THE BOARD OF COMMISSIONERS OF THE PORT OF NEW ORLEANS
MINUTES OF THE BUDGET COMMITTEE MEETING
MONDAY, NOVEMBER 18, 2019

A MEETING OF THE BUDGET COMMITTEE OF THE BOARD OF COMMISSIONERS OF THE PORT OF NEW ORLEANS, HELD IN THE PRESENTATION ROOM ON THE FOURTH FLOOR AT ITS OFFICES LOCATED AT 1350 PORT OF NEW ORLEANS PLACE, NEW ORLEANS, LOUISIANA, WAS CALLED TO ORDER BY *PRO TEMPORE* COMMITTEE CHAIRMAN JACK C. JENSEN, JR., AT 1:39 P.M. ON MONDAY, NOVEMBER 18, 2019.

COMMITTEE MEMBERS PRESENT:	Jack C. Jensen, Jr., *Pro Tempore* Committee Chairman Tara C. Hernandez, Member William H. Langenstein, III, Member Charles H. Ponstein, Member Joseph F. Toomy, Member
ABSENT:	Darryl D. Berger, Committee Chairman Arnold B. Baker, Member
STAFF:	M. Ganon, Chief of Staff A. Fant, Vice President, Planning and Facilities R. Wendel, Chief Financial Officer A. Evett, Director, Engineering M. Verderame, Director, Records E. Pansano, Director, Internal Audit M. Scelson, General Counsel C. Coats, Director, Real Estate J. Ragusa, Manager, Communications J. Sholar, Director, Human Resources G. Palermo, Port General Agent T. Carter, Director, Procurement J. Guidry, Director, Maintenance C. Alfonso, Manager, Community Relations
GUESTS:	M. Stolzman, NOPB T. Haver, NOPB L. Traweek, *New Orleans City Business* B. Naghavi, Hardesty & Hanover

I. Determination of Quorum and Call to Order

In the absence of Committee Chairman Berger, Board Chair Hernandez appointed Commissioner Jensen to serve as *Pro Tempore* Committee Chairman for the purposes of holding this meeting. *Pro Tempore* Committee Chairman Jensen determined the existence of a quorum and called the meeting to order at 1:39 p.m.

II. Briefing and Discussion Items:

A. Recommend to the Board at its Regular Monthly Meeting the Acceptance of the Consolidated Financial Statements for October 2019.

Mr. Wendel distributed the October 2019 consolidated financial reports to the Committee, a copy of which is made a part of these minutes. He provided an overview of the Board of Commissioners of the Port of New Orleans' ("Port") and the New Orleans Public Belt Railroad Corporation's ("NOPB") expenses, revenues, and budgets on both a monthly, and fiscal year-to-date basis.

Mr. Wendel provided an overview of volumes for the Port, noting a continued increase in TEU's with 56,296 for the month of October, which is a significant increase from October of last year. There was a drop in breakbulk volume, which he attributed to continued tariff impacts. Cruise passenger volume is 1.9% below last year's volume, while cruise parking revenue continues to remain steady.

Commissioner Hernandez questioned as to whether the parking figures include other special event parking, as well as cruise passenger parking. Mr. Wendel clarified that the parking figure only includes passenger parking.

Mr. Stolzman provided an overview of volumes for the NOPB. He noted a decrease in Class I switching volume for the month, and a slight increase in local switching volume.

Mr. Wendel noted that the Port's terminal operations revenue came in $900,000 below budget for the fiscal year, but is $500,000 above budget compared to this time last year. Container crane revenue was $58,000 above budget for the month, and $600,000 above budget compared to this time last year. Cruise revenue was $91,000 above budget for the month and $140,000 above budget for the fiscal year. Real estate revenue remains strong and on budget, at $3.2 million on a fiscal year to date basis.

NOPB's rail operations revenue continues to remain strong and consistent, at $1.6 million above budget for the year. Mr. Wendel noted various fluctuations in revenue from car shop operations. Expenses were $33,000 above budget for the month and $372,000 below budget on a year-to-date basis.

For the Port, labor expenses were $10,000 above budget for the month, and other miscellaneous expenses were $44,000 above budget for the month.

On a consolidated basis for the month, operating income came in at $1.4 million against a budget of $1.7 million. On a consolidating basis for the fiscal year-to-date, operating income came at $7.6 million, which is $1.9 million above budget.

Commissioner Toomy questioned as to whether competitive markets were considered when staff proposed updated tariff rates in October. Ms. Coats confirmed that staff assessed proposed tariff rates against both the competitive market, as well as the Gulf Seaports Marine Terminal Conference. She also noted that various different tariff items were adjusted accordingly based on the Port's position in the competitive market.

Commissioner Langenstein asked if the tariff increases were factored into the budget for Fiscal Year 2020. Mr. Wendel confirmed that any significant rate increases had been incorporated into the fiscal year 2020 budget planning.

Pro Tempore Committee Chairman Jensen questioned as to whether NOPB staff also compared competitive markets when determining appropriate railroad tariff rates. Ms. Haver confirmed that comparable markets were reviewed when determining updates to tariff rates for NOPB. Mr. Stolzman also noted that staff performed a cost benefit analysis to determine appropriate tariff rates to support operational costs.

Commissioner Ponstein moved to recommend acceptance of the October 2019 consolidated financial statements at the Regular Board meeting. Commissioner Langenstein seconded the motion. **MOTION CARRIED UNANIMOUSLY.**

III. Public Comment

Pro Tempore Committee Chairman Jensen called for public comment, but there was none.

IV. Adjournment

There being no further business to come before the Committee, *Pro Tempore* Committee Chairman Jensen called for a motion to adjourn. Commissioner Toomy moved, and Commissioner Langenstein seconded. **MOTION CARRIED UNANIMOUSLY** and the meeting was adjourned at 1:55 p.m.

THE BOARD OF COMMISSIONERS OF THE PORT OF NEW ORLEANS
MINUTES OF THE PLANNING AND ENGINEERING COMMITTEE MEETING
MONDAY, NOVEMBER 18, 2019

A MEETING OF THE PLANNING AND ENGINEERING COMMITTEE OF THE BOARD OF COMMISSIONERS OF THE PORT OF NEW ORLEANS, HELD IN THE PRESENTATION ROOM ON THE FOURTH FLOOR AT ITS OFFICES LOCATED AT 1350 PORT OF NEW ORLEANS PLACE, NEW ORLEANS, LOUISIANA, WAS CALLED TO ORDER BY COMMITTEE CHAIRMAN CHARLES H. PONSTEIN, AT 1:56 P.M. ON MONDAY, NOVEMBER 18, 2019.

COMMITTEE MEMBERS PRESENT:	Charles H. Ponstein, Committee Chairman Tara C. Hernandez, Member William H. Langenstein, III, Member Jack C. Jensen, Jr., Member Joseph F. Toomy, Member
ABSENT:	Darryl D. Berger, Member Arnold B. Baker, Member
STAFF:	M. Ganon, Chief of Staff A. Fant, Vice President, Planning and Facilities R. Wendel, Chief Financial Officer A. Evett, Director, Engineering J. Guidry, Director, Maintenance M. Verderame, Director, Records E. Pansano, Director, Internal Audit M. Scelson, General Counsel C. Coats, Director, Real Estate C. Alfonso, Manager, Community Relations J. Ragusa, Manager, Communications T. Carter, Director, Procurement J. Sholar, Director, Human Resources G. Palermo, Port General Agent
GUESTS:	M. Stolzman, NOPB T. Haver, NOPB L. Traweek, *New Orleans City Business* B. Naghavi, Hardesty & Hanover

I. Determination of Quorum and Call to Order

Committee Chairman Ponstein determined the existence of a quorum and called the meeting to order at 1:56 p.m.

II. Briefing and Discussion Items:

A. Recommend to the Board at its Regular Monthly Meeting a Resolution Authorizing

the President and Chief Executive Officer to Enter into a Professional Services Contract with Hardesty & Hanover, LLC, to Provide Engineering Design Services for the Almonaster Avenue Bridge Rehabilitation Project for a Period of Four Years in an Amount Not to Exceed $2,500,000.

Mr. Evett presented and recommended approval of the resolution. He stated that the scope of work covered under this contract includes engineering design and construction administration services in connection with the Almonaster Avenue Bridge Rehabilitation Project. Two proposals were received in response to a request for proposals, and Hardesty & Hanover, LLC was the highest-ranked firm according to the evaluation criteria. The contract term is for a period of four (4) years based on the anticipated project schedule, and is for an amount not to exceed $2,500,000. Funds are budgeted in the Capital Investment Plan.

Committee Chairman Ponstein and Commissioner Hernandez questioned as to whether or not different rehabilitation or replacement options were considered for the Almonaster Bridge. Mr. Evett confirmed that staff assessed three (3) different design options for the bridge, and that the proposed rehabilitation was determined to be the most efficient, and cost effective option.

Commissioner Toomy questioned as to whether Louisiana Department of Transportation and Development would be contributing to the project costs. Mr. Evett confirmed that DOTD is anticipated to contribute approximately $20 million towards the construction of the project.

Commissioner Toomy moved to recommend approval of the resolution at the Regular Board meeting. Commissioner Hernandez seconded the motion. **MOTION CARRIED UNANIMOUSLY.**

B. Recommend to the Board at its Regular Monthly Meeting a Resolution Certifying to the Louisiana Department of Transportation and Development that Port Construction and Development Priority Program Funds Will Not Be Used for Phases IV and V of the Nashville Terminal Conversion to Container and Crane Rail Extension Project.

Mr. Evett presented and recommended approval of the resolution. He stated that this resolution will certify to the DOTD that all available Port Construction and Development Priority Program ("Port Priority") funds will be expended on Phases I through III of the Nashville Terminal Conversion to Container and Crane Rail Extension Project ("Project"). Therefore, Port Priority funds will not be available, and will not be used, for the remaining Phase IV (sluicing and dredging) and Phase V (fire pump replacement). Mr. Evett noted this resolution also certifies to DOTD that Phases IV and V of the Project will be completed within two (2) years of the completion of the first three (3) phases.

Commissioner Hernandez requested staff provide an updated status overview of all five (5) phases of the Project. Ms. Fant confirmed that an updated list would be provided prior to the Regular Board meeting.

Commissioner Jensen moved to recommend approval of the resolution at the Regular Board Meeting. Commissioner Langenstein seconded the motion. **MOTION CARRIED UNANIMOUSLY.**

C. Recommend to the Board at its Regular Monthly Meeting a Resolution Authorizing the President and Chief Executive Officer to Exercise the Board's Options to Extend its Agreement with A-1 Elevator Service, LLC for Elevator and Escalator Maintenance and Service.

Mr. Guidry presented and recommended approval of the resolution. He stated that this resolution authorizes the President and Chief Executive Officer to exercise the Board's options to extend its contract with A-1 Elevator Service, LLC. The initial contract term was for a period of one (1) year, with two (2) one-year renewal options. Staff recommend authorizing the President and Chief Executive Officer to exercise the first option to extend the contract to December of 2020, and to exercise the second renewal at her discretion. Services covered under the contract include routine and as-needed maintenance and service for the elevators and escalators at the Board's Administration Building and cruise terminals. The contract spend is estimated to be $89,200 annually or $267,600 for the full contract term. Funds for this contract are included in the Board's Expense Budget.

Commissioner Langenstein questioned as to whether the contract spend for the initial term was within the original budgeted amount. Ms. Fant confirmed that to date, the contract spend for year one is slightly above budget.

Commissioner Jensen questioned the source of the additional costs. Mr. Guidry explained that the contract covers both preventative maintenance and emergency call outs, and for after-hours emergency call outs, the Board is assessed overtime charges.

Commissioner Hernandez questioned as to whether there was any response time requirement included in the contract. Ms. Scelson confirmed there was a requirement for response time in the original contract.

Commissioner Toomy asked for clarification on the renewal option being exercised. Ms. Scelson confirmed that the resolution would authorize Ms. Christian to exercise the first annual renewal option, as well as authorize her to exercise the second renewal option at her discretion and in the Board's best interest.

Commissioner Hernandez moved to recommend approval of the resolution at the Regular Board meeting. Commissioner Jensen seconded the motion. **MOTION CARRIED UNANIMOUSLY.**

D. Recommend to the Board at its Regular Monthly Meeting a Resolution Authorizing the President and Chief Executive Officer to Exercise the Board's Options to Extend its Agreement with Imperial Exterminating Company, Inc., for Termite and Pest Control Services, and to Amend the Agreement to Expand the Scope of Services.

Mr. Guidry presented and recommended approval of the resolution. He stated that this resolution authorizes the President and Chief Executive Officer to exercise the Board's option to extend its contract with Imperial Exterminating Company, Inc., and amend the contract scope to include additional service locations. The initial contract term was for a period of one (1) year, with three (3) annual renewal options. Staff recommend authorizing the President and Chief Executive Officer to exercise the first option, and the remaining option at her discretion. The value of this contract is estimated not to exceed $148,850 for the full contract term, and funds are budgeted in the Board's Expense Budget.

Mr. Guidry noted that the scope of services for this contract include providing termite and pest control, including inspections and treatment. Staff also recommend amending the scope to include pest control services for the additional cranes.

Commissioner Jensen asked for clarification as to which locations are currently covered. Mr. Guidry confirmed that services include all the Board's current facilities, including the Administration Building, facilities and maintenance buildings, drawbridge offices, Harbor Police Department buildings, and crane facilities. He further noted that the tenants' facilities are not included, and that the expanded scope will cover the four new cranes.

Commissioner Langenstein questioned cost associated with expanding the scope of services. Mr. Guidry stated that there would be an annual increase of approximately $5,000.

Commissioner Hernandez asked for clarification on which options were being exercised. Mr. Guidry confirmed that this resolution authorizes Ms. Christian to exercise the first option and the remaining option renewal options at her discretion, in the best interest of the Board.

Commissioner Hernandez moved to recommend approval of the resolution at the Regular Board meeting. Commissioner Jensen seconded the motion. **MOTION CARRIED UNANIMOUSLY.**

III. Public Comment

Committee Chairman Ponstein called for public comment, but there was none.

IV. Adjournment

There being no further business to come before the committee, Committee Chairman Ponstein called for a motion to adjourn. Commissioner Langenstein moved to adjourn and Commissioner Toomy seconded. **MOTION CARRIED UNANIMOUSLY** and the meeting adjourned at 2:10 p.m.

THE BOARD OF COMMISSIONERS OF THE PORT OF NEW ORLEANS
MINUTES OF THE REGULAR BOARD MEETING
THURSDAY, NOVEMBER 21, 2019

A REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE PORT OF NEW ORLEANS, HELD IN THE FIRST FLOOR AUDITORIUM AT ITS OFFICES LOCATED AT 1350 PORT OF NEW ORLEANS PLACE, NEW ORLEANS, LOUISIANA, WAS CALLED TO ORDER BY CHAIR TARA C. HERNANDEZ, AT 1:47 P.M. ON THURSDAY, NOVEMBER 21, 2019.

COMMISSIONERS PRESENT:	Tara C. Hernandez, Chair Darryl D. Berger, Vice-Chairman Arnold B. Baker, Member Charles H. Ponstein, Member Jack C. Jensen, Member Joseph F. Toomy, Member
ABSENT:	William H. Langenstein, III, Secretary-Treasurer
STAFF:	B. Christian, President and Chief Executive Officer A. Fant, Vice President, Planning and Facilities B. Landry, Vice President, Commercial R. Wendel, Chief Financial Officer A. Evett, Director, Engineering M. Scelson, General Counsel C. Coats, Director, Real Estate D. Feraci, Administrative Assistant E. Pansano, Director, Internal Audit C. Carter, Director, Procurement R. Aragon Dolese, Director, Marketing and Communications B. Nalley, Port Attorney G. Palermo, Port General Agent A. Madere, Manager, Records J. Woodward, Permitting Chief R. Hecker, Harbor Police Department Capt. M. Montroll, Harbor Police Department
GUESTS:	T. Haver, NOPB C. Kocur, NOPB J. Sleeth, NOPB A. Moore, NOPB C. Bonura, NOPB K. Turner, NOPB R. Zimmerle, NOPB A. Ferrand-Rogers, NOPB L. Lazard, AAHCC T. Wells, Waldemar S. Nelson

P. Roberts, EMPAQ Group, LLC
L. Traweek, *New Orleans City Business*
J. Keever, T. Parker Host
H. Blackwell, Blackstar Diversified
R. Nunez, USI
W. Wachel, WSP
R. Glapion, The Beta Group
B. Adams, Volkert
R. Tannen, DM Smith

I. Determination of Quorum and Call to Order

Chair Hernandez determined the existence of a quorum and called the meeting to order at 1:47 p.m.

II. General Public Comment

Chair Hernandez called for general public comment.

Mr. Lloyd Lazard addressed the Board regarding a proposal for the African American Heritage Cultural Center.

III. Approval of October 2019 Public Meeting Minutes

On a motion duly made by Vice-Chairman Berger and seconded by Commissioner Jensen, the Board unanimously approved the minutes of its public meeting for October 2019, as previously circulated.

IV. Acceptance of October 2019 Consolidated Financial Statements

Mr. Wendel provided a summary overview of the financial statements for October 2019, copies of which are made a part of these minutes. He noted October and fiscal year-to-date figures for gross revenues, labor costs, operating costs, and operating incomes for the Board, as well as on a consolidated basis with the New Orleans Public Belt Railroad Corporation ("NOPB").

Chair Hernandez advised the Board that the Budget Committee had reviewed the financial statements and voted to recommend them for acceptance at this meeting. Commissioner Berger moved to accept the financial statements and Commissioner Ponstein seconded. **MOTION CARRIED UNANIMOUSLY.**

V. Actions Required:

A. Consider Approval of a Resolution Authorizing the President and Chief Executive Officer to Enter into a Professional Services Contract with Hardesty & Hanover, LLC, to Provide Engineering Design Services for the Almonaster Avenue Bridge

Rehabilitation Project for a Period of Four Years in an Amount Not to Exceed $2,500,000.

Mr. Evett presented and recommended approval of the resolution. He stated that the scope of work covered under this contract includes engineering design and construction administration services in connection with the Almonaster Avenue Bridge Rehabilitation Project ("Project"). He noted that the bridge, which carries two rail tracks and two vehicular traffic lanes, was originally constructed in 1919. This Project will serve as an in-kind replacement for the existing structure. The Louisiana Department of Transportation and Development ("DOTD") will contribute funding towards the construction phase of the Project.

Mr. Evett stated that two proposals were received in response to a request for proposals, and Hardesty & Hanover, LLC was the highest-ranked firm according to the evaluation criteria. The contract term is for a period of four (4) years based on the anticipated Project schedule, and for an amount not to exceed $2,500,000. Funds are budgeted in the Capital Investment Plan.

Chair Hernandez advised the Board that the Planning and Engineering Committee had reviewed the item and voted to recommend it for approval at this meeting. Commissioner Toomy moved to approve the resolution and Commissioner Ponstein seconded the motion. **MOTION CARRIED UNANIMOUSLY.**

B. Consider Approval of a Resolution Certifying to the Louisiana Department of Transportation and Development that Port Construction and Development Priority Program Funds Will Not Be Used for Phases IV and V of the Nashville Terminal Conversion to Container and Crane Rail Extension Project.

Mr. Evett presented and recommended approval of the resolution. He stated that this resolution will certify to the DOTD that all $15 million of awarded Port Construction and Development Priority Program ("Port Priority") funds will be spent on Phases I through III of the Nashville Terminal Conversion to Container and Crane Rail Extension Project ("Crane Rail Project"). Therefore, Port Priority funds will not be available to use on the remaining Phase IV (sluicing and dredging) and Phase V (fire pump replacement). Mr. Evett noted this resolution also certifies to DOTD that Phases IV and V of the Crane Rail Project will be completed within two years of the completion of the first three phases.

Chair Hernandez asked for confirmation that funds have been budgeted for Phases IV and V. Mr. Evett confirmed that funds have been budgeted.

Chair Hernandez advised the Board that the Planning and Engineering Committee had reviewed the item and voted to recommend it for approval at this meeting. Commissioner Jensen motioned to approve the resolution and Commissioner Berger seconded the motion. **MOTION CARRIED UNANIMOUSLY.**

C. Consider Approval of a Resolution Authorizing the President and Chief Executive

Officer to Exercise the Board's Options to Extend its Agreement with A-1 Elevator Service, LLC for Elevator and Escalator Maintenance and Service.

Mr. Guidry presented and recommended approval of the resolution. He stated that this resolution authorizes the President and Chief Executive Officer to exercise the Board's option to extend its contract with A-1 Elevator Service, LLC. The initial contract term was for a period of one (1) year, with two (2) one-year renewal options. Staff recommend authorizing the President and Chief Executive Officer to exercise the first option, extending the contract through December 2020, and exercise the remaining option at her discretion, in the Board's best interest. Services covered under the contract include routine and as-needed maintenance and service for the elevators and escalators at the Board's Administration Building and cruise terminals. The value of this contract is approximately $89,200 annually or $267,600 for the full contract term. Funds for this contract are included in the Board's Expense Budget.

Chair Hernandez advised the Board that the Planning and Engineering Committee had reviewed the item and voted to recommend it for approval at this meeting. Commissioner Ponstein moved to approve the resolution and Commissioner Berger seconded the motion. **MOTION CARRIED UNANIMOUSLY.**

D. Consider Approval of a Resolution Authorizing the President and Chief Executive Officer to Exercise the Board's Options to Extend its Agreement with Imperial Exterminating Company, Inc., for Termite and Pest Control Services, and to Amend the Agreement to Expand the Scope of Services.

Mr. Guidry presented and recommended approval of the resolution. He stated that this resolution authorizes the President and Chief Executive Officer to exercise annual the Board's option to extend its contract with Imperial Exterminating Company, Inc., and to amend the scope to include additional service locations. The the scope of services for this contract include providing termite and pest control services to all Port facilities, including inspections and treatment, and staff recommend amending the scope to include pest control services for the Board's four new cranes. The initial contract term was for a period of one (1) year, with three (3) annual renewal options. Staff recommend authorizing the President and Chief Executive Officer to exercise the first option, and the remaining options at her discretion, in the best interest of the Board. The total cost is estimated not to exceed $148,850 for the full contract term, and funds are budgeted in the Board's Expense Budget.

Chair Hernandez advised the Board that the Planning and Engineering Committee had reviewed the item and voted to recommend it for approval at this meeting. Commissioner Toomy moved to approve the resolution and Commissioner Jensen seconded the motion. **MOTION CARRIED UNANIMOUSLY.**

VI. Report by the President and Chief Executive Officer

Ms. Christian provided a highlight of staff's recent visit to Asia in connection with expanding container and cargo business.

Ms. Christian congratulated the Communications and Marketing Team on receiving five Fleurish Awards from the Public Relations Society of America, including awards for the Maritime Month and Economic Impact campaigns.

Ms. Christian noted that the Port of New Orleans will be recognized at the Journal of Commerce's *Port Performance North America Conference* in December. The Port will receive a third place ranking for overall port productivity in North America.

Ms. Christian noted that the Port and NOPB will co-host "Holiday Classics at the Station" again this year at the Tchoupitoulas Engine Terminal. The event will take place Saturday, December 21, and will include holiday treats, a viewing of classic holiday films, and a visit from Santa.

VII. Commissioners' Comments

Commissioner Toomy briefed the Board on the Commissioner Meet & Greet hosted by the Westbank Business & Industry Association, which he attended with Commissioner Jensen on November 20 at Avondale Marine He noted that the event was very successful, and he hopes it will encourage continued communication and collaboration with business and industry partners in Jefferson Parish.

Commissioner Toomy addressed the Board regarding its upcoming 125th anniversary of the Dock Board. He noted that the Dock Board, founded through legislation passed on July 9, 1896, first convened on August 24, 1896. He proposed that the Board and staff consider how to commemorate the anniversary with a series of events in 2021, focused on both preserving the history of the Dock Board, as well as promoting the Port of New Orleans. He further recommended the following for consideration: proclamations by governing authorities to recognize Port of New Orleans Day; preservation activities to promote the history of the Port of New Orleans across different media platforms and formats, such as creation of a waterfront Port museum; and a capstone celebration, such as an anniversary gala or Port Night.

Chair Hernandez and Commissioner Baker affirmed Commissioner Toomy's comments, noting they look forward to celebrating such an important milestone.

VIII. Adjournment

There being no further business to come before the Board, Chair Hernandez called for a motion to adjourn. Commissioner Baker moved, and Commissioner Jensen seconded. **MOTION CARRIED UNANIMOUSLY** and Chair Hernandez adjourned the meeting at 2:12 p.m.