



BATON ROUGE
METROPOLITAN AIRPORT
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Agenda
Baton Rouge Regional Airport Authority
Personnel Committee Meeting
Tuesday, February 3, 2026
12:00 p.m.
Airport Administration Conference Room
Suite 300, 3rd floor Terminal Building

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Public Comment Policy
 - a. 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 Chair. They will be required to give their name and address, and the Chair will allocate a specific amount of time for members of the public to speak.
5. Discussion on organization and scope of committee as per Bylaws.
By: Chairman
6. Update on draft employee benefits and retirement agreement.
By: Chairman
7. Adjournment



BTR

BATON ROUGE REGIONAL AIRPORT AUTHORITY PERSONNEL COMMITTEE MEETING

**Tuesday, February 3, 2026
12:00 P.M.**

IT'S ABOUT TIME.



BTR

**Call To Order
ITEM NO. 1**

IT'S ABOUT TIME.

Pledge of Allegiance ITEM NO. 2





BTR

**ITEM NO: 3
ROLL CALL**



FLY EASY.

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.



BTR

BATON ROUGE METRO AIRPORT

It's about time.

ITEM NO. 5

Discussion on organization and scope of committee as per
Bylaws.

By: Chairman



BTR

BATON ROUGE METRO AIRPORT

It's about time.

Bylaws Review

- **6.03 Personnel Committee Scope**

- The Chair shall appoint five (5) Members of the Authority to serve as the Personnel Committee. Such committee shall consist of a Chair and not more than four (4) Members of the Authority. The Personnel Committee shall:
 - Recommend a format for evaluation to annually review the performance of the Chief Executive Officer, and coordinate the evaluation by the Authority. A report of such evaluation shall be compiled and communicated to the Chief Executive Officer by the Chair of the Personnel Committee.
 - Receive the report of the Chief Executive Officer in matters affecting personnel, including negotiations with bargaining unit(s) representing employees at the airport.

ITEM NO. 6

Update on draft employee benefits and retirement agreement.

By: Chairman



BTR

BATON ROUGE METRO AIRPORT

It's about time.

Benefits Agreement

- **Agreement to support Authority benefits programs through City-Parish**
 - Healthcare plan
 - CPERS retirement plan
 - MPERS retirement plan
- **Discussion/Q&A on Draft Benefits Agreement**



ITEM NO. 7



BTR

BATON ROUGE METRO AIRPORT

It's about time.

Adjourn

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OF
THE BATON ROUGE REGIONAL AIRPORT AUTHORITY**

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**BYLAWS
OF
THE BATON ROUGE REGIONAL AIRPORT AUTHORITY**

Article I. Name and Principal Office

1.01 Name.

The name of the Authority is the Baton Rouge Regional Airport Authority, which is referred to herein as the Authority.

1.02 Principal Office.

The principal office of the Authority shall be located at 9430 Jackie Cochran Dr, Baton Rouge, Louisiana. The Authority may have such other offices and facilities as the Members designate or as the business of the Authority may require from time to time.

1.03 Registered Office.

The registered office of the Authority shall be maintained in the State of Louisiana and may, but need not be, identical with the principal office in the State of Louisiana. The address of the registered office may be changed from time to time by the Members.

Article II. Purpose

2.01 Purpose.

The Authority is organized pursuant to Section 1. Chapter 6 of Title 2, of the Louisiana Revised Statutes, comprised of R.S. 2:701 through 2:714 and the Articles of Incorporation for the Authority filed with the Louisiana Secretary of State on December 3, 2025, for the purposes as set forth in Chapter 6 in Title 2 of the Revised Statues and to provide for a method of organization and operation that will assure the people of the City of Baton Rouge and Parish of East Baton Rouge represented by the Members of the Authority the best possible commercial airport facilities and the most efficient type of operations. The information contained herein is the standard practice of operation and organization for the Authority and each of its facilities. A copy shall be furnished to all Members and each new Member who shall subsequently be appointed. The Authority shall establish policy for the governance of the Baton Rouge Regional Airport (the "Airport") which shall include the establishment and supervision of operational and capital expenditures in an annual budget. Operational responsibilities of the Airport shall be assigned to the Chief Executive Officer.

Article III. Members and Meetings

3.01 Members.

The Baton Rouge Regional Airport Authority shall consist of Members appointed as follows:

- a. Nine (9) members appointed by the Metropolitan Council of the City of Baton Rouge and Parish of East Baton Rouge. Each Member shall be appointed for a five (5) year term and shall be eligible for reappointment, provided that the initial term for each of the Members appointed by the Metropolitan Council shall be staggered as provided for in the Articles of Incorporation.
 - i. Following the expiration of the initial terms for each Member appointed by the Metropolitan Council, each term of office shall start on January first (1st) at 12:00 noon of the following year as the expiration date of the previous term and shall run for a period of five (5) years, ending on January first (1st) at 12:00 noon in the last year of the said term.
 - ii. In the event the Metropolitan Council does not appoint a successor prior to the expiration of the Member's term, Members shall continue in office beyond the ending dates of the term they were appointed for and until such time as may be required for the Metropolitan Council to renew a term of appointment for the Member or select a different Member.
 - iii. It shall be the responsibility of each Metropolitan Councilmember to address any issue of the method of appointment, resignation, removal, or vacancy of any of its Members on the Authority consistent with the Articles of Incorporation for the Authority and Chapter 6 of Title 2 of the Louisiana Revised Statutes of 1950, comprised of R.S. 2:701 through 2:714.
- b. In addition to the Members appointed by the Metropolitan Council, the state senators from state senatorial districts fourteen (14) and fifteen (15) and the state representatives from state representative districts sixty-three (63) and sixty-four (64) shall serve as ex officio Members of the Authority with all voting rights and privileges afforded to other Members. They shall serve terms concurrent with their term of elected office.
 - i. Membership seats held by the state senator for district fourteen (14) and the state representative for district sixty-four (64) shall cease to exist and terminate from the Board on December 31, 2027.

3.02 Regular Meetings.

A schedule of regular meetings shall be established by the Chair and the Chief Executive Officer in December of each year unless otherwise determined by a majority vote of the Members of the Authority. The schedule of regular meetings shall be posted with appropriate advance notice as provided for in these Bylaws or by the Louisiana Open Meetings Law or other applicable law. For regular meetings, there shall be posted within ten (10) days after the first

meeting of the Authority in each calendar year or fiscal year, a public notice stating the dates, times and places of its regular meetings. Such public notice shall contain the Authority's name and its telephone number and address. Such public notice shall be posted at the Authority's principal office, the Airport's website, and any other locations considered appropriate by the Authority. If there is a change to the schedule of regular meetings, there shall be posted within three days after the meeting at which the change is made, a public notice stating the new dates, times and places of its regular meetings.

3.03 Agenda for Regular Meetings.

The Chief Executive Officer, after first reviewing pending matters and requests, and subject to approval by the Chair, shall prepare the proposed agenda of business for all regularly scheduled Authority meetings. Any Member desiring to place a matter on the agenda shall notify the Chief Executive Officer of such item by 12:00 PM on Thursday of the week preceding the meeting. Items not included on the proposed agenda or received after the proposed agenda has been posted shall not be considered by the Authority unless unanimously approved by the Members.

3.04 Notice of Meetings.

Notice of regular, special, and emergency meetings shall be given by the Secretary or such other person or persons as the Authority shall designate in the manner as set forth in the Louisiana Open Meetings Law. The notice shall specify the time, place and purpose of the meeting. Notice of any special meeting shall be served upon each Member and officer at least 24 hours prior to the meeting. Notice of an emergency meeting shall be served upon each Member as soon as practicable under the circumstances. Notice shall be served upon the Member either in person, by telephone, by facsimile, or by electronic message.

3.05 Special Meeting of Members.

Special meetings may be called by the Chair, or the Vice Chair during the absence of the Chair, or the Secretary during the absence of the Chair and Vice Chair, or upon written request of any two (2) or more Members. The special meeting shall be held at a place and time specified by the caller of the meeting, provided notice is given to the public as required by the Open Meetings Law.

3.06 Emergency Meeting of Members.

Emergency meetings shall be held at the call of 2/3 of the Members. Members may call an emergency meeting when the delay required to call and provide notice for a special meeting would be detrimental to efforts of the Authority to lessen or respond to a severe and imminent threat to the health, safety, or welfare of the public. The requirement of 24-hour notice shall not apply to emergency meetings of the Authority. However, it shall make paper copies of the public notice for the emergency meeting available to the public at that meeting. The notice shall include an explanation of the reasons that the Authority cannot comply with the 24-hour posted notice requirement.

3.07 Order of Business.

The following shall be the order of business at all regular meetings of the Authority:

- a. Call to Order
- b. Pledge of Allegiance
- c. Roll Call
- d. Public Comment Policy
- e. Approving the Previous Meeting's Minutes
- f. Reports of Standing Committees
- g. Reports of Special Committees
- h. Unfinished Business
- i. New Business
- j. Report of the Chief Executive Officer
- k. Adjournment

3.08 Quorum and Voting.

At all meetings, a quorum shall consist of a majority of Members, and they shall be authorized to transact business. In the event that a quorum is not present at the call to order of any Authority meeting, the Chair can either adjourn the meeting or take steps to obtain a quorum. The Secretary shall advise those Members absent of any such adjournment.

- a. Except for the matters set forth in the Articles of Incorporation, statute, rule or regulation that require a super-majority or other matters requiring a majority of members appointed and serving, an affirmative vote of a majority members present at any meeting shall be required for final action on any matter acted upon by the Authority.
- b. Roll call votes shall be required only in the following circumstances:
 - i. Any motion to go into or come out of executive session.
 - ii. All matters requiring either a 2/3 or unanimous vote.
 - iii. Any other matter where a roll call is required by statute.
 - iv. Any matter as requested or by a member of the Authority.

- c. The conduct of all business before the Authority and its Standing or Special Committees shall be consistent with the provisions of Louisiana law and Roberts Rules of Order.

3.09 Actions of the Authority.

All actions of the Authority shall be made by resolution or ordinance.

3.10 Compensation.

Each member of the Board shall serve without compensation, but each shall be entitled to reimbursement of actual and necessary expenses incurred in connection with carrying out the purposes of the Authority.

3.11 Absences.

In the event of a Member's absence from a lack of participation in more than twenty-five (25%) of the Authority's regular meetings in a year, the Chair shall direct the Secretary to advise in writing the Baton Rouge Metropolitan Council of the Member's attendance or lack of participation. Additionally, the secretary shall report the attendance of all Members to the Baton Rouge Metropolitan Council annually.

3.12 Executive Sessions.

Executive sessions may be held by the Board upon an affirmative vote of 2/3 of its constituent Members present at an open meeting for which notice has been given. An executive session shall be limited to matters allowed to be exempted from discussion at open meetings by R.S. 42:17; however, no final or binding action shall be taken during an executive session.

3.13 Public Comment.

Public comment by members of the public shall be permitted at the designated public comment sections of the Authority's agenda subject to the following rules and regulations:

- a. Any person desiring to give public comment will be requested to identify themselves and provide the Secretary with their mailing address.
- b. Public comment shall be limited to three (3) minutes per person.
- c. The Chair shall have the authority to limit and terminate any public comment that becomes disruptive, obscene, unduly repetitive, or impedes the orderly progress of the meeting.
- d. Prior to any vote on the motion to take up a matter not on the agenda by the Authority, there shall be an opportunity for public comment on any such motion.

3.14 Minutes.

The Authority shall keep minutes of each meeting showing the date, time, place, Members present, Members absent, any decisions made, and the purpose or purposes for which a closed session is held. The minutes shall include all roll call votes taken at the meetings. Minutes shall be public records open to public inspection and shall be available at the Authority's address. Copies of the minutes shall be available to the public at the reasonable estimated cost for printing and copying. Proposed minutes shall be available for public inspection not more than eight (8) business days after the meeting to which the minutes refer. Approved minutes shall be available for public inspection not later than five (5) business days after the meeting at which the minutes are approved by the public body.

Article IV. Officers and Staff

4.01 Election and Tenure.

The Authority shall annually elect a chair, a vice-chair, and a secretary and any additional officers that the board considers necessary. The Authority shall appoint the Chief Executive Officer. All officers of the board except the Treasurer, who shall be the Chief Financial Officer, must be members of the board.

4.02 Powers and Duties of the Chair.

The Chair shall be a Member and may attend any committee meeting, but only Members of that committee shall be accorded a vote. The Chair shall perform the following duties:

- a. Open all Authority meetings by taking the chair and calling the Members to order;
- b. Announce the business before the Authority in the order in which it is to be acted upon;
- c. Restrain the Members when engaging in debate within the rules of order;
- d. Enforce on all occasions the observance of order and decorum among the Members, deciding all questions of order (subject to an appeal to the Authority);
- e. Inform the Authority, when necessary, or when referred to for the purpose, on a point of order or practice pertinent to pending business;
- f. Authenticate, by signature, when necessary, all acts, orders, and proceedings of the Authority declaring its will and obeying its commands and shall sign all legal papers requiring the official signature of the Authority unless designated to another;
- g. Appoint all committees;
- h. Name the Chair of each committee unless provided for hereafter; and

- i. Perform such administrative duties as may be set forth in the rules and regulations which are outside of the Chair's duties as presiding officer of the Authority and do not come within the scope of parliamentary law.

4.03 Powers and Duties of the Vice-Chair.

The Vice-Chair shall be a Member and shall perform the following duties:

- a. Act for the Chair in the latter's absence; and
- b. Assume such other responsibilities as may be delegated to the Vice- Chair by the Authority.

4.04 Powers and Duties of the Secretary.

The Secretary shall perform the following duties:

- a. Attend all Authority and committee meetings and keep minutes and records of the same;
- b. Be responsible for the records of the Authority, the minutes of all meetings, and all minutes and reports of standing or special committees;
- c. Make all the necessary arrangements for the order of business of the meetings and prepare all such information as may be required by the Authority or its committees; and
- d. Authenticate by signature, when necessary, all the acts, orders, and proceedings as may be directed by the Authority or required by law, including attestation of legal instruments.
- e. All or any portion of the duties of the Secretary may be delegated to a Recording Secretary appointed by the Chair. The Recording Secretary may be an agent or employee of the Authority.

4.05 Powers and Duties of the Chief Executive Officer.

The Chief Executive Officer shall post a bond of not less than \$100,000, to be paid for by the Authority. The Chief Executive Officer shall be an ex officio member of the Board and shall not have a vote on any matters before the Authority. The Chief Executive Officer shall perform the duties and responsibilities as set forth in R.S. 2:706 of the Louisiana Revised Statutes and additionally shall:

- a. Have general charge of the administration of the airport facility and all departments in accordance with such direction, rules and regulations as the Authority may enact from time to time;

- b. Be responsible for the entire operation of the airport facilities for which the Chief Executive Officer is appointed, for the enforcement of all airport rules and regulations, and for supervision and maintenance of the airport's employees;
- c. Ensure all requirements of law of federal, state and local authorities are duly observed;
- d. Attend the meetings of the Authority and report in full to the Authority whenever requested;
- e. Be responsible for employing airport employees in accordance with the chart of organization and the airport's budget adopted by the Authority and provide periodic reports to the Personnel Committee regarding airport employees;
- f. Be responsible for appointment of a Security Officer to ensure compliance with the security directives, rules, and regulations of the Authority, to Title 2 of the Louisiana Revised Statutes and the Federal Aviation Administration ("FAA"); and to develop and maintain a Master Security Plan which will be submitted to the Transportation and Security Administration ("TSA"), Office of Homeland Security, and the FAA for approval.
- g. Appoint the Chief Financial Officer.
- h. Prepare a preliminary capital and operating budget request for the succeeding year. This request will be prepared in sufficient time to allow the designated committee to review and recommend for appropriate action by the full Board. The Board must adopt its budget in accordance with the requirements of R.S. 39:29 (Budget Guidelines).
- i. Prepare an operating budget, capital budget request, and 5-year capital improvement Plan (CIP) for the Finance Committee, covering the capital improvements of the Airport.

4.06 Chief Financial Officer.

The Chief Executive Officer shall appoint the Chief Financial Officer of the Authority who shall be the Treasurer of the Authority and the Chief Financial Officer of the Authority shall be required to post a bond of not less than \$100,000 by a responsible bonding company, such bond to be paid for by the Authority. The Chief Financial Officer shall perform duties and responsibilities as set forth in R.S. 2:706 of the Louisiana Revised Statutes and the Articles of Incorporation for the Authority as well as the following duties:

- a. Be responsible for presentation of the annual budget to the Authority;
- b. Report quarterly to the Finance Committee on the status of the budget; and
- c. Attend all Authority and Finance Committee meetings.

4.07 Other Officers and Staff.

The Chief Executive Officer will appoint all other officers and staff of the Authority as necessary to support Authority operations.

Article V. Contracts, Legal Documents and Financial Transactions

5.01 Contracts and Legal Documents.

All leases, contracts, and legal documents shall be signed by any one of the following: The Chair, the Vice-Chair in the Chair's absence, the Chief Executive Officer, or as otherwise designated by the Authority.

5.02 Financial Transactions.

All checks and/or transfer of funds shall be signed by two persons, which shall be the Chief Executive Officer and the Chief Financial Officer or, in the absence of either, such person as may be designated by the Chief Executive Officer. In all events approval of financial transactions must involve the signatures of two separate individuals.

5.03 Conflict of Interest.

A Member or the Chief Executive Officer shall not be interested directly or indirectly in any contract or other business transaction with the Authority during the time for which he or she is elected or appointed. Furthermore, the Authority and its Members shall comply with Title 42 of the Louisiana Revised Statutes (Public Officers and Employees).

Article VI. Committees

6.01 Standing & Ad Hoc Committees.

Standing and Ad Hoc Committees may be created from time to time as their need arises in the process of advising the Authority. Such committees will be designated by name and function by the Chair and will remain in existence for the term determined by the Chair at the time of its formation.

6.02 Finance Committee.

The Chair shall appoint five (5) Members of the Authority to serve as the Finance Committee, which shall also serve as the Audit Committee for the Authority. Such committee shall consist of a Chair and not more than four (4) Members of the Authority. The Finance Committee shall:

- a. Recommend proper methods of accounting.
- b. Review all financial matters of the Authority's activities and facilities operations.

- c. Make such reports and recommendations to the Authority as it deems advisable prior to January 1st of each year.
- d. Review and present an operational budget for airport facilities for presentation and approval of the Authority at a regular meeting of the Authority prior to the next fiscal year.
- e. Recommend guidelines to the Authority for any audits to be performed by a competent certified public accountant appointed by the Authority, and assure that the auditor's report is presented to the Authority.
- f. Meet not less than annually with the Chief Financial Officer, the Chief Executive Officer, and the independent auditors of the Authority to review reports related to the financial condition, operations, performance, and management of the Authority and the Airport.

6.03 Personnel Committee.

The Chair shall appoint five (5) Members of the Authority to serve as the Personnel Committee. Such committee shall consist of a Chair and not more than four (4) Members of the Authority. The Personnel Committee shall:

- a. Recommend a format for evaluation to annually review the performance of the Chief Executive Officer, and coordinate the evaluation by the Authority. A report of such evaluation shall be compiled and communicated to the Chief Executive Officer by the Chair of the Personnel Committee.
- b. Receive the report of the Chief Executive Officer in matters affecting personnel, including negotiations with bargaining unit(s) representing employees at the airport.

Article VII. Public Hearings; Procedure

7.01 Procedure.

The Authority, by approved resolution, may declare and hold a public hearing on matters pertaining to the business of the Authority, airport facility operations, budgets, and any matter that may affect the Authority's action relating to the general public's health and welfare initiated by the Authority.

- a. Such hearing shall be held at a time and place that shall be convenient to all concerned parties.
- b. The Chair, or the Vice-Chair in the absence of the Chair, of the Authority shall conduct the hearing.

- c. The Members shall discuss the hearing's subject matter.
- d. The Chair shall declare the meeting open for public comment to the subject matter. No matters other than the advertised subject may be brought, spoken, or heard during the public hearing.
- e. The Chair, after the last person has been heard, declares the public comment closed and turns the hearing back to the Authority.
- f. The Authority may elect to render a decision or put the matter to additional review of the Authority who then shall schedule the subject on the agenda of its next regular meeting or may schedule a special meeting to consider the subject.

Article VIII. Rules, Standards, Regulations, or Ordinances; Procedures for Adoption, Repulsion and Amendment

8.01 Procedure.

Each rule, standard, regulation, or ordinance adopted, repealed, or amended shall be identified by a number and short title. The style of all ordinances shall be "The Baton Rouge Regional Airport Authority Ordains". The effective date of an ordinance, rule standard, or regulation shall be prescribed. At least two weeks shall elapse between the introduction and enactment of an ordinance, rule, standard, or regulation. Enactment shall require the affirmative vote of not less than a majority of Members present. No ordinance shall be amended by reference to its title only, but the section or sections amended shall be enacted in full. An ordinance may be repealed by reference to its number and title only.

8.02 Ordinance Record.

All ordinances, the dates of introduction and enactment and the vote shall be recorded by the Secretary in a book called the "Ordinance Book," and it shall be the duty of the Chair and the Secretary to authenticate such record by their official signatures.

8.03 Publication of Ordinances.

When an ordinance is enacted, the Secretary shall do the following:

- a. Publish the ordinance in the official journal within five (5) business days from the date of enactment unless the Authority directs otherwise (see subsection c);
- b. Enter the Secretary's certificate as to the manner and date of publication under each ordinance in the ordinance book;
- c. The Secretary may publish a summary of any ordinance or amendment which is more than 1000 words in length provided that the summary includes a statement that not less

than 25 copies of the full draft of such ordinance are available at the Authority's offices for public inspection.

- d. The Authority may adopt any detailed technical regulation (e.g., building code, electrical writing code, food inspection ordinance, etc.) as an ordinance by reference to any recognized standard code, official or unofficial. If such code is written in detail for the Authority and adopted as an ordinance, the publication of not less than 50 copies in booklet form, available for distribution at cost shall be sufficient publication of such ordinance, and any amendment to, or revision of, such adopted code or detailed technical ordinance, may be published in the same manner.

8.04 Official Journal.

The term "journal" as used in these Bylaws relative to the publication of ordinances and notices shall be construed to refer only to a journal published in the English language for the dissemination of local or transmitted news and intelligence of a general character or for the dissemination of legal news. The Authority shall, at its annual meeting, designate its official journal for the next fiscal year for the publication of ordinances and notices. The official journal shall be a newspaper printed, published and circulated in Baton Rouge, Louisiana. Further, the official journal must:

- a. have a bona fide list of paying subscribers or is published not less than weekly in the same community without interruption for at least two years;
- b. be published and of general circulation not less than weekly without interruption for at least one year in Baton Rouge, Louisiana. A journal shall not lose eligibility for interruption of continuous publication because of acts of God, labor disputes or because of military service of the publisher for a period not to exceed two years and provided publication is resumed within six months following the termination of such military service.
- c. annually average at least 25% percent news and editorial content per issue. The term "news and editorial content" means any printed matter other than advertising.

8.05 Rules, Regulations or Standards Affecting Aeronautical Users.

Except for rules, regulations, or standards immediately necessary for the preservation of the public peace, health or safety, following introduction of any rules, regulations, or standards affecting aeronautical users, a copy of the proposed rule, regulation, or standard shall be provided to each aeronautical tenant of the Airport and it shall be posted at the Authority's office. Prior to enactment of any rules, regulation, or standard, the Authority shall hold a public hearing on the proposed rule, regulation, or standard.

Article IX. Amendments and Suspension

9.01 Amendments.

The Bylaws of the Authority may be amended at any regular monthly meeting. Notice of the proposed amendment, modification or addition shall be given in writing at least ten (10) days prior to the meeting at which the proposed amendment, modification or addition is to be considered.

9.02 Suspension.

The Bylaws of the Authority may be suspended by a majority of the Members present at the meeting where the Bylaws are proposed to be suspended.

Article X. Corporate Seal

10.01 Corporate Seal.

The Authority may adopt a corporate seal which, if authorized, shall have inscribed thereon the name of the Authority and the year 2025.

INTERGOVERNMENTAL AGREEMENT

This Intergovernmental Agreement (“Agreement”) is entered on the dates subscribed below by and between the Parties defined exclusively as the following, and referred to individually as “Party” or collectively as “the Parties”:

THE CITY OF BATON ROUGE/PARISH OF EAST BATON ROUGE, by its Mayor-President, Emile “Sid” Edwards (“City-Parish”), and

THE BATON ROUGE REGIONAL AIRPORT AUTHORITY, a body politic, by its _____ (“Authority”),

ALL PARTIES DECLARE AS FOLLOWS:

WHEREAS, Louisiana Revised Statutes 2:701-714, as amended, authorizes the Baton Rouge Metropolitan Council and Parish of East Baton Rouge to form a special purpose airport authority for the Baton Rouge Metropolitan Airport.

WHEREAS, the Metropolitan Council, on August 27, 2025, by Resolution #58789, adopted Articles of Incorporation to form and incorporate the Baton Rouge Regional Airport Authority,

WHEREAS, the Metropolitan Council maintains a substantial relationship with the Baton Rouge Regional Airport Authority and its employees, as depicted in the enabling statute, and in the Authority’s Articles of Incorporation, as attached here as Exhibit A, and as amended in future, by authority of the Metropolitan Council,

WHEREAS, Louisiana Revised Statute 2:710(D) enables the provision of services by the City-Parish to the Authority, for which the Authority shall pay all costs, and

WHEREAS, the City-Parish offers and the Authority accepts, on behalf of Authority’s current and future employees, participation in the City-Parish medical insurance, dental insurance, basic life insurance, voluntary insurance benefits, and post-employment health insurance benefits or (OPEB).

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

1. Incorporation of Recitals.

The foregoing preliminary recitals are incorporated herein by reference and are considered an integral part of this Agreement.

2. Term

This Agreement shall commence on _____ and remain in effect for as long as the Authority remains in good standing with the Office of the Secretary of State, and maintains all obligations as enumerated in this Agreement. Either Party may terminate this agreement with written notice to the other Party provided notice is given one (1) year in advance of plan year conclusion.

3. Authority's Employees

The parties acknowledge that Authority's employees are not City-Parish employees. Staffing and employment decisions will be made by the Authority and communicated to the Metropolitan Council only in their annual report providing details of the Authority's financial condition, operations, performance, and management. Current and future employees and retirees of the Authority will be allowed to participate in the City-Parish medical insurance, dental insurance, basic life insurance, and voluntary insurance benefits for the City of Baton Rouge-Parish of East Baton Rouge. Current and future employees and retirees of the Authority are subject to the rules and regulations set forth by the City-Parish regarding eligibility and participation in the insurance program.

The parties agree and understand that the Authority's employees are subject to the rules and regulations set forth by the Authority, including work hours and holidays. All hiring and termination of employees will be subject to the discretion of the Authority.

The Authority will set leave rules and policies for its employees.

4. Authority's Costs

The Authority shall pay all employer contribution costs for all Authority employees, including, but not limited to, the proportionate share of City-Parish Human Resources Administration, the proportionate share of Third-Party Administrator ("TPA") fees, the proportionate share of Authority employer and employee/retiree medical coverage premiums, the proportionate share of stop-loss insurance, the proportionate share of the City-Parish's Medicare Advantage plan, and the proportionate share of any additional voluntary benefit offer to City-Parish employees and elected by Authority employees. Should the City-Parish approve any additional offerings and/or reconfigure offerings, the Authority agrees to pay the proportionate share attributable to Authority and Authority employees and retirees. The Authority agrees to increase employer contributions and employee/retiree contributions at the same rate and on the same schedule as any increases approved by the Metropolitan Council and imposed on City-Parish and City-Parish employees

5. Procedures

The Authority shall establish and maintain appropriate personnel, payroll, accounting, budgeting, and other related systems, policies, and procedures. It will be the responsibility of the Authority to produce the payroll and to deduct all tax payments or benefit contributions from the payroll checks and present appropriate deductions, in a timely manner, to the appropriate City-Parish Department.

The Authority shall provide the City-Parish a participant report and payment for medical, dental, and basic life insurance by the 10th of each month. The Authority shall remit payment directly to the carrier for ancillary benefits, Health Savings Account (HSA), and Flexible Spending Account (FSA).

The Authority agrees to provide the employer portion of the retiree premiums or OPEB on or by the 10th of the month. The payment can be calculated by using the annual rate OPEB provided by Finance-Budgeting in December of each year. The OPEB rate should be applied to the annual salary of all active full-time employees. The payment should also include a list of employees included in the calculation.

If no payment is received, insurance coverage is subject to termination. Any discrepancies shall be addressed on the next month's reporting.

6. Records

A. During the term of this Agreement and for a period of three years following its termination, the Authority shall provide the following information and access to the City-Parish upon reasonable request:

1. Statements, books, records, reports, data, and information related to the Authority's employees and employee participation in benefit offerings.
2. The Authority shall permit the City-Parish to audit, examine, and make excerpts or transcripts from such books and records and to make audits of all contracts, invoices, materials, payrolls, books, records and other data relating to Authority benefits, including elections and benefit payments.

B. During the term of this Agreement and for a period of three years following its termination, the City-Parish shall provide the following information and access to the Authority upon reasonable request:

1. Statements, books, records, reports, data, and information related to the City-Parish's invoices to Authority.
2. The City-Parish shall permit the Authority to audit, examine, and make excerpts or transcripts from records and to make audits of all contracts, invoices, materials, payrolls, books, records and other data relating to medical benefits and other voluntary benefits offer to Authority employees.

7. Severability

Should any provision of this Agreement be held invalid under applicable law, such invalidity will not affect the any other provisions of this Agreement that can be given effect without the invalid provision, and to that end, the provisions are severable.

8. Liability Coverage

The Authority shall be responsible for any and all workers' compensation and unemployment coverage for Authority employees as well as all accounting fees necessary for the Authority to fulfill the terms of this Agreement.

9. Notices and Requests.

Any notice required or permitted to be given under or in connection with this CEA shall be in writing and shall be either hand-delivered or mailed, postage prepaid by first-class mail, registered or certified, return receipt requested, or by private, commercial carrier, express mail, such as Federal Express, or sent by electronic mail or other similar form of rapid transmission confirmed by written confirmation mailed (postage prepaid by first-class mail, registered or certified, return receipt requested or private, commercial carrier, express mail, such as Federal Express) at substantially the same time as such rapid transmission, or personally delivered to an officer of the receiving party. All such communications shall be mailed, sent or delivered to the address or numbers set forth below, or as to each party at such other address or numbers as shall be designated by such party in written notice to the other party.

To the City/Parish: Honorable Sid Edwards, Mayor-President
City/Parish of East Baton Rouge
222 Saint Louis Street, 3rd Floor
Baton Rouge, LA 70802
E-mail: _____

With a copy by identical means of communication to:

Office of the Parish Attorney
222 St. Louis Street, Suite 902
Baton Rouge, LA 70802
Lisa C. Smith
E-mail: lcsmith@brla.gov

To the Authority:

Title
Baton Rouge Metro Airport
9430 Jackie Cochran Dr, Suite 300
Baton Rouge, Louisiana 70807
Email: _____

With a copy by identical means of communication to:

Michael J. Taffaro
Airport Legal Counsel
Baton Rouge Metro Airport
9430 Jackie Cochran Dr, Suite 300
Baton Rouge, Louisiana 70807
Email: mtaffaro@flybtr.com

10. Governing Law.

This Agreement shall be construed in accordance with and governed by the laws of the State of Louisiana.

11. Venue.

The Nineteenth Judicial District Court for the Parish of East Baton Rouge, State of Louisiana, shall be deemed to be the exclusive court of jurisdiction and venue for any litigation, special proceeding or other proceeding as between the parties that may be brought, or arise out of in connection with, or by reason of this Agreement.