**MINUTES**

**BATON ROUGE METROPOLITAN AIRPORT**

**REGULAR MEETING**

**TUESDAY, JULY 14, 2020**

**3:30 P.M.**

**AIRPORT ADMINISTRATION CONFERENCE ROOM**

**SUITE 300, 3RD FLOOR TERMINAL BUILDING**

1. **CALL TO ORDER.**

Chairman, Matt Butler called the meeting to order.

1. **PLEDGE OF ALLEGIANCE.**

The Pledge of Allegiance was led by Mr. Pierson.

1. **ROLL CALL.**

**MEMBERS MEMBERS A/P STAFF OTHERS**

**ATTENDING ABSENT ATTENDING ATTENDING**

Mr. Butler Mr. Buckley Mr. Edwards Mr. Brad Kutchins

Mr. Callender Rep. Carpenter Mr. Pierson Mr. Kurt Evens

Mr. Dunn, Jr. Mr. Dodds Mr. Taffaro Mr. John Young

Mr. Fife Mr. Myles Ms. Nolan

Mr. Lowery Councilman Welch Ms. Wallace

Ms. Payton Mr. Morgan

Mr. Profita Mr. Alford

Mr. Robinson Mrs. Cobb

Mr. Caldwell

Mr. Caire

Mrs. Williams

**Public Comment Policy**

Public comments on any of the items (other than introductions) may be submitted via email to [publiccomment@flybtr.com](mailto:publiccomment@flybtr.com). Comments may be called in at 225-355-0333 from 1:00 – 3:30 pm on Tuesday, July 14, 2020.

CERTIFICATION OF INABILITY TO OPERATE DUE TO LACK OF QUORUM

In accordance with Executive Proclamations JBE 2020-30 and 2020-33, issued by Governor John Bel Edwards on March 16, 2020 and March 22, 2020, respectively, this notice shall serve as a certification of the Greater Baton Rouge Airport Board of Commissioner’s inability to otherwise operate in accordance with the Louisiana Open Meetings Law due to a lack of a quorum as a result of the COVID-19 public health emergency. Pursuant to Section 4 of JBE 2020-30, the Greater Baton Rouge Airport Board of Commissioner will provide for attendance at its next meeting, which will only contain business deemed essential government business, on Tuesday, July 14, 2020, via video conference. A gathering of the entire membership of the Greater Baton Rouge Airport Board of Commissioner and necessary staff would violate Governor Edwards’s order suspending all public gatherings of ten or more people to be suspended or postponed. The Greater Baton Rouge Airport Board of Commissioner is composed of thirteen members.

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**Airport Commission Minutes**

**July 14, 2020**

The items appearing on the agenda have been deemed essential for the continued conduct of business by the Director of Aviation. Considering the foregoing, and in accordance with Proclamation Numbers JBE 2020-30 and JBE 2020-33, the Greater Baton Rouge Airport Board of Commissioner meeting on Tuesday, July 14, 2020, at 3:30 p.m. will be held via video conference and in a manner that allows for observation and input by members of the public, as set forth in the Notice posted on June 25, 2020.

Mike Edwards

Director of Aviation

1. **Approval of the minutes of the regular meeting of June 2, 2020.**

A motion was made by Mr. Profita, seconded by Mr. Callender, to approve the minutes of the regular meeting of June 2, 2020.

There being no opposition, the motion carried.

1. **Authorization for the Mayor-President and/or Chairman of the Airport Commission to execute a Memorandum of Agreement between the U. S. Department of Homeland Security, Federal Emergency Management Agency and the Greater Baton Rouge Airport District in order to provide FEMA temporary use of the Multiplex Facility or any other predetermined and available airport property in the event of an Emergency/National Disaster for a period of five (5) years. *(Any lease terms and establishment of rental rates for related properties covered by this MOA will be negotiated prior to execution and occupancy through a separate agreement).* By: Director of Aviation.**

Mr. Edwards stated that Vince Caire, Airport Development & Administrative Manager has worked closely with FEMA on this agreement and called on him to further explain the item. Mr. Caire gave a brief explanation to the Commission at this time.

After a brief discussion, a motion was made by Mr. Callender, seconded by Mr. Lowery to approve the item.

There being no opposition, the motion carried.

1. **Authorization for the Mayor-President and/or Chairman of the Airport Commission to execute Amendment No. 1 to the lease agreement with Baton Rouge Jet, LLC to lease 2 acres of land located on Blanche Noyes Rd. at a rental rate of $20,908.80 a year / $1,742.40 per month. By: Director of Aviation.**

Mr. Edwards stated that Baton Rouge Jet, LLC has requested to lease an additional 2 acres of land for parking that will be located adjacent to their new facility that is currently under construction. Mr. Edwards stated that the rental rate will be $1,742.40 per month and the term will run concurrent with their existing lease agreement with the airport.

After a brief discussion, a motion was made by Mr. Callender, seconded by Mr. Profita to approve the item.

There being no opposition, the motion carried.

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**Airport Commission Minutes**

**July 14, 2020**

1. **Authorization for the Mayor-President and/or Chairman of the Airport Commission to execute a lease agreement with State of Louisiana, Department of Health and Hospitals to lease 30,000 square feet of air cargo space for a period of one (1) year at a rental rate of $5.50 per square foot for a total of $165,000.00 annually.  By: Director of Aviation.**

Mr. Edwards called on Mr. Pierson to further explain the item. Mr. Pierson stated that the Department of Health and Hospitals has requested to lease 30,000 square feet of air cargo space for storage of PPE equipment for a period of one (1) year at a rental rate of $165,000.00 per year. At this time, Mr. Pierson answered any questions asked by the Commission.

After a brief discussion, a motion was made by Mr. Callender, seconded by Ms. Payton to approve the item.

There being no opposition, the motion carried.

1. **Status Report** – Report will be given at the September meeting.
2. **Public Relations /Marketing Report** – Report was presented by Mr. Jim Caldwell, Marketing Manager.
3. **Financial Report –** Report was presented by Mr. Cary Morgan, Business Manager.
4. **Business Development Report –** Report will be given at the August meeting.
5. **Administrative Matters.**

None.

1. **Adjourn.**

A motion was made by Mr. Profita, seconded by Mr. Callender, to adjourn the meeting. The meeting adjourned at 4:21p.m.

RESPECTFULLY SUBMITTED,

***Mike Edwards***

Mike Edwards

ME/lw Director of Aviation