



BATON ROUGE  
METROPOLITAN AIRPORT  
9430 Jackie Cochran Drive  
Suite 300, Terminal Building  
Baton Rouge, LA 70807  
**PHONE** (225) 355-0333  
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## MINUTES

**BATON ROUGE METROPOLITAN AIRPORT  
REGULAR MEETING  
TUESDAY, JUNE 5, 2018  
3:30 P.M.  
AIRPORT ADMINISTRATION CONFERENCE ROOM  
SUITE 300, 3<sup>RD</sup> FLOOR TERMINAL BUILDING**

**1. CALL TO ORDER.**

Chairman, Cleve Dunn, Jr. called the meeting to order.

**2. PLEDGE OF ALLEGIANCE.**

The Pledge of Allegiance was led by Mr. Dodds.

**3. ROLL CALL.**

**MEMBERS  
ATTENDING**

Mr. Balfour  
Mr. Buckley  
Mr. Butler  
Mr. Dodds  
Mrs. Doolittle  
Mr. Dunn, Jr.  
Mr. Ellis  
Mr. Fife  
Mr. Myles  
Mayor Shelton  
Ms. Williams

**MEMBERS  
ABSENT**

Mr. Callender  
Councilman Welch

**A/P STAFF  
ATTENDING**

Mr. Edwards  
Mr. Taffaro  
Mr. Pierson  
Mr. Newton  
Ms. Nolan  
Mr. Morgan  
Mr. Bernard  
Mr. Caldwell  
Ms. Cobb  
Ms. Wallace  
Ms. Fountain

**OTHERS  
ATTENDING**

Mr. Murray  
Mr. Levraea  
Mr. Beard  
Councilwoman Freiberg  
Ms. Batson  
Mr. Ledoux  
Mr. Junius  
Ms. Cardona

## PUBLIC COMMENT POLICY

**ALL ITEMS ON THIS AGENDA ARE OPEN FOR PUBLIC COMMENT. THOSE MEMBERS OF THE PUBLIC DESIRING TO SPEAK ON A PARTICULAR ITEM SHOULD APPROACH THE PODIUM AND REQUEST TO SPEAK AFTER THE ITEM IS ANNOUNCED BY THE CHAIRMAN. THEY WILL BE REQUIRED TO GIVE THEIR NAME AND ADDRESS AND THE CHAIRMAN WILL ALLOCATE A SPECIFIC AMOUNT OF TIME FOR MEMBERS OF THE PUBLIC TO SPEAK.**

**4. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF MAY 1, 2018.**

A motion was made by Mr. Butler, seconded by Mr. Buckley, to approve the minutes of the May 1, 2018 regular meeting.

There being no opposition, the motion carried.

**5. SPECIAL RECOGNITION TO MIKE EDWARDS - APPOINTMENT TO INTERIM DIRECTOR OF AVIATION. BY: CHAIRMAN.**

At this time, Mike Edwards thanked the Airport Commission and the Metropolitan Council for their confidence and support in allowing him to serve as Interim Director of Aviation.

**6. SPECIAL RECOGNITION TO GREGORY PIERSON – APPOINTMENT TO INTERIM ASSISTANT DIRECTOR OF AVIATION. BY: CHAIRMAN.**

At this time, Gregory Pierson thanked Mike Edwards as well as the Airport Commission and Metropolitan Council for their support.

**Note:**

**Mr. Jim Ellis, Chairman of the Airport Director Search Committee, gave the Airport Commission a brief update on the Director Search being performed by ADK.**

**7. SPECIAL RECOGNITION TO MR. ERNEST JUNIUS. BY: CHAIRMAN.**

Chairman Cleve Dunn, Jr., called on Interim Director, Mike Edwards to give a brief overview to the Airport Commission regarding the special recognition to Mr. Junius. Mr. Edwards stated that while Mr. Junius was performing the FOD (Foreign Object Debris) walk post for Delta flight 1935, Ernest noticed a puddle of liquid that smelled of fuel in the gate area. The Airport Police Fire and Rescue teams were notified immediately and secured the area. At this time, the Chairman of the Airport Commission and Interim Director gave Mr. Junius a gift as a token of appreciation and thanked him for his safety awareness in preventing a more serious incident to occur.

**8. SPECIAL RECOGNITION TO AMERICAN AIRLINES - AWARD OF THE 1Q18 CUSTOMER CUP. BY: INTERIM DIRECTOR OF AVIATION.**

Mr. Cleve Dunn, Jr., called on Interim Director, Mike Edwards to give a brief overview of the American Airlines – Award of the 1Q18 Customer Cup. Mr. Edwards stated that American Airlines/Envoy at Baton Rouge Metropolitan Airport won the airline's Customer Cup award for the first quarter of 2018 by earning outstanding scores for station performance. He also stated that the award is based on the results from a variety of metrics including fewest customer performance and customer satisfaction. At this time, the Chairman and Interim Director presented American Airlines representative with an award as a token of our appreciation.

**9. AUTHORIZATION FOR THE MAYOR-PRESIDENT AND/OR CHAIRMAN OF THE AIRPORT COMMISSION TO EXECUTE A MEMORANDUM OF UNDERSTANDING BETWEEN THE GREATER BATON ROUGE AIRPORT DISTRICT AND REGIONAL TRANSIT AUTHORITY (RTA) FOR THE STORAGE OF BUSES IN THE EVENT OF AN EMERGENCY DURING THE 2018-2019 HURRICANE SEASON AT A RENTAL RATE OF \$250.00 PER DAY OR \$2500.00 PER MONTH. BY: INTERIM DIRECTOR OF AVIATION.**

Mr. Edwards stated that this agreement is executed on a yearly basis between the Airport and the Regional Transit Authority in the event of an emergency during hurricane season. A motion was made by Mr. Buckley, seconded by Mrs. Doolittle, to execute a Memorandum of Understanding between the Greater Baton Rouge Airport District and Regional Transit Authority (RTA) for the storage of buses in the event of an emergency during the 2018-2019 hurricane season at a rental rate of \$250.00 per day or \$2500.00 per month.

There being no opposition, the motion carried.

- 10. AUTHORIZATION FOR THE MAYOR-PRESIDENT AND/OR CHAIRMAN OF THE AIRPORT COMMISSION TO EXECUTE A LEASE AGREEMENT WITH TAREMUP, LLC D/B/A ROLY POLY SANDWICHES FOR A PERIOD OF SIX (6) MONTHS, WITH TWO (2), ONE (1) YEAR OPTIONS TO RENEW AT A RENTAL RATE OF \$750.00 PER MONTH OR 10% OF GROSS MONTHLY REVENUES WHICHEVER IS GREATER. BY: INTERIM DIRECTOR OF AVIATION.**

Mr. Edwards stated that this agreement appeared on a previous agenda but is being placed back on due to a name change. He stated that all is in order and approval is recommended. A motion was made by Mr. Dodds, seconded by Mr. Myles, to execute a lease agreement with Taremup, LLC d/b/a Roly Poly Sandwiches for a period of six (6) months, with two (2), one (1) year options to renew at a rental rate of \$750.00 per month or 10% of gross monthly revenues whichever is greater.

There being no opposition, the motion carried.

- 11. AUTHORIZATION TO APPROPRIATE \$700,000 FROM THE AIRPORT'S CASH ACCOUNT MAINTENANCE & OPERATIONS TO BE PLACED IN THE EMAS REPAIRS ACCOUNT TO FUND THE REPLACEMENT BLOCKS. BY INTERIM DIRECTOR OF AVIATION.**

Mr. Edwards stated that this appropriation is needed to fund the EMAS repairs at the end of Runway 13 and recommended approval. A motion was made by Mr. Dodds, seconded by Mr. Fife, to approve the authorization to appropriate \$700,000 from the Airport's Cash Account to be placed in the EMAS Repairs Account to fund the replacement blocks.

There being no opposition, the motion carried.

- 12. AUTHORIZATION FOR THE MAYOR-PRESIDENT AND/OR CHAIRMAN OF THE AIRPORT COMMISSION TO EXECUTE A PROFESSIONAL SERVICES CONTRACT WITH ENGINEERED ARRESTING SYSTEMS CORPORATION D/B/A ZODIAC ARRESTING SYSTEMS ("ZASA") TO PROVIDE ON-SITE OVERSIGHT/SUPERVISION TO REPAIR 110 EMASMAX BLOCKS AND ONE (1) SHIELD KIT IN AN AMOUNT NOT TO EXCEED \$66,297.00. BY: INTERIM DIRECTOR OF AVIATION.**

Mr. Edwards stated that this Professional Services Agreement is needed to provide on-site oversight/supervision to repair the 110 EMAS blocks at the end of Runway 13 and recommended approval. After a brief discussion, a motion was made by Mr. Dodds, seconded by Mr. Fife, to execute a Professional Services Agreement with Engineered Arresting Systems Corporation d/b/a Zodiac Arresting Systems ("ZASA") to provide on-site oversight/supervision to repair 110 EMASMAX blocks and one (1) shield kit in an amount not to exceed \$66,297.00.

There being no opposition, the motion carried.

- 13. DISCUSSION REGARDING DUTIES AND RESPONSIBILITIES OF THE GREATER BATON ROUGE AIRPORT COMMISSION. BY: CHAIRMAN.**

At this time, Chairman Cleve Dunn, Jr., stated that he asked Lea Anne Batson, Parish Attorney to attend the Commission meeting today to clarify any misconceptions the Airport Commission may have regarding the duties and responsibilities. At this time, Ms. Batson was called on to answer any questions by the Airport Commission.

Chairman Cleve Dunn, Jr., requested clarification in regards to Title 15, Code of Ordinances, Section 15:23 Powers of the Commission and Ms. Batson read and interpreted Sections 15:23, Section A, B1, and D, as requested. In closing, several other Airport Commissioner's asked Ms. Batson questions concerning Title 15.

- 14. STATUS REPORT** – Interim Director, Mike Edwards gave the Status Report.

- 15. PUBLIC RELATIONS REPORT** – Report will be given at July meeting.

- 16. FINANCIAL REPORT** – Assistant Business Manager, Kenya Wallace gave the Financial Report.

17. **BUSINESS DEVELOPMENT REPORT** - Report will be given at August meeting.

18. **LEGISLATIVE UPDATE.** – Special Assistant Parish Attorney/Airport Legal Counsel, Michael Taffaro gave the Legislative Update.

19. **ADMINISTRATIVE MATTERS.**

None.

20. **ADJOURN.**

A motion was made by Mr. Butler, seconded by Mr. Dodds, to adjourn the meeting. The meeting adjourned at 4:30 p.m.

**RESPECTFULLY SUBMITTED,**

*J. Mike Edwards* <sup>kn</sup>

Mike Edwards  
Interim Director of Aviation

ME/kn