

**MINUTES OF THE
LAKEFRONT MANAGEMENT AUTHORITY
BOARD MEETING
THURSDAY, JANUARY 23, 2020**

The regular monthly Board Meeting of the Lakefront Management Authority was held on Thursday, January 23, 2020 at the Lakefront Airport Terminal Building, 2nd Floor Conference Center, 6001 Stars & Stripes Blvd., New Orleans, Louisiana 70126, after due legal notice of the meeting was sent to each Board member and the news media and posted.

Chair Heaton called the meeting to order at 5:36 p.m. and led in the pledge of allegiance. Louis Capo called the roll and a quorum was present.

PRESENT:

Chair Wilma Heaton
Commissioner Roy Arrigo
Commissioner Stanley Brien
* Commissioner Sean Bruno arrived at the Board Meeting at 6:09 p.m.
Commissioner Esmond Carr
Commissioner Dawn Hebert
Commissioner Chris Morvant
Commissioner Anthony Richard
Commissioner Robert Romero
Commissioner Robert Watters

ABSENT:

Commissioner Stanley Cohn
Commissioner Leila Eames
Commissioner Thomas Fierke
Commissioner Pat Meadowcroft

STAFF:

Louis Capo – Executive Director
Shelly Raborn – Administrative Program Manager – Human Resources
Sarion Granger – Human Resources Analyst A
Bruce Martin – Deputy Airport Director
Helaine Millner – Orleans Marina Manager
Jorge Sisson – Procurement and Contracting

Chandra Chaffin – Grants Administrator
James Mazerat – ARFF Captain
Caleb Stagg – ARFF Firefighter

ALSO, PRESENT:

Al Pappalardo – Real Estate Consultant, P.C.I.
Stephanie Spencer – CS III Services
Monte Shalett – Lake Vista Property Owners Association
Sebastian Koga – Koga, LLC
Jim Tull – Koga, LLC
Madison Bonaventure – Introduced as Assistant to the Executive Director

OPENING COMMENTS:

Chair Heaton reported that staffing legal issues have been finalized.

Chair Heaton introduced Madison Bonaventure, Assistant to the Executive Director, to the Board.

Chair Heaton reported that the Runway Rehabilitation Project is complete, the Lakefront Management Authority’s maintenance facility build-out is underway, the ARFF fire station is almost complete, and the leases of all the Authority’s properties are being reviewed.

Chair Heaton reported that the anticipated completion date for the Terminal Elevator Project will be delayed.

MOTION TO ADOPT AGENDA:

A motion was offered by Commissioner Watters, seconded by Commissioner Arrigo, and unanimously adopted, to adopt the agenda.

MOTION TO APPROVE MINUTES:

A motion was offered by Commissioner Richard, seconded by Commissioner Romero, and abstained by Commissioner Morvant, to adopt the amended minutes of December 19, 2019.

PUBLIC COMMENTS: None

DIRECTOR'S REPORT:

Louis Capó, Executive Director, reported that the Finance staff will formulate operational and capital budgets that will be presented to the Board on February 20, 2020.

Mr. Capó discussed the major capital improvement projects that were completed in 2019. Commissioner Arrigo requested an update of the Terminal Elevator project. Mr. Capó responded that the project is approximately 45% - 50% complete. Commissioner Romero asked if the Terminal Elevator Project is fully funded in the budget for 2019-2020 fiscal year. Mr. Capó responded that the Terminal Elevator Project is fully funded for 2019-2020 fiscal year.

Commissioner Romero asked how much income is generated from the millage. Chair Heaton responded that the Authority receives .49 mills which equates to \$1,900,000.00.

Mr. Capó requested that Gerry Metzger, Legal Counsel, assist with composing a letter to send to the homeowners in Lake Vista which states that they have thirty days to remove any items from the Lakefront Management Authority's property or the items will be removed.

Mr. Capó reported that all fire extinguishers at the Lakefront Management Authority's properties are being inspected, and water boons and two gas powered pumps have been purchased. He stated that he received two bid proposals to repair the lights along Pier 1 and a part of Pier 2 in the Orleans Marina. Mr. Capó stated that he received a call about the lights not working in the parking lot across the street from Landry's Seafood House. He explained that the Authority spent approximately \$6,000 to repair the lighting in the parking lot. He stated that the contractor has begun replacing the lights along Lakeshore Drive through the Entergy Smart program.

Mr. Capó reported that staff will meet with the consulting architects on Thursday, January 30, 2020 to discuss the subdivision building restrictions.

He explained that the Authority must notify the Orleans Marina tenants of any revisions to their lease within 90 days. He stated that at the next committee meeting, the members can discuss revisions to the leases, so that the tenants can be notified by April 1, 2020.

Mr. Capó reported that the Authority should be generating 50% in revenue, however, the Authority is only generating 37% in revenue. Commissioner Romero asked if the Authority has enough money to operate. Mr. Capó responded that the Authority has some money set aside in the LAMP (Louisiana Asset Management Pool) accounts.

COMMITTEE REPORTS:

Airport Committee:

Bruce Martin, Deputy Airport Director, reported that the main runway will be closed at night from Monday to Friday to complete the grading.

He stated that the grooving of the main runway has been completed. He explained that the grooving assists with the drainage along the main runway.

Mr. Martin reported that the electric tie-ins and AC work for the Terminal Elevator Project is underway.

He discussed the recent and upcoming events at the Terminal Airport.

Mr. Martin presented Caleb Stagg, ARFF firefighter with a Certificate of Recognition for his exceptional performance for rendering aid to the public on January 6, 2020. He thanked Frank Moraway, ARFF Fire Captain, for his dedication and hard work.

Finance Committee:

The Finance Committee meeting was deferred.

Joint Legal Committee/Commercial Real Estate:

Chair Watters reported that the Committee members discussed the lease with Studio Network, LLC. He stated that the attorney who represents Studio Network, LLC will be delivering a term sheet to the Authority next week.

Chair Watters also stated that the Authority is in ongoing negotiations with Maison Du Lac.

Marina Committee:

Commissioner Arrigo reported that Commissioner Esmond Carr is the new chair of the Marina Committee, and he will be working with him for a smooth transition.

Recreation/Subdivision Committee:

Chair Hebert reported that she met with Kanye Stewart and they agreed to move the location of the Roy Johnson, Jr. Memorial drinking fountain and bench to the left of the Mardi Gars Fountain.

She stated that she met with some members of the Neighborhood Association to discuss planting trees along Lakeshore Drive between Elysian Fields and the Seabrook Bridge.

OLD BUSINESS:

- 1) Update on lease with Studio Network, LLC.
 - Commissioner Watters updated the Committee on the lease with Studio Network, LLC during the Joint Legal and Commercial Real Estate Committee report.

NEW BUSINESS:

- 1) Motion to approve Change Order No. 001 for Additional Demolition and Painting in the amount of \$7,000.00 for the contract with DD Construction of Louisiana, LLC for the buildout and renovation of office and storage space for the Maintenance Department in the Moffett Hangar at the Lakefront Airport.
- Chair Heaton stated that the Authority is still within the threshold for public bid of \$157,000. She explained that the Board approved a budget of \$149,000, and there is a legal obligation to request approval of a change order that may exceed the Board’s approved budget.

MOTION: 01-012320

RESOLUTION: 01-012320

BY: COMMISSIONER WATTERS

SECONDED: COMMISSIONER HEBERT

January 23, 2020

- 1) Motion to approve Change Order No. 001 for Additional Demolition and Painting in the amount of \$7,000.00 for the contract with DD Construction of Louisiana, LLC for the buildout and renovation of office and storage space for the Maintenance Department in the Moffett Hangar at the Lakefront Airport.

RESOLUTION

WHEREAS, the Lakefront Management Authority (“Management Authority”) is a political subdivision of the State of Louisiana and the governing authority of the non-flood protection assets of the Orleans Levee District (“District”);

WHEREAS, the Management Authority manages and controls two marinas, the New Orleans Lakefront Airport, a fifteen-unit office building and 5.2 miles of Lakeshore Drive and approximately 315 acres of green space and public parks;

WHEREAS, the personnel in the Maintenance Department of the Management Authority do not have adequate facilities for office and storage space for equipment and inventory;

WHEREAS, there are spaces available at the New Orleans Lakefront Airport (“Airport”), however, the spaces available need to be either renovated or built-out to be made suitable for office and storage space for the Maintenance Department;

WHEREAS, the Management Authority adopted a Resolution at its regularly scheduled board Meeting in February, 2019 approving the expenditure for the necessary renovations and build-out of office and storage space in the Moffett Hangar at the Airport and entered into a contract with DD Construction of Louisiana, LLC to perform the work (“DD Construction”);

WHEREAS, the Airport Committee considered a proposed Change Order to the contract with DD Construction for additional demolition work needed for the renovations and build-out, in the amount of \$2,000.00, and for additional painting, in the amount of \$5,000.00, totaling \$7,000.00, at its meeting held on January 14, 2020 and voted to recommend approval of the Change Order to the Management Authority (“Change Order No. 001”); and,

WHEREAS, the Management Authority resolved that it was in the best interest of the Management Authority to approve Change Order No. 001 with DD Construction under the terms set forth above for the build-out and renovation of office and storage space for the Maintenance Department in the Moffett Hangar at the Airport.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the Lakefront Management Authority approves Change Order No. 001 with DD Construction of Louisiana, LLC for additional demolition work, in the amount of \$2,000.00, and for additional painting, in the amount of \$5,000.00, totaling \$7,000.00, for the build-out and renovation of office and storage space for the Maintenance Department in the Moffett Hangar at the Lakefront Airport.

BE IT FURTHER HEREBY RESOLVED that the Management Authority Chairman or Executive Director be and is authorized to sign any and all documents necessary to carry out the above.

The foregoing was submitted to a vote, the vote thereon was as follows:

YEAS: Heaton, Arrigo, Brien, Bruno, Carr, Hebert, Morvant, Richard, Romero, Watters

NAYS: None

ABSTAIN: None

ABSENT: Cohn, Eames, Fierke, Meadowcroft

RESOLUTION ADOPTED: Yes

- 2) Motion to approve Change Order No. 001 for Concrete Testing and an Elevator Transformer in the amount of \$5,149.67 for the contract with Kevin J. Smith Construction for the installation of a Service and ADA Compliant Elevator at the Lakefront Airport Terminal Building.
- Commissioner Romero asked if the change orders are numbered on a per job basis. Chair Heaton responded that the change orders are issued per project. Commissioner Watters asked why the transformer wasn’t included in the construction specifications. Chair Heaton responded that the transformer was an oversight by the contractors.

MOTION: 02-012320

RESOLUTION: 02-012320

BY: COMMISSIONER ARRIGO
SECONDED: COMMISSIONER WATTERS

January 23, 2020

- 2) Motion to approve a Change Order No. 001 for Concrete Testing and an Elevator Transformer in the amount of \$5,149.67 for the contract with Kevin J. Smith Construction for the installation of a Service and ADA Compliant Elevator at the Lakefront Airport Terminal Building.

RESOLUTION

WHEREAS, the Lakefront Management Authority (“Management Authority”) is a political subdivision of the State of Louisiana and the governing authority of the non-flood protection assets of the Orleans Levee District (“District”);

WHEREAS, the New Orleans Lakefront Airport is one of the non-flood protection assets of the District under the management and control of the Management Authority (the “Airport”);

WHEREAS, the Management Authority advertised for bids for the installation of a Service and ADA Compliant Elevator at the Lakefront Airport Terminal (the “Project”), and bids were received, opened and read aloud on August 21, 2019 at 2:00pm in the Conference Center at the Lakefront Airport Terminal;

WHEREAS, the Louisiana Public Bid Law required that the contract for this Project be publicly advertised and awarded to the lowest responsible and responsive bidder, as provided under Section 2212 of the Louisiana Public Bid Law, La. Rev. Stat. 38:2211, et seq;

WHEREAS, the bid by Kevin J. Smith Construction in the amount of \$548,510.00 was the lowest responsible and responsive bid for the Project;

WHEREAS, the Management Authority’s consultant Richard C. Lambert Architecture (RCLA) reviewed the bid documents and recommended that Kevin J. Smith Construction (“contractor”) be awarded the contract for the Project, and thereafter the Management Authority entered into a contract with Kevin J. Smith Construction for the Project;

WHEREAS, the Management Authority requested a proposal from the contractor for concrete testing services and to furnish labor and materials to add a transformer to adapt a 208 Voltage power supply to the elevator, and the contractor submitted a proposal for the concrete testing in the amount of \$398.00 and to add the elevator transformer in the amount of \$4,751.67, for a total price and sum of \$5,149.67 (“Change Order No. 001”);

WHEREAS, the Airport Committee considered the proposed Change Order at its meeting held on January 14, 2020 and voted to recommend approval of the Change Order to the Management Authority; and,

WHEREAS, the Management Authority resolved that it was in the best interest of the Management Authority and Lakefront Airport to approve Change Order No. 001 with Kevin J. Smith Construction under the terms set forth above for the project for the installation of a Service and ADA Compliant Elevator at the Lakefront Airport Terminal.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the Lakefront Management Authority approves Change Order No. 001 with Kevin J. Smith Construction for concrete testing and to add a transformer to adapt a 208 Voltage power supply, in the amount of \$5,149.67, in connection with the project for the installation of a Service and ADA Compliant Elevator at the Lakefront Airport Terminal

BE IT FURTHER HEREBY RESOLVED, that the Chairman or Executive Director of the Non-Flood Protection Asset Management Authority be and is hereby authorized to sign any and all documents necessary to carry out the above.

The foregoing was submitted to a vote, the vote thereon was as follows:

YEAS: Heaton, Arrigo, Brien, Bruno, Carr, Hebert, Morvant, Richard, Romero, Watters

NAYS: None

ABSTAIN: None

ABSENT: Cohn, Eames, Fierke, Meadowcroft

RESOLUTION ADOPTED: Yes

- 3) Motion to approve a lease with Koga, LLC to lease Suite 105 in the Lakefront Airport Terminal for a primary term of one year with one-year option to renew and under the standard terms and conditions for leases in the Lakefront Airport Terminal Building.
 - Dr. Sebastian Koga, Koga, LLC, explained that he is launching a helicopter air taxi business that he believes will increase traffic at the Airport.

MOTION: 03-012320

RESOLUTION: 03-012320

BY: COMMISSIONER ARRIGO

SECONDED: COMMISSIONER WATTERS

January 23, 2020

- 3) Motion to approve a lease with Koga, LLC for Suite 105 in the Lakefront Airport Terminal for a primary term of one year with an option to renew for one-year and under the standard terms and conditions for leases in the Lakefront Airport Terminal Building.

RESOLUTION

WHEREAS, the Lakefront Management Authority (“Management Authority”) is a political subdivision of the State of Louisiana and the governing authority of the non-flood protection assets of the Orleans Levee District (“District”);

WHEREAS, the Management Authority manages, operates and administers the New Orleans Lakefront Airport, located on the south shore of Lake Pontchartrain in the Parish of Orleans, State of Louisiana, which is a non-flood protection asset owned by the Orleans Levee District (“Airport”);

WHEREAS, Koga, L.L.C. (“Koga”) proposed to lease Suite 105, containing 235 square feet, in the Terminal at the Airport (“Terminal”), to use as an office, and under the terms and conditions set forth below;

WHEREAS, the proposed lease will be for a primary term of one (1) year, with a base annual rental of \$ 3,344.05 payable in equal monthly installments of \$ 278.67, with a option to renew for one year, subject to a CPI adjustment of the annual rental rate during the option term; and, the lease shall include the standard terms and conditions for leases in the Terminal and will also provide that the lessee will be responsible to pay an additional rent, consisting of a pro-rata share of the insurance premiums, electricity and gas charges at the Terminal, which will be \$ 103.40 per month during the first year of the lease, and which additional rent for the pro-rata share of the insurance and utility charges will be recalculated if the lessee exercises the option to renew for one additional year on the anniversary date of the lease;

WHEREAS, the Airport Committee at its regularly scheduled meeting held on January 14, 2020 voted to recommend that the Management Authority approve the proposed lease with Koga, LLC, under the terms and conditions set forth above; and,

WHEREAS, the Management Authority after considering the terms of the proposed lease resolved that it was in the best interest of the Airport and the Orleans Levee District to approve the proposed lease with Koga, under the terms and conditions set forth above.

THEREFORE, BE IT HEREBY RESOLVED, that the Management Authority approves a lease of Suite 105 in the Terminal at the New Orleans Lakefront Airport with Koga, L.L.C., commencing on February 1, 2020, for a primary term of one (1) year, with a base annual rental of \$3,344.05, payable in equal monthly installments of \$278.67, with one (1) one-year option to renew, subject to a CPI adjustment of the annual rental rate during the option term; and, the

lease shall include the standard terms and conditions for leases in the Terminal and shall also provide that the lessee will pay an additional rent, consisting of a pro-rata share of the insurance premiums, electricity and gas charges at the Terminal, which will be \$103.40 per month, resulting in a total monthly rental of \$382.07 during the first year of the lease, and which additional rent for the pro-rata share of said insurance and utility charges will be recalculated if lessee exercises the option to renew for one year on the lease anniversary date.

BE IT HEREBY FURTHER RESOLVED, that the Management Authority Chairman or Executive Director be and is hereby authorized to sign a written lease with Koga, L.L.C., which said lease shall include the terms and conditions set forth above, and any other documents necessary to carry out the above.

The foregoing was submitted to a vote, the vote thereon was as follows:

YEAS: Heaton, Arrigo, Brien, Bruno, Carr, Hebert, Morvant, Richard, Romero, Watters

NAYS: None

ABSTAIN: None

ABSENT: Cohn, Eames, Fierke, Meadowcroft

RESOLUTION ADOPTED: Yes

4) Discussion of 2020 Air Show.

- Chair Heaton explained that the National World War II Museum's marketing department designed a logo for the Air Show that she believes doesn't effectively brand the National World War II Museum, the Lakefront Management Authority, and the New Orleans Lakefront Airport. She requested input from the Board before a location agreement is signed.

Announcement of next Regular Board Meeting:

1) Thursday, February 20, 2020 – 5:30 PM

Adjourn:

A motion was offered by Commissioner Watters, seconded by Commissioner Hebert, and unanimously adopted, to adjourn. The meeting was adjourned at 6:46 PM.