

**NON-FLOOD PROTECTION ASSET MANAGEMENT AUTHORITY
FINANCE COMMITTEE MEETING MINUTES
THURSDAY, JUNE 4, 2015 – 4:30 P.M.**

The regular meeting of the Finance Committee of the Non-Flood Protection Asset Management Authority was held on Thursday, June 4, 2015 at 4:30 p.m., in the Lake Vista Community Center, 2nd 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 Stack called the meeting to order at 4:46 p.m. and led in the Pledge of Allegiance.

The roll was called which constituted a quorum.

PRESENT:

Chairman Michael Stack
Comm. Wilma Heaton
Comm. Patrick DeRouen

ABSENT:

Comm. Eugene Green

FURTHERMORE PRESENT:

Comm. Thomas Fierke

STAFF:

Cornelia Ullmann – Chief Operating Officer
Sharon Martiny – Administrative Assistant
Dawn Wagener – Comptroller

ALSO PRESENT:

Gerry Metzger – Legal Counsel
Steve Nelson – Stuart Consulting
Jim Martin – DEI

APPROVAL OF AGENDA

The Agenda was not approved due to lack of quorum. The meeting was deemed informational only.

APPROVAL OF PRIOR MINUTES

The minutes were not approved due to lack of quorum. The minutes were deferred until the June, 2015 meeting.

OLD BUSINESS

1) Discussion regarding selection of the official journal for a term of one year as required under La. R.S. Title 43:171

The Administrative Assistant had obtained updated rates and print outs of rates would be provided to the commissioners verifying the rates. The COO advised that the Advocate is the least expensive as far as advertising costs. Comm. DeRouen clarified that the Advocate is less expensive than the Times Picayune and moved to select the Advocate as the official journal, seconded by Comm. Stack, motion passed.

2) Discussion regarding maintenance contract for Terminal HVAC system

The COO advised that the HVAC system is a very complicated computer system containing chillers, which requires a maintenance contractor. The Authority has recently spent approximately \$4,000 on air conditioning maintenance. A quote was received from AHG Services for the HVAC contract. Comm. Stack noted that a policy was adopted requiring three quotes on contracts and requested additional quotes to show due diligence was performed.

3) Discussion regarding increasing budget for IDIQ work for Stuart Consulting for emergency airport taxi/runway repairs (Estimated \$6700, budget remaining \$3476.) Work to be concluded by June 30, 2015.

The COO advised that runway repairs will cost approximately \$6,700.00, but there is \$3,476 remaining in the budget. Work will be complete by June 30, 2015. Steve Nelson (Stuart Consulting) advised of three repairs, one that is crucial. A drain line break or fracture in the line may be the cause of the failure. Airport Director Ben Morris is very adamant about getting that runway open. Stuart Consulting will give an opinion on potential damage the taxiway may present to an aircraft, prepare plans and specs for repair, oversee the bid process and monitor the contractor to determine the cause of the damage to the runway. Bids will be submitted next week and construction will begin shortly thereafter.

Chair Stack noted that these repairs are of an emergency nature; and will not include the full blown plan, specs and bid process. This repair is \$3,300 over the budgeted amount.

4)Review of YTD budget to actual Fiscal Year 2014-2015

Chair Stack noted that the operating revenues are above budget; revenues are up and expenses are down. Comptroller Dawn Wagener advised of a \$50,000 deposit from the Lake Vista Community Center and Airport tenants. South Shore Harbor will have overspent for the year due to multiple needed repairs to lighting and piers and catwalks. Rent credits continue to accrue from the legal settlement agreement with AeroPremier (now Landmark). Approximately \$88,000 has been taken to date and remaining rent credits should be finished in March of 2016. The COO advised that the RCL settlement has been funded and paid for.

Chair Stack addressed the \$14,000 check from EDS and noted that this was a monthly charge for trash removal along Lakeshore Drive from West End to Seabrook boat launch area. Approximately \$20,000 was paid for janitorial services last month, which is a big number.

Comm. DeRouen addressed a check for reimbursement of a drug test. The COO advised of a motor vehicle accident involving Mr. Smith at the fuel farm. The drug test was not positive and there are no potential complications. The check for auto repair is another different accident involving the guard at South Shore Harbor Marina. Since March 2015, various employees have been involved in three accidents however the accidents did not involve other vehicles or pedestrians. All accidents were on Authority property. The Authority only maintains liability insurance and not collision insurance so no claims were made. Comm. DeRouen stated the accidents were bad for the insurance.

ANNOUNCEMENT OF NEXT MEETING:

Chair Stack announced the next Finance Committee meeting is scheduled for Thursday, July 9, 2015 at 4:30 p.m.

ADJOURNMENT:

Due to lack of quorum, there was no motion to adjourn and the meeting ended at 5:16 p.m.