

MINUTES

**BATON ROUGE METROPOLITAN AIRPORT
REGULAR MEETING
TUESDAY, MARCH 10, 2020
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. Dodds.

3. ROLL CALL.

<u>MEMBERS ATTENDING</u>	<u>MEMBERS ABSENT</u>	<u>A/P STAFF ATTENDING</u>	<u>OTHERS ATTENDING</u>
Mr. Buckley	Councilman Welch	Mr. Edwards	Mr. Hoffman
Mr. Butler		Mr. Pierson	Mr. Levraea
Mr. Callender		Mr. Taffaro	Ms. Evans
Mr. Dodds		Mr. Newton	Mr. Jones
Mr. Dunn, Jr.		Ms. Nolan	Mr. Roussel
Mr. Fife		Ms. Wallace	Mr. Thompson
Mr. Lowery		Mr. Morgan	Mr. Marino
Mr. Myles		Mr. Buie	Mr. McNeil
Ms. Payton		Mr. Alford	Mr. Sumner
Mr. Profita		Mrs. Cobb	Mr. Davis
Mr. Robinson		Mr. Charles	
Mr. Williams		Ms. Williams	
		Mr. Caldwell	

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.

The Chairman welcomed new Airport Commissioners Kizzy Payton and Bill Profita

Chairman Matt Butler presented Mr. Cleve Dunn, Jr. with a gavel for his service as Chairman of the Airport Commission for past 2 years.

4. Approval of the minutes of the regular meeting of February 4, 2020.

A motion was made by Mr. Buckley, seconded by Mr. Dodds, to approve the minute of the regular meeting of February 4, 2020.

There being no opposition, the motion carried.

5. Approval of the minutes of the Travel Policy Committee meeting of February 13, 2020.

A motion was made by Mr. Dodds, seconded by Mr. Callender, to approve the minutes of the Travel Policy Committee meeting of February 13, 2020.

There being no opposition, the motion carried.

6. Receiving a report from the Travel Policy Committee and amending the travel policy adopted on December 03, 2019. By: Travel Policy Committee Chairman.

Mr. Callender, Chairman of the Travel Policy Committee read the substitute motion that was approved and voted on by the Travel Policy Committee meeting as follows:

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.

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

A motion was made by, Mr. Cleve Dunn, Jr., seconded by Mr. Lowery, not to accept the final recommendation by committee and to defer item to the Metropolitan Council.

At this time, several members of the Commission expressed their concerns regarding the motion made.

A substitute motion was made by Mr. Callender, seconded by Mr. Robinson, to remove number of trips taken by the Airport Commission, adopt the current City Parish Travel Policy that is already in place and to operate within the airport’s annual budget regarding travel.

A roll call vote was conducted on the substitute motion at this time.

Mr. Buckley	No	Mr. Lowery	Yes
Mr. Butler	Yes	Mr. Myles	Yes
Mr. Callender	Yes	Ms. Payton	Yes
Mr. Dodds	Yes	Mr. Profita	Yes
Mr. Dunn, Jr.	Yes	Mr. Robinson	Yes
Mr. Fife	Yes	Ms. Williams	Yes

The substitute motion passed with a vote of 11 “Yes” and 1 “No”.

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.

A motion was made by Mr. Cleve Dunn, Jr. seconded by Mr. Profita, to delete the item.

There being no opposition, the motion carried.

- 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.**

Mr. Edwards explained the assignment to the Commission at this time. Mr. Michael McNeil with Signature Flight Support explained future plans for the facility. After a brief discussion, a motion was made by Mr. Callender, seconded by Mr. Robinson, to approve the consent to assignment from Louisiana Hangar, LLC to Ross Baton Rouge, LLC d/b/a Signature Flight Support.

There being no opposition, the motion carried.

- 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.**

Mr. Edwards explained the item to the Commission at this time. Ms. Evans with Volkert answered any questions from the Airport Commissioners. After a brief discussion, a motion was made by Mr. Callender, seconded by Mr. Profita, to recommend approval of 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.

There being no opposition, the motion carried.

- 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.**

Mr. Edwards explained the item to the Commission at this time. Mr. Sumner, with PEC also answered any questions by the Airport Commission. After a brief discussion, a motion was made by Mr. Robinson, seconded by Mr. Buckley, to recommend approval of the Engineering Contract with Professional Engineering Consultants Corporation (PEC) in an amount not to exceed \$241,063.00.

There being no opposition, the motion carried.

- 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.**

Mr. Edwards explained the item to the Commission at this time. After a brief discussion, a motion was made by Mr. Callender, seconded by Ms. Payton, to recommend approval of the Engineering Contract with Stanley Consultants, Inc. in an amount not to exceed \$465,963.00.

There being no opposition, the motion carried.

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

Mr. Edwards explained the item to the Commission at this time. Mr. Cleve Dunn, Jr. requested a copy of the non-responsive bidders on this project. After a brief discussion, a motion was made by Mr. Dunn, Jr. seconded by Mr. Myles, to accept the bid of Hi-Lite Airfield Services, LLC in the amount of \$81,375.00 for the Airport Airfield Markings project.

There being no opposition, the motion carried.

13. Status Report - Report was presented by Mike Edwards, Director of Aviation.

14. Public Relations Marketing Report – Report will be given at April meeting.

15. Financial Report – Report was presented by Kenya Wallace, Assistant Business Manager.

16. Business Development Report – Report will be given at the May meeting.

17. Administrative Matters.

None.

18. 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

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