

**NON-FLOOD PROTECTION ASSET MANAGEMENT AUTHORITY  
MINUTES OF THE AIRPORT COMMITTEE MEETING  
THURSDAY JULY 24, 2014 – 4:30 P.M.**

The regular meeting of the Airport Committee of the Non-Flood Protection Asset Management Authority was held on Thursday, July 24, 2014 at 4:30 p.m., in the Lake Vista Community Center, 2<sup>nd</sup> Floor, 6500 Spanish Fort Blvd., New Orleans, Louisiana after due legal notice of the meeting was sent to each Board member, the news media, and a copy of the call was posted.

Chairman Heaton called the meeting to order at 4:36 p.m. and led in the Pledge of Allegiance.

The roll was called which constituted a quorum.

**PRESENT:**

Chairman Wilma Heaton  
Commissioner Romona Baudy  
Commissioner Pearl Cantrelle  
Commissioner Michael Stack

**STAFF:**

Louis Capo - Executive Director  
Sharon Martiny – Non-Flood  
Fred Pruitt – Airport Director  
Dawn Wagener – Non-Flood

**ALSO PRESENT:**

Gerard Metzger – Legal Counsel  
Al Pappalardo – Real Estate Consultant  
Steve Nelson – Stuart Consulting Group  
Alton Davis – Richard C. Lambert  
Brent Roussell – Hawthorne  
Jim Martin – DEI  
Walter Baudier – DEI  
Rick Speer - URS

**OPENING COMMENTS**

Chairman Heaton informed the Committee that URS delivered an Executive Summary of the Master Plan, and URS will be on the August 5, 2014 Airport Committee Agenda. This is an important issue for the future of Lakefront Airport and a lot of work has gone into the Master Plan.

**APPROVAL OF AGENDA**

Commissioner Stack offered a motion to adopt the Agenda, seconded by Commissioner Cantrelle and unanimously adopted.

**APPROVAL OF PRIOR MINUTES**

Commissioner Cantrelle offered a motion to approve the minutes of the May 6, 2014 Airport Committee meeting, seconded by Commissioner Baudy and unanimously adopted.

**REPORT ON CURRENT AIRPORT ISSUES**

Fred Pruitt, Airport Director, reported that fuel sales were the highest since Katrina at 2,436,164 gallons, which equates to \$609,141 in fuel sales. Commissioner Stack noted that fuel sales were the higher for any fiscal year including the Super Bowl. Mr. Capo advised that Hurricane Isaac affected fuel sales in 2012 when sales should have been increasing at that point. Mr. Pruitt projected fuel sales will continue to increase by approximately 200,000 gallons per year for the next three to four years.

Staff met with Airport tenants to address hurricane protection procedures and flood gates. Mr. Capo advised that he and Mr. Pruitt will communicate with Gerry Gillen and EOC on the Flood side. Mr. Pruitt will communicate directly with the FBOs and tenants. Chairman Heaton advised that EOC at the Franklin facility will have a seat for the Executive Director during a storm event.

### **OLD BUSINESS**

#### **1) Update by Stuart Consulting Group on Airport projects**

Mr. Nelson reported that the James Wedell Hangar is near completion with approximately \$25,000 in punch list items and \$339,000 in liquidated damages. The site is currently in use by the tenant. Terminal Building construction is complete. There are issues with the exterior by Lathan and a suit has been filed regarding that issue. The Bastian-Mitchell Hangar had a version request for \$890,000 obligated and that check will be received next week. The last project is the Walter Wedell Hangar, which is an alternate. A list of alternate projects has been circulated. Stuart Consulting would like that list finalized sometime next week. Once finalized, FEMA would like to have a ceremony at Lakefront Airport to celebrate the recovery from Hurricane Katrina.

Chairman Heaton requested that the build-out of Building 101 be one project, which would allow staff to occupy that building. Chairman Scott requested that the list be presented to the full Board for selection of alternate projects. A motion will be past for the priorities. It is okay to include projects in excess of the amount the Authority will get so the Board can choose which projects to move forward with. Mr. Nelson recommended limiting the number of projects. If the number of projects increase, projects will be capped. If bids come in higher or if change orders are submitted there is a chance of budget overruns.

#### **2) Discussion regarding the Lakefront Airport Terminal marquis sign located at the intersection of Stars & Stripes Blvd and the entrance to Terminal Building parking lot**

Mr. Capo advised that there is no signage coming from the Seabrook Bridge towards the Terminal Building to signal that the Airport Terminal is to the left. There is also no Airport Terminal sign at Downman Road or inside the flood gate to signal that the Airport Terminal is nearby. Alton Davis, RCL, advised that the signage was previously discussed. The Board's decision was not to allow tenant names on the monument sign. The main Airport Terminal sign could include the Airport Terminal, Bastian-Mitchell and the three FBOs. Tenant names could be placed on directory inside of the Terminal Building. Messina's is the anchor and should be included on the main sign.

Commissioner Cantrelle addressed the bids. Mr. Davis informed when signage was bid on Lakeshore Drive and on signs presently under construction, the bids were sent to five companies, including two DBEs. This company had the lowest price and is the company who constructed the other signs. The price is almost identical to the other signs that were built further down. The original monument sign proposed was pre-cast and looked like the Terminal Building, but cost approximately \$20,000. That sign was omitted and a sign was placed at the end of Downman Road that said "New Orleans Lakefront Airport/KNEW". RCL was asked to give a price for the sign so the same company was contacted. The cost may be slightly higher due to material escalation. Any sign company can fabricate a sign based on shop drawings, but will the Authority get good quality signs. These signs are very good quality. Mr. Capo advised that three bids are received on any dollar amount to ensure the Authority is getting the best price. The signs on Lakeshore Drive and at the Airport cost approximately \$70,000. That went out to bid and there were five proposers. All procedures were followed and the lowest responsible bidder was selected. Commissioner Stack requested that staff receive three quotes on anything over \$5,000 given the same specifications. Mr. Davis advised that he would send out the proposal to two other companies and get two additional prices.

Commissioner Stack informed the Committee that on domestic interstate signs there are generally two lines because that is what someone can read while driving on the interstate. If more lines are added, people will slow down and possibly cause an accident. The signs could be made similar to interstate logo signs such as the one at Reed Road that shows the McDonald's and Taco Bell logos. Mr. Davis advised that some FBO logos would not translate into one panel size. The names can be placed anywhere on the sign, but the closer to the ground it is harder to read. There are several options that do not change the cost of the sign. The logo on the top cannot be changed as it is consistent to all signs. The Terminal sign can contain the three FBOs. Hawthorne could point straight and Hawthorne, Flightline and Landmark could point left. The panels are removable and can be replaced.

Brent Roussel, Hawthorne, stated that signs coming into the Airport are confusing. A driver does not get a chance to read everything on the signs. Mr. Roussel suggested enlarging lettering for the Terminal and the three FBO signs.

**3) Discussion regarding a proposal by A.H. Guthans for servicing the HVAC system in the Terminal Building**

Chairman Heaton advised that the warranty on the HVC system was not voided. Mr. Capo is attempting to provide a plan to properly maintain the HVAC equipment. The Flood Authority will loan this Authority a maintenance man, which will be tasked to Mr. Pruitt as a general maintenance man for the Terminal Building. Approval from management was given because this Authority cannot presently afford a maintenance person. The equipment is being jeopardized without a maintenance person on staff whose primary function will be to maintain the equipment and make sure the filters are changed. An Agreement will be signed and Guthans will teach the maintenance how to maintain the equipment. The general maintenance person does not have to be licensed to change a filter. The issue with the HVAC system is there are many air handling units hidden in tight ceiling spaces. Guthans will show the maintenance person how to get in those spaces to change the filters.

Mr. Pruitt advised that the maintenance person will also be used to change light bulbs. Chairman Heaton added that the maintenance person will be on call for tenants with plumbing issues and small repairs.

**NEW BUSINESS**

**1) Discussion and status regarding approval of a Master Plan for the New Orleans Lakefront Airport**

Chairman Heaton advised that this item will be deferred until the August 5, 2014 Airport Committee meeting.

**2) Discussion regarding setting deadlines for execution of approved leases in the Terminal at the New Orleans Lakefront Airport**

Al Pappalardo, Real Estate Consultant, advised that setting a deadline to sign a lease is a way to alleviate issues with prospective tenants holding up office space until the lease is signed. The Authority approves the lease at the Board meeting. When the tenant changes his mind, the Board must rescind the Resolution authorizing the lease. A deadline will now be set for execution of the lease. If the lease is not executed by the deadline the lease is null and void. The deadline will be 21 days from the approval of the Resolution. If the lease is not executed within 21 days it becomes null and void.

Chairman Heaton added the deadline would prevent loss of revenue by tying up the space. It is unfair to this Authority financially. Mr. Metzger advised that leases are prepared shortly after the Board approves the resolution. New tenants will be given 21 to sign the lease, which is enough time for the tenant and their attorney to review the lease. This language will be included in lease Resolutions going forward.

**ADJOURNMENT**

Commissioner Cantrelle offered a motion to Adjourn, seconded by Commissioner Stack and unanimously adopted.

**ANNOUNCEMENT OF NEXT MEETING**

The next Airport Committee meeting is scheduled for Tuesday, August 5, 2014 at 9:30 a.m.

The meeting adjourned at 5:22 p.m.