

**NON-FLOOD PROTECTION ASSET MANAGEMENT AUTHORITY
MINUTES OF THE AIRPORT COMMITTEE MEETING
THURSDAY JULY 18, 2017 – 2:30 P.M.**

The regular meeting of the Airport Committee of the Non-Flood Asset Protection Management Authority was held on Thursday July 18, 2017 at 2:30 p.m., in the 2nd Floor Conference Center at Lakefront Airport, 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.

Chair Heaton called the meeting to order at 2:32 p.m. and led in the Pledge of Allegiance. The roll was called which constituted a quorum.

Present:

Chair Wilma Heaton
Comm. Dawn Hebert
Comm. Anthony Richard

Absent:

Comm. Carla Major
Comm. Pat Meadowcroft

Staff:

Jesse Noel – Executive Director
Ngoc Ford – Deputy Director
Sharon Martiny – Administrative Assistant
Chanse Watson – Assistant Airport Director
Dave Howard – Airport Manager

Also Present:

Richard Lambert - RCL
Darren Persick – Kutchins & Groh
Paul Dimitrios – RCL
George Groh – Kutchins & Groh

Opening Comments

Deferred as comments pertain to the Agenda.

Adopt Agenda

Comm. Richard offered a motion to adopt the Agenda, second by Comm. Hebert. Motion passed.

Approve Minutes

Comm. Hebert offered a motion to approve the June 22, 2017 Airport Committee meeting minutes, second by Comm. Richard. Motion passed.

Public Comments

None

Director's Report

E.D. Noel advised that an Airport Manager has been hired, expanding the Airport staff to two personnel. RCL is currently doing the design for the Four Winds Fountain, which is at 90% completion. The roof leaks at the Fuel Farm have been repaired. The Eutaw Construction contract has been recorded for construction of the Lighting Vault and the Notice to Proceed will be issued in the near future. Replacement of three wind cones has been performed and that project is 60% complete. Chair Heaton noted that the Committee would revisit the Four Winds Fountain issue to determine what FEMA will cover. It is time to move forward with repairs and get the Four Winds Fountain a working Fountain.

Old Business

1) Status on Part 139 certification for Lakefront Airport

E.D. Noel advised of a Part 139 test inspection in 2016, and advised that Mr. Watson's report is based on that inspection. The test inspection revealed that firemen's gear must be updated, the operations plans and manuals must be updated and the airfield signage must be repaired or replaced. Part 139 certification will allow Lakefront Airport to receive commercial aircraft, which will allow Lakefront Airport to grow.

2) Discussion regarding Lakefront Airport landing fees

E.D. Noel deferred this item due to time constraints in preparing the spreadsheet of landing fees around the region. The FBOs will be asked for an opinion on landing fees, which will be presented to the Board for approval.

3) Discussion regarding Mosquito Control facilities

E.D. Noel advised that the warehouse facility previously leased by Mosquito Control is no vacant. That property will be put on the market and back into commerce to generate additional revenue for the Management Authority.

New Business

4) Motion to recommend approval of AECOM's request for Change Order No. 3 to fully utilize the grant funding for the Rehabilitation of Runway 18R/36L

E.D. Noel advised that the project is for the 36L/18R main runway. AECOM evaluated and designed one-third of the runway. The FAA and DOTD rode the entire runway and suggested to expand the scope and include the entire runway. The project is a 100% FAA and DOTD fully funded grant project. Expansion of the scope would require Board approval. There is allowable grant funding left in the budget of \$84,000, which will be redirected to fund the expanded scope. A survey and inspection of the drainage line is in the expanded scope of the rehabilitation of Runway 36L/18R.

Comm. Richard offered a motion to recommend to the Board approval of AECOM's request for Change Order No. 3 to fully utilize the grant funding for the Rehabilitation of Runway 18R/36L, second by Comm. Hebert. The item will be added to the July 27, 2017 Board Agenda.

5) Motion to recommend approval for AECOM's request for Change Order No. 4 to expand the design for the project entitled "Runway 18R/36L Base Failure Analysis and Design For Repair" in the amount of \$407,136.43 pending a grant offer by the FAA in the amount of \$432,756.43

E.D. Noel advised that Change Order No. 3 (above) authorizes use of the remaining allowable grant funding for Rehabilitation of Runway 36L/18R. Change Order No. 4 authorizes the expansion of the design and is included in the FY 2017-2018 budget. This project is also 100% fully funded by the FAA and DOTD.

Comm. Hebert offered a motion to recommend to the Board approval of AECOM's request for Change Order No. 4 to expand the design for the project entitled "Runway 18R/36L Base Failure Analysis and Design For Repair" in the amount of \$407,136.43 pending a grant offer by the FAA in the amount of \$432,756.43, second by Comm. Richard. The item will be added to the July 27, 2017 Board Agenda.

4) Motion to recommend approval of Kutchins & Groh Work Authorization No. 3 for Grant Administration/Implementation Services

E.D. Noel advised that George Groh and Darren Persick of Kutchins and Groh provide Aviation Planning services for Lakefront Airport. Those services include assisting staff in preparation of Task Orders to ensure the Airport gets the maximum funding for grants that are applied for and managing all grants through the FAA. Kutchins and Groh specialize in airport layouts and master plans.

Comm. Richard offered a motion to recommend to the Board approval of Kutchins & Groh Work Authorization No. 3 for Grant Administration/Implementation Services, second by Comm. Hebert. The item will be added to the July 27, 2017 Board Agenda.

4) Motion to recommend approval of Kutchins & Groh Work Authorization No. 4 for administration of Lakefront Airport's Disadvantaged Business Enterprise Program

Chair Heaton advised that Kutchins and Groh will ensure that the Authority is in compliance with FAA regulations regarding the Disadvantaged Business Enterprise Program in all grant projects moving forward at Lakefront Airport. E.D. Noel noted that AECOM previously performed these services, which services were assigned to Kutchins and Groh who have extensive experience in the Disadvantaged Business Enterprise Program.

Comm. Richard offered a motion to recommend to the full Board approval of Kutchins & Groh Work Authorization No. 4 for administration of Lakefront Airport's Disadvantaged Business Enterprise Program, second by Comm. Hebert. The item will be added to the July 27, 2017 Board Agenda.

4) Motion to recommend RCL Consultants' request for a Change Order for the Customs build out

Chair Heaton advised that the original estimate for the Customs Build Out was approximately \$400,000. After the project commenced there was additional unexpected costs, which increased the build-out cost to approximately \$640,000. The additional fees for architectural work performed by RCL were never addressed, so the item was placed on the Agenda for Committee and Board approval to pay those additional architectural costs. E.D. Noel researched the issue and advised that the scope increased as well as the cost for the Customs build-out project.

Paul Dimitrios (RCL) advised that Customs presence in Lakefront Airport will help Lakefront Airport become an international gateway thereby increasing revenue, which is a big advantage for the Airport. Approximately \$107,000 in additional costs were spent on the Customs build out. The requested \$17,500 is the difference of the \$35,000 fee for the additional work performed on the project.

Comm. Richard offered a motion to recommend to the Board RCL Consultants' request for a Change Order for the Customs build out, second by Comm. Hebert. The item will be added to the July 27, 2017 Board Agenda.

4) Motion to recommend a contract with HASCO Inc., the sole bidder for the Runway 18L/36R Rehabilitation project, for a contract base bid amount not to exceed \$170,117.35

E.D. Noel advised that an RFP was advertised for the Runway 18L/26R project. One bid was received, which was deemed no-responsive as the contractor was not licensed. The specs for the RFP were modified and the RFP was re-advertised at a later date. One response was received by HASCO, Inc. The project is 100% funded.

Comm. Hebert offered a motion to recommend to the Board a contract with HASCO Inc., the sole bidder for the Runway 18L/36R Rehabilitation project, for a contract base bid amount not to exceed \$170,117.35, second by Comm. Richard. The item will be added to the July 27, 2017 Board Agenda.

4) Motion to recommend a contract with H3 Electric, LLC in the amount of \$83,000 for REIL lighting replacement at Lakefront Airport (Grant reimbursable amount of \$80,000 with the Authority responsible for \$3,000)

E.D. Noel advised that the DOTD grant amount is \$80,000 for replacement of the REIL lighting at Lakefront Airport. H3 Electric submitted a bid of \$83,000, which was the lowest bid of five contractors who submitted in response to the request. The Management Authority will be responsible for the additional \$3,000. Staff requests to move forward with this project to replace the REIL lighting, which lighting assists aircraft landing at Lakefront Airport.

Comm. Richard offered a motion to recommend a contract with H3 Electric, LLC in the amount of \$83,000 for REIL lighting replacement at Lakefront Airport, second by Comm. Hebert. The item will be added to the July 27, 2017 Board Agenda.

4) Discussion and recommendation regarding Fuel Flowage Fee

E.D. Noel advised that fuel flowage fees in 2009 were .20¢ per gallon. When the Management Authority was under the Division of Administration, former E.D. (Louis Capo) and former Airport Director (Randy Taylor) determined that the fuel flowage fees had not increased for the past twenty (20) years. The fuel flowage fees were then increased to .25¢ per gallon. The FBOs are billed on a gross basis for fuel flowage, which does not allow for fuel that escapes due to temperature inversion. Staff has determined that it is more practical and fair to the FBOs to bill the fuel flowage on a net basis, and is recommending the change the policy on fuel flowage fees and bill according to the net amount of fuel purchased by the FBO.

Chair Heaton requested that a memo be prepared for the file and sent to each FBO based at Lakefront Airport advising of the policy change. E.D. Noel added that formal action in the form of a Resolution is needed to change the fuel flowage fees. Comm. Richard offered a motion to recommend changing the policy to net billing for fuel flowage fees, second by Comm. Hebert. The item will be added to the July 27, 2017 Board Agenda.

Announcement of Next Meeting

Chair Heaton announced that the next Airport Committee meeting is scheduled for Tuesday August 15, 2017 at 2:30 p.m. in the 2nd Floor Conference Center, New Orleans Lakefront Airport.

Adjournment

Comm. Hebert offered a motion to adjourn, second by Comm. Richard. The meeting ended at 3:11 p.m.