



BATON ROUGE  
 METROPOLITAN AIRPORT  
 9430 Jackie Cochran Drive  
 Suite 300, Terminal Building  
 Baton Rouge, LA 70807  
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MINUTES

**BATON ROUGE METROPOLITAN AIRPORT  
 REGULAR MEETING  
 TUESDAY, SEPTEMBER 14, 2021  
 3:30 P.M.  
 AIRPORT ADMINISTRATION CONFERENCE ROOM  
 SUITE 300, 3<sup>RD</sup> FLOOR TERMINAL BUILDING**

**1. CALL TO ORDER.**

Chairman Matt Butler called the meeting to order.

**2. PLEDGE OF ALLEGIANCE.**

The Pledge of Allegiance was led by Mr. Buckley.

**3. ROLL CALL.**

<u>MEMBERS ATTENDING</u>	<u>MEMBERS ABSENT</u>	<u>A/P STAFF ATTENDING</u>	<u>OTHERS ATTENDING</u>
Mr. Buckley	Mr. Callender	Mr. Edwards	Mr. Krouse
Mr. Butler	Mr. Dodds	Mr. Pierson	Mr. Kutchins
Councilman Dunn Jr.	Mr. Fife	Mr. Taffaro	Mr. Sparks
Mr. Lowery	Mr. Myles	Ms. Wallace	Mr. Groh
Mr. Profita	Ms. Payton	Mr. Caire	Mr. Lewis
3:50pm Mr. Robinson	Mr. Welch	Mr. Alford	Mrs. Melba
Ms. Douglas		Ms. Fountain	
		Mrs. Williams	
		Mr. Caldwell	
		Ms. Nolan	
		Mr. Newton	
		Mr. Jones	

**Public Comment Policy**

All items on this agenda are open for public comment. Those members of the public desiring to speak on a particular item should approach the podium and request to speak after the item is announced by the Chairman. They will be required to give their name and address and the Chairman will allocate a specific amount of time for members of the public to speak.

*Chairman Butler, begin the Commission meeting with agenda item 18 -20.*

**4. Approval of the minutes of the Regular Meeting of August 3, 2021.**

A motion was made by Mr. Buckley, seconded by Mr. Robinson, to approve the minutes of the regular meeting of August 3, 2021.

There being no opposition, the motion carried.

**5. Authorization for the Mayor-President and/or Chairman of the Airport Commission to accept and execute a grant agreement from the Federal Aviation Administration (FAA) through the American Rescue Plan Act ("ARPA") in the amount of \$4,827,324.00. 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. Robinson, seconded by Mr. Lowery, to approve the item.

There being no opposition, the motion carried.

**6. Authorization for the Mayor-President and/or Chairman of the Airport Commission to accept and execute a grant agreement from the Federal Aviation Administration (FAA) through the American Rescue Plan Act (ARPA) in the amount of \$342,328.00. 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. Profita, seconded by Mr. Lowery, to approve the item.

There being no opposition, the motion carried.

**7. Authorization for the Mayor-President and/or Chairman of the Airport Commission to accept a Grant Award and Agreement between the U.S. Department of Transportation and the City of Baton Rouge and the Parish of East Baton Rouge, under the Small Community Air Service Development Program for a grant in the amount of \$1,000,000.00 (Total Project Cash Costs-\$1,200,000.00; Federal Share- \$1,000,000.00; Local Share-\$200,000.00) \*In-Kind Contribution \$300,000.00. 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 Dunn Jr., seconded by Mr. Profita, to approve the item.

There being no opposition, the motion carried.

8. **Authorization for the Mayor-President and/or Chairman of the Airport Commission to execute Amendment No. 1 to the lease agreement with Rosie's Gourmet Popcorn for an additional 245 sq. ft. of storage space located on the first floor of the Airport within the former airline operations office area below Concourse A at a rental rate of \$2,940.00 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 Mr. Profita, seconded by Councilman Dunn Jr., to approve the item.

There being no opposition, the motion carried.

9. **Authorization for the Mayor-President and/or Chairman of the Airport Commission to execute Work Authorization No. 6 to the contract with Airport Management Group, LLC (AMG) for Program Management Services at the Baton Rouge Metropolitan Airport for the Period October 1, 2021 through September 30, 2022 in amount not to exceed \$2,390,460.83. (Contingent on adequate funding). 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 Dunn Jr., seconded by Mr. Profita, to approve the item.

There being no opposition, the motion carried.

10. **Authorization for the Mayor-President and/or Chairman of the Airport Commission to execute Amendment No. 6 to the Airport Hangar, LLC lease agreement to add an additional .210-acre tract of land for future hangar construction, at a rental rate of \$2197.68 per year with the term to run concurrent with their existing lease set to expire March 22, 2039. (All original terms and conditions of the original lease 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 Mr. Lowery, seconded by Councilman Dunn Jr., to approve the item.

There being no opposition, the motion carried.

11. **Authorization for the Mayor-President and/or Chairman of the Airport Commission to execute a lease agreement with GAT Airline Ground Support, for 100 sq. ft. of administrative office space located in the terminal building for a rental rate of \$666.67 per month for a period of one (1) year, with one (1) mutual 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. Profita, seconded by Councilman Dunn Jr., to approve the item.

There being no opposition, the motion carried.

- 12. Authorization for the Mayor-President and/or Chairman of the Airport Commission to execute an Emergency Temporary Site License Agreement with AT&T Services, Inc., to lease approximately 2 acres of land located on Harding Boulevard for recovery and relief efforts associated with Hurricane Ida, at a rental rate of \$2468.40 per month for a period of six (6) months, with one (1) month renewal options up to three (3) months. 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. Lowery, seconded by Councilman Dunn Jr., to approve the item.

There being no opposition, the motion carried.

- 13. Authorization for the Mayor-President and/or Chairman of the Airport Commission to execute amendment to lease agreements with Williams Jet Center LLC for the purpose of acknowledging the establishment of a condominium regime which shall be subject to the terms and conditions of the lease. By: Director of Aviation.**

Mr. Edwards allowed Mr. Taffaro, to explain the item to the Airport Commission at this time. After a brief discussion, a motion was made by Mr. Robinson, seconded by Mr. Profita, to approve the item.

There being no opposition, the motion carried.

- 14. Accepting Authorization for the Mayor-President and/or Chairman of the Airport Commission to execute a lease agreement with AAA Bail Services Inc., d/b/a Bail One for a bail bond operation located on General Isaac Smith Drive for a period of five (5) years, with one (1) five (5) year mutual option to renew at a rental rate of \$5,310.91 per month or \$63,731.00 per year as follows:**

Minimum Annual Guarantee:	\$ 60,192.00
Building Rent- 820 sq. ft.	\$ 2,939.00
Land – 0.05 ac.	\$ <u>600.00</u>
Total:	\$ 63,731.00

Mr. Edwards allowed Mr. Pierson, to explain the item to the Airport Commission at this time. After a brief discussion, a motion was made by Councilman Dunn Jr., seconded by Mr. Lowery, to approve the item.

There being no opposition, the motion carried.

15. **Authorization for the Mayor-President and/or Chairman of the Airport Commission to execute a lease agreement with New Life Bail Bonds, Inc. for a bail bond operation located on General Isaac Smith Drive, for a period of five (5) years, with one (1), five (5) year mutual option to renew at a rental rate of \$2510.91 per month or \$30,131.00 per year as follows:**

Minimum Annual Guarantee:	\$ 27,012.00
Building Rent- 744 sq. ft.	\$ 2,519.00
Land – 0.05 ac.	\$ <u>600.00</u>
Total:	\$ 30,131.00

Mr. Edwards allowed Mr. Pierson, to explain the item to the Airport Commission at this time. After a brief discussion, a motion was made by Mr. Profita, seconded by Councilman Dunn Jr., to approve the item.

There being no opposition, the motion carried.

16. **Authorization for the Mayor-President and/or Chairman of the Airport Commission to submit a request for Capital Outlay Funding for fiscal year 2022-2023 for the North General Aviation Development (Utility/Infrastructure) Project in the amount of \$1,000,000.00. 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 Dunn Jr., seconded by Mr. Profita, to approve the item.

There being no opposition, the motion carried.

17. **Authorization for the Mayor-President and/or Chairman of the Airport Commission to formally request the Louisiana DOTD, Division of Aviation to provide funds required to complete the airport improvements at the Baton Rouge Metropolitan Airport specifically described in the Capital Improvement Program Application for state financial assistance for fiscal year's 2022-2027 and to provide for \$20,000.00 local contribution for each of 100% state funded projects listed there in. 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. Profita, seconded by Councilman Dunn Jr., to approve the item.

There being no opposition, the motion carried.

**18. Receiving a report on the FY 2022-2024 ACDBE Goal and Methodology. By: Director of Aviation.**

Report was presented by Kenyatta Sparks, with SJB Group, LLC.

**19. Status Report– Report will be given at the October meeting.**

**20. Public Relations /Marketing Report– Report will be given at the October meeting.**

**21. Financial Report – Report was presented by Gregory Pierson, Assistant Director of Aviation.**

**22. Business Development Report – Report will be given at the November meeting.**

**23. Administrative Matters.**

None.

**24. Adjourn.**

A motion was made by Mr. Robinson, seconded by Mr. Profita, to adjourn the meeting. The meeting adjourned at 4:34 pm.

RESPECTFULLY SUBMITTED,

*Mike Edwards*

Mike Edwards  
Director of Aviation

ME/lw