



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

Agenda
Baton Rouge Metropolitan Airport Commission
Regular Meeting
Tuesday, March 10, 2020
3:30 p.m.
Airport Administration Conference Room
Suite 300, 3rd floor Terminal Building

1. Call to Order.
2. Pledge of Allegiance.
3. Roll Call.

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 4, 2020.
5. Approval of the minutes of the Travel Policy Committee meeting of February 13, 2020.
6. Receiving a report from the Travel Policy Committee and amending the travel policy adopted on December 03, 2019. By: Travel Policy Committee Chairman.
7. Rescinding current Airport Commission Travel Policy and adopting an annual budgetary cap of \$39,000 for all Commission Member travel. By: Councilman Trae Welch.
8. Authorization for the Mayor-President and/or Chairman of the Airport Commission to execute a Consent to Assignment from Louisiana Hangar, LLC to Ross Baton Rouge, LLC d/b/a Signature Flight Support. By: Director of Aviation.
9. Authorization for the Mayor-President and/or Chairman of the Airport Commission to execute Supplemental Agreement No. 3 with Volkert, Inc., to provide additional survey, design, right of way, and real estate services for Runway 13/31 Safety Area/RPZ Improvements in an amount not to exceed \$396,950.00. By: Director of Aviation.
10. Authorization for the Mayor-President and/or Chairman of the Airport Commission to execute an Engineering Contract with Professional Engineering Consultants Corporation (PEC) to provide surveying, design, and construction services, for Runway 13/31 Safety Area/RPZ Improvements Phase IV ARFF/Security Perimeter Road (Runway 31 End) in an amount not to exceed \$241,063.00. By: Director of Aviation.

11. Authorization for the Mayor-President and/or Chairman of the Airport Commission to execute an Engineering Contract with Stanley Consultants, Inc., to provide surveying, design, and construction services, for Runway 13/31 Safety Area/RPZ Improvements Phase III Runway Safety Area and Phase V Threshold Recovery (Runway 31 End) in an amount not to exceed \$465,963.00. By: Director of Aviation.
12. Accepting the bids received for the Airport Airfield Markings Project. By: Director of Aviation.

Estimate: \$81,375.00

<u>Bidder</u>	<u>Bid Amount</u>
Hi-Lite Airfield Services, LLC	\$81,375.00

13. Status Report – Report will be given at the March meeting.
14. Public Relations /Marketing Report – Report will be given at April meeting.
15. Financial Report – Report will be given at the March meeting.
16. Business Development Report - Report will be given at the May meeting.
17. Administrative Matters.
18. Adjourn.

AIRPORT COMMISSION AGENDA

SUPPORTING DOCUMENT NO. 4



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METROPOLITAN AIRPORT
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MINUTES

**BATON ROUGE METROPOLITAN AIRPORT
REGULAR MEETING
TUESDAY, FEBRUARY 4, 2020
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. Fife.

3. ROLL CALL.

**MEMBERS
ATTENDING**

Mr. Buckley
Mr. Butler
Mr. Callender
Rep. B. Carpenter
Mr. Dodds
Mr. Dunn, Jr.
Mr. Fife
Mr. Lowery
Mr. Myles
Mr. Robinson
Councilman Welch

**MEMBERS
ABSENT**

Ms. Payton

**A/P STAFF
ATTENDING**

Mr. Edwards
Mr. Pierson
Mr. Taffaro
Mr. Newton
Ms. Nolan
Ms. Wallace
Mr. Morgan
Mr. Buie
Mr. Alford
Mrs. Cobb
Mr. Caire
Ms. Williams

**OTHERS
ATTENDING**

Mr. Hoffman
Mr. Levraea
Ms. Marcelle
Mr. Jones

PUBLIC COMMENT POLICY

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4. Election of Officers.

Chairman

Vice-Chairman

Chairman Cleve Dunn, Jr. opened the floor for nominations for Chairman at this time.

A motion was made by Councilman Welch to nominate Alfred Buckley. A motion was made by Representative Barbara Carpenter, to nominate Matt Butler. Mr. Cleve Dunn, Jr. closed nominations and a roll call vote was conducted at this time.

**Airport Commission Minutes
February 4, 2020**

Votes in favor of Mr. Buckley were:

Mr. Buckley	1
Councilman Welch	<u>1</u>
Total	2

Votes in favor of Matt Butler were:

Mr. Butler	1
Mr. Callender	1
Rep. Carpenter	1
Mr. Dodds	1
Mr. Dunn, Jr.	1
Mr. Fife	1
Mr. Lowery	1
Mr. Myles	<u>1</u>
Total	8

Mr. Robinson abstained.

Mr. Matt Butler was elected Chairman of the board with 8 votes.

Cleve Dunn, Jr. opened the floor for nominations for Vice-Chairman.

A motion was made by Mr. Butler to nominate Johnny Fife, seconded by Mr. Lowery for Vice-Chairman. Mr. Cleve Dunn, Jr. stated nominations are closed and announced Johnny Fife as Vice-Chairman of the Airport Commission.

There being no opposition the motion carried.

Newly Elected Chairman, Matt Butler conducted meeting at this time.

5. Approval of the minutes of the regular meeting of January 7, 2020.

A motion was made by Mr. Buckley, seconded by Mr. Dodds, to approve the minute of the regular meeting of January 7, 2020.

There being no opposition, the motion carried.

6. Approving Change Order No. 1 on the Runway 4L/22R PCI Repairs. By: Director of Aviation.

Project Title:	Runway 4L/22R PCI Maintenance Repairs
Project Number:	N/A
Account Number:	5821-0900-00-0910-0920-0000-000000-647900-A009E 9800000099-5821000000-0000000000-647900
Purchase Order Number:	800000548
Council Award Date:	August 14, 2019
Contractor:	Hendrick Construction, Inc.
Change Order No.	One (1) Extend contract time 14 days
Change Order Amount:	\$40,995.00
Original Contract Amount:	\$329,220.00
Net Previous Changes:	\$0
New Contract Amount:	\$370,215.00
Why required:	The rehabilitation and maintenance of Runway 4L-22R to include crack seal, joint seal, spall repair, pop out repair and corner break repairs.

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. Dodds, to approve Change Order No. 1 on the Runway 4L/22R PCI Repairs.

There being no opposition, the motion carried.

7. Approving Final Acceptance on the Runway 4L/22R PCI Repairs. By: Director of Aviation.

Contractor:	Hendrick Construction, Inc.
Estimated Cost:	\$300,000.00
Contract Amount:	\$329,220.00
Total Change Orders (1):	\$40,995.00
Final Cost:	\$370,215.00
Days Allocated:	44
Days Used:	27
Liquidated Damages:	None

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. Dodds, to approve Final Acceptance on the Runway 4L/22R PCI Repairs.

There being no opposition, the motion carried.

8. Authorization for the Mayor-President and/or Chairman of the Airport Commission to execute a Professional Services Agreement with Engineered Arresting Systems Corporation d/b/a Safran Aerosystems to provide handling and supervision for EMAS repairs and to include one (1) field strength test and semi-annual EMAS bed inspections in an amount not to exceed \$80,000.00. By: Director of Aviation.

Mr. Edwards explained the item to the Commission at this time. After a brief discussion, a motion was made by Mr. Dodds, seconded by Mr. Callender, to approve the Professional Services Agreement with Engineered Arresting Systems Corporation d/b/a Safran Aerosystems in an amount not to exceed \$80,000.00.

There being no opposition, the motion carried.

9. Authorization for the Mayor-President and/or Chairman of the Airport Commission to enter into a Cooperative Endeavor Agreement (CEA) with Visit Baton Rouge and the Louisiana Office of Tourism to host the 2020 TakeOff Conference. By: Director of Aviation.

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

There being no opposition, the motion carried.

10. Reconsideration of the travel policy adopted by the Greater Baton Rouge Airport Commission on December 3, 2019. By: Director of Aviation.

Page 4
Airport Commission Minutes
February 4, 2020

At this time, Mr. Edwards called on Councilman Welch to explain the item. Council Welch explained reasons for the reconsideration and requested that the board keep the previous policy in place due to budgetary reasons and limit travel to 2 trips per year and to address any additional travel requested by a Commissioner at that time. Mr. Lowery, Mr. Dodds, Mr. Dunn, Jr., Mr. Callender, and Mr. Buckley expressed their concerns regarding this item.

A motion was made by Mr. Dodds seconded by Mr. Callender to form a travel policy committee to address this further and report back to the commission.

A substitute motion was made by Councilman Welch to form a travel policy committee to further discuss, but to suspend the current policy that has 4 trips until the Committee comes back with a report within next 2 months.

A roll call vote was taken on the substitute motion by Councilman Welch at this time.

Mr. Buckley	yes
Mr. Butler	no
Mr. Callender	yes
Rep. Carpenter	no
Mr. Dodds	yes
Mr. Dunn, Jr.	no
Mr. Fife	yes
Mr. Lowery	no
Mr. Myles	yes
Mr. Robinson	abstain
Councilman Welch	yes

A roll call vote was taken on the original motion made by Mr. Dodds at this time.

Mr. Buckley	no
Mr. Butler	yes
Mr. Callender	yes
Rep. Carpenter	yes
Mr. Dodds	yes
Mr. Dunn, Jr.	yes
Mr. Fife	yes
Mr. Lowery	yes
Mr. Myles	yes
Mr. Robinson	abstain
Councilman Welch	no

The original motion passed to form a travel policy committee to address this further and report back to the commission.

11. **Status Report** - Report will be given at March meeting.
12. **Public Relations Marketing Report** – Report will be given at January meeting.
13. **Financial Report** – Report will be given at March meeting.
14. **Business Development Report** – Report was given by Gregory Pierson, Assistant Director of Aviation. A motion was made by Mr. Dodds, seconded by Representative Barbara Carpenter, to accept report.

15. Administrative Matters.

None.

16. Adjourn.

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

RESPECTFULLY SUBMITTED,

Mike Edwards

Mike Edwards
Director of Aviation

ME/kn

AIRPORT COMMISSION AGENDA

SUPPORTING DOCUMENT NO. 5



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METROPOLITAN AIRPORT
9430 Jackie Cochran Drive
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PHONE (225) 355-0333
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MINUTES

**BATON ROUGE METROPOLITAN AIRPORT
TRAVEL POLICY COMMITTEE MEETING
TUESDAY, FEBRUARY 13, 2020
12:00 P.M.
AIRPORT ADMINISTRATION CONFERENCE ROOM
SUITE 300, 3RD FLOOR TERMINAL BUILDING**

1. CALL TO ORDER.

Chairman, Lawrence Callender called the meeting to order.

2. PLEDGE OF ALLEGIANCE.

The Pledge of Allegiance was led by Mr. Dodds.

3. ROLL CALL.

**MEMBERS
ATTENDING**

Mr. Callender
Mr. Dodds
Mr. Dunn, Jr.
Mr. Lowery
Councilman Welch

**MEMBERS
ABSENT**

**A/P STAFF
ATTENDING**

Mr. Edwards
Mr. Pierson
Mr. Taffaro
Ms. Cobb
Ms. Nolan
Ms. Williams
Mr. Caire

**OTHERS
ATTENDING**

Mr. Butler

PUBLIC COMMENT POLICY

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4. Reconsideration of the travel policy adopted by the Greater Baton Rouge Airport Commission on December 3, 2019. By: Director of Aviation.

Chairman, Lawrence Callender read the item and then called on the Director, Mike Edwards to address the committee. Mr. Edwards stated that he provided everyone with a copy of the "Draft Travel Policy" and a general survey conducted of other airport travel policies for the committee's review.

Mr. Callender then gave a brief overview of the recommended travel policy changes and then opened the floor for discussion.

At this time, several members of the committee expressed their concerns regarding the travel policy changes.

After a lengthy discussion, Mr. Cleve Dunn, Jr. made a motion, seconded by Mr. Lowery to defer the committee decision until the Metropolitan Council resolves the travel policy decision at the Council level.

A substitute motion was then made by Councilman Welch, seconded by Mr. Dodds, to approve the \$39,000 budgetary cap for Airport Commission travel and move forward at this meeting in an effort to present a recommendation to the Metropolitan Council.

Mr. Callender called for a roll call vote on the substitute motion and results were as follows:

Mr. Dodds	yes
Mr. Dunn, Jr.	no
Mr. Callender	yes
Mr. Lowery	no
Councilman Welch	yes

The substitute motion passed with three (3) votes "yes" and two (2) "No".

5. Administrative Matters.

None.

6. Adjourn.

A motion was made by Mr. Dodds, seconded by Mr. Callender, to adjourn the meeting. The meeting adjourned at 1:00 p.m.

RESPECTFULLY SUBMITTED,

Mike Edwards

Mike Edwards
Director of Aviation

ME/kn

AIRPORT COMMISSION AGENDA

SUPPORTING DOCUMENT NO. 13

BATON ROUGE METROPOLITAN AIRPORT

March 10, 2020

Project	Status	Consultant	Contractor	Current Budget	Paid to Date	Remaining Balance
I. CONSTRUCTION						
ACTIVE PROJECTS						
Rehab South GA Apron						
Grant	AIP 3-22-0006-XXX-20xx State H.013224			\$ 5,169,439	\$ 3,761,545	\$ 1,407,894
Design	Design Complete	Michael Baker International				
Construction	99% Complete		Barriere Construction Co.			
Runway 13/31 Safety Area/RPZ Improvements						
Grant	AIP 3-22-0006-110-2018 AIP 3-22-0006-112-2018 AIP 3-22-0006-113-2018 State H.013690			\$ 14,514,909	\$ 2,518,459	\$ 11,996,450
Design	Phase I - 98% complete	Volkert, Inc.				
Construction			TBD			
Total Active Projects				\$ 19,684,348	\$ 6,280,004	\$ 13,404,344.00

AIRPORT COMMISSION AGENDA

SUPPORTING DOCUMENT NO. 14

MARKETING, PUBLIC RELATIONS & AIR SERVICE DEVELOPMENT REPORT



BTR Enplanements

	<u>2019</u>	<u>2020</u>	<u>% Change</u>
January	29,057	30,452	+4.8%
February	27,395		
March	35,033		
April	35,470		
May	35,835		
June	35,943		
July	35,288		
August	33,202		
September	32,881		
October	39,490		
November	36,792		
December	<u>35,751</u>	<u> </u>	<u> </u>
Year-To-Date	412,283 (+2.6%)	30,452	+ 4.8%



BTR



BTR Deplanements

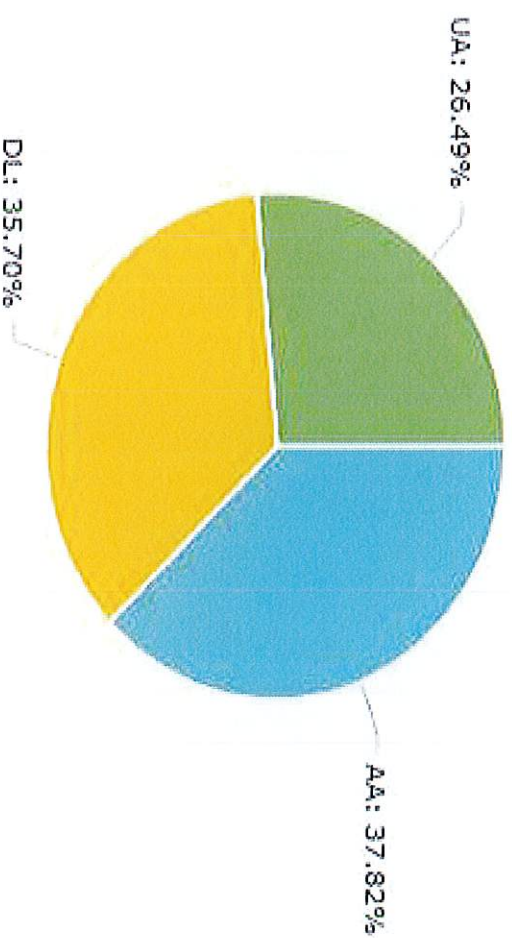
	<u>2019</u>	<u>2020</u>	<u>% Change</u>
January	29,365	31,418	+6.7%
February	28,268		
March	34,775		
April	35,128		
May	33,835		
June	35,806		
July	35,307		
August	34,112		
September	32,744		
October	39,885		
November	36,701		
December	<u>34,467</u>		
Year-To-Date	410,142 (+1.8%)	<u>31,418</u>	<u>+6.7%</u>



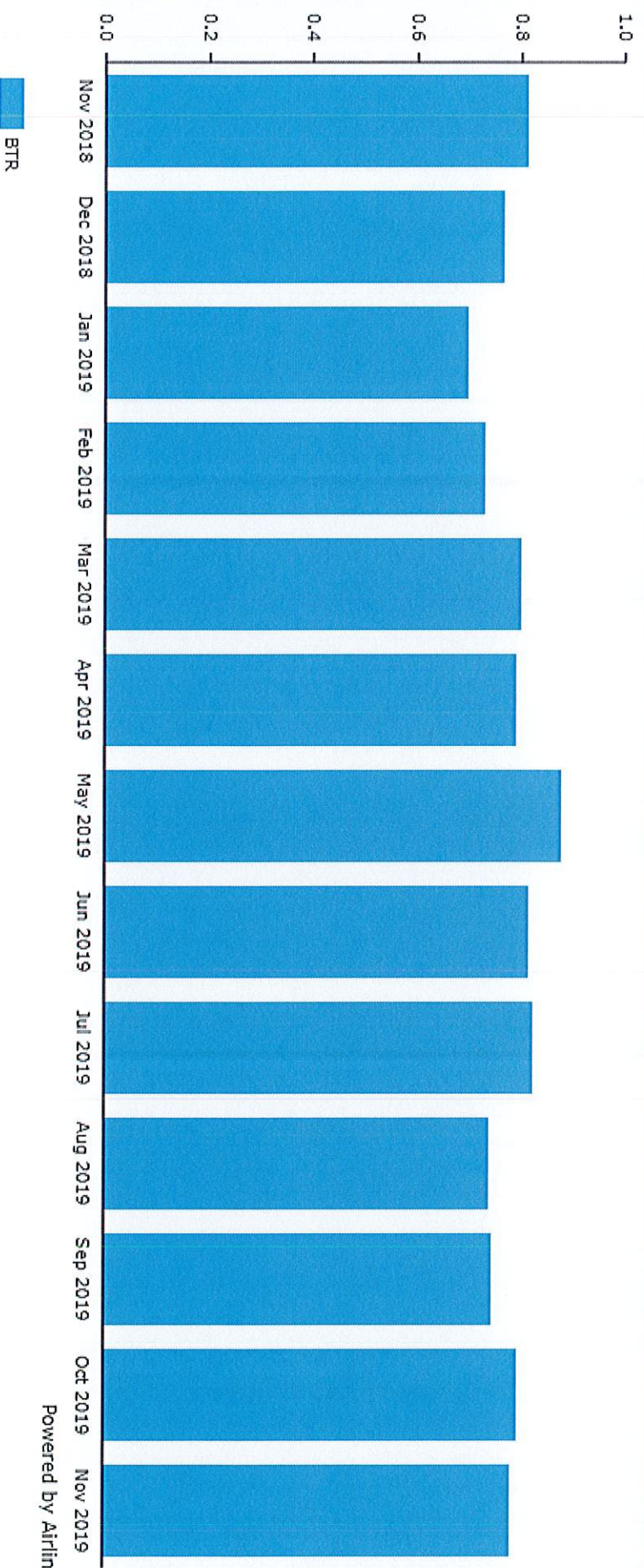
BTR



BTR Airline Passenger Shares **BTR**



BTR Load Factors by Month



Powered by Airline Data Inc



BTR Baggage Delivery Data by Airline

February 2020

<u>Average Delivery Time</u>	<u>Percentage Late *</u>
American 12:59	11.7%
Delta 14:11	7.9%
United 12:29	7.0%

* Late if delivery time exceeds 20 minutes after flight arrival



BTR

March Advertising & Sponsorships

January Advertising

Television: COX, WVLA, WGMB, WAFB, WRBZ

Radio: WRKF, WDGL-LSU

Print: Tiger Rag

Online: Premium OTT; Business Report - Trip of the Week; Bite N Booze: Facebook & Twitter; Tiger Rag; Google Display & Video

Outdoor: BTR “*Experience a sense of WAIT-LESSNESS*” billboard

Sponsorships & Events February

- LSU Athletics Sponsorship Ad Package
- Southern University Athletics Sponsorship Ad Package



AIRPORT COMMISSION AGENDA

SUPPORTING DOCUMENT NO. 15

**BTR**BATON ROUGE
METROPOLITAN AIRPORT

GREATER BATON ROUGE AIRPORT DISTRICT
CASH RECONCILIATION SUMMARY
FOR THE PERIOD ENDING DECEMBER 31, 2019

	Trial Balance Cash as of 12/31/19	Uncommitted Cash as of 12/31/19	Uncommitted Cash as of 12/31/18
FUNDS FOR OPERATION			
Cash & Investments	<u>\$ 4,805,210.12</u>	<u>\$ 4,805,210.12</u>	<u>\$ 5,105,495.62</u>
Total Unrestricted Funds	<u>\$ 3,181,240.72</u>	<u>\$ 293,877.48</u>	<u>\$ 596,267.60</u>
Total Restricted Funds	<u>\$ 6,333,414.31</u>	<u>\$ 6,333,012.72</u>	<u>\$ 4,159,152.15</u>
TOTAL	<u><u>\$ 14,319,865.15</u></u>	<u><u>\$ 11,432,100.32</u></u>	<u><u>\$ 9,860,915.37</u></u>

GREATER BATON ROUGE AIRPORT DISTRICT
STATEMENT OF REVENUES AND EXPENDITURES
FOR THE PERIOD ENDING DECEMBER 2019

	2019 APPROVED BUDGET (-)	2019 EXPENDITURES/ REVENUES (=)	2019 BALANCE	VARIANCE	DECEMBER 2018 EXPENDITURES/ REVENUES	2019 EXPENDITURES/ REVENUES COMPARED TO 2018
Total Expenditures	16,387,599.77	14,729,934.53	1,657,665.24	-10.12%	14,856,696.38	-0.85%
Total Revenues	15,406,550.00	15,554,010.29	(147,460.29)	0.96%	15,270,395.39	1.86%
Surplus (Deficit)		824,075.76			413,699.01	



**BATON ROUGE METRO AIRPORT
CUSTOMER FACILITY CHARGE
ACCRUAL BASIS**

	2018	2019	% Change
January	135,453.75	133,455.00	-1.48%
February	155,736.45	141,652.95	-9.04%
March	177,230.70	169,961.40	-4.10%
April	173,054.85	179,241.75	3.58%
May	175,293.45	176,492.70	0.68%
June	164,789.28	165,441.15	0.40%
July	145,342.95	165,201.30	13.66%
August	154,034.10	164,530.95	6.81%
September	131,560.80	154,986.15	17.81%
October	165,779.40	176,099.10	6.22%
November	182,199.90	166,548.15	-8.59%
December	138,750.15	151,365.52	9.09%
Totals for the Periods Ending December 31	1,899,225.78	1,944,976.12	2.41%



BATON ROUGE METRO AIRPORT
PASSENGER FACILITY CHARGE
ACCRUAL BASIS

	2018	2019	% Change
January	116,730.10	122,226.38	4.71%
February	130,505.92	115,707.23	-11.34%
March	137,117.26	147,442.54	7.53%
April	148,799.05	149,185.37	0.26%
May	155,730.86	152,126.67	-2.31%
June	143,048.15	151,305.74	5.77%
July	147,912.27	149,387.31	1.00%
August	135,001.28	140,084.90	3.77%
September	123,841.90	139,926.86	12.99%
October	160,612.54	167,509.23	4.29%
November	157,930.25	155,419.17	-1.59%
December	132,477.03	150,809.67	13.84%
Totals for the Periods Ending December 31	1,689,706.61	1,741,131.07	3.04%