**MINUTES**

**BATON ROUGE METROPOLITAN AIRPORT**

**REGULAR MEETING**

**TUESDAY, DECEMBER 1, 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. Krouse

Mr. Callender Mr. Dunn, Jr. Mr. Pierson Mr. Zachary

Mr. Dodds Mr. Profita Mr. Taffaro

Mr. Fife Rep. Carpenter Ms. Nolan

Mr. Lowery Ms. Wallace

Mr. Myles Mr. Newton

Ms. Payton Mr. Alford

Councilman Welch Mr. Caire

Mr. Robinson Mrs. Williams

Mr. Caldwell

Ms. Fountain

**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, December 1, 2020.

CERTIFICATION IN ACCORDANCE WITH LOUISIANA REVISED STATUTE 42:17.1

In accordance with Louisiana Revised Statute, 42:17.1, this notice shall serve as a certification of the Greater Baton Rouge Airport Board of Commissioner’s potential inability to otherwise operate in accordance with the Louisiana Open Meetings Law due to such a meeting being detrimental to the health, safety, and/or welfare of the public as a result of the COVID-19 public health emergency, as declared by Governor John Bel Edwards.

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**Airport Commission Minutes**

**December 1, 2020**

The Greater Baton Rouge Airport Board of Commissioners will provide for attendance at its next meeting via electronic means because it may be unable to obtain a quorum. It is essential that the Baton Rouge Metropolitan Airport Commission continue to operate in order to continue the operations of the Airport and to consider matters that, if they are delayed, will cause curtailment of vital public services or severe economic dislocation and hardship.

Considering the foregoing, and in accordance with Louisiana Revised Statute, 42:17.1 and Governor John Bel Edwards’ executive orders, the meeting of the Greater Baton Rouge Airport Board of Commissioners will be held on Tuesday, December 1, 2020, at 3:30 p.m. via electronic means and in a manner that allows for observation and input by members of the public, as set forth in the Notice posted on November 25, 2020.

Certified by: Matthew Butler, Chairman of the Airport Commission

Mike Edwards

Director of Aviation

1. **Approval of the minutes of the regular meeting of October 6, 2020.**

A motion was made by Mr. Callender, seconded by Mr. Myles, to approve the minutes of the regular meeting of October 6, 2020.

There being no opposition, the motion carried.

1. **Authorization for the Mayor-President and/or Chairman of the Airport Commission to execute Amendment No. 4 to the lease agreement with SSP America, Inc., so as to convert the existing fixed percentage payments to a tiered percentage of payments relative to a comparison between current enplanements and an average of enplanements over a three year period. By: Director of Aviation.**

Mr. Edwards explained the item to the Airport Commission. Mr. Pierson further explained the details of the lease agreement to the Airport Commission. At this time Councilman Welch asked a few general questions regarding the lease agreement with SSP America. After a brief discussion, Councilman Welch recommended approval of the item contingent on the staff providing additional information to the Airport Commission regarding the tiered percentages and revenues prior to the item being submitted to the Council for approval.

At this time, a motion was made by Mr. Callender, seconded by Mr. Myles, to approve the item.

There being no opposition, the motion carried.

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**Airport Commission Minutes**

**December 1, 2020**

1. **Authorization for the Mayor-President and/or Chairman of the Airport Commission to execute the Sublease agreement by Baton Rouge Jet Center, LLC (“BTR Jet”) and Dawson Management, LLC. for a period of 1 yr. with a 1yr.option to renew. By: Director of Aviation.**

Mr. Edwards explained the item to the Airport Commission at this time. After a brief discussion, a motion was made by Mr. Fife., seconded by Councilman Welch, 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. 2 to the lease agreement with the East Baton Rouge Parish Sheriff’s Office to lease an additional 124 sq. ft. of office space at a rental rate of $1984.00 per year, with all terms and conditions of the original lease to remain the same.  By: Director of Aviation.**

Mr. Edwards explained the item to the Airport Commission at this time. After a brief discussion, a motion was made by Councilman Welch, seconded by Mr. Myles, 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 an Operating Agreement between Clear2Fly Aerospace, LLC and the City of Baton Rouge/Parish of East Baton Rouge on behalf of the Greater Baton Rouge Airport District for the operation of an airline maintenance support station for a period of one (1) year, with a one (1) year option to renew at a rental rate of $500.00 per month which shall serve as the minimum monthly guarantee or 2% of gross monthly revenues (whichever is greater), for revenues generated on airport property from services provided by the tenant to its customers. By: Director of Aviation.**

Mr. Edwards explained the item to the Airport Commission at this time. After a brief discussion, a motion was made by Councilman Welch, seconded by Mr. Myles, 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 a Lease and Concession Agreement with Fayzollah Ghashghaee D/B/A Airport Shuttle to operate a shuttle service at the Baton Rouge Metropolitan Airport, for a primary term of one (1) year, with a one (1) year mutual option to renew at a rental rate of $75.00 per month. By: Director of Aviation.**

Mr. Edwards explained the item to the Airport Commission at this time. After a brief discussion, a motion was made by Mr. Dodds, seconded by Mr. Myles, to approve the item.

There being no opposition, the motion carried.

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**Airport Commission Minutes**

**December 1, 2020**

1. **Authorization for the Mayor-President and/or Chairman of the Airport Commission to execute a lease assignment, assumption, and exchange agreement with and between Ross Baton Rouge LLC d/b/a Signature Flight Support Corporation and Baton Rouge Jet Center LLC. By: Director of Aviation.**

Mr. Edwards explained the item to the Airport Commission at this time. After a brief discussion, a motion was made by Mr. Dodds, seconded by Councilman Welch, to approve the item.

There being no opposition, the motion carried.

1. **Status Report–** Report was presented by Mr. Edwards, Director of Aviation.
2. **Public Relations /Marketing Report– Report will be given at the January meeting.**
3. **Financial Report –** Report was presented by Kenya Wallace, Assistant Business Manager.
4. **Business Development Report –** Report was presented by Vincent Caire, Airport Development & Administrative Manager.
5. **Administrative Matters.**

None.

1. **Adjourn.**

A motion was made by Councilman Welch, seconded by Mr. Welch, to adjourn the meeting. The meeting adjourned at 4:47pm.

RESPECTFULLY SUBMITTED,

***Mike Edwards***

Mike Edwards

ME/lw Director of Aviation