



BATON ROUGE
METROPOLITAN AIRPORT
9430 Jackie Cochran Drive
Suite 300, Terminal Building
Baton Rouge, LA 70807
PHONE (225) 355-0333
FAX (225) 355-2334

MINUTES

**BATON ROUGE METROPOLITAN AIRPORT
REGULAR MEETING
TUESDAY, JULY 10, 2018
3:30 P.M.
AIRPORT ADMINISTRATION CONFERENCE ROOM
SUITE 300, 3RD 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. Ellis.

3. ROLL CALL.

**MEMBERS
ATTENDING**

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

**MEMBERS
ABSENT**

**A/P STAFF
ATTENDING**

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

**OTHERS
ATTENDING**

Mr. Murray
Mr. Levraea
Mr. Beard

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 JUNE 5, 2018.

A motion was made by Mr. Butler, seconded by Mrs. Doolittle, to approve the minutes of the June 5, 2018 regular meeting.

There being no opposition, the motion carried.

5. UPDATE ON THE AIRPORT DIRECTOR SEARCH. BY: CHAIRMAN.

Chairman Cleve Dunn, Jr. commended Mike Edwards for stepping up and serving as Interim Director and thanked him for his service. After a brief discussion, Mr. Dunn, Jr., then called on Mr. Ellis to give a brief report on the Director Search meeting held on July 9, 2018. Mr. Ellis gave an update on the candidate's backgrounds and informed the Commission at the conclusion of the interview process, the Search Committee selected three (3) candidates being, David Futch, Don Green, and Derek Martin to be recommended to the Metropolitan Council for the appointment of Director of Aviation.

A motion was made by Mr. Myles, seconded by Mr. Buckley, to accept the report.

There being no opposition, the motion carried.

6. AUTHORIZATION TO APPROPRIATE \$168,913.77 FROM THE AIRPORT'S CASH ACCOUNTS CAPITAL IMPROVEMENTS TO BE PLACED IN THE TAXIWAY "F" (CONSTRUCT) ACCOUNT TO FUND CHANGE ORDER NUMBER (4) TO THE TAXIWAY FOXTROT EXTENSION CONSTRUCTION CONTRACT. BY: INTERIM DIRECTOR OF AVIATION.

Mr. Mike Edwards, Interim Director of Aviation, stated that this appropriation will be used to fund the Final Change Order on the Taxiway "F" Project and recommended approval.

A motion was made by Mayor Shelton, seconded by Mr. Callender, to approve the appropriation for the Taxiway "F" Extension Construction Contract.

There being no opposition, the motion carried.

7. APPROVING CHANGE ORDER NO. 4 ON THE TAXIWAY FOXTROT EXTENSION PROJECT. BY: INTERIM DIRECTOR OF AVIATION.

| | |
|----------------------------------|--|
| Project Title: | Taxiway Foxtrot Extension |
| Project Number: | 8189006 |
| Original Estimated Cost: | \$12,000,000.00 |
| Purchase Order Number: | PO161123 |
| Council Award Date: | September 14, 2016 |
| Contractor: | Command Construction Industries, LLC |
| Change Order Number: | Four (4) |
| Change Order Amount: | \$ 168,913.77 |
| Original Contract Amount: | \$ 8,446,173.28 |
| Net Previous Changes: | \$ 75,801.06 |
| New Contract Amount: | \$ 8,690,888.01 |
| Description: | To reconcile final bid quantities to the Project. The total Project Overrun is \$244,714.83 which is 2.89% over the original contract amount of \$8,446,173.28. |
| Why Required: | This change order amount is to reconcile the final actual bid item quantities. |

Mr. Mike Edwards, Interim Director of Aviation, explained the change order to the Commission at this time. After a brief discussion, a motion was made by Mayor Shelton, seconded by Mr. Ellis, to approve Change Order No. 4 on the Taxiway Foxtrot Extension Project.

There being no opposition, the motion carried.

8. APPROVING FINAL ACCEPTANCE ON THE BTR POND RENOVATIONS. BY: INTERIM DIRECTOR OF AVIATION.

| | |
|---------------------------------|-----------------------------|
| Contractor: | L. King Company, LLC |
| Estimated Cost: | \$ 127,220.00 |
| Contract Amount: | \$ 127,220.00 |
| Total Change Orders (1): | \$ 19,568.00 |
| Final Cost: | \$ 146,788.00 |
| Days Allocated: | 90 |
| Days Used: | 90 |
| Liquidated Damages: | None |

Mr. Mike Edwards, Interim Director of Aviation, explained the Final Acceptance regarding the BTR Pond Renovations. At this time, several Commissioner's complimented the work done and was pleased with the outcome appearance. After a brief discussion, a motion was made by Mr. Ellis, seconded by Mr. Balfour, to approve the final acceptance on the project.

There being no opposition, the motion carried.

9. AUTHORIZATION FOR THE MAYOR-PRESIDENT AND/OR CHAIRMAN OF THE AIRPORT COMMISSION TO EXECUTE A LEASE AGREEMENT WITH GEORGIA-PACIFIC CONSUMER OPERATIONS, LLC, TO LEASE 56,000 SQ. FT. OF AIR CARGO SPACE FOR A PERIOD OF ONE (1) YEAR, WITH TWO (2), TWO (2) YEAR MUTUAL OPTIONS TO RENEW AT A RENTAL RATE OF \$5.50 PER SQ. FT. FOR A TOTAL OF \$308,000.00 ANNUALLY. BY: INTERIM DIRECTOR OF AVIATION.

NOTE: Mr. Jim Ellis abstained on this item.

Mr. Mike Edwards, Interim Director of Aviation, stated as a result of a meeting several airport managers attended at the Mayor's roundtable conference, the Airport was able to land a tenant to lease the Air Cargo facility. After a brief discussion, a motion was made by Mr. Myles, seconded by Mr. Fife, to execute a lease agreement with Georgia-Pacific Consumer Operations, LLC, to lease 56,000 sq. ft. of Air Cargo space for a period of One (1) year, with Two (2), Two (2) year mutual options to renew at a rental rate of \$5.50 per sq. ft. for a total of \$308,000.00 annually.

There being no opposition, the motion carried.

10. AUTHORIZATION TO APPROPRIATE \$17,700 FROM THE AIRPORT'S CASH ACCOUNTS CAPITAL IMPROVEMENTS ACCOUNT TO BE PLACED IN THE AIRPARK BOULEVARD EXTENSION – NORTH GENERAL AVIATION DEVELOPMENT ACCOUNT TO FUND ADDITIONAL DESIGN AND SURVEYING SERVICES FOR THE AIRPARK BOULEVARD EXTENSION – NORTH GENERAL AVIATION DEVELOPMENT PROJECT. BY: INTERIM DIRECTOR OF AVIATION.

Mr. Mike Edwards, Interim Director, explained the item to the Commission at this time. After a brief discussion, a motion was made by Mayor Shelton, seconded by Mr. Fife, to approve the appropriation of \$17,700 from the Airport's cash accounts to fund the design and surveying services for the Airpark Boulevard Extension – North General Aviation Development Project.

There being no opposition, the motioned carried.

11. AUTHORIZATION FOR THE MAYOR-PRESIDENT AND/OR CHAIRMAN OF THE AIRPORT COMMISSION TO EXECUTE SUPPLEMENTAL AGREEMENT NO. 2 TO THE FORTE AND TABLADA, INC. AGREEMENT FOR ADDITIONAL DESIGN AND SURVEYING SERVICES FOR THE AIRPARK BOULEVARD EXTENSION – NORTH GENERAL AVIATION DEVELOPMENT PROJECT IN AN AMOUNT NOT TO EXCEED \$17,700.00. BY: INTERIM DIRECTOR OF AVIATION.

Mr. Mike Edwards, Interim Director, explained the item to the Commission at this time. After a brief discussion, a motion was made by Mr. Callender, seconded by Mr. Ellis, to execute Supplemental Agreement No. 2, to the Forte & Tablada, Inc. Agreement for additional design and surveying services for the Airpark Boulevard Extension – North General Aviation Development Project in an amount not to exceed \$17,700.00.

There being no opposition, the motion carried.

- 12. STATUS REPORT** – Report will be given at the September meeting.
- 13. PUBLIC RELATIONS REPORT** – Report was given by Jim Caldwell, Airport Marketing Manager. A motion was made by Mr. Callender, seconded by Mr. Ellis, to accept the report.
- 14. FINANCIAL REPORT** – Report will be given at the September meeting.
- 15. BUSINESS DEVELOPMENT REPORT** - Report will be given at August meeting.
- 16. ADMINISTRATIVE MATTERS.**

None.

17. ADJOURN.

A motion was made by Mr. Butler, seconded by Mr. Dodds, to adjourn the meeting. The meeting adjourned at 4:00 p.m.

RESPECTFULLY SUBMITTED,

J. Mike Edwards kn

Mike Edwards
Interim Director of Aviation

ME/kn