



BATON ROUGE
METROPOLITAN AIRPORT
9430 Jackie Cochran Drive
Suite 300, Terminal Building
Baton Rouge, LA 70807
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MINUTES

**BATON ROUGE METROPOLITAN AIRPORT
REGULAR MEETING
TUESDAY, SEPTEMBER 18, 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
Mrs. Doolittle
Mr. Dunn, Jr.
Mr. Ellis
Mr. Fife
Mr. Myles
Mayor Shelton

**MEMBERS
ABSENT**
Mr. Dodds
Councilman Welch

**A/P STAFF
ATTENDING**
Mr. Edwards
Mr. Taffaro
Mr. Pierson
Mr. Newton
Ms. Nolan
Ms. Wallace
Mr. Berniard
Mr. Caldwell
Ms. Cobb

**OTHERS
ATTENDING**
Mr. Murray
Mr. Levraea
Mr. Beard
Ms. Thomas
Ms. Kennedy
Mr. Arrigo

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 SPECIAL / RETREAT MEETING OF AUGUST 7, 2018.

A motion was made by Mr. Buckley, seconded by Mr. Butler, to approve the minutes of the Special Meeting of August 7, 2018.

There being no opposition, the motion carried.

5. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF AUGUST 7, 2018.

A motion was made by Mr. Callender, seconded by Mr. Butler, to approve the minutes of the regular meeting of August 7, 2018.

6. **RESOLUTION RECOMMENDING AN AMENDMENT TO THE CITY OF BATON ROUGE AND PARISH OF EAST BATON ROUGE TRAVEL ORDINANCE SO AS TO INCENTIVIZE USE OF THE BATON ROUGE METROPOLITAN AIRPORT FOR ANY AIR TRAVEL WHILE TRAVELING ON CITY PARISH BUSINESS. BY: CHAIRMAN.**

Mr. Cleve Dunn, Jr. stated that Michael Taffaro passed out a Memo and one of things discussed at the Special / Retreat Meeting was working with the Council to incentivize use of the Baton Rouge Metropolitan Airport for air travel while traveling on City Parish business. At this time, several Commissioners expressed their concerns and comments on the draft language presented as follows:

Code of Ordinances Section _____ Mandatory Use of the Baton Rouge Metropolitan Airport

Any employee, officer, board or commission member, or other person duly authorized to travel and traveling on City/Parish business by scheduled air carrier are required to use the Baton Rouge Metropolitan Airport as the point of departure and return unless one of the following:

_____ If total airfare costs exceed \$300 when comparing flights from Baton Rouge Metropolitan Airport to other area airports.

After a brief discussion, a motion was made by Mr. Buckley, seconded by Mayor Jr. Shelton, to accept the resolution recommending an amendment to the City Parish's Travel Ordinance so as to incentivize use of the Baton Rouge Metropolitan Airport for any air travel while traveling on City Parish business.

There being no opposition, the motion carried.

7. **AUTHORIZATION FOR THE MAYOR-PRESIDENT AND/OR CHAIRMAN OF THE AIRPORT COMMISSION TO EXECUTE AN AMENDMENT TO THE COVALENT LOGIC PROFESSIONAL SERVICES CONTRACT FOR CREATIVE PRODUCTION SERVICES IN CONNECTION WITH THE BTR NEW AIR SERVICE INCENTIVE IN THE AMOUNT NOT TO EXCEED \$35,000.00. BY: INTERIM DIRECTOR OF AVIATION.**

Mr. Edwards stated that this amendment will provide for additional advertising regarding promotional announcements for VIA Airlines and recommended approval. After a brief discussion, a motion was made by Mr. Callender, seconded by Mrs. Doolittle, to approve the item.

There being no opposition, the motion carried.

8. **AUTHORIZATION TO EXECUTE A CONSENT TO ASSIGNMENT AND ASSUMPTION OF THE LEASE AGREEMENT FROM EXPRESSJET AIRLINES, INC. TO SKYWEST AIRLINES, INC. BY: INTERIM DIRECTOR OF AVIATION.**

Mr. Edwards stated that the Airport received a request from ExpressJet Airlines to assign its lease to SkyWest Airlines and recommended approval. After a brief discussion, a motion was made by Mr. Myles, seconded by Mr. Butler, to approve the item.

There being no opposition, the motion carried.

9. **AUTHORIZING THE CITY OF BATON ROUGE/PARISH OF EAST BATON ROUGE ON BEHALF OF THE GREATER BATON ROUGE AIRPORT DISTRICT TO ACQUIRE THROUGH PURCHASE, EXCHANGE AND/OR INSTITUTION OF EXPROPRIATION PROCEEDINGS AND TO TAKE SUCH OTHER ACTIONS AS MAY BE REQUIRED IN CONNECTION WITH THE ACQUISITION OF LAND NECESSARY FOR THE PROJECT ENTITLED RUNWAY 13/31 SAFETY AREA/RPZ IMPROVEMENTS BEING PROJECT NUMBER A.I.P. NO. 3-22-0006-110/112. BY INTERIM DIRECTOR OF AVIATION.**

Mr. Edwards called on Mr. Taffaro to explain the item. After a brief discussion, a motion was made by Mr. Balfour, seconded by Mayor Jr. Shelton, to approve the item.

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 ROSIE'S GOURMET POPCORN, LLC TO OPERATE A POPCORN KIOSK IN THE TERMINAL BUILDING FOR A PERIOD OF SIX (6) MONTHS, WITH TWO (2), ONE (1) YEAR MUTUAL OPTIONS TO RENEW AT A MINIMUM MONTHLY GUARANTEE OF \$750.00 PER MONTH OR 15% OF GROSS REVENUES WHICHEVER IS GREATER. 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 Mr. Ellis, seconded by Mrs. Doolittle to approve the item.

There being no opposition, the motion carried.

- 11. AUTHORIZATION FOR THE MAYOR-PRESIDENT AND/OR CHAIRMAN OF THE AIRPORT COMMISSION TO EXECUTE A LEASE AGREEMENT WITH CK HEALTHY VENDING, LLC TO PLACE A HEALTHIER 4U VENDING MACHINE IN THE TERMINAL BUILDING FOR A PERIOD OF ONE (1) YEAR, WITH ONE (1) YEAR MUTUAL OPTION TO RENEW AT A MINIMUM MONTHLY GUARANTEE OF \$300 PER MONTH OR 15% OF GROSS REVENUES WHICHEVER IS GREATER. 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 Mr. Buckley, seconded by Mr. Fife, to approve the item.

There being no opposition, the motion carried.

- 12. AUTHORIZATION TO APPROPRIATE \$400,000 FROM THE AIRPORT'S CAPITAL IMPROVEMENTS CASH ACCOUNT TO BE PLACED IN THE NORTH GENERAL AVIATION DEVELOPMENT PROJECT ACCOUNT TO FUND THE INSTALLATION OF CABLE FOR THE FAA ANTENNAS. 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 Mr. Ellis, seconded by Mr. Callender, to approve the item.

There being no opposition, the motion carried.

- 13. AUTHORIZATION TO APPROPRIATE \$600,000 FROM THE AIRPORT'S CAPITAL IMPROVEMENTS CASH ACCOUNT TO BE PLACED IN THE CELL PHONE PARKING LOT PROJECT TO FUND THE CONSTRUCTION OF THE LOT. 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 Mr. Callender, seconded by Mr. Ellis, to approve the item.

There being no opposition, the motion carried.

14. AUTHORIZATION TO APPROPRIATE \$500,000 FROM THE AIRPORT'S CAPITAL IMPROVEMENTS CASH ACCOUNT TO BE PLACED IN THE AIRFIELD PAVEMENT REPAIR PROJECT TO FUND REPAIRS TO THE RUNWAYS, TAXIWAYS AND APRONS. 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 Mr. Callender, seconded by Mr. Butler, to approve the item.

There being no opposition, the motion carried.

15. AUTHORIZATION TO APPROPRIATE \$200,000 FROM THE AIRPORT'S CAPITAL IMPROVEMENTS CASH ACCOUNT TO BE PLACED IN THE COMMON USE TERMINAL EQUIPMENT (CUTE) PROJECT TO FUND THE PURCHASE AND INSTALLATION OF EQUIPMENT AND SOFTWARE TO BE USED BY THE AIRLINES. 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 Mr. Balfour, seconded by Mr. Fife, to approve the item.

16. ACCEPTING THE BIDS RECEIVED FOR THE SOUTH GENERAL AVIATION APRON REHABILITATION PROJECT. BY: INTERIM DIRECTOR OF AVIATION.

Engineer's Estimate: \$4,045,000.00

<u>Bidders</u>	<u>Base Bid</u>	<u>Alternate 1</u>	<u>Alternate 2</u>	<u>Total</u>
Barriere Construction Co., LLC	\$3,711,296.25	\$ 53,059.50	\$ 91,125.00	\$3,855,480.75
Coastal Bridge Company, LLC	\$4,469,174.26	\$130,608.00	\$ 85,050.00	\$4,684,832.26
Barber Brothers Contracting Co., LLC	\$4,913,582.35	\$ 65,304.00	\$291,600.00	\$5,270,486.35
R. J. Daigle and Sons Co., Inc.	\$5,487,601.61	\$ 71,099.73	\$240,506.82	\$5,799,208.16

Mr. Edwards explained the item to the Commission at this time. After a brief discussion, a motion was made by Mr. Callender, seconded by Mr. Myles to accept the bids received.

There being no opposition, the motion carried.

17. STATUS REPORT – Interim Director Mike Edwards gave the Status Report.

18. PUBLIC RELATIONS REPORT – Report will be given at the October meeting.

19. FINANCIAL REPORT – Ms. Kenya Wallace, Assistant Airport Business Manager gave the financial report.

20. BUSINESS DEVELOPMENT REPORT – Donald Berniard reminded everyone of the 13th Annual DBE Conference to be held on Wednesday September 26, 2018 at the Multiplex Facility from 8:00 a.m. – 12:00 p.m.

There being no opposition, the motion carried.

21. ADMINISTRATIVE MATTERS.

A motion was made by Mayor Shelton, seconded by Mr. Buckley, to waive the rules to add an item to the agenda.

There being no opposition, the motion carried and the item is as follows:

UPDATE ON THE AVIATION DIRECTOR SEARCH. BY: JIM ELLIS, CHAIRMAN OF THE AVIATION DIRECTOR SEARCH COMMITTEE.

Mr. Jim Ellis gave a brief update on the current status of the Aviation Director Search. At this time several Airport Commissioner's expressed their comments and concerns regarding the search.

After a further discussion, Mr. Butler made a recommendation to pass a resolution by the Commission in support of the current interim leadership. At this time, several Airport Commissioner's expressed their thoughts on this recommendation showing their support.

A motion was made by Mayor Shelton, seconded by Mr. Buckley to add an additional item to the agenda as follows:

A RESOLUTION SUPPORTING THE CURRENT INTERIM LEADERSHIP AT THE BATON ROUGE METROPOLITAN AIRPORT. BY THE GREATER BATON ROUGE AIRPORT DISTRICT BOARD OF COMMISSIONERS.

A motion was made by Mr. Butler, seconded by Mr. Balfour to approve the item.

There being no opposition, the motion carried.

22. ADJOURN.

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

RESPECTFULLY SUBMITTED,

J. Mike Edwards ^{kn}

Mike Edwards
Interim Director of Aviation

ME/kn