



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, MARCH 2, 2021
3:30 P.M.
AIRPORT ADMINISTRATION CONFERENCE ROOM
SUITE 300, 3RD FLOOR TERMINAL BUILDING**

1. CALL TO ORDER.

Chairman Matt Butler called the meeting to order.

2. PLEDGE OF ALLEGIANCE.

The Pledge of Allegiance was led by Mr. Robinson.

3. ROLL CALL.

**MEMBERS
ATTENDING**

Mr. Butler
Mr. Dodds
Mr. Fife
Mr. Lowery
Mr. Myles
Mr. Profita
Mr. Robinson
Mr. Callender

**MEMBERS
ABSENT**

Rep. Carpenter
Mr. Buckley
Councilman Dunn Jr.
Ms. Payton
Mr. Welch

**A/P STAFF
ATTENDING**

Mr. Edwards
Mr. Pierson
Mr. Taffaro
Ms. Wallace
Mr. Caire
Mr. Alford
Ms. Cobb
Mrs. Williams
Mr. Caldwell
Mr. Newton
Mr. Jones
Mr. Vidrine

**OTHERS
ATTENDING**

Mr. Krouse
Ms. Melba

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 February 2, 2021.

A motion was made by Mr. Callender, seconded by Mr. Dodds, to approve the minutes of the regular meeting of February 2, 2021.

There being no opposition, the motion carried.

Chairman Matt Butler called on Mr. Mike Edwards, Director of Aviation, for announcements. The Director introduces our new Business Manager, Mr. Nicholas Vidrine welcoming him aboard. Lastly the Director presented Mrs. JoAnn Cobb with a retirement plaque for 32 years of service at the Baton Rouge Metropolitan Airport.

5. Receiving a report on the Baton Rouge Metropolitan Airport Airfield Striping and Marking Plan. By: Director of Aviation.

Mr. Edwards called on the Operations Manager, Mr. Craig Alford, to explain the item to the Airport Commission. Mr. Alford presented a detailed PowerPoint presentation to the board and provided bid documentation from purchasing used to estimate the based on a unit total and weighed percentage evaluation.

6. Accepting the low bid received for the Baton Rouge Metropolitan Airport Airfield Marking and Water Blasting Service based on a unit total and weighed percentage evaluation. By: Director of Aviation.

This item was deferred from the February 2, 2021 meeting.

Contract Amount Not to Exceed: \$100,000.00

<u>Bidders</u>	<u>Unit Total</u>
Hi-Lite Airfield Services, LLC	\$23.94
Hasco, Inc.	\$6,069.30

Mr. Edwards explained the item to the Airport Commission. After a brief discussion, a motion was made by Mr. Robinson, seconded by Mr. Profita, to approve the item.

There being no opposition, the motion carried.

7. **Accepting the low bid received for the Baton Rouge Metropolitan Airport Tree and Shrub Removal Service/Tree Trimming and Pruning Services. By: Director of Aviation.**

Contract Amount Not to Exceed: \$50,000.00

<u>Bidders</u>	<u>Base Bid</u>
Biggz Tree Services, LLC	\$79,250.00
Bayou Tree Service, Inc.	\$88,975.00
Bofinger's Tree Service, LLC	\$96,425.00

Mr. Edwards explained the item to the Airport Commission. After a brief discussion, a motion was made by Mr. Profita, seconded by Mr. Fife, to approve the item.

There being no opposition, the motion carried.

8. **Accepting the low bid received for the Baton Rouge Metropolitan Airport Electrostatic Disinfection Services. By: Director of Aviation.**

Contract Not to Exceed: \$132,000.00

<u>Bidders</u>	<u>Base Bid (Per Treatment)</u>
Firmin Trucking LLC	\$442.00
Total Disinfecting Solutions	\$650.00
Enmon Enterprises, LLC dba Jani King of Baton Rouge	\$975.00
Omar James	\$1,209.00
Nola Disinfect	\$1,274.00
Microbiol Control Solutions, LLC	\$1,274.00
Stay Safe, LLC	\$1,287.00
SafeGARD LLC	\$1,300.00
Guarantee Restoration Services	\$2,080.00
OJ's Janitorial & Sweeping Service, LLC	\$3,120.00
Evergreen Bio-Solutions	\$3,237.00
Good Life Commercial Maintenances Services, LLC	\$3,900.00
Southern Sanitation Solutions, LLC	\$4,417.40
Nelson B Refreshing Your Floors and More	\$6,500.00
Cleannet of Charlotte Inc.	\$7,800.00
A Touch of Steam	\$10,895.30
Unicare Building Maintenance, Inc.	\$23,400.00
Sharp Environmental, LLC bioPure	\$25,975.57

Mr. Edwards explained the item to the Airport Commission. After a lengthy discussion, a motion was made by Mr. Callender, seconded by Mr. Robinson, to approve the item.

There being no opposition, the motion carried.

9. Approving Change Order No. 1 for the Phase I Runway 13/31 Safety Area & RPZ Improvements Project. By: Director of Aviation.

Project Title:	Runway 13/31 Safety Area & RPZ Improvements LA 67 Plank Rd.
Project Number:	S.P No. H.013690
Account Number:	5821-0900-30-0910-0918-0000-000000-653000-A0096 E 9800000096-582000003-0000000000-653100
Original Estimated Cost:	\$2,624,000.00
Council Award Date:	September 23, 2020
Contractor:	Boone Services, LLC
Change Order Number:	One (1)
Change Order Amount:	\$6,838.36
Original Contract Amount:	\$2,624,000.00
Net Previous Changes:	\$(0)
New Contract Amount:	\$2,630,838.36 (Contract time increased by 3 days)
Description:	Relocate existing 2" water line.
Why Required:	The existing private water line along Robique Road infringes upon the roadway construction limits for this phase of the project and needs to be relocated within the project's ROW.

Mr. Edwards explained the item to the Airport Commission. After a brief discussion, a motion was made by Mr. Profita, seconded by Mr. Myles, 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 an agreement with Rosie's Gourmet Popcorn abating unpaid Minimum Annual Guarantee (MAG) payments previously deferred for the period of October 2020 through December 2020 in an amount not to exceed \$2,250.00. By: Director of Aviation.

Mr. Edwards explained the item to the Airport Commission. After a brief discussion, a motion was made by Mr. Robinson, seconded by Mr. Callender, 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 Rosie's Gourmet Popcorn, LLC to operate a popcorn kiosk in the terminal building for a minimum monthly guarantee of \$550.00 per month or 11% of gross revenues whichever is greater for a period of one (1) year commencing May 1, 2021. By: Director of Aviation.

Mr. Edwards called Mr. Pierson to further explain the item to the Airport Commission at this time. After a brief discussion, a motion was made by Mr. Lowery, seconded by Mr. Myles, to approve the item.

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 Cajun Cowboy Kitchen Co., to lease 15,682 square feet of restaurant, parking lot and drive-thru lane located at 8194 Plank Road at a rate of \$17,388.00 per year for a period of one (1) year. By: Director of Aviation.**

Mr. Edwards called Mr. Pierson to further explain the item to the Airport Commission at this time. After a brief discussion, a motion was made by Mr. Profita, seconded by Mr. Myles, to approve the item.

There being no opposition, the motion carried.

- 13. Authorization for the Mayor President and/or Chairman of the Airport Commission to execute a lease agreement with Plant Machine Works to lease a 1200 square foot building for a period of one (1) year, with a one (1) year mutual option to renew at a rental rate of \$6,600.00 per year. By: Director of Aviation.**

Mr. Edwards explained the item to the Airport Commission at this time. After a brief discussion, a motion was made by Mr. Callender, seconded by Mr. Dodds, to approve the item.

There being no opposition, the motion carried.

- 14. Authorization for the Mayor President and/or Chairman of the Airport Commission to execute a lease agreement with Endara Enterprises, L.L.C., to lease a 3,000 square foot building located at 9210 CE Woolman Drive for a period of one (1) year, with a one (1) year mutual option to renew at a rental rate of \$26,250.00 per year. By: Director of Aviation.**

Mr. Edwards explained the item to the Airport Commission at this time. After a brief discussion, a motion was made by Mr. Lowery, seconded by Mr. Dodds, to approve the item.

There being no opposition, the motion carried.

- 15. Authorization for the Mayor-President and/or Chairman of the Airport Commission to execute an utility relocation agreement with Entergy Louisiana, LLC for the relocation of utilities associated with the Runway 13/31 Safety Area/RPZ Improvements Project, being Airport Project No. 3-22-0006-110-2018, in an amount not to exceed \$22,488.96. (Account No. 5821-0900-30-0910-0918-0000-000000-653000-A0096 E 9800000096-582000003-0000000000-653100) By: Director of Aviation.**

Mr. Edwards explained the item to the Airport Commission at this time. After a brief discussion, a motion was made by Mr. Callender, seconded by Mr. Lowery, to approve the item.

There being no opposition, the motion carried.

- 16. Authorization for the Mayor-President and/or Chairman of the Airport Commission to execute a Professional Services Contract with Runway Safe, Inc. to provide EMAS inspection, Field Strength Test (Required Annually by FAA) and onsite supervision for EMAS repairs in an amount not to exceed \$75,750.00. By: Director of Aviation.**

Mr. Edwards explained the item to the Airport Commission at this time. After a brief discussion, a motion was made by Mr. Profita, seconded by Mr. Lowery, to approve the item.

There being no opposition, the motion carried.

- 17. Authorization for the Mayor-President and/or Chairman of the Airport Commission to accept and execute a grant agreement from the Federal Aviation Administration (FAA) through the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) in the amount of \$2,993,620.00.**

Mr. Edwards explained the item to the Airport Commission at this time. After a brief discussion, a motion was made by Mr. Callender, seconded by Mr. Dodds, to approve the item.

There being no opposition, the motion carried.

- 18. Authorization for the Mayor-President and/or Chairman of the Airport Commission to accept and execute a grant agreement from the Federal Aviation Administration (FAA) through the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) in the amount of \$85,582.00.**

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

There being no opposition, the motion carried.

- 19. Appointment of Strategic Planning Committee Members. By: Chairman.**

Chairman Matt Butler called Mr. Edwards to further explain the item to the Airport Commission at this time. After a brief discussion, Matt Butler made a recommendation for the Strategic Planning Committee Members.

Page 7
Airport Commission Minutes
March 2, 2021

- * Mr. Fife
- * Mr. Callender
- * Councilman Dunn Jr.
- * Mr. Profita
- * Rep. Carpenter

20. **Status Report**– Report was presented by Mr. Mike Edwards, Director of Aviation.
21. **Public Relations /Marketing Report**– Report will be given at the April meeting.
22. **Financial Report** – Report was presented by Kenya Wallace, Assistant Business Manager.
23. **Business Development Report** – Report will be given at the May meeting.
24. **Administrative Matters.**
None.
25. **Adjourn.**

A motion was made by Mr. Profita, seconded by Mr. Dodds, to adjourn the meeting. The meeting adjourned at 5:15pm.

RESPECTFULLY SUBMITTED,

Mike Edwards

Mike Edwards
Director of Aviation

ME/lw