May 20, 2021
Regular Meeting

Meeting was called to order by Chair Lenhard at 8:32 a.m. in the Council Chambers at City Hall.

A. 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, Ms. Cooper, Mr. Lobb, Mr. Warriner, Mr. Keith, Ms. Bendle, Mr. Frost, Mr. Burch and Ms. Menard.

B. PLEDGE OF ALLEGIANCE

Chair Lenhard led the Pledge of Allegiance.

C. AGENDA

Mr. Rozansky stated that the following revisions were placed before the Board members this morning:

- Minutes of the April 15, 2021 Regular Meeting – In the fourth paragraph on page 6, the second to last sentence was revised from "Mr. Rozansky's letter to the Mayor" and corrected to read "the letter to the Mayor."

- Presentation 2 – Part 150 Noise Study Update – A slide, 'Neighborhood Environmental Survey Update', was added at the end of the presentation.

- Action 1 – Renew Workers Compensation Insurance in an amount not to exceed $195,140 – The second paragraph under Background in the briefing paper was revised to provide additional information about the World Risk Management of Florida's financial position.

- Action 3 – General Aviation Terminal Improvements – The briefing paper was updated to include the results of the bids that were received on May 14th.

- Financial Summary – A formula error was corrected on page 2 under insurance proceeds in the favorable (unfavorable) column, and the investment gain and loss line items were combined on page 1 and on page 2.

D. MINUTES

1. April 15, 2021 Regular Meeting Minutes

Vice Chair Dustin moved approval of the April 15th Regular Meeting minutes. Commissioner Messer seconded. Motion passed unanimously 5-0.

E. PRESENTATIONS AND TIME CERTAIN ITEMS

1. Employee of the Quarter

Chair Lenhard recognized Mr. Tom Herman, Training Coordinator, as Employee of the Quarter. Chair Lenhard noted that Mr. Herman has been tasked with several requests to create important new operational procedures. He said that Mr. Herman is always looking to find better or more efficient ways to coach and train new employees, is dependable, respected by his teammates and is passionate and enthusiastic about his work. Mr. Herman was in attendance.

2. Part 150 Noise Study Update

Mr. Rozansky introduced Mr. Mike Arnold of Environmental Science Associates who virtually presented the Part 150 Noise Study Update. Mr. Arnold provided a summary of the four Technical Advisory Committee meetings held to date, an overview of the FAA-approved amended forecast for use in the Naples Airport Part 150 Noise Exposure Maps (NEMs), noise exposure contours for 2021 including the DNL 60 dB and 65 dB levels, a comparison of the 2021 vs. 2017 DNL 60 dB NEM contours, a land-use map showing noise contours, and the draft NEMs for 2021 and 2026. The 2021 base year and 2026 forecast year noise contour maps showcase the areas that fall within the 60 and 65 DNL which are the thresholds that the City and FAA respectively, used to determine noise and non-compatible land uses. Mr. Arnold also presented runway use data and fleet mix trends.

With regard to the number of comments made during quiet hours, Vice Chair Dustin suggested that the exempt activity data be calculated and that the percentage of all the curfew flights that are exempt be explained to the public. He added that people need to know that these flights are not in anyone's control and are a benefit to the community.

Also discussed at the meeting were the types of supplemental analyses that the airport could perform as part of the Noise Compatibility Program (NCP) phase of the study, including a population density study, seasonality study, mapping areas where aircraft are typically flying under 1,000 feet and several other options that could be analyzed.

Mr. Arnold reviewed the next steps and timeline of the public outreach activities in the Phase 1 NEM Report process and a summary of the Phase 2 (NCP). Mr. Rozansky noted that the FAA has communicated that they will not give us an opinion on grant eligibility for the NCP until they see the NEM report. He added that due to their funding requirements, we would have to get in the queue a year ahead of time for a grant. If we wait for the FAA, the project could be delayed by a year. Mr. Rozansky suggested that we cannot afford to wait and requested Board consensus to review and update the scope of the NCP. He said that staff could bring a recommendation about the next phase of the project to the Board in the August/September timeframe.

A question-and-answer period followed regarding the financial impact. Mr. Rozansky stated that the Authority would bear the entire expense. In response to Commissioner Ruppert's question to request funding from the FAA after the fact, Mr. Rozansky said he didn't think it would be eligible.

There was discussion regarding the NCP expectations. In light of the contours, Mr. Rozansky stated that there is very little that he can see that the FAA would make mandatory in terms of noise mitigation. Mr. Arnold and Mr. Rozansky added that one of the key benefits of having the Technical Advisory Committee, comprised of residents, businesses, pilots, the FAA and Air Traffic Control, as stakeholders

in the process is to leverage their assistance in developing strategies that could potentially also be implemented outside the Part 150 process.

There was unanimous consensus for the Executive Director to proceed in presenting a scope for the NCP to the Board in the August/September timeframe.

As requested by Commissioner Messer, Mr. Arnold explained how Southwest Florida International Airport (RSW) leveraged the FAA and air traffic control stakeholders in successfully developing new procedures to improve noise mitigation over Fort Myers Beach.

Chair Lenhard thanked Commissioner Messer for the hard work she has put into staying on top of this issue as well as her leadership on the Technical Advisory Committee and Noise Compatibility Committee. Vice Chair Dustin echoed these comments.

Mr. Arnold concluded his presentation by providing an update of the Neighborhood Environmental Survey (NES). He said that the FAA is consulting with the Federal Mediation and Conciliation Service (FMCS) – an independent government agency – to help design an "inclusive and participatory framework and process for reviewing outdated aircraft noise policy." He said that the FAA committed to this process for "receiving input from a diverse and inclusive stakeholder community, which will include local communities." Mr. Rozansky said that with ESA's assistance, staff is exploring how to get involved in the process and requested Board consensus for staff to send a letter to the FAA. After discussion, the Board provided consensus to send a letter to the FAA. Commissioner Messer expressed her excitement about this process.

F. PUBLIC COMMENTS

There were no public comments.

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

1. Renew Workers Compensation Insurance in an amount not to exceed $195,140

Mr. Warriner requested Board authorization for the Executive Director to renew Workers Compensation (WC) insurance with our broker, Alliant, for the 16-month period starting June 1, 2021 – September 30, 2022. He said the total estimated premium is $195,140, and the policy year will now coincide with most of our other insurance policies, renewing on October 1 of each year.

Mr. Warriner stated that representatives from our insurance broker, Alliant, and from the carrier, World Risk Management, were available virtually to answer any questions. Mr. Warriner provided a summary of the bid process that resulted in receiving two quotes, one for $15,028 per month from Starr Indemnity and Liability Company and one for $12,196 per month from World Risk Management. Mr. Warriner added that the estimated premiums increased 9.4%, mainly due to an increase in the payroll coverage over the last year and the MOD rate from the three-year lookback.

A question and answer period followed.

Vice Chair Dustin moved Board approval for the Executive Director to renew Workers Compensation (WC) insurance with our broker, Alliant, for the 16-month period starting June 1, 2021 – September 30,

2022 with a total estimated premium of $195,140. Commissioner Rideoutte seconded. Motion passed unanimously 5-0.

2. Amendment to Agreement for Design and Construction Phase Services not to exceed $235,000

Mr. Keith requested Board approval for the Executive Director to execute a contract amendment with SchenkelShultz Architecture in an amount not to exceed $235,000. Mr. Keith said that at the February 20, 2020 Regular Meeting, the Board approved a contract with SchenkelShultz for the design and bidding of the General Aviation Terminal and Airport Office Building Modernization project. After the project was initially put out for bid, it became apparent the plans would need to be scaled back to better align with budget, scheduling and regulatory constraints. Additional design and bidding services were necessary to update the bid package and complete the redesign effort. He added that the construction phase services, which were not initially included, will be necessary if the bid is awarded under the next action item.

There was discussion regarding the construction administration fees of $200,000. Mr. Keith clarified that it is based on a number of factors such as how many submittals are received, changes or unknown surprises that come up over the course of the project. This is also a not to exceed number, so it is possible that they may not need the full amount.

Commissioner Rideoutte moved approval for the Executive Director to execute a contract amendment with SchenkelShultz Architecture in an amount not to exceed $235,000. Commissioner Messer seconded. The motion passed unanimously 5-0.

3. General Aviation Terminal Improvements

Mr. Keith requested Board authorization for the Executive Director to execute a contract with Owen-Ames-Kimball in an amount not to exceed $7,681,097 for the General Aviation Terminal (GAT) Improvement Project. He said that this amount includes the bid amount of $6,781,097, a contingency of $650,000 and a proposed incentive of up to $250,000 for early completion.

Mr. Keith provided a summary of the re-bid process for the project and noted that three bids were received. He said that it was determined that one of the contractors, Allied Contractors, submitted a non-responsive proposal due to multiple omissions. A contract with the next lowest responsive bidder, Owen-Ames-Kimball, will not be issued until after the expiration of the required 72-hour waiting period for protests of the award decision, or until Friday, May 21st at 4:45 p.m. Assuming permits are issued in time for the contractor to commence work on June 1, 2021, the contract requires construction to be completed by November 1, 2021. Included within the solicitation documents is a graduated financial incentive that is being offered to complete work early to help ensure a timely transition back into the GAT prior to the FY 22 winter season.

A question-and-answer period followed.

Vice Chair Dustin moved Board approval for the Executive Director to execute a contract with Owen-Ames-Kimball in an amount not to exceed $7,681,097 for the General Aviation Terminal (GAT) Improvement Project. Commissioner Ruppert seconded. The motion passed unanimously 5-0.

G. NEW BUSINESS

There was no new business.

H. OLD BUSINESS

1. Noise Compatibility Committee (NCC) Update

Commissioner Messer noted that the NCC last met on May 4th, and the Committee welcomed three new members and thanked outgoing members for their service. She added that the meeting largely focused on the ongoing Part 150 Study Update. She announced that the next NCC meeting is scheduled for November 4th.

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

Commissioner Messer noted that the three new NCC members provided great comments during their first NCC meeting. She noted that Mr. Gilligan was in the audience today.

She added that Mr. Gilligan and Mr. Kuntz have already participated in community meetings in their quadrants and they are off to a great start.

2. Technical Advisory Committee (TAC) Update

Commissioner Messer stated that on April 13th, the Technical Advisory Committee held its fourth meeting related to the ongoing Part 150 Noise Study, and a report was provided on that meeting during the April 15th Board of Commissioners meeting.

She stated that the next step in the study process is the completion of the Noise Exposure Map Report, which was made available to the public on Friday, May 7th, for review and comment. The report can be viewed online at www.flynaples.com/noisestudy, and hard copies can be viewed at the Naples Airport, City Clerk's Office, and Collier County Library on Central Avenue. Commissioner Messer also reported on the virtual and in-person public open houses that are scheduled for May 26th and May 27th, for the public to review and provide feedback on the reports prior to their submission to the FAA.

Commissioner Messer added that the next TAC meeting will be scheduled for late summer to keep things moving along.

Mr. Ruppert thanked Commissioner Messer for all the work that she and all of the other volunteers do as part of the committees, and airport staff, as well. He noted that there is a lot going on, but we are moving forward. He also commented on how beneficial it is for the new NCC members to be reaching out to the communities themselves. It adds a much greater value than just getting a presentation from staff. He thanked Mr. Gilligan and other members who have done it or will be doing it in the future.

I. LEADERSHIP TEAM REPORT

1. Leadership Team Report

Commissioner Ruppert congratulated staff on their GAT and AOB Modernization project presentation to the City's Design Review Board on April 28th.

In reference to the Leadership Development Request for Proposal, Commissioner Ruppert requested clarification on consultant services that are selected by staff and those that are selected by the Consultant Selection Committee. Mr. Rozansky explained that the RFP is for executive coaching and leadership development at the staff level and is more appropriate for staff to make the selection. Proposals for engineering or information technology services would be more appropriate to come before the Consultant Selection Committee.

Vice Chair Dustin asked a question regarding the City Council's recommendation for a joint workshop meeting with the NAA Board to discuss the Master Plan. Mr. Rozansky stated that a meeting has been scheduled with the Interim City Manager and City Attorney for June 11th to discuss the format and timing of the workshop.

Mr. Rozansky provided feedback on staff's outreach meetings with the Wyndemere community and the Fifth Avenue South Business Improvement District.

Vice Chair Dustin asked how the new public relations firm is performing. Mr. Rozansky stated that the contract with Aviatrix had just been executed and that staff will begin its work with them in the near future.

On the Day/Night Operations Report on page 6 of the Leadership Team report, Vice Chair Dustin commented that it would be helpful to have 2021 year to date information.

In reference to the Leadership Development RFP, Commission Messer agreed that the selection should be made by staff. She commended staff for continuing to provide leadership development opportunities.

J. FINANCIAL REPORTS

1. Financial Summary

Mr. Warriner presented the financial results for the month of April and stated that the year-to-date change in net position before capital contributions is favorable to budget by $8,215,068.

There was discussion regarding the favorable variance in the IT expense category listed on page 6. Mr. Warriner and Mr. Rozansky explained that there were several hardware and software systems built into the budget but the timing of bringing on the new Information Systems Manager impacted the implementation and purchase of some of these initiatives. Commissioner Ruppert expressed concern about potential security threats and encouraged staff's continued focus on the strengthening of our systems.

In response to Commissioner Ruppert's question regarding the Greenway Wayfinding and Observation Deck and Playground budget under Goal 2 of our Strategic Plan (noted on page 9), Mr. Rozansky stated that the wayfinding project was postponed by the County, and the observation deck playground has been

paused in order to consider moving the recreational path to the other side of the road, in part due to an incident that occurred with a pedestrian on the path and jet blast from the run-up area. Commissioner Ruppert added that both endeavors are good stories to share with the community.

Mr. Warriner also provided an update on the Investment Policy.

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

K. COUNSEL'S REPORT

1. Counsel's Report

Mr. Owens reported on one matter. He stated that although the Authority has not been formally served with a Complaint, it has come to our attention that a former employee has commenced litigation against the Authority alleging violations of federal and state law. He said that the lawsuit is in its infancy and there is not much information to discuss at this time. He reported that the applicable insurance carrier has been notified, and it appears at this time, subject to any retention or deductible, coverage will be provided including the payment for the cost of counsel that will be engaged to defend the Authority in the lawsuit.

L. PUBLIC COMMENTS (5-minute limit)

There were none.

M. CORRESPONDENCE/COMMISSIONER COMMENTS & REQUESTS/MEETINGS

There were no additional comments.

N. ADJOURN

With no further business, the meeting adjourned at 10:57 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, May 20, 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 – Audit Committee Member
Commissioner Rick Ruppert - Consultant Selection Committee Chair
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. April 15, 2021 Regular Meeting Minutes

E. PRESENTATIONS AND TIME CERTAIN ITEMS

1. Employee of the Quarter
2. Part 150 Noise Study Update

F. PUBLIC COMMENTS (5 minute limit)

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

1. Renew Workers Compensation Insurance in an amount not to exceed $195,140
2. Amendment to Agreement for Design and Construction Phase Services not to exceed $235,000
3. General Aviation Terminal Improvements

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