



BATON ROUGE
METROPOLITAN AIRPORT
9430 Jackie Cochran Drive
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MINUTES

**BATON ROUGE METROPOLITAN AIRPORT
REGULAR MEETING
TUESDAY, AUGUST 7, 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
Rep. Barbara Carpenter
Mr. Dodds
Mrs. Doolittle
Mr. Dunn, Jr.
Mr. Ellis
Mr. Fife
Mr. Myles
Councilman Welch

**MEMBERS
ABSENT**

Mayor Jr. Shelton

**A/P STAFF
ATTENDING**

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

**OTHERS
ATTENDING**

Mr. Murray
Mr. Levraea
Mr. Beard
Mr. Kutchins
Mr. Guillaume

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 JULY 10, 2018.

A motion was made by Mr. Buckley, seconded by Mr. Myles, to approve the minutes of the July 10, 2018 regular meeting.

There being no opposition, the motion carried.

5. RECONGIZING CLEVE DUNN, JR. ON HIS NOMINATIONS FOR THE AMAC ADVOCATE OF THE YEAR AWARD AND THE AMAC INCLUSIVE LEADER AWARD. BY: INTERIM DIRECTOR AND INTERIM ASSISTANT DIRECTOR.

Interim Director Mike Edwards made special recognition to Chairman Cleve Dunn, Jr. on his nominations for the AMAC Advocate of the year award and the AMAC Inclusive Leader Award.

6. RECOMMENDATION ON THE AIRPORT'S PROPOSED 2019 ANNUAL OPERATING BUDGET TO BE APPROVED BY THE METROPOLITAN COUNCIL. BY: INTERIM DIRECTOR OF AVIATION.

Chairman Cleve Dunn, Jr. asked if the Commission had any questions regarding the Airport's Proposed 2019 Annual Operating Budget. There being none, a motion was made by Mr. Ellis, seconded by Mrs. Doolittle recommended approval of the Airport's proposed 2019 Annual Operating Budget to the Metropolitan Council.

There being no opposition, the motion carried.

7. AUTHORIZATION FOR THE MAYOR-PRESIDENT AND/OR CHAIRMAN OF THE AIRPORT COMMISSION TO EXECUTE WORK AUTHORIZATION NO. 3 TO THE CONTRACT WITH AIRPORT MANAGEMENT GROUP, LLC (AMG) FOR PROGRAM MANAGEMENT SERVICES AT THE BATON ROUGE METROPOLITAN AIRPORT FOR THE PERIOD OCTOBER 1, 2018 THROUGH SEPTEMBER 30, 2019 IN AMOUNT NOT TO EXCEED \$2,372,088.29. (CONTINGENT ON ADEQUATE FUNDING) BY: INTERIM DIRECTOR OF AVIATION.

Mr. Edwards explained the item to the Commission at this time. After a brief discussion, a motion was made by Councilman Welch, seconded by Mr. Ellis, to execute Work Authorization No. 3 to the contract with Airport Management Group, LLC (AMG) for Program Management Services at the Baton Rouge Metropolitan Airport for the period October 1, 2018 through September 30, 2019 in an amount not to exceed \$2,372,088.29.

There being no opposition, the motion carried.

8. AUTHORIZATION FOR THE MAYOR-PRESIDENT AND/OR CHAIRMAN OF THE AIRPORT COMMISSION TO EXECUTE AMENDMENT NO. 1 TO THE AIRPORT MANAGEMENT GROUP, LLC (AMG) LEASE AGREEMENT TO REDUCE THE OFFICE SPACE FROM 3400 SQUARE FEET TO 2300 SQUARE FEET. BY: INTERIM DIRECTOR OF AVIATION.

Mr. Edwards explained the item to the Commission at this time. After a brief discussion, a motion was made by Councilman Welch, seconded by Mr. Butler, to execute Amendment No. 1 to the Airport Management Group, LLC (AMG) Lease Agreement to reduce the office space from 3400 square feet to 2300 square feet.

There being no opposition, the motion carried.

9. APPROVING CHANGE ORDER NO. 1 ON THE TERMINAL BUILDING RESTROOM RENOVATIONS PROJECT. BY: INTERIM DIRECTOR OF AVIATION.

Project Title:	Terminal Building Restroom Renovation Project
Contract Number:	5821-0900-30-0910-0920-0000-000000-647200-A0052
Original Estimated Cost:	\$550,000.00
Account Number:	9800000052-5821000000-0000000000-647200
Council Award Date:	October 25, 2017
Contractor:	Miremont - Schoonmaker Construction Company, Inc.
Change Order Number:	One (1)
Change Order Amount:	\$ 2,935.91
Original Contract Amount:	\$ 643,000.00
Net Previous Changes:	\$ 0
New Contract Amount:	\$ 645,935.91
Description:	Renovate the Airport Terminal Building Restrooms
Why Required:	Additions and deletions in final quantities and finishes.

Mr. Edwards explained the Change Order to the Commission at this time. After a brief discussion, a motion was made by Mr. Dodds, seconded by Representative Carpenter, to approve Change Order No. 1 on the Terminal Building Restroom Renovations Project.

There being no opposition, the motion carried.

10. APPROVING FINAL ACCEPTANCE ON THE TERMINAL BUILDING RESTROOM RENOVATIONS PROJECT. BY: INTERIM DIRECTOR OF AVIATION.

Contractor:	Miremont-Schoonmaker Co. Inc.
Estimated Cost:	\$ 550,000.00
Contract Amount:	\$ 643,000.00
Total Change Orders (1):	\$ 2,935.91
Final Cost:	\$ 645,935.91
Days Allocated:	180
Days Used:	171
Liquidated Damages:	None

Mr. Edwards stated that this is the Final Acceptance for the Terminal Building Restroom Renovations and recommended approval. After a brief discussion, a motion was made by Mr. Callender, seconded by Mr. Myles, to approve the Final Acceptance on the Terminal Building Restroom Renovations Project.

There being no opposition, the motion carried.

11. APPROVING FINAL ACCEPTANCE ON THE TAXIWAY FOXTROT EXTENSION PROJECT. BY: INTERIM DIRECTOR OF AVIATION.

Contractor:	Command Construction Industries, Inc.
Estimated Cost:	\$ 12,000,000.00
Contract Amount:	\$ 8,446,173.28
Total Change Orders (4):	\$ 244,714.83
Final Cost:	\$ 8,690,888.11
Days Allocated:	507
Days Used:	507
Liquidated Damages:	None

Mr. Edwards explained the Final Acceptance on the Taxiway Foxtrot Extension Project and recommended approval. After a brief discussion, a motion was made by Mr. Dodds, seconded by Mr. Callender, to approve the Final Acceptance on the Taxiway Foxtrot Extension Project.

There being no opposition, the motion carried.

12. AUTHORIZATION FOR THE MAYOR-PRESIDENT AND/OR CHAIRMAN OF THE AIRPORT COMMISSION TO EXECUTE A LEASE AGREEMENT WITH CALVIN MCMORRIS D/B/A/ MAC'S SHOE SHINE FOR A PERIOD OF ONE (1) YEAR, WITH TWO (2), ONE (1) YEAR OPTIONS TO RENEW AT A RENTAL RATE OF \$250.00 PER MONTH. BY: INTERIM DIRECTOR OF AVIATION.

Mr. Edwards explained the item to the Commission at this time. A motion was made by Mr. Buckley, seconded by Councilman Welch, to execute a lease agreement with Calvin McMorris d/b/a Mac's Shoe Shine for a period of one (1) years, with two (2), one (1) year options to renew at a rental rate of \$250.00 per month.

There being no opposition, the motion carried.

13. **STATUS REPORT** – Report will be given at the September meeting.
14. **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.
15. **FINANCIAL REPORT** – Report will be given at the September meeting.
16. **BUSINESS DEVELOPMENT REPORT** – Donald Berniard presented the Business Development Report to the Commission. A motion was made by Mr. Buckley, seconded by Mr. Myles, to accept the report.

There being no opposition, the motion carried.

17. ADMINISTRATIVE MATTERS.

A motion was made by Mr. Buckley, seconded by Mr. Fife, to waive the rules to add two (2) additional items to the agenda.

A. APPROVING CHANGE ORDER NO. 1 ON THE SOUTH GA APRON TAXIWAY CONNECTOR PROJECT. BY: INTERIM DIRECTOR OF AVIATION.

Project Title:	South GA Apron Taxiway Connector Project
Contract Number:	800000547
Original Estimated Cost:	\$640,085
Council Award Date:	October 11, 2017
Contractor:	Hendrick Construction, Inc.
Change Order Number:	One (1)
Change Order Amount:	\$ -22,662.75 decrease
Original Contract Amount:	\$ 755,583.54
Net Previous Changes:	\$ 0
New Contract Amount:	\$ 732,920.70
Description:	Construct a new taxiway connector

Why Required: Reconciliation of contract quantities and final quantities.

Mr. Edwards explained the item to the Commission at this time. After a brief discussion, a motion was made by Mr. Fife, seconded by Councilman Welch, to approve the item.

There being no opposition, the motion carried.

B. APPROVING FINAL ACCEPTANCE FOR THE SOUTH GA APRON TAXIWAY CONNECTOR PROJECT. BY: INTERIM DIRECTOR OF AVIATION.

Contractor:	Hendrick Construction, Inc.
Estimated Cost:	\$ 640,085.00
Contract Amount:	\$ 755,583.54
Total Change Orders (1):	\$ -22,662.75 decrease
Final Cost:	\$ 732,920.79
Days Allocated:	126
Days Used:	123
Liquidated Damages:	None

Mr. Edwards explained the item to the Commission at this time. After a brief discussion, a motion was made by Mr. Fife, seconded by Councilman Welch, to approve the item.

There being no opposition, the motion carried.

18. 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