

PROCEEDINGS OF THE LAFAYETTE AIRPORT COMMISSION MEETING OF THE LAFAYETTE REGIONAL AIRPORT OF LAFAYETTE, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING OF JANUARY 8, 2020 HELD AT 200 TERMINAL DRIVE, LAFAYETTE, LA.

ATTENDANCE

COMMISSION: Paul Segura (Chairman), Paul A. Guilbeau, Sr. (Vice – Chairman), John Hebert (Secretary/Treasurer), Samuel Pierre, Patrick Edmond

ABSENT: Lynn Guidry

ADMINISTRATIVE STAFF: Steven L. Picou (Executive Director), Stephen Oats (Legal Counsel), Rene Cotton (Properties Administrator), Mary Green (Financial Comptroller), Ashley Simon (Environmental Compliance Officer), 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), Art Marullo (LPSO), Bryan O’Connor (Lemoine-Manhattan).

I. CALL TO ORDER: (5 : 35 : 00)

II. INTRODUCTION/ROLL CALL

III. PLEDGE OF ALLEGIANCE- Led by Chairman Paul Segura

IV. APPROVAL of the Regular LAC Commission Meeting of December 11, 2019.

RESOLUTION - 2020-1-R1-01 Approval of the Regular Meeting of December 11, 2019:

MOTION: Commissioner Edmond moved the Lafayette Airport Commission accept minutes of the Regular Meeting of December 11, 2019. Commissioner Pierre seconded this motion and the vote was as follows:

AYES: Guilbeau, Hebert, Pierre, Edmond

NAYS: None

ABSENT: Guidry

MOTION CARRIES

V. Chairman’s Comments

- a. Announcement of 2020 Committees** – Chairman Segura stated he left the committee assignments at his office and would get them to the Commission by the end of the week.

VI. EXECUTIVE DIRECTOR’S REPORT:

1. Recognition of LAC Staff and Commissioner’s January Birthdays
 - Broutin Sherill – RS&H – 1/2
 - Stephen Oats – Legal Counsel – 1/4
 - Jamie Pridgen – Maintenance Worker – 1/21
 - Giles Menard – Operations Manager – 1/30
2. Ebinesh Vaddi – ACE – *Executive Director Picou stated Mr. Vaddi recently acquired his Airport Certification Employee (ACE). Executive Director Picou stated this is a multiple choice test on several*

- volumes of airport operations. Executive Director Picou congratulated Mr. Vaddi for successfully completing the ACE test.
3. Open Position – Deputy Director/Operations Specialist – Executive Director Picou stated the LAC is advertising for the Deputy Director position with an advertisement placed on Monday, January 6, 2020 with three applicants thus far. Executive Director Picou stated the Operations Specialist position was also advertised on Monday, January 6, 2020.
 4. LAC Commissioner Pictures – February 2020 Executive Director Picou stated the photographer that was scheduled had a conflict with the schedule and due to this conflict pictures will be taken before the February 2020 meeting.
 5. FAA Meeting Update – Executive Director Picou stated himself and George Groh went meet with the Fort Worth FAA Airports Division Office (ADO). The meeting mentioned many needs for funding. Executive Director Picou stated he and Chairman Segura would travel to Washington, DC at the end of January to reiterate the needs on funding and to request \$13 million for pavement airside.
 6. Aircraft Accident – Executive Director Picou stated unfortunately on December 28, 2019, there was an aircraft accident. Executive Director Picou stated the aircraft was based here in Lafayette, he could only provide information released by NTSB’s preliminary report. Executive Director Picou stated he was contacted by the FAA to ensure the runway was clear and if fuel was a factor. Executive Director Picou stated the runway was clear and the airport does not sell fuel to this aircraft as they use a third party. Executive Director Picou stated the airport has been in a support role to the various agencies. Chairman Segura stated it was a tragic accident and the aircraft belonged to Chuck Vincent, who is a friend to many. Chairman Segura stated even though the accident didn’t happen on airport property the Director, ARFF Fire Chief, and Mr. Menard, Operations Manager all were on seen to help in any way.
 7. Media Day – 12/12/19 – Executive Director Picou stated Media Day was on December 12, 2019, and was well received. Executive Director Picou stated the airport received positive publicity both in the written and televised media. Executive Director thanked everyone for their help with coordination of the media tour.
 8. Automatic renewals:
 - Sugarland Exterminating Co. – 224 Tower drive (ARFF) Termite Plan – (2/1/20 – 1/31/21). Contract amount \$190.00 annually.
 - Central Auction House – Electronic Bidding Contract – The agreement with CAH provides assistance with electronic bidding services by providing access to proprietary software for compliance with Act 590. The agreement will automatically renew on February 4, 2020 for one year. There is no charge to LAC.
 - OAG (Flightview, Inc.) – Mobil Web Site (Addendum) – The Addendum for Enhanced Services for the mobile website will automatically renew for one year (2/10/20 -2/9/21). The monthly subscription fee is \$200.00 (the account is registered to LAC; Sides pays \$200.00 monthly fee for enhanced services).
 - LUS Fiber – One Gigabyte – Marketing and Service Agreement – (2/13/20 – 2/12/21). LUS provides one (1) gigabit Internet and Wi-Fi Service for the benefit of the Commission in public areas at the Lafayette Regional Airport terminal building. The normal charges for this service provided by LUS Fiber would be \$1200 per month. In exchange for payment of this service, the Commission provides to LUS Fiber the equivalent value of advertising space within public areas of the Lafayette Regional Airport terminal building.
 9. Financials – Executive Director Picou stated the November financials were in the Commissioners’ packets.
 10. Fly Lafayette/Passenger Statistics/Sides & Associates Report - Mr. Callahan stated in December there were 43,201 passengers. Mr. Callahan stated from January – December of 2019, 530,501 passengers utilized the airport. Mr. Callahan stated there were 79,438 passengers more over January through December of 2018. Mr. Callahan stated this ranks as the best year on record for total number of

passengers, topping the previous record of 501,101 set in 2014. Mr. Callahan stated the load factors remained high with Delta at 86.7%, United at 73.6%, and American at 70.2%. Mr. Callahan provided a list of the top 25 destinations out of LFT for 2019 and the top 5 were Atlanta, GA, Denver, CO, Dallas, TX, Orlando, FL, and Las Vegas, NV being number one. Mr. Callahan stated the airport will participate in an Industry Day on January 30, 2020. The purpose of the event is to inform potential sub-contractors of upcoming projects the LCG and LFT have coming up and to provide an opportunity for businesses to introduce themselves and their services to project prime contractors. The Fly Lafayette Club has gone from 164 members in 2014 to currently 11,146. January's prize drawing had 16 winners out of 512 entries. A list of winners was in the Commissioners' Packets. Mr. Callahan congratulated the Commission on a great year.

Executive Director asked Mr. Stielper, MBSB to give an update on the second TSA line. Mr. Stielper stated they bided out to separate portions of the project. Mr. Stielper stated RS&H is facilitating the movement of equipment and the price is in hand. The second cost is the construction costs to expand the area. Mr. Stielper stated the target cost was \$150,000 but it was not acquired the first time it was out for bid. Mr. Stielper stated they worked with the low bidder on getting cost down and where it is still allowable for the airport to facilitate what they need for the area. Proposals or bids are due Friday, January, 10, 2020. Mr. Stielper stated the work is anticipated to start on February 7, 2020 and end on February 27, 2020. Mr. Stielper stated the equipment would be changed right after Mardi Gras. Chairman Segura stated it would take about three weeks. Commissioner Guilbeau asked if the 27th date was a comfortable date. Commissioner Guilbeau stated the plan is approved and doesn't have to come back to the Commission. Executive Director Picou stated the plan is once the bids are in hand the LAC will get Chairman Segura's signature and have it on the February agenda as a ratification. Chairman Segura asked if the line and machinery won't be ready to go on the 27th of February. Mr. Stielper stated the machinery and equipment only takes overnight to replace. The movement of equipment will be coordinated with TSA. Executive Director Picou stated the equipment is in storage and it may all take place at the same time.

Executive Director Picou stated Acadiana Tap House had another good year up 34%. Executive Director Picou stated total remittance for 2019 was \$87,776.80.

VII. Scheduled Business - Discussion Items

VIII. Scheduled Business – Consensus Items

1. General Environmental Services – Work Order #84 - RS&H – Approval
2. Lafayette 2020 Semiannual Groundwater Monitoring – Work Order #85 – RS&H – Approval
3. Environmental Compliance Support – Work Order #86 – RS&H – Approval
4. Environmental Permitting support – Work Order #87 – RS&H – Approval
5. LAC Insurance Requirements – Approval
6. New Terminal Project – EDA Grant 08-01-05302 – Authorization to Accept Grant – Approval
7. Acadiana Planning Commission – EDA Grant Management Work Order – Approval
8. GA Development – Change Order #02 – Rudick Company – Approval
9. Testing Services – Task Order #16 – Change Order #01 – CBRE|Heery - Approval

RESOLUTION - #2020-1-R1-02 – Scheduled Business - Consensus Item(s)

MOTION: Commissioner Guilbeau moved to accept Consensus Items 1 through 9. The motion was seconded by Commissioner Pierre and the vote was as follows:

AYES: Guilbeau, Hebert, Pierre, Edmond
NAYS: None
ABSENT: Guidry
MOTION CARRIES

IX. Reports

1. DBE Program Report –Mrs. Cotton, DBELO, reported the new terminal project summary report was sent to all the Commissioners on Monday, January 6, 2020 and it consisted of a DBE goal of 8.30%, a projected DBE commitment or goal of 14.22%, and a current DBE attainment of 22.07%, which is through GMP 8. Mrs. Cotton stated in 2019 the airport had one Title VI complaint which was filed to the FAA. Mrs. Cotton has been in contact with the FAA to get an update as of now it is still under review. The FAA cannot give a closeout date for the complaint. Mrs. Cotton stated the Annual ACDBE Uniform Report is due March 1, 2020 and the airport is gathering information to meet the deadline. Mrs. Cotton stated the airport is planning for an Industry Day in conjunction with a DBE Outreach in order to reach out to small businesses to see about getting them certified for the airport's DBE Program. Mrs. Cotton stated the DBE Advisory Committee meeting was scheduled for Tuesday, January 14, 2020. Commissioner Pierre asked about the training for Title VI and Mrs. Cotton stated the training date is forthcoming.
2. Terminal Program Report –Ms. Zaunbrecher, 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 Executive Director Picou mentioned he went to DC last month and requested the funds 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 the FAA to receive the \$5.5 million grant that was previously announced. Mr. Groh stated the airport is working with DOTD on the DOTD grants. Mr. Groh stated the first package of FP&C projects is currently under FP&C review. Mr. Groh stated the second package of FP&C projects are currently being bid. Mr. Groh stated there is an additional \$2 million request to include in this year's fiscal budget. Mr. Groh stated the EDA grant was received and the airport is finalizing the certifications and the funds should be estimated for February 2020. 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. Commissioner Pierre stated there was no mention of concessions and Mr. Groh stated there are continuing negotiations on concessions. Ms. Zaunbrecher gave an update on the work completed on the airport property. Ms. Zaunbrecher stated the QTA project is progressing and it should be completed in March 2020. Ms. Zaunbrecher stated the schedule shows projects that are complete and the progress of some projects. Ms. Zaunbrecher stated Airside Improvements do not have a date because as of right now it depends on funding. Ms. Zaunbrecher stated the drone photos for this month are coordinating with the meeting dates. Ms. Zaunbrecher 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. Ms. Zaunbrecher stated the terminal program update shows different packages and their start dates.
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.

X. Other Business: None

XI. Adjourn (6:07:00)

RESOLUTION - #2020-1-R1-03 – Adjourn

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

AYES: Guilbeau, Hebert, Pierre, Edmond

NAYS: None

ABSENT: Guidry

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.