

**NON-FLOOD PROTECTION ASSET MANAGEMENT AUTHORITY**  
**Minutes of the Airport Committee Meeting**  
**Thursday March 17, 2016 – 4:30 P.M.**

The regular meeting of the Airport Committee of the Non-Flood Protection Asset Management Authority was held on Thursday, March 17, 2016 at 4:30 p.m., at 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 4:47 p.m. and led in the Pledge of Allegiance. The roll was called which constituted a quorum.

**PRESENT:**

Chair Wilma Heaton  
Comm. Michael Stack  
Comm. Roy Arrigo  
Comm. Anthony Richard

**FURTHERMORE PRESENT:**

Chair Greg Ernst  
Comm. William Settoon  
Comm. Glen Higgins  
Comm. Eugene Green

**STAFF:**

Cornelia Ullmann - Chief Operating Officer  
Sharon Martiny – Administrative Assistant  
Ben Morris – Airport Director  
Lauren Broussard – Land Based Operations Manager (Airport)  
Chanse Watson – Assistant Airport Director

**ALSO PRESENT:**

Steve Nelson – Stuart Consulting  
Al Pappalardo – Real Estate Consultant  
Gregory Trahan - AECOM

**Opening Comments**

Chair Heaton advised that construction is complete for U.S. Customs and Border Protection. The ribbon cutting in approximately four weeks will be a good opportunity to show the Non-Flood Authority and Airport Committee commitment to the Airport.

**Adopt Agenda**

Comm. Arrigo moved to adopt the Agenda, seconded by Comm. Richard and unanimously adopted.

Comm. Richard moved to amend the Agenda to include a presentation regarding a possible air show. Comm. Richard moved to adopt the Agenda as amended, second by Comm. Arrigo. Motion passed.

**Approval Of Prior Minutes**

Comm. Arrigo moved to approve the Airport Committee meeting minutes of November 10, 2015, second by Comm. Stack and unanimously adopted. Comm. Arrigo moved to approve the Airport Committee meeting minutes of January 12, 2016, second by Comm. Richard and unanimously adopted. Motions Passed

**Report On Current Airport Issues**

Ben Morris, Airport Director, advised that staff is preparing an Emergency Operation Procedure Manual to inform what procedures must take place in the event of an emergency on the airfield. Ochsner Clinic has a 24-hour a day operation at the Airport, which includes a pilot and emergency medical technicians. Ochsner has agreed to respond to any emergency on the airfield and render medical aid as required as there is a 90 second window to respond in the event of an emergency. A copy of the Emergency Operation Manual will be distributed upon completion.

In an effort to save money, Lakefront Airport will enter into a Cooperative Endeavor Agreement with New Orleans Airport to utilize the many vendors available that will save Lakefront Airport money in many venues. Currently, there are restrictions at Lakefront Airport (general aviation airport), which restrict the amount of aircraft and passengers arriving into the Airport. The FAA has inspected Lakefront Airport and will forward a report within 12 days advising what improvements are needed to be 139 compliant, which could increase passenger traffic at the Airport.

Delivery of the PAPI lights is April 30, 2016. Current tower hours are 8:00 a.m. to 6:00 p.m. Staff is awaiting approval to increase hours from 7:00 a.m. to 9:00 p.m., which will increase air traffic. Lauren Broussard, Land Based Operations Manager, noted staff requested pre-Katrina hours, but those hours were not granted due to the air traffic control tower/controller pay. An additional 90 days will be granted to generate a second report to go after the additional two hours. A specific count will be taken for take-offs and arrivals before 7:00 a.m. and after 8:00 p.m., which will possibly secure the additional hours. Fuel flowage revenue is slowly increasing to pre-Katrina numbers. The fuel flowage fee was increased by .05¢.

Mr. Morris advised that New Orleans Fire Dept. (NOFD) has agreed to an MOU with Lakefront Airport and has provided the Airport with a Medical Director, oxygen and training required for medical responder/ CPR training program at no charge.

#### **Old Business**

NONE

#### **New Business**

**1) Discussion regarding accepting grant for State Project No. H.012210 (Rehabilitate PAPI-4 System-Runway 9 and 27, Runway 18L, Runway 36L and Runway 36R) in an amount not to exceed \$140,000**

The COO advised this was a 100% funded state grant. Comm. Stack offered a motion to accept, seconded by Comm. Richard. Motion passed.

**2) Discussion regarding memorandum of Understanding with New Orleans Fire Department to provide necessary support medical services to ARFF**

This item is updated above. Comm. Arrigo offered a motion to accept, second by Comm. Richard. Motion passed.

**3) Discussion of proposed 2016-2017 budget**

Chair Heaton addressed the issue regarding Studio Network entering into a sublease with Signature for 5,500 feet of office space and noted that proper procedures must be followed. Al Pappalardo, Real Estate Consultant, advised that FBO's can make subleases within their leasehold if the client has an aviation interest. Chair Heaton noted that the client had a Hangar with Signature.

#### **Building 104**

Mr. Pappalardo advised that Building 104 has been out of commerce since being devastated by Hurricane Katrina. The brick structure is 5,000 square feet, has three non-functional overhead doors, no utilities, and has roof issues. The building must be completely refurbished. Studio Network may not be a probable tenant for Building 104. Chair Heaton advised Building 104 was measured, and the COO provided an amount to be recommended to the Board. The tenant would like to use the building as a warehouse. The cost to refurbish Building 104 is approximately \$50,000 and the Authority would get the building back after three years. The prospective tenant agreed to make the up-front investment, the rent of \$271 per month and the two year option would be market rate at time of renewal.

Mr. Pappalardo advised that he would support amending the Board Agenda to approve in principal the lease of Building 104. Building 104 could be back in commerce and the tenant would refurbish that building. Chair Heaton advised that a motion would be conected and added to the Board Agenda.

### **2016-2017 Budget**

The COO advised that Terminal Rent (Land) (estimated), Terminal Base Rent, Tenant Pass Through (utilities), and Tenant Atrium Rent (based on projections from current year), Sales Income Participation and Fuel Flowage Fees (extrapolated out for one year, Miscellaneous Revenue (Location Agreements) brings income for the Airport to \$2,607,417.

Comm. Stack noted that Fuel Flowage is down over \$100,000 (\$675,000 - 2016 and \$562,000 – 2017). It is also down from the 2015 actual of \$640,000. Ms. Broussard's presentation shows Fuel Flowage is trending up. The COO advised that Fuel Flowage is based on actuals from July 1 through February 29, divided by the number of months and multiplied by 12. Comm. Stack noted that Tenant Rent – Land looks stagnant. The COO advised that Tenant Rent is tenants inside the Terminal Building. No further offices or hangars have been rented.

Comm. Stack addressed Building 104. Mr. Nelson advised that Building 104 was an alternate project plugged into Hangar 101. Building 104 was part of the campus with the National Guard Hangar. Chair Heaton noted that Building 104 has been blighted over ten years and should be brought back into commerce. Staff omitted all Major Maintenance from the Airport budget. There is \$800,000 in Informal Maintenance, and all facilities got funded except the Airport. Having zero maintenance will halt everything the Airport is doing. If Airport has a \$5,000 emergency and zero money in Major Maintenance the emergency will have to be brought before the Board

The COO noted that the first budget included \$1.25 million from FEMA (alternate project funds). Chair Ernst advised that the \$1.25 million is one-time money and should not be included in the budget. Funds from one-time money (Walter Wedell Hangar) can be used on projects, but not Maintenance. Maintenance should be part of the overall operation. The \$1.25 million alternate funding should not be substituted for maintenance. The COO noted that the \$1.25 million was needed to balance the budget and meet the minimal obligation. Chair Heaton noted that the budget is a topic the entire Board can discuss; no action is being taken.

### **Adjournment**

Comm. Richard offered a motion to adjourn, seconded by Comm. Arrigo and unanimously adopted.

### **Announcement Of Next Meeting**

The next Airport Committee meeting is scheduled for Tuesday, April 12, 2016 at 9:30 a.m. The meeting adjourned at 5:34 p.m.