Minutes
April 16, 2020
Regular Meeting

A. ROLL CALL

Meeting was called to order by Chair Lenhard at 8:31 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 Vice Chair Dustin, Commissioner Brousseau, Commissioner Messer and Commissioner Rideoutte.

Staff and Authority Counsel present in the AOB were Mr. Rozansky, Mr. Owens, Ms. Conner and Ms. Menard. Staff present telephonically were Ms. Terrill, Mr. Keith, Mr. Frost and Mr. Warriner.

B. PLEDGE OF ALLEGIANCE

Chair Lenhard led the Pledge of Allegiance.

C. AGENDA

Mr. Rozansky reported that there were no changes to the agenda.

Mr. Owens made the following statement regarding today's conference call:

Pursuant to Executive Order 20-69 promulgated by the Governor of the State of Florida on March 20, 2020, any Florida Statute that requires a quorum to be present in person or requires a local government body like the Naples Airport Authority to meet at a specific public place has been suspended. He added that local government bodies, like the NAA, may utilize communications or media technology such as the conference call that we are using today, and it is authorized and in compliance with the Sunshine Law.

D. MINUTES

1. March 19, 2020 Regular Meeting Minutes

Vice Chair Dustin moved approval of the March 19th Regular Meeting minutes. Commissioner Messer seconded. Motion passed unanimously 5-0.

E. PRESENTATIONS AND TIME CERTAIN ITEMS

There were no presentations.

F. PUBLIC COMMENTS

There were no public comments.

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

1. Resolution 2020-2, a Federal Aviation Administration (FAA) grant to participate in the Naples Airport Runway 5-23 Drainage and Safety Improvement Project in an amount not to exceed $5,000,000

Mr. Keith requested Board authorization for the Chair to execute Resolution 2020-2, authorizing the Executive Director to execute an FAA grant for the above-referenced project in an amount not to exceed $5,000,000 and to accept the grant, if offered, contingent upon Authority Counsel's consent.

He said the actual project is to eliminate the last remaining area of standing water between Taxiway A and Runway 5-23. He said the area is difficult to maintain when wet, especially during the rainy season, and it becomes a wildlife habitat, posing a safety hazard.

Mr. Keith said that the purpose for requesting authorization for the Executive Director to accept the grant is due to the FAA's required turnaround time of typically three business days after receipt of the offer that does not typically coincide with the Board's meeting schedule.

Mr. Keith reported that an Invitation to Bid for construction was advertised on March 8th and five bids were received on April 6th. He reviewed the funding request not to exceed $5,000,000 which is based on engineering and construction phase services of $842,383 and the low compliant construction bid price of $4,137,000 for a total of $4,979,383. He added that if an FAA grant is received, a contract for construction will be presented to the Board at a future regular meeting for consideration.

Commissioner Rideoutte moved Board approval for the Chair to execute Resolution 2020-2 authorizing the Executive Director to execute an FAA grant for the above-referenced project in an amount not to exceed $5,000,000 and to accept the grant, if offered, contingent upon Authority Counsel's consent. Vice Chair Dustin seconded. The motion passed unanimously 5-0.

Mr. Rozansky commented that to our surprise, the FAA accelerated applications to the middle of May. He commended Mr. Keith and the consultants, EG Solutions, for their agility in getting the design complete, bidding the project out and being able to bring it before the Board today.

2. Renew employee benefits in an amount not to exceed $971,000

Mr. Rozansky requested authorization for the Executive Director to renew employee benefits effective May 1, 2020 in an amount not to exceed $971,000. He stated that the Executive Director has responsibility and authority for employee benefits under the Delegation of Powers. Commissioner Rideoutte asked why Mr. Rozansky brought this to the Board since he has authority to renew the benefits based on the Delegation of Powers. Mr. Rozansky stated that he does have authority over personnel matters, but the amount of $971,000 exceeds his spending authority.

Mr. Rozansky expressed appreciation to Senior Human Resources Manager, Ms. Bendle, for working with BKS, the Authority's benefits broker, to receive a favorable health insurance renewal rate of 0%

increase for the second year in a row. He noted that the dental renewal was negotiated to a 0% increase for the fourth year in a row, and vision, life, accidental death and dismemberment and long term and short term disability also had a 0% increase. Other benefits such as the medical advocacy program, health savings account and Teladoc have been negotiated to no increase in costs. He reviewed two changes. The first to the administrator of our Flexible Spending Account and COBRA program due to a decline in service levels and the second from the EAP of Southwest Florida to SalusCare who now has an office in Naples.

In response to a question by Vice Chair Dustin regarding the EAP program, Mr. Rozansky explained that the program provides counseling to employees who have a personal and/or work-related problem.

Commissioner Messer commended Ms. Bendle and BKS for their efforts in negotiating the benefits renewal rates. Chair Lenhard echoed her comments and added that it is unprecedented to have a reduction in benefits costs year over year.

Commissioner Messer moved Board approval for the Executive Director to renew employee benefits effective May 1, 2020 in an amount not to exceed $971,000. Vice Chair Dustin seconded. The motion passed unanimously 5-0.

3. **Resolution 2020-3, a Supplemental Joint Participation Agreement (SJPA) with the Florida Department of Transportation (FDOT) to participate in an Airport Rescue and Fire Fighting Facility (ARFF) in an amount not to exceed $2,702,355**

Mr. Keith requested Board authorization for the Chair to execute Resolution 2020-3, authorizing the Executive Director to execute an SJPA with the FDOT to participate in an Airport Rescue and Fire Fighting Facility (ARFF) in an amount not to exceed $2,702,355. Mr. Keith said that the SJPA grant is for an additional amount of $462,355 for a total to date of $2,702,355. He said that the amount is getting close to at least 50% funding. He said that the current budget for the ARFF station is $5,585,351.

Commissioner Messer moved Board approval for the Chair to execute Resolution 2020-3, authorizing the Executive Director to execute an SJPA with the FDOT to participate in an Airport Rescue and Fire Fighting Facility (ARFF) in an amount not to exceed $2,702,355. Vice Chair Dustin seconded. The motion passed unanimously 5-0.

4. **Purchase furnishings for the new ARFF station in an amount not to exceed $100,000**

Mr. Keith stated that the construction contract for the ARFF station excluded furnishings. He said that Business Office Systems, Inc. (BOS), the consultant service provider for furnishings, is under a state contract purchasing agreement. He explained that the state puts out different proposals for firms to bid and submit pricing on and once selected, any organization with a requirement to follow competitive purchasing procedures can use the state's purchase agreement without having to go back out to bid. Mr. Keith said that we are anticipating about $60,000 for furnishings and are requesting Board authorization for the Executive Director to execute a contract with BOS for the purchase of furnishings for the new ARFF station in an amount not to exceed $100,000. He said that ARFF furnishings are included in the FY 2020 budget for $200,000.

Commissioner Messer moved Board approval for the Executive Director to execute a contract with BOS for the purchase of furnishings for the new ARFF station in an amount not to exceed $100,000. Commissioner Brousseau seconded. The motion passed unanimously 5-0.

Commissioner Rideoutte questioned how today's voting process was being conducted since the meeting was being held by telephone. Mr. Owens thanked Commissioner Rideoutte for raising the concern and explained that the Chair should take the affirmative vote and then clarify that there is no one opposed.

For the record Chair Lenhard asked all Commissioners who were in favor of the last motion, Action 4, to say "aye." He repeated that the motion passed unanimously and none were opposed.

Chair Lenhard then retook the vote for Action 2, Renew employee benefits in an amount not to exceed $971,000. The vote passed unanimously 5-0 with none opposed.

Chair Lenhard also retook the vote for Action 3, Resolution 2020-3, an SJPA with FDOT to participate in ARFF in an amount not to exceed $2,702,355. The vote passed unanimously 5-0 with none opposed.

H. NEW BUSINESS

There was no new business.

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 a future date, to be determined and that the next Regular Meeting of the NCC scheduled for Thursday, April 30th, was cancelled. She added that updates will be provided on our website.

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 said that the Part 150 Noise Study section of the flynaples.com website has been updated and noted that there is a link on the project website to submit comments related to the noise study and that the frequently asked questions have been updated. She reported that the project scope includes up to 3 small community meetings of groups of up to 10 participants for the purposes of conducting targeted community outreach and encouraged members of the public to contact their TAC representative to participate.

Due to the COVID--19 pandemic, she announced that the next Regular Meeting of the TAC scheduled for Thursday, April 23rd has been cancelled and it will be moved to a future date.

J. LEADERSHIP TEAM REPORT

1. Leadership Team Report

Commissioner Rideoutte asked if the virus would impact the wait list for hangers. Mr. Rozansky stated that it is possible but we have not seen the impact yet. He added that it may take time for that to play out and staff will be monitoring it closely.

Vice Chair Dustin asked if staff was getting any negative feedback from customers regarding fuel prices, given the drop in fuel cost. Mr. Rozansky stated that modest adjustments were made to the retail prices for transient customers, but our cost is still competitive.

There was discussion of our fuel pricing structure, the glut of supply reported in the news and reduction in demand, causing a precipitous drop in the cost of fuel.

Commissioner Brousseau inquired about the price adjustments to AvGas. Mr. Rozansky stated that AvGas has not fallen as much. He said that the airlines' load factors are down to 4%-9%, so that has driven the dramatic reduction in the price of Jet-A, besides the cost of the barrel of oil, which AvGas does not have.

K. FINANCIAL REPORTS

1. Financial Summary

Mr. Warriner provided a review of the financials and reported that the change in net position was favorable to budget for the month of March and year to date. He noted that there has been a reduction in our fuel sales in the latter part of March, but noted that 75% of our fuel sales occur in the first six months of our fiscal year (October – March). Mr. Warriner added that staff has projected out the remainder of the year and are confident that we will be ahead of budget at the end of the fiscal year because of prudent fiscal management.

Commissioner Messer asked where we stand for the rest of the year regarding number of employees relative to finances. Mr. Warriner stated that we expect to make our budget for this fiscal year, and Mr. Rozansky stated that we are not looking at any further employee changes at this time.

Commissioner Rideoutte commented regarding Mr. Warriner's statement that we still expect to make budget for the fiscal year. He said that if we get into a situation where we are not going to make budget, everything is on the table. Mr. Warriner added that we are modeling out our next year and are cognizant of what is happening.

Chair Lenhard suggested that Mr. Warriner take a look back at the recession 10 or 11 years ago to see if there is anything in that period of time that would give us modeling going forward. Mr. Rozansky commented that during that time there were nearly 50% declines in fuel sales, but with other revenues, we were down 32%. He added that we have a history of employment figures in the CAFR and could look at that as a point of reference.

Vice Chair Dustin pointed out that accounts receivable was higher on the balance sheet and asked if we are seeing payments come in slower. Mr. Warriner stated that we have not seen any issues with collections thus far.

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

L. COUNSEL'S REPORT

1. Counsel's Report

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

M. PUBLIC COMMENTS (5-minute limit)

There were no public comments.

N. CORRESPONDENCE/COMMISSIONER COMMENTS & REQUESTS/MEETINGS

There were no additional correspondence/comments and requests/meetings.

O. ADJOURN

With no further business, the meeting adjourned at 9:15 a.m.

Christopher A. Rozansky
Secretary

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

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

FINAL AGENDA

Airport Office Building
200 Aviation Drive North, 2nd Floor
Naples, FL 34104

Thursday, April 16, 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. March 19, 2020 Regular Meeting Minutes

E. PRESENTATIONS AND TIME CERTAIN ITEMS

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

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

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2. Renew employee benefits in an amount not to exceed $971,000

3. Resolution 2020-3, a Supplemental Joint Participation Agreement (SJPA) with the Florida Department of Transportation (FDOT) to participate in an Airport Rescue and Fire Fighting Facility (ARFF) in an amount not to exceed $2,702,355

4. Purchase furnishings for the new ARFF station in an amount not to exceed $100,000

H. NEW BUSINESS

I. OLD BUSINESS

1. Noise Compatibility Committee Update

2. Technical Advisory Committee Update

J. LEADERSHIP TEAM REPORT

1. Leadership Team Report

K. FINANCIAL REPORTS

1. Financial Summary

L. COUNSEL'S REPORT

1. Counsel's Report

M. PUBLIC COMMENTS (5 minute limit)

N. CORRESPONDENCE/COMMISSIONER COMMENTS & REQUESTS/MEETINGS

O. ADJOURN