

**NON-FLOOD PROTECTION ASSET MANAGEMENT AUTHORITY
MINUTES OF THE AIRPORT COMMITTEE MEETING
TUESDAY DECEMBER 13, 2016 – 10:30 A.M.**

The regular meeting of the Airport Committee of the Non-Flood Asset Protection Management Authority was held on Tuesday, December 13, 2016 at 10:30 a.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.

Chair Heaton called the meeting to order at 10:42 a.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

Staff:

Ben Morris – Airport Director
Sharon Martiny – Administrative Assistant
Chanse Watson – Assistant Airport Director

Also Present:

Darrin Persick – Kutchins & Groh, LL

Opening Comments

Reserved.

Adopt Agenda

Chair Heaton requested to amend the Agenda by adding three items: Motion to Authorize the issuance of an RFQ for Aviation Planning, Motion to Authorize the issuance of an RFQ for Architectural/Engineering services and Motion to Authorize the issuance of an RFQ for Airport Development Projects. Comm. Hebert offered a motion to adopt the Agenda as amended, second by Comm. Richard. Motion adopted.

Approve Minutes

Approval of the minutes of the August 9, 2016, September 13, 2016 and October 6, 2016 Airport Committee meetings was deferred by Chair Heaton until the January 2017 Airport Committee meeting.

Report on Current Airport issues – Airport Director Ben Morris

Airport Director Ben Morris reported that the Airport continues to work with DEI on the cost of the lighting vault. Airport staff recently received the scope of work and are currently negotiating fees. Another issue involves the Master Services Agreement. Staff is reviewing that contract to ensure that it is in compliance.

Mr. Morris distributed the American Society of Civil Engineers cost tool for Engineering and Design Services, which provides a guide as to what charges should be assessed for professional services. The two curves listed in the cost tool are for complicated construction projects and standard construction projects. The lighting vault is a complicated construction project, and the Authority will be negotiating fees under that structure. The initial cost study shows professional services at \$29-37%, but based on the curves involving the electrical vault it appears the numbers were reduced to 18%. Funds are provided by the State and FAA, no money comes from the Authority.

Mr. Watson advised that two agreements will be needed: one for Aviation Planning Services and one for Architectural/Engineering Services (Professional Services). The agreements will revolve around the Capital Improvement Program, a living document that is planned out for five years. Staff requests authorization to advertise the RFQs for the two agreements, and will work with the FAA on scopes for both contracts. The third item is to authorize the issuance of an RFQ for bid solicitation for Crack Fill and Construction for Runway 9/27 Design and Construction. This is a grant reimbursement project.

Comm. Richard offered a motion to authorize the issuance of the RFQ for Aviation Planning Services, second by Comm. Hebert. Comm. Richard offered a motion to authorize the issuance of the RFQ for Architectural/Engineering Services for Airport Projects, second by Comm. Hebert. Comm. Richard offered a motion to authorize the issuance of an RFQ for bid solicitation for Crack Fill and Construction for Runway 9/27 Design and Construction, second by Comm. Hebert. The motions passed and will be forwarded to the Board for approval.

Old Business

1) Status on Part 139 certification for Lakefront Airport

Chair Heaton advised that this item is important for the progress of the 139 certification for Lakefront Airport. Mr. Morris reported that staff may purchase a 2003 used ARFF truck for the Fire Department. The cost of the truck is \$20,000K, and comes from the U.S. Navy through Louisiana Surplus Property. Prior to purchasing, a mechanic will inspect the truck to ensure that it meets all requirements and to assess what work is needed for budget purposes.

2) Discussion and request for extension of Elise Grenier contract dated September 30, 2015

Chair Heaton advised that the contract for Grenier Conservation is expired, and requested authorization to extend the contract one month. A FEMA PW worksheet was located that may provide the ability for the Authority to be reimbursed for the work on the murals and to pay Elise Grenier, the art conservationist restoring the murals. There are two murals (Bali and Rio) that are not covered on the PW as those two murals were not in the building. Comm. Hebert offered a motion to extend the Grenier Conservation contract for one year, second by Comm. Richard. Motion passed.

3) Discussion regarding airport parking and landing fees

Mr. Watson advised that the Authority currently charges fees for FBOs that park aircraft on unleased property. There are two types of fees, parking and landing fees, and those fees are assessed according to the size and type of the aircraft. Staff recommends that the fees, which have not been charged since Hurricane Katrina, should be restructured according to the aircraft wing span versus the type of aircraft. Currently, parking fees are assessed according to the space that is available, and the best way to assess aircraft parking fees is by wing span. No government or military aircraft are charged parking or landing fees. The money generated from these fees is designed to do provide funds for airport maintenance.

Chair Heaton advised that staff would start discussions regarding parking and landing fees with the FBOs. The Authority will not arbitrarily change parking fees until feedback is received from the FBOs. Staff will report back to the Airport Committee in January with a recommendation.

4) Discussion regarding Master Services Agreement per SAA and DOTD requirements

Discussed under report by Airport Director.

Public Comments

None.

Executive Session

None.

Announcement of Next Meeting

Chair Heaton announced that the next Airport Committee meeting is scheduled for Tuesday January 10, 2016 at 10:30 a.m.

Adjournment

The meeting ended at 11:24 a.m.