April 15, 2021
Regular Meeting - Corrected

Meeting was called to order by Chair Lenhard at 8:34 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, Ms. LeDuc, Mr. Burch and Ms. Menard.

B. PLEDGE OF ALLEGIANCE

Chair Lenhard led the Pledge of Allegiance.

C. AGENDA

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

D. MINUTES

1. March 18, 2021 Regular Meeting Minutes

Vice Chair Dustin moved approval of the March 18th Regular Meeting minutes. Commissioner Rideoutte seconded. Motion passed unanimously 5-0.

2. March 31, 2021 Consultant Selection Committee Meeting Minutes

Vice Chair Dustin moved approval of the March 31st Consultant Selection Committee Meeting minutes. Commissioner Ruppert seconded. Motion passed unanimously 5-0.

E. PRESENTATIONS AND TIME CERTAIN ITEMS

1. Presentation of the SEC-AAAE General Aviation Project of the Year Award

Chair Lenhard announced that the new Aircraft Rescue and Fire Fighting (ARFF) station was awarded the General Aviation Project of the Year by the Southeast Chapter of the American Association of Airport Executives. He said that the ARFF facility was chosen as the best project completed during 2020 in the region that covers 12 states along with DC, Puerto Rico and the Virgin Islands. Chair Lenhard stated that the new ARFF facility is state-of-the-art and was built to withstand a Category 5 hurricane to ensure continuity of service, as well as serve as an emergency operations center to assist with Collier County response efforts. He thanked and congratulated everyone involved with the project and those who continue its critical, lifesaving mission every day.

F. PUBLIC COMMENTS

There were no public comments.

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

1. **Consultant Selection Committee Ranking of Firms for Public Relations and Marketing Services and Authorization to Execute a Professional Services Agreement**

Mr. Burch provided a summary of the Request for Proposal (RFP) process for public relations and marketing services and stated that the Consultant Selection Committee met on March 31st to hear presentations and interview and rank firms. He stated that the three firms were ranked as follows:

1) Aviatrix Communications, LLC
2) Gravina, Smith, Matte and Arnold Public Relations and Marketing
3) Quest Corporation of America, Inc.

Mr. Burch invited Ms. Katie Franco, Owner/Principal of Aviatrix Communications, to introduce her firm and answer questions.

Ms. Franco provided a summary of her firm's expertise and stated that Aviatrix Communications is a full-service marketing and public relations firm that specializes in airports and aviation clients. She said that they were headquartered in San Diego, California and are very much looking forward to partnering with the Authority.

Vice Chair Dustin commented that he participated in a portion of the Consultant Selection Committee meeting and recalled that in Aviatrix's response to the RFP, a substantial amount of their initial budget was devoted to the website which raised the question as to whether website development was needed. Mr. Rozansky responded that this has not yet been discussed with Ms. Franco, but staff will be meeting with her following today's meeting. He said that the website was completely updated about two years ago and although some improvements may be necessary, a complete overhaul of the website was not anticipated. Ms. Franco stated that there was one line item in the RFP which included design, maintenance and support, and she provided an amount for budgeting purposes; however, if those services are not needed, the amount can be removed.

Commissioner Messer commented that it was important to have that discussion as well as a discussion regarding Ms. Franco's geographic location and her being able to juggle her dual responsibilities as owner and project manager so that the expectations were understood up front. She thanked Ms. Franco for being here today.

Commissioner Ruppert echoed Commissioner Messer's comments and reiterated his concerns regarding the time zone difference, geography, budget and Ms. Franco's availability as project manager and founder of the business. That being said, he stated that he felt Aviatrix was the superior firm.

Vice Chair Dustin moved Board approval of the Consultant Selection Committee rankings of firms for public relations and market services as follows: 1) Aviatrix Communications, LLC, 2) Gravina, Smith, Matte & Arnold Public Relations and Marketing and 3) Quest Corporation of America, Inc.; and authorization for the Executive Director to negotiate and execute a Professional Services Agreement with Aviatrix Communications. Commissioner Messer seconded. Motion passed unanimously 5-0.

2. North Ramp Hangar Door Replacement in an amount not to exceed $400,000

Mr. Lobb requested Board approval of a service agreement with Alen Construction Group for the replacement of 10 hangar doors in an amount not to exceed $400,000. He provided a background of the Authority's ongoing effort to maintain and improve airport facilities. He said that staff continues to evaluate the condition of older hangar doors and schedule replacement projects to ensure safe and properly functioning doors. He said that this award will replace 10 doors in the 2200, 2300 and 2400 hangars as shown on the location map displayed. He stated that this project is funded by the Authority and was included in the FY 2021 budget in the amount of $285,000 and that there are additional funds available to cover the increased cost, which is due primarily to material and labor cost increases.

A question and answer period followed.

Chair Lenhard asked what percentage of doors remained to be addressed. Mr. Lobb stated that he did not have that information but will provide it following the meeting. A discussion ensued regarding requesting quotes for a greater number of doors to get better pricing.

Mr. Ruppert moved Board approval of a service agreement with Alen Construction Group for the replacement of hangar doors in an amount not to exceed $400,000. Commissioner Rideoutte seconded. Motion passed unanimously 5-0.

3. Resolution 2021-2, Amending the Completion Date for the Part 150 Noise Update Public Transportation Grant Agreement (PTGA) with the Florida Department of Transportation (FDOT)

Mr. Lobb requested authorization for the Chair to execute Resolution 2021-2, authorizing the Executive Director to execute an amendment to the PTGA with FDOT to extend the completion date for the Part 150 Noise Update, FPN 446899-1-94-01.

Mr. Lobb stated that the project schedule has been extended past the original completion date of June 30, 2021 due to Covid 19 restrictions. He noted that this amendment will update the completion date to June 30, 2022 and that there are no other changes to the PTGA.

Vice Chair Dustin moved Board approval for the Chair to execute Resolution 2021-2, authorizing the Executive Director to execute an amendment to the PTGA with FDOT to extend the completion date for the Part 150 Noise Update, FPN 446899-1-94-01.

G. NEW BUSINESS

1. Invitation to Negotiate for Aeronautical Development

Ms. LeDuc stated that plans and specifications are currently being developed for environmental remediation, stormwater improvements and site preparation of nearly 12 acres of a former municipal landfill located in the North Quadrant. She also showed a slide of a sample conceptual layout of how the site could be developed. Ms. LeDuc requested Board consensus for the Executive Director to issue an Invitation to Negotiate (ITN) from parties interested in a long-term land lease to develop aviation facilities in the North Quadrant. She noted that there is a high level of interest from the aviation community.

There was discussion regarding the ITN procurement process. Mr. Owens stated that it is one of the methods of procurement that is included in Florida statutes. Mr. Rozansky added that the parcel is an odd shape and that there will be challenges in maneuvering and parking aircraft. He stated that the ITN process is a multi-step approach to see who is interested, determine highest and best use of the property, then ask these parties to put a site plan together as part of a formal solicitation that would then be presented to the Board. If this project was put out as an RFP without going through the ITN process, it is likely that we would receive piecemeal proposals for individual hangars rather than a complete site plan.

A question and answer period followed.

In response to Commissioner Messer's question regarding the entire time frame for this project, Ms. LeDuc stated that it could take a couple of years before we are ready to negotiate a lease.

There was unanimous consensus for the Executive Director to issue an Invitation to Negotiate (ITN) from parties interested in a long-term land lease to develop aviation facilities in the North Quadrant.

Mr. Rozansky pointed out that the existing Utilization Plan approved in 2018 included the hangar site development but it did not include the taxiway connector that would need to be built. He noted that the updated Utilization Plan that has yet to be approved by the City does show that taxiway connector.

H. OLD BUSINESS

1. Noise Compatibility Committee (NCC) Update

Commissioner Messer stated that the NCC last met virtually on January 28th and that we reported on that meeting at the February 18th Regular Meeting of the Board of Commissioners. She stated that James Gilligan, Julie Schmelzle and John Kuntz were appointed at the March 18th Regular Board Meeting to serve on the Noise Compatibility Committee. 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 next Regular Meeting of the NCC is scheduled for Tuesday, May 4th at 9 a.m. and 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 the flynaples.com website in advance.

Regarding the City of Naples' and Collier County's mask mandate no longer being in force, Vice Chair Dustin suggested that the NCC try and get back to meeting in person given the importance of that Committee. Mr. Rozansky stated that although the City and County mandates have expired, the CDC is still mandating that masks still be utilized in public spaces at airports and that it could be argued that we are still subject to that mandate. There was discussion regarding using a more sensible approach given that many people have been vaccinated and a suggestion to change the density of people allowed in the AOB conference room. Mr. Rozansky stated that staff would consider that and poll NCC members to see what their comfort level is.

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

Commissioner Messer stated that the TAC held its fourth meeting related to the ongoing Part 150 Noise Study on April 13th. She provided a recap of that meeting and stated that the next step in the study process is the completion of the Draft Noise Exposure Map (NEM) Report, which will be followed by virtual and in-person public open houses the week of May 24th to get feedback from the community. She noted that the final NEMs will be submitted to the FAA for approval. Pending FAA approval of the NEMs, she said that the airport intends to initiate the Noise Compatibility Program phase of the study.

Commissioner Messer added that the next TAC meeting will be scheduled for late summer to keep things moving along. She reiterated that Mr. Zac Burch, Community Engagement/Communications Manager, is working with TAC 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.

Following review of the TAC meeting materials, Vice Chair Dustin stated that he shared a concern with staff regarding the noise comment analysis. He expressed concern that the report may be biased and/or unfairly presents the comments because 30% of the total comments (2,032) received between 2012 and 2020 were from three households. He added that a single resident made 94 comments. He suggested that staff ask ESA to prepare an additional analysis eliminating those three household's comments to see if the chart makes a difference. Commissioner Messer stated that it is important to be totally transparent about every comment that is received, and the chart was presented exactly as Vice Chair Dustin commented. There was discussion on displaying the chart in different formats and counting repeat comments as one comment during the reporting period. Mr. Rozansky stated that staff will prepare a few alternatives for further discussion.

3. **General Aviation Terminal (GAT) and Airport Office Building (AOB) Improvements Update**

Mr. Lobb stated that at the March Board meeting, staff provided a brief overview of the status of the GAT and AOB bids received and requested additional time to review and evaluate them. He introduced Mr. Patrick Hartig, Project Manager for SchenkelShultz Architecture. Mr. Hartig presented an overview of the bids received which came in higher than expected. He said that considerable time was spent evaluating each line item and comparing costs to original estimates. He provided several reasons why the prices came in so much higher than expected and outlined a number of adjustments to make to the new rebid documents. A question and answer period followed regarding the adjustments to be made.

Mr. Hartrig reviewed the schedule and stated that occupancy is still slated for November 1st. He added that for the AOB improvements, a bid package could be sent out in August with construction starting in mid- to late-November after staff has moved out of the AOB back into the GAT.

Mr. Hartrig also noted the recently completed CAT improvements.

4. **Master Plan Update**

Mr. Rozansky stated that the final draft of the Master Plan was presented to the Board last fall before submitting to the FAA and FDOT after a tremendous public outreach effort. He said that staff was seeking consensus to coordinate final approval with the City of Naples, who is the zoning authority. He introduced Mr. Doug DiCarlo of Environmental Science Associates to present an overview of the airport master planning process and answer any questions.

Mr. DiCarlo stated that the airport master planning process was initiated in November 2017. He provided an updated schedule of final reviews and approvals of the Airport Layout Plan Drawing Set with FAA and FDOT in 2020 and 2021. Mr. DiCarlo reviewed the airport development program and presented a summary of development program costs (pre-Covid 19) and the financial feasibility analysis (pre-COVID 19).

He said that on April 21st, the Master Plan Update would be presented to City Council and after that presentation, a presentation will be set up with the Planning Advisory Board. He said that he would come back to the Authority Board in the future for final approval.

Commissioner Ruppert asked if we need to re-establish a larger capital reserve given the rising constructions costs and that the project scope pre-Covid was over $200 million and Authority's share was $95 million. Mr. Rozansky stated that staff will prepare a recommendation for capital reserves as we begin to prepare for next year's budget and present the draft Budget in June.

Commissioner Messer raised a matter relating to noise, the Authority's strong capital reserves and restrictions that we are subject to by accepting grants from the FAA. She asked how long we would be able to survive if we did not accept grant funding from the FAA and FDOT. Mr. Rozansky stated that it would take about three or four years to deplete our reserves with the improvements that are needed, many of which are safety related. Discussion followed regarding the advantages/disadvantages of accepting/not accepting grant funding. Vice Chair Dustin stated that fellow Commissioners should review the Kaplan Kirsch Rockwell Memorandum that was sent with the letter to the Mayor. He said the Memorandum explains the issue exceptionally well.

There was Board consensus for staff to coordinate final approval of the Master Plan Update after consideration by the City of Naples.

5. **Utilization Plan Update**

Mr. Rozansky explained that the purpose of the Utilization Plan is to coordinate with the City on the next five years of planned improvements at the airport. He said that this is an alternative to the City evaluation of every project individually for zoning and site plan purposes. Mr. Rozansky added that this has been a helpful process which was established more than 20 years ago. He said that since we are nearing the completion of the Master Plan, the draft Utilization Plan has been updated. He requested Board consensus to coordinate the final approval of this update. He said that the next step is to present the plan to the City and Planning Advisory Board, before bringing it back to the Board for final approval. Mr. Rozansky highlighted several of the improvements that are anticipated.

A question and answer period followed.

There was Board consensus for staff to coordinate final approval of the Airport Utilization Plan after consideration by the City of Naples.

I. LEADERSHIP TEAM REPORT

1. **Leadership Team Report**

As noted in the second paragraph on page 3, Commissioner Rideoutte asked if the replacement of the ARFF Crash Rescue Truck was worn out or has become obsolete. Mr. Rozansky stated that the skid

mount on the truck has worn out and is expensive to repair. He said although it hasn't been discussed internally, it is possible the truck can be repurposed.

In response to Commissioner Ruppert's question regarding the increase in night operations relative to March 2020, Mr. Rozansky stated that it was difficult to compare 2021 to 2020 because the latter half of March 2020 was impacted by COVID-19. He said that staff looked at night curfew operations in March 2019, and there were 290 curfew operations compared to 193 in March 2021.

In reference to the proposed Goodlette Residences as noted on page 3 under Outreach, Vice Chair Dustin asked where this development was located. Mr. Rozansky said that it is an apartment development in the commercial park off Goodlette-Frank Road, northwest of the airport on the west side of the Gordon River. He added that the project is outside of the noise contours, and there is no mandatory airport disclosure requirement; however, because it is in close proximity to the airport, Mr. Rozansky said that staff had a productive conversation with the developer to discuss the noise impacts. Vice Chair Dustin asked if this is an area where the City could be helpful. Mr. Rozansky stated that disclosure requirements will be the subject of discussion in the second half of the Noise Study. Because the requirement is not codified, he said that City staff is uncomfortable addressing it. Commissioner Messer stated that it would be helpful to collaborate with the City's Planning Department when these kinds of developments come up because the Planning Department could require the use of construction materials that would increase noise abatement. Vice Chair Dustin added that this is an important dialog because the City is always asking what we are doing, when the City could help with the tools they have available. Mr. Rozansky stated that Ms. Erica Martin, the City's new Planning Director, is a liaison on the Authority's Technical Advisory Committee and staff will be having continued dialog with her. Vice Chair Dustin stated that he wouldn't hesitate to respond to the Mayor's recent letter and advise that at a recent meeting, there was a recommendation where the City could be helpful in this regard.

J. FINANCIAL REPORTS

1. Financial Summary

Mr. Warriner presented the financial results for the month of March and stated that the year-to-date change in net position before capital contributions is favorable to budget by $6,074,953.

Regarding our investment policy in place, Mr. Warriner reported that $1.5 million of U.S. Treasuries was purchased during the month of April and another purchase of $2.5 million will be made next week.

He stated that the FY 2022 budget preparation using the zero-based budgeting is underway.

In response to Vice Chair Dustin's question regarding the frequency of renegotiating the terms of our credit card fees, Mr. Rozansky stated that the fees are set in our fuel supplier agreement.

Vice Chair Dustin suggested breaking out the minor equipment and supply category. Mr. Warriner provided an explanation of several projects that came up at the same time, resulting in an unfavorable variance. Mr. Warriner said that in the FY 2022 budget preparation, he would look at this category to make it more meaningful.

A question and answer period followed.

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

K. COUNSEL'S REPORT

1. Counsel's Report

Mr. Owens reported on two matters.

He said that Hertz has paid the full amount of the pre-bankruptcy unpaid rent and concession fees in the amounts required by the Authority, along with all past due amounts due to a recent escalation in the rental rate pursuant to the terms of the hangar lease. He stated that on April 6, 2021, the U.S. Bankruptcy Court for the Delaware District approved an Order authorizing assumption of the existing hangar lease and concession agreements by Hertz. He stated that moving forward, Hertz will be required to remain in full compliance with the terms and conditions of the hangar lease and concession agreements. Mr. Owens stated that there will not be any more updates on this matter unless there is an adverse change in circumstances.

Regarding the lawsuit filed against the Authority concerning a minor motor vehicle incident involving an employee, Mr. Owens reported that there has been no material change in that case since last month's Board meeting report. He noted that a court-mandated mediation is scheduled to occur later this month and that the Authority's applicable insurance policy has no self-insured retention or deductible. Mr. Owens stated that barring any unforeseen circumstances, 100% of any settlement funding will be paid by our insurer.

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 10:38 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, April 15, 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. March 18, 2021 Regular Meeting Minutes

2. March 31, 2021 Consultant Selection Committee Meeting Minutes

E. PRESENTATIONS AND TIME CERTAIN ITEMS

1. Presentation of the SEC-AAAE General Aviation Project of the Year Award

F. PUBLIC COMMENTS (5 minute limit)

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

1. Consultant Selection Committee Ranking of Firms for Public Relations and Marketing Services and Authorization to Execute a Professional Services Agreement

2. North Ramp Hangar Door Replacement in an amount not to exceed $400,000

3. Resolution 2021-2, Amending the Completion Date for the Part 150 Noise Update Public Transportation Grant Agreement (PTGA) with the Florida Department of Transportation (FDOT)

H. NEW BUSINESS

1. Invitation to Negotiate for Aeronautical Development

I. OLD BUSINESS

1. Noise Compatibility Committee Update

2. Technical Advisory Committee Update

3. General Aviation Terminal and Airport Office Building Improvements Update

4. Master Plan Update

5. Utilization Plan 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