

MINUTES

**BATON ROUGE METROPOLITAN AIRPORT
REGULAR MEETING
TUESDAY, MAY 5, 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.

2. PLEDGE OF ALLEGIANCE.

The Pledge of Allegiance was led by Mr. Edwards.

3. ROLL CALL.

<u>MEMBERS ATTENDING</u>	<u>MEMBERS ABSENT</u>	<u>A/P STAFF ATTENDING</u>	<u>OTHERS ATTENDING</u>
Mr. Buckley		Mr. Edwards	Mr. Hoffman
Mr. Butler		Mr. Pierson	Mr. Levraea
Mr. Callender		Mr. Taffaro	
Mr. Dodds		Mr. Newton	
Mr. Dunn, Jr.		Ms. Nolan	
Mr. Fife		Ms. Wallace	
Mr. Lowery		Mr. Morgan	
Mr. Myles		Mr. Buie	
Ms. Payton		Mr. Alford	
Mr. Profita		Mrs. Cobb	
Mr. Robinson		Ms. Williams	
Councilman Welch		Mr. Caldwell	
Ms. Williams			

Public Comment Policy

Public comments on any of the items (other than introductions) may be submitted via email to publiccomment@flybtr.com. Comments may be called in at 225-355-0333 from 1:00 – 3:30 pm on Tuesday, May 05, 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, May 5, 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. 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, May 5, 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 April 30, 2020.

Mike Edwards
Director of Aviation

4. Approval of the minutes of the regular meeting of March 10, 2020.

A motion was made by Mr. Callender, seconded by Mr. Lowery, to approve the minutes of the regular meeting of March 10, 2020.

There being no opposition, the motion carried.

5. Receiving a report and update on the COVID-19 impact. By: Director of Aviation.

At this time the Director gave a lengthy presentation on the impact of Covid-19 at the Baton Rouge Metropolitan Airport.

The report was accepted by Councilman Welch and Mr. Buckley.

6. Authorization for the Mayor-President and/or Chairman of the Airport Commission to execute a resolution authorizing the Director of Aviation to take such immediate, short-term actions as necessary to implement airport relief measures in response to the COVID-19 pandemic. By: Director of Aviation.

Chairman Matt Butler called on the Director of Aviation to explain the item. The Director presented a detailed PowerPoint presentation to the board and provided current updates on all airport operations and actions being taken as a result of Covid-19. During this presentation he stated that this dramatic economic impact of the COVID-19 pandemic requires an immediate response by BTR to be able to provide short-term relief measures to tenants and concessionaires. The direct effects on BTR include but are not limited to a substantial reduction in air travel, a decline in dining and retail concession sales, and reduced parking and transportation activity. As a result, airlines, tenants and concessionaires have been forced to reduce services, furlough employees and/or shutter their operations.

The Director of Aviation requested authorization to offer temporary relief measures to the tenants and concessionaires that have been significantly impacted by the COVID-19 pandemic. He stated these measures will be consistent with the Airport Relief Resolution as well as state and federal law. The Director then stated that he intends to only offer deferments as a form of relief and this will be a fluid situation over the next several months and flexibility is required to respond.

After a brief discussion, a motion was made by Mr. Callender, seconded by Mr. Buckley, 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 and execute a grant agreement from the Federal Aviation Administration (FAA) through the Coronavirus Aid, Relief, and Economic Security (CARES) Act in the amount of \$8,413,011. By Director of Aviation.**

Chairman Matt Butler, called on the Director at this time. The Director stated that the Airport received a grant from the Federal Aviation Administration in the amount of \$8,413,011.00 that will be used to cover debt service and other airport operational expenses as a result of the Covid-19 pandemic. After a lengthy discussion, a motion was made by Councilman Welch, seconded by Mr. Lowery, to accept and execute the grant agreement for such purpose.

There being no opposition, the motion carried.

- 8. Authorization for the Mayor-President and/or Chairman of the Airport Commission to execute Lease No. GS-07P- LLA 00657 with the United States of America on behalf of the Transportation Security Administration (TSA) for an 8,749 sq. ft. building located at 9191 Plank Road at a rental rate of \$170,128.65 per year for a period of eight (8) years, with a (2) year option as follows. By: Director of Aviation.**

Years 1 –10	11/14/2021 – 11/13/31
Annual Rate / RSF Shell Rental Rate	\$113,737.00 (8,749 sq. ft. @ \$13.00/sq. ft.)
Operating Costs	\$56,391.65 (Utilities/Maintenance Cost subject to annual increases)
Full Service Rate	\$170,128.65 yearly / \$14,177.38 monthly / \$19.45 per sq. ft.

Chairman Matt Butler called on the Director at this time to explain item to the board. The Assistant Director further explained the details of the lease agreement. After a brief discussion, a motion was made by Mr. Buckley, seconded by Councilman Welch, to approve the lease with TSA.

There being no opposition, the motion carried.

- 9. Status Report – Report will be given at the June meeting.**
- 10. Public Relations /Marketing Report – Mr. Jim Caldwell, Airport Marketing Manager provided an update the Airport Commission on current airline data as a result of Covid-19.**
- 11. Financial Report – Report will be given at the June meeting.**
- 12. Business Development Report – Report will be given at the August meeting.**
- 13. Administrative Matters.**

Chairman Matt Butler announced to the board there were a few Administrative Matters and asked if there was a motion to waive the rules.

After a brief discussion, it was decided to withdraw request for the Administrative Matter items and no action was taken at this time.

14. Adjourn.

A motion was made by Mr. Dodds, seconded by Mr. Callender, to adjourn the meeting. The meeting adjourned at 4:55 p.m.

RESPECTFULLY SUBMITTED,

Mike Edwards

Mike Edwards
Director of Aviation

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