

**PROCEEDINGS OF THE LAFAYETTE AIRPORT COMMISSION MEETING OF THE LAFAYETTE REGIONAL AIRPORT OF LAFAYETTE, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING OF NOVEMBER 8, 2017 HELD AT 200 TERMINAL DRIVE, LAFAYETTE, LA.**

**ATTENDANCE**

**COMMISSION:** Valerie Garrett (Chairperson), Paul A. Guilbeau, Sr. – (Vice Chairman), John Hebert, (Secretary/Treasurer), Timothy L. Skinner, Paul Segura, Bryan Tabor, Matt Cruse

**ABSENT:** None

**ADMINISTRATIVE STAFF:** Steven Picou (Executive Director), Daniel Elsea (Deputy Director), Steve Oats (Legal Counsel), Rene Cotton (Properties Administrator), Mary Green (Financial Comptroller), Catina Theriot (Secretary).

**GENERAL AUDIENCE:** Robert Callahan (Sides and Associates), Jon Pope (Heery), Adam Thibodeaux (Domingue Szabo & Associates), Art Marullo (LPSO), Frank Malagarie, Cindy Kelly (W.D. Schock Co.), Shelby Stach (Heery) Keely McGlbboney (One Acadiana).

**I. CALL TO ORDER:**

Chairperson Garrett called the Regular Commission Meeting of November 8, 2017 to order at 5:30 p.m.

**II. PLEDGE OF ALLEGIANCE**

**III. INTRODUCTION/ROLL CALL**

**IV. APPROVAL of the Minutes of the Regular Meeting of October 11, 2017.**

RESOLUTION - 2017-11-R1-01: Approval of the Minutes of the Regular Meeting of October 11, 2017.:

MOTION: Commissioner Skinner moved the Lafayette Airport Commission accept minutes of the Regular meeting of October 11, 2017. Commissioner Segura seconded this motion and the vote was as follows:

AYES: Guilbeau, Hebert, Skinner, Segura, Cruse, Tabor

NAYS: None

ABSENT: None

MOTION CARRIES

**V. CHAIRMAN'S COMMENTS:** Chairperson Garrett stated Aviation Fun Day was a well-organized event and thanked the staff for all their hard work. Chairperson Garrett stated this was the first time she fully participated in the Aviation Fun Day activities and she learned a great deal of information about aviation and general aviation from the questions children asked. The event was well attended and the parents thanked the staff for this event.

Chairperson Garrett wished Commissioner Guilbeau a Happy Belated Birthday. Chairperson Garrett, Executive Director Picou, and Mr. Groh traveled to Washington, DC and Chairperson Garrett thanked the Picard Group and the Congressional delegation for getting them in and out within forty-eight hours. This Washington, DC trip was solidify get monies for the terminal project. The Congressional delegation was supportive and thanked the Commission for all the work they do and for the way they handled the terminal project and getting the community involved. Chairperson Garrett mentioned Next Generation information is in the Commissioners' packets and if there are any questions to refer them to Chairperson Garrett or Executive Director Picou.

**VI. PUBLIC COMMENTS:** None

**VII. COMMISSIONER'S COMMENTS:** None

## VIII. DIRECTOR'S REPORT:

1. Recognition of LAC Staff and Commissioner's November Birthdays  
Paul A. Guilbeau, Sr. – Vice Chairman – 11/4  
Todd Broussard – Assistant Maintenance Supervisor – 11/6  
John Hebert – Commissioner – 11/13
2. New Hire – Chad Brown – Maintenance Skilled Worker *Executive Director Picou stated Mr. Brown has a General Studies degree from University of Louisiana at Lafayette (UL). He worked at UL and Lafayette General and brings with him many certifications including HVAC. Executive Director Picou stated Mr. Brown is a well-rounded individual and brings a skill set the LAC needs.*
3. Veteran's Day – November 11, 2017 *Executive Director Picou thanked the Commissioners that have served our country and stated he hoped they all have a good Veteran's Day.*
4. Lafayette Regional Airport's 87<sup>th</sup> Birthday – November 29, 2017 – (Lafayette Municipal Airport, located in Lafayette, Louisiana, was dedicated on November 29, 1930. Eastern Airlines began the first commercial air service from the airport in 1948. Its size has increased from 848.5 acres in 1953 to approximately 1,116 acres at present. From its humble beginning as a wooden hangar, Lafayette Regional Airport (LFT) has grown into a state-of-the art facility, providing top-notch service to area travelers and businesses. *Executive Director Picou stated the airport will be a state-of-the art facility with the new terminal building. Commissioner Guilbeau stated Mr. Chermie, Bayou Vermilion, was writing a story about the airport and asked if the LAC could see if the story was completed. Commissioner Guilbeau asked if the story is completed if the Commissioners could get copies of the article.*
5. Aviation Fun Day – *Executive Director Picou stated the LAC normally has a budget of \$10K and with donations the airport has a surplus of approximately \$2,600.00. There were twenty-six (26) sponsors for this event and a list of those sponsors will be emailed to the Commissioners. Thank You letters have been sent out to the sponsors thanking them for their continued support. There were 109 children that attended the event. LAC anticipated 300 children, but the inclement weather early in the day lessened that number. Everyone enjoyed catered food of hot dogs, hamburgers, and jambalaya and all children went home with a goodie bag and spectacular prizes. This event is Mrs. Theriot's area and she gets an at-a-girl for making it run as smooth as it did. Mrs. Theriot did a great job and she was seen all over the place even with having her own family attending... and everyone else's children.*
6. Records Retention – Shredding was completed of old documents taken off-site on October 31, 2017 by Tiger Shredding. *Executive Director Picou stated items were identified in the "dungeon" for shredding and those documents have left airport property. The LAC did receive approval from the State Archives department for shredding. The LAC is looking at an RFP within the next sixty (60) days to start digitizing majority of the records on file.*
7. Surplus Update – *Executive Director Picou stated the items that did not sell on the last surplus are being auctioned again because of price reserves that were not met. The re-advertisement has a reserve listed and the individual will know that has to be met.*
8. FAA – Washington, D.C. Trip – *Executive Director Picou stated as Chairperson Garrett mentioned they met with the airport's delegation. This is a normal procedure when working with the FAA and keeping the delegation abreast on where the airport is with the terminal building. This was a very productive meeting and a staff member of Senator Cassidy's office accompanied Executive Director Picou, Chairperson Garrett, and Mr. Groh to the FAA.*
9. Security Services – *Terminal Executive Director stated the Commissioners were aware of the pulling of the RFP for Security Services due to additional information being reviewed by legal counsel. The Sherriff's office has provided directives from the Attorney General and the TSA has also provided some security directives.*

10. Safety Meeting – November 17, 2017 – *Executive Director Picou stated this is the quarterly safety meeting and he invited all Commissioners to attend.*  
Chairperson Garrett stated the Special Meeting would be held on November 15, 2017 at 6p.m.
11. No Shave November – *Executive Director Picou stated he would not be participating as he traveled to Washington, D.C. and he stated it was open to the Commissioners and the money collected will go to a charitable cause.*
12. LUS Fiber Installation – 112B Borman Drive (Avionics Solutions) – Approval has been given for Avionics Solutions to install LUS Fiber at the 112B Borman Drive Hangar. There are a few coordination items with LAC prior to completion.
13. Mid-South Fire Protection – Preventative Maintenance for Sprinkler System – Automatic Renewal – 2<sup>nd</sup> of four one-year options (1/1/18 – 12/31/18). Contract rate \$3,648.00.
14. Schindler Elevators – Preventative Maintenance for Elevators/Escalators – Automatic Renewal – 2<sup>nd</sup> of four one-year options (1/1/18 – 12/31/18). Contract rate \$42,000.00.  
Commissioner Skinner asked if Schindler was performing as there have been issues in the past. Executive Director Picou stated there are some performance issues but they are fast at responding to the call and overall are performing to their contract.
15. Flightview (FIDS System) – Automatic Renewal – The contract for the terminal flight information via monitors ends on November 15, 2017 and automatically renews for one year. All terms remain the same. The cost of this service is \$525.00/ month.
16. Flightview (FIDS Website) – Automatic Renewal – The contract for Website Flight Tracker ends on December 10, 2017 and will automatically renew for one year. The cost of this service is \$370.00/month.
17. Canteen M & M (Snack & Drink Machine Vending) - Automatic Renewal – The drink vending machine is paid at 30% commission on net sales and the snack vending machine is paid at 10% commission on net sales. The contract will automatically renew for one-year (1/1/18 – 12/31/18) Receipts for 2017 - \$3,608.16 (average \$300.68 per mth.)  
Added items:
  - *Executive Director Picou provided an update referenced the Bomb Threat from June earlier this year 2017. Executive Director Picou stated there has not been much information provided but law enforcement was pursuing a subpoena to gather phone records from Verizon.*
  - *FedEx – Executive Director Picou stated with their move away from Hangar 7 there is a blue SIDA line that was installed as part of TSA requirements. The airport has petitioned TSA to remove the blue line and they have up to thirty (30) days to say yes or no. With there no longer being FedEx operations in that location there is no need for a SIDA area and it can be an open ramp area for the individuals using Hangar 7. The ramp area will have stipulations for its usage ex. No tie downs, aircrafts stored inside the adjacent hangars at night.*
  - *Bridge at Surrey – Executive Director Picou stated as Chairperson Garrett and Commissioner Tabor indicated the bridge is out of service. Chairperson Garrett stated LCG has indicated the bridge will be out for six (6) months.*
  - *Hertz – Executive Director Picou stated with the bridge out Hertz will be using Western Airways old lot while the bridge is out. Hertz requested use of the lot because their ready return lot is on the other side of the bridge on Surrey Street. When the lot is not in use all equipment needs to be picked and removed.*
  - *LCG – Executive Director Picou stated himself, Commissioner Guilbeau, and Chairperson Garrett attend LCG's meeting on November 7, 2017 and the airport's budget passed with no issues.*
  - *RTR – Executive Director Picou stated the airport received word back from the FAA on November 7, 2017 there has been an approval for a temporary relocation.*

- Oakwells/Acadiana Tap House – Executive Director Picou stated he sent out the report which shows not much growth compared to last year, but it was the highest numbers of the year on both landside and airside.
- 18. Sides & Associates – Automatic Renewal – 1<sup>st</sup> of two one-year options (1/1/18 – 12/31/18). Budgeted for 2018 - \$375,000.00.
- 19. GCR, Inc. – ASOCS Software PM – Automatic Renewal – GCR provides preventative maintenance for the airport’s Airport Safety and Operations Compliance System software, the contract has an automatic renewal with a 3% increase. The current rate is \$4,244.00, the adjusted rate for 2018 is \$4,371.32.
- 20. Request for Proposals Jet Bridge Preventative Maintenance Services – A 30-month contract for Jet Bridge Preventative Maintenance on four (4) jet bridges located at the Airport ends December 31, 2017. A Request for Proposals is currently being advertised and proposals are due on November 16, 2017.
- 21. Oakwells/Acadiana Tap House – Sterile Area Kiosk Expansion – To better serve the flying public, Oakwells requested permission to add additional equipment and counter space to the current kiosk area. After an onsite review, seating was rearranged to allow for better flow of traffic and the new layout was approved. New equipment will include a milk cooler, two door storage cabinet, Espresso machine, coffee brewer and white counter top for POS machine and merchandise.
- 22. Fly Lafayette/Passenger Statistics/Sides & Associates Report - *Mr. Callahan stated unfortunately the October statistics were not provided as of yet due to computer problems with one airline and traveling manager of another airline. Once the numbers are provided Mrs. Theriot will email those out to the Commissioners. The Fly Lafayette Club currently has 9,812 members with 14 winners out of 576 entries. A list of winners is in the Commissioners’ packets. The next GA Outreach “Coffee Call” will be on Thursday, November 9, 2017 at 8:30 a.m. and will be held at Signature Flight. This will be a meet and greet for staff, Commissioners, GA pilots, and private and corporate pilots. Mr. Callahan has been interviewing and surveying corporate and private pilots. Currently, twenty-six (26) interviews have been conducted and Mr. Callahan has about seven (7) left. Once the interviews are completed Mr. Callahan and Mr. Sides will put together the report and present it to the Commission.*
- 23. Financials - *In the Commissioners’ packets for review.*

## **IX. Scheduled Business - Discussion Items**

### **X. Scheduled Business – Consensus Items**

1. Audit Engagement Letter and Statewide Agreed-Upon Procedures– Wright, Moore, DeHart, Dupuis & Hutchinson - Approval
2. Fire Inspections (EPS) – Renewal – Approval
3. Disadvantaged Business Enterprise Goal (DBE) – FAA FY 2016-2018 Updated – Approval
4. Disadvantaged Business Enterprise Goal (ACDBE) – FAA FY 2018-2020 – Approval
5. Picard Group – Exercise of 1 Yr. Option – Approval
6. 118 Shepard Drive Flooring Upgrades (VoTech School) – Final Acceptance – Scott Hebert Interiors & RS&H/MBSB Group – Approval
7. Air Traffic Control Tower Chiller Upgrades – Final Acceptance - Bernhard Mechanical (MBSB) - Approval
8. Work Order #34 – Building Inspection Reports – RS&H Approval
9. Runway 29 EMAS – Elliott Construction – Change Order #1 – Approval
10. Supplemental Airport Noise Mitigation Program – RS&H Work Order #37 – Approval
11. Louisiana Facility Planning and Control – Construction of Cargo Facilities – Cooperative Endeavor Agreement Third Amendment – Approval

RESOLUTION - #2017-11-R1-02 – Scheduled Business - Consensus Item(s)

MOTION: Commissioner Cruse moved to accept Consensus Items 1 through 11. The motion was seconded by Commissioner Segura and the vote was as follows:

AYES: Guilbeau, Hebert, Skinner, Segura, Cruse, Tabor

NAYS: None

ABSENT: None

MOTION CARRIES

**XI. Reports**

12. The Picard Group – Monthly Report- *In the Commissioners’ packets. Report available on airport website. Executive Director Picou stated the airport is still working with The Picard Group on the SHPO (State Historian Preservation Office).*
13. DBE Program Report – *Mrs. Cotton stated the airport’s updated DBE and ACDBE goals were being advertised for public comment through November 3, 2017. Only one public comment was received and it was answered and no further feedback was communicated. There are no additional changes to the goals that were submitted to the FAA and a follow-up letter will be sent to the FAA on November 15, 2017. Based on the approval from earlier in this meeting the goals that the airport will be using are updated DBE goal of 8.3% up from the previous 7.31% and the ACDBE goal of 1.2% up from the previous 1.04% and the Concessionaire goal is set at 2.1%. During the month of November, the airport will be working on the annual report that is due to the FAA on December 1, 2017. There is no update on the DBE Policy approval that was previously provided to the FAA for approval.*
14. Terminal Program Report – *Heery Mr. Pope, Heery Program Manager, stated the LAC has a tentative agreement to move forward with the EA. The LAC, FAA, and SHPO have a good idea of how the issues are going to be answered revolving around the adjacent hangar. The RTR facility is moving along with the temporary cable relocation which is the least amount of cost. Overall, the Program Funding was discussed in the earlier Executive Committee meeting about interim financing like construction loan. The CIP was submitted to the state DOTD on time and the annual FP&C Priority Request was submitted. CMAR Interviews scheduled for November 13, 2017 and a selection to be made on Special Meeting on November 15, 2017. QTA 60% Design Review meeting with tenants on November 10, 2017. Key points for November are the CMAR Interviews and the progress on the terminal schematic design.*  
*Executive Director Picou stated the terminal schematic will show the outside of the building which has already been seen, but also the sketches of the inside of the terminal where offices will be and this is subject to change. The airport is going through the CMAR process and cannot legally go past the 30% design but after the CMAR selection next week things will start moving.*  
*Mr. Broutin Sherrill, RS&H, went through a slide presentation showing the airside and landside analysis, the inside of the terminal facilities, the cost and budget update, and the schedule. Mr. Sherrill went into some explanation of the outside of the building and where the terminal exists now will be torn down and a viewing area will be in its place. The QTA facility will have two parts including car wash, vacuuming, fueling station. The RTR temporary relocation that was recently granted will allow construction to begin. The terminal building was discussed in length of the facilities within the inside of the building, ticket counters, restrooms, baggage, ready return lot, care rental counters, meet/greet area, TSA check point, and administration offices. Existing canopies will be used, parking and some roadways will also be used. The schedule is broken up into packages depending on the project. Commissioner Guilbeau asked if the viewing area could be pointed out. Mr. Sherrill stated all the airside view will be glass and will be viewable. The area where the current terminal will be torn down will be an observation area that will be available to look out at the runway to see airside. Chairperson Garrett asked if it would be like a park area*

*and you can bring your pets. Commissioner Skinner stated the west side of the terminal is shorter than the east side for future development. Mr. Sherrill stated this design will take the airport into the year 2040. Commissioner Guilbeau asked for the cost slide and stated the airport and himself personally have received criticism for the way the airport marketed the sales tax at \$90M. the airport added some projects that are funded outside of the sales tax which brought the cost to \$130M. Commissioner Guilbeau stated he received criticism for misrepresenting the sales tax and he pointed out to the media in the audience the airport is way on budget for the cost of the terminal.*

15. LFT Airport Monthly Fiscal Review (October) — Report available on airport website [www.lftairport.com](http://www.lftairport.com). Executive Director Picou stated Fiscal Review is in the packet as well.

## **XII. Project Updates**

16. Runway 11-29 Rehabilitation (Michael Baker International)
17. I-49 Support Services (Michael Baker International)
18. Master Plan (DSA) – Update
19. Runway 29 EMAS Installation Work Order 8 (AECOM) – Update
20. Cargo Facility (MBSB) – Update
21. ATCT – Chiller Upgrades (MBSB) - Update
22. LRA, ATCT – Interior Upgrades – 2016 (MBSB) – Update

## **XIII. Other Business: None**

## **XIV. Adjourn**

RESOLUTION - #2017-11-R1-03 – Adjourn

MOTION: Commissioner Segura made a motion to Adjourn. The motion was seconded by Commissioner Skinner and the vote was as follows:

AYES: Guilbeau, Hebert, Skinner, Segura, Cruse, Tabor

NAYS: None

ABSENT: None

MOTION CARRIES

**A recorded copy of the Minutes of the Regular Meeting can be obtained by contacting the Lafayette Airport Commission, 222 Jet Ranger X Drive, Lafayette, LA 70508. 337.266.4401.**

**PROCEEDINGS OF THE EXECUTIVE COMMITTEE MEETING OF THE LAFAYETTE REGIONAL AIRPORT OF LAFAYETTE, STATE OF LOUISIANA, TAKEN AT A EXECUTIVE COMMITTEE MEETING OF NOVEMBER 08, 2017 HELD AT 200 TERMINAL DRIVE, LAFAYETTE, LA.**

**ATTENDANCE**

**COMMITTEE MEMBERS:** Valerie C. Garrett – (Chairperson), Paul A. Guilbeau (Vice – Chairman), and John E. Hebert (Secretary/Treasurer)

**ABSENT:** None

**ADMINISTRATIVE STAFF:** Steven Picou (Executive Director), Daniel Elsea (Deputy Director), Stephen Oats (Legal Counsel), Mary Green (Financial Comptroller), Catina Theriot (Secretary).

**GENERAL AUDIENCE:** Paul Segura (LAC Commissioner), Timothy L. Skinner (LAC Commissioner), Robert Callahan (Sides & Associates), George Groh (Kutchins & Groh), Jon Pope (Heery), Shelby Stach (Heery), Broutin Sherrill (RS&H), Phil Swan (United Air Lines).

**CALL TO ORDER:**

Chairperson Garrett called the Executive Committee Meeting of November 08, 2017 to order at 4:30 p.m. Chairperson Garrett turned the meeting over to Executive Director Picou for an informal meeting of the short term – long term financing for the terminal project.

**PLEDGE OF ALLEGIANCE**

**INTRO/ROLL CALL**

**SCHEDULED BUSINESS:**

**A. Short Term – Long Term Financing for Terminal Project (Discussion)** - Executive Director Mr. Picou stated Mr. Jerry Osbourne, Bond and Finance Attorney, was asked to come and present to the Executive Committee to understand the pros and cons the airport faces, the challenges that lie ahead, the process of going through bonding, and the whole process. Executive Director Picou stated for short - term Mr. Groh, Kutchins & Groh, will discuss the two proposals received from Home Bank and Raymond James. Mr. Osbourne discussed the options for Raymond James submitting a proposal as they are the airport's fiscal agent and how they could also be the underwriter and what the state law says. Mr. Osbourne weighed in the pros and cons of Raymond James possibly playing both roles for the airport.

Mr. Osbourne discussed the sample schedule of events with actions that have to be made no matter the time frame of them happening. The following steps need to be taken for short – term debt issuance: Airport Commission adopts a resolution to State Bond Commission and Lafayette Consolidated Government, Lafayette City-Parish council approves debt issuance, State Bond Commission meeting and approval, Airport Commission adopts resolution

issuing debt and accepting offer to purchase, Publish resolution of the meeting date (TBD) adopting resolution issuing the debt, and deliver debt instruments and receive (initial?) payment. Commissioner Guilbeau asked if the date for the February meeting could be altered if the Commission is not ready for the funds. Mr. Osbourne stated all the dates are flexible and can be changed accordingly. Chairperson Garrett stated there is not a time delay between the first four steps of the schedule and when it is taken to the bond commission. Chairperson Garrett asked if there is a time frame you can wait before and Mr. Osbourne stated you can do it whenever. Chairperson Garrett asked if the time expires and Mr. Osbourne stated it doesn't expire the commission can take action whenever. Commissioner Skinner asked a few questions about the bond rating and the steps for the long-term. Mr. Osbourne indicated there will be more steps for long-term. Commissioner Skinner indicated these four month steps are just for getting someone for bonding.

Executive Director Picou asked Mr. Osbourne to tell the Commission about the Fiscal Agent currently held by Raymond James and there is a proposal submitted by them as well. Mr. Osbourne stated the options are depended upon what the Commission's plans are. There are two proposals submitted to purchase the airport's short-term debt and the Commission could decide to go with the two submitted or go with someone else from the outside. Mr. Oats arrived at this point of the meeting at 4:40 p.m. The offers submitted are from Raymond James and Home Bank.

Commissioner Guilbeau asked if Mr. Osbourne could give the Commission an ethical relation between the airport's fiscal agent and the company that submitted a proposal. Mr. Osbourne stated the airport does not have any legal restrictions on accepting either proposal that was submitted to the airport. Commissioner Guilbeau mentioned one proposal was for \$8M and the other for \$30M and asked if the \$8M would be enough for the airport's needs. Mr. Groh clarified a few things for the Commission. Mr. Groh stated there are three different funding sources that will back up the airport's debt. The airport started the CFC Customer Facility Charge with the rental car companies charging \$5 per transaction every day, which equals to close to \$1M per year in income the airport could use to pay off financing. The PFC Passenger Facility Charge the FAA has approved is now being collected and also equals close to \$1M per year and can be used to pay off debt. The airport's own revenue in it's budget now has about \$1M a year that is put aside for the terminal program that can be used as debt. Mr. Groh stated there is about \$3M per year the airport collects to use to pay capital and financing. Mr. Guilbeau's concern of \$8M for Home Bank's proposal, Mr. Groh explained the CFC Customer Facility Charge and the rental car project according to Home Bank's proposal will be separated and finance the project on its own.

Mr. Osbourne reported there is a movement in Washington DC to eliminate the use of tax exempt bonds; Executive Director Picou stated the airport is working with The Picard Group and Congressman Higgin's group to state the airport is not in support of this legislation. Executive Director Picou stated this is just discussion for the two proposals submitted because no recommendation has been made as of yet.

Another option is to hire a Financial Advisor as a third party to review things, but this would lead to additional costs. There was discussion of the options that could be taken with the different options the airport could choose to go with.

Mr. Guilbeau states the resolution provided by Mr. Osbourne would cover the short-term financing.

Mr. Groh stated the airport is not ready to pay on long-term financing so the short-term is all



that is being asked for right now.

Mr. Oats and Mr. Osbourne had a small discussion about the process of the financing and which way the airport can go.

Chairperson Garrett stated the process the airport needs to take is doing the first four steps of the outline which are: Airport Commission adopts a resolution to State Bond Commission and Lafayette Consolidated Government, Lafayette City-Parish council approves debt issuance, State Bond Commission meeting and approval, Airport Commission adopts resolution issuing debt and accepting offer to purchase; Decide if the airport needs a Financial Advisor to guide through the process; Select from an RFP for outside bids or select from the two proposals already submitted.

The Resolution for financing will be on the Special Meeting on November 15, 2017 for approval from the Commission. The resolution will be sent out to all the Commissioners and approved at the Special Meeting.

**OTHER BUSINESS:** None

**ADJOURN**

**RESOLUTION:** Committee Member Guilbeau moved Adjourn the Executive Committee Meeting of November 08, 2017 at 5:20pm. Committee Member Hebert seconded this motion and the vote was as follows:

**AYES:** Guilbeau, Hebert

**NAYS:** None

**ABSENT:** None

**MOTION CARRIES**

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