Thursday, November 18, 2021
Naples Airport Authority: Regular Meeting
Corrected Minutes

The 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 Rideoutte, Commissioner Messer, and Commissioner Ruppert.

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

B. PLEDGE OF ALLEGIANCE

Chair Lenhard led the Pledge of Allegiance.

C. AGENDA

Mr. Rozansky noted the following correction to the agenda.

- Under Presentations, Item 2, Investment Update, was postponed as the Authority's investment advisor was ill and unable to attend.

D. MINUTES

1. October 21, 2021 Regular Meeting Minutes

Vice Chair Dustin moved approval of the October 21stth Regular Meeting minutes. Commissioner Rideoutte seconded. Motion passed unanimously 5-0.

2. October 25, 2021 Consultant Selection Committee Minutes

Commissioner Ruppert moved approval of the October 25th Consultant Selection Committee Minutes. Vice Chair Dustin seconded. Motion passed unanimously 5-0.

E. PRESENTATIONS AND TIME CERTAIN ITEMS

1. Naples Air Traffic Control Tower Manager Presentation

Chair Lenhard recognized and congratulated Ms. Stacy Nichols for being named the Air Traffic Manager of the Year by the Air Traffic Control Association. He stated that Ms. Nichols' team received a myriad of compliments for balancing safety and efficiency during the intense and

unpredictable travel season of 2020-21. Ms. Nichols implemented every possible precaution to keep the controllers safe and ensure uninterrupted tower operation despite the impacts of COVID-19. Chair Lenhard thanked Ms. Nichols for her ongoing commitment and dedication.

F. PUBLIC COMMENTS

There were no public comments.

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

1. Consultant Selection Committee Ranking of Firms for Design - Build Services for Fuel Facility Improvements

Mr. Kerry Keith requested Board approval of the Consultant Selection Committee rankings and authorization for the Executive Director to negotiate a contract with the highest ranked firm for Design-Build Improvements for the Fuel Farm. He said that the contract for design services and construction will be divided into two phases. The project was included in the FY2022 budget for $2 million. Mr. Keith reviewed the scope of the project.

He provided a summary of the Request for Proposals (RFP) process that was issued and advertised on September 13th, 2021. He stated that there were two responses received and that the Consultant Selection Committee viewed presentations and interviewed respondents on October 25th. The Committee recommended the following ranking: 1) Courier TK, LLC and 2) American Environmental Aviation.

A question-and-answer period followed.

Commissioner Rideoutte moved approval of the Consultant Selection Committee rankings as presented by Mr. Keith and moved approval for the Executive Director to negotiate a contract for Design-Build Services for Fuel Farm Improvements with the highest ranked firm: 1) Courier TK, LLC. Vice Chair Dustin seconded. Motion passed unanimously 5-0.

2. Renew Property Insurance in an Amount Not to Exceed $300,000

Mr. Ken Warriner introduced Felipe Garcia and Ben Sibley of our insurance broker, Alliant Insurance Services, Inc., and Josh Holland, Vice President of Public Risk Management (PRM), the recommended carrier. Mr. Warriner requested discussion and approval for the Executive Director to bind a property insurance policy in an amount not to exceed $300,000 with the selected insurer, effective December 1st. Mr. Warriner provided a summary of the solicitation process which resulted in three responses. He said that staff was recommending PRM who also is the Authority's workers comp and casualty line carrier. He stated that PRM returned the best quote and they have options for a $250,000 deductible for $267,310 as well as a $50,000 deductible for $299,630.

Mr. Garcia reviewed each of the carriers' responses and provided the state of the current marketplace, given the inherent risk of our geographic location.

Mr. Holland gave an overview of his firm's experience. He stated that their aggregate limits have never been breached and added that the Authority would be their only client in Collier County.

A question-and-answer period followed.

A no cost appraisal for secondary wind characteristics, as recommended by Mr. Garcia, would be included in the contract with PRM as well as five-year recurring appraisals on buildings in excess of $250,000 in value.

Mr. Warriner recommended that we bind a policy at the higher deductible of $250,000.

Mr. Holland stated that vandalism is covered under the PRM property offer for civil unrest and the Authority has a separate terrorism coverage.

Regarding the optional coverages listed on page 21 of Alliant's report in the Board packet, Commissioner Messer requested Mr. Garcia to identify which coverages the Authority is covered for. After discussion, Mr. Warriner stated that he will provide a list of insurance coverages to Board members. There was discussion to provide a full risk review to the Board in the spring, Mr. Rozansky noted that the Authority has comprehensive coverage that was just renewed on October 1st and that the property insurance is a 10-month policy which will coincide with our other insurance renewal dates and our fiscal year.

Commissioner Ruppert moved approval for the Executive Director to bind a 10-month property insurance policy with a $250,000 deductible in an amount not to exceed $300,000 with PRM, effective December 1st. Vice Chair Dustin seconded. Motion passed unanimously 5-0.

H. NEW BUSINESS

There was no new business.

I. OLD BUSINESS

1. Noise Compatibility Committee Update (NCC)

Commissioner Messer provided an update on the November 4th, 2021 NCC meeting. She reported that Mr. Chris Auron was elected Chair, and Mr. Jim Gilligan was elected Vice Chair for FY 2022. She thanked Mr. Cliff Holland for his service as Chair over the past year. Following FAA acceptance of the Noise Exposure Map, Commissioner Messer stated that the Authority will be hosting a virtual and in-person open houses in January to kick off the Part 150 Noise Compatibility Program (NCP). The next NCC meeting is scheduled for February 3rd, 2022.

Commissioner Messer noted that public outreach and community involvement are critical to NAA's efforts to engage the community and encouraged the public to contact Mr. Burch at zburch@flynaples.com or at 239-643-0733 to schedule community meetings or presentations.

2. Technical Advisory Committee Update (TAC)

Commissioner Messer noted that the TAC last met on October 5th and that she reported on that meeting at the October 21st regular meeting. She said that the next TAC meeting is scheduled for December 14th.

Commissioner Messer noted that public outreach and community engagement are critical to NAA's efforts to engage the community and encouraged the public to contact Mr. Burch at zburch@flynaples.com or at 239-643-0733 to schedule community meetings or presentations.

J. LEADERSHIP TEAM REPORT

1. Leadership Team Report

Commissioner Ruppert commented about feedback from the FAA for the Noise Exposure Maps. Mr. Rozansky stated that minor comments have been addressed and resubmitted for final approval. He said that the next phase is underway beginning with the TAC meeting in December and public open houses in January.

Regarding the air traffic control tower remodel, Commissioner Ruppert asked if there is an impact on the working conditions at this time. Mr. Rozansky stated that the work has been nearly completed with the exception of the cab consoles. He said that due to the impact on the Tower's operations, the completion of the remodel has been postponed until next summer.

In reference to the new organization chart, Vice Chair Dustin requested an update of the new open position for FBO Services. Mr. Rozansky stated that we have filled the Director of FBO Services position with an announcement coming soon, and we are in the process of finalizing an offer for the Director of Operations and Maintenance position.

Commissioner Rideoutte commented on the success of the leadership team in filling the many open positions and on-boarding. Mr. Rozansky commented that our new recruiter had just started and has a lot of work to do.

On page 4 of the Aircraft Operations and Curfew Compliance Summary, Vice Chair Dustin noted that there were five noise comments from the Wyndemere community. He asked if any of these comments were public service flights. Mr. Burch said that he did not have that information but would provide it following the meeting.

K. FINANCIAL REPORTS

1. Financial Summary

Mr. Warriner presented the October financials. He said that slight format modifications were completed to improve relevance and brevity. He stated that the year-to-date change in net position before capital contributions was favorable to budget by $492,275.

Commissioner Ruppert stated that it is the Board's fiduciary responsibility to review and approve expenditures over $50,000. He expressed concern that one-third of the capital improvement budget fell off the reports and that made him uncomfortable. He requested to maintain an accounting of these approvals and projects in the monthly Board packet until they are complete. Mr. Warriner said that he will add this information to the financial summary for December.

Vice Chair Dustin asked why salary and wages exceeded the budget. Mr. Warriner said that some of it was due to sick and vacation payouts coupled with earlier-than-anticipated on-boarding for pre-season training purposes. He said that sick and vacation payouts do accrue, however, salary adjustments were made which caused the one-time expense.

Vice Chain Dustin also inquired about the utilities expense of $32,000 over the budgeted $22,000. Mr. Warriner said that he will research the exact cause of the excess.

Vice Chair Dustin asked about getting a consultant to review and manage credit card rates. Mr. Rozansky said that it has been part of the competitive solicitation process but would be worth investigating going forward.

In response to Vice Chair Dustin's questions regarding pilot services and the higher than normal receivables and payables, Mr. Rozansky said that pilot services include newspapers, coffee, candy. Mr. Warriner added that there were no aging issues on the accounts receivables, and the payables were higher than normal due to construction in progress.

Commissioner Ruppert moved acceptance of the October financials. Vice Chair Dustin seconded. Motion passed unanimously 5-0.

L. COUNSEL'S REPORT

1. Counsel's Report

Mr. Owens reported that there were no material developments in the lawsuit filed by a former employee against the Authority and that there were no other matters or legal matters to discuss.

Chair Lenhard requested Mr. Owens' advice regarding the handling of the speaker registration form completed by an anonymous citizen. Mr. Owens stated that a special district like ours has a legal right to have reasonable rules concerning public comments and asking someone to provide their name and address are reasonable; however, he deferred to the Board's decision to allow an anonymous speaker to make public comments. Mr. Rozansky agreed that it is at the Board's discretion to enforce reasonable rules; however, he had no reservations or concerns if the Board allowed him to speak. Mr. Owens echoed Mr. Rozansky's comment and added that he would defer on the side of allowing any member of the public to speak.

M. PUBLIC COMMENTS (5-minute limit)

Chair Lenhard invited the anonymous citizen to the podium. The citizen commented that he believed that NAA staff violated his civil rights at the Naples Airport while filming on public property on October 20th. The citizen was concerned about retaliation and opted to remain anonymous. Mr. Rozansky clarified that the airport is not publicly funded but is public property with certain portions that are held in security in our approved security plan. Mr. Owens thanked the gentleman for providing comments and that the Authority has provided him the allowable time to speak.

N. CORREPONDENCE/COMMISIONER COMMENTS & REQUESTS/MEETINGS

Mr. Rozansky provided an update of the applicants for Commissioner seats. He said that of the 12 applicants, three had withdrawn and that Council will interview the remaining candidates on Monday, November 29th.

Chair Lenhard wished his fellow Commissioners, staff, Mr. Owens and the public a Happy Thanksgiving.

O. ADJOURNMENT

With no further business, the meeting adjourned at 9:42 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, November 18, 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. October 21, 2021 Regular Meeting Minutes

2. October 25, 2021 Consultant Selection Committee

E. PRESENTATIONS AND TIME CERTAIN ITEMS

1. Naples Air Traffic Control Tower Manager Presentation

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

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

1. Consultant Selection Committee Ranking of Firms for Design – Build Services for Fuel Facility Improvements

2. Renew Property Insurance in an Amount Not to Exceed $300,000

H. NEW BUSINESS

I. OLD BUSINESS

1. Noise Compatibility Committee Update

2. Technical Advisory Committee Update

J. LEADERSHIP TEAM REPORT

1. Leadership Team Report

K. FINANCIAL REPORTS

1. Financial Summary

L. COUNSEL'S REPORT

1. Counsel's Report

M. PUBLIC COMMENTS (5 minute limit)

N. CORRESPONDENCE/COMMISSIONER COMMENTS & REQUESTS/MEETINGS

O. ADJOURN