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

Naples
AIRPORT AUTHORITY

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

Thursday, October 15, 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 Broussard – 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. September 17, 2020 Regular Meeting Minutes
   2. September 17, 2020 Special Meeting Minutes
   3. September 24, 2020 Consultant Selection Committee Meeting Minutes

E. PRESENTATIONS AND TIME CERTAIN ITEMS
   1. Recognition of FBO Manager Mike Hushek, NBAA 40 Under 40 Honoree

F. PUBLIC COMMENTS

G. ACTION ITEMS (Public comments accepted for each item; 5 minute limit)
   1. Consultant Selection Committee Ranking of Firms for Insurance and Risk Management Broker Services and Authorization to Execute a Professional Services Agreement
   2. Lease Agreement with Gulf Coast Commercial Corporation
   3. Terminations of Select Tenancies and Concession Agreements
   4. Construct Runway 5-23 Drainage Improvements in an amount not to exceed $4,343,850
   5. Amend the NAA Bylaws

H. NEW BUSINESS

I. OLD BUSINESS
   1. Noise Compatibility Committee Update
   2. Technical Advisory Committee Update
   3. Modification to Executive Director’s Performance Review
   4. Mr. John Grady, Public Trust Advisors – Economic Update/Investment Portfolio
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
September 17, 2020
Regular Meeting - Corrected

A. ROLL CALL

Meeting was called to order by Chair Lenhard at 8:30 a.m. in the Council Chambers at City Hall.

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

Staff and Authority Counsel present were Mr. Rozansky, Mr. Owens, Mr. Warriner, Mr. Keith, Mr. Frost, Ms. Bendle, Mr. Estrada, Ms. LeDuc and Ms. Menard.

B. PLEDGE OF ALLEGIANCE

Chair Lenhard led the Pledge of Allegiance.

C. AGENDA

Mr. Rozansky noted the following changes and additions: 1) A correction to the minutes on page 3 under Action Item 5; 2) A revision to Action Item 1, FY 2021 Budget on a budgeted amount for the Runway 5-23 Drainage Project; and 3) A new item, Action Item 7, Fourth Amendment to Leasehold Agreement with Hartford Realty, LLC.

D. MINUTES

1. August 20, 2020 Regular Meeting Minutes

Mr. Rozansky noted that on page 3, under Action Item 5, there was a correction to the motion made and seconded in the minutes due to a scrivener’s error. The corrected minutes were revised to read:

    Commissioner Messer moved Board approval for the Executive Director to execute a contract with Project Combo, Inc. dba Lykins Signtek Inc. for the rehabilitation of the airport monument signs and associated landscape monuments in an amount not to exceed $63,990. Commissioner Rideoutte seconded. Motion passed unanimously 5-0.

Vice Chair Dustin moved approval of the August 20th Regular Meeting minutes as corrected. 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 2020-5, Adoption of Fiscal Year 2021 Operating and Capital Budget

Mr. Warriner requested Board authorization for the Chair to execute Resolution 2020-5, Adoption of Fiscal Year 2021 Operating and Capital Budget. He stated that the Draft Budget was originally presented in June, an update was provided in August, a presentation of the August draft was made to the Naples City Council on September 14th and that the Final Draft was being presented today. He reviewed changes from the August Draft and presented the final budget.

Commissioner Messer thanked Mr. Warriner and his team for preparing the budget in the COVID environment and for providing a budget comparison based on estimated actuals for FY 2020.

Vice Chair Dustin asked if staff had a chance to look at Canadian travel. Mr. Rozansky stated that we are pessimistic on Canadian visitors this year. However, he was optimistic that with the international travel restrictions, there will be more domestic travel to destinations like Naples this winter.

Chair Lenhard thanked Mr. Warriner and echoed Commissioner Messer’s comments.

Vice Chair Dustin moved Board approval for the Chair to execute Resolution 2020-5 as presented by Mr. Warriner. Commissioner Messer seconded. Motion passed unanimously 5-0.

2. Renew Certain Insurance Policies in an Amount Not to Exceed $119,120

Mr. Warriner requested Board authorization for the Executive Director to renew the following insurance policies:

<table>
<thead>
<tr>
<th>Policy Description</th>
<th>Carrier</th>
<th>Annual Premium</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial Package including Inland Marine (equipment), Public Officials, Crime, Cyber and Automobile (2nd year of policy - 10/1/19-9/2021)</td>
<td>PGIT</td>
<td>* $ 74,682</td>
</tr>
<tr>
<td>Airport Liability (2nd year of policy 10/1/19-9/30/22)</td>
<td>ACE/Chubb</td>
<td>* $ 37,706</td>
</tr>
<tr>
<td>Equipment Breakdown</td>
<td>The Hartford</td>
<td>$ 2,248</td>
</tr>
<tr>
<td>Fiduciary Liability</td>
<td>Federal / Chubb</td>
<td>$ 4,484</td>
</tr>
</tbody>
</table>

* not bid out due to multiple year policy

$119,120

Mr. Warriner reported that our premiums decreased $1,575 or 1.3% from the prior year amount of $120,695 primarily due to obtaining a lower premium on the equipment breakdown policy.

In response to Vice Chair Dustin’s question regarding who the Authority’s designated risk manager was, Mr. Warriner stated that he is and regularly evaluates the policies. Ms. Martin from Public Risk Insurance Agency (PRIA), the Authority’s insurance broker, added that over the past year, their process has been to assess exposure and contractual risk transfer due to the new aircraft rescue firefighting facility (ARFF), demolition of the existing ARFF structure, tenant leases and various vendor
arrangements. She stated that from a workers compensation perspective, she is working with Ms. Bendle on a safety plan and other safety initiatives. She said that she regularly provides information on new and emerging exposures going on today, discusses new products and ensures that our existing limits on our current products are adequate.

Vice Chair Dustin moved Board approval for the Executive Director to renew the insurance policies as presented by Mr. Warriner. Commissioner Rideoutte seconded. Motion passed unanimously 5-0.

3. Second Amendment and Assumption of Professional Services Agreement for Retirement Plan Investment Advisory Services

Mr. Warriner stated that the Second Amendment and Assumption of Professional Services Agreement for Retirement Plan Investment Advisory Services is related to our Montgomery Retirement Plan Advisors, Inc. Agreement (Montgomery) that has been in place since 2016. He reported that Montgomery recently was acquired by Resources Investment Advisors Resource, LLC (RIA). Mr. Warriner added that the two primary Montgomery principals joined RIA and will continue to be our investment advisors. Mr. Warriner requested Board authorization for the Executive Director to sign the second amendment and assumption so that RIA can assume the terms under the existing contract.

Commissioner Rideoutte asked if there were any financial problems that forced the merger. Mr. Warriner said he was unaware of any constraints.

Commissioner Rideoutte moved Board approval for the Executive Director to sign a second amendment and assumption of an existing agreement for retirement plan investment advisory services under which (i) RIA will assume all of the obligations of IFP Advisors, LLC as the registered investment adviser and (ii) Ronald A. Letaw, W. Michael Montgomery and James Battmer will assume all of the obligations of Montgomery as the registered investment adviser representatives for the remainder of the contract term (which expires January 20, 2021). Commissioner Messer seconded. Motion passed unanimously 5-0.

Vice Chair Dustin commented that he recently read a pension plan performance summary for the top pension plans and will send it to Mr. Warriner if he can locate it.

4. First Amendment to the Professional Services Agreement with AVCON in an amount not to exceed $133,274

Mr. Keith stated that the Board previously approved a contract for the design, bidding and permitting of the East Quadrant ramp rehabilitation. He requested Board authorization for the Executive Director to execute the first amendment with AVCON for construction phase services related to this project in an amount not to exceed $133,274. The services will include review of submittals, requests for information, inspections and a full time Resident Project Representative (RPR) to ensure compliance with the construction documents, management of the schedule to minimize tenant disruptions and to assist with close-out documents. Mr. Keith noted that the RPR engineer will be on site almost full time.

Vice Chair Dustin moved Board approval for the Executive Director to execute the First Amendment to the Professional Services Agreement with AVCON for an amount not to exceed $133,274 for the East Quadrant ramp rehabilitation project as presented by Mr. Keith. Commissioner Rideoutte seconded. Motion passed unanimously 5-0.
5. **Purchase a replacement Aircraft Rescue and Firefighting vehicle in an amount not to exceed $862,000**

Mr. Estrada requested Board authorization for the Executive Director to execute an Equipment Purchase Agreement with E-One Inc. for the purchase of a replacement of our current 2006 Aircraft Rescue and Firefighting (ARFF) vehicle in an amount not to exceed $862,000.

Mr. Estrada provided a summary of the bid process, which was issued on August 3rd with two base bids and eight additive bids received. As the lowest priced and most responsive bid, Mr. Estrada stated that staff is recommending purchase of the E-One Titan 4x4 1,500 gallon ARFF vehicle, including Additive Bids #5, 6 and 7 and a 5% contingency. He said that this amount was anticipated in the FY 2021 budget.

Mr. Rozansky thanked the City of Naples Fire Department. He said that staff worked closely with them on the specifications of this vehicle. He added that it will be equipped with tools that can be used for accidents and emergencies off the airport as well. Mr. Rozansky stated that the lead time on the equipment is one year and that no deposit will be paid up front.

A question and answer period followed.

Commissioner Rideoutte moved Board approval for the Executive Director to execute an Equipment Purchase Agreement with E-One Inc. for the purchase of a replacement ARFF vehicle in an amount not to exceed $862,000 as presented by Mr. Estrada. Commissioner Messer seconded. Motion passed unanimously 5-0.

6. **Third Amendment to Employment Agreement with Executive Director**

Mr. Warriner requested Board authorization for the Chair to execute a Third Amendment to Employment Agreement with the Executive Director. He said that this is in relation to the cost of living increase provision under 3.0 Compensation, Subsection 3.1(b) of the Executive Director’s employment agreement that states:

> On October 1st of each year during the Term, Employee’s Base Salary shall be adjusted by an amount equal to the cost of living increase computed by reference to the “Consumer Price Index Revised – All Urban Consumers (U.S. City Average)” issued by the U.S. Department of Labor, as available on May 1st immediately preceding the October 1st annual salary adjustment.

Mr. Warriner stated that our internal compensation procedure for all employees has historically followed cost of living computations as specified in the Executive Director’s agreement. He noted that the April numbers reported in the May consumer price index was a 0.1% increase for the prior 12 months. He added that this was when COVID-19 hit when historically, the increase has been about 2%. In order to closely align the compensation procedure with the fiscal year for our employees, the question was raised why the CPI was measured in May rather than in October, when our fiscal year begins. Mr. Warriner reported that the September CPI index for the August numbers showed a 1.3% increase. He said that the amendment would align the Executive Director’s employment agreement with the anticipated change to the compensation procedure.

Mr. Warriner stated that a second modification included in the Executive Director’s amendment is to revise the commencement date of any annual increases in compensation from October 1st to “the first pay period beginning in the Authority’s new fiscal year during the Term of this Agreement” to improve
the efficiency of administering annual compensation increase(s). Mr. Warriner stated that the October 1st date is usually in the middle of a pay period which makes it challenging for payroll staff to split a payroll pay period in two different rates.

Vice Chair Dustin confirmed that the September CPI index for the last 12 months was 1.3%. Chair Lenhard asked why May was selected for the CPI provision, and Mr. Rozansky responded that it may have been chosen since the first draft budget was in June and historically, the Executive Director's performance review was conducted in May.

Mr. Warriner added that 2% was budgeted in the FY 2021 operating and capital plan.

Commissioner Messer moved Board approval for the Chair to execute a Third Amendment to Employment Agreement with the Executive Director, as presented by Mr. Warriner. Commissioner Rideoutte seconded. Motion passed unanimously 5-0.

7. Fourth Amendment to Leasehold Agreement with Hartford Realty, LLC

Ms. LeDuc requested Board authorization for the Executive Director to execute the Fourth Amendment to Leasehold Agreement between Hartford Realty, LLC (Hartford) and the Authority.

During the August 2020 Board meeting, Ms. LeDuc reported that the Board authorized the Executive Director to execute a contract to rehabilitate the East Quad north general aviation ramp, including grading and drainage improvements. A portion of this project includes the ramp that is part of the Hartford leasehold, shown in red on the exhibit she displayed of the area. She noted while maintenance of the ramp is the tenant’s responsibility, two surface inlets, depicted in white on the exhibit, support drainage for the entire apron, and they are located on Hartford’s leasehold. She said that the Authority proposes to fund 50% of the $300,000 rehabilitation cost and that Hartford agreed to amortize their contribution of $150,000 over the remaining term of their lease as additional rent at a rate of $3,000 per month beginning on November 1, 2020 subject to annual adjustments based on the CPI.

Commissioner Messer moved Board approval for the Executive Director to execute the Fourth Amendment to Leasehold Agreement between Hartford and the Authority as presented by Ms. LeDuc. Vice Chair Dustin seconded. Motion passed unanimously 5-0.

H. NEW BUSINESS

There was no new business.

I. OLD BUSINESS

1. Noise Compatibility Committee (NCC) Update

Commissioner Messer stated that the NCC last met virtually on June 25th and she reported on that meeting at the August 20th Regular Meeting. She reported that on Monday, September 14th, at the City Council’s Workshop Meeting, Project Manager Michael Arnold of Environmental Science Associates (ESA), presented the Naples Airport Part 150 Noise and Land Use Compatibility Study and that following his presentation, Project Manager Douglas DiCarlo of ESA provided a current Master Plan and Utilization Plan Update and Mr. Warriner provided answers on the August Draft FY 21 Budget for which a presentation was previously sent to City Council.
She noted that the next Regular Meeting of the NCC is scheduled for Thursday, October 29th, at 9 a.m. The venue for the meeting will be announced soon. She encouraged the public to participate.

2. Technical Advisory Committee (TAC) Update

Commissioner Messer stated that the TAC last met virtually on June 23rd, and she reported on that meeting at the August 20th meeting of the Board of Commissioners. She had no new information or updates at this point in time. She announced that the next Regular Meeting of the TAC is scheduled for Thursday, November 5th at 9:30 a.m. and the venue for the meeting will be announced soon. She invited the public to participate.

J. LEADERSHIP TEAM REPORT

1. Leadership Team Report

Commissioner Messer commented on staff’s endeavors noted under Outreach on page 3 regarding the number of voluntary curfew letters sent to Cirrus Aviation in Sarasota and their head of training’s commitment to follow up with their instructors and students to ensure future operations during Quiet Hours are reduced to zero. She added that the efforts of the NCC and staff are appreciated.

In response to Vice Chair Dustin’s question regarding how the recent Leadership Retreat was managed within the COVID environment, Mr. Rozansky said that the number of participants were reduced and that our facilitator participated remotely. He commented that the focus was narrowed to a look back of the organization’s performance last year what do we need to change for the year ahead as a result of COVID.

K. FINANCIAL REPORTS

1. Financial Summary

Mr. Warriner provided a review of the August financials and reported that the change in net position was favorable to budget for the month and year to date. He reported that fuel sales were slightly above the prior year for August. He said that overall, we are in a strong financial position going into fiscal year end.

Vice Chair Dustin commented that on page 8 under the capital project for Runway 5-23, the schedule shows that the project is 60% complete but costs are 65% complete. He asked if this is a sign that we might get a little tight on this. Mr. Warriner stated that the project completion was not updated from the last report and that the project completion percentage should be approximately 70%. Mr. Rozansky stated that this is the design portion only and invoicing should be up to date. He added that Phase 1 of construction is expected to begin in December.

Commissioner Rideoutte moved acceptance of the August Financial Summary. Vice Chair Dustin seconded. Motion passed unanimously 5-0.
L. COUNSEL’S REPORT

1. Counsel’s Report

Mr. Owens reported that there are no pending litigation or material matters to discuss.

M. PUBLIC COMMENTS (5-minute limit)

There were no public comments.

N. CORRESPONDENCE/COMMISSIONER COMMENTS & REQUESTS/MEETINGS

There were no comments and requests/meetings.

O. ADJOURN

With no further business, the meeting adjourned at 9:12 a.m.

Christopher A. Rozansky
Secretary

NOTE: Printed copies of all visual presentations and handouts are on file in the Executive Assistant’s Office.
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FINAL AGENDA
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Thursday, September 17, 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
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A. ROLL CALL

B. PLEDGE OF ALLEGIANCE

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

D. MINUTES
   1. August 20, 2020 Regular Meeting Minutes

E. PRESENTATIONS AND TIME CERTAIN ITEMS

F. PUBLIC COMMENTS

G. ACTION ITEMS (Public comments accepted for each item; 5 minute limit)
   1. Resolution 2020-5, Adoption of Fiscal Year 2021 Operating and Capital Budget
   2. Renew Certain Insurance Policies in an Amount Not to Exceed $119,120
   3. Second Amendment and Assumption of Professional Services Agreement for Retirement Plan Investment Advisory Services
   4. First Amendment to the Professional Services Agreement with AVCON in an amount not to exceed $158,274
   5. Purchase a replacement Aircraft Rescue and Firefighting vehicle in an amount not to exceed $862,000
   6. Third Amendment to Employment Agreement with Executive Director
   7. Fourth Amendment to Leasehold Agreement with Hartford Realty, LLC

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
Minutes
September 17, 2020
Special Meeting

A. ROLL CALL

Meeting was called to order by Chair Lenhard at 9:22 a.m. in the Council Chambers at City Hall.

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

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

B. PLEDGE OF ALLEGIANCE

Chair Lenhard led the Pledge of Allegiance.

C. AGENDA

There were no changes to the agenda.

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

1. Interviews and Rankings of Responses to Request for Proposals (RFP) for Land Lease for Development of North Quadrant Parcel 3

Ms. LeDuc provided a summary of the RFP process that was issued on July 1st to solicit proposals from qualified parties interested in the lease of vacant land Parcel 3 in the north quadrant of the airport. She displayed an exhibit showing the vacant land available for aeronautical development. She said that four submittals were received, and the four respondents are here today to present their proposals. She reviewed certain criteria that was outlined in the RFP. Following each presentation, the Board members will have an opportunity to ask questions before ranking the proposals. Once ranked, staff will commence negotiations and bring forward a lease for consideration at a future Board meeting.

- Gulf Coast Commercial Corporation

Mr. Joseph McCabe, Vice President of Development of Gulf Coast Commercial Corporation (GCCC), thanked the Authority for the opportunity to present. Mr. McCabe provided a brief summary of his firm’s experience and presented the proposed use for the parcel. He stated that his RFP submittal was for noncommercial use but disclosed that there was a potential for establishing commercial use with JetIt, a Honda jet fractional share company, with whom he has a personal relationship. Mr. McCabe introduced Mr. Matthew Kragh, President of MHK Architecture and Planning. Mr. Kragh presented the design inspiration for the project.

A question and answer period followed regarding GCCC’s flexibility on the proposed rental terms per square foot, the likelihood of establishing a regional hub with JetIt and the fire code requirements for building separation between the neighboring hangar.
• Marco Hangars, LLC

Mr. Mirash Vataj, Owner of Marco Hangars, LLC, thanked the Authority for the opportunity. He introduced Mr. Austin Brown of Hole Montes, Inc., Fort Myers, Florida who was available to answer any questions. Mr. Vataj said that there is an interested charter company who would like to use Parcel 3 for business. He showed site plans and renderings of the development which would facilitate the use of a G550 or G650. Mr. Vataj said that he has a nondisclosure agreement with a national aviation real estate company. He provided a summary of his experience.

A question and answer period followed regarding the limitations of parking and maneuvering a G650 on the proposed apron due to its size.

• PPD Holdings, LLLP

Ms. Patricia Diego, Manager, and Mr. Pablo Diego, Managing Partner of PPD Holdings, LLLP (PPD) presented a summary of their firm’s background and experience. Mr. Diego said that the parcel would be used to store their aircraft to conduct business throughout the Southeast United States. He introduced Mr. Michael Harris, Senior Aviation Designer/Airport Planner for Hanson Professional Services, Inc. Mr. Harris presented the proposed development, conceptual site plan and conceptual elevations that would house PPD’s two private aircraft.

There were no questions.

• Quality Enterprises USA, Inc./APF Development IV

Mr. Louis Gaudio, Vice President of Quality Enterprises USA, Inc./APF Development IV (QEAPF), provided a company overview and their experience. He presented the proposed use of premises, financial benefits to NAA and quality construction materials that would be used. He introduced Mr. Brandt Henning, Principal Architect of Hlevel Architecture_Planning_Design who presented the design aspects and renderings of the building.

A question and answer period followed regarding QEAPF’s airport project history and associated delays, the backlog on their projects and confirmation that the use of the premises would be noncommercial.

Following the presentations, there was Board and staff discussion regarding the ranking of the four firms.

Commissioner Rideoutte commented that he eliminated financial capacity and references from the seven criteria outlined on the worksheet that staff provided. He also stated that the proposed lease rate is likely negotiable with each firm. For the quality of development, he ranked GCCC first, Marco Hangars second, and PPD and QEAPF were tied at third and fourth. Regarding proven record of success, he said that most of our dealings with each firm has been positive and that even though QEAPF provides good quality, they are not known for speed. Commissioner Rideoutte felt that the main criteria is for the use of the premises and in his view, GCCC was best in that regard.

Commissioner Messer agreed with Commissioner Rideoutte’s assessment. She added that one of the things we are trying to do in the master plan is make sure that we build up the look of our airport and make it attractive for our customers. Her preference was GCCC with QEAPF and Marco next and then PPD because it was not the most attractive of the four. She agreed that the lease terms would have to be
negotiable. She noted her concern with QEAPF’s issues with delays to the construction schedules. She said that whether we have commercial or noncommercial use or partial down the road is good for discussion but depending on lease terms, her rankings would be (1) GCCC, (2) QEAPF, (3) Marco Hangars and (4) PPD.

Vice Chair Dustin said that commissioners made great comments but disagreed with Commissioner Rideoutte on the elimination of financial capacity as a criteria because the four firms are all not the same. He stated that Marco Hangars is still new and that we need more experience with them. He added that he understands the idea of attracting the right tenant and combining the parcels but would like to see some performance first. He said that he was sympathetic to PPD and their needs. Regarding aesthetics, it was clear that GCCC is better followed by QEAPF. He thought that Marco and PPD were similar. Regarding proven record of success, Vice Chair Dustin said he was mindful that QEAPF hasn’t completed work as timely as we wanted and that we have had better experience with GCCC. He added that Marco Hangars has yet to prove themselves, and we don’t have any experience with PPD which is unfortunate. The Vice Chair commented that we would need to have the proposed lease term and rental per square foot negotiated with GCCC to a level that is significantly higher for them to be chosen; otherwise, he would rank the firms as follows: (1) GCCC, (2) QEAPF, (3) and (4) toss-up between PPD and Marco Hangars.

Commissioner Brousseau ranked the firms as follows: (1) GCCC, (2) QEAPF and did not have an opinion about the third and fourth ranking.

Chair Lenhard stated that he was in agreement with all the Board members’ comments. He pointed out that GCCC had the best-looking building and that it was a concrete building, not a metal hangar. Mr. Kragh was invited back to the podium to comment on the structure material. He stated that GCCC was proposing a hurricane-rated building with a tilt-wall concrete clad structure to meet a 170 mph wind load.

Chair Lenhard said that GCCC’s structure adds extra protection for the airport as damage from hurricanes can occur. He ranked the firms as follows: (1) GCCC, (2) QEAPF, (3) PPD and (4) Marco Hangars for the same reasons that Vice Chair Dustin mentioned. He said that the only concern with GCCC was that they had the least favorable lease terms.

Mr. McCabe was invited back to the podium to address the proposed lease terms. He added that he was flexible on terms to be competitive and would like to know what the other proposed rates were. Commissioner Rideoutte advised that there was one firm at $75 per square foot. Mr. McCabe respectfully disagreed that he would be able to meet that rate given the quality of his project and the ability to perform it but certainly could be competitive with the rate. Mr. Rozansky stated that staff was requesting a ranking today and that the next step would be to negotiate with the top-ranked firm. He said that if we are unsuccessful, we would negotiate with the second-ranked firm. Mr. Rozansky added that it was good to set an expectation on rates.

Vice Chair Dustin asked about the floodplain question raised by PPD Holdings architect. Mr. Rozansky stated that the City of Naples floodplain manager communicated that there has been a Corps of Engineer study and a plan that has yet to be published that could raise flood plain elevations for development. Mr. Keith stated that it was his understanding that there is a new FEMA elevation that will be published sometime in 2021 and it is only for coastal Collier County. He said that they anticipate increasing the floodplain by two feet. Mr. Rozansky commented that there would have to be a public comment process
and we have not seen anything with regards to these changes. The public outreach portion hasn’t taken place yet because of the COVID pandemic.

In response to Vice Chair Dustin’s comment regarding the sensitivity to the Diego’s dilemma and their need for hangar space, Commissioner Messer mentioned that with the importance of our master plan, we are going to be faced with similar situations in the future. She expressed her sympathy to the Diego’s. Mr. Rozansky stated that we have very little land left at the airport that is shovel ready and it will take a couple of years to develop the area where the former municipal dump was.

Chair Lenhard summarized Board members’ inputs and requested a consensus on the rankings. Mr. Owens recommended that a procedural motion be made to approve the ranking of the firms.

Chair Lenhard moved Board approval to rank the firms for Parcel 3 as follows: (1) Gulf Coast Commercial Corporation; (2) Quality Enterprises USA, Inc./APF Development IV; (3) PPPD Holdings, LLLP and (4) Marco Hangars, LLC. Commissioner Rideoutte seconded. The motion passed 5-0.

F. PUBLIC COMMENTS (5 minute limit)

There were no public comments.

F. CORRESPONDENCE/COMMISSIONER COMMENTS & REQUESTS/MEETINGS

There were no additional comments and requests/meetings.

G. ADJOURN

With no further business, the meeting adjourned at 10:54 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 Special Meeting

Naples
AIRPORT AUTHORITY

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

Thursday, September 17, 2020
Immediately Following the Board of Commissioners Regular Meeting

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

1. Interviews and Ranking of Responses to Request for Proposals for Land Lease for Development of North Quadrant Parcel 3
   a. Parcel 3 Respondents
      - Gulf Coast Commercial Corporation
      - Marco Hangars, LLC
      - PPD Holdings, LLLP
      - Quality Enterprises USA, Inc./APF Development IV, LLC

E. **PUBLIC COMMENTS** (5 minute limit)

F. **CORRESPONDENCE/COMMISSIONER COMMENTS & REQUESTS/MEETINGS**

G. **ADJOURN**
Minutes
September 24, 2020
Consultant Selection Committee

A. **ROLL CALL**

Meeting was called to order by Consultant Selection Committee Chair Rideoutte at 9:07 a.m. in the Airport Office Building, 2nd Floor Conference Room. Authority Chair Lehard, Committee Member, was present. Staff and Legal Counsel present were Mr. Rozansky, Mr. Owens, Mr. Warriner, Ms. Vandersluis and Ms. Menard.

B. **PLEDGE OF ALLEGIANCE**

Chair Rideoutte led the Pledge of Allegiance.

C. **AGENDA**

There were no changes to the agenda.

D. **DISCUSSION ITEMS**

Prior to the start of the interviews, Mr. Rozansky asked Committee members if they had any questions about the process. Mr. Rozansky said that following each presentation, the Committee will have an opportunity to ask questions and that at the conclusion of all three presentations, staff will be requesting Committee members for a ranking of the firms.

Mr. Warriner added that this is the fifth year of Public Risk Insurance Advisors (PRIA) contract which expires at the end of October. He said that PRIA has been our broker for the last 10 years. He stated that following the issuance of the Request for Proposals (RFP) on July 29th, there were three qualified responding firms that will be interviewing today.

1. **Interviews and Rankings of Qualified Respondents to Insurance Broker and Risk Management Services – Request for Proposals**

   a. **Alliant Insurance Services, Inc.**

Mr. Felipe Garcia, Co-Lead Broker and Account Executive, of Alliant Insurance Services, Inc. introduced Mr. Ben Sibley, Communications Manager and Ms. Leslie Saunders of Leslie Saunders Insurance Agency who were present as well as Mr. Justin Swarbrick, Lead Broker, who participated via conference call due to travel restrictions related to the COVID-19 pandemic.

Mr. Garcia thanked the Committee for the opportunity to interview and encouraged questions throughout their presentation. He provided a summary of their firm’s background and expertise in aviation.
Ms. Saunders said that her firm was a small business/women-owned business and that she was based in Tampa, FL. She provided background of her qualifications and a summary of programs offered through her partnership with Alliant.

Mr. Garcia explained exclusive programs they offer to their clients and how they work to strategically impact risk. He reviewed their servicing platform to develop and define our risk profile and shared additional resources they offer to benchmark our firm against other airports. Mr. Garcia explained how they would successfully transition from our current broker to their firm.

A question and answer period followed.

b. McGriff Insurance Services

Mr. Johnny Fontenot, Executive Vice President of McGriff, Seibels & Williams introduced himself and provided a summary of his experience and certifications.

Mr. Tom Keel, Account Executive, provided background of his experience. He reviewed their loss control assistance and gap analytics programs as well as value-added services they offer.

Ms. Regina Lock, Account Executive, provided a summary of their company’s background and expertise. She noted that McGriff is a wholly owned subsidiary of Branch Banking & Trust (BB&T), and BB&T just completed a “Merger of Equals” with SunTrust, to form a new entity called Truist Financial.

Mr. Fontenot highlighted several clients that they represent and outlined how they were able to assist them from a risk management standpoint. He emphasized the importance of the relationships they have established with the insurance carriers at the highest levels.

A question and answer period followed.

c. Public Risk Insurance Advisors

Mr. Matt Montgomery, Executive Vice President, of Public Risk Insurance Advisors introduced himself and Ms. Michelle Martin, Vice President, CIC. He thanked the Committee for the opportunity to interview. Mr. Montgomery provided a summary of their firm’s qualifications and experience. He explained their risk management and brokerage services as well as their consultative approach in servicing their clients.

Ms. Martin provided a summary of specific methodologies, approach and tools used to identify and assess our risk and reduce overall cost including assistance with our Safety Management System and processes and procedures. She provided a review of other services PRIA has assisted us with including the $1.5 million Hurricane Irma claim and negotiation of multiple year policies. She addressed several areas that they would like to focus on in the future to mitigate risk.
A question and answer period followed.

Chair Rideoutte opened the discussion to evaluate the three firms and asked Commissioner Lenhard for his input.

Commissioner Lenhard said that all three firms were qualified but based on the presentations, questions and other factors, he would rank McGriff as #3 and that it was a toss-up between Alliant and PRIA. He said that he was slanting towards Alliant because of their airport experience and was impressed with their presentation overall. He added, however, that our history with PRIA indicates that they have done a fine job and would continue to do so.

Commissioner Rideoutte said that Commissioner Lenhard’s assessment wasn’t wrong. He added that he is willing to change brokerage firms but if we have a firm who is providing fully satisfactory services, that they have the edge in his opinion. He added, however, that sometimes people get comfortable in what they are doing and it is in both sides’ favor to make a change. He said that his position was exactly where Commissioner Lenhard’s was.

There was Committee and staff discussion regarding Alliant’s aviation experience and the attractiveness of receiving more attention since they are an employee-owned company. Regarding McGriff, it was noted that they didn’t know if Southwest Florida International Airport (RSW) was one of their clients. There was additional discussion regarding PRIA’s partnership with Preferred Government Insurance Trust (PGIT) and the potential exposure of not being adequately covered since Collier County and the school board were included in the Collier government insurance pool. Mr. Rozansky stated that PGIT has been beneficial except on property insurance.

Mr. Warriner stated that both RSW, who is insured by Alliant, and Lee County, who is insured by PRIA, provided great references.

Chair Rideoutte asked Mr. Rozansky for his preference. Mr. Rozansky said it was a tough choice. He stated that PRIA has overall done a great job but at times, they may not have provided the attention to detail that he felt we deserved. He complimented PRIA for their work with our staff on our safety program. With Alliant, he commented that their portfolio of airport clients is intriguing in what they might offer in terms of risk analysis and comparing our operations and risk with their other airport clients. He said they may have more sophisticated analytics, but their rates might come in higher because they don’t have access to PGIT. He added, however, that our biggest premium is property and it is not underwritten by PGIT. Mr. Rozansky said that although Alliant focused on their big airport clients, he liked that their claims team was in house, commenting that working with PROCOR, a third party consultant provided by PRIA, was an unpleasant experience that required significant effort on staff’s part.

The terms of the contract and our right to terminate any contract with 30 days’ notice was discussed.
Chair Rideoutte again pressed Mr. Rozansky for his preference. Mr. Rozansky expressed that we are increasingly a sophisticated and complex organization and it is not change for the sake of change, but he felt Alliant had the tools to help meet us where we are at this time.

Mr. Owens advised the Committee on procedural matters and suggested that the Committee make a motion to rank all three firms in 1st, 2nd, 3rd order for recommendation to the Board.

Commissioner Lenhard made a motion to rank the Insurance Broker and Risk Management Services as follows for recommendation to the Board at its October Regular Meeting.

1. Alliant Insurance Services, Inc.
2. Public Risk Insurance Advisors
3. McGriff Insurance Services

Chair Rideoutte seconded. Motion passed unanimously 2-0.

E. PUBLIC COMMENTS

There were no public comments.

F. CORRESPONDENCE/COMMISSIONER COMMENTS & REQUESTS/ MEETINGS

There were no additional comments or requests/meetings.

G. ADJOURN

The meeting adjourned at 12:42 p.m.

Christopher A. Rozansky
Secretary
CITY OF NAPLES AIRPORT AUTHORITY (NAA)
Board of Commissioners
Notice of Consultant Selection Committee Meeting

Naples
AIRPORT AUTHORITY

FINAL AGENDA
Airport Office Building, 2nd Floor Conference Room
200 Aviation Drive North
Naples, Florida

Thursday, September 24, 2020
9 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 Consultant Selection Committee regarding an item listed on the Agenda, please complete a Speaker Registration form 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 Committee members or staff during this meeting will become the property of NAA and will be a public record. Thank you for your interest and participation.

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Information on Action Items and other items which has been provided in advance of this meeting may be inspected at the office of the Executive Assistant, General Aviation Terminal Building, 2nd Floor, 160 Aviation Drive North. Minutes of this meeting will be prepared for Board approval, usually at the next Regular Meeting.
A. ROLL CALL

B. PLEDGE OF ALLEGIANCE

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

D. DISCUSSION ITEM

1. Interviews and Ranking of Responses to Insurance Broker and Risk Management Services - Request for Proposals (RFP)
   a. Alliant Insurance Services, Inc.               9:05 a.m.
   b. McGriff Insurance Services               9:50 a.m.
   c. Public Risk Insurance Advisors        10:35 a.m.

E. PUBLIC COMMENTS (Public comments accepted for items not otherwise listed on the Agenda; 5 minute limit)

F. CORRESPONDENCE/COMMISSIONER COMMENTS & REQUESTS/MEETINGS

G. ADJOURN

Information on Discussion 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.

NOTE: The Consultant Selection Committee is comprised of Committee Chair Rideoutte and NAA Chair Lenhard. All NAA Commissioners are welcome to attend and can “opt in” to participate and vote.
To: Honorable Chair and Commissioners
From: Christopher A. Rozansky, Executive Director
By: Ken Warriner, Director of Finance and Administration

Meeting Date: October 15, 2020
Re: ACTION ITEM

1. Consultant Selection Committee Ranking of Firms for Insurance and Risk Management Broker Services and Authorization to Execute a Professional Services Agreement

SUMMARY: Board approval of the rankings and authorization for the Executive Director to negotiate and execute a Professional Services Agreement with Alliant Insurance Services, Inc.

BACKGROUND: On September 24, 2020, Alliant Insurance Services, Inc. was selected as the top-ranked respondent to a Request for Proposals (RFP) for the insurance broker and risk management services. The current agreement with Public Risk Insurance Advisors (PRIA) expires on October 31, 2020.

Three qualified firms submitted a RFP and presented to the committee. The rankings are as follows:

1. Alliant Insurance Services, Inc.
2. Public Risk Insurance Advisors
3. McGriff Insurance Services

COMMUNICATIONS PLAN: Not applicable to this item.

FINANCIAL IMPACT: The proposed fees are a fixed amount of $60,000 per year. This is approximately the same fees as under our current commission-based structure. The advantage to a fixed fee arrangement is there are no additional fees if premiums increase. The amount has been budgeted for FY 2021.
To: Honorable Chair and Commissioners

From: Christopher A. Rozansky, Executive Director

By: Heather LeDuc, Business Manager

Meeting Date: October 15, 2020

Re: ACTION ITEM

2. Lease with Gulf Coast Commercial Corporation

**SUMMARY:** Board authorization for the Executive Director to execute a Leasehold Agreement ("Lease") with Gulf Coast Commercial Corporation (Gulf Coast) for development of an aeronautical facility.

**BACKGROUND:** On September 17, 2020, Gulf Coast was selected as the top-ranked respondent to a Request for Proposals (RFP) for the development of land Parcel 3 in the North Quadrant of the airport, and the Board authorized the Executive Director to enter into lease negotiations.

The proposed Lease is for a land parcel containing 40,699 square feet (0.934 acres) at an initial negotiated rental rate of $0.60 per square foot per annum. The tenant is required to complete construction of an aeronautical facility within thirty (30) months from the effective date, in accordance with plans and specifications approved by the Authority. The lease includes a 30-year term upon completion of construction and will be used for a combination of certain commercial aeronautical activities and aircraft storage.

**COMMUNICATIONS PLAN:** Not applicable to this item.

**FINANCIAL IMPACT:** The proposed rent will be paid in monthly installments of $2,034.95, resulting in initial annual revenue of $24,419.40 to the Authority. Rent adjustments will be made on October 1st of each year in accordance with the Authority’s Rates and Charges.
RFP for Development of Vacant Land
To: Honorable Chair and Commissioners

From: Christopher A. Rozansky, Executive Director

By: Heather LeDuc, Business Manager

Meeting Date: October 15, 2020

Re: ACTION ITEM - Corrected

3. Terminations of Select Tenancies and Concession Agreements

SUMMARY: Board authorization for the Executive Director to initiate legal action, if necessary, to terminate select tenancies and concession agreements in the commercial airline terminal and general aviation terminal in preparation for remodeling of both facilities.

BACKGROUND: On August 20, 2020 Board authorization was granted for the Executive Director to execute an Amendment to the agreement with SchenkelSchultz for the design, bidding and permitting of commercial airline terminal (CAT) improvements that will enable FBO operations to temporarily move into the CAT during the construction of improvements to their facility in the general aviation terminal (GAT).

Prior to the commencement of construction activities, it is necessary to terminate the month-to-month tenancies of tenants who are currently occupying the areas to be remodeled. Airport Staff has contacted the affected tenants and sent formal notifications of lease terminations, effective November 15, 2020. The affected tenants are Exec Air, Inc. of Naples and Air Trek, Inc. Royale Air Service is a seasonal tenant who will not be able to execute a new lease.

In order to permit the aeronautical tenants to continue operating during construction, a temporary waiver of the minimum standards requirement for office space at the airport has been offered to tenants in good standing.

In addition, the Gulf Coast Museum of Military History will be consolidating their operations into one of their occupied spaces, which is outside of the construction area.
Finally, the current concession agreements with rental car operators, which include leased space in the CAT and GAT, must be terminated; and new short-term agreements must be executed in order to consolidate rental car operations in the CAT while construction is underway in the GAT. Upon completion of construction, a Request for Proposals for operation of car rental concessions will be issued, and new agreements will be negotiated.

While most tenants and concessionaires have expressed their desire to cooperate with the Authority and vacate the premises on schedule, Board authorization to initiate legal action is hereby requested in the event that it becomes necessary in order for the Authority to gain legal possession of the premises in question.

COMMUNICATIONS PLAN: Staff has spoken with the affected tenants and concessionaires. Formal termination notices have been (or will be) sent via email and certified mail, if applicable.

FINANCIAL IMPACT: In the event that legal action is required to enforce a lease termination in accordance with the terms of the agreement, the tenant will be obligated to reimburse the Authority for any associated costs and fees. Other associated expenses are anticipated to be negligible. However, lost rental income is anticipated in the amount of $25,000 – $28,000. The actual amount will vary depending on the length of time required for construction.
To: Honorable Chair and Commissioners
From: Christopher A. Rozansky, Executive Director
By: Kerry Keith, Senior Director of Airport Development and Facilities
Meeting Date: October 15, 2020
Re: ACTION ITEM - Corrected

4. Construct Runway 5-23 Drainage Improvements in an amount not to exceed $4,343,850

SUMMARY: Authorize the Executive Director to execute a contract with Wright Construction for the Runway 5-23 Drainage Improvement Project in an amount not to exceed $4,343,850 which includes the base bid of $4,137,000 plus a contingency of 5% or $206,850.

BACKGROUND: The Runway 5-23 safety area and object free area on the southeast side of the runway are the last areas of the airport movement area with standing water and open swales. These areas present a hazard to any aircraft that may leave the runway and are a wildlife attractant. This project will fill the swales and low-lying areas and pipe the water, maintaining a level and dry surface.

The bid was advertised on March 8, 2020; and bids were due on April 6, 2020. Six bids were received with the three lowest bidders listed below:

1. Wright Construction $4,137,000
2. Manhattan Construction $4,567,030
3. Quality Enterprises USA $4,597,398

COMMUNICATIONS PLAN: No communication is required at this time.

FINANCIAL IMPACT: This project is partially funded with a Grant from the FAA in the amount of $2,464,301 with the potential for additional funding pending the outcome of an ongoing
update to the airports Wildlife Hazard Management Plan (WHMP). The remaining amount is funded by the NAA and is included in the FY 2021 budget.

If approved by the Board, the Executive Director intends to issue a notice to proceed on Phases 1 and 2 totaling $2,067,514.50, scheduled to commence in January 2021, and make a determination regarding Phase 3 of the project totaling $2,069,485.50 once the FAA completes their review of the updated WHMP and makes a determination regarding the eligibility of federal grant funds for Phase 3 of the project. A decision to proceed with Phase 3 will be made no later than August 30, 2021.
RW 5-23 Drainage Improvements Project

Phase 1

Phase 2

Phase 3
SUMMARY: Board approval to amend the Naples Airport Authority Bylaws pertaining to quorum, attendance at Board, Board Committee and Public Committee meetings.

BACKGROUND: Governor DeSantis' Executive Order #20-69 allowing public meetings of local governments to be held virtually expires November 1, 2020. With the ongoing uncertainty of the COVID-19 public health crisis, NAA continues to adhere to CDC best practices for the health and safety of employees, customers, and the community.

CDC recommendations include the following considerations for events and gatherings:

- The more people interact at a gathering and the longer that interaction lasts, the higher the potential risk of becoming infected with COVID-19 and COVID-19 spreading.
- Limit attendance or seating capacity to allow for social distancing or host smaller events in larger rooms.
- Use multiple entrances and exits and discourage crowded waiting areas.
- Block off rows or sections of seating in order to space people at least 6 feet apart.
- Eliminate lines or queues if possible or encourage people to stay at least 6 feet apart by providing signs or other visual cues such as tape or chalk marks.
- Offer online attendance options in addition to in-person attendance to help reduce the number of attendees.

The existing NAA Bylaws are not in keeping with current conditions:

- Article VI MEETINGS
  - Section 6. QUORUM. At all meetings of the Board three (3) Commissioners present in person shall constitute a quorum for the purpose of transacting business.
When a quorum of Commissioners is present in person at the meeting, other Commissioners may participate by speaker phone if practicable.

- Section 10. **PUBLIC COMMITTEES.** A quorum of any public committee shall be a majority of the public committee members in attendance in person.

In consultation with legal counsel, we propose the following revisions to the NAA Bylaws:

- **Article VI MEETINGS**
  
  - Section 6. **QUORUM.** At all meetings of the Board, three (3) Commissioners present in person shall constitute a quorum for the purpose of transacting business. Each Commissioner is expected to be present in person at meetings of the Board; provided, however, if it is necessary for a Commissioner to be physically absent, then the Commissioner may participate and vote in such meeting using communications media technology, such as telephonic or video conferencing, if (i) a quorum of the Commissioners is present in person at such meeting and (ii) a majority of the Commissioners present in person determine that extraordinary circumstances exist and approve the Commissioner to participate and vote in such meeting using communications media technology.

  - Section 10. **PUBLIC COMMITTEES.** A quorum of any public committee shall be twenty five percent (25%) of the total number of members appointed by the Board to that committee present in person at the meeting; provided, however, if it is necessary for a member to be physically absent, then the member may participate and vote in such meeting using communications media technology, such as telephonic or video conferencing, if (i) a quorum of the public committee members is present in person at such meeting and (ii) a majority of the members present in person determine that extraordinary circumstances exist and approve the member to participate and vote in such meeting using communications media technology.

Attached is a red-lined and clean version of the NAA Bylaws. Also attached for reference are summaries of certain applicable executive orders, statutes, attorney general opinions, City resolutions and the NAA enabling act.

**COMMUNICATIONS PLAN:** If the revisions are approved, Committee members will be apprised of any updates or revisions to meeting guidelines.

**FINANCIAL IMPACT:** Not applicable at this time.
BYLAWS FOR THE GOVERNANCE AND OPERATION OF CITY OF NAPLES AIRPORT AUTHORITY

ARTICLE I
TITLE, PURPOSE AND GOVERNANCE

Section 1. **TITLE.** This body politic and corporate shall be known as City of Naples Airport Authority, a political subdivision of the State of Florida ("the Authority").

Section 2. **PURPOSE.** The purpose of the Authority is to operate, improve, equip, develop and maintain the airport facilities at the Naples Municipal Airport located in Collier County, Florida and any other airport in Collier County which the Authority may contract to operate. The Authority is constituted a public instrumentality with full governmental police power; and, the exercise by the Authority of the powers conferred by the City of Naples Airport Authority Act, Laws of Florida, Chapter 69.1326, shall be in the performance of an essential governmental function.

Section 3. **GOVERNANCE.** The Authority shall be governed by a Board of Commissioners ("the Board") composed of five (5) Commissioners ("the Commissioners") appointed from time to time by the Naples City Council for terms of four (4) years.

ARTICLE II
SEAL

Section 1. **FORM.** The official seal of the Authority shall be in the form of a circle and shall read “City of Naples Airport Authority, a political subdivision of the State of Florida” (“the Seal”).

Section 2. **USE.** The Seal shall be used for attesting the signature of the Chairman, Vice Chairman or the Executive Director on any official document where such attestation is required or deemed appropriate.

ARTICLE III
OFFICE

Section 1. **LOCATION.** The principal office of the Authority and the Board shall be located at City of Naples Airport Authority, 160 Aviation Drive North, Naples, Florida 34104.

ARTICLE IV
COMMISSIONERS, EXECUTIVE DIRECTOR AND COUNSEL

Section 1. **COMMISSIONERS.** The Commissioners of the Authority shall perform such duties and functions as may from time to time be required by the Board, by these Bylaws or by the City of Naples Airport Authority Act. Each Commissioner may submit to the Board for its consideration such recommendations and information as he/she may consider proper concerning the business, affairs and policies of the Authority.

The officers of the Board shall be a Chairman, Vice Chairman and such other officers as the Board may determine. The Chairman and Vice Chairman shall be elected by the Board at the

-1-
Regular Meeting in January for a term of one (1) year. The Chairman is not eligible to serve more than two (2) consecutive terms in that office.

The Chairman shall be a Commissioner and shall preside at all meetings of the Board and represent the Authority at any official functions at which the Authority’s official presence is appropriate (“the Chairman”). The Chairman shall execute all resolutions, agreements, contracts, bonds, notes and any other instruments of the Authority on behalf of the Authority when so authorized by the Board and shall perform such other duties as may be prescribed for the Chairman by law or by the Board.

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

Section 2. **EXECUTIVE DIRECTOR.** The Board shall contract with an individual to serve as Executive Director. The Executive Director shall serve as Secretary to the Board and Chief Operating and Chief Financial Officer of the Authority. The Executive Director shall report directly to the Board. The powers and duties of the Executive Director shall be delegated to him by the Board annually by resolution for that purpose.

As Secretary to the Board, the Executive Director shall maintain all records of the Authority, record all votes and keep the Minutes of the Board and all committees of the Board in a Minute Book for that purpose, provide notice of all meetings, keep in safe custody the Seal and have the power to affix such Seal to all documents as may be required or deemed appropriate.

As Chief Financial Officer, the Executive Director shall have the care and custody of all funds of the Authority, shall maintain all funds in accordance with Florida Statutes Section 218.415 and shall deposit the same forthwith in the name of the Authority in such bank or banks in the State of Florida as the Board may designate. All funds received from sources other than bond obligations, grant payments and passenger facility charges shall be credited to the general operating account of the Authority. Funds held or received in connection with any bond obligation shall be invested in accordance with the terms of the bond covenants. State and federal grants shall be invested in accordance with the covenants contained in the individual grant agreements. Passenger facility charges shall be administered in accordance with applicable federal regulations.

The Executive Director, the Deputy Executive Director and the Director of Finance shall each be required to obtain a fidelity bond or equivalent crime insurance in the amount of not less than Two Hundred Fifty Thousand and No/100 Dollars ($250,000.00). Other employees shall be bonded as required by the Executive Director.

Section 3. **AUTHORITY COUNSEL.** 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.

**ARTICLE V**

**FINANCIAL MATTERS**

Section 1. **FISCAL YEAR.** The fiscal year of the Authority shall begin on the 1st day of October of each year and shall end on the 30th day of September of the following calendar year (“the Fiscal Year”).

Section 2. **BUDGET.** 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 the 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.

Section 3. **AUDIT.** There shall be an annual audit of the accounts and records of the Authority by a firm of certified public accountants, who shall act as the Authority’s auditors (“the Auditors”). During the third year of engagement, the Board shall consider and decide whether to renew the engagement or to commence a competitive selection process for the retention of auditors for the succeeding year. The Board shall, through a competitive selection procedure no less frequently than every five (5) years select the Auditors. Whenever the Board elects to utilize the competitive selection process, the current Auditors shall be eligible to compete in the process. The Auditors shall report to and be reviewed annually by the Board to assess their performance and accomplishments.
ARTICLE VI
MEETINGS

Section 1. **REGULAR MEETINGS.** Regular meetings of the Board ("Regular Meetings") shall be held on the third Thursday of each calendar month, with the exception of the month of July, when no Regular Meeting shall be held. All Regular Meetings may be conducted at the Naples City Hall in the City Council Chambers, 735 Eighth Street South, Naples, Florida, commencing at 8:30 a.m. if convenient.

Regular Meetings may not be cancelled or rescheduled except by the Chairman or, in his/her absence, by the Vice Chairman, and only for cause. Cause for cancellation and rescheduling of a Regular Meeting shall only mean lack of a quorum of the Board, absence of business to conduct or an emergency which would preclude the orderly conduct of business.

No later than the Regular Meeting in December, the Strategic Plan shall be presented to the Board for review and consideration of any recommendations and/or changes thereto. No later than the Regular Meeting in April, the Airport Master Plan shall be presented to the Board for review and consideration of any recommendations and/or changes thereto.

Section 2. **SPECIAL MEETINGS.** Special or workshop meetings of the Board (collectively "Special Meetings") may be called by the Chairman or, in his/her absence, the Vice Chairman, or by the consent of three (3) Commissioners. The Executive Director shall take the direction of the Commissioners calling for the Special Meeting in the preparation of the Agenda.

Section 3. **NOTICE, AGENDA AND MINUTES.** Notice of each Regular and Special Meeting of the Board shall be provided in accordance with applicable law.

The Agenda for all meetings of the Board shall be prepared by the Executive Director with the prior approval of the Chairman, or one of the Commissioners who requested the meeting in the case of a Special Meeting, and shall be accompanied by a Board package of items to be discussed or acted upon at the meeting. The Agenda of each Regular and Special Meeting of the Board, along with any meeting materials available in an electronic format, shall be posted on the Authority’s official website, in accordance with applicable law.

The Board package for each Regular Meeting of the Board shall include the Notice, Agenda, Minutes and Final Agenda(s) of recent previous meetings, such items as are required to be acted upon by the Board, a report on all official action taken by or on behalf of the Executive Director, and such other information, materials and reports as are to be brought to the attention of the Board, including a monthly financial report and the Executive Director’s comments thereon.

The official record of all meetings of the Board of Commissioners shall be the formal minutes prepared and kept by the Secretary to the Board when reviewed and approved by the Commissioners at a regularly scheduled meeting (the "Minutes"). An electronic recording of each meeting shall be made to assist the Secretary in preparing the official Minutes. The Minutes of each Regular and Special Meeting shall reflect the names of all Commissioners and staff present, the names of all public speakers, description of all requests, motions and proposals, the action taken on each item, the vote of each Commissioner, all procedural matters discussed and a summary of the information presented. The Minutes shall include a minimum of narrative
material but shall include such detail as may be necessary for the Final Agenda and the Minutes to act as a guide or index of the matters discussed and each decision made by the Board.

Section 4. **FLORIDA SUNSHINE LAW.** Each Regular or Special Meeting of the Board or any committee shall be open to the public and shall be conducted in accordance with Florida Statutes Section 286.011, commonly referred to as the Sunshine Law.

Section 5. **STAFF.** The Executive Director, the Authority Counsel, or their designees, and such members of staff as are necessary for the orderly conduct of business shall attend all meetings of the Board.

Section 6. **QUORUM.** At all meetings of the Board three (3) Commissioners present in person shall constitute a quorum for the purpose of transacting business. Each Commissioner is expected to be present in person at meetings of the Board; provided, however, if it is necessary for a Commissioner to be physically absent, then the Commissioner may participate and vote in such meeting using communications media technology, such as telephonic or video conferencing, if (i) a quorum of the Commissioners is present in person at such meeting and (ii) a majority of the Commissioners present in person determine that extraordinary circumstances exist and approve the Commissioner to participate and vote in such meeting using communications media technology.

Section 7. **ORDER OF BUSINESS.** The order of business at Regular Meetings shall be determined by the Chairman. The order of business may be altered or modified at any Board meeting by the Commissioners. Except as otherwise provided by the Commissioners, all resolutions shall be in writing and shall be copied in or attached to the Minutes of the meeting.

Section 8. **VOTING.** A vote of the Board may be taken by voice vote or roll call vote at the option of the Chairman. The “yes” and “no” of each Commissioner shall be entered in the Minutes of the meeting. A decision on each action item presented to the Board shall be made by the affirmative vote of at least three (3) Commissioners in attendance, subject to the requirements contained in Article VII "Special Provisions".

Section 9. **COMMITTEES OF THE BOARD.** The Board may create committees of the Board consisting of Commissioners and assign duties and responsibilities to each committee as the Board deems necessary or advisable. The Chairman shall appoint members of all committees of the Board who shall serve at the pleasure of the Chairman. The Executive Director, or his/her designee, neither of whom shall be members of the committee, shall act as Secretary to each committee of the Board, and shall keep proper Minutes of all committee meetings and recommendations.

All Commissioners are encouraged to attend the meeting of any committee of the Board. However, to be considered a member pro tem of that committee and to vote, such non-member Commissioner shall, prior to the commencement of the committee meeting, notify the committee chairperson that he/she is attending as a voting pro tem committee member. Failure to so advise the committee chairperson prior to the commencement of the committee meeting shall cause the Commissioner to be a member of the public only and not eligible to participate in committee business.

There shall be two (2) permanent committees of the Board, the Audit Committee and the Consultant Selection Committee. The Audit Committee shall meet with the Auditors and shall
have such fiscal responsibilities as are specified by the Board. The Consultant Selection Committee shall have the responsibility of interviewing applicants as consultants to the Board pursuant to the provisions of Florida Statutes Section 287.055 and shall recommend to the Board a ranking of consultants for each project. The Executive Director shall negotiate and finalize the terms and conditions of each service agreement for subsequent approval by the Board. All agreements shall be prepared or approved by the Authority Counsel.

A quorum of any committee of the Board shall be the number of Commissioners appointed by the Chairman to that committee. A non-member Commissioner considered a member pro tem of a committee of the Board shall be counted toward a quorum.

Section 10. **PUBLIC COMMITTEES.** The Board may create such committees consisting of Commissioners and/or members of the public at large and assign the duties and responsibilities of each public committee as the Board deems necessary or advisable. The Board shall appoint members of public committees who shall serve at the pleasure of the Board. The Executive Director, or his/her designee, neither of whom shall be members of the public committee, shall act as Secretary for each public committee, and proper Minutes of all public committee meetings and recommendations shall be kept.

There shall be one (1) permanent public committee, the Noise Compatibility Committee, which shall function pursuant to its own bylaws as adopted from time to time by the Board. Public committees shall be advisory only and shall report at least annually to the Board of Commissioners on their work on behalf of the Authority.

A quorum of any public committee shall be twenty five percent (25%) of the total number of members appointed by the Board to that committee present in person at the meeting; provided, however, if it is necessary for a member to be physically absent, then the member may participate and vote in such meeting using communications media technology, such as telephonic or video conferencing, if (i) a quorum of the public committee members is present in person at such meeting and (ii) a majority of the members present in person determine that extraordinary circumstances exist and approve the member to participate and vote in such meeting using communications media technology..

**ARTICLE VII**

**SPECIAL PROVISIONS**

Section 1. **MAXIMUM GROSS TAKE-OFF WEIGHT.** The Authority has determined, with Federal Aviation Administration ("FAA") approval, that the maximum gross take-off weight at the Naples Municipal Airport should be seventy-five thousand pounds (75,000 lbs.), dual wheel. It is the intent of the Authority to maintain 75,000 lbs. as the stated weight bearing capacity, for both R/W 5-23 and R/W 14-32, in order to comply with the twenty (20) year economic life design objective for runway pavement.

Any adjustment to the stated weight bearing capacity of the runways should be made only after an analysis of the financial, environmental, aviation and structural impact such an adjustment might have. The analysis shall include an advertised public hearing to receive public comment and perspective. Thereafter the contemplated adjustment shall be discussed with Naples City Council at a public joint workshop.
Any change in the stated weight bearing capacity of the Airport runways shall only be enacted after the affirmative vote of four (4) Commissioners.

ARTICLE VIII
INDEMNIFICATION

Section 1. GENERAL SCOPE OF INDEMNIFICATION. The Authority shall, to the fullest extent permitted by Florida law, provide for holding harmless from and indemnifying any person made, or threatened to be made, a party to any action or proceeding, whether civil or criminal in nature, by reason of the fact that such person is or was a Commissioner, officer, agent or an employee of the Authority, against judgments, costs, penalties, fines and amounts paid in settlement and reasonable expenses, including reasonable attorneys’ fees, actually and necessarily incurred as a result of such action or proceeding (including any appeal therein), provided such Commissioner, officer, agent or employee of the Authority acted in good faith for a purpose which such person reasonably believed to be in the best interest of the Authority and, in criminal actions or proceedings, had no reasonable cause to believe that any action taken by or conduct of such person was unlawful.

Section 2. PRESUMPTION. Determination of any such civil or criminal action or proceeding by judgment, settlement, conviction or upon a pleading of nolo contendere, or its equivalent, shall not in itself create a presumption that any Commissioner, officer, agent or employee of the Authority did not act in good faith for a purpose which such person reasonably believed to be in the best interests of the Authority or that such person had reasonable cause to believe that such action or conduct was lawful.

ARTICLE IX
AMENDMENT

Section 1. AMENDMENTS TO BYLAWS. The Bylaws of the Authority may be amended only at a properly noticed Regular or Special Meeting, but no such amendment shall be adopted unless at least five (5) days’ written notice thereof has been given to all Commissioners. Amendments to these Bylaws shall be adopted in accordance with Article VI, Section 8 and Article VII, Section 1.

ARTICLE X
CONFLICTS

Section 1. CITY OF NAPLES AIRPORT AUTHORITY ACT. In the event of a conflict between these Bylaws and the “City of Naples Airport Authority Act, Laws of Fla. ch. 69-1326, as amended (“the Enabling Act”), the provisions of the Enabling Act shall control.

Section 2. RULES AND REGULATIONS. In the event of a conflict between these Bylaws and the Naples Municipal Airport Rules and Regulations, the provisions of these Bylaws shall control.
THESE BYLAWS were duly adopted this 15th day of October, 2020.

ATTEST:

CITY OF NAPLES AIRPORT AUTHORITY,
a political subdivision of the State of Florida

SEAL

Christopher A. Rozansky
Executive Director

By: Michael Lenhard
Print Name: Michael Lenhard
Chair

Approved as to form and legal sufficiency:

NAA Counsel
BYLAWS FOR THE GOVERNANCE AND OPERATION
OF CITY OF NAPLES AIRPORT AUTHORITY

ARTICLE I
TITLE, PURPOSE AND GOVERNANCE

Section 1. TITLE. This body politic and corporate shall be known as City of Naples Airport Authority, a political subdivision of the State of Florida ("the Authority").

Section 2. PURPOSE. The purpose of the Authority is to operate, improve, equip, develop and maintain the airport facilities at the Naples Municipal Airport located in Collier County, Florida and any other airport in Collier County which the Authority may contract to operate. The Authority is constituted a public instrumentality with full governmental police power; and, the exercise by the Authority of the powers conferred by the City of Naples Airport Authority Act, Laws of Florida, Chapter 69.1326, shall be in the performance of an essential governmental function.

Section 3. GOVERNANCE. The Authority shall be governed by a Board of Commissioners ("the Board") composed of five (5) Commissioners ("the Commissioners") appointed from time to time by the Naples City Council for terms of four (4) years.

ARTICLE II
SEAL

Section 1. FORM. The official seal of the Authority shall be in the form of a circle and shall read "City of Naples Airport Authority, a political subdivision of the State of Florida" ("the Seal").

Section 2. USE. The Seal shall be used for attesting the signature of the Chairman, Vice Chairman or the Executive Director on any official document where such attestation is required or deemed appropriate.

ARTICLE III
OFFICE

Section 1. LOCATION. The principal office of the Authority and the Board shall be located at City of Naples Airport Authority, 160 Aviation Drive North, Naples, Florida 34104.

ARTICLE IV
COMMISSIONERS, EXECUTIVE DIRECTOR AND COUNSEL

Section 1. COMMISSIONERS. The Commissioners of the Authority shall perform such duties and functions as may from time to time be required by the Board, by these Bylaws or by the City of Naples Airport Authority Act. Each Commissioner may submit to the Board for its consideration such recommendations and information as he/she may consider proper concerning the business, affairs and policies of the Authority.

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

The Chairman shall be a Commissioner and shall preside at all meetings of the Board and represent the Authority at any official functions at which the Authority's official presence is appropriate ("the Chairman"). The Chairman shall execute all resolutions, agreements, contracts, bonds, notes and any other instruments of the Authority on behalf of the Authority when so authorized by the Board and shall perform such other duties as may be prescribed for the Chairman by law or by the Board.

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

Section 2. **EXECUTIVE DIRECTOR.** The Board shall contract with an individual to serve as Executive Director. The Executive Director shall serve as Secretary to the Board and Chief Operating and Chief Financial Officer of the Authority. The Executive Director shall report directly to the Board. The powers and duties of the Executive Director shall be delegated to him by the Board annually by resolution for that purpose.

As Secretary to the Board, the Executive Director shall maintain all records of the Authority, record all votes and keep the Minutes of the Board and all committees of the Board in a Minute Book for that purpose, provide notice of all meetings, keep in safe custody the Seal and have the power to affix such Seal to all documents as may be required or deemed appropriate.

As Chief Financial Officer, the Executive Director shall have the care and custody of all funds of the Authority, shall maintain all funds in accordance with Florida Statutes Section 218.415 and shall deposit the same forthwith in the name of the Authority in such bank or banks in the State of Florida as the Board may designate. All funds received from sources other than bond obligations, grant payments and passenger facility charges shall be credited to the general operating account of the Authority. Funds held or received in connection with any bond obligation shall be invested in accordance with the terms of the bond covenants. State and federal grants shall be invested in accordance with the covenants contained in the individual grant agreements. Passenger facility charges shall be administered in accordance with applicable federal regulations.

The Executive Director, the Deputy Executive Director and the Director of Finance shall each be required to obtain a fidelity bond or equivalent crime insurance in the amount of not less than Two Hundred Fifty Thousand and No/100 Dollars ($250,000.00). Other employees shall be bonded as required by the Executive Director.

Section 3. **AUTHORITY COUNSEL.** 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.

ARTICLE V
FINANCIAL MATTERS

Section 1. FISCAL YEAR. The fiscal year of the Authority shall begin on the 1st day of October of each year and shall end on the 30th day of September of the following calendar year ("the Fiscal Year").

Section 2. BUDGET. 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 the 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.

Section 3. AUDIT. There shall be an annual audit of the accounts and records of the Authority by a firm of certified public accountants, who shall act as the Authority's auditors ("the Auditors"). During the third year of engagement, the Board shall consider and decide whether to renew the engagement or to commence a competitive selection process for the retention of auditors for the succeeding year. The Board shall, through a competitive selection procedure no less frequently than every five (5) years select the Auditors. Whenever the Board elects to utilize the competitive selection process, the current Auditors shall be eligible to compete in the process. The Auditors shall report to and be reviewed annually by the Board to assess their performance and accomplishments.
ARTICLE VI
MEETINGS

Section 1. REGULAR MEETINGS. Regular meetings of the Board ("Regular Meetings") shall be held on the third Thursday of each calendar month, with the exception of the month of July, when no Regular Meeting shall be held. All Regular Meetings may be conducted at the Naples City Hall in the City Council Chambers, 735 Eighth Street South, Naples, Florida, commencing at 8:30 a.m. if convenient.

Regular Meetings may not be cancelled or rescheduled except by the Chairman or, in his/her absence, by the Vice Chairman, and only for cause. Cause for cancellation and rescheduling of a Regular Meeting shall only mean lack of a quorum of the Board, absence of business to conduct or an emergency which would preclude the orderly conduct of business.

No later than the Regular Meeting in December, the Strategic Plan shall be presented to the Board for review and consideration of any recommendations and/or changes thereto. No later than the Regular Meeting in April, the Airport Master Plan shall be presented to the Board for review and consideration of any recommendations and/or changes thereto.

Section 2. SPECIAL MEETINGS. Special or workshop meetings of the Board (collectively "Special Meetings") may be called by the Chairman or, in his/her absence, the Vice Chairman, or by the consent of three (3) Commissioners. The Executive Director shall take the direction of the Commissioners calling for the Special Meeting in the preparation of the Agenda.

Section 3. NOTICE, AGENDA AND MINUTES. Notice of each Regular and Special Meeting of the Board shall be provided in accordance with applicable law.

The Agenda for all meetings of the Board shall be prepared by the Executive Director with the prior approval of the Chairman, or one of the Commissioners who requested the meeting in the case of a Special Meeting, and shall be accompanied by a Board package of items to be discussed or acted upon at the meeting. The Agenda of each Regular and Special Meeting of the Board, along with any meeting materials available in an electronic format, shall be posted on the Authority's official website, in accordance with applicable law.

The Board package for each Regular Meeting of the Board shall include the Notice, Agenda, Minutes and Final Agenda(s) of recent previous meetings, such items as are required to be acted upon by the Board, a report on all official action taken by or on behalf of the Executive Director, and such other information, materials and reports as are to be brought to the attention of the Board, including a monthly financial report and the Executive Director's comments thereon.

The official record of all meetings of the Board of Commissioners shall be the formal minutes prepared and kept by the Secretary to the Board when reviewed and approved by the Commissioners at a regularly scheduled meeting (the "Minutes"). An electronic recording of each meeting shall be made to assist the Secretary in preparing the official Minutes. The Minutes of each Regular and Special Meeting shall reflect the names of all Commissioners and staff present, the names of all public speakers, description of all requests, motions and proposals, the action taken on each item, the vote of each Commissioner, all procedural matters discussed and a summary of the information presented. The Minutes shall include a minimum of narrative
material but shall include such detail as may be necessary for the Final Agenda and the Minutes to act as a guide or index of the matters discussed and each decision made by the Board.

Section 4. **FLORIDA SUNSHINE LAW.** Each Regular or Special Meeting of the Board or any committee shall be open to the public and shall be conducted in accordance with Florida Statutes Section 286.011, commonly referred to as the Sunshine Law.

Section 5. **STAFF.** The Executive Director, the Authority Counsel, or their designees, and such members of staff as are necessary for the orderly conduct of business shall attend all meetings of the Board.

Section 6. **QUORUM.** At all meetings of the Board three (3) Commissioners present in person shall constitute a quorum for the purpose of transacting business. Each Commissioner is expected to be present in person at meetings of the Board; provided, however, if it is necessary for a Commissioner to be physically absent, then the Commissioner may participate and vote in such meeting using communications media technology, such as telephonic or video conferencing, if (i) a quorum of the Commissioners is present in person at such meeting and (ii) a majority of the Commissioners present in person determine that extraordinary circumstances exist and approve the Commissioner to participate and vote in such meeting using communications media technology. When a quorum of Commissioners is present in person at the meeting, other Commissioners may participate by speaker phone if practicable.

Section 7. **ORDER OF BUSINESS.** The order of business at Regular Meetings shall be determined by the Chairman. The order of business may be altered or modified at any Board meeting by the Commissioners. Except as otherwise provided by the Commissioners, all resolutions shall be in writing and shall be copied in or attached to the Minutes of the meeting.

Section 8. **VOTING.** A vote of the Board may be taken by voice vote or roll call vote at the option of the Chairman. The "yes" and "no" of each Commissioner shall be entered in the Minutes of the meeting. A decision on each action item presented to the Board shall be made by the affirmative vote of at least three (3) Commissioners in attendance, subject to the requirements contained in Article VII "Special Provisions".

Section 9. **COMMITTEES OF THE BOARD.** The Board may create committees of the Board consisting of Commissioners and assign duties and responsibilities to each committee as the Board deems necessary or advisable. The Chairman shall appoint members of all committees of the Board who shall serve at the pleasure of the Chairman. The Executive Director, or his/her designee, neither of whom shall be members of the committee, shall act as Secretary to each committee of the Board, and shall keep proper Minutes of all committee meetings and recommendations.

All Commissioners are encouraged to attend the meeting of any committee of the Board. However, to be considered a member pro tern of that committee and to vote, such non-member Commissioner shall, prior to the commencement of the committee meeting, notify the committee chairperson that he/she is attending as a voting pro tern committee member. Failure to so advise the committee chairperson prior to the commencement of the committee meeting shall cause the Commissioner to be a member of the public only and not eligible to participate in committee business.
There shall be two (2) permanent committees of the Board, the Audit Committee and the Consultant Selection Committee. The Audit Committee shall meet with the Auditors and shall have such fiscal responsibilities as are specified by the Board. The Consultant Selection Committee shall have the responsibility of interviewing applicants as consultants to the Board pursuant to the provisions of Florida Statutes Section 287.055 and shall recommend to the Board a ranking of consultants for each project. The Executive Director shall negotiate and finalize the terms and conditions of each service agreement for subsequent approval by the Board. All agreements shall be prepared or approved by the Authority Counsel.

A quorum of any committee of the Board shall be the number of Commissioners appointed by the Chairman to that committee. A non-member Commissioner considered a member pro tern of a committee of the Board shall be counted toward a quorum.

Section 10. PUBLIC COMMITTEES. The Board may create such committees consisting of Commissioners and/or members of the public at large and assign the duties and responsibilities of each public committee as the Board deems necessary or advisable. The Board shall appoint members of public committees who shall serve at the pleasure of the Board. The Executive Director, or his/her designee, neither of whom shall be members of the public committee, shall act as Secretary for each public committee, and proper Minutes of all public committee meetings and recommendations shall be kept.

There shall be one (1) permanent public committee, the Noise Compatibility Committee, which shall function pursuant to its own bylaws as adopted from time to time by the Board. Public committees shall be advisory only and shall report at least annually to the Board of Commissioners on their work on behalf of the Authority.

A quorum of any public committee shall be twenty five percent (25%) of the total number of members appointed by the Board to that committee present in person at the meeting; provided, however, if it is necessary for a member to be physically absent, then the member may participate and vote in such meeting using communications media technology, such as telephonic or video conferencing, if CI) a quorum of the public committee members is present in person at such meeting and (ii) a majority of the members present in person determine that extraordinary circumstances exist and approve the member to participate and vote in such meeting using communications media technology, a majority of the public committee members in attendance in person.

ARTICLE VII
SPECIAL PROVISIONS

Section 1. MAXIMUM GROSS TAKE-OFF WEIGHT. The Authority has determined, with Federal Aviation Administration ("FAA") approval, that the maximum gross take-off weight at the Naples Municipal Airport should be seventy-five thousand pounds (75,000 lbs.), dual wheel. It is the intent of the Authority to maintain 75,000 lbs. as the stated weight bearing capacity, for both R/W 5-23 and R/W 14-32, in order to comply with the twenty (20) year economic life design objective for runway pavement.

Any adjustment to the stated weight bearing capacity of the runways should be made only after an analysis of the financial, environmental, aviation and structural impact such an adjustment might have. The analysis shall include an advertised public hearing to receive public comment
and perspective. Thereafter the contemplated adjustment shall be discussed with Naples City Council at a public joint workshop.

Any change in the stated weight bearing capacity of the Airport runways shall only be enacted after the affirmative vote of four (4) Commissioners.

ARTICLE VIII
INDEMNIFICATION

Section 1. GENERAL SCOPE OF INDEMNIFICATION. The Authority shall, to the fullest extent permitted by Florida law, provide for holding harmless from and indemnifying any person made, or threatened to be made, a party to any action or proceeding, whether civil or criminal in nature, by reason of the fact that such person is or was a Commissioner, officer, agent or an employee of the Authority, against judgments, costs, penalties, fines and amounts paid in settlement and reasonable expenses, including reasonable attorneys' fees, actually and necessarily incurred as a result of such action or proceeding (including any appeal therein), provided such Commissioner, officer, agent or employee of the Authority acted in good faith for a purpose which such person reasonably believed to be in the best interest of the Authority and, in criminal actions or proceedings, had no reasonable cause to believe that any action taken by or conduct of such person was unlawful.

Section 2. PRESUMPTION. Determination of any such civil or criminal action or proceeding by judgment, settlement, conviction or upon a pleading of nolo contendere, or its equivalent, shall not in itself create a presumption that any Commissioner, officer, agent or employee of the Authority did not act in good faith for a purpose which such person reasonably believed to be in the best interests of the Authority or that such person had reasonable cause to believe that such action or conduct was lawful.

ARTICLE IX
AMENDMENT

Section 1. AMENDMENTS TO BYLAWS. The Bylaws of the Authority may be amended only at a properly noticed Regular or Special Meeting, but no such amendment shall be adopted unless at least five (5) days' written notice thereof has been given to all Commissioners. Amendments to these Bylaws shall be adopted in accordance with Article VI, Section 8 and Article VII, Section 1.

ARTICLE X
CONFLICTS

Section 1. CITY OF NAPLES AIRPORT AUTHORITY ACT. In the event of a conflict between these Bylaws and the "City of Naples Airport Authority Act, Laws of Fla. ch. 69-1326, as amended ("the Enabling Act"), the provisions of the Enabling Act shall control.

Section 2. RULES AND REGULATIONS. In the event of a conflict between these Bylaws and the Naples Municipal Airport Rules and Regulations, the provisions of these Bylaws shall control.
THESE BYLAWS were duly adopted this 20th day of September, 2018.

ATTEST: 

CITY OF NAPLES AIRPORT AUTHORITY,  
a political subdivision of the State of Florida

SEAL

By: ____________________________

Christopher A. Rozansky  
Executive Director

Print Name: Donna M. Messer  
Chair
Summaries of certain applicable executive orders, statutes, attorney general opinions, City resolutions and the NAA enabling act

**Governor DeSantis Executive Order.** Executive Order Number 20-69, issued by the Governor of the State of Florida on March 20, 2020 ("Executive Order 20-69"), as modified and extended, (i) "suspend[s] any Florida Statute that requires a quorum to be present in person or requires a local government body to meet at a specific public place" and (ii) provides that "[l]ocal government bodies may utilize communications media technology, such as telephonic and video conferencing." Executive Order Number 20-69, unless further extended, is scheduled to expire at 12:01am on November 1, 2020.

**Florida's Government-in-the-Sunshine Law.** Section 286.011(1), Florida Statutes, provides:

"All meetings of any board or commission of any state agency or authority or of any agency or authority of any county, municipal corporation, or political subdivision, except as otherwise provided in the Constitution, including meetings with or attended by any person elected to such board or commission, but who has not yet taken office, at which official acts are to be taken are declared to be public meetings open to the public at all times, and no resolution, rule, or formal action shall be considered binding except as taken or made at such meeting. The board or commission must provide reasonable notice of all such meetings."

**Florida Attorney General.** In addressing the issues surrounding the use of communications media technology by members of a local board or commission to participate in a duly noticed public meeting, the Florida Attorney General has rendered the following opinions:

"Accordingly, it is my opinion that where a rule or statute contemplates that a meeting will be held in a public place with the members physically present, the participation of an absent member in the meeting by telephone conference should be permitted only in extraordinary circumstances and when a quorum of the board members is physically present at the meeting. Whether the absence of a member due to a scheduling conflict constitutes such a circumstance is a determination that must be made in the good judgment of the board." Op. Att'y Gen. Fla. 03-41 (2003).

"This office has determined that a member of a board or commission may attend a meeting under certain extraordinary circumstances, but that a quorum of the board or commission must physically be present in order to carry out official business. The physical presence of a quorum has not been required where electronic media technology is used to allow public access and participation at workshop meetings where no formal action will be taken. At workshops and special meetings where no formal action will be taken, this office has found that electronic media technology may be used. The board or commission, however, must be vigilant in adhering to the requirements of the Sunshine Law and ensure that the meetings or workshops using electronic media technology are not forums to undertake formal decisionmaking." Inf. Op. Att'y Gen. Fla. to Stebbins, (December 1, 2015).
"Thus, it is my opinion that the Bass Museum Board of Trustees may agree to allow an out-of-state member to participate in meetings by telephone by satisfying the requirements of the Government-in-the-Sunshine Law. Compliance would involve providing notice and access to the public at such meetings through the use of such devices as a speaker telephone that would allow the absent member to participate in discussions, to be heard by the other board members and the public and to hear discussions taking place during the meeting." Op. Att’y Gen. Fla. 94-55 (1994).

City of Naples. Resolution 2017-13970 enacted by the Naples City Council on May 17, 2017 provides:

“A council member, or a member of a board, commission or committee who for good cause cannot appear in person at a meeting may appear remotely by electronic means, providing that: a. There is a quorum physically present at the meeting location; b. There is good cause for why the member cannot attend in person; c. The member has provided notification . . . of inability to attend in person and desire to attend electronically, at least two business days prior to the meeting . . . ; and d. When participating by remote electronic means, the member is visible and audible . . . . “Good cause” means that the member cannot attend in person due to illness, personal or family matter, absence from the area, unavoidable scheduling conflict, or other good reason.”

City of Naples Airport Authority Act. Sec. 3 [Meetings; quorum; officers; employees; legal services] of the City of Naples Airport Authority Act (Laws of Florida, Chapter 69.1326) states:

“All meetings of the authority shall be public meetings and the powers of the authority shall be vested in the commissioners thereof in office from time to time. Three (3) commissioners shall constitute a quorum of the authority for the purpose of conducting its business and exercising its powers and for all other purposes. Action may be taken by the authority upon a vote of a majority of the commissioners present, unless in any case the bylaws of the authority shall require a larger number.”
To: Honorable Chair and Commissioners
From: Christopher A. Rozansky, Executive Director
Meeting Date: October 15, 2020
Re: OLD BUSINESS

3. Modification to Executive Director’s Performance Review

SUMMARY: Board discussion and consensus on revisions to the Executive Director’s Performance Evaluation form.

BACKGROUND: On August 20, 2020 the Board conducted the Executive Director’s annual review. Commissioners expressed concerns that several questions didn’t warrant varying degrees of performance.

Changing the scoring for some questions to either “Satisfactory” or “Unsatisfactory” rather than a scale of 1 – 5 was suggested. The Executive Director agreed to prepare alternatives to consider for the Executive Director’s next review cycle. Two alternatives are attached for the Board’s consideration:

Alternative 1 – Minimal changes to the text. Changes scoring on Administration and Regulatory Compliance from a scale of 1-5 to “Satisfactory” or “Unsatisfactory”.

Alternative 2 – Deletes the section on Administration and incorporates elements into “Leadership” and “Relationship with the Board of Commissioners”. Also deletes the section on Regulatory Compliance since aspects of financial and aviation regulatory compliance are measures in the Strategic Plan.

COMMUNICATIONS PLAN: Not applicable at this time.

FINANCIAL IMPACT: Not applicable at this time.
Each Commissioner is asked to complete the evaluation form based on his/her assessment of the performance of the Executive Director on a scale from one (1) to five (5). A score of one (1) means unsatisfactory performance; three (3) is equivalent to proficient performance; and five (5) reflects exceptional performance. A score of two (2) or four (4) may be used to describe performance somewhere in between each level. Commissioners are encouraged to provide comments, particularly when providing a rating other than three (3) for satisfactory performance.

Leadership

Performing the roles of CEO, CFO, and COO, the Executive Director effectively leads and promotes the interests of the Authority. Appropriately exercises the authority conferred by the Board through the resolution commonly referred to as the “Delegation of Powers”. Aligns with the Authority’s values (APFCARES) and earns the respect and support of employees.

Comments:

Relationship with the Board of Commissioners

The Executive Director diligently communicates pertinent affairs of the Authority to Commissioners. Promptly responds to requests, offers clear explanations and alternatives. Strives to maintain a harmonious relationship between the Board of Commissioners and employees. Appropriately administers and enforces the directives, policies and resolutions of the Board.

Comments:

Strategic Plan

Works closely with the Board, employees and other stakeholders to implement and maintain a strategic plan that aligns the vision, mission, goals and objectives with the aspirations of the Board. Establishes specific, measurable, attainable, relevant and timely goals and objectives as demonstrated through the achievement thereof.


ALTERNATIVE 1

Comments:

Fiscal Management

Demonstrates fiscal accountability, ensures resources are being utilized prudently and ensures the integrity of financial operations. Prepares an annual operating and capital budget which reflects a well-planned, realistic and accurate financial plan. Accurately reports financial performance throughout the year.

Comments:

Business Acumen

Endeavors to maximize the financial self-sustainability of the Authority. Is responsive to changing market dynamics. Maintains competitive fuel programs that offer the highest quality products and services. Prudent in the negotiation, administration and enforcement of lease and concession programs. Exercises sound judgement in business activities and the Authority’s rates and charges.

Comments:

Employee Development

Sets an example of high standards and strives to maintain positive working relationships amongst employees. Takes an active role in the hiring, training, development, retention, engagement, succession planning and performance management of employees to achieve the Authority’s goals and objectives.

Comments:

Job Knowledge and Industry Engagement

Applies a wide breadth of knowledge in various areas, including but not limited to: finance; legal matters; regulatory and legislative affairs; planning and development; fixed base operations; environmental protection; operations; security and personnel matters. Seeks opportunities for professional development and collaborates with peers for the benefit of the Authority and advancement of the aviation industry.

Rating

Executive Director Performance Review
Rev. 11-15-2018/10/15/2020
Page 2 of 3
ALTERNATIVE 1

Comments:

Community Relations

Fosters a positive image of the Authority. Builds rapport with the community, civic groups and media through proactive communications, speaking engagements, outreach and events. Is responsive to inquiries. Establishes and maintains cooperative relationships with local, state and federal agencies.

Rating

Comments:

For the two sections below, please select a performance rating of "Satisfactory", "Unsatisfactory" or "Insufficient information" and provide any relevant comments.

Administration

Fulfills the role of Secretary to the Board by maintaining all records of the Authority, appropriately prepares minutes are appropriately prepared and provides timely required notice of public meetings is provided. Provides Develops timely, relevant, concise and accurate agendas, presentations and recommendations for Commissioners.

Rating

Comments:

Regulatory Compliance

Ensures manages the Authority in compliance with all applicable federal, state and local laws, statutes, and ordinances. This includes, but is not limited to: applicable FAA regulations and FAA grant assurances; FDOT regulations and grant assurances; TSA and FDOT security regulations; SFWMD and DEP environmental requirements; labor law; financial reporting; and public records and sunshine laws.

Rating

Comments:

Additional Comments

Name of Evaluator: ____________________________ Date: ____________________________

Signature: ____________________________
ALTERNATIVE 2

CITY OF NAPLES AIRPORT AUTHORITY
EXECUTIVE DIRECTOR
PERFORMANCE EVALUATION
FOR THE PERIOD FROM AUGUST 2018-SEPTEMBER 2020 TO JULY 2019-AUGUST 2021

Each Commissioner is asked to complete the evaluation form based on his/her assessment of the performance of the Executive Director on a scale from one (1) to five (5). A score of one (1) means unsatisfactory performance; three (3) is equivalent to proficient performance; and five (5) reflects exceptional performance. A score of two (2) or four (4) may be used to describe performance somewhere in between each level. Commissioners are encouraged to provide comments, particularly when providing a rating other than three (3) for satisfactory performance.

Leadership

Performing the roles of CEO, CFO, and COO and Secretary, the Executive Director effectively leads and promotes the interests of the Authority. Appropriately exercises the authority conferred by the Board through the resolution commonly referred to as the “Delegation of Powers”. Aligns with the Authority’s values (APFCARES) and earns the respect and support of employees.

Comments:

Relationship with the Board of Commissioners

The Executive Director diligently communicates pertinent affairs of the Authority to Commissioners. Promptly responds to requests, offers clear explanations and alternatives. Strives to maintain a harmonious relationship between the Board of Commissioners and employees. Appropriately administers and enforces the directives, policies and resolutions of the Board. Prepares timely, relevant, concise and accurate agendas, minutes, presentations and recommendations for Commissioners.

Comments:

Strategic Plan

Works closely with the Board, employees and other stakeholders to implement and maintain a strategic plan that aligns the vision, mission, goals and objectives with the aspirations of the Board. Establishes specific, measurable, attainable, relevant and timely goals and objectives as demonstrated through the achievement thereof.

Executive Director Performance Review
Rev. 11-15-201810/15/2020
Page 1 of 3
ALTERNATIVE 2

Comments:

Fiscal Management

Demonstrates fiscal accountability, ensures resources are being utilized prudently and ensures the integrity of financial operations. Prepares an annual operating and capital budget which reflects a well-planned, realistic and accurate financial plan. Accurately reports financial performance throughout the year.

Comments:

Business Acumen

Endeavors to maximize the financial self-sustainability of the Authority. Is responsive to changing market dynamics. Maintains competitive fuel programs that offer the highest quality products and services. Prudent in the negotiation, administration and enforcement of lease and concession programs. Exercises sound judgement in business activities and the Authority’s rates and charges.

Comments:

Employee Development

Sets an example of high standards and strives to maintain positive working relationships amongst employees. Takes an active role in the hiring, training, development, retention, engagement, succession planning and performance management of employees to achieve the Authority’s goals and objectives.

Comments:

Job Knowledge and Industry Engagement

Applies a wide breadth of knowledge in various areas, including but not limited to: finance; legal matters; regulatory and legislative affairs; planning and development; fixed base operations; environmental protection; operations; security and personnel matters. Seeks opportunities for professional development and collaborates with peers for the benefit of the Authority and advancement of the aviation industry.

Comments:
ALTERNATIVE 2

Community Relations

Fosters a positive image of the Authority. Builds rapport with the community, civic groups and media through proactive communications, speaking engagements, outreach and events. Is responsive to inquiries. Establishes and maintains cooperative relationships with local, state and federal agencies.

Comments:

Administration

Fulfills the role of Secretary to the Board by maintaining all records of the Authority, appropriately prepares minutes and provides required notice of public meetings. Provides timely, relevant, concise and accurate agendas, presentations and recommendations for Commissioners.

Comments:

Regulatory Compliance

Manages the Authority in compliance with all applicable federal, state and local laws, statutes, and ordinances. This includes, but is not limited to: applicable Federal Aviation Regulations and FAA grant assurances; FDOT regulations and grant assurances; TSA and FDOT security regulations; SFWMD and DEP requirements; labor law; financial reporting; and public records and sunshine laws.

Comments:

Additional Comments

Name of Evaluator: ___________________________ Date: _______________________

Signature: _________________________________
To: Honorable Chair and Commissioners

From: Christopher A. Rozansky, Executive Director

By: Ken Warriner, Director of Finance and Administration

Meeting Date: October 15, 2020

Re: OLD BUSINESS

4. Mr. John Grady, Public Trust Advisors – Economic Update/Investment Portfolio

SUMMARY: Mr. John Grady to present to the Board an overview of the current economic outlook and a proposed investment strategy for the Authority.

BACKGROUND: Public Trust Advisors was engaged in August 2020 to advise and provide recommendations regarding the Authority’s cash and investment accounts. A presentation is attached for review. All recommendations are in accordance with the Authority’s Investment Policy.

COMMUNICATIONS PLAN: Not applicable to this item.

FINANCIAL IMPACT: Not applicable to this item.
Investment Strategy Review Board Presentation

John F. Grady, CTP, Managing Partner

October 15, 2020
Customized Investment Strategy

**Duration**
- Domestic and global economic data
- Federal reserve policy
- Client guidelines
- Risk management policies

**Yield Curve**
- Utilize bullet, ladder, barbell, or combination strategy
- Develop yield curve outlook
- Optimize security selection

**Sector Rotation**
- Analyze spread relationships
- Gauge risk premiums
- Select undervalued sectors
- Deselect overvalued sectors

**Sector Selection**
- Issuers vetted by team
- Quantitative analysis
- Qualitative assessment
- Review credit, security structure, and price volatility
Building Your Investment Strategy

Based upon your specific goals and cash needs

Sample Strategies Based Upon Liquidity Needs

- Enhanced Cash 0-2 Years
- Short Duration 0-3 Years
- Short Duration 1-3 Years
- Intermediate Duration 0-5 Years
- Intermediate Duration 1-5 Years

Source: Public Trust Advisors GIPS Performance, 3-year average 2017-2019

Public Trust Advisors 2020 ©
Historical Returns and Volatility

Longer duration strategies have provided higher returns although with higher market volatility

Annual Return Index Comparison
Ten Year Period as of June 30, 2020

- Ten Year Annual Return
- # of Negative Quarters (Interest Rate Risk)

Source: Bloomberg
The FOMC currently projects the overnight rate to remain at 0.00% - 0.25% through 2023.
Short Term Interest Rates – October 2020

- Extremely low short-term interest rates have had a significant impact on the yield offered for liquidity investment options.

Source: Bloomberg

Public Trust Advisors 2020 ©
Yield Curve Suggests Low Growth/Low Inflation

US Treasury Yields
3 Months - 5 Years Maturity

- The U.S. Treasury yield curve remains flat with yields at or near historical low rates.
Taxable Munis and Federal Agencies Spreads to US Treasuries
Approach for the
Naples Airport Authority
# Permitted Investments for the Naples Airport Authority

<table>
<thead>
<tr>
<th>Authorized Investment – Sector Type</th>
<th>Minimum Rating Requirement</th>
<th>Maturity Limits</th>
<th>Maximum Allocation</th>
<th>Individual Issuer Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash and Cash Equivalents</td>
<td>N/A</td>
<td>N/A</td>
<td>100%</td>
<td>N/A</td>
</tr>
<tr>
<td>Local Government Surplus Funds Trust Fund (Florida PRIME)</td>
<td>AAAm</td>
<td>N/A</td>
<td>50%</td>
<td>N/A</td>
</tr>
<tr>
<td>United States Government Securities</td>
<td>N/A</td>
<td>5 years</td>
<td>100%</td>
<td>N/A</td>
</tr>
<tr>
<td>Federal Instrumentalities (United States Government Sponsored Enterprises)</td>
<td>N/A</td>
<td>5 years</td>
<td>25%</td>
<td>30%</td>
</tr>
<tr>
<td>Interest Bearing Time Deposit, Certificates of Deposit or Savings Accounts – Qualified Public Depositories Only</td>
<td>N/A</td>
<td>1 year</td>
<td>10%</td>
<td>10%</td>
</tr>
<tr>
<td>State and/or Local Government Taxable and/or Tax-Exempt Debt</td>
<td>Aaa and AAA</td>
<td>5 years</td>
<td>25%</td>
<td>10%</td>
</tr>
<tr>
<td>Registered Investment Companies (Money Market Mutual Funds)</td>
<td>AAAm</td>
<td>N/A</td>
<td>25%</td>
<td>10%</td>
</tr>
<tr>
<td>Intergovernmental Investment Pools</td>
<td>AAAm</td>
<td>N/A</td>
<td>40%</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Source: Naples Airport Authority

Public Trust Advisors 2020 ©
Investment Strategy Recommendations for the Naples Airport Authority

- Perform a thorough cash flow analysis to determine appropriate liquidity balances
- Based on current market conditions PTA would recommend a 0-3 year or 0-5 year duration strategy
- Implement a laddered strategy approach
- Consider asset allocation rebalancing to promote diversification
  - Treasury
  - Taxable Municipal Bonds
- Consider additional sectors as permitted investments
  - A rated or higher Corporate Notes
  - AAA rated Asset Backed Securities
Historical Returns and Volatility

 Longer duration strategies have provided higher returns although with higher market volatility

Annual Return Index Comparison
Ten Year Period as of June 30, 2020

Source: Bloomberg

Public Trust Advisors 2020 ©
Non-Discretionary Trade Execution and Settlement Procedures

- Recommendations based on established investment strategies and current and anticipated market conditions
- Identify investment opportunity
- Confirm pre-trade compliance
- Send recommendation with supporting information
- Obtain multiple quotes through bidding process
- Confirm trade received via DVP transaction
- Send trade ticket to client and custodian for reconciliation
- Information updated online next day

Sample Investment Recommendation E-mail:
On Monday we have a maturity in the portfolio for 2,000,000. Looking at reinvestment options for these proceeds and the existing money market balance, we feel the following security fits nicely within the portfolio and will add duration in this historic low rate environment.

Issuer – FNMA
CUSIP – 3135G04Z3
Maturity Date – 6/17/25
Approx. YTM – 0.43% (+16.5bps to UST)
Par – 3,000,000
Settlement Date – 8/31/20
Non-Discretionary Trade Execution and Settlement Process

Proposed Strategy

PUBLIC TRUST ADVISORS

Winning Bid DVP

Daily Reconciliation

Custody Account

Broker/Dealer

Broker/Dealer

Broker/Dealer

Competitive bid

Online Reporting Platform Confirmation

Source: Bloomberg

Public Trust Advisors 2020 ©
Disclosures

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The investment advisor providing these services is Public Trust Advisors, LLC, an investment adviser registered with the U.S. Securities and Exchange Commission (SEC) under the Investment Advisers Act of 1940, as amended. Registration with the SEC does not imply a certain level of skill or training. Public Trust is required to maintain a written disclosure brochure of our background and business experience. If you would like to receive a copy of our current disclosure brochure, privacy policy, or code of ethics please contact us.

There is no guarantee that investment strategies will achieve the desired results under all market conditions, and each investor should evaluate its ability to invest long-term, especially during periods of a market downturn. This information may contain statements, estimates, or projections that constitute “forward-looking statements” as defined under U.S. federal and other jurisdictions’ securities laws. Any such forward-looking statements are inherently speculative and are based on currently available information, operating plans, and projections about future events and trends. As such, they are subject to numerous risks and uncertainties.

Public Trust Advisors
717 17th Street, Suite 1850
Denver, Colorado 80202
LEADERSHIP TEAM REPORT

September 2020 – October 2020

FOSTER A VALUED, ENGAGED AND EMPOWERED WORKFORCE

Values-Centered Culture

Staff completed annual performance reviews. There were six promotions (four in Operations, one in Facilities and one in Finance and Administration.

The Director of Human Resources attended the virtual Talent Success Conference 2020. The conference focused on the employee experience, learning cultures and using roles and competencies as the foundation for effective talent management.

The Winter Employee Recognition event is scheduled for Saturday, December 12th at the Collier County Fairgrounds Drive-in Movies. The change in venue will allow leadership to recognize employees for their service and accomplishments while maintaining social distancing due to COVID-19. After the awards there will be a family-friendly movie shown for everyone to enjoy.

Employee and Leadership Development

Electrician Jose Lotero has achieved Airport Certified Employee (ACE) - Lighting Maintenance from the American Association of Airport Executives.

The Operations Department is currently interviewing for several positions including Duty Officer, Training Coordinator, Line Technicians, and Ramp Assistants. The final interviews for the Duty Officer position are underway.

PROVIDE SERVICE EXCELLENCE EVERY DAY

Alerts

There were (2) alerts during the month of September 2020.

<table>
<thead>
<tr>
<th>DATE</th>
<th>ALERT</th>
<th>TYPE A/C</th>
<th>PROBLEM</th>
<th>RESULT</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/2/2020</td>
<td>2</td>
<td>BE55</td>
<td>Declared emergency with engine trouble on final to RY14.</td>
<td>Landed safely and without incident. Towed clear of the movement area and to owner’s hangar for inspection.</td>
</tr>
<tr>
<td>9/30/2020</td>
<td>6</td>
<td>C208</td>
<td>Right main tire went flat after taxiing into position for take-off on RWY 5</td>
<td>Aircraft was towed from the movement area for repairs.</td>
</tr>
</tbody>
</table>
Risk Management

The following are incidents* resulting in damage greater than $5,000 that occurred in FY 2020:

<table>
<thead>
<tr>
<th>DATE</th>
<th>INCIDENT TYPE</th>
<th>PROBLEM</th>
<th>RESULT</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/28/20</td>
<td>Damage to Gate 9E</td>
<td>Staff was escorting truck/trailer from ramp. Gate began to close before vehicle/trailer exited, causing damage to rear of truck/front of trailer, and extensive damage to Gate 9E.</td>
<td>Staff secured gate until it was put back in working order.</td>
<td>Approximately $10,000 – will submit to insurance.</td>
</tr>
<tr>
<td>5/18/20</td>
<td>Lightning strike</td>
<td>Lightning strike at the Commercial Air Terminal damaged generator switches and fire alarm system.</td>
<td>Staff immediately contacted appropriate vendors. All items repaired or replaced.</td>
<td>$29,594 in damages. Our insurance reimbursed $24,594.</td>
</tr>
<tr>
<td>8/25/20</td>
<td>Damage to east wall of Exec 3 Hangar, and front awning at GA</td>
<td>Damage to east wall of Exec 3 hangar and post of awning in front of GA.</td>
<td>Police report filed. Submitted to insurance company.</td>
<td>$6,912 submitted to insurance.</td>
</tr>
</tbody>
</table>

*This information was moved from the HR Report and broadened to include all incidents over $5,000. The previous reports only included claims submitted to the Authority’s insurance provider for reimbursement.

Development and Facilities Maintenance

Annual fire extinguisher inspections are scheduled this month. There are over 300 units located throughout the airfield.

Annual calibrations on all point of sale fuel meters will be completed this month. Volumetric testing is performed into a prover or vessel that is sized to the meter’s rate of flow.

Collier County Pollution Control performed DEP compliance inspections at three sites in September. All fuel storage tanks with a capacity greater than 550 gallons are required to be registered with the State of Florida.

The Director of Finance and Business Manager met with Mr. Dave Hines, President of the Military Museum, to discuss the NAA plans with the Commercial Air Terminal renovations and the need for the museum to vacate some of their current space. Mr. Hinds mentioned they are in the process of finding land, designing a building and finishing their business plan for a capital campaign to have their own facility.
Safety

The Safety Action Team completed the Safety Management System (SMS) Plan. Structure of the current plan with supplemental pillars that include Policy, Risk Management, Assurances and Promotions, has been a significant undertaking to further enhance the Authority’s safety culture in support of our goal to provide a safe airport and FBO. In October, we will begin implementation throughout the organization.

The Director of Human Resources and Operations Manager met with Ms. Pam Hancock, Sr. Risk Control Consultant with Public Risk Underwriters of Florida, Inc. and Ms. Michelle Martin, Public Risk Advisor, Vice President with PRIA to review steps Human Resources and the Safety Action Team are taking and tools offered by PGIT, to promote a safety culture and minimize exposure for incidents and accidents. Of the items reviewed, all but one is already in place and followed by staff and the Safety Action Team. Claims training for incident investigators is being scheduled for early December.

COMMITTED TO SUSTAINABILITY

Outreach

The position of Community Outreach/Communications Manager recruitment is complete, and the successful candidate is scheduled to start on October 26th.

The Customer Appreciation Food Truck Lunch is scheduled for Thursday, November 5th. Customers are invited to join staff for lunch provided by local food trucks. The event will take place in the area outside of the Pilot’s Lounge allowing for social distancing and other safety measures with regard to COVID19.

Upcoming small group meetings and presentations are scheduled as follows:

- October 16, 2020 - Naples Pelican Bay Rotary
- November 10, 2020 - Coquina Sands
- November 4, 2020 - NABOR Lunch N Learn
- November 4, 2020 - Youth Leadership Collier
- February 2021 (TBD) - Old Naples Association

Tours

Due to COVID19, we curtailed tour activities; yet have conducted 17 tours for 97 individuals for Fiscal Year 2020.
The following is a high-level summary for September 2020, plus information on upcoming events:

**September 2020 compared to September 2019:**

- Total Aircraft operations decreased 20%
- IFR (Instrument Flight Rules) operations increased 16%
- VFR (Visual Flight Rules) operations decreased 35.1%
- Voluntary curfew (10pm – 7am) operations decreased 1.3%
- 67.3% of the operations occurred during the “shoulder hours” in September 2020 as compared to 69.9% during September 2019.
- Voluntary curfew compliance rate is 98.8% in September 2020, as compared to 98.6% in September 2019.

**FY 2020 compared to FY 2019 (October–September):**

- Total Aircraft operations decreased 7.4%
- IFR (Instrument Flight Rules) operations increased .5%
- VFR (Visual Flight Rules) operations decreased 12.8%
- Voluntary curfew (10pm – 7am) operations decreased 22.6%
- Voluntary YTD curfew compliance rate is 98.5% for FY 2020 and 98.1% for FY 2019.

- The next **Noise Compatibility Committee Regular Meeting** is scheduled for Thursday, October 29, 2020 at 9:00am. Because of the COVID-19 pandemic, the NCC meeting will be held via Zoom. The public is invited to join the webinar by registering in advance at the meeting link which will be posted to our website no later than October 23, 2020. As always, the public is encouraged to participate. This meeting will be recorded and posted to our website [www.flynaples.com](http://www.flynaples.com).

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

NCC and NAA Annual Reports are posted on the Authority’s website at: [https://flynaples.com/annual-reports/](https://flynaples.com/annual-reports/)
Naples Airport - Operations Summary
Prepared by the Naples Airport Authority
September 2020

Day and Night Operations Annual & Current Month

<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Operations</td>
<td>120,231</td>
<td>163,434</td>
<td>86,187</td>
<td>112,262</td>
<td>112,800</td>
<td>104,479</td>
<td>7,207</td>
<td>5,762</td>
</tr>
<tr>
<td>Night Operations</td>
<td>3,282</td>
<td>3,130</td>
<td>1,973</td>
<td>2,880</td>
<td>2,870</td>
<td>2,221</td>
<td>158</td>
<td>156</td>
</tr>
<tr>
<td>Day Operations</td>
<td>117,953</td>
<td>160,304</td>
<td>84,214</td>
<td>109,382</td>
<td>109,930</td>
<td>102,258</td>
<td>7,049</td>
<td>5,606</td>
</tr>
</tbody>
</table>

% Night Operations: 2.7% 1.9% 2.3% 2.6% 2.5% 2.1% 2.2% 2.7%

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

Night Operations by Hour - Current Month

<table>
<thead>
<tr>
<th>Time Period</th>
<th>NOT EXEMPT</th>
<th>EXEMPT</th>
</tr>
</thead>
<tbody>
<tr>
<td>10PM - 11PM</td>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>11PM - 12AM</td>
<td>4</td>
<td>7</td>
</tr>
<tr>
<td>12AM - 1AM</td>
<td>12</td>
<td>17</td>
</tr>
<tr>
<td>1AM - 2AM</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2AM - 3AM</td>
<td>48</td>
<td>37</td>
</tr>
<tr>
<td>3AM - 4AM</td>
<td>37</td>
<td>29</td>
</tr>
<tr>
<td>4AM - 5AM</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>5AM - 6AM</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>6AM - 7AM</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

67.3% 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

<table>
<thead>
<tr>
<th>Aircraft Category</th>
<th>Arrivals</th>
<th>Departures</th>
<th>Total</th>
<th>% of Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jets</td>
<td>15</td>
<td>16</td>
<td>31</td>
<td>20%</td>
</tr>
<tr>
<td>Turboprops</td>
<td>4</td>
<td>7</td>
<td>11</td>
<td>7%</td>
</tr>
<tr>
<td>Piston</td>
<td>12</td>
<td>17</td>
<td>29</td>
<td>19%</td>
</tr>
<tr>
<td>Helo</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Public Service</td>
<td>48</td>
<td>37</td>
<td>85</td>
<td>54%</td>
</tr>
<tr>
<td>Total</td>
<td>79</td>
<td>77</td>
<td>156</td>
<td>51% 49%</td>
</tr>
</tbody>
</table>

US Customs and Border Protection Aircraft Clearings

<table>
<thead>
<tr>
<th>Year</th>
<th>Cleared and Stayed</th>
<th>Cleared and Departed</th>
<th>Total Cleared</th>
<th>Cleared and Stayed</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2011*</td>
<td>304</td>
<td>6</td>
<td>310</td>
<td>98.1%</td>
</tr>
<tr>
<td>FY 2012</td>
<td>492</td>
<td>16</td>
<td>508</td>
<td>96.9%</td>
</tr>
<tr>
<td>FY 2013</td>
<td>549</td>
<td>12</td>
<td>561</td>
<td>97.9%</td>
</tr>
<tr>
<td>FY 2014</td>
<td>762</td>
<td>26</td>
<td>788</td>
<td>96.7%</td>
</tr>
<tr>
<td>FY 2015</td>
<td>874</td>
<td>32</td>
<td>906</td>
<td>96.5%</td>
</tr>
<tr>
<td>FY 2016</td>
<td>1,025</td>
<td>47</td>
<td>1,072</td>
<td>95.6%</td>
</tr>
<tr>
<td>FY 2017</td>
<td>1,204</td>
<td>22</td>
<td>1,226</td>
<td>98.2%</td>
</tr>
<tr>
<td>FY 2018</td>
<td>1,334</td>
<td>28</td>
<td>1,362</td>
<td>97.9%</td>
</tr>
<tr>
<td>FY 2019</td>
<td>1,345</td>
<td>20</td>
<td>1,365</td>
<td>98.5%</td>
</tr>
<tr>
<td>FY 2020</td>
<td>993</td>
<td>11</td>
<td>1,004</td>
<td>98.9%</td>
</tr>
</tbody>
</table>

* Facility opened December 30, 2010
# CITY OF NAPLES AIRPORT AUTHORITY

**U.S. CUSTOMS GENERAL AVIATION ACTIVITY**

**PERIOD ENDING 30 SEPTEMBER 2020**

<table>
<thead>
<tr>
<th>MONTH</th>
<th>TOTAL AIRCRAFT CLEARED</th>
<th>AIRCRAFT CLEARED/STAYED IN NAPLES</th>
<th>CLEARED/DEPARTED FOR DESTINATION</th>
<th>PERSONS CLEARED</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCTOBER</td>
<td>63</td>
<td>63</td>
<td>0.0</td>
<td>63</td>
</tr>
<tr>
<td>NOVEMBER</td>
<td>143</td>
<td>110</td>
<td>-23.1</td>
<td>137</td>
</tr>
<tr>
<td>DECEMBER</td>
<td>137</td>
<td>153</td>
<td>11.7</td>
<td>135</td>
</tr>
<tr>
<td>JANUARY</td>
<td>138</td>
<td>162</td>
<td>17.4</td>
<td>137</td>
</tr>
<tr>
<td>FEBRUARY</td>
<td>173</td>
<td>163</td>
<td>-5.8</td>
<td>172</td>
</tr>
<tr>
<td>MARCH</td>
<td>211</td>
<td>192</td>
<td>-9.0</td>
<td>206</td>
</tr>
<tr>
<td>APRIL</td>
<td>166</td>
<td>13</td>
<td>-92.2</td>
<td>164</td>
</tr>
<tr>
<td>MAY</td>
<td>98</td>
<td>27</td>
<td>-72.4</td>
<td>97</td>
</tr>
<tr>
<td>JUNE</td>
<td>88</td>
<td>21</td>
<td>-76.1</td>
<td>87</td>
</tr>
<tr>
<td>JULY</td>
<td>57</td>
<td>46</td>
<td>-19.3</td>
<td>57</td>
</tr>
<tr>
<td>AUGUST</td>
<td>41</td>
<td>22</td>
<td>-46.3</td>
<td>40</td>
</tr>
<tr>
<td>SEPTEMBER</td>
<td>50</td>
<td>32</td>
<td>-36.0</td>
<td>50</td>
</tr>
<tr>
<td><strong>YTD TOTALS</strong></td>
<td><strong>1365</strong></td>
<td><strong>1004</strong></td>
<td><strong>-26.4</strong></td>
<td><strong>1345</strong></td>
</tr>
<tr>
<td>OPERATIONS - Itinerant</td>
<td>Current Month</td>
<td>Year to Date</td>
<td>Variance %</td>
<td>Current Month</td>
</tr>
<tr>
<td>------------------------</td>
<td>--------------</td>
<td>--------------</td>
<td>------------</td>
<td>--------------</td>
</tr>
<tr>
<td></td>
<td>FY 19</td>
<td>FY 20</td>
<td></td>
<td>FY 19</td>
</tr>
<tr>
<td>Air Carrier</td>
<td>0</td>
<td>0</td>
<td>NMF</td>
<td>1</td>
</tr>
<tr>
<td>Commercial</td>
<td>543</td>
<td>789</td>
<td>45.3</td>
<td>15,162</td>
</tr>
<tr>
<td>General Aviation</td>
<td>4,455</td>
<td>3,779</td>
<td>(15.2)</td>
<td>70,859</td>
</tr>
<tr>
<td>Military</td>
<td>10</td>
<td>10</td>
<td>0.0</td>
<td>206</td>
</tr>
<tr>
<td>TOTAL ITINERANT OPERATIONS</td>
<td>5,008</td>
<td>4,578</td>
<td>(8.6)</td>
<td>86,228</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OPERATIONS - Local</th>
<th>Current Month</th>
<th>Year to Date</th>
<th>Variance %</th>
<th>Current Month</th>
<th>Year to Date</th>
<th>Variance %</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FY 19</td>
<td>FY 20</td>
<td></td>
<td>FY 19</td>
<td>FY 20</td>
<td></td>
</tr>
<tr>
<td>Commercial</td>
<td>0</td>
<td>0</td>
<td>NMF</td>
<td>0</td>
<td>0</td>
<td>NMF</td>
</tr>
<tr>
<td>General Aviation</td>
<td>2,035</td>
<td>1,028</td>
<td>(49.5)</td>
<td>23,680</td>
<td>21,363</td>
<td>(9.8)</td>
</tr>
<tr>
<td>Military</td>
<td>6</td>
<td>0</td>
<td>NMF</td>
<td>22</td>
<td>39</td>
<td>77.3</td>
</tr>
<tr>
<td>TOTAL LOCAL OPERATIONS</td>
<td>2,041</td>
<td>1,028</td>
<td>(49.6)</td>
<td>23,702</td>
<td>21,402</td>
<td>(9.7)</td>
</tr>
</tbody>
</table>

TOTAL NIGHT OPERATIONS  
158 156 (1.3) 2,870 2,221 (22.6)

- TOTAL IFR - Operations *  
2,120 2,459 16.0 45,768 46,019 0.5

- TOTAL VFR - Operations  
5,087 3,303 (35.1) 67,032 58,460 (12.8)

TOTAL OPERATIONS  
7,207 5,762 (20.0) 112,800 104,479 (7.4)

Beginning 1/1/12, all nighttime operations were combined as one entry.

* As reported by ATCT

NMF = No Meaningful Figure

FINAL
Aviation Fuel Gallons & Aircraft Operations Historical Comparison
36 Months

**NOTE:** As of March 2020, Jet operations numbers are pulled from our Vector system.
City of Naples Airport Authority
30-Sep-20
HUMAN RESOURCES METRICS

Voluntary Turnover

![Voluntary Turnover Chart]

<table>
<thead>
<tr>
<th></th>
<th>FY 2016</th>
<th>FY 2017</th>
<th>FY 2018</th>
<th>FY 2019</th>
<th>FY 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAA Voluntary Turnover History (Annual)</td>
<td>4.1%</td>
<td>8.1%</td>
<td>10.0%</td>
<td>12.8%</td>
<td>8.99%</td>
</tr>
<tr>
<td>National Average</td>
<td>20.7%</td>
<td>26.3%</td>
<td>30.5%</td>
<td>35.0%</td>
<td>21.6%</td>
</tr>
</tbody>
</table>

EMPLOYMENT²

<table>
<thead>
<tr>
<th></th>
<th>FY 2016</th>
<th>FY 2017</th>
<th>FY 2018</th>
<th>FY 2019</th>
<th>FY 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budgeted Positions (Non Seasonal)</td>
<td>73.6</td>
<td>74.8</td>
<td>76.0</td>
<td>86.0</td>
<td>89.0</td>
</tr>
<tr>
<td>Budgeted Positions (Seasonal)</td>
<td>2.5</td>
<td>2.5</td>
<td>2.5</td>
<td>3.8</td>
<td>7.8</td>
</tr>
<tr>
<td>Actual Positions YTD (Non Seasonal)</td>
<td>72.2</td>
<td>73.9</td>
<td>72.0</td>
<td>79.0</td>
<td>79.0</td>
</tr>
<tr>
<td>Actual Positions YTD (Seasonal)</td>
<td>2.8</td>
<td>2.8</td>
<td>2.0</td>
<td>3.6</td>
<td>5.2</td>
</tr>
</tbody>
</table>

Budgeted vs Actual September 2020

![Budgeted vs Actual Chart]

Years of Service with the Authority

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>FY 2016</th>
<th>FY 2017</th>
<th>FY 2018</th>
<th>FY 2019</th>
<th>YTD FY20</th>
</tr>
</thead>
<tbody>
<tr>
<td>3+ years</td>
<td>65.8%</td>
<td>66.7%</td>
<td>64.9%</td>
<td>63.8%</td>
<td>55.7%</td>
</tr>
<tr>
<td>5+ years</td>
<td>58.9%</td>
<td>56.9%</td>
<td>56.4%</td>
<td>48.8%</td>
<td>45.6%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>FY 2016</th>
<th>FY 2017</th>
<th>FY 2018</th>
<th>FY 2019</th>
<th>FY 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>5+ Years</td>
<td>46.6%</td>
<td>55.7%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3+ Years</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Work Injuries

<table>
<thead>
<tr>
<th></th>
<th>FY 2016</th>
<th>FY 2017</th>
<th>FY 2018</th>
<th>FY 2019</th>
<th>FY 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Days Away from Work²</td>
<td>1</td>
<td>5</td>
<td>49</td>
<td>65</td>
<td>52</td>
</tr>
</tbody>
</table>

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. Effective August 2020, Incidents are reported within the Leadership Team Report.
To: Honorable Chair and Commissioners

From: Christopher A. Rozansky, Executive Director CR

By: Ken Warriner, Director of Finance and Administration

Meeting Date: October 15, 2020

Re: September 2020 Financials

1. Financial Summary

For the month of September 2020, operating revenue (net of cost of goods sold) was $1,188,268 compared to the budget of $818,982. This was favorable to budget by $369,286 or 45%. Operating expenses were unfavorable to budget by ($306,948) or 26%. Income from operations was ($306,727) or $62,338 favorable to the budget. The change in net position before capital contributions was unfavorable to budget by ($178,782). For the year-to-date period, the change in net position before capital contributions is favorable to budget by $4,738,481.

### Key Financial Measures - Current Month

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Budget</th>
<th>Prior Year</th>
<th>Budget Variance</th>
<th>Prior Year Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fuel sales - Jet A gallons</td>
<td>368,744</td>
<td>278,307</td>
<td>263,927</td>
<td>90,437</td>
<td>32%</td>
</tr>
<tr>
<td>Fuel sales - AvGas gallons</td>
<td>17,105</td>
<td>21,960</td>
<td>25,707</td>
<td>(4,855)</td>
<td>-22%</td>
</tr>
<tr>
<td>Operating revenue</td>
<td>$1,188,268</td>
<td>$818,982</td>
<td>$827,745</td>
<td>$369,286</td>
<td>45%</td>
</tr>
<tr>
<td>Operating expenses</td>
<td>$1,494,996</td>
<td>$1,188,048</td>
<td>$1,404,012</td>
<td>($306,948)</td>
<td>-26%</td>
</tr>
<tr>
<td>Change in net position*</td>
<td>($775,730)</td>
<td>($596,948)</td>
<td>($793,661)</td>
<td>($178,732)</td>
<td>-30%</td>
</tr>
</tbody>
</table>

### Key Financial Measures - Fiscal Year-to-Date

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Budget</th>
<th>Prior Year</th>
<th>Budget Variance</th>
<th>Prior Year Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fuel sales - Jet A gallons</td>
<td>7,889,121</td>
<td>7,154,062</td>
<td>7,665,675</td>
<td>735,059</td>
<td>10%</td>
</tr>
<tr>
<td>Fuel sales - AvGas gallons</td>
<td>315,179</td>
<td>360,268</td>
<td>398,442</td>
<td>(45,089)</td>
<td>-13%</td>
</tr>
<tr>
<td>Operating revenue</td>
<td>$21,144,044</td>
<td>$17,920,387</td>
<td>$18,749,988</td>
<td>$3,223,657</td>
<td>18%</td>
</tr>
<tr>
<td>Operating expenses</td>
<td>$12,953,997</td>
<td>$14,903,592</td>
<td>$11,459,412</td>
<td>$1,949,595</td>
<td>13%</td>
</tr>
<tr>
<td>Change in net position*</td>
<td>$4,738,481</td>
<td>$386,669</td>
<td>$4,620,364</td>
<td>$4,351,812</td>
<td>112.5%</td>
</tr>
</tbody>
</table>

* before capital contributions
City of Naples Airport Authority

Board of Commissioners Financial Reports

Monthly Period Ended

September 30, 2020
<table>
<thead>
<tr>
<th>Index</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statements of Revenues, Expenses and Changes in Net Position - Month</td>
<td>1</td>
</tr>
<tr>
<td>Statements of Revenues, Expenses and Changes in Net Position - Year-to-Date</td>
<td>2</td>
</tr>
<tr>
<td>Statement of Net Position</td>
<td>3</td>
</tr>
<tr>
<td>Statement of Cash Flows</td>
<td>4</td>
</tr>
<tr>
<td>Investments</td>
<td>5</td>
</tr>
<tr>
<td>Operating Expenses by Select Departments</td>
<td>6</td>
</tr>
<tr>
<td>Non-Participatory Capital Projects</td>
<td>7</td>
</tr>
<tr>
<td>Major Capital Projects</td>
<td>8 - 9</td>
</tr>
</tbody>
</table>
## Operating Revenue

<table>
<thead>
<tr>
<th></th>
<th>Actual Month</th>
<th>Budget Month</th>
<th>Favorable/(Unfavorable)</th>
<th>%</th>
<th>(Variance) Explanations (&gt;$10,000 and 10%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aviation Fuel Sales</td>
<td>$1,324,643</td>
<td>$1,209,419</td>
<td>$115,225</td>
<td>10 %</td>
<td></td>
</tr>
<tr>
<td>Cost of Aviation Fuel Sales</td>
<td>(612,896)</td>
<td>(747,732)</td>
<td>$134,837</td>
<td>18</td>
<td></td>
</tr>
<tr>
<td>Net Aviation Fuel Sales</td>
<td>$711,748</td>
<td>$461,686</td>
<td>$250,061</td>
<td>54 %</td>
<td></td>
</tr>
<tr>
<td>Hangar Rentals</td>
<td>$119,846</td>
<td>$106,115</td>
<td>$13,731</td>
<td>13</td>
<td></td>
</tr>
<tr>
<td>Building &amp; Land Rent</td>
<td>133,054</td>
<td>117,188</td>
<td>15,866</td>
<td>14</td>
<td></td>
</tr>
<tr>
<td>Ramp and Tie Down Fees</td>
<td>79,680</td>
<td>49,778</td>
<td>29,902</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>Line Services</td>
<td>55,575</td>
<td>31,315</td>
<td>24,260</td>
<td>77</td>
<td></td>
</tr>
<tr>
<td>Concession Fees</td>
<td>82,972</td>
<td>34,744</td>
<td>48,228</td>
<td>139</td>
<td></td>
</tr>
<tr>
<td>U.S. Customs User Fees</td>
<td>9,665</td>
<td>10,785</td>
<td>(1,120)</td>
<td>(10)</td>
<td>COVID-19 impact, less international flights</td>
</tr>
<tr>
<td>Flowage Fees and Misc. Revenue</td>
<td>(4,271)</td>
<td>7,370</td>
<td>(11,642)</td>
<td>(158)</td>
<td></td>
</tr>
<tr>
<td><strong>Total Operating Revenue</strong></td>
<td><strong>$1,188,268</strong></td>
<td><strong>$818,982</strong></td>
<td><strong>$369,286</strong></td>
<td><strong>45 %</strong></td>
<td></td>
</tr>
</tbody>
</table>

## Operating Expenses

### Personnel Expenses:

<table>
<thead>
<tr>
<th></th>
<th>Actual Month</th>
<th>Budget Month</th>
<th>Favorable/(Unfavorable)</th>
<th>%</th>
<th>(Variance) Explanations (&gt;$10,000 and 10%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries and Wages</td>
<td>$560,248</td>
<td>$496,852</td>
<td>$(63,396)</td>
<td>(13 %)</td>
<td>Non-management employee recognition</td>
</tr>
<tr>
<td>Payroll Taxes</td>
<td>42,418</td>
<td>39,543</td>
<td>$(2,875)</td>
<td>(7)</td>
<td></td>
</tr>
<tr>
<td>Benefits</td>
<td>141,847</td>
<td>114,021</td>
<td>$(27,826)</td>
<td>(24)</td>
<td>Year end uncompensated absences adjustment</td>
</tr>
<tr>
<td><strong>Total Personnel Expenses</strong></td>
<td><strong>$744,512</strong></td>
<td><strong>$650,415</strong></td>
<td><strong>$(94,097)</strong></td>
<td><strong>(14 %)</strong></td>
<td></td>
</tr>
<tr>
<td>Professional Services</td>
<td>$98,359</td>
<td>$114,178</td>
<td>$15,819</td>
<td>14 %</td>
<td>Demolition of old ARFF station - $84K</td>
</tr>
<tr>
<td>Contracted Services</td>
<td>140,537</td>
<td>82,875</td>
<td>$(57,662)</td>
<td>(70)</td>
<td></td>
</tr>
<tr>
<td>Insurance</td>
<td>58,995</td>
<td>53,087</td>
<td>$(5,908)</td>
<td>(11)</td>
<td></td>
</tr>
<tr>
<td>Airfield and Grounds Maintenance</td>
<td>109,885</td>
<td>29,813</td>
<td>$(80,072)</td>
<td>(269)</td>
<td>Expensed projects no longer being considered that were on balance sheet.</td>
</tr>
<tr>
<td>Building Maintenance</td>
<td>38,749</td>
<td>22,633</td>
<td>$(16,116)</td>
<td>(71)</td>
<td>Interior painting of hangars</td>
</tr>
<tr>
<td>Vehicle and Equipment Maintenance</td>
<td>70,503</td>
<td>32,114</td>
<td>$(38,389)</td>
<td>(120)</td>
<td>ARFF vehicle repair, $25K not budgeted</td>
</tr>
<tr>
<td>Utilities</td>
<td>30,888</td>
<td>41,756</td>
<td>10,869</td>
<td>26</td>
<td></td>
</tr>
<tr>
<td>Credit Card Fees</td>
<td>13,565</td>
<td>11,750</td>
<td>$(1,815)</td>
<td>(15)</td>
<td></td>
</tr>
<tr>
<td>Software Licenses and Support</td>
<td>36,326</td>
<td>26,667</td>
<td>$(9,659)</td>
<td>(36)</td>
<td></td>
</tr>
<tr>
<td>Legal Services</td>
<td>17,538</td>
<td>27,899</td>
<td>10,361</td>
<td>37</td>
<td></td>
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<tr>
<td>Communications</td>
<td>21,799</td>
<td>22,104</td>
<td>305</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Conferences and Travel</td>
<td>483</td>
<td>14,017</td>
<td>13,534</td>
<td>97</td>
<td></td>
</tr>
<tr>
<td>Minor Equipment and Supplies</td>
<td>24,066</td>
<td>15,902</td>
<td>$(8,164)</td>
<td>(51)</td>
<td></td>
</tr>
<tr>
<td>Pilot Services</td>
<td>15,630</td>
<td>8,000</td>
<td>$(7,630)</td>
<td>(95)</td>
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</tr>
<tr>
<td>Training &amp; Education</td>
<td>373</td>
<td>9,032</td>
<td>8,660</td>
<td>96</td>
<td></td>
</tr>
<tr>
<td>Office Supplies</td>
<td>4,052</td>
<td>9,318</td>
<td>5,267</td>
<td>57</td>
<td></td>
</tr>
<tr>
<td>Fuel (internal)</td>
<td>23,059</td>
<td>4,292</td>
<td>$(18,767)</td>
<td>(437)</td>
<td>Year end true-up on fuel usage from X1 implementation</td>
</tr>
<tr>
<td>Employee Recognition</td>
<td>2,339</td>
<td>3,038</td>
<td>699</td>
<td>23</td>
<td></td>
</tr>
<tr>
<td>Dues &amp; Subscriptions</td>
<td>5,437</td>
<td>5,278</td>
<td>$(160)</td>
<td>(3)</td>
<td></td>
</tr>
<tr>
<td>Uniforms</td>
<td>6,786</td>
<td>3,579</td>
<td>$(3,207)</td>
<td>(90)</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>31,117</td>
<td>300</td>
<td>$(30,817)</td>
<td>(10272)</td>
<td>Year end bad debt reserve adjustment</td>
</tr>
<tr>
<td><strong>Total Operating Expenses</strong></td>
<td><strong>$1,494,996</strong></td>
<td><strong>$1,188,048</strong></td>
<td><strong>$306,948</strong></td>
<td><strong>(26 %)</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Income from Operations

<table>
<thead>
<tr>
<th></th>
<th>Actual Month</th>
<th>Budget Month</th>
<th>Favorable/(Unfavorable)</th>
<th>%</th>
<th>(Variance) Explanations (&gt;$10,000 and 10%)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$ (306,727)</td>
<td>$ (369,066)</td>
<td>$ 62,338</td>
<td>17 %</td>
<td></td>
</tr>
</tbody>
</table>

### Non-Operating Revenue/(Expenses)

<table>
<thead>
<tr>
<th></th>
<th>Actual Month</th>
<th>Budget Month</th>
<th>Favorable/(Unfavorable)</th>
<th>%</th>
<th>(Variance) Explanations (&gt;$10,000 and 10%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer Facility Charges</td>
<td>$ 11,008</td>
<td>$ 18,450</td>
<td>$(7,442)</td>
<td>(40 %)</td>
<td>Assets with prior months depreciation</td>
</tr>
<tr>
<td>Depreciation and Amortization</td>
<td>(374,840)</td>
<td>(303,860)</td>
<td>$(70,980)</td>
<td>(23)</td>
<td></td>
</tr>
<tr>
<td>Interest Revenue</td>
<td>13,895</td>
<td>57,528</td>
<td>$(43,633)</td>
<td>(76)</td>
<td>Fed interest rate cuts due to COVID-19</td>
</tr>
<tr>
<td>Other Revenue (Expense)</td>
<td>(9,079)</td>
<td>-</td>
<td>$(9,079)</td>
<td>100</td>
<td>Disposal of old ARFF assets</td>
</tr>
<tr>
<td>Gain/(loss) on disposal of capital assets</td>
<td>(109,986)</td>
<td>-</td>
<td>$(109,986)</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td><strong>Total Non-Operating Revenue/(Expenses)</strong></td>
<td><strong>(469,003)</strong></td>
<td><strong>(227,882)</strong></td>
<td><strong>(241,121)</strong></td>
<td><strong>(106 %)</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Income Before Capital Contributions

<table>
<thead>
<tr>
<th></th>
<th>Actual Month</th>
<th>Budget Month</th>
<th>Favorable/(Unfavorable)</th>
<th>%</th>
<th>(Variance) Explanations (&gt;$10,000 and 10%)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$ (775,730)</td>
<td>$ (596,948)</td>
<td>$(178,782)</td>
<td>(30 %)</td>
<td></td>
</tr>
</tbody>
</table>

### Capital Contributions

<table>
<thead>
<tr>
<th></th>
<th>Actual Month</th>
<th>Budget Month</th>
<th>Favorable/(Unfavorable)</th>
<th>%</th>
<th>(Variance) Explanations (&gt;$10,000 and 10%)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$ 157,000</td>
<td>-</td>
<td>$ 157,000</td>
<td>100</td>
<td></td>
</tr>
</tbody>
</table>

### Change in Net Position

<table>
<thead>
<tr>
<th></th>
<th>Actual Month</th>
<th>Budget Month</th>
<th>Favorable/(Unfavorable)</th>
<th>%</th>
<th>(Variance) Explanations (&gt;$10,000 and 10%)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$ (618,730)</td>
<td>$ (596,948)</td>
<td>$(21,782)</td>
<td>(4 %)</td>
<td></td>
</tr>
</tbody>
</table>
City of Naples Airport Authority  
Statements of Revenues, Expenses and Changes in Net Position  
For the Period Ending September 30, 2020

<table>
<thead>
<tr>
<th>Operating Revenue</th>
<th>Actual Year-to-Date</th>
<th>Budget Year-to-Date</th>
<th>Favorable/Unfavorable (Favorable)</th>
<th>Favorable/Unfavorable (%)</th>
<th>(Variance) Explanations (&lt;-$25,000 and 10%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aviation Fuel Sales</td>
<td>$30,038,867</td>
<td>$30,285,495</td>
<td>$ (246,628)</td>
<td>(1) %</td>
<td></td>
</tr>
<tr>
<td>Cost of Aviation Fuel Sales</td>
<td>(16,011,219)</td>
<td>(18,608,256)</td>
<td>2,597,036</td>
<td>14</td>
<td></td>
</tr>
<tr>
<td>Net Aviation Fuel Sales</td>
<td>$14,027,648</td>
<td>$11,215,533</td>
<td>$2,812,095</td>
<td>25 %</td>
<td></td>
</tr>
<tr>
<td>Hangar Rentals</td>
<td>$1,409,676</td>
<td>$1,341,758</td>
<td>$67,918</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Building &amp; Land Rent</td>
<td>1,559,591</td>
<td>1,420,000</td>
<td>139,591</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Ramp and Tie Down Fees</td>
<td>1,674,909</td>
<td>1,358,181</td>
<td>316,728</td>
<td>23</td>
<td></td>
</tr>
<tr>
<td>Line Services</td>
<td>1,058,840</td>
<td>817,000</td>
<td>241,840</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Concession Fees</td>
<td>937,687</td>
<td>710,000</td>
<td>227,687</td>
<td>32</td>
<td></td>
</tr>
<tr>
<td>U.S. Customs User Fees</td>
<td>322,415</td>
<td>471,000</td>
<td>(148,585)</td>
<td>(32)</td>
<td>Decrease in international flights</td>
</tr>
<tr>
<td>Flowage Fees and Misc. Revenue</td>
<td>153,278</td>
<td>125,209</td>
<td>28,069</td>
<td>22</td>
<td></td>
</tr>
<tr>
<td><strong>Total Operating Revenue</strong></td>
<td><strong>$21,144,044</strong></td>
<td><strong>$17,920,387</strong></td>
<td><strong>$3,685,344</strong></td>
<td><strong>21 %</strong></td>
<td><strong>$744,045</strong> Year end bad debt reserve adjustment</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Operating Expenses</th>
<th>Actual Year-to-Date</th>
<th>Budget Year-to-Date</th>
<th>Favorable/Unfavorable (Favorable)</th>
<th>Favorable/Unfavorable (%)</th>
<th>(Variance) Explanations (&lt;-$25,000 and 10%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Expenses:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries and Wages</td>
<td>$5,429,987</td>
<td>$6,099,934</td>
<td>$669,946</td>
<td>11 %</td>
<td></td>
</tr>
<tr>
<td>Payroll Taxes</td>
<td>367,260</td>
<td>474,513</td>
<td>107,253</td>
<td>23</td>
<td></td>
</tr>
<tr>
<td>Benefits</td>
<td>1,399,720</td>
<td>1,366,566</td>
<td>(33,154)</td>
<td>(2)</td>
<td></td>
</tr>
<tr>
<td><strong>Total Personnel Expenses</strong></td>
<td><strong>$7,196,967</strong></td>
<td><strong>$7,941,012</strong></td>
<td><strong>$744,045</strong></td>
<td><strong>9 %</strong></td>
<td><strong>$352,759</strong> Year end bad debt reserve adjustment</td>
</tr>
<tr>
<td>Professional Services</td>
<td>$1,015,373</td>
<td>$1,368,132</td>
<td>$32,728</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Contracted Services</td>
<td>964,772</td>
<td>994,500</td>
<td>29,728</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Insurance</td>
<td>616,789</td>
<td>631,527</td>
<td>14,738</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Airfield and Grounds Maintenance</td>
<td>539,117</td>
<td>633,300</td>
<td>94,183</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Building Maintenance</td>
<td>265,594</td>
<td>271,600</td>
<td>6,006</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Vehicle and Equipment Maintenance</td>
<td>303,237</td>
<td>385,802</td>
<td>82,565</td>
<td>21</td>
<td></td>
</tr>
<tr>
<td>Utilities</td>
<td>338,155</td>
<td>426,235</td>
<td>88,083</td>
<td>24</td>
<td></td>
</tr>
<tr>
<td>Credit Card Fees</td>
<td>279,095</td>
<td>273,965</td>
<td>(5,130)</td>
<td>(2)</td>
<td></td>
</tr>
<tr>
<td>Software Licenses and Support</td>
<td>229,586</td>
<td>320,000</td>
<td>90,414</td>
<td>28</td>
<td></td>
</tr>
<tr>
<td>Legal Services</td>
<td>313,006</td>
<td>334,750</td>
<td>21,744</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Communications</td>
<td>201,655</td>
<td>265,250</td>
<td>63,595</td>
<td>24</td>
<td></td>
</tr>
<tr>
<td>Conferences and Travel</td>
<td>67,618</td>
<td>215,683</td>
<td>148,065</td>
<td>69</td>
<td></td>
</tr>
<tr>
<td>Minor Equipment and Supplies</td>
<td>220,149</td>
<td>195,580</td>
<td>(24,569)</td>
<td>(13)</td>
<td></td>
</tr>
<tr>
<td>Pilot Services</td>
<td>88,744</td>
<td>150,000</td>
<td>61,256</td>
<td>41</td>
<td></td>
</tr>
<tr>
<td>Training &amp; Education</td>
<td>32,037</td>
<td>146,800</td>
<td>114,763</td>
<td>78</td>
<td></td>
</tr>
<tr>
<td>Office Supplies</td>
<td>74,096</td>
<td>110,000</td>
<td>35,904</td>
<td>33</td>
<td></td>
</tr>
<tr>
<td>Fuel (internal)</td>
<td>53,839</td>
<td>85,000</td>
<td>31,161</td>
<td>37</td>
<td></td>
</tr>
<tr>
<td>Employee Recognition</td>
<td>22,006</td>
<td>36,500</td>
<td>14,494</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>Dues &amp; Subscriptions</td>
<td>45,336</td>
<td>69,105</td>
<td>23,770</td>
<td>34</td>
<td></td>
</tr>
<tr>
<td>Uniforms</td>
<td>57,045</td>
<td>45,000</td>
<td>(12,044)</td>
<td>(27)</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>29,783</td>
<td>3,850</td>
<td>(25,933)</td>
<td>(674)</td>
<td>Year end bad debt reserve adjustment</td>
</tr>
<tr>
<td><strong>Total Operating Expenses</strong></td>
<td><strong>$12,953,997</strong></td>
<td><strong>$14,903,592</strong></td>
<td><strong>$1,949,595</strong></td>
<td><strong>13 %</strong></td>
<td><strong>$5,173,253</strong> 171 %</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Non-Operating Revenue(Expenses)</th>
<th>Actual Year-to-Date</th>
<th>Budget Year-to-Date</th>
<th>Favorable/Unfavorable (Favorable)</th>
<th>Favorable/Unfavorable (%)</th>
<th>(Variance) Explanations (&lt;-$25,000 and 10%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer Facility Charges</td>
<td>$216,195</td>
<td>$221,948</td>
<td>(5,753)</td>
<td>(3) %</td>
<td></td>
</tr>
<tr>
<td>Depreciation and Amortization</td>
<td>(4,151,963)</td>
<td>(3,689,137)</td>
<td>(462,826)</td>
<td>(13)</td>
<td></td>
</tr>
<tr>
<td>Interest Revenue</td>
<td>507,865</td>
<td>837,063</td>
<td>(329,198)</td>
<td>(39)</td>
<td>Fed interest rate cuts due to COVID-19</td>
</tr>
<tr>
<td>Other Revenue (Expense)</td>
<td>77,107</td>
<td>-</td>
<td>77,107</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Gain/(loss) on disposal of capital assets</td>
<td>100,770</td>
<td>-</td>
<td>100,770</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Insurance Proceeds</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td><strong>Total Non-Operating Revenue(Expenses)</strong></td>
<td><strong>(3,451,566)</strong></td>
<td><strong>(2,630,125)</strong></td>
<td><strong>(821,441)</strong></td>
<td><strong>(31) %</strong></td>
<td><strong>Grant contributions not budgeted.</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Income Before Capital Contributions</th>
<th>Actual Year-to-Date</th>
<th>Budget Year-to-Date</th>
<th>Favorable/Unfavorable (Favorable)</th>
<th>Favorable/Unfavorable (%)</th>
<th>(Variance) Explanations (&lt;-$25,000 and 10%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$4,728,481</td>
<td>$386,669</td>
<td>$4,351,812</td>
<td>$386,669</td>
<td>1,125 %</td>
<td></td>
</tr>
</tbody>
</table>

| Capital Contributions              | $2,490,514          | -                   | $2,490,514                        | 100 %                     | Grant contributions not budgeted.          |

<p>| Change in Net Position             | $7,228,966          | $386,669            | $6,842,326                        | 1,770 %                   |                                            |</p>
<table>
<thead>
<tr>
<th>Assets</th>
<th>9/30/2020</th>
<th>9/30/2019</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>$44,248,942</td>
<td>$39,387,726</td>
<td>$4,861,215</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>303,079</td>
<td>361,249</td>
<td>(58,170)</td>
</tr>
<tr>
<td>Due From Government Agencies</td>
<td>157,000</td>
<td>309,255</td>
<td>(152,255)</td>
</tr>
<tr>
<td>Inventory</td>
<td>328,693</td>
<td>317,847</td>
<td>10,845</td>
</tr>
<tr>
<td>Prepaid Expenses</td>
<td>212,266</td>
<td>197,949</td>
<td>14,317</td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td>$45,249,979</td>
<td>$40,574,026</td>
<td>$4,675,952</td>
</tr>
<tr>
<td>Land and Land Improvements</td>
<td>$9,098,655</td>
<td>$9,024,341</td>
<td>$74,313</td>
</tr>
<tr>
<td>Buildings and Building Improvements</td>
<td>32,110,153</td>
<td>26,126,517</td>
<td>5,983,636</td>
</tr>
<tr>
<td>Equipment</td>
<td>9,027,851</td>
<td>8,735,075</td>
<td>292,776</td>
</tr>
<tr>
<td>Software</td>
<td>534,873</td>
<td>534,873</td>
<td>-</td>
</tr>
<tr>
<td>Vehicles</td>
<td>1,283,387</td>
<td>1,184,738</td>
<td>98,649</td>
</tr>
<tr>
<td>Furniture &amp; Fixtures</td>
<td>1,397,811</td>
<td>1,038,931</td>
<td>358,880</td>
</tr>
<tr>
<td>Intangible Assets</td>
<td>2,315,997</td>
<td>1,279,025</td>
<td>1,036,972</td>
</tr>
<tr>
<td>Construction in Progress</td>
<td>1,710,292</td>
<td>4,830,757</td>
<td>(3,120,465)</td>
</tr>
<tr>
<td>Infrastructure</td>
<td>66,093,795</td>
<td>64,513,746</td>
<td>1,580,050</td>
</tr>
<tr>
<td><strong>Total Net Property, Plant &amp; Equipment</strong></td>
<td>$123,572,814</td>
<td>$117,268,003</td>
<td>$6,304,811</td>
</tr>
<tr>
<td>Accumulated amortization and depreciation</td>
<td>$(55,601,342)</td>
<td>$(51,929,553)</td>
<td>$(3,671,789)</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td>$113,221,450</td>
<td>$105,912,476</td>
<td>$7,308,974</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Liabilities</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable</td>
<td>$1,539,550</td>
<td>$1,693,943</td>
<td>$(154,393)</td>
</tr>
<tr>
<td>Accrued Salaries &amp; Benefits</td>
<td>749,611</td>
<td>485,390</td>
<td>264,221</td>
</tr>
<tr>
<td>Accrued Liabilities - Other</td>
<td>617,275</td>
<td>725,928</td>
<td>(108,653)</td>
</tr>
<tr>
<td><strong>Total Current Liabilities</strong></td>
<td>$2,906,436</td>
<td>$2,905,261</td>
<td>$1,175</td>
</tr>
<tr>
<td>Long Term Liabilities</td>
<td>$5,404,413</td>
<td>$5,325,610</td>
<td>$78,802</td>
</tr>
<tr>
<td><strong>Total Liabilities</strong></td>
<td>$8,310,849</td>
<td>$8,230,871</td>
<td>$79,978</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Equity</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contributed Capital</td>
<td>35,611,583</td>
<td>35,611,583</td>
<td>-</td>
</tr>
<tr>
<td>Retained Earnings</td>
<td>62,070,022</td>
<td>62,070,022</td>
<td>-</td>
</tr>
<tr>
<td>Current Year Retained Earnings</td>
<td>7,228,996</td>
<td>-</td>
<td>7,228,996</td>
</tr>
<tr>
<td><strong>Total Equity</strong></td>
<td>$104,910,601</td>
<td>$97,681,605</td>
<td>$7,228,996</td>
</tr>
<tr>
<td><strong>Total Liabilities and Equity</strong></td>
<td>$113,221,450</td>
<td>$105,912,476</td>
<td>$7,308,974</td>
</tr>
</tbody>
</table>
# City of Naples Airport Authority
## Statement of Cash Flows
### As of September 30, 2020

<table>
<thead>
<tr>
<th>Cash Flows from Operating Activities:</th>
<th>Month</th>
<th>Fiscal Year-to-Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Income (Loss)</td>
<td>$ 306,727</td>
<td>$ 8,190,047</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Changes in Working Capital:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(Increase) Decrease in Accounts Receivable</td>
<td>58,019</td>
<td>58,170</td>
</tr>
<tr>
<td>(Increase) Decrease in Inventories</td>
<td>65,325</td>
<td>(10,845)</td>
</tr>
<tr>
<td>(Increase) Decrease in Prepaid Expenses and Other</td>
<td>81,673</td>
<td>(14,317)</td>
</tr>
<tr>
<td>Increase (Decrease) in Accounts Payable</td>
<td>435,459</td>
<td>(154,404)</td>
</tr>
<tr>
<td>Increase (Decrease) in Accrued Expenses and Other</td>
<td>140,449</td>
<td>155,579</td>
</tr>
<tr>
<td>Increase (Decrease) in Deferred Revenue</td>
<td>78,802</td>
<td>78,802</td>
</tr>
</tbody>
</table>

**Net Cash Provided (Used) by Operating Activities**

| $ 553,000 | $ 8,303,033 |

<table>
<thead>
<tr>
<th>Cash Flow from Investing Activities:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Acquisition, Construction of Capital Assets</td>
<td>$ 370,307</td>
<td>$ 6,784,984</td>
</tr>
<tr>
<td>Gain (loss on sale of assets)</td>
<td>(109,986)</td>
<td>(100,770)</td>
</tr>
<tr>
<td>(Increase) Decrease in Due From Government (Grants)</td>
<td>25,107</td>
<td>152,255</td>
</tr>
<tr>
<td>Capital Contributions (Grants)</td>
<td>157,000</td>
<td>2,490,513</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>(9,079)</td>
<td>77,107</td>
</tr>
<tr>
<td>Interest and Dividends on Investments</td>
<td>13,895</td>
<td>507,865</td>
</tr>
</tbody>
</table>

**Net Cash Provided (Used) in Investing Activities**

| $ (293,370) | $ (3,658,013) |

<table>
<thead>
<tr>
<th>Customer Facility Charge Revenue</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>11,008</td>
<td>216,195</td>
</tr>
</tbody>
</table>

**Net Cash Provided (Used) by Financing Activities**

| $ 11,008 | $ 216,195 |

<table>
<thead>
<tr>
<th>Increase (Decrease) in Cash and Equivalents</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$ 270,637</td>
<td>$ 4,861,216</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cash and Equivalents at Beginning of Period</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$ 43,978,304</td>
<td>$ 39,387,726</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cash and Equivalents at End of Period</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$ 44,248,942</td>
<td>$ 44,248,942</td>
</tr>
</tbody>
</table>
City of Naples Airport Authority

Investments

As of September 30, 2020

<table>
<thead>
<tr>
<th>Investment</th>
<th>Balance</th>
<th>Current Interest Rate</th>
<th>Year-to-Date Earnings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash - Valley Bank</td>
<td>$36,320,215</td>
<td>0.40%</td>
<td>$420,626</td>
</tr>
<tr>
<td>Cash - Northern Trust</td>
<td>7,928,126</td>
<td>0.30%</td>
<td>87,240</td>
</tr>
<tr>
<td>Petty Cash</td>
<td>600</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td><strong>Total Cash and Investments</strong></td>
<td>$44,248,942</td>
<td></td>
<td>$507,866</td>
</tr>
</tbody>
</table>
City of Naples Airport Authority
Operating Expenses by Select Departments
As of September 30, 2020

<table>
<thead>
<tr>
<th>Month Actual</th>
<th>Month Budget</th>
<th>Variance Favorable (unfavorable)</th>
<th>&gt; 10K Variance Explanations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Traffic Control Tower</td>
<td>$ 2,665</td>
<td>$ 5,167</td>
<td>$ 2,502</td>
</tr>
<tr>
<td>Airport Rescue Fire Fighting</td>
<td>78,052</td>
<td>70,835</td>
<td>(7,217)</td>
</tr>
<tr>
<td>IT</td>
<td>29,127</td>
<td>34,542</td>
<td>5,415</td>
</tr>
<tr>
<td>US Customs &amp; Border Protection</td>
<td>18,194</td>
<td>30,759</td>
<td>12,565</td>
</tr>
<tr>
<td>All Other Operating</td>
<td>1,366,958</td>
<td>1,046,745</td>
<td>(320,213)</td>
</tr>
<tr>
<td>Total Operating Expenses</td>
<td>$ 1,494,996</td>
<td>$ 1,188,048</td>
<td>$ (306,948)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>YTD Actual</th>
<th>YTD Budget</th>
<th>Variance Favorable (unfavorable)</th>
<th>&gt; 25K Variance Explanations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Traffic Control Tower</td>
<td>$ 37,687</td>
<td>$ 62,000</td>
<td>$ 24,313</td>
</tr>
<tr>
<td>Airport Rescue Fire Fighting</td>
<td>834,139</td>
<td>850,000</td>
<td>15,861</td>
</tr>
<tr>
<td>IT</td>
<td>402,159</td>
<td>414,495</td>
<td>12,336</td>
</tr>
<tr>
<td>US Customs &amp; Border Protection</td>
<td>280,522</td>
<td>369,100</td>
<td>88,578</td>
</tr>
<tr>
<td>All Other Operating</td>
<td>11,399,490</td>
<td>13,207,997</td>
<td>1,808,507</td>
</tr>
<tr>
<td>Total Operating Expenses</td>
<td>$ 12,953,997</td>
<td>$ 14,903,592</td>
<td>$ 1,949,595</td>
</tr>
</tbody>
</table>

Year end adjustments, old ARFF demo expense
## Strategic Goal #1 - Provide a safe, modern and efficient airport and fixed base operator

<table>
<thead>
<tr>
<th>Item</th>
<th>Budget</th>
<th>Actual</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Aviation Terminal Improvements</td>
<td>$3,000,000</td>
<td>$180,169</td>
<td>$2,819,831</td>
</tr>
<tr>
<td>GA Terminal Traffic and Parking Imp. and Radio Road</td>
<td>$2,500,000</td>
<td>$11,845</td>
<td>$2,488,155</td>
</tr>
<tr>
<td>North GA Apron &amp; Taxi lane Rehabilitation</td>
<td>$2,000,000</td>
<td>$270,673</td>
<td>$1,729,327</td>
</tr>
<tr>
<td>ATCT Improvements</td>
<td>$1,000,000</td>
<td>$113,753</td>
<td>$886,247</td>
</tr>
<tr>
<td>Airport Security Upgrade</td>
<td>$925,000</td>
<td>$29,257</td>
<td>$895,743</td>
</tr>
<tr>
<td>Hangar Door Replacement</td>
<td>$285,000</td>
<td>$90,795</td>
<td>$194,205</td>
</tr>
<tr>
<td>Regrade and Landscape Berms; Grade Car Wash Field</td>
<td>$200,000</td>
<td>$74,313</td>
<td>$125,687</td>
</tr>
<tr>
<td>Lektor 6 (replacement)</td>
<td>$115,000</td>
<td>$114,501</td>
<td>499</td>
</tr>
<tr>
<td>Golf Carts (replacements)</td>
<td>$60,000</td>
<td>$41,597</td>
<td>$18,403</td>
</tr>
<tr>
<td>Fuel Farm Tank Lining</td>
<td>$60,000</td>
<td>$39,350</td>
<td>$20,650</td>
</tr>
<tr>
<td>Power Supply for REILS and PAPI's</td>
<td>$50,000</td>
<td>$43,710</td>
<td>$6,290</td>
</tr>
<tr>
<td>GPU (replacement)</td>
<td>$40,000</td>
<td>$30,800</td>
<td>$9,200</td>
</tr>
<tr>
<td>Truck (replacements)</td>
<td>$35,000</td>
<td>$78,341</td>
<td>(43,341)</td>
</tr>
<tr>
<td>800MHZ Radios (6)</td>
<td>$18,000</td>
<td>$35,590</td>
<td>(17,590)</td>
</tr>
<tr>
<td>Landscape Mower (replacement)</td>
<td>$15,000</td>
<td>$15,202</td>
<td>(202)</td>
</tr>
<tr>
<td>Monitors for Operations Room</td>
<td>$4,000</td>
<td>$6,071</td>
<td>(2,071)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$16,388,000</strong></td>
<td><strong>$1,175,967</strong></td>
<td><strong>$15,212,033</strong></td>
</tr>
</tbody>
</table>

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

## Goal #3 - Strengthen the airport's economic vitality.

<table>
<thead>
<tr>
<th>Item</th>
<th>Budget</th>
<th>Actual</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hardware And Software</td>
<td>$191,000</td>
<td>$137,540</td>
<td>$53,460</td>
</tr>
<tr>
<td><strong>Total Non-Participatory Projects</strong></td>
<td><strong>$334,000</strong></td>
<td><strong>$137,540</strong></td>
<td><strong>$196,460</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Budget</th>
<th>Actual</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Non-Participatory Projects</strong></td>
<td><strong>$16,872,000</strong></td>
<td><strong>$1,313,507</strong></td>
<td><strong>$15,558,493</strong></td>
</tr>
</tbody>
</table>

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 September 30, 2020

**Strategic Goal #1 - Provide a safe, modern and efficient airport and fixed base operator.**

<table>
<thead>
<tr>
<th>Project</th>
<th>Funding Source</th>
<th>Approved Project Amount FY 2020</th>
<th>Approved Budget FY to Date</th>
<th>Amount Spent FY to Date</th>
<th>Prior Fiscal Years Amount Spent</th>
<th>Total Project Spend Amount Spent</th>
<th>Project Complete</th>
<th>Grant Funds Remaining</th>
<th>Reimbursed</th>
<th>Cost %</th>
<th>Project Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Airport Fire Station</strong></td>
<td>FDOT</td>
<td>$2,702,355</td>
<td>$2,284,298</td>
<td>$2,147,774</td>
<td>$522,182</td>
<td>$2,669,956</td>
<td>$32,399</td>
<td>$2,515,087</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>NAA</td>
<td>$3,083,388</td>
<td>$2,629,926</td>
<td>$2,248,654</td>
<td>$757,197</td>
<td>$3,005,851</td>
<td>$77,537</td>
<td>$305,851</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td></td>
<td>$5,785,743</td>
<td>$4,914,224</td>
<td>$4,396,418</td>
<td>$1,279,379</td>
<td>$5,675,807</td>
<td>$109,936</td>
<td>$2,515,087</td>
<td>98%</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

**Project Status:**  
Project complete. Certificate of occupancy issued and building went operational on August 3rd.

<table>
<thead>
<tr>
<th>Project</th>
<th>Funding Source</th>
<th>Approved Project Amount FY 2020</th>
<th>Approved Budget FY to Date</th>
<th>Amount Spent FY to Date</th>
<th>Prior Fiscal Years Amount Spent</th>
<th>Total Project Spend Amount Spent</th>
<th>Project Complete</th>
<th>Grant Funds Remaining</th>
<th>Reimbursed</th>
<th>Cost %</th>
<th>Project Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Runway 5-23 Drainage</strong></td>
<td>FAA</td>
<td>$-</td>
<td>$1,710,000</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Improvements Design</strong></td>
<td>FDOT</td>
<td>$-</td>
<td>$95,000</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>NAA</td>
<td>$845,000</td>
<td>$95,000</td>
<td>$407,381</td>
<td>$192,870</td>
<td>$600,251</td>
<td>$244,749</td>
<td>$71%</td>
<td>75%</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td></td>
<td>$845,000</td>
<td>$1,900,000</td>
<td>$407,381</td>
<td>$192,870</td>
<td>$600,251</td>
<td>$244,749</td>
<td>$71%</td>
<td>75%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Project Status:**  
Project on time and on budget. Plans complete. Contractor to be considered at the October Board of Commissioners meeting.

<table>
<thead>
<tr>
<th>Project</th>
<th>Funding Source</th>
<th>Approved Project Amount FY 2020</th>
<th>Approved Budget FY to Date</th>
<th>Amount Spent FY to Date</th>
<th>Prior Fiscal Years Amount Spent</th>
<th>Total Project Spend Amount Spent</th>
<th>Project Complete</th>
<th>Grant Funds Remaining</th>
<th>Reimbursed</th>
<th>Cost %</th>
<th>Project Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Master Plan Update</strong></td>
<td>FAA</td>
<td>$628,280</td>
<td>$100,000</td>
<td>$-</td>
<td>$628,280</td>
<td>$628,280</td>
<td>$-</td>
<td>$628,280</td>
<td>$628,280</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FDOT</td>
<td>$47,379</td>
<td>$15,000</td>
<td>$4,294</td>
<td>$34,925</td>
<td>$39,219</td>
<td>$8,160</td>
<td>$38,539</td>
<td>$38,539</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>NAA</td>
<td>$520,746</td>
<td>$200,000</td>
<td>$117,947</td>
<td>$255,811</td>
<td>$373,758</td>
<td>$146,988</td>
<td>$155,148</td>
<td>$95%</td>
<td>99%</td>
<td></td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td></td>
<td>$1,196,405</td>
<td>$315,000</td>
<td>$122,241</td>
<td>$919,016</td>
<td>$1,041,257</td>
<td>$155,148</td>
<td>$95%</td>
<td>99%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Goal #2 - Be an engaged, responsive partner in service to our community.**

<table>
<thead>
<tr>
<th>Project</th>
<th>Funding Source</th>
<th>Approved Project Amount FY 2020</th>
<th>Approved Budget FY to Date</th>
<th>Amount Spent FY to Date</th>
<th>Prior Fiscal Years Amount Spent</th>
<th>Total Project Spend Amount Spent</th>
<th>Project Complete</th>
<th>Grant Funds Remaining</th>
<th>Reimbursed</th>
<th>Cost %</th>
<th>Project Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Part 150 Update - Noise Study</strong></td>
<td>FAA</td>
<td>$600,000</td>
<td>$300,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$600,000</td>
<td>-</td>
<td>$30,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FDOT</td>
<td>$38,000</td>
<td>$15,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$38,000</td>
<td>-</td>
<td>$30,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>NAA</td>
<td>$770,000</td>
<td>$300,000</td>
<td>$244,345</td>
<td>-</td>
<td>$244,345</td>
<td>-</td>
<td>$244,345</td>
<td>$523,655</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td></td>
<td>$1,470,000</td>
<td>$615,000</td>
<td>$244,345</td>
<td>-</td>
<td>$244,345</td>
<td>-</td>
<td>$1,155,655</td>
<td>17%</td>
<td>20%</td>
<td></td>
</tr>
</tbody>
</table>

**Project Status:**  
Project on time and on budget.
Goal #3 - Strengthen the airport’s economic vitality.

<table>
<thead>
<tr>
<th>Project</th>
<th>Board Funding Source</th>
<th>Approved Project Amount</th>
<th>Approved Budget FY 2020</th>
<th>Project Spend FY to Date</th>
<th>Project Spend Amount Spent</th>
<th>Prior Fiscal Years</th>
<th>Total Project Spend</th>
<th>Project Amount Remaining</th>
<th>Grant Funds Reimbursed</th>
<th>Cost % Complete</th>
<th>Project % Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fuel Farm Expansion</td>
<td>NAA</td>
<td>1,697,310</td>
<td>$ -</td>
<td>254,231</td>
<td>1,306,277</td>
<td>$ 1,560,568</td>
<td>$ 136,802</td>
<td>100%</td>
<td>100%</td>
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</tr>
</tbody>
</table>

Project Status: Project complete and under budget. New tanks are operational. Project complete.

<table>
<thead>
<tr>
<th>Project</th>
<th>Funding Source</th>
<th>Approved Project Amount</th>
<th>Approved Budget FY 2020</th>
<th>Project Spend FY to Date</th>
<th>Project Spend Amount Spent</th>
<th>Prior Fiscal Years</th>
<th>Total Project Spend</th>
<th>Project Amount Remaining</th>
<th>Grant Funds Reimbursed</th>
<th>Cost % Complete</th>
<th>Project % Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extend Taxiway B, aprons construction</td>
<td>FAA</td>
<td>$ -</td>
<td>$ 630,000</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>26%</td>
<td>26%</td>
</tr>
<tr>
<td>site prep - North Quad</td>
<td>FDOT</td>
<td>$ -</td>
<td>$ 35,000</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NAA</td>
<td>NAA</td>
<td>$ -</td>
<td>$ 35,000</td>
<td>$ 184,532</td>
<td>$ -</td>
<td>$ 184,532</td>
<td>$ (184,532)</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Totals</td>
<td>$ -</td>
<td>$ 700,000</td>
<td>$ 184,532</td>
<td>$ -</td>
<td>$ 184,532</td>
<td>$ (184,532)</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Project Status: Consultant approved by Board and the design phase has started.

Total Major Projects
<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Approved Project Amount</th>
<th>Approved Budget FY 2020</th>
<th>Project Spend FY to Date</th>
<th>Project Spend Amount Spent</th>
<th>Prior Fiscal Years</th>
<th>Total Project Spend</th>
<th>Project Amount Remaining</th>
<th>Grant Funds Reimbursed</th>
<th>Cost % Complete</th>
<th>Project % Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAA Funding</td>
<td>$ 2,740,000</td>
<td>$ -</td>
<td>$ 628,280</td>
<td>$ 628,280</td>
<td>$ 600,000</td>
<td>$ 628,280</td>
<td>$ -</td>
<td>$ -</td>
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<td></td>
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<tr>
<td>FDOT Funding</td>
<td>$ 2,444,298</td>
<td>$ 2,152,068</td>
<td>$ 557,107</td>
<td>$ 2,709,175</td>
<td>$ 70,559</td>
<td>$ 2,553,626</td>
<td>$ -</td>
<td>$ -</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NAA Share</td>
<td>$ 3,239,926</td>
<td>$ 3,457,091</td>
<td>$ 2,512,155</td>
<td>$ 5,269,246</td>
<td>$ 947,198</td>
<td>$ 3,181,906</td>
<td>$ -</td>
<td>$ -</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Major Projects</td>
<td>$ 8,444,224</td>
<td>$ 5,609,159</td>
<td>$ 3,697,542</td>
<td>$ 9,306,701</td>
<td>$ 1,617,757</td>
<td>$ 3,181,906</td>
<td>$ -</td>
<td>$ -</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>