscal Year. Its purpose shall be to insure that adequate revenues are available and that expenses are controlled so that the service objectives of the Authority may be met and its debt obligations and capital outlays be provided for.
>
> The Capital Expenditures Budget shall present the Authority's plan for additions, improvements and replacements to the Naples Municipal Airport's facilities and specify sources of funding.
>
> Both the Operating Budget and Capital Expenditures Budget shall be submitted to the Board at its Regular Meeting in June of each year, and the Board shall adopt such budgets, as revised by the Board if necessary, at its Regular Meeting in September of each year. Thereafter, the Executive Director shall periodically advise the Board of any material changes in the plan for operations or in the programs for capital expenditures. The Board may revise either the Operating Budget or the Capital Expenditures Budget or both at any time during the Fiscal Year and, if necessary, extend the period of either budget beyond the current Fiscal Year."

COMMUNICATIONS PLAN: Not applicable at this time.

FINANCIAL IMPACT: Not applicable at this time.

June Draft

City of Naples Airport Authority

Operating and Capital Budget

Fiscal Year 2021

Photo: Aerial photo of airport - December 2019

City of Naples Airport Authority
Operating and Capital Budget
Fiscal Year 2021

Index	Pages
Operating Budget	
Introduction	1 - 2
Executive Summary	3 - 4
Budget Assumptions	5
FY 2021 Proposed Budget – Statements of Revenues, Expenses and Changes in Net Position - Annual Compared to Prior Year Budget	6
FY 2020 Projected Actual – Statements of Revenues, Expenses and Changes in Net Position Compared to Approved FY 2020 Budget	7
Capital Budget	
Executive Summary	8
FY 2021 Proposed Budget – Participatory Projects – 5 Year Budget	9-10
FY 2021 Proposed Budget – Non-Participatory Projects	11
FY 2021 Appropriation for Expenditures and Reserves	
Schedule of Available Resources, Revenues, Expenses and Expenditures	12

Introduction

The Airport

The Naples Airport is located in western Collier County, Florida, approximately one mile from the City of Naples business district and approximately one and a half miles inland of the Gulf of Mexico. The airport, which is owned by the City of Naples, was leased to the City of Naples Airport Authority (the "Authority") in 1969 under a 99-year lease. The airport was originally constructed in 1943 and served as an Air Corps base for training gunners, bomber crews and fighter pilots for combat during World War II. Significant improvements have been made since that time.

General aviation drives activity at the Naples Airport, including single engine flight training, fixed wing and helicopter emergency responders, and charter and high performance business aircraft weighing less than 75,000 lbs. The airport has a commercial flight terminal and maintains certifications to operate commercial flights, however, there have been no commercial airline activities since 2017 and none are anticipated in the near future.

The Authority

The City of Naples Airport Authority was created by State Enabling Legislation and City of Naples action in 1969. The City of Naples, recognizing the benefits of an authority type management concept, established the Authority for the purpose of enhancing service to users, improving the community gateway image and eliminating financial subsidies by city taxpayers.

The Authority's Board of Commissioners is composed of five members appointed by Naples City Council. Commissioners are appointed for a term of four years. The Board of Commissioners retains the Executive Director, who is the chief operating officer, chief financial officer and secretary of the Authority. The Executive Director hires all other Authority employees.

The Authority has developed a strategic plan that articulates its mission to operate, develop and maintain the Naples Airport with a commitment to enhancing the quality of life throughout the community.

Our vision statement is "Connecting people to the Paradise Coast through an exceptional airport experience."

The Authority's Strategic Plan Goals are to:

1. Provide a safe, modern and efficient airport and fixed base operator

2. Be an engaged, responsive partner in service to our community

3. Strengthen the airport's economic vitality

4. Equip employees and leaders to excel today while preparing for tomorrow

Financial Information

The Authority financially supports itself directly from aviation fuel sales and airport user fees. No local, state or federal general taxes, such as property, utility, sales, intangible or income taxes, directly support the Authority. The Authority receives, for certain capital projects, state and federal financial grants from trust funds established largely from aviation fuel taxes and airline ticket taxes. The Authority pays the City of Naples for utilities, police and firefighting services and also built, equips and maintains City Fire Station #3, as well as several stormwater and environmental facilities. The Authority builds and maintains internal roadways and utilities and has constructed many of the external roadway improvements, including horticultural beautification and bicycle paths.

The Authority's budget and amendments, if any, are adopted by resolution of the Board of Commissioners, as required by Florida Statute 189.016(3). The adopted budget regulates the total expenses of the Authority for the fiscal year, and it is unlawful for any officer of the Authority to expend or contract for expenses that exceed the budgeted appropriations. The Authority has a fiscal year ending September 30th and, accordingly, the budget must be adopted by the Board of Commissioners before October 1st, the beginning date of the new fiscal year.

The Authority has published rates and charges for services based on a reasonable rate of return, in addition to meeting the requirements of maintenance, operating costs and capital recovery. These rates and charges, as a package, maintain and ensure the financial health of the Authority. At a minimum, the Authority's rates and charges are updated annually.

As part of the Authority's planning process, a five-year capital improvement program is also updated at least annually. These projections assist the Authority in determining the potential impact of capital projects on future budgets and future revenue requirements, enabling the Authority to develop successful plans.

The Authority maintains a $7.0 million reserve for emergency operating contingencies and has $25.0 million set aside for future capital projects per the Airports Master Plan.

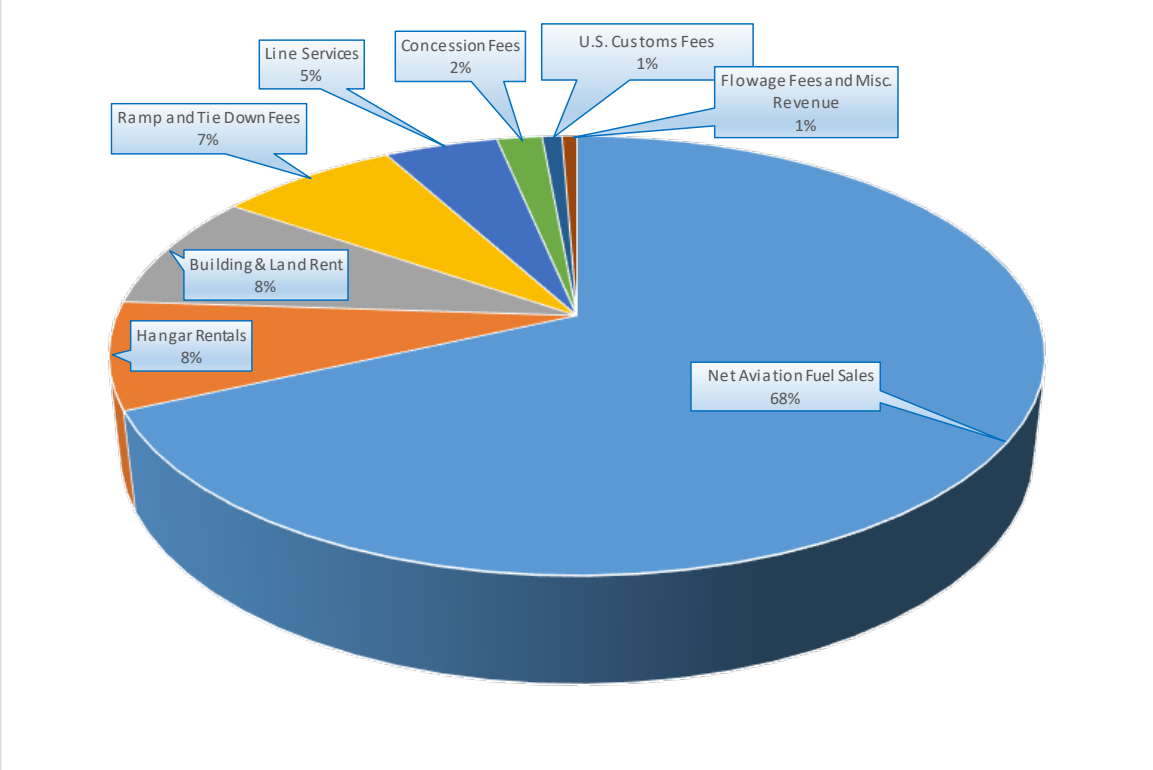
Executive Summary – Operating Budget

The operating budget for FY 2021 is significantly dependent on fuel sales as shown on the table below. The FY 2021 budget assumes that fuel sales will be less than FY 2020 estimated actual due to the uncertainty of the COVID-19 pandemic and the related economic slowdown. We saw a 60% decline in fuel sales starting in late March 2020. While we expect fuel sales to recover as the fiscal year progresses, we have taken a conservative approach for budgeting fuel sales by assuming Jet A gallons will decrease 7% from the FY 2020 budget due to COVID-19. This is offset by margin improvements due to price increases in Jet A. AvGas gallons are assumed to decrease 14% with a slight decrease in margin. We have budgeted 7.1 million gallons of fuel sales in FY 2021, which is a decrease of 7% from the FY 2020 budget. We believe that this conservative approach is reasonable given that our airport is in a tourist destination.

	Estimated Actual FY 2020 *	Proposed Budget FY 2021	Increase (Decrease)	%
Total Operating Revenue	$ 19,653,454	$ 18,785,471	$ (867,983)	-4%
Total Operating Expenses	$ 12,166,013	$ 14,851,554	$ 2,685,541	22%
Income from Operations	$ 7,487,441	$ 3,933,918	$ (3,553,524)	-47%
Non-Operating Income (Expense)	$ (3,377,863)	$ (3,660,726)	$ (282,863)	8%
Change in Net Position	$ 4,109,578	$ 273,192	$ (3,836,387)	-93%

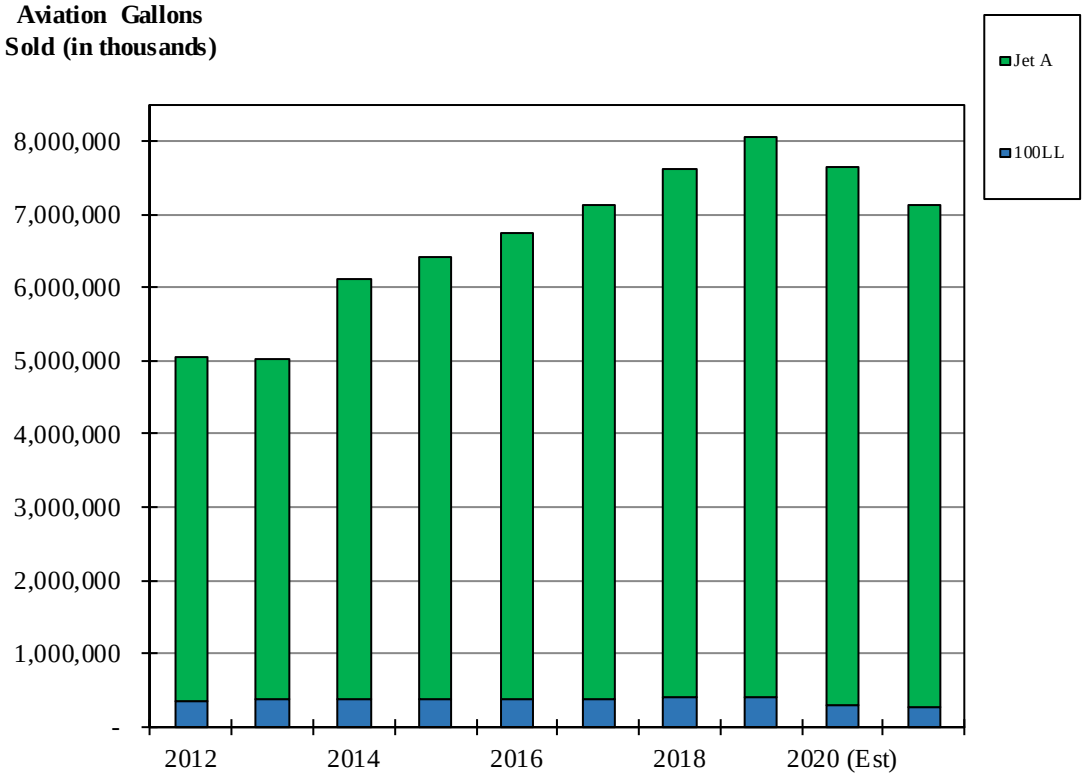
* Actual of 8 months and projection of 4 months.

Breakdown of Operating Revenue



Executive Summary – Operating Budget (continued)

Aviation Fuel Sales - Historical Trend
FY 2012 - FY 2021



The Authority's intent is to continue to manage and operate the Naples Airport as a financially sound entity with an emphasis on safety for all, including the community surrounding the airport. We currently have no debt and have prepared the budget that assumes no debt in FY 2021. We continue to maintain a strong balance sheet with $44.6 million in current assets and $2.4 million of current liabilities as of May 31, 2020.

City of Naples Airport Authority
Fiscal Year 2021 Operating Budget
Assumptions

Revenue Assumptions:

Aviation Fuel - Jet A gallons to decrease 7% from FY 2020 budget due to COVID-19 offset by margin improvements due to price increases in Jet A. AvGas gallons to decrease 14%, slight decrease in margin.

Hangar, Building and Land Rents - adjusted budget based on FY 2020 estimated actual with an average 3% increase.

Ramp, Tie Down Fees and Line Services - 10% decrease from FY 2020 estimated actual due to COVID.

Concession fees - decrease of 50% from FY 2020 budget due to COVID-19.

US Customs User Fees - decline of 67% due to limited international travel because of COVID-19 restrictions.

Expense Assumptions:

Personnel - no additional FTEs from FY 2020 budget, CPI increase of 2%, average merit increase of 3%.

Contracted Services - Customs rate increase of 65%.

Insurance - increase 10% at renewal in November.

Airfield and Grounds Maintenance – major Runway 5-23 maintenance project completed in FY 2020. No major projects in FY 2021.

Building Maintenance – T-hanger painting and hangar door replacements.

Travel and Training – decrease of 33% due to COVID-19.

Non-Operating Revenues (Expenses) Assumptions:

Interest – cash balances to decrease evenly throughout the year to fund capital budget. Interest rates to remain stable at Fed funds rate of 0%.

City of Naples Airport Authority
Statements of Revenues, Expenses and Changes in Net Position
Current Year Budget to Prior Year Budget

	Adopted Budget FY 2020 *	Proposed Budget FY 2021	Increase (Decrease)	%	Variance Explanations ($50,000 and 20%)
Operating Revenue					
Gallons	7,514,330	7,113,413	(400,917)	(5)	Decline due to COVID
Aviation Fuel Sales	$ 30,285,495	$ 22,657,643	$ (7,627,853)	(25) %	Cost of fuel decrease and volume decrease
Cost of Aviation Fuel Sales	(18,608,256)	(9,849,966)	8,758,290	47	Cost of fuel decrease and volume decrease
Net Aviation Fuel Sales	$ 11,677,239	$ 12,807,676	$ 1,130,437	10	
Hangar Rentals	$ 1,341,758	$ 1,477,859	136,101	10	
Building & Land Rent	1,420,000	1,607,059	187,059	13	
Ramp and Tie Down Fees	1,358,181	1,396,508	38,327	3	
Line Services	817,000	878,477	61,477	8	
Concession Fees	710,000	349,140	(360,860)	(51)	COVID travel decrease
U.S. Customs User Fees	471,000	153,224	(317,776)	(67)	COVID travel decrease
Flowage Fees and Misc. Revenue	125,209	115,528	(9,680)	(8)	
Total Operating Revenue	**$ 17,920,387**	**$ 18,785,471**	**$ 865,085**	**5 %**	
Operating Expenses					
Personnel Expenses:					
Salaries and Wages	$ 6,099,934	$ 6,256,443	$ 156,510	3 %	
Payroll Taxes	474,513	499,715	25,203	5	
Benefits	1,366,566	1,560,947	194,381	14	
Total Personnel Expenses	$ 7,941,012	$ 8,317,106	$ 376,093	5 %	
Professional Services	$ 1,063,632	$ 1,104,958	41,326	4	
Contracted Services	1,299,000	1,393,000	94,000	7	
Insurance	631,527	687,404	55,877	9	
Airfield and Grounds Maintenance	633,300	278,000	(355,300)	(56)	Mill and overlay project in FY 2020
Building Maintenance	271,600	339,600	68,000	25	
Vehicle and Equipment Maintenance	385,802	300,900	(84,902)	(22)	Reduce based on projected FY 2020
Utilities	426,235	367,917	(58,318)	(14)	
Credit Card Fees	273,965	214,766	(59,199)	(22)	Decline in fuel prices and volume
Software Licenses and Support	320,000	335,904	15,904	5	
Legal Services	334,750	319,000	(15,750)	(5)	
Communications	265,250	258,150	(7,100)	(3)	
Conferences and Travel	215,683	136,390	(79,293)	(37)	Reduce due to COVID-19
Minor Equipment and Supplies	195,580	214,984	19,404	10	
Pilot Services	150,000	150,000	-	-	
Training & Education	146,800	113,350	(33,450)	(23)	
Office Supplies	110,000	110,000	-	-	
Fuel (internal)	85,000	75,800	(9,200)	(11)	
Employee Recognition	36,500	36,500	-	-	
Dues & Subscriptions	69,105	43,365	(25,740)	(37)	
Uniforms	45,000	54,460	9,460	21	
Miscellaneous	3,850	-	(3,850)	100	
Total Operating Expenses	**$ 14,903,592**	**$ 14,851,554**	**$ (52,038)**	**(0) %**	
Income from Operations	**$ 3,016,795**	**$ 3,933,918**	**$ 917,123**	**30 %**	
Non- Operating Revenue/(Expenses)					
Customer Facility Charges	$ 221,948	$ 197,101	$ (24,848)	(11) %	
Depreciation and Amortization	(3,689,137)	(3,984,000)	(294,863)	8	
Interest Revenue	837,063	126,173	(710,890)	(85)	Fed interest rate cut due to COVID-19
Other (Income) Expense	-	-	-		
Insurance Proceeds	-	-	-		
Total Non- Operating Revenue/(Expenses)	**$ (2,630,125)**	**$ (3,660,726)**	**$ (1,030,601)**	**39 %**	
Income Before Capital Contributions	**$ 386,669**	**$ 273,192**	**$ (113,478)**	**(29) %**	
Capital Contributions	-	-	-		
Change in Net Position	**$ 386,669**	**$ 273,192**	**$ (113,478)**	**(29) %**	

* certain items reclassed to conform with current year presentation

City of Naples Airport Authority
Statements of Revenues, Expenses and Changes in Net Position
Estimated Actual FY 2020 to FY 2020 Adopted Budget

	* Estimated Actual FY 2020	Adopted Budget FY 2020	Favorable (Unfavorable)	%	Variance Explanations ($50,000 and 20%)
Operating Revenue					
Gallons	7,634,499	7,514,330			
Aviation Fuel Sales	$ 27,792,651	$30,285,495	$ (2,492,844)	(8) %	
Cost of Aviation Fuel Sales	(14,886,162)	(18,608,256)	3,722,094	(20)	Cost of fuel decrease and volume decrease
Net Aviation Fuel Sales	$ 12,906,489	$11,677,239	$ 1,229,250	11	
Hangar Rentals	$ 1,434,814	$ 1,341,758	$ 93,056	7 %	
Building & Land Rent	1,560,252	1,420,000	140,252	10	
Ramp and Tie Down Fees	1,551,676	1,358,181	193,495	14	
Line Services	976,085	817,000	159,085	19	
Concession Fees	773,280	710,000	63,280	9	
U.S. Customs User Fees	306,447	471,000	(164,552)	(35)	COVID travel decrease
Flowage Fees and Misc. Revenue	144,411	125,209	19,202	15	
Total Operating Revenue	**$ 19,653,454**	**$17,920,387**	**$ 1,733,067**	**10 %**	
Operating Expenses					
Personnel Expenses:					
Salaries and Wages	5,265,250	6,099,934	834,684	14 %	
Payroll Taxes	360,605	474,513	113,908	24	
Benefits	1,369,394	1,366,566	(2,828)	(0)	
Total Personnel Expenses	6,995,249	7,941,012	945,764	12	
Professional Services	676,131	1,063,632	387,501	36	
Contracted Services	960,475	1,299,000	338,525	26	
Insurance	605,076	631,527	26,451	4	
Airfield and Grounds Maintenance	436,202	633,300	197,098	31	
Building Maintenance	226,965	271,600	44,635	16	
Vehicle and Equipment Maintenance	268,466	385,802	117,336	30	
Utilities	350,638	426,235	75,597	18	
Credit Card Fees	265,813	273,965	8,152	3	
Software Licenses and Support	212,730	320,000	107,270	34	
Legal Services	296,911	334,750	37,839	11	
Communications	209,048	265,250	56,202	21	
Conferences and Travel	68,755	215,683	146,928	68	
Minor Equipment and Supplies	238,080	195,580	(42,499)	(22)	
Pilot Services	80,927	150,000	69,073	46	
Training & Education	37,664	146,800	109,136	74	
Office Supplies	63,751	110,000	46,249	42	
Fuel (internal)	46,899	85,000	38,101	45	
Employee Recognition	21,650	36,500	14,850	41	
Dues & Subscriptions	45,172	69,105	23,933	35	
Uniforms	52,745	45,000	(7,746)	(17)	
Miscellaneous	6,667	3,850	(2,817)	100	
Total Operating Expenses	**$ 12,166,013**	**$14,903,592**	**$ 2,737,579**	18 **%**	
Income from Operations	**$ 7,487,441**	**$ 3,016,795**	**$ 4,470,647**	**60 %**	
Non- Operating Revenue/(Expenses)					
Customer Facility Charges	197,101	$ 221,948	$ (24,848)	**(11)** %	
Depreciation and Amortization	(3,988,856)	(3,689,137)	(299,719)	**8**	
Interest Revenue	505,861	837,063	(331,202)	**(40)**	Fed interest rate cut due to COVID-19
Other (Income) Expense	(101,185)	-	(101,185)	**100**	
Insurance Proceeds	9,216	-	9,216	-	
Total Non- Operating Revenue/(Expenses)	**$ (3,377,863)**	**$ (2,630,125)**	**$ (747,738)**	**28 %**	
Income Before Capital Contributions	**$ 4,109,578**	**$ 386,669**	**$ 3,722,909**	**963 %**	

* Actual of 8 months and projection of 4 months.

Executive Summary – Capital Improvement Plan

The Authority's capital improvement plan (CIP) is organized into two categories of capital projects – participatory and non-participatory. Participatory projects are eligible for funding assistance from outside agencies and usually require matching funds from the Authority. Non-participatory projects are anticipated to be fully funded by the Authority.

The two major sources of outside funding for the Authority's capital improvement plan are the Federal Aviation Administration (FAA) and the Florida Department of Transportation (FDOT). The Naples Airport is a general aviation airport and is eligible for $150,000 per year in Entitlement Funding from the FAA under the Airport Improvement Program. The airport may also be eligible for other FAA grants. The Authority, as a publically-owned Florida airport, is also eligible for state funding. FDOT provides up to one-half of the local share of project costs when FAA funding is received, and when no federal funding is available, FDOT can provide up to 80% of eligible project costs for general aviation airports.

CIP - Participatory

In FY 2021, the Authority's Capital Improvement budget is for five projects totaling $8.6 million in spending - $6.3M from the FAA and FDOT and $2.3M by NAA.

The five year capital improvement plan (FY 2021 – FY 2024) anticipates $33.5 million in projects with $22.0 million in assistance from Federal (FAA) and State (FDOT) agencies and $11.5 million funded by the Authority. The FAA and FDOT funding amounts shown for FY 2021 though FY 2024 are not guaranteed and do not reflect standard Authority match requirements.

CIP - Non-Participatory

In FY 2021, the Authority's Capital Improvement Plan for non-participatory capital is for $13.6 million. These projects or items are fully funded by the Authority and are prioritized based upon needs according to our strategic plan.

The Board acceptance of the CIP Budgets for FY 2021 does not constitute automatic Board approval for each item listed. All items exceeding the Executive Director's Delegation of Powers (currently $50,000), must be brought before the Board for individual consideration and approval.

City of Naples Airport Authority
Budgeted Capital Projects - Participatory
Budget 2021

Project	Budget 2021 Estimated Funding	FY 2020 Approved Budget	FY 2020 Estimated Actual	FY 2021 Budget 2021	FY 2021 Budget 2022	FY 2021 Budget 2023	FY 2021 Budget 2024	FY 2021 Budget 2025	FY 21 - FY 25 Total
Airport Fire Station Replacement - Design & Construction									
FDOT Funding		$ 2,284,298	$ 1,717,818	$ -	$ -	$ -	$ -	$ -	$ -
NAA Share		2,629,926	2,588,154						
Project Total (C060.12.0-1)		**$ 4,914,224**	**$ 4,305,972**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Master Plan Update									
FAA Funding		$ 100,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -
FDOT Funding		15,000	12,454						
NAA Share		200,000	139,000						
Project Total (C060.16.0)		**$ 315,000**	**$ 151,454**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Part 150 Update - Noise Exposure Maps									
FAA Funding	72%	$ 300,000	$ -	$ 150,000	$ 150,000	$ -	$ -	$ -	$ 300,000
FDOT Funding	4%	15,000		7,500	7,500				15,000
NAA Share	25%	300,000	182,000	95,500	7,500				103,000
Project Total		**$ 615,000**	**$ 182,000**	**$ 253,000**	**$ 165,000**	**$ -**	**$ -**	**$ -**	**$ 418,000**
14 CFR Part 150 Study Update - Noise Compatability Program									
FAA Funding	90%	$ -	$ -	$ 118,000	$ 468,000	$ -	$ -	$ -	$ 586,000
FDOT Funding	5%			7,000	26,000				33,000
NAA Share	5%			7,000	26,000				33,000
Project Total		**$ -**	**$ -**	**$ 132,000**	**$ 520,000**	**$ -**	**$ -**	**$ -**	**$ 652,000**
Runway 5-23 Drainage Improvements									
FAA Funding	100%	$ 1,710,000	$ -	$ 3,622,599	$ 1,500,000	$ -	$ -	$ -	$ 5,122,599
FDOT Funding		95,000							
NAA Share		95,000							
Project Total		**$ 1,900,000**	**$ -**	**$ 3,622,599**	**$ 1,500,000**	**$ -**	**$ -**	**$ -**	**$ 5,122,599**
Design - North Quad Landfill Reclamation									
FAA Funding		$ 630,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -
FDOT Funding		35,000							
NAA Share	100%	35,000	150,000	450,000					450,000
Project Total		**$ 700,000**	**$ 150,000**	**$ 450,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 450,000**
Extend Taxiway B, Apron construction - North Quad									
FAA Funding		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
FDOT Funding									
NAA Share	100%			1,500,000	2,441,658				3,941,658
Project Total		**$ -**	**$ -**	**$ 1,500,000**	**$ 2,441,658**	**$ -**	**$ -**	**$ -**	**$ 3,941,658**
South Quad - T-Hangar & Box-Hangar Development									
FDOT Funding	80%	$ -	$ -	$ -	$ -	$ 616,000	$ 5,384,000	$ -	$ 6,000,000
NAA Share	20%					154,000	$ 1,346,000		1,500,000
Project Total		**$ -**	**$ -**	**$ -**	**$ -**	**$ 770,000**	**$ 6,730,000**	**$ -**	**$ 7,500,000**

Project	Budget 2021 Estimated Funding Percentage	FY 2020 Approved Budget	FY 2020 Estimated Actual	FY 2021 Budget 2021	2022	2023	2024	2025	FY 21 - FY 25 Total
Taxiways A and B Safety Improvements - Design & Construction									
FAA Funding	90%	$ -	$ -	$ 1,564,839	$ -	$ -	$ -	$ -	$ 1,564,839
FDOT Funding	5%			$ 86,935					$ 86,935
NAA Share	5%			$ 86,935					86,935
Project Total		**$ -**	**$ -**	**$ 1,738,709**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,738,709**
Expand General Aviation Terminal Apron Phase 1 (20,300 SY) - Design									
FAA Funding	90%	$ -	$ -	$ -	$ -	$ -	$ 105,900	$ 1,461,627	$ 1,567,527
FDOT Funding	5%						$ 5,883	$ 81,202	$ 87,085
NAA Share	5%						$ 5,883	$ 81,202	87,085
Project Total		**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 117,666**	**$ 1,624,031**	**$ 1,741,697**
Expand General Aviation Terminal Apron Phase 2 (29,200 SY) - Design									
FAA Funding	90%	$ -	$ -	$ -	$ -	$ -	$ -	$ 156,897	$ 156,897
FDOT Funding	5%							$ 8,717	$ 8,717
NAA Share	5%							$ 8,717	8,717
Project Total		**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 174,331**	**$ 174,331**
Environmental Assessment of Short-Term Improvements									
FAA Funding	90%	$ -	$ -	$ -	$ 344,209	$ -	$ -	$ -	$ 344,209
FDOT Funding	5%				$ 19,123				$ 19,123
NAA Share	5%				19,123				19,123
Project Total		**$ -**	**$ -**	**$ -**	**$ 382,455**	**$ -**	**$ -**	**$ -**	**$ 382,455**
Construct Interior Perimeter Road (±3,000 LF) - Design / Construct									
FDOT Funding	80%	$ -	$ -	$ -	$ 103,538	$ 1,102,188	$ -	$ -	$ 1,205,726
NAA Share	20%				25,885	275,547			301,432
Project Total		**$ -**	**$ -**	**$ -**	**$ 129,423**	**$ 1,377,735**	**$ -**	**$ -**	**$ 1,507,158**
Improve Airport Perimeter Fencing - Design/Build									
FDOT Funding	50%	$ -	$ -	$ -	$ 500,000	$ -	$ -	$ -	$ 500,000
NAA Share	50%				500,000				500,000
Project Total		**$ -**	**$ -**	**$ -**	**$ 1,000,000**	**$ -**	**$ -**	**$ -**	**$ 1,000,000**
Airport Security Upgrade									
FDOT Funding	80%	$ -	$ -	$ 800,000	$ -	$ -	$ -	$ -	$ 800,000
NAA Share	20%			$ 200,000					200,000
Project Total		**$ -**	**$ -**	**$ 1,000,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,000,000**
Expand Commercial Airline Terminal Apron Phase 1 (33,000 SY)									
FDOT Funding	50%	$ -	$ -	$ -	$ -	$ -	$ 2,047,500	$ 1,239,665	$ 3,287,165
NAA Share	50%						2,047,500	$ 1,239,665	3,287,165
Project Total		**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 4,095,000**	**$ 2,479,330**	**$ 6,574,330**
Commercial Terminal Apron Design & Rehab									
FAA Funding	50%	$ -	$ -	$ -	$ 238,840	$ 750,000	$ -	$ -	$ 988,840
NAA Share	50%				$ 238,840	750,000			988,840
Project Total		**$ -**	**$ -**	**$ -**	**$ 477,680**	**$ 1,500,000**	**$ -**	**$ -**	**$ 1,977,680**
FAA Funding	30%	$ 2,740,000	$ -	$ 5,337,438	$ 2,233,049	$ 750,000	$ 105,900	$ 1,618,524	$ 10,044,911
FDOT Funding	36%	2,444,298	1,730,272	894,435	630,161	1,718,188	7,437,383	1,329,584	12,009,751
NAA Share	34%	3,259,926	3,059,154	2,332,435	3,233,006	1,179,547	3,399,383	1,329,584	11,473,955
Total Participatory Projects		**$ 8,444,224**	**$ 4,789,426**	**$ 8,564,308**	**$ 6,096,216**	**$ 3,647,735**	**$ 10,942,666**	**$ 4,277,692**	**$ 33,528,617**

City of Naples Airport Authority
Capital Budget - Non-Participatory Projects
Budget for FY 2021

	Amount
Strategic Goal #1 - Provide a safe, modern and efficient airport and fixed base operator.	
General Aviation Terminal Improvements	$ 2,500,000
GA Terminal Traffic and Parking Imp. and Radio Road	2,500,000
North GA Apron & Taxi Lane Rehabilitation	3,200,000
ATCT Improvements	1,100,000
ARFF truck (CF3) (replacement in FY 21)	1,200,000
Replace REILS and PAPI's	700,000
CAT/AOB remodel	450,000
Hangar Door Replacement	285,000
Vector Upgrades - Additional Cameras	245,000
Monument Signs	200,000
Airfield Driver Training Simulator	138,000
Asset Management Software (Part 139)	100,000
Crash Phone System (replacement)	100,000
Golf Carts (replacements)	100,000
Genie Z45 Platform Lift	80,000
Trucks - 2 Replacements	70,000
Facilities Shop Improvement Plan (design)	70,000
Gas Tug (replacement)	70,000
GPU (replacement)	50,000
Office and Pilots Lounge Furniture	45,000
Fuel Farm Tank Lining	40,000
Mower Lift And Containment Slab	40,000
Electical Vault Regulator	30,000
	$ 13,313,000
Strategic Goal #2 - Be an engaged, responsive partner in service to our community.	
Observation Deck And Playground	**$ 150,000**
Strategic Goal #3 - Strengthen the airport's economic vitality.	
Hardware and Software	50,000
Navigator Replacement Software	50,000
Lease Software	25,000
	$ 125,000
Total Non-Participatory Projects	**$ 13,588,000**

FY 2021 APPROPRIATION FOR EXPENDITURES AND RESERVES

SCHEDULE OF AVAILABLE RESOURCES, REVENUES, EXPENSES AND EXPENDITURES

Florida Statute 189.016(3) requires that the governing body of a special district adopt a budget by resolution each fiscal year. The total amount available from revenues and other sources, including amounts carried forward from prior fiscal years, must equal the total of appropriations for expenditures and reserves. The adopted budget regulates the total expenditures of the special district for the fiscal year, and it is unlawful for any officer of a special district to expend or contract for expenditures that exceed the budgeted appropriations.

The Authority's sources of revenues include both operating and non-operating revenues. The Authority's expenses and expenditures include operating and non-operating expenses and capital improvement projects. The Authority has no debt. Depreciation expense is not included since the outlay for capital projects either occurred in the past or is reflected in this schedule. The available resources at the beginning of the year and at year-end are not representative of the Authority's actual cash on hand, since the Authority reports revenues and receipts when earned, not when received from the customers, and reports expenses and expenditures when incurred, not when paid to the vendor.

For FY 2021 budget, the total budgeted available resources, revenues, and receipts (i.e., appropriations for expenditures and reserves) is $60,713,178. The total budgeted expenses and expenditures is $30,761,989 and the total budgeted available resources at year end is $29,951,190.

The Schedule of Available Resources, Revenues, Expenses and Expenditures is consistent with Generally Accepted Accounting Principles (GAAP) except that in order to clarify the Authority's intent for total expenses and expenditures and capital improvement projects are included as expenditures and depreciation is excluded. When there is a difference between the budgetary basis of accounting and GAAP, a reconciliation must be provided.

Total available unrestricted cash and cash equivalents - 9/30/2019	**$ 37,372,000**
Estimated actual net operating revenue - FY 2020	19,653,454
Estimated actual operating expenses - FY 2020	(12,166,013)
Estimated actual interest and other revenue/expense - FY 2020	804,146
Estimated actual CIP - participatory projects - NAA share - FY 2020	(3,059,154)
Estimated actual CIP - Non - participatory projects - FY 2020	(1,000,000)
Total estimated available unrestricted cash and cash equivalents - 9/30/2020	**$ 41,604,433**
Budgeted net operating revenue - FY 2021	18,785,471
Budgeted operating expenses - FY 2021	(14,851,554)
Budgeted interest and other revenue - FY 2021	323,274
Budgeted CIP - participatory projects - NAA share - FY 2021	(2,322,435)
Budgeted CIP - Non - participatory projects - FY 2021	(13,588,000)
Total budgeted available unrestricted cash and cash equivalents - 9/30/2021	**$ 29,951,190**