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

AGENDA

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

Thursday, January 21, 2021
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 Rick Ruppert
Executive Director: Christopher A. Rozansky
Authority Attorney: William L. Owens, Esq. of Bond, Schoeneck & King, PLLC

Welcome. If you wish to address the Board of Commissioners regarding an item listed on the Agenda, please complete a Speaker Registration form (available at the rear of the room) and hand it to the Executive Assistant prior to consideration of that item. We ask that speakers limit comments to 5 minutes and that large groups name a spokesperson whenever possible. All written, audio-visual, and other materials distributed to the Board or staff during this meeting will become the property of NAA and will be a public record. Thank you for your interest and participation.

NOTICE

Formal action may be taken on any item listed on the Agenda below, or added to the Agenda before or during the meeting, or discussed during the meeting without being added to the Agenda. Also, the sequence of items may be changed as the meeting progresses.

Any person who decides to appeal a decision of this Board with respect to any matter considered at this meeting (or hearing) will need a record of the proceeding and may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be heard.

Any person with a disability requiring auxiliary aids or services in order to participate in this proceeding for meetings at the City Council Chamber may call the City Clerk's Office at 213-1015, or for meetings at the Airport Office Building, the NAA Executive Assistant's Office at 643-0733, with requests at least two business days before the meeting.

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

A. ROLL CALL

B. PLEDGE OF ALLEGIANCE

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

D. MINUTES

1. December 17, 2020 Regular Meeting Minutes

E. PRESENTATIONS AND TIME CERTAIN ITEM

1. Employees of the Year

F. PUBLIC COMMENTS (5 minute limit)

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

1. Election of Chair
2. Election of Vice Chair
3. Committee Appointments (Chair)
4. Proclamation – Naples Tower
5. Resolution No. 2021-1, Resolution of City of Naples Airport Authority Delegating Certain Administrative and Operational Powers and Duties to the Executive Director; and Repealing Resolution 2020-1
6. Proposed Revisions to the Bylaws for the Governance and Operation of City of Naples Airport Authority Noise Compatibility Committee
7. Lease Assignment from Gulf Coast Commercial Corporation to 531 Building, 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

December 17, 2020
Regular Meeting

Meeting was called to order by Chair Lenhard at 8:35 a.m. in the Council Chambers at City Hall.

A. OATH OF OFFICE

Deputy City Clerk Jessica Rosenberg administered the Oath of Office to Commissioner Richard Ruppert, who was appointed by City Council to serve on the Authority for a four-year term, beginning on November 20, 2020.

Chair Lenhard welcomed Commissioner Ruppert.

B. ROLL CALL

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

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

C. PLEDGE OF ALLEGIANCE

Chair Lenhard led the Pledge of Allegiance.

D. AGENDA

Mr. Rozansky noted that there were two revisions to the agenda as follows: 1) Under Action 2, Commercial Terminal Improvement Project, the briefing paper was updated to include the results of the bids which were due on December 14th. Mr. Rozansky stated that the bids were received after the publication of the Board packet; 2) The Strategic Plan Scorecard which was attached to the briefing paper under Old Business 5, Updates to the FY 2017 – FY 2021 Strategic Plan, was slightly reformatted.

Mr. Rozansky stated that both of these items were distributed to the Board before the meeting, and printed copies were provided at each Board member's seat this morning.

E. MINUTES

1. November 19, 2020 Regular Meeting Minutes

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

F. PRESENTATIONS AND TIME CERTAIN ITEMS

There were no presentations or time certain items.

G. PUBLIC COMMENTS

There were no public comments.

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

1. Purchase of Golf Carts in an Amount Not to Exceed $107,138

Mr. Hushek requested Board authorization for the Executive Director to purchase five (5) new golf carts in an amount not to exceed $107,138. These golf carts will replace our existing golf carts that have reached the end of their useful life. The golf carts are used by our ramp assistants to help shuttle passengers back and forth between the terminal and their aircraft.

A question and answer period followed.

Vice Chair Dustin moved Board authorization for the Executive Director to purchase five new golf carts from Gator Golf Carts in an amount not to exceed $107,138. Commissioner Messer seconded. Motion passed unanimously 5-0.

2. Commercial Terminal Improvement Project

Mr. Keith requested Board authorization for the Executive Director to execute a contract with Owen-Ames-Kimball in an amount not to exceed $737,846 for the Commercial Terminal (CAT) Improvement project. He said that this amount includes the bid amount, a contingency of $60,000, and a proposed incentive of up to $100,000 for early completion. He provided a summary of the results of the bids received.

Mr. Keith reported that the CAT Improvement project is designed to serve as an interim FBO facility for use during the remodel of the General Aviation Terminal. He stated that assuming the permits are issued in time for the contractor to commence work on January 4, 2021, the contract requires construction to be completed by April 30, 2021. The financial incentive to complete work ahead of schedule will help to ensure a timely transition and allow commencement of the GAT improvements in order for the GAT to be completed prior to the FY 2022 peak season.

Mr. Keith explained how the proposed financial incentive to complete work early would be structured. A question and answer period followed regarding the incentive bonus and penalties/liquidated damages for work completed late.

Vice Chair Dustin moved Board approval for the Executive Director to execute a contract with Owen-Ames-Kimball in an amount not to exceed $737,846 for the Commercial Terminal (CAT) Improvement project. Commissioner Messer seconded. Motion passed unanimously 5-0.

3. Runway 5-23 Drainage Improvement Project Mitigation Credits in an Amount Not to Exceed $199,200

Mr. Keith requested Board authorization for the Executive Director to execute a contract with Southwest Florida Wetlands Joint Venture for 1.66 state wetland credits (acres) from Panther Island Mitigation Bank in an amount not to exceed $199,200. He noted that in order to obtain a permit to move forward with the Runway 5-23 Drainage Improvement project, the mitigation fee is required by the Southwest Florida Management District and is not negotiable. Mr. Keith displayed an aerial showing the portion in the West Quad which will require removal of wildlife habitat. Mr. Keith stated that the expense is included in the FY 2021 capital budget and qualifies for reimbursement under the Federal Aviation Administration grant.

A question and answer period followed.

Commissioner Rideoutte moved Board approval for the Executive Director to execute a contract with Southwest Florida Wetlands Joint Venture for 1.66 state wetland credits from Panther Island Mitigation Bank in an amount not to exceed $199,200. Vice Chair Dustin seconded. Motion passed unanimously 5-0.

I. NEW BUSINESS

1. Budget – FY 2021

Mr. Warriner requested discussion and consensus for management changes to the FY 2021 operating budget. As reported in the financial summary, he said that we are significantly ahead of our budget year-to-date and that fuel sales have increased 25% this year. Because the increase is expected to continue throughout the winter season, Mr. Warriner stated that there is a need to hire additional staff, lease additional fuel trucks and golf carts, and hire outside contracted services to meet the demand. After consulting with Authority Counsel Bill Owens and our outside auditor, Mr. Warriner explained that a formal budget amendment is not statutorily required since we do not anticipate exceeding the original Board approved FY 2021 budgeted operating expense but that staff wanted to apprise the Board of the adjustment due to circumstances with COVID-19 and the volume of traffic.

A question and answer period followed regarding the increased jet flights, employee fatigue, precautions staff is taking due to the pandemic, employee retention and challenges of attracting new workers.

Commissioner Ruppert asked if jet fuel increases were exclusively from charter flights or from customers who are based at the airport. Mr. Rozansky stated that most of it is due to the continued trend of private charter and added that in a recent report, analysts estimated that there were nearly 2 million new customers to general aviation this year as a result of the pandemic. Vice Chair Dustin commented that in the last four months, his business has used private charter instead of commercial and anticipates using it more frequently in the new calendar year.

Chair Lenhard stated that he received a request to make a public comment and invited Mr. Burn to the podium.

Mr. Robert P. Burn, 720 Broad Avenue South, Naples commented regarding the 25% fuel sales increase and asked what percentage of aviation fuel sold this year is for aircraft arriving and staying here versus aircraft that arrive, fuel and leave for another destination. Mr. Rozansky responded that this isn't tracked but we know that more than 90% of aircraft that arrive take fuel and that we are not generally a fueling

stop. Mr. Rozansky added that single engine aircraft may travel to another location because the fuel might be less expensive, but jet operators do not do that because it puts more cycles and use on the aircraft.

There was unanimous consensus to accept the management changes to the FY 2021 operating budget as presented by Mr. Warriner.

J. OLD BUSINESS

1. Noise Compatibility Committee (NCC) Update

Commissioner Messer stated that the NCC last met virtually on October 29th and that she reported on this meeting at the November 19th Board Meeting.

Commissioner Messer noted that the next Regular Meeting of the NCC is scheduled for Thursday, January 28th, at 9 a.m. and stated that due to the COVID-19 pandemic, the meeting will be held in a hybrid format where the public is encouraged to participate via Zoom, by registering in advance utilizing a meeting link which will be posted to our website by January 21, 2021.

Commissioner Messer announced that Mr. Zac Burch, Communications and Community Engagement Manager, is working with NCC members to schedule community meetings in the areas that they represent. She said that anyone interested in scheduling a meeting should contact him at zburch@flynaples.com.

2. Technical Advisory Committee (TAC) Update

Commissioner Messer stated that the TAC last met virtually on November 5th and that she reported on that meeting at the November 19th Board meeting. She reiterated that Mr. Burch is working with TAC members to schedule community meetings in areas that they represent. She said that the next TAC meeting is scheduled for Thursday, February 11th, at 9:30 a.m. and that the venue for this meeting will be posted by February 5th. She encouraged the public to participate.

3. Strategic Plan Scorecard – FY 2020 End of Year Report

Mr. Rozansky requested Board review and acceptance of the Strategic Plan Scorecard – FY 2020 End of Year Report. He stated that the Scorecard was revised during the June meeting in response to COVID-19 and that he expressed how proud he was of the work the team has done during the most challenging circumstances that he has ever faced in his career.

Commissioner Ruppert asked if there has been any success in working with the NCC or TAC members to schedule community meetings in the areas that they represent. Mr. Rozansky clarified that the Scorecard is through September 30, 2020 and that Mr. Burch's efforts pertain to the new FY 2021 Scorecard. Mr. Burch provided an update of the community outreach efforts to date. He said that there is a number of meetings scheduled throughout January, February and March with homeowners associations and other organizations.

Commissioner Messer congratulated the entire team on an incredible job in FY 2020. She said that the new customers coming into the airport are people in this community, and it is a great opportunity for continued understanding and education about what the airport is, how it functions and what the airport

means to this community. Vice Chair Dustin added that the airport is a superb economic development asset and when he speaks with others, he helps them to understand this.

Vice Chair Dustin moved Board acceptance of the Strategic Plan Scorecard – FY 2020 End of Year Report. Commissioner Messer seconded. Motion passed unanimously 5-0.

4. **Strategic Plan Incentive Plan**

Mr. Rozansky requested Board authorization for the Executive Director to distribute incentive pay under the Strategic Plan Incentive Program for FY 2020. Mr. Rozansky provided a summary of the program, which is tied to the achievement of the goals and objectives of the Strategic Plan, that was approved by the Board of Commissioners at the December 20, 2018 Regular Meeting. Mr. Rozansky stated that based upon the achievement of 100% of the goals in our Strategic Plan, the total incentive expense is approximately $311,000. He added that this amount is below the amount accrued in our financial statements as of September 30, 2020.

Vice Chair Dustin moved Board approval for the Executive Director to distribute incentive pay under the Strategic Plan Incentive Program for FY 2020 as presented by Mr. Rozansky. Commissioner Messer seconded. Motion passed unanimously 5-0.

Mr. Rozansky thanked the Board for their approval. He said that after the meeting, he will share the procedure tied to this program, especially for Commissioner Ruppert's benefit.

5. **Updates to the FY 2017 – FY 2021 Strategic Plan**

Mr. Rozansky requested Board adoption of updates to the FY 2017 – FY 2021 Naples Airport Authority Strategic Plan, consisting of revisions to the FY 2021 Scorecard. Mr. Rozansky highlighted the revisions which appear in lavender and reviewed the changes to the slightly reformatted version.

Regarding the airspace protection initiative under Goal 1, Commissioner Ruppert asked if the Triangle Development would be the type of issue we would monitor. Mr. Rozansky said that it was and provided a summary of the restrictive height covenant that was negotiated in 2017 with the County and Developer and which was recorded recently with the closing of this property.

Regarding the risk management initiative under Goal 3, Vice Chair Dustin questioned whether the measure, "uninsured losses do not exceed deductibles", was properly written, given the philosophical discussion at last month's regular meeting on the issue of obtaining a higher deductible. Mr. Rozansky invited Mr. Warriner to elaborate on our approach for property insurance next year. Mr. Warriner commented that our approach next year is to take a stratified approach where we can break portions of our property up into different layers and get multiple insurers to quote on that. Regarding the Scorecard initiative, he explained that the intent is to make sure everything is properly insured so that no uninsured events occur. Commissioner Rideoutte stated that in the Leadership Team Report on page 2, staff reported that our insurance broker, Alliant Insurance Services, contacted AmRisc to consider a higher deductible and that the premium presented was the minimum premium for our policy and it would not be lower if the deductible was increased.

Mr. Rozansky commented that the Scorecard presented will be the last scorecard before we go into the process of updating our five-year Strategic Plan. He added that the current five-year Strategic Plan has served us well.

Commissioner Messer moved Board adoption of the updates to the FY 2017 – FY 2021 Naples Airport Authority Strategic Plan, consisting of revisions to the FY 2021 Scorecard as presented by Mr. Rozansky. Commissioner Rideoutte seconded. Motion passed unanimously 5-0.

6. **Investments**

Mr. Warriner requested Board discussion and consensus regarding transferring up to $20 million of excess funds in our Valley Money Market account to other investments approved by our investment policy. He provided a summary of the investment strategy and policy that was approved by the Board at its Regular Meeting on October 17, 2019. The goal is to diversify our funds into other investments approved by the Board under the investment policy and get a longer term and better rates than we are currently experiencing.

There was unanimous consensus to transfer the funds in our Valley Money Market account to other investments approved by our investment policy.

K. LEADERSHIP TEAM REPORT

1. **Leadership Team Report**

As reported on page 1 under Leadership Development and in response to Commissioner Rideoutte's question regarding the Continuing Florida Aviation Systems Planning Process (CFASPP) group, Mr. Rozansky explained the roles of the Florida Department of Transportation and Federal Aviation Administration. He explained that CFASPP was organized by Regional CFASPP Steering Committees and an Executive Statewide Committee, to which Mr. Keith was recently appointed as Chair.

L. FINANCIAL REPORTS

1. **Financial Summary**

Mr. Warriner presented the financial results for the month of November and stated that fuel sales were up 15% over budget and year to date up 24% over budget.

A question and answer period followed.

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

M. COUNSEL'S REPORT

1. **Counsel's Report**

Mr. Owens thanked Commissioner Ruppert for his question earlier regarding the Gateway Triangle. In addition to the Gateway Triangle transaction closing last month, Mr. Owens said the entity that we were originally negotiating with, that obtained the development rights with the County, was Real Estate Partners International LLC. He stated that the contract for purchase was assigned at closing to two different entities that ended up taking fee simple title to the property. He reassured the Board that those entities did consent to our height restriction declaration so they, along with the property, are subject to the height restrictions and other covenants negotiated in addition to the two mortgage lenders that are funding the project.

Mr. Owens reported that with respect to the Hertz bankruptcy, negotiations are continuing with Hertz concerning the assumption of certain concession and lease agreements and the payment of any pre-petition amounts that are outstanding under those agreements. A question and answer period followed.

N. PUBLIC COMMENTS (5-minute limit)

Mr. Robert P. Burns, 720 Broad Avenue South, asked what actions a resident should take when he/she hears a plane flying during the curfew hours and if the Air Traffic Control Tower was staffed 24 hours/7 days per week. Mr. Rozansky said that the Tower is open until 10 p.m. each day and that staff monitors after-hours curfew activity. Mr. Rozansky stated that for anyone who flies during curfew hours, staff sends a letter informing them of the voluntary curfew hours and if they become habitual, staff takes additional action by calling or meeting with them. Mr. Rozansky explained why we are unable to mandate the curfew.

O. CORRESPONDENCE/COMMISSIONER COMMENTS & REQUESTS/MEETINGS

Again, Chair Lenhard welcomed Commissioner Ruppert and said that it was great to have him on board.

P. ADJOURN

With no further business, the meeting adjourned at 10:06 a.m.

_____
Christopher A. Rozansky
Secretary

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

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

FINAL AGENDA

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

Thursday, December 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 Rick Ruppert
Executive Director: Christopher A. Rozansky
Authority Attorney: William L. Owens, Esq. of Bond, Schoeneck & King, PLLC

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A. OATH OF OFFICE

1. Swearing in Ceremony for Commissioner Ruppert

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

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

E. MINUTES

1. November 19, 2020 Regular Meeting Minutes

F. PRESENTATIONS AND TIME CERTAIN ITEMS

G. PUBLIC COMMENTS (5 minute limit)

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

1. Purchase of Golf Carts in an amount not to exceed $107,138
2. Commercial Terminal Improvement Project
3. Runway 5-23 Drainage Improvement Project Mitigation Credits in an amount not to exceed $199,200

I. NEW BUSINESS

1. Budget – FY 2021

J. OLD BUSINESS

1. Noise Compatibility Committee Update
2. Technical Advisory Committee Update
3. Strategic Plan Scorecard – FY 2020 End of Year Report
4. Strategic Plan Incentive Plan
5. Updates to the FY 2017 – FY 2021 Strategic Plan
6. Investments

K. LEADERSHIP TEAM REPORT

1. Leadership Team Report

L. FINANCIAL REPORTS

1. Financial Summary

M. COUNSEL'S REPORT

1. Counsel's Report

N. PUBLIC COMMENTS (5 minute limit)

O. CORRESPONDENCE/COMMISSIONER COMMENTS & REQUESTS/MEETINGS

P. ADJOURN

Naples AIRPORT AUTHORITY

To: Honorable Chair and Commissioners

From: Christopher A. Rozansky, Executive Director

By: Robin Menard, Executive Assistant

Meeting Date: January 21, 2021

Re: **ACTION ITEM**

1. Election of Chair

SUMMARY: The Board shall elect a Commissioner to serve as Chair of City of Naples Airport Authority for a term of one (1) year.

BACKGROUND: In accordance with City of Naples Airport Authority Bylaws, Article IV, Section 1, second paragraph:

"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."

COMMUNICATIONS PLAN: A press release will be prepared regarding the Chair, Vice Chair and Committee appointments. This information will also be posted on the Authority's website and included in the next tenant newsletter.

FINANCIAL IMPACT: None.

Naples AIRPORT AUTHORITY

To: Honorable Chair and Commissioners

From: Christopher A. Rozansky, Executive Director

By: Robin Menard, Executive Assistant

Meeting Date: January 21, 2021

Re: **ACTION ITEM**

2. Election of Vice Chair

SUMMARY: The Board shall elect a Commissioner to serve as Vice Chair of City of Naples Airport Authority for a term of one (1) year.

BACKGROUND: In accordance with City of Naples Airport Authority Bylaws, Article IV, Section 1, fourth paragraph:

"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."

COMMUNICATIONS PLAN: A press release will be prepared regarding the Chair, Vice Chair and Committee appointments. This information will also be posted on the Authority's website and included in the next tenant newsletter.

FINANCIAL IMPACT: None.

Naples AIRPORT AUTHORITY

To: Honorable Chair and Commissioners

From: Christopher A. Rozansky, Executive Director

By: Robin Menard, Executive Assistant

Meeting Date: January 21, 2021

Re: **ACTION ITEM**

3. Committee Appointments

SUMMARY: At the discretion of the Chair, appoint Commissioners to the Audit Committee, Consultant Selection Committee and to liaison responsibilities.

BACKGROUND: In accordance with City of Naples Airport Authority Bylaws, Article VI, Section 9, states in part:

"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."

Committee appointments for calendar year 2020 were as follows:

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

COMMUNICATIONS PLAN: A media release will be prepared regarding the Committee appointments. This information will also be posted on the Authority's website and included in the next tenant newsletter.

FINANCIAL IMPACT: None.

Naples AIRPORT AUTHORITY

To: Honorable Chair and Commissioners

From: Christopher A. Rozansky, Executive Director

Meeting Date: January 21, 2021

Re: **ACTION ITEM**

4. Proclamation – Naples Tower

SUMMARY: Board authorization for the Chair to execute a Proclamation to recognize the Naples Tower staff and Robinson Aviation, (RVA) Inc.

BACKGROUND: This proclamation is being presented for Board consideration in recognition of RVA's efforts throughout 2020 to provide safe, efficient and professional services to Naples Airport tenants and customers without disruption despite the extraordinary challenges of the COVID-19 pandemic.

COMMUNICATIONS PLAN: RVA and each individual listed on the attached will be provided an official Proclamation; a press release will be sent to the media and published on the airport's website.

FINANCIAL IMPACT: None anticipated.

Proclamation in Appreciation of Naples Tower and Robinson Aviation, Inc.

WHEREAS, the Naples Tower is part of the federal contract tower program administered by the Federal Aviation Administration and staffed by Robinson Aviation, Inc.; and

WHEREAS, Robinson Aviation, Inc. has provided safe, efficient, and customer-oriented air traffic control services at the Naples Airport since 1995; and

WHEREAS, the Naples Airport experienced significant demand for private charter services in response to the COVID-19 pandemic; and

WHEREAS, the COVID-19 pandemic has caused disruptions at air traffic control facilities throughout Florida and the United States; and

WHEREAS, the extraordinary efforts of RVA, Inc. resulted in no interruption in air traffic control services at the Naples Airport throughout 2020; and

WHEREAS, Naples Tower's professionalism and high quality of services were of great benefit to the Naples Airport tenants, customers and the surrounding community;

NOW, THEREFORE, it is with sincere gratitude that the City of Naples Airport Authority hereby recognizes Robinson Aviation, Inc., Air Traffic Manager Stacey Nichols and all of the controllers for their exemplary service to the Naples Airport in 2020 and during the COVID-19 pandemic.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twenty-first day of January in the year two thousand and twenty-one.

_____

, Chair

City of Naples Airport Authority

Naples AIRPORT AUTHORITY

To: Honorable Chair and Commissioners

From: Christopher A. Rozansky, Executive Director

Meeting Date: January 21, 2021

Re: **ACTION ITEM**

5. Resolution 2021-1, Resolution of City of Naples Airport Authority Delegating Certain Administrative and Operational Powers and Duties to the Executive Director; and Repealing Resolution No. 2020-1

SUMMARY: Board authorization for the Chair to execute Resolution 2021-1, Resolution of City of Naples Airport Authority Delegating Certain Administrative and Operational Powers and Duties to the Executive Director; and Repealing Resolution No. 2020-1.

BACKGROUND: Article XII (titled "Continuing Resolution") of the existing Executive Director's Delegation of Powers, Resolution 2020-1, provides:

> "This Resolution 2020-1 shall remain in full force and effect until repealed or amended by the Board. The Executive Director is instructed to include on the Board's regular meeting agenda each year an item for the review of this Resolution and for the consideration of amendments."

Attached to this Action Item is a redline comparison of the recommended Resolution 2021-1 to the existing Resolution 2020-1 highlighting the following revisions:

1. On May 21, 2020, the Board approved the 2020-2021 Lease Term Buy-Back Program (the "LTBB Program"). As such, an additional paragraph was added at the end of Article II (titled "Naples Municipal Airport Facilities"), Section A, to clarify that the Executive Director has authority to take all action necessary to implement the LTBB Program, including the power to execute all leases and other documents on behalf of the Authority relating to the LTBB Program.

2. The existing Resolution 2020-1 contains language requiring a regular or special meeting of the Board before the Executive Director can report "a non-emergency incident to any law enforcement agency." In addition to the Naples Police Department and Collier County Sherriff's Office, such broad language could be interpreted to include several other state and federal agencies that interact with airports. Therefore, to provide the Executive the authority to report to and communicate with all law enforcement agencies in a timely manner, the language "or the report of a non-emergency incident to any law enforcement agency" was deleted from Article IX (titled "Litigation"), Section A.

COMMUNICATIONS PLAN: Not applicable.

FINANCIAL IMPACT: None.

RESOLUTION 2021~~0~~-1

RESOLUTION OF CITY OF NAPLES AIRPORT AUTHORITY DELEGATING CERTAIN ADMINISTRATIVE AND OPERATIONAL POWERS AND DUTIES TO THE EXECUTIVE DIRECTOR; AND REPEALING RESOLUTION NO. 2020~~19~~-1.

WHEREAS, City of Naples Airport Authority created by the City of Naples Airport Authority Act, Laws of Fla. Ch. 69-1326, as amended ("the Enabling Act"), is governed by a Board of Commissioners appointed by the Council of the City of Naples; and

WHEREAS, Sec. 4. [Powers.] (m) of the Enabling Act authorized the City of Naples Airport Authority ("the Authority") through the Board of Commissioners to do all acts and things necessary or convenient to carry out the powers granted by the Enabling Act; and

WHEREAS, the Authority has in prior years adopted policy directives delegating administrative and operational powers and duties to the Executive Director for the purpose of carrying out the powers granted by the Enabling Act; and

WHEREAS, the Bylaws for the Governance and Operation of City of Naples Airport Authority adopted on October~~September~~ 15~~20~~, 2020~~18~~ (the "Bylaws"), at Article IV, Section 2, state that the Executive Director shall act as the chief operating officer, chief financial officer, and Secretary to the Board of Commissioners; and

WHEREAS, the Board of Commissioners of the City of Naples Airport Authority (the "Board") has, from time to time, found it prudent to review and revise the powers and duties delegated to the Executive Director, and

WHEREAS, the Board now intends to restate and confirm the powers and duties delegated by it to the Executive Director and to repeal Resolution No. 2020~~19~~-1:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD AS FOLLOWS:

1. Resolution No. 2020~~19~~-1 is hereby repealed.

2. The following Resolution on the delegation of administrative and operational powers and duties to the Executive Director is hereby adopted:

I. GENERAL PROVISIONS

A. This Resolution is adopted by the Board of Commissioners of the City of Naples Airport Authority for the purpose of defining the administrative and operational powers and duties of the Executive Director and authorizing the Executive Director to employ personnel and to delegate to them such administrative or operational control as is necessary and advisable for the efficient exercise of the Executive Director's responsibilities.

B. This Resolution delegates specific powers and duties to the Executive Director. The Executive Director may appoint Authority employees to act in the place of the Executive Director with regard to the powers and duties delegated herein. Nonetheless, the responsibility for all Authority administration and operations rests with the Executive Director, subject to and consistent with the delegation of powers set forth herein.

C. This Resolution requires that the Executive Director promulgate policies and establish procedures controlling the administration, finance, operations, human resources, airport facilities, communications, information technology, engineering, and planning for airport facilities of the Authority.

D. This Resolution directs the Executive Director to consult with Authority Counsel and with the Board at all times that such consultation will further the intent of the Enabling Act.

E. This Resolution delegates to the Executive Director such decision-making authority as is consistent with his roles as chief operating officer, chief financial officer, and Secretary to the Board obtaining, when necessary or appropriate, the advice and consent of the Board. These titles shall incorporate the duties and responsibilities of chief executive officer of the Authority.

F. This Resolution directs the Executive Director to manage the operations of the Authority in strict compliance with all applicable federal, state and local laws, statutes or ordinances and to consult with the Authority's Counsel at any time in order to effectuate the general intent of this Resolution that the Authority be in compliance with the law.

II. NAPLES MUNICIPAL AIRPORT FACILITIES

The Authority leases approximately one square mile of land from the City of Naples and has legal title to additional land along the eastern bank of the Gordon River. Upon this land the Authority has constructed airport facilities as defined in Section 2 of the Enabling Act and has been charged, in Section 3 of the Enabling Act, with the duty of operating and maintaining the airport facilities thereon.

A portion of the land and airport facilities are leased or licensed by the Authority to public and private entities who, upon the prior written consent of the Authority, may further lease their interest to additional airport users. The administration of all land and airport facilities is herein delegated to the Executive Director under the following terms and conditions:

A. The leasing of land and airport facilities by the Authority shall be administered by the Executive Director as follows:

1. All leases of land and airport facilities shall be in writing, in a form approved by Authority Counsel, executed by the tenant and guaranteed as required by the Executive Director.

2. The Executive Director is authorized to execute, consent to and amend all leases which have initial and/or renewal/extension terms in the aggregate not exceeding five (5) years (each individually a "Short Term Lease"). All leases for (and all amendments to leases with) terms in excess of a Short Term Lease shall be approved by the Board.

3. The Executive Director is authorized to renew or extend all leases when such renewals or extensions are provided for in the lease; the material terms of the lease remain unchanged; rent adjustments provided for in the lease are made; and, neither the lease nor any other agreement between the Authority and the tenant is in material default.

4. The Executive Director may authorize a change in the name of a tenant or guarantor of a lease provided that the majority ownership and control of the actual leasing entity remains unchanged.

5. The Executive Director may approve and consent to (i) transfers of title to and (ii) mortgages and other encumbrances on all leasehold condominiums located on the airport facilities.

6. The Executive Director shall enforce the terms and conditions of all lease agreements. The Executive Director may issue appropriate notices of default and notices of termination with regard to all lease agreements. The Executive Director will, in his discretion, keep the Board advised with respect to lease default and termination notices. The Executive Director may default or terminate all lease agreements pursuant to the terms and conditions contained therein. Upon default or termination of any Short Term Lease, the Executive Director may take all action necessary, including commencing and/or settling litigation, notwithstanding anything to the contrary in Article IX hereof, to enforce the lease agreement governing the Short Term Lease, to take possession of the leasehold property demised under the Short Term Lease and/or to recover for the Authority all remedies and damages, including obligations and sums due pursuant to the lease agreement governing the Short Term Lease.

7. The Executive Director shall from time to time establish and promulgate comprehensive leasing standards and procedures, including form leases, for the leasing of all land and airport facilities.

8. The Executive Director shall from time to time establish and promulgate lease and rental rates for all land and airport facilities.

On May 21, 2020, the Board approved the 2020-2021 Lease Term Buy-Back Program (the "LTBB Program"). The Executive Director is hereby authorized to discharge on behalf of the Authority all acts necessary or prudent to implement and administer the LTBB Program, including, without limitation, the power to (i) direct Authority Counsel to prepare all documentation required under the LTBB Program and (ii) execute, on behalf of the

Authority, all agreements, leases, closing documents and miscellaneous instruments necessary or prudent to effect any lease or other transaction under the LTBB Program.

B. The Executive Director may execute and consent to on behalf of the Authority such other agreements, contracts, instruments and documents, after consultation with Authority Counsel, he deems necessary or appropriate to do all acts and things necessary or convenient for the efficient and prudent operation of the Authority; provided, however, except as authorized under Article II, Section A hereof, the Executive Director shall not without the advice and consent of the Board at a regular or special meeting:

1. Enter into or consent to any agreement, contract, instrument or document affecting the land or airport facilities having initial and/or renewal/extension terms in the aggregate exceeding five (5) years;

2. Take any actions, or permit any restrictions, liens, encumbrances, subordinations or easements, which unreasonably limit or constrain the future use or development of the land or airport facilities for initial and/or renewal/extension terms in the aggregate exceeding five (5) years; or

3. Enter into any agreement with an air carrier to provide regularly scheduled passenger air service to Naples Municipal Airport.

III. AGREEMENTS FOR PERFORMANCE OF PUBLIC WORKS PROJECTS

A. The Executive Director is designated the administrator for all of the Authority's public works projects, and he may designate a manager for each specific project. The Executive Director is authorized to prepare and advertise solicitations (when required by law and/or the Authority's policies and procedures) and to make recommendations to the Board on all procurement methods and agreements for public works projects.

B. The Executive Director is authorized to execute contracts and agreements for public works projects on the airport facilities in amounts not in excess of $50,000, provided that the expenditure does not cause the Authority's total operating or capital budget for the current fiscal year to be exceeded.

C. In instances where public works contracts have been awarded and under which the work is in progress and changes in the plans or specifications are deemed necessary in order to accomplish the work, the Executive Director is authorized to execute written change orders to the contract, when the public works contract permits change orders, and the total change orders authorized will not cause the project cost to exceed the project budget.

IV. CONTRACTS FOR PROCUREMENT OF COMMODITIES AND CONTRACTUAL SERVICES

A. The Executive Director is designated the administrator for the procurement of all the Authority's commodities and contractual services, and he may designate a manager for each direct purchase or contract. The Executive Director is authorized to prepare and advertise solicitations (when required by law and/or the Authority's policies and procedures) and to make recommendations to the Board on all direct purchases or contracts for commodities and contractual services.

B. The Executive Director is authorized to directly purchase or execute contracts or agreements for the procurement of commodities or contractual services in amounts not in excess of $50,000, provided that: (i) the expenditure does not cause the Authority's total operating or capital budget for the current fiscal year to be exceeded; and (ii) the initial and/or renewal/extension terms of such direct purchase, contract or agreement in the aggregate does not exceed five (5) years.

C. The Executive Director is authorized to declare an emergency (an "Emergency") which may require expedited expenditure, approval and implementation authority, and the Executive Director thereafter shall have the authority to acquire, approve and implement, either directly or through the execution of contracts, resolutions and certifications, such materials, equipment, supplies, grants, services and actions necessary to respond to the Emergency. The Executive Director shall, at the next meeting of the Board following the Executive Director's declaration of an Emergency, request that the Board ratify his declaration of an Emergency and any actions taken by the Executive Director in response thereto. Following the declaration of an Emergency, the Executive Director shall conscientiously advise each Commissioner of developments relating to the Emergency and the status of any actions taken by the Executive Director in response thereto. Every contract executed pursuant to the power granted herein upon the declaration of an Emergency by the Executive Director shall contain a clause which states that the contract is subject to ratification by the Board and that, if ratification is not forthcoming, the contract shall terminate. Notwithstanding the foregoing, the contract vendor shall be compensated for services and materials provided to the Authority up to and including the date the Board declined to ratify the contract.

V. SURPLUS PROPERTY

The Executive Director is designated as the custodian of surplus property. Surplus property shall be disposed of by the Executive Director in accordance with applicable law.

VI. AVIATION FUELS

The Executive Director shall have the authority to (i) effectuate aviation fuel sales to the Authority's customers, (ii) determine and publish aviation fuel rates and charges and (iii) administer the licensing of private self-fueling activities in accordance with the Authority's Rules and Regulations. The Executive Director shall advise the Board of any material changes to the Authority's Aviation Fuel Program before it is promulgated by the Executive Director.

VII. HUMAN RESOURCES

The Executive Director shall be responsible for all employees and all personnel matters at the Authority. The Executive Director shall prepare, maintain and distribute an employee handbook which shall contain rules, procedures and guidelines for the employment, retention, training, grievance procedures, benefits, salaries and termination of Authority employees. The Executive Director shall implement the rules, procedures and guidelines set forth in the employee handbook.

VIII. DISPOSITION OF UNCOLLECTIBLE ACCOUNTS

The Executive Director is authorized to perfect and enforce lien rights, including, but not limited to, prop locking aircraft, to secure payment of accounts receivable and other fees and charges as may accrue to the Authority. The Executive Director shall consult with Authority Counsel prior to taking enforcement action.

The Executive Director shall establish accounting procedures to report uncollectible accounts receivable incurred in normal Authority operations. Prior to designating an account receivable as uncollectible, the Executive Director shall make a reasonable effort to cause the collection of the account and shall report any uncollectible account receivable in an amount in excess of $10,000 to the Board for consideration.

IX. LITIGATION

A. Unless otherwise provided herein, the Executive Director is instructed to recommend to the Board, at a regular or special meeting, the commencement of any litigation or administrative proceeding ~~or the report of a non-emergency incident to any law enforcement agency~~ that, in the judgment of the Executive Director, is prudent or necessary to protect the interests of the Authority. Except as authorized under Article II, Section A, Subsection 3 hereof, no litigation shall be commenced or terminated without the direction of the Board at a regular or special meeting.

B. The Executive Director shall make a reasonable effort to notify each Commissioner of the Authority and the Authority Counsel of any suit or administrative proceedings brought against the Authority, and shall instruct Authority Counsel to represent the Authority.

C. When any action is brought against any Commissioner, the Executive Director or any employee in their official capacity, the Executive Director shall instruct Authority Counsel to defend such person as permitted by Florida law and The Florida Bar Code of Professional Responsibility, unless otherwise directed by the Board.

D. Unless otherwise provided herein, in any suit or proceeding where the Executive Director and Authority Counsel agree that settlement is in the best interest of the Authority, the Executive Director shall advise and consult with the Board at the next regular or special meeting of the Board. Except as authorized under Article II, Section A, Subsection 3

hereof, the power to settle any claim, suit or administrative proceeding is reserved to the Board.

X. AUTHORITY FUNDS

The Executive Director shall ensure all funds received from sales, services and rents are deposited in accounts of the Authority in compliance with applicable law. Withdrawal of funds from any accounts of the Authority shall be made only upon authorized signature(s) or other approval(s). Funds as determined by the Executive Director to be in excess of those required to meet current expenses shall be invested in accordance with the Authority's investment policy and section 218.415, Florida Statutes, as amended.

XI. RULES AND REGULATIONS

The Executive Director is responsible for the implementation, publication and enforcement of the Authority's Rules and Regulations. The Executive Director shall recommend to the Board for approval any revisions to the Authority's Rules and Regulations as he deems necessary or appropriate.

XII. CONTINUING RESOLUTION

This Resolution 2021~~0~~-1 shall remain in full force and effect until repealed or amended by the Board. The Executive Director is instructed to include on the Board's regular meeting agenda each year an item for the review of this Resolution and for the consideration of amendments.

DULY PASSED AND ADOPTED IN OPEN AND REGULAR MEETING OF THE BOARD this 21st~~16th~~ day of January, 2021~~0~~.

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

Attest: _____
Christopher A. Rozansky
Executive Director

By: _____
Name:
Title: Chair

Approved as to form and legal sufficiency by:

_____
William L. Owens, Esq.
Counsel to the Authority

Naples AIRPORT AUTHORITY

To: Honorable Chair and Commissioners

From: Christopher A Rozansky, Executive Director

By: Diane Cooper, Deputy Executive Director

Meeting Date: January 21, 2021

Re: **ACTION ITEM**

6. Proposed Revisions to the Bylaws for the Governance and Operation of City of Naples Airport Authority Noise Compatibility Committee

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SUMMARY: Board consideration and adoption of proposed revisions to the Bylaws for the Governance and Operation of City of Naples Airport Authority Noise Compatibility Committee ("Bylaws").

BACKGROUND: Article V, Section 1, of the Bylaws states:

> "The Bylaws of the Committee may be amended only at a properly noticed Regular or Special Meeting of the Board, but no such amendment shall be adopted unless at least five (5) days' written notice thereof has been given to the Board. Amendments to these Bylaws shall be adopted by the Board in accordance with Article VI, Section 8, of the Bylaws For The Governance And Operation Of City Of Naples Airport Authority."

Article VI, Section 8, of the Bylaws For The Governance And Operation Of City Of Naples Airport Authority provides:

> "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"."

At its Regular Meeting on October 28, 2020, the Noise Compatibility Committee (the "Committee") unanimously accepted and recommended to the Board for approval the following revisions to the Bylaws:

- **Article VI MEETINGS**

  - Section 4. **ATTENDANCE**. A Member may attend, participate and vote at a meeting of the Committee in person or using communications media technology, such as telephonic or video conferencing, in accordance with Article IV, Section 6, of these Bylaws.

  - Section 9. **QUORUM**. At all meetings of the Committee, twenty five percent (25%) of the total number of Members appointed by the Board to the Committee present in person at the meeting shall constitute a quorum for the purpose of transacting business. In the event a quorum is not present in person at a meeting, Members present in person may informally discuss issues of concern but shall take no formal action. Each Member is expected to be present in person at meetings of the Committee; 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 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.

  - Section 11. **VOTING.** A vote of the Members may be taken by voice vote or roll call vote at the option of the Chairman. The "yes" or "no" of each Member in attendance shall be entered in the Minutes of the meeting. A decision on each action item presented to the Committee shall be made by the affirmative vote of at least a majority of the Members in attendance in accordance with Article IV, Section 6, of these Bylaws.

Attached is a red-lined version of the NCC Bylaws.

The Board of Commissioners approved similar revisions to their Bylaws at the October 15, 2020 Regular Meeting.

COMMUNICATION PLAN: If approved, the attached clean restated version of the Bylaws that includes all of the recommended revisions will be adopted and made effective on January 21, 2021, and will be posted on the Authority's website.

FINANCIAL IMPACT: Not applicable for this item.

BYLAWS
FOR THE GOVERNANCE AND OPERATION OF CITY OF NAPLES AIRPORT AUTHORITY NOISE COMPATIBILITY COMMITTEE

ARTICLE I
TITLE, PURPOSE AND GOVERNANCE

Section 1. **TITLE.** This unincorporated committee of the City of Naples Airport Authority (the "Authority") shall be known as the Noise Compatibility Committee (the "Committee").

Section 2. **PURPOSES.** The purposes of the Committee are to

(i) study, discuss, analyze and make recommendations to the Board of Commissioners (the "Board") of the Authority on noise compatibility measures including aircraft and airport operational noise abatement measures, airport layout noise abatement measures, preventive or corrective land use compatibility measures, noise compatibility program monitoring, promotion, notification, and administrative actions;

(ii) assist the Authority in monitoring and implementing the FAA approved elements of the Naples Municipal Airport's Federal Aviation Regulation Part 150 Noise Compatibility Program, and other noise compatibility measures which the Authority may adopt outside of the Part 150 process;

(iii) examine aircraft noise reduction methods and programs, and assist in addressing citizen noise concerns at Naples Municipal Airport (the "Airport");

(iv) assist the Authority in its public outreach efforts on aircraft noise issues. Members may be asked to accompany Authority staff to meetings with local civic organizations to discuss aircraft noise mitigation measures and the projects and programs of the Authority.

Section 3. **GOVERNANCE.** The Committee shall be composed of nine (9) members (the "Members"). Members shall be electors in Collier County, Florida, and shall be selected from the geographic or occupational categories indicated herein. Seats 1 through 7 shall be appointed by the Board to serve for a term of four (4) years. Each Member's term shall commence on April 1st of the year of appointment and expire on March 31st four years hence. Members appointed to Seats 1 through 7 may serve consecutive terms at the pleasure of the Board. Seats 8 and 9 shall be appointed by City Council and the Collier County Board of Commissioners respectively to serve at their pleasure.

Seat 1 One Member resident in the Airport's northeast quadrant area, that area extending north and east from the intersection of Airport Pulling Road and Radio Road; inclusive of Grey Oaks, Wyndemere and Golden Gate Estates.

Seat 2 One Member resident in the Airport's southeast quadrant area, that area extending south and east from the intersection of Airport Pulling Road and Radio Road, inclusive of the Glades, Lely and East Naples.

Seat 3 One Member resident in the Airport's northwest quadrant area, that area extending north and west from the intersection of Airport Pulling Road and Radio Road, and north of Fifth Avenue North, inclusive of Avion Park and Bear's Paw.

Seat 4 One Member resident in the Airport's southwest quadrant area, that area extending south and west from the intersection of Airport Pulling Road and Radio Road, and south of Fifth Avenue North, inclusive of Brookside and Royal Harbor.

Seat 5 One at-large Member who is a resident of the City of Naples.

Seat 6 One at-large Member who is a resident of Collier County outside the City of Naples.

Seat 7 One Member who is an active general aviation or commercial pilot.

Seat 8 One Member appointed by Naples City Council.

Seat 9 One Member appointed by the Board of Collier County Commissioners.

When a Member's term expires or a vacancy occurs in Seats 1 through 7 the Recording Secretary shall post a notice, seeking applicants to fill the particular Seat, in a conspicuous location at the Airport. All applications submitted in the following thirty (30) day period shall be provided to the Board for review and action. A Member appointed to fill a vacant seat shall serve for the unexpired term of his or her predecessor on the Committee.

ARTICLE II
OFFICE

Section 1. **LOCATION.** The principal office of the Committee shall be located at Administration Office of the City of Naples Airport Authority, 160 Aviation Drive North, Naples, Florida 34104, Attn: Noise Compatibility Committee.

ARTICLE III
MEMBERS AND OFFICERS

Section 1. **MEMBERS.** Members of the Committee shall perform such duties and functions as may be requested by the Authority, or set forth in these Bylaws. A Member may submit for consideration recommendations and information which the Member considers relevant to the purposes of the Committee.

Section 2. **OFFICERS.** The officers of the Committee shall be a Chairman, Vice Chairman and Recording Secretary. The Chairman and Vice Chairman shall be elected by the Committee at the annual organizational meeting in October for a term of one (1) year. Neither the Chairman nor Vice Chairman is eligible to serve more than two (2) consecutive terms in that office, but may serve again as Chairman or Vice Chairman after one year out of that office.

(i) The Chairman shall be a Member and shall preside at all meetings of the Committee and represent the Committee at any official functions at which the Committee's official presence is appropriate (the "Chairman").

(ii) The Vice Chairman shall be a Member and shall assume the duties of the Chairman in the event of the temporary absence or disability of the Chairman (the "Vice Chairman"). In the event of the removal, disqualification, resignation or death of the Chairman, the Vice Chairman shall become Acting Chairman and perform the duties of the Chairman until a new Chairman is elected.

(iii) The Recording Secretary shall be a member of the Authority staff appointed by the Executive Director of the Authority. The Recording Secretary shall serve as Secretary to the Committee. The Recording Secretary shall prepare meeting Notices, Agendas, Committee packages and Minutes of each meeting and shall be responsible for the distribution of those documents to the Members and to the Board. The Recording Secretary shall also be responsible for transmitting information to the Committee and such other duties as are customarily performed by a Recording Secretary. The Recording Secretary shall maintain all records of the Committee, record all votes and keep the Minutes of the Committee in a Minute Book for that purpose.

ARTICLE IV
MEETINGS

Section 1. **REGULAR MEETINGS.** Regular meetings of the Committee ("Regular Meetings") shall be held not less than three (3) times each year as follows: (i) one (1) Regular Meeting shall be held during the first calendar quarter (between January and March); (ii) one (1) Regular Meeting shall be held during the second calendar quarter (between April and June); and (iii) one (1) Regular Meeting (which can also be the annual organizational meeting) shall be held

during the fourth calendar quarter (between October and December). An annual organizational meeting to elect officers of the Committee and schedule Regular Meetings shall be held during the fourth calendar quarter (between October and December) of each year.

Subject to the minimum requirements of Article IV, Section 1, of these Bylaws, Regular Meetings (including the annual organizational meeting) of the Committee may be rescheduled or cancelled for "cause" by the Chairman or, in his/her absence, by the Vice Chairman. "Causes" for the rescheduling of a Regular Meeting (including the annual organizational meeting) shall be lack of a quorum of the Committee, absence of business to conduct, unavoidable scheduling conflicts or other circumstances which would preclude the orderly conduct of business.

Section 2. **ADDITIONAL MEETINGS.** Additional meetings of the Committee ("Additional Meetings") may be called, rescheduled or cancelled for any reason in the reasonable discretion of the Chairman or, in his/her absence, the Vice Chairman.

Section 3. **NOTICE, AGENDA AND MINUTES.** Notice of each Regular Meeting (including the annual organizational meeting) and Additional Meeting of the Committee shall be provided in accordance with applicable law.

The Agenda for all meetings shall be prepared by the Recording Secretary with approval of the Chairman or, in his/her absence, the Vice Chairman. The Agenda of each Regular Meeting (including the annual organizational meeting) and Additional Meeting of the Committee, 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 package for each meeting of the Committee shall include the Agenda, Minutes of the last meeting, items to be discussed by the Committee, and such other information, materials and reports to be brought to the attention of the Committee.

The official record of all meetings of the Committee shall be the written Minutes prepared and kept by the Recording Secretary after being reviewed and approved by the Members at a Regular Meeting (including the annual organizational meeting) or Additional Meeting (the "Minutes"). An electronic recording of each meeting may be made to assist the Recording Secretary in preparing the Minutes. The Minutes of each Regular Meeting (including the annual organizational meeting) and Additional Meeting shall include the names of all Members and staff present, the names of all public speakers, description of all requests and proposals, the Committee's recommendation on each item, the vote of each Member, all matters discussed and a summary of the information presented. The Minutes may include a minimum of narrative with such detail as may be necessary for the Final Agenda and the Minutes to act as a guide or index of the matters addressed at the meeting by the Committee.

Section 4. **ATTENDANCE**. A Member may ~~only~~ attend, participate and vote at a meeting of the Committee in person or using communications media technology, such as telephonic or video conferencing, in accordance with Article IV, Section 6, of these Bylaws. ~~Attendance by electronic means is not permitted.~~

Section 5. **ABSENCES.** If a Member has two (2) unexcused absences from Regular Meetings of the Committee within a one (1) year period, the Chairman shall notify the Chairman of the Board, and the Board may take action as it deems necessary.

Section 6. **REMOVAL.** A Member shall cease to serve on the Committee upon his/her removal from office by the Board. The Chairman may recommend removal of a Member to the Board. The Board may remove a Member if it determines that such Member, other than a holder of Seats 8 or 9, has had two (2) unexcused absences from Regular Meetings within a one (1) year period. A Member may be removed if the Member ceases to be qualified to represent the Seat to which he/she was appointed.

Section 7. **FLORIDA SUNSHINE LAW.** Every meeting 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 8. **STAFF.** The Recording Secretary and such members of Authority staff as are necessary for the orderly conduct of business shall attend all meetings of the Committee.

Section 9. **QUORUM.** At all meetings of the Committee, twenty five percent (25%) of the total number of Members appointed by the Board to the Committee present in person at the meeting shall constitute a quorum for the purpose of transacting business. In the event a quorum is not present in person at a meeting, Members ~~present in person~~ may informally discuss issues of concern but shall take no formal action. Each Member is expected to be present in person at meetings of the Committee; 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 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.

Section 10. **ORDER OF BUSINESS.** The order of business at meetings shall be conducted in accord with the Agenda.

Section 11. **VOTING.** A vote of the Members may be taken by voice vote or roll call vote at the option of the Chairman. The "yes" or "no" of each Member in attendance shall be entered in the Minutes of the meeting. A decision on each action item presented to the Committee shall be made by the affirmative vote of at least a majority of the~~five (5)~~ Members in attendance in accordance with Article IV, Section 6, of these Bylaws.

ARTICLE V
AMENDMENT

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

Section 8, of the Bylaws For The Governance And Operation Of City Of Naples Airport Authority.

ARTICLE VI
CONFLICTS

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

THESE BYLAWS were duly adopted by the City of Naples Airport Authority Board of Commissioners this 21st~~21st~~ day of January ~~February,~~ 2021~~19.~~

ATTEST:

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

_____
Christopher A. Rozansky
Executive Director

By: _____
Michael Lenhard~~**Donna M. Messer**~~
Chair

Approved as to form
and legal sufficiency:

_____
William L. Owens
Counsel to the Authority

Naples AIRPORT AUTHORITY

To: Honorable Chair and Commissioners

From: Christopher A. Rozansky, Executive Director

By: Heather LeDuc, Sr. Business Manager

Meeting Date: January 21, 2021

Re: **ACTION ITEM**

7. Lease Assignment from Gulf Coast Commercial Corporation to 531 Building, LLC

SUMMARY: Board authorization for the Executive Director to execute an Assignment and Assumption of Leasehold Agreement ("Lease") from Gulf Coast Commercial Corporation (Gulf Coast) to 531 Building, LLC.

BACKGROUND: On October 15, 2020, the Authority entered into a new land lease with Gulf Coast for development of an aeronautical facility.

Gulf Coast is now requesting the Authority's consent to assign the Lease to 531 Building, LLC. Both companies are solely controlled by the same individual.

COMMUNICATIONS PLAN: Not applicable to this item.

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

LEADERSHIP TEAM REPORT

December 2020 – January 2021

FOSTER A VALUED, ENGAGED AND EMPOWERED WORKFORCE

Values-Centered Culture

The annual Winter Employee Recognition event was held December 12th at the Collier County Fairgrounds drive-in movie and food truck venue. Employees were thanked for their service during this past year and the Employees of the Year were recognized. Employees working during the event were provided dinner.

Leadership launched the new on-the-spot recognition program for employees working toward the achievement of the four organizational goals. The recognition is given in the form of a challenge coin representing each goal. The organization goals recognized by the challenge coins are:

- Provide a safe, modern and efficient airport and FBO
- Be an engaged, responsive partner in service to our community
- Strengthen the airport's economic vitality
- Equip employees and leaders to excel today while preparing for tomorrow

The Executive Director, Senior Director of Finance and Administration and Director of Human Resources met with BKS benefit brokers to discuss a pre-renewal strategy in preparation for the upcoming benefits renewals. BKS was asked to provide quotes for changes to funding arrangements, a perks administrator (tuition reimbursement, gym membership plans, etc.), a more comprehensive telemedicine benefit and to evaluate the health savings account contributions.

The HR Metrics report was updated to include the "APF Cares about you, your family and future" branding. This initiative was launched early in 2020 to highlight the Naples Airport Authority as a great place to work and has also been used as part of our internal communications efforts. The flynaples.com/naacareercenter website was also completely redesigned to reflect the new branding guidelines and will assist in attracting the best and brightest candidates.

The Leasing and Badging office has been relocated to a larger office on the first floor of the Airport Office Building. The former tenant (Suncoast Aviation) moved to the old Leasing office because it provides direct access to the Executive III hangar that they are now also leasing.

Leadership Development

On January 19th Mr. Justin Lobb, formerly Executive Manager of the Collier County Airports, will join the Authority as Deputy Director of Aviation. From a pool of 183 candidates from all over the country, Mr. Lobb was selected based on his qualifications and strategic mindset to help meet the evolving needs of the Authority.

PROVIDE SERVICE EXCELLENCE EVERY DAY

The Executive Director, Deputy Executive Director, Sr. Director of Operations, Sr. Director of Development, and FBO Manager met with Stacey Nichols, ATC Manager, for a post-holiday debrief to discuss lessons learned and ways in which we can improve coordination during peak traffic days.

Alerts

There were (4) alerts during the month of December 2020.

DATE	ALERT	TYPE A/C	PROBLEM	RESULT
12/4/2020	2	Shrike Aero Commander	Aircraft experienced an engine-out enroute to APF; landed RWY23 with only one engine.	Aircraft landed safely without incident.
12/8/2020	1	CJ3 Citation	Aircraft experiencing flight control issues.	Aircraft landed safely without incident.
12/19/2020	3	Piper Malibu	Aircraft experienced engine out enroute from Sarasota to Key West. Attempted to land RWY5 at APF.	Unable to make airport; crash landed in the Gulf near Naples Pier. Two people were onboard, with one (1) injury. Aircraft was removed from Gulf several days later.
12/29/2020	6	C-206	Aircraft left main tire went flat upon landing RWY5.	No injuries or damage. Aircraft tire was changed on the taxiway and aircraft cleared from the movement area.

Risk Management

There was one incident resulting in damage greater than $5,000 during the month. A line technician, who believed a GPU was already unhooked from an aircraft, drove the tug and GPU away, pulling the GPU cord out of the aircraft, substantially damaging the aircraft where the GPU hooks up. Additional recurrent training and sign off has taken place. We have also added reflective tape to the plug. This incident happened in the dark, and the new tape should stand out to ensure it can be seen as well as during daylight hours. Placards stating, "ensure equipment is disconnected from aircraft", have been affixed to all equipment. The original damage estimate was approximately $20,000, however after receiving the repair estimate from the aircraft owner the cost appears to be approximately $5,500.

Development and Facilities Maintenance

The sunsail has been reinstalled at the Observation Deck. It was removed for Hurricane Season to prevent damage.

The North Self-Fueler was removed from service during the ramp paving project which required relocating the electrical and tank monitoring system. Facilities staff and a contractor have rewired the controls and pedestals for the project.

Facilities staff have completed in service updates to two new seasonal Jet-A refueler trucks. This work included meter proving as required by the State of Florida, filter and water defense inspection, and Ground Control Radio installation.

The Development Department prepared Contracts, Request for Qualifications, and Invitations to Bid for multiple projects in the first quarter of 2021 including:

- OAK CAT Remodel Contract
- South Quad Hangar Design RFQ
- Navaids Invitation to Bid (ITB)
- North GA Ramp Rehab Phase II ITB.

Other projects in progress include:

- Final design of the General Aviation Terminal Improvements
- The start of the Commercial Terminal Improvements
- Permitting for the Monument Signs
- Fabrication of the Air Traffic Control Tower (ATCT) Base Building
- Final design of the NAVAIDs and ATCT Remodel
- Final value engineering negotiations with the contractor for the Security Project.

Safety

We continue to follow CDC guidelines and the City ordinance requiring face coverings to be worn while indoors and when six feet of distance cannot be maintained. In order to encourage employees to obtain the COVID-19 vaccination, employees are offered two hours of paid time off while they receive the vaccine.

Select Operations staff have been assigned standby duty on a rotating basis in case other employees are required to quarantine. While on standby, employees were required to complete training. However, this practice was suspended over the holidays in order to meet peak seasonal demand.

COMMITTED TO SUSTAINABILITY

Outreach

Communications were sent to Board members, tenants, the Naples City President's Council and others, and an advertisement was placed in the Naples Daily News announcing three positions on the NCC coming open in March. The expiring terms represent: Active pilots, the northeast quadrant and the southwest quadrant. Applications must be submitted by Noon on February 5th, 2021.

Communication was shared with tenants and customers about the busy New Year's weekend and they were advised to purchase fuel and file flight plans early to avoid delays arriving or departing APF.

The winter tenant newsletter was published in December and posted to our website.

Press releases were sent out on the following topics:

- Kerry Keith was elected chair of the Continuing Florida Aviation System Planning Process Statewide Steering Committee
- Naples Airport Authority receives 15th Consecutive Certificate of Achievement for Excellence in Financial Reporting
- Rick Ruppert Appointed to NAA Board
- Naples Airport begins RED Fridays to recognize deployed service members
- The NAA Announces the Appointment of Justin Lobb as Deputy Director of Aviation

The Executive Director, Commissioner Messer and the Communications Manager hosted Leadership Collier Government Day at the Naples Airport. The Executive Director and Commissioner Messer spoke to the attendees which was followed by tours of the ARFF, airport, mosquito control and customs areas.

The Marine Industries Annual Boat Show will be held January 21st – 24th in the short-term parking lot, as well as the south rental car parking lot, at the Commercial Terminal.

Tours

The Board Chair, Executive Director and Senior Director of Operations met with Senator Kathleen Passidomo on December 22nd to visit several locations at the airport including Elite Jets, FlexJet, Naples Jet Center and Collier Mosquito Control District.

Hangar Waiting List

As of the end of December, the Authority was at capacity for aircraft hangar storage rentals with a waiting list of 94 prospective new tenants, up from 86 the prior month. There were 77 prospective new tenants on the waiting list in December 2019. The Cirrus SR22 is the most requested aircraft with 20 on the waiting list, up from 18 in November.

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

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

December 2020 compared to December 2019:

- Total Aircraft operations decreased 1.0%
- IFR (Instrument Flight Rules) operations increased 19.9%
- VFR (Visual Flight Rules) operations decreased 20.1%
- Voluntary curfew (10pm – 7am) operations decreased 5.2%
- 73.6% of the operations occurred during the "shoulder hours" in December 2020 as compared to 72.7% during December 2019.
- The Voluntary curfew compliance rate was 98.8% in December 2020 as compared to 98.7% in December 2019.

FY 2021 compared to FY 2020 (October – December):

- Total Aircraft operations are down 12.7%
- IFR (Instrument Flight Rules) operations are up 15.1%
- VPR (Visual Flight Rules) operations are down 32.6%
- Voluntary curfew (10pm – 7am) operations are down 20.9%
- Voluntary YTD curfew compliance rate was 98.6% in both FY's

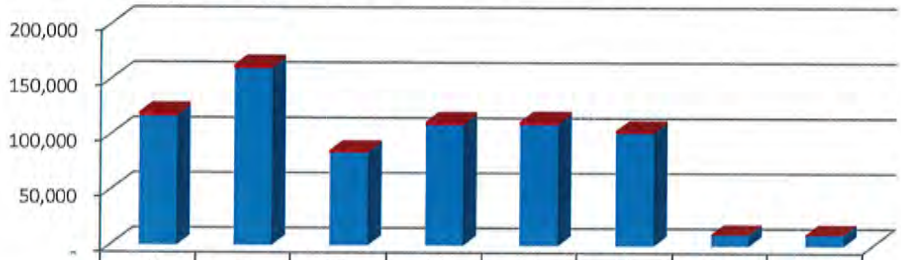
The next **Noise Compatibility Committee Regular Meeting** is scheduled for Thursday, January 28, 2021 at 9:00am. Due to the uncertainty of the COVID-19 pandemic, the venue for this meeting will be announced no later than January 22, 2021. This meeting will be recorded and posted to our website www.flynaples.com.

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

NCC and NAA Annual Reports are posted on the Authority's website at:
https://flynaples.com/annual-reports/

Naples Airport - Operations Summary
Prepared by the Naples Airport Authority
December 2020

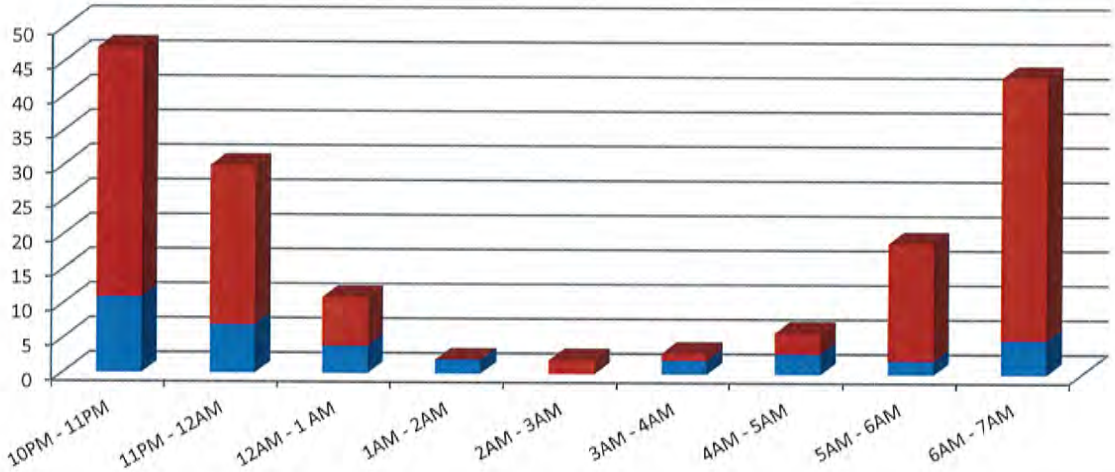
Day and Night Operations Annual & Current Month



	FY 2000	FY 2005	FY 2010	FY 2018	FY 2019	FY 2020	Dec-2019	Dec-2020
Total Operations	120,291	163,434	86,187	112,262	112,800	104,479	10,435	10,328
Night Operations	3,282	3,130	1,973	2,880	2,870	2,221	172	163
Day Operations	117,009	160,304	84,214	109,382	109,930	102,258	10,263	10,165
% Night Operations	2.7%	1.9%	2.3%	2.6%	2.5%	2.1%	1.6%	1.6%

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

Night Operations by Hour - Current Month



Public Service/Exempt Operations include air

73.6% of night operations took place during the hours of 10 pm - midnight and 6 a.m. - 7 a.m.

Voluntary Curfew Activity by Aircraft Category, Current Month

	Arrivals	Departures	Total	% of Activity
Jets	38	57	95	58%
Turboprops	4	2	6	4%
Piston	9	15	24	15%
Helo	2	0	2	1%
Public Service	18	18	36	22%
Total	71	92	163	
% of Activity	44%	56%		

US Customs and Border Protection Aircraft Clearings

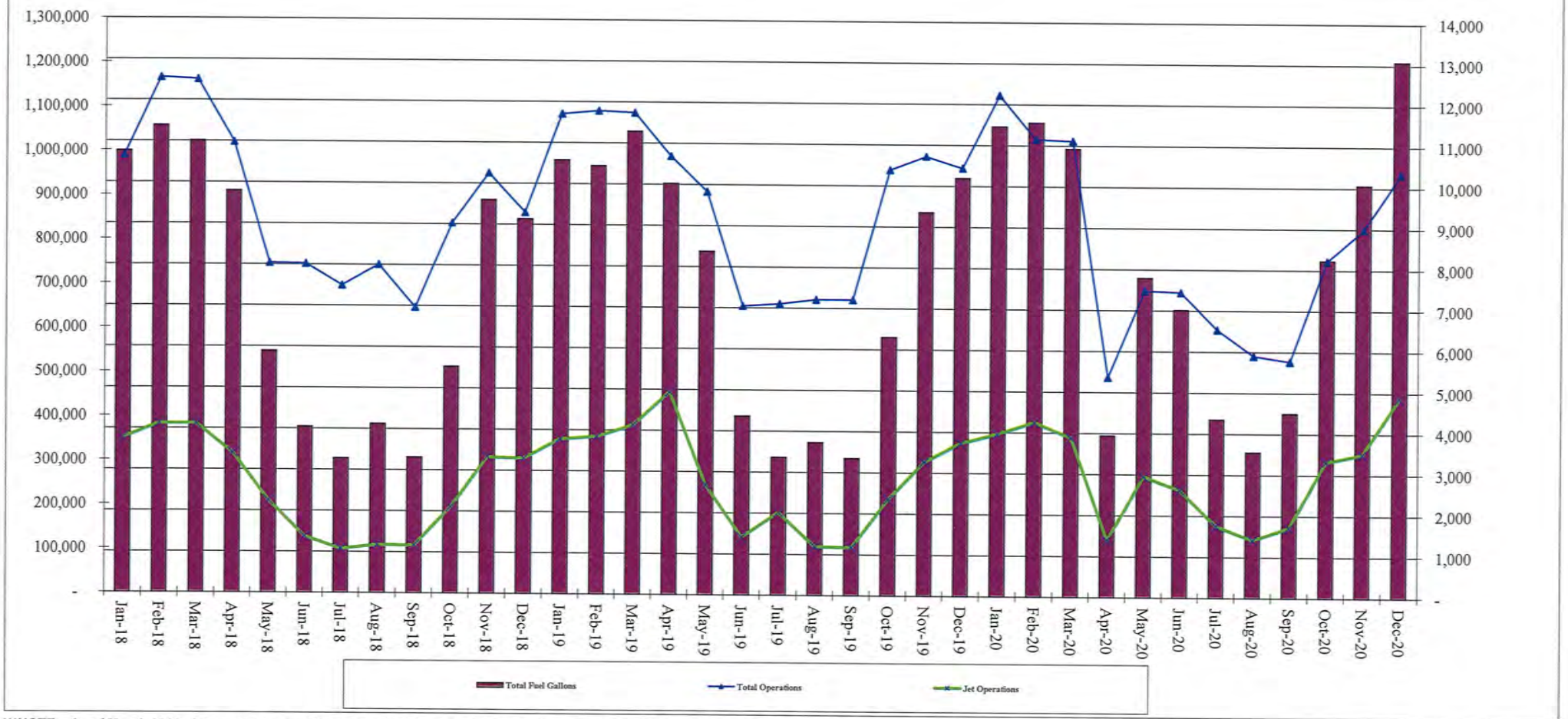
	Cleared and Stayed	Cleared and Departed	Total Cleared	Cleared and Stayed
FY 2011*	304	6	310	98.1%
FY 2012	492	16	508	96.9%
FY 2013	549	12	561	97.9%
FY 2014	762	26	788	96.7%
FY 2015	874	32	906	96.5%
FY 2016	1025	47	1072	95.6%
FY 2017	1204	22	1226	98.2%
FY 2018	1334	28	1362	97.9%
FY 2019	1345	20	1365	98.5%
FY 2020	993	11	1004	98.9%
FY 2021	268	6	274	97.8%

* Facility opened December 30, 2010

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

MONTH	TOTAL AIRCRAFT CLEARED			AIRCRAFT CLEARED/STAYED IN NAPLES			CLEARED/DEPARTED FOR DESTINATION			PERSONS CLEARED		
	FY 2020	FY 2021	VARIANCE (%)	FY 2020	FY 2021	VARIANCE (%)	FY 2020	FY 2021	VARIANCE (%)	FY 2020	FY 2021	VARIANCE (%)
OCTOBER	63	52	-17.5	62	49	-21.0	1	3	200.0	237	220	-7.2
NOVEMBER	110	84	-23.6	109	83	-23.9	1	1	0.0	513	385	-25.0
DECEMBER	153	138	-9.8	153	136	-11.1	0	2	NMF	708	560	-20.9
JANUARY												
FEBRUARY												
MARCH												
APRIL												
MAY												
JUNE												
JULY												
AUGUST												
SEPTEMBER												
YTD TOTALS	**326**	**274**	**-16.0**	**324**	**268**	**-17.3**	**2**	**6**	**200.0**	**1458**	**1165**	**-20.1**

Aviation Fuel Gallons & Aircraft Operations Historical Comparison
36 Months



***NOTE: As of March 2020, Jet operations numbers are pulled from our Vector system. "Total Fuel Gallons' include all fuel sold at the airport, not just FBO gallons sold.

CITY OF NAPLES AIRPORT AUTHORITY

ACTIVITY REPORT
PERIOD ENDING 31 DECEMBER 2020

OPERATIONS	Current Month			Year to Date		
	FY 20	FY 21	Variance %	FY 20	FY 21	Variance %
OPERATIONS - Itinerant						
Air Carrier	0	0	NMF	0	0	NMF
Commercial	1,775	2,369	33.5	4,357	5,887	35.1
General Aviation	6,016	6,618	10.0	18,573	17,109	(7.9)
Military	12	19	58.3	37	63	70.3
TOTAL ITINERANT OPERATIONS	7,803	9,006	15.4	22,967	23,059	0.4
OPERATIONS - Local						
Commercial	0	0	NMF	0	0	NMF
General Aviation	2,460	1,155	(53.0)	7,939	3,961	(50.1)
Military	0	4	NMF	5	10	100.0
TOTAL LOCAL OPERATIONS	2,460	1,159	(52.9)	7,944	3,971	(50.0)
TOTAL NIGHT OPERATIONS	172	163	(5.2)	623	493	(20.9)
TOTAL IFR - Operations *	4,968	5,958	19.9	13,143	15,134	15.1
TOTAL VFR - Operations	5,467	4,370	(20.1)	18,391	12,389	(32.6)
TOTAL OPERATIONS	10,435	10,328	(1.0)	31,534	27,523	(12.7)

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

* As reported by ATCT

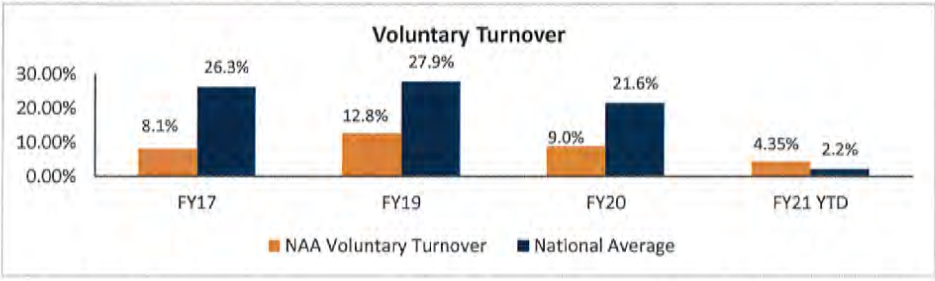
NMF = No Meaningful Figure

FINAL

Naples AIRPORT AUTHORITY

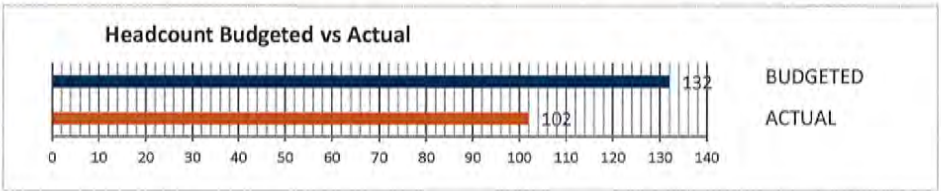
APF CARES about you, your family and future

HUMAN RESOURCES METRICS
December 2020



Voluntary Turnover	FY17	FY18	FY19	FY20	FY21 YTD
NAA Voluntary Turnover	8.1%	10.0%	12.8%	9.0%	4.35%
National Average	26.3%	30.5%	27.9%	21.6%	2.2%

EMPLOYMENT[2]	FY17	FY18	FY19	FY20	FY21
Budgeted Positions (Non Seasonal)	74.8	76.0	86.0	89.0	107.0
Budgeted Positions (Seasonal)	2.5	2.5	3.8	7.8	18.3
Actual Positions YTD (Non Seasonal)	73.9	72.0	79.0	79.0	88.7
Actual Positions YTD (Seasonal)	2.6	2.0	3.6	5.2	8.0



Years of Service with the Authority	FY17	FY18	FY19	FY20	YTD FY21
5+ years	56.9%	55.4%	48.8%	46.6%	44.9%
3+ years	66.7%	64.9%	63.8%	55.7%	53.9%

	FY17	FY18	FY19	FY20	FY21 YTD
Work Injuries	5	4	3	2	0
Days Away from Work	5	49	65	52	0

COVID-19 Infection Rate[3]	DEC
NAA Infection Rate	**2.07%**
State of Florida Positivity Rate	**11.43%**

1. Voluntary Turnover National Average based on BLS data for Local Government-Non Educational. Total across all industries is 2.1% FY21 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.

Naples AIRPORT AUTHORITY

To: Honorable Chair and Commissioners

From: Christopher A. Rozansky, Executive Director

By: Ken Warriner, Director of Finance and Administration

Meeting Date: January 21, 2021

Re: **December 2020 Financials**

1. Financial Summary

For the month of December 2020, operating revenue (net of cost of goods sold) was $2,990,644 compared to the budget of $2,145,415. This was favorable to budget by $845,229 or 39%. Operating expenses were favorable to budget by $131,793 or 10%. Income from operations was $1,784,457 or $977,022 favorable to the budget. The change in net position before capital contributions was favorable to budget by $986,099. For the year-to-date period, the change in net position before capital contributions is favorable to budget by $2,440,465.

Key Financial Measures - Current Month

	Actual	Budget	Prior Year	Budget Variance		Prior Year Variance	
Fuel sales - Jet A gallons	1,138,154	834,392	897,196	303,762	36%	240,958	27%
Fuel sales - AvGas gallons	26,254	25,727	28,586	527	2%	(2,332)	-8%
Operating revenue	$ 2,990,644	$ 2,145,415	$ 2,216,881	$ 845,229	39%	$ 773,763	35%
Operating expenses	$ 1,206,187	$ 1,337,980	$ 1,289,806	$ 131,793	10%	$ 83,619	6%
Change in net position*	$ 1,465,868	$ 479,770	$ 977,957	$ 986,099	206%	$ 487,911	50%

Key Financial Measures - Fiscal Year-to-Date

	Actual	Budget	Prior Year	Budget Variance		Prior Year Variance	
Fuel sales - Jet A gallons	2,723,789	2,091,968	2,249,428	631,821	30%	474,361	21%
Fuel sales - AvGas gallons	70,449	84,434	93,815	(13,985)	-17%	(23,366)	-25%
Operating revenue	$ 7,317,439	$ 5,504,042	$ 5,662,089	$ 1,813,397	33%	$ 1,655,350	29%
Operating expenses	$ 3,381,862	$ 3,980,531	$ 3,311,840	$ 598,669	15%	$ (70,022)	-2%
Change in net position*	$ 2,967,964	$ 527,499	$ 1,947,716	$ 2,440,465	463%	$ 1,020,248	52%

* before capital contributions

City of Naples Airport Authority

Board of Commissioners Financial Reports

Monthly Period Ended

December 31, 2020

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

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

	Actual Month	Budget Month	Favorable/ (Unfavorable)	%	Unfavorable Variance Explanations (>$10,000 and 10%)
Operating Revenue					
Aviation Fuel Sales	$ 4,294,922	$ 2,681,651	$ 1,613,272	60 %	
Cost of Aviation Fuel Sales	$ (2,110,134)	(1,156,747)	$ (953,387)	(82)	Cost for additional 304K gallons sold.
Net Aviation Fuel Sales	**$ 2,184,788**	**$ 1,524,904**	**$ 659,885**	43 %	
Hangar Rentals	$ 112,096	$ 124,032	$ (11,936)	(10)	Reduced billing during repaving project.
Building & Land Rent	143,580	134,255	9,325	7	
Ramp and Tie Down Fees	234,628	146,107	88,521	61	
Line Services	162,935	120,776	42,159	35	
Concession Fees	72,501	54,333	18,167	33	
U.S. Customs User Fees	57,845	17,568	40,277	229	
Flowage Fees and Misc. Revenue	22,270	23,439	(1,169)	(5)	
Total Operating Revenue	**$ 2,990,644**	**$ 2,145,415**	**$ 845,229**	39 %	
Operating Expenses					
Personnel Expenses:					
Salaries and Wages	$ 541,497	$ 590,104	$ 48,608	8 %	
Payroll Taxes	33,357	45,276	11,919	26	
Benefits	126,156	147,449	21,293	14	
Total Personnel Expenses	**$ 701,010**	**$ 782,829**	**$ 81,820**	10 %	
Professional Services	$ 75,907	$ 94,113	$ 18,207	19 %	
Contracted Services	94,096	118,333	24,238	20	
Insurance	57,350	57,149	(201)	(0)	
Airfield and Grounds Maintenance	18,444	18,167	(277)	(2)	
Building Maintenance	17,955	22,450	4,495	20	
Vehicle and Equipment Maintenance	18,395	22,992	4,597	20	
Utilities	29,993	32,670	2,677	8	
Credit Card Fees	32,820	30,827	(1,994)	(6)	
Software Licenses and Support	28,524	27,992	(532)	(2)	
Legal Services	18,696	26,583	7,888	30	
Communications	29,027	20,117	(8,911)	(44)	
Conferences and Travel	486	9,418	8,932	95	
Minor Equipment and Supplies	15,513	19,792	4,279	22	
Pilot Services	18,386	16,000	(2,386)	(15)	
Training & Education	2,347	7,767	5,420	70	
Office Supplies	7,641	8,997	1,356	15	
Fuel (internal)	4,486	4,900	414	8	
Employee Recognition	11,654	7,000	(4,654)	(66)	
Dues & Subscriptions	12,900	4,409	(8,491)	(193)	
Uniforms	7,558	4,975	(2,583)	(52)	
Miscellaneous	2,999	500	(2,499)	(500)	
Total Operating Expenses	**$ 1,206,187**	**$ 1,337,980**	**$ 131,793**	10 %	
Income from Operations	**$ 1,784,457**	**$ 807,435**	**$ 977,022**	**121 %**	
Non- Operating Revenue/(Expenses)					
Customer Facility Charges	$ 16,728	$ 16,830	$ (103)	(1) %	
Depreciation and Amortization	(358,663)	(355,000)	(3,663)	(1)	
Interest Revenue	14,405	10,505	3,900	37	
Other Revenue (Expense)	8,942	-	8,942	100	
Gain(loss) on disposal of capital assets	-	-	-	-	
Total Non- Operating Revenue/(Expenses)	**$ (318,588)**	**$ (327,665)**	**$ 9,077**	**3 %**	
Income Before Capital Contributions	**$ 1,465,868**	**$ 479,770**	**$ 986,099**	**206 %**	
Capital Contributions	$ -	$ -	$ -	%	
Change in Net Position	**$ 1,465,868**	**$ 479,770**	**$ 986,099**	**206 %**	

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

	Actual YTD	Budget YTD	Favorable/ (Unfavorable)	%	Unfavorable Variance Explanations (>$25,000 and 10%)
Operating Revenue					
Aviation Fuel Sales	$ 9,862,666	$ 6,861,282	$ 3,001,384	44 %	
Cost of Aviation Fuel Sales	(4,706,248)	(3,062,886)	(1,643,363)	(54)	Increase in volume and cost of fuel increases
Net Aviation Fuel Sales	$ 5,156,418	$ 3,798,396	$ 1,358,022	36	
Hangar Rentals	$ 338,965	$ 372,666	$ (33,701)	(9)	Reduced billing during repaving project.
Building & Land Rent	419,548	401,952	17,596	4	
Ramp and Tie Down Fees	614,579	377,140	237,439	63	
Line Services	416,000	314,640	101,360	32	
Concession Fees	184,063	149,330	34,733	23	
U.S. Customs User Fees	112,840	37,312	75,528	202	
Flowage Fees and Misc. Revenue	75,027	52,606	22,420	43	
Total Operating Revenue	**$ 7,317,439**	**$ 5,504,042**	**$ 1,813,397**	33 %	
Operating Expenses					
Personnel Expenses:					
Salaries and Wages	$ 1,510,496	$ 1,681,940	$ 171,443	10 %	
Payroll Taxes	100,789	135,827	35,038	26	
Benefits	376,098	442,347	66,249	15	
Total Personnel Expenses	$ 1,987,383	$ 2,260,114	$ 272,731	12 %	
Professional Services	$ 197,877	$ 280,940	$ 83,063	30	
Contracted Services	307,317	349,000	41,683	12	
Insurance	185,951	168,563	(17,388)	(10)	
Airfield and Grounds Maintenance	56,171	119,500	63,330	53	
Building Maintenance	53,671	67,350	13,679	20	
Vehicle and Equipment Maintenance	60,052	69,975	9,923	14	
Utilities	89,237	98,011	8,774	9	
Credit Card Fees	79,681	78,935	(746)	(1)	
Software Licenses and Support	57,873	83,976	26,103	31	
Legal Services	71,105	79,750	8,645	11	
Communications	74,649	60,450	(14,199)	(23)	
Conferences and Travel	2,686	34,670	31,984	92	
Minor Equipment and Supplies	50,056	59,637	9,581	16	
Pilot Services	28,924	40,000	11,076	28	
Training & Education	3,472	38,350	34,878	91	
Office Supplies	16,176	27,617	11,441	41	
Fuel (internal)	18,003	10,700	(7,303)	(68)	
Employee Recognition	11,749	22,700	10,951	48	
Dues & Subscriptions	14,482	11,543	(2,940)	(25)	
Uniforms	12,350	17,250	4,900	28	
Miscellaneous	2,999	1,500	(1,499)	(100)	
Total Operating Expenses	**$ 3,381,862**	**$ 3,980,531**	**$ 598,669**	15 %	
Income from Operations	**$ 3,935,576**	**$ 1,523,511**	**$ 2,412,066**	158 %	
Non- Operating Revenue/(Expenses)					
Customer Facility Charges	$ 45,475	$ 37,481	$ 7,994	21 %	
Depreciation and Amortization	(1,087,154)	(1,065,000)	(22,154)	(2)	
Interest Revenue	42,065	31,508	10,557	34	
Other Revenue (Expense)	32,002	-	32,002	100	
Total Non- Operating Revenue/(Expenses)	**$ (967,612)**	**$ (996,011)**	**$ 28,399**	**3 %**	
Income Before Capital Contributions	**$ 2,967,964**	**$ 527,499**	**$ 2,440,465**	**463 %**	
Capital Contributions	-	-	-	-	
Change in Net Position	**$ 2,967,964**	**$ 527,499**	**$ 2,440,465**	**463 %**	

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

Assets	12/31/2020	9/30/2020	Change
Cash	$ 46,059,977	$ 44,224,891	$ 1,835,087
Accounts Receivable	1,286,128	335,615	950,513
Due From Government Agencies	157,681	157,681	-
Inventory	417,303	364,762	52,541
Prepaid Expenses	688,057	212,266	475,791
Total Current Assets	**$ 48,609,145**	**$ 45,295,214**	**$ 3,313,932**
Land and Land Improvements	$ 9,098,655	$ 9,098,655	$ -
Buildings and Building Improvements	32,115,068	32,110,153	4,915
Equipment	9,080,912	9,027,851	53,060
Software	534,873	534,873	-
Vehicles	1,304,098	1,283,387	20,711
Furniture & Fixtures	1,410,510	1,397,811	12,699
Intangible Assets	2,325,427	2,315,997	9,430
Construction in Progress	2,190,905	1,710,292	480,613
Infrastructure	66,093,795	66,093,795	-
	$ 124,154,242	$ 123,572,814	$ 581,428
Accumulated amortization and depreciation	$ (56,688,496)	$ (55,601,342)	$ (1,087,154)
Total Net Property, Plant & Equipment	**$ 67,465,746**	**$ 67,971,472**	**$ (505,726)**
Total Assets	**$ 116,074,891**	**$ 113,266,685**	**$ 2,808,206**
Liabilities			
Accounts Payable	$ 1,453,274	$ 1,512,269	$ (58,995)
Accrued Salaries & Benefits	438,598	749,971	(311,373)
Accrued Liabilities - Other	840,674	630,065	210,609
Total Current Liabilities	**$ 2,732,546**	**$ 2,892,304**	**$ (159,758)**
Long Term Liabilities	$ 5,404,413	$ 5,404,413	$ -
Total Liabilities	**$ 8,136,959**	**$ 8,296,717**	**$ (159,758)**
Equity			
Contributed Capital	$ 35,611,583	$ 35,611,583	$ -
Retained Earnings	69,358,385	62,070,022	7,288,362
Current Year Retained Earnings	2,967,964	7,288,362	(4,320,398)
Total Equity	**$ 107,937,932**	**$ 104,969,968**	**$ 2,967,964**
Total Liabilities and Equity	**$ 116,074,891**	**$ 113,266,685**	**$ 2,808,206**

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

	Month	Fiscal Year-to-Date
Cash Flows from Operating Activities:		
Operating Income (Loss)	$ 1,784,457	$ 3,935,576
Changes in Working Capital:		
(Increase) Decrease in Accounts Receivable	(282,561)	(950,513)
(Increase) Decrease in Inventories	(51,803)	(52,541)
(Increase) Decrease in Prepaid Expenses and Other	(417,279)	(475,791)
Increase (Decrease) in Accounts Payable	177,105	(58,995)
Increase (Decrease) in Accrued Expenses and Other	(14,132)	(100,763)
Net Cash Provided (Used) by Operating Activities	**$ 1,195,787**	**$ 2,296,973**
Cash Flow from Investing Activities:		
Acquisition, Construction of Capital Assets	$ (291,909)	$ (581,429)
Gain (loss on sale of assets)	-	-
(Increase) Decrease in Due From Government (Grants)	-	-
Capital Contributions (Grants)	-	-
Other Revenues	8,942	32,002
Interest and Dividends on Investments	14,405	42,065
Net Cash Provided (Used) in Investing Activities	**$ (268,562)**	**$ (507,362)**
Customer Facility Charge Revenue	16,728	45,475
Net Cash Provided (Used) by Financing Activities	**$ 16,728**	**$ 45,475**
Increase (Decrease) in Cash and Equivalents	**$ 943,952**	**$ 1,835,087**
Cash and Equivalents at Beginning of Period	**$ 45,116,025**	**$ 44,224,891**
Cash and Equivalents at End of Period	**$ 46,059,977**	**$ 46,059,977**

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

Investment	Balance	Current Interest Rate	Year-to-Date Earnings
Cash - Valley Bank	$ 38,126,641	0.39%	$ 37,068
Cash - Northern Trust	7,933,123	0.25%	4,997
Petty Cash	600	n/a	-
Total Cash and Investments	**$ 46,060,365**		**$ 42,065**

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

	Month Actual	Month Budget	Variance Favorable (unfavorable)	Unfavorable Variance Explanations (>$10,000)
Air Traffic Control Tower	$ 3,030	$ 1,600	$ (1,430)	
Airport Rescue Fire Fighting	70,434	80,600	10,166	
IT	38,996	70,159	31,163	
US Customs & Border Protection	16,559	41,272	24,713	
All Other Operating	1,077,169	1,144,349	67,180	
Total Operating Expenses	**$ 1,206,187**	**$ 1,337,980**	**$ 131,793**	

	YTD Actual	YTD Budget	Variance Favorable (unfavorable)	Unfavorable Variance Explanations (>$25,000)
Air Traffic Control Tower	$ 8,381	$ 4,800	$ (3,581)	
Airport Rescue Fire Fighting	261,366	241,800	(19,566)	
IT	103,898	210,477	106,579	
US Customs & Border Protection	51,522	117,816	66,294	
All Other Operating	2,956,695	3,405,638	448,944	
Total Operating Expenses	**$ 3,381,862**	**$ 3,980,531**	**$ 598,669**	

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

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

Project	Funding Source	Board Approved Project Amount	Approved Budget FY 2021	Amount Spent FY to Date	Prior Fiscal Years Amount Spent	Total Project spend	Project Amount Remaining	Grant Funds Reimbursed	Cost % Complete	Project % Complete
Runway 5-23 Drainage Improvements	FAA	$ 2,464,301	$ 2,464,301	$ -	$ -	$ -	$ 2,464,301			
	FDOT	$ -	$ -	$ -	$ -	$ -	$ -			
	NAA	$ 1,879,549	$ 2,549,200	$ 297,912	$ 509,459	$ 807,371	$ 1,072,178			
	Totals	**$ 4,343,850**	**$ 5,013,501**	**$ 297,912**	**$ 509,459**	**$ 807,371**	**$ 1,072,178**		**20%**	**15%**
Project Status:	Design is complete, grant approved and contractor selected. Construction to begin in early 2021.									
Taxiways A & B Safety Improvements - Design & Contruction	FAA	$ -	$ 1,564,839	$ -	$ -	$ -	$ -			
	FDOT	$ -	$ 86,935	$ -	$ -	$ -	$ -			
	NAA	$ -	$ 86,935	$ -	$ -	$ -	$ -			
	Totals	**$ -**	**$ 1,738,709**	**$ -**	**$ -**	**$ -**	**$ -**		**0%**	**0%**
Project Status:	FAA shifted project to FY 2022. The allocated funds for FY 2021 are being applied to the airport security upgrade project.									
Airport Security Upgrade	FAA	$ -	$ -	$ -	$ -	$ -	$ -			
	FDOT	$ -	$ 800,000	$ -	$ -	$ -	$ -			
	NAA	$ 2,771,343	$ 200,000	$ 74,123	$ 89,368	$ 163,491	$ 2,607,852			
	Totals	**$ 2,771,343**	**$ 1,000,000**	**$ 74,123**	**$ 89,368**	**$ 163,491**	**$ 2,607,852**		**8%**	**5%**
Project Status:	Vendor selected and project approved by the Board. Construction to begin in early 2021. These funds were transferred from the Taxiway A&B safety Improvement Project.									

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

Part 150 Update - Noise Exposure Map	FAA	$ 600,000	$ 150,000	$ -	$ -	$ -	$ 600,000			
	FDOT	$ 30,000	$ 7,500	$ -	$ -	$ -	$ 30,000			
	NAA	$ 770,000	$ 95,500	$ 3,451	$ 264,895	$ 268,347	$ 501,653			
	Totals	**$ 1,400,000**	**$ 253,000**	**$ 3,451**	**$ 264,895**	**$ 268,347**	**$ 1,131,653**		**21%**	**20%**
Project Status:	In progress, submitted forecast to the FAA and waiting on comments.									
14 CFR Part 150 Study Update - Noise Compatability Program	FAA	$ -	$ 118,000	$ -	$ -	$ -	$ -			
	FDOT	$ -	$ 7,000	$ -	$ -	$ -	$ -			
	NAA	$ -	$ 7,000	$ -	$ -	$ -	$ -			
Project Total		$ -	$ 132,000	$ -	$ -	$ -	$ -		0%	0%
Project Status:	Pre-application submitted to the FAA. ADO indicated the NCP cannot compete for discretionary funding until justified upon completion of the NEM.									

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

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

Project	Funding Source		Board Approved Project Amount	Approved Budget FY 2021	Amount Spent FY to Date	Prior Fiscal Years Amount Spent	Total Project spend	Project Amount Remaining	Grant Funds Reimbursed	Cost % Complete	Project % Complete
North Quad Taxiway B and Site Prep - Design	FAA		$ -	$ 405,000	$ -	$ -	$ -	$ -			
	FDOT		$ -	$ -	$ -	$ -	$ -	$ -			
	NAA	*	$ 600,000	$ 45,000	$ 80,602	$ 184,534	$ 265,136	$ 334,864			
	Totals		**$ 600,000**	**$ 450,000**	**$ 80,602**	**$ 184,534**	**$ 265,136**	**$ 334,864**		**59%**	**55%**
Project Status:	**Design in progress.**										
North Quad Taxiway B and Site Prep - Construction	FAA		$ -	$ 1,350,000	$ -	$ -	$ -	$ -			
	FDOT		$ -	$ -	$ -	$ -	$ -	$ -			
	NAA	*	$ 620,840	$ 150,000	$ -	$ -	$ -	$ 620,840			
	Totals		**$ 620,840**	**$ 1,500,000**	**$ -**	**$ -**	**$ -**	**$ 620,840**		**0%**	**0%**
Project Status:	**Project not started.**										

* Note - Board approved on May 21, 2020 a contract for $1,220,840 for design and contruction engineering services. This has been split between the two projects.

Total Major Projects										
FAA Funding	$ -	$ 6,052,140	$ -	$ -	$ -	$ -	$ 3,064,301	$ -		
FDOT Funding	$ -	$ 901,435	$ -	$ -	$ -	$ -	$ 30,000	$ -		
NAA Share	$ -	$ 3,133,635	$ 456,088	$ 1,048,257	$ 1,504,345	$ 5,137,387	$ -			
Total Major Projects	**$ -**	**$ 10,087,210**	**$ 456,088**	**$ 1,048,257**	**$ 1,504,345**	**$ 5,767,387**	**$ -**			

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

	Budget	Actual	Remaining	Prior Fiscal Years Amount Spent
Strategic Goal #1 - Provide a safe, modern and efficient airport and fixed base operator				
GAT, CAT, AOB and Parking Improvements	$ 7,000,000	$ 141,508	$ 6,858,493	$ 192,014
North GA Apron & Taxi Lane Rehabilitation	3,500,000	57,551	3,442,449	270,673
ATCT Improvements	1,100,000	4,286	1,095,714	113,753
ARFF truck (CF3)	903,000		903,000	
Replace REILS and PAPI's power supply	750,000		750,000	
Airfield Generator Replacement and Vault Upgrades	500,000		500,000	
Hangar Door Replacement	285,000		285,000	
Vector Upgrades - Additional Cameras	245,000		245,000	
Monument Signs	100,000	61	99,939	
Airfield Driver Training Simulator	138,000		138,000	
Diesel Fuel Truck (replacement)	125,000		125,000	
Asset Management Software (Part 139)	100,000		100,000	
Crash Phone System (replacement)	100,000		100,000	
Golf Carts (replacements)	100,000		100,000	
Genie Z45 Platform Lift	80,000		80,000	
Trucks - 2 Replacements	70,000	20,711	49,289	
Facilities Shop Improvement Plan (design)	70,000		70,000	
Driveable Lavatory Cart / Radios	70,000	14,895	55,105	
Tugs - 2	85,000		85,000	
GPU (replacement)	50,000	5,019	44,981	
Office and Pilots Lounge Furniture	45,000		45,000	
Fuel Farm Tank Lining	40,000		40,000	
Mower Lift And Containment Slab	40,000		40,000	
Electical Vault Regulator	30,000		30,000	
ARFF small fire truck - (design,replacement in FY 22)	20,000		20,000	
	$ 15,546,000	**$ 244,031**	**$ 15,301,969**	
Goal #2 - Be an engaged, responsive partner in service to our community.				
Greenway Wayfinding	$ 100,000	$ -	$ 100,000	
Observation Deck And Playground (design only)	150,000		$ 150,000	
	$ 250,000	**$ -**	**$ 250,000**	
Goal #3 - Strengthen the airport's economic vitality.				
Hardware and Software	$ 50,000	$ -	$ 50,000	
Navigator Replacement Software	50,000		50,000	
Lease Software	25,000		25,000	
	$ 125,000	**$ -**	**$ 125,000**	
Total Non-Participatory Projects	**$ 15,921,000**	**$ 244,031**	**$ 15,676,969**	