

MINUTES

**BATON ROUGE METROPOLITAN AIRPORT
REGULAR MEETING
TUESDAY, JUNE 2, 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. Edwards.

3. ROLL CALL.

**MEMBERS
ATTENDING**

Mr. Butler
Mr. Callender
Mr. Dodds
Mr. Dunn, Jr.
Mr. Fife
Mr. Lowery
Mr. Myles
Ms. Payton
Mr. Profita
Councilman Welch

**MEMBERS
ABSENT**

Mr. Buckley
Rep. Carpenter
Mr. Robinson

**A/P STAFF
ATTENDING**

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

**OTHERS
ATTENDING**

Mr. Hoffman
Mr. Levraea
Mrs. Ashley Beckendorf
Mr. Mica Freeman
Mr. McNeil
Mr. Davis
Mr. Ricka

Public Comment Policy

Public comments on any of the items (other than introductions) may be submitted via email to publiccomment@flybtr.com. Comments may be called in at 225-355-0333 from 1:00 – 3:30 pm on Tuesday, June 02, 2020.

CERTIFICATION OF INABILITY TO OPERATE DUE TO LACK OF QUORUM

In accordance with Executive Proclamations JBE 2020-30 and 2020-33, issued by Governor John Bel Edwards on March 16, 2020 and March 22, 2020, respectively, this notice shall serve as a certification of the Greater Baton Rouge Airport Board of Commissioner's inability to otherwise operate in accordance with the Louisiana Open Meetings Law due to a lack of a quorum as a result of the COVID-19 public health emergency. Pursuant to Section 4 of JBE 2020-30, the Greater Baton Rouge Airport Board of Commissioner will provide for attendance at its next meeting, which will only contain business deemed essential government business, on Tuesday, June 2, 2020, via video conference. A gathering of the entire membership of the Greater Baton Rouge Airport Board of Commissioner and necessary staff would violate Governor Edwards's order suspending all public gatherings of ten or more people to be suspended or postponed. The Greater Baton Rouge Airport Board of Commissioner is composed of thirteen members.

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Airport Commission Minutes
June 2, 2020

The items appearing on the agenda have been deemed essential for the continued conduct of business by the Director of Aviation.

Considering the foregoing, and in accordance with Proclamation Numbers JBE 2020-30 and JBE 2020-33, the Greater Baton Rouge Airport Board of Commissioner meeting on Tuesday, June 2, 2020, at 3:30 p.m. will be held via video conference and in a manner that allows for observation and input by members of the public, as set forth in the Notice posted on May 28, 2020.

Mike Edwards
Director of Aviation

4. Approval of the minutes of the regular meeting of May 5, 2020.

A motion was made by Mr. Callender, seconded by Mr. Profita, to approve the minutes of the regular meeting of May 5, 2020.

A roll call vote was taken.

Mr. Butler	yes
Mr. Callender	yes
Mr. Dodds	yes
Mr. Dunn, Jr.	
Mr. Fife	yes
Mr. Lowery	yes
Mr. Myles	yes
Ms. Payton	yes
Mr. Profita	yes
Councilman Welch	

There being no opposition, the motion carried.

5. Authorization for the Mayor-President and/or Chairman of the Airport Commission to execute Amendment No. 1 to the Professional Services Contract with Runway Safe, Inc. to provide supervision for the EMAS block replacement, in an amount not to exceed \$24,000.00. By: Director of Aviation.

At this time the Director gave a detailed explanation to the Commission on the item. After a brief discussion, a motion was made by Mr. Dodds, seconded by Mr. Profita, to have the item properly moved.

There being no opposition, the motion carried.

A roll call vote was taken.

Mr. Butler	yes
Mr. Callender	
Mr. Dodds	yes
Mr. Dunn, Jr.	
Mr. Fife	yes
Mr. Lowery	yes
Mr. Myles	yes
Ms. Payton	yes
Mr. Profita	yes
Councilman Welch	

6. Approving Change Order No. 1 on the South General Aviation Apron Rehabilitation Project. By: Director of Aviation.

Project Title:	South General Aviation Apron Rehabilitation
Project Number:	S.P No. H.013224
Account Number:	5821-0900-30-0910-0919-0000-000000-653000-A0095
Original Estimated Cost:	\$4,045,000.00
Contract Number:	800001511
Council Award Date:	October 10, 2018
Contractor:	Barriere Construction Co., LLC
Change Order Number:	One (1)
Change Order Amount:	\$(195,307.85)
Original Contract Amount:	\$3,855,480.75
Net Previous Changes:	\$(0)
New Contract Amount:	\$3,660,172.90 (Contract time increased by 221 days)
Description:	South General Aviation Apron
Why Required:	Revision of contract quantities resulting from differing site conditions (unbonded asphalt layer during construction). Additional contract time due to construction delays and weather.

The Director explained the Change Order to the 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.

A roll call vote was taken.

Mr. Butler	yes
Mr. Callender	yes
Mr. Dodds	yes
Mr. Dunn, Jr.	
Mr. Fife	yes
Mr. Lowery	yes
Mr. Myles	yes
Ms. Payton	yes
Mr. Profita	yes
Councilman Welch	yes

7. Approving Final Acceptance on the South General Aviation Apron Rehabilitation. By: Director of Aviation.

Contractor:	Barriere Construction Co., LLC
Estimated Cost:	\$ 4,045,000.00
Contract Amount:	\$ 3,855,480.75
Total Change Orders (1):	\$ (195,307.85)
Final Cost:	\$ 3,660,172.90
Days Allocated:	375
Days Used:	375
Liquidated Damages:	None

The Director explained the Final Acceptance to the Commission at this time. After a brief discussion, a motion was made by Mr. Profita, seconded by Mr. Dodds, to approve the item.

There being no opposition, the motion carried.

A roll call vote was taken.

Mr. Butler	yes
Mr. Callender	
Mr. Dodds	yes
Mr. Dunn Jr.	
Mr. Fife	yes
Mr. Lowery	yes
Mr. Myles	yes
Ms. Payton	yes
Mr. Profita	yes
Councilman Welch	

- 8. Authorization for the Mayor-President and/or Chairman of the Airport Commission to execute Supplemental Agreement No. 1 with Michael Baker for the South General Aviation Apron Rehabilitation Project to provide for additional construction services rendered as a result of differing site conditions and additional contract time due to construction delays and weather in an amount to not to exceed \$70,708.00. By: Director of Aviation.**

The Director briefed the Commission on the Supplemental Agreement for Michael Baker. At this time, Councilman Welch asked a few general questions regarding the original contract that later revealed questions if this item was for Supplement No. 1 or Supplement No. 2. After verification from Joe Levraea, Program Manager with AMG, it was confirmed that this was an error and the Supplemental Agreement being approved today for Michael Baker should be Supplemental Agreement No. 2.

At this time, a motion was made by Mr. Callender, seconded by Mr. Dodds, to amend the item in order to correct the supplement number reflect Supplemental Agreement No. 2 with Michael Baker for the South General Aviation Apron Rehabilitation Project.

There being no opposition, the motion carried.

A roll call vote was taken.

Mr. Butler	yes
Mr. Callender	yes
Mr. Dodds	yes
Mr. Dunn, Jr.	
Mr. Fife	yes
Mr. Lowery	yes
Mr. Myles	yes
Ms. Payton	yes
Mr. Profita	yes
Councilman Welch	yes

9. **Authorization for the Mayor-President and/or Chairman of the Airport Commission to execute Amendment No. 1 to the lease agreement with Ross Baton Rouge, LLC d/b/a Signature Flight Support to change the category of operation to add Category I - Fuel and Oil Sales and Category III - Aircraft Storage. By: Director of Aviation.**

The Director explained the item to the Commission at this time and then introduction of Mr. Michael McNeil, George Davis, and Mr. Mica Freeman with Signature Flight Support to further explain the need to add Category I and Category III to their current hangar purchase. At this time, Council Welch addressed his concerns on whether or not it was necessary to add Category I – Fuel and Oil Sales on this particular piece of property because Signature Flight Support already had Category I rights on other leased sites. After a brief discussion by the members, it was decided to amend the item to remove Category I from the request and only Category III was needed at this time.

A motion was made by Councilman Welch, seconded by Mr. Dodds to remove Category I from the item and to read as follows:

Authorization for the Mayor-President and/or Chairman of the Airport Commission to execute Amendment No. 1 to the lease agreement with Ross Baton Rouge, LLC d/b/a Signature Flight Support to change the category of operation to add Category III - Aircraft Storage. By: Director of Aviation.

There being no opposition, the motion carried.

A roll call vote was taken.

Mr. Butler	yes	
Mr. Callender	yes	
Mr. Dodds	yes	
Mr. Dunn, Jr.	yes	arrival time 4:43pm.
Mr. Fife	yes	
Mr. Lowery	yes	
Mr. Myles	yes	
Ms. Payton		
Mr. Profita	yes	
Councilman Welch	yes	

10. **Receiving a report from Volkert, Inc., on the status of the Right of Way Acquisition process Phase I for the Runway 13/31 Safety Area/RPZ Improvements project. By: Director of Aviation.**

The Director called on representatives from Volkert, Inc. to provide a report on the status of the Right of Way Acquisition process Phase I for the Runway 13/31 Safety Area/RPZ Improvements project. At this time, Mr. Freeman gave a presentation and provided the Airport Commission with a time-line on the acquisition process, status of appraisals, offers, and any other property related circumstance. At this time several members asked questions to address their concerns. Mr. Profita recommended that the Commission move on with accepting the report since there was no formal action needed today on the item.

A motion was made by Mr. Profita, seconded by Mr. Lowery to accept the report.

There being no opposition, the motion carried.

A roll call vote was taken

Mr. Butler	yes	
Mr. Callender	yes	
Mr. Dodds	yes	
Mr. Dunn, Jr.	yes	arrival time 4:43pm.
Mr. Fife	yes	
Mr. Lowery	yes	
Mr. Myles	yes	
Ms. Payton		
Mr. Profita	yes	
Councilman Welch	yes	

11. **Status Report** – Report was presented by Mike Edwards, Director of Aviation.
12. **Public Relations /Marketing Report** – Report will be given at the July meeting.
13. **Financial Report** – Report was presented by Ms. Kenya Wallace, Assistant Business Manager.
14. **Business Development Report** – Report will be given at the August meeting.
15. **Legislative Report** – Report was presented by Mr. Michael Taffaro, Airport Legal Counsel.
16. **Administrative Matters.**
17. **Adjourn.**

A motion was made by Mr. Profita, seconded by Mr. Dodds, to adjourn the meeting. The meeting adjourned at 5:58 p.m.

RESPECTFULLY SUBMITTED,

Mike Edwards

Mike Edwards
Director of Aviation

ME/lw