



**BATON ROUGE  
METROPOLITAN AIRPORT**  
9430 Jackie Cochran Drive  
Suite 300, Terminal Building  
Baton Rouge, LA 70807  
**PHONE** (225) 355-0333  
**FAX** (225) 355-2334

**Agenda**  
**Baton Rouge Metropolitan Airport Commission**  
**Regular Meeting**  
**Tuesday, January 7, 2020**  
**3:30 p.m.**  
**Airport Administration Conference Room**  
**Suite 300, 3<sup>rd</sup> floor Terminal Building**

1. Call to Order.
2. Pledge of Allegiance.
3. Roll Call.

**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.

4. Approval of the minutes of the regular meeting of December 3, 2019.
5. Authorization for the Mayor-President and/or Chairman of the Airport Commission to execute a contract with Weyerhaeuser NR Company to purchase 2.5 acres of mitigation credits as required for the US Army Corps of Engineers (USACOE) Permit No. MVN-2018-00373-CE for Phase I of the Runway 13/31 Safety Area/RPZ Improvements Project in an amount not to exceed \$137,500.00. By: Director of Aviation.
6. Authorization for the Mayor-President and/or Chairman of the Airport Commission to execute a lease agreement with Roadrunner Towing & Recovery to lease 3.22 acres of land and a 12,000 sq. ft. office building located at 9101 Veterans Memorial Blvd. for a period of five (5) years, with one (1), five (5) year mutual option to renew at a rental rate of \$44,260.59 per year /\$3,688.38 per month. By: Director of Aviation.
7. Status Report – Report will be given at the March meeting.
8. Public Relations /Marketing Report – Report will be given at January meeting.
9. Financial Report – Report will be given at the March meeting.
10. Business Development Report - Report will be given at the February meeting.
11. Administrative Matters.
12. Adjourn.



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**Agenda**  
**Baton Rouge Metropolitan Airport Commission**  
**Regular Meeting**  
**Tuesday, December 1, 2020**  
**3:30 p.m.**  
**Airport Administration Conference Room**  
**Suite 300, 3<sup>rd</sup> floor Terminal Building**

This meeting will be available for viewing on the Baton Rouge Metropolitan Airport Facebook page (via Facebook Live).

1. **Call to Order.**
2. **Pledge of Allegiance.**
3. **Roll Call.**

**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 OF INABILITY TO OPERATE DUE TO LACK OF QUORUM**

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.

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

4. **Approval of the minutes of the Regular Meeting of October 6, 2020.**

5. **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.**
6. **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.**
7. **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.**
8. **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.**
9. **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.**
10. **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.**

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**Airport Commission Agenda**  
**December 1, 2020**

11. **Status Report** – Report will be given at the December meeting.
12. **Public Relations /Marketing Report** – Report will be given at the January meeting.
13. **Financial Report** – Report will be given at December meeting.
14. **Business Development Report** – Report will be given at December meeting.
15. **Administrative Matters.**
16. **Adjourn.**