

PROCEEDINGS OF THE LAFAYETTE AIRPORT COMMISSION MEETING OF THE LAFAYETTE REGIONAL AIRPORT OF LAFAYETTE, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING OF DECEMBER 11, 2019 HELD AT 200 TERMINAL DRIVE, LAFAYETTE, LA.

ATTENDANCE

COMMISSION: Paul Segura (Chairman), Paul A. Guilbeau, Sr. (Secretary/Treasurer), John Hebert, Bryan Tabor, Lynn Guidry, Samuel Pierre, Patrick Edmond

ABSENT: None

ADMINISTRATIVE STAFF: Steven L. Picou (Executive Director), Stephen Oats (Legal Counsel), Rene Cotton (Properties Administrator), Mary Green (Financial Comptroller), John Raedle (Security Coordinator), Catina Theriot (Secretary).

GENERAL AUDIENCE: Tim Murray (CBRE|Heery), Frank Malagarie, Robert Callahan (Sides and Associates), Paula Serrett (CBRE|Heery), Adam Thibodeaux (DSA), Chris Groh (CBRE|Heery), Shelby Stach (CBRE|Heery), Michael Mondragon (RS&H), Michael Stropola (ARFF), Casey Zaunbrecher (CBRE|Heery), Clayton Jenkins (Lemoine-Manhattan), Travis Priour (Lemoine-Manhattan), Mark Stielper (MBSB), George Groh (CBRE|Heery), Bill McGrew (RS&H), Paul Dorsey (Lemoine-Manhattan), Rob Chomiak (CBRE|Heery), Nic Walts (The Picard Group), Tyron Picard (The Picard Group), Ralph Broussard (KCB Capital Management), Patrick S. Edmond Jr. (Patrick Edmond Sr. Commissioner)

I. CALL TO ORDER: (5 : 32 : 00)

II. INTRODUCTION/ROLL CALL

III. PLEDGE OF ALLEGIANCE- Led by Chairman Paul Segura

IV. APPROVAL of the Regular LAC Commission Meeting of November 13, 2019.

RESOLUTION - 2019-12-R1-01 Approval of the Regular Meeting of November 13, 2019:

MOTION: Commissioner Guilbeau moved the Lafayette Airport Commission accept minutes of the Regular Meeting of November 13, 2019. Commissioner Pierre seconded this motion and the vote was as follows:

AYES: Guilbeau, Hebert, Tabor, Guidry, Pierre

NAYS: None

ABSENT: None

MOTION CARRIES

Commissioner Guilbeau asked Chairman Segura to move Item V. Election of officers to scheduled Business item #4 and the LAC 2020 Calendar to scheduled Business Consensus item #14.

V. Election of Officers – moved to Discussion Items.

VI. Chairman’s Comments

a. Welcome New Commissioner – Chairman Segura welcomed new Commissioner Patrick Edmond, Sr.

b. Oath of Office – Mr. Stephen Oats, Legal Counsel, publicly swore in Mr. Patrick Edmond, Sr. as a LAC Commissioner.

Chairman Segura presented Commissioner Edmonds with the LAC crest to be worn on a blazer and stated if he had

any questions just let the Commission know.

c. 2020 LAC Calendar – Review/Approval – moved to Consensus items.

VII. EXECUTIVE DIRECTOR'S REPORT:

1. Recognition of LAC Staff and Commissioner's December Birthdays
Kevin Leblanc – Maintenance worker – 12/17
Mike Stropola – ARFF Chief – 12/25
2. No Shave November – *Executive Director Picou stated the LAC raised \$135.00 and this will go to the American Cancer Society.*
3. Open Position – Operations Specialist – *Executive Director Picou stated the LAC is in review of applications. Executive Director Picou stated there has not been an advertisement as of yet for the Deputy Director position.*
4. PHI – Notification of Name Change – PHI has submitted written notification advising the name of their company has been changed from PHI, Inc. to PHI Aviation, LLC. Notification is for informational purposes only as LAC action is not required. All future documents will display the new name.
5. LAC Insurance Requirements – LAC Staff has worked with Legal and Broker to update the LAC's insurance requirements for tenants, contractors, etc. a draft copy will be provided to LAC for review prior to placing on January's agenda for approval.
6. FAA DBE Uniform Report – FY 2019 – The DBE Uniform Report (FY 2019) for federal projects was due and submitted on December 1st. Attached is a copy for review.
7. LAC Commissioner Pictures – January 2020 – *Executive Director Picou stated pictures would be taken in the Sub-Conference Room of the terminal around 4:30 p.m.*
8. Media Day – 12/12/19 – *Executive Director Picou stated Media Day was from 10am- until and the LAC worked with Sides & Associates for the different media outlets to tour the new terminal. A safety briefing was given at the corner of Shepard and Grissom before touring the terminal facility and then heading to the QTA facility. Executive Director Picou encouraged each Commissioner to attend the tour of the terminal facility at 10 am and Personal Protective Equipment (PPE) was provided.*
Executive Director Picou stated the webcam showing the progress of the terminal construction has a new location and you can see the construction and terminal building from a different overview with a better panoramic view of the terminal.
9. Automatic renewals:
 - Schindler Elevators – Preventative Maintenance for Elevators/Escalators 4th (final) of four one-year options (1/1/20 – 12/31/20). Contract rate \$44,256.00/annually.
 - Mid-South Fire Protection – Preventative Maintenance for Sprinkler System 4th (final) of four one-year options (1/1/20 – 12/31/20). Contract rate \$3,648.00/annually.
 - GAT Airline Ground Support, Inc. – Porter Services 2nd of four one-year options (1/1/20 – 12/31/20) – Billable Hourly Rate: \$13.81 (straight time), \$20.72 (holiday time – New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving and Christmas); Management Fee: \$1,887.35 per month.
 - KDM Sales & Services, Inc., - Preventative Maintenance for Generators 1/1/20 – 12/31/20 – The contract for preventative maintenance of seven (7) generators: (1) Vault (2) LAC Maintenance Shop (3) ARFF (4) Terminal (5) Tower Drive LAC Admin (6) LAC Maintenance Fuel (7) Cargo Facility; ends on December 31, 2019 and automatically renews for one year. All terms and conditions remain the same. Contract cost is \$7,018.15/annually.
 - Sugarland Exterminating & Chemical Company, Inc (Pest Control Services) 1/1/20 – 12/31/20. Monthly service rate is \$318.00 for six (6) locations (Terminal, LAC Maintenance, ATCT, LAC Admin, ARFF, and rodent control for Hangar 7).
10. Financials – *Executive Director Picou stated the October financials were in the Commissioners' packets.*

11. Fly Lafayette/Passenger Statistics/Sides & Associates Report - *Mr. Callahan stated in November there were 43,058 passengers. Mr. Callahan stated there were 75,118 passengers more over January through November of 2018. Mr. Callahan stated the load factors remained high with Delta at 88.5%, United at 74.7%, Frontier at 67.6%, and American at 65.9%. Mr. Callahan stated even with ceased operations of the Frontier flights on November 11, 2019 and with only two flights for the month, there were still 769 more passengers in the month of November. Mr. Callahan stated the Media Tour of the new terminal would be on December 12, 2019 at 10:00 a.m. Mr. Callahan stated the Fly Lafayette Club currently has 11,098 members and there were 29 winners out of 542 entries. Mr. Callahan stated they had a contest on social media for the 11,000th member and the winner was a Mr. Frederickson. A list of winners was in the Commissioners' Packets.*

VI. Scheduled Business - Discussion Items

1. FP&C Bid Package 4a New Jet Bridges – Acceptance of Bid – Discussion/Action – Executive Director Picou stated bids for Package 4a New Jet Bridges were collected on December 3, 2019. Two bids were received with the necessary 3-day post bid documents and after review both bidders were responsive. The bid was structured to include a base bid of three (3) new jet bridges with an alternate for an additional two (2) new jet bridges for a total of \$4,116,499. An estimate for three new jet bridges and two refurbished jet bridges was provided to FP&C for a total of \$4,590,859. With the money allocated to the New Terminal Program the project team is therefore requesting to fund all new jet bridges and not refurbish the current jet bridges. The project team requests acceptance of the low bid from John Bean Technologies (JBT) Corporation for all 5 new jet bridges. Cost associated with Package 4a (five new jet bridges) is \$4,116,499 and will be paid for by FP&C. Staff Recommends Approval. Chairman Segura stated this is a cost savings from buying three and renovating two. Executive Director Picou stated that was correct.

RESOLUTION - #2019-12-R1-02 – Scheduled Business - Discussion Item(s) FP&C Bid Package 4a New Jet Bridges – Acceptance of Bid – Discussion/Action

MOTION: Commissioner Guilbeau moved to accept Discussion Item FP&C Bid Package 4a New Jet Bridges – Acceptance of Bid. The motion was seconded by Commissioner Tabor and the vote was as follows:

AYES: Guilbeau, Hebert, Tabor, Guidry, Pierre, Edmond

NAYS: None

ABSENT: None

MOTION CARRIES

Commissioner Guilbeau asked if there was an idea of how much the trade-in value would be for the old jet bridges. Executive Director Picou stated he did not have a value for a trade-in but he would work on getting a dollar amount.

2. Pay Increases per LCG Approval – Discussion/Action – Executive Director Picou stated the City-Parish Council (LCG) has approved a 5% general pay increase for LCG employees effective 12-6-19. According to the LAC Pay Plan, LCG pay increases are then to be reviewed and considered by LAC Commission for staff excluding the Executive Director. If Approved, a 2020 Budget amendment of approximately \$75,000 would be necessary and is the next agenda item. Commissioner Pierre asked when would this be effective for LAC employees. Executive Director Picou stated the pay increase would go into effect January 1, 2020. Commissioner Guidry asked if the pay increase would affect the budget and if the LAC had the funds for these increases. Executive Director Picou stated the funds are available.

RESOLUTION - #2019-12-R1-03 – Scheduled Business - Discussion Item – Pay Increase per LCG Approval – Discussion/Action

MOTION: Commissioner Guilbeau moved to accept Discussion Item 2. Pay Increases per LAC Approval. Commissioner Guilbeau made a motion to approve a 5% raise for all employees including the Executive Director effective January 1, 2020. The motion was seconded by Commissioner Tabor and the vote was as follows:
AYES: Guilbeau, Hebert, Tabor, Guidry, Pierre, Edmond
NAYS: None
ABSENT: None
MOTION CARRIES

3. LAC – Budget Amendment – Employee Salaries – Discussion/Action – Executive Director Picou stated if a 5% increase is approved, a budget amendment is required to the 2020 Budget in the amount of \$75,000.

RESOLUTION - #2019-12-R1-04 – Scheduled Business - Discussion Item – LAC – Budget amendment – Employee Salaries – Discussion/Action

MOTION: Commissioner Guilbeau moved to accept Discussion Item 3 LAC – Budget Amendment – Employee Salaries. Commissioner Guilbeau made a motion to amend his previous motion to reflect the previous motion of the 5% increase in case the dollar amount is not exact. The motion was seconded by Commissioner Pierre and the vote was as follows:
AYES: Guilbeau, Hebert, Tabor, Guidry, Pierre, Edmond
NAYS: None
ABSENT: None
MOTION CARRIES

4. Election of Officers –

Commissioner Guilbeau nominated Commissioner Segura as Chairman. Commissioner Segura was nominated and elected as Chairman.

RESOLUTION - #2019-12-R1-05: Election of Chairman

MOTION: Commissioner Guilbeau made a motion for Commissioner Segura for Chairman of the Lafayette Airport Commission for the 2020 Administrative Year. The motion was seconded by Commissioner Edmond and the vote was as follows:
AYES: Guilbeau, Hebert, Tabor, Guidry, Pierre, Edmond
NAYS: None
ABSENT: None
MOTION CARRIES

Chairman Segura thanked the Commission for the nomination and vote.

Chairman Segura stated the commission would move on for the position of Vice-Chairman. Commissioner Guilbeau was nominated and elected as Vice Chairman.

RESOLUTION - #2019-12-R1-06: Election of Vice Chairman

MOTION: Commissioner Tabor nominated Commissioner Guilbeau for Vice Chairman of the Lafayette Airport Commission for the 2020 Administrative Year. The motion was seconded by Commissioner Pierre and the vote was as follows:
AYES: Guilbeau, Hebert, Tabor, Guidry, Pierre, Edmond
NAYS: None
ABSENT: None
MOTION CARRIES

Chairman Segura stated the commission would move on for Secretary/Treasurer nominations. Commissioner

Hebert was nominated and elected as Secretary/Treasurer.

RESOLUTION - #2019-12-R1-07: Election of Secretary/Treasurer

MOTION: Commissioner Pierre nominated Commissioner Hebert for Secretary/Treasurer of the Lafayette Airport Commission for the 2020 Administrative Year. The motion was seconded by Commissioner Tabor and the vote was as follows:

AYES: Guilbeau, Hebert, Tabor, Guidry, Pierre, Edmond

NAYS: None

ABSENT: None

MOTION CARRIES

IX. Scheduled Business – Consensus Items

1. Sides & Associates – Marketing Firm Contract – Approval Executive Director Picou thanked Commissioner Pierre for pointing out the contract was not included in the agenda packet. Commissioner Pierre asked for a few moments to review the contract since it was not in the agenda packet. Commissioner Guilbeau asked if the item could be deferred until January. Executive Director Picou stated the contract ends at the end of December so not it cannot be deferred. Executive Director Picou stated staff received correspondence from Sides & Associates requesting a renewal of the contract for one year with two one-year options with an amount budgeted \$395,000. Executive Director Picou stated Sides & Associates handles all of the public relation (PR) issues for the airport, passenger statistics, coordinate with the airport on all outreaches, help with media events and planning events. Executive Director Picou stated this is a professional service and by state law the airport does not have to bid out for these services. Mr. Oats, Legal Counsel, stated the contract also now includes all DBE language added to all contracts.
2. M & M Sales, Co., Inc. (1st Floor Snack, Drink & Electronics Machine Vending) – Contract – Approval
3. Picard Group – Contract Renewal – Approval
4. Aircraft Rescue and Fire Fighting (ARFF) Services Contract – Rural Metro Fire – Option Term Renewal – Approval
5. Airport Technical Support, LLC., (Jet Bridge (4) Preventative Maintenance Services) – Option Term Renewal – Approval
6. FP&C Bid Packages 1 Audio Visual – Acceptance of Bid – Ratify Chairman’s Action – Approval
7. FP&C Bid Packages 3 Generator – Acceptance of Bid – Ratify Chairman’s Action – Approval
8. FP&C Bid Packages 8 Baggage System – Acceptance of Bid – Ratify Chairman’s Action – Approval
9. FP&C Bid Packages 10 Technology – Acceptance of Bid – Ratify Chairman’s Action – Approval
10. GA Development – Change Order #1 – Rudick Company – Approval
11. GMP – Change Order #09 (Project 3 and 6) – Lemoine – Manhattan JV – Approval
12. Package 3 CA Services – Work Order #78 Amendment 1 – RS&H – Approval
13. 2020 Miscellaneous Engineering Services – Work Order #88 – RS&H – Approval
14. LAC 2020 Calendar - Approval

RESOLUTION - #2019-12-R1-08 – Scheduled Business - Consensus Item(s)

MOTION: Commissioner Tabor moved to accept Consensus Items 1 through 14. The motion was seconded by Commissioner Edmond and the vote was as follows:

AYES: Guilbeau, Hebert, Tabor, Guidry, Pierre, Edmond

NAYS: None

ABSENT: None

MOTION CARRIES

X. Reports

1. DBE Program Report –Mrs. Cotton, DBELO, reported the Annual DBE Uniform Report was turned into the FAA on December 1, 2019. The Uniform Report is comprised of all the federal projects for the federal fiscal year, which ended on September 30, 2019. Mrs. Cotton stated the reports consists of contracts that were awarded during the fiscal year, contracts that are ongoing, and contracts that were completed during the fiscal year. Mrs. Cotton stated the report was in the Commissioners’ packets for their review. Mrs. Cotton stated there were no updates on projects for this month. Mrs. Cotton stated the new terminal project summary was sent to the Commissioners on Friday, December 6, 2019 and it consisted of a DBE goal of 8.30%, a projected DBE commitment or goal of 13.95%, and a current DBE attainment of 21.87%. Mrs. Cotton stated the Title VI training for Commissioners and staff is scheduled for January 2020.
2. Terminal Program Report –Mr. Chomiak, CBRE|Heery, gave a presentation on the terminal program. Mr. Chris Groh, Kutchins & Groh/CBRE|Heery, gave the presentation on the terminal funding. Mr. Groh stated the airport received news last month of the FAA announcing a \$5.5 million grant for the terminal program. Mr. Groh stated the airport is continuing to work with the FAA to close the gap on funding and coordinate the remaining \$13.1 million. Mr. Groh stated the airport is working with DOTD on the DOTD grants. Mr. Groh stated the first package of FP&C projects was advertised for bid responses. Mr. Groh stated the second package of FP&C projects are currently under review with FP&C. Mr. Groh stated the EDA grant was received and the airport is coordination with the airport attorney and the EDA council. Mr. Groh stated the airport submitted the TSA OTA grant application and awaiting on an update. Mr. Groh stated they are still working with the airlines for coordination over leasable space. Mr. Groh stated there is continued coordination with the rental car agencies on the QTA Ready Return lot. Mr. Groh stated the bar graph slide shows where the airport is on funding. Mr. Groh went over the bar graph showing the monies awarded and still outstanding.
 Executive Director Picou stated himself and Mr. George Groh would be traveling to the FAA on Monday, December 16, 2019 for an update on funding for the terminal program.
 Mr. Chomiak stated there was a request to change the monthly report and those changes are noticeable on this month’s report. Mr. Chomiak gave an update on the work completed on the airport property. Mr. Chomiak stated the QTA project is progressing and it should be completed in February 2020. Mr. Chomiak stated the schedule shows projects that are complete and the progress of some projects. Mr. Chomiak stated Airside Improvements do not have a date because as of right now it depends on funding. Mr. Chomiak stated there were no updated drone photos for this month. Mr. Chomiak showed a 30-day mark on the work on the terminal building, which shows the different angle of the web cam for a different overview. Mr. Chomiak stated on the terminal building there is sheeting going up, framing, interior walls, and the canopy is going up. Mr. Chomiak stated FP&C packages were all on the agenda for approval and good news on getting new jet bridges. Mr. Chomiak stated they are awaiting on FP&C approval for package 7 & 8. Mr. Chomiak stated everything is moving along great and the schedule is going well. Commissioner Guilbeau had a question on when the terminal building would be weather proofed. Mr. Chomiak stated there are inside walls going up now and Mr. Tim Murray, CBRE|Heery, stated probably March 2020 the building would be weather proofed. Mr. Murray stated the terminal building would have gas and be completely enclosed in March 2020 and start interior finishing’s. Commissioner Guidry asked for the updated drone photos be sent to the Commissioners. Commissioner Guidry thanked the team for their efforts and stated he appreciates the changes in the terminal report.
3. LFT Airport Monthly Fiscal Review (December) — Report available on airport website www.lftairport.com. Executive Director Picou stated Fiscal Review is in the Commissioners’ packets for their review.

Chairman Segura asked if there was any update on the second line with TSA. Executive Director Picou stated there were no updates on the agenda, but Mr. Mark Stielper could give an update. Mr. Stielper, MBSB Group, stated last month it was mentioned there were several budget narrations and concepts. Mr. Stielper stated they have landed on a concept that can utilize the glass and the location. Mr. Stielper stated they are still targeting the dates that they had in mind, which are after the first of the year and towards the end of January 2020. Commissioner Pierre asked if the time frame wouldn’t be a busy travel time as well. Executive Director Picou stated Mardi Gras

isn't until the end of February so this would be a good time to complete the construction instead of Thanksgiving and Christmas. Executive Director Picou stated this would be a longer time frame to amortize the cost and it is averaging \$.75 to \$1.00 per person. Executive Director Picou stated there are some questioning why spend this money when there will be a new terminal, but if you are one in the morning not getting on your aircraft it is wise to spend the money for the expansion.

XI. Other Business: Chairman Segura announced Commissioner Tabor would be leaving the Commission after the end of December. Chairman Segura stated Commissioner Tabor was elected to the Parish Council and will complete his term through the end of December. Chairman Segura stated it was a pleasure working with Commissioner Tabor and they have become good friends. Commissioner Tabor thanked Chairman Segura and thanked the past and present Commissioners for making him feel important and this was a great learning experience in his next step in life. Commissioner Guilbeau congratulated Commissioner Tabor and stated Lafayette is a hidden jewel of the parish. Commissioner Guilbeau elaborated on the pay increases and this reflects a COLA (Cost of Living) increase not a merit increase that starts in January 2020. Commissioner Guilbeau stated Commissioner Guidry had put in his resignation but has extended his time until the end of February and Commissioner Guilbeau thanked Commissioner Guidry for staying on. Commissioner Guilbeau wished everyone a Merry Christmas and Happy New Year. Commissioner Pierre congratulated Commissioner Edmond on becoming a Commissioner. Commissioner Pierre stated he would like a hard copy of the agenda packets for the next couple of months to familiarize himself with the airport agenda items. Chairman Segura wished everyone a Merry Christmas and Happy Holiday. Chairman Segura thanked everyone for their support and we will see everyone in the new year.

XII. Adjourn (6:25:00)

RESOLUTION - #2019-11-R1-03 – Adjourn

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

AYES: Guilbeau, Hebert, Tabor, Guidry, Pierre, Edmond

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.