

PROCEEDINGS OF THE LAFAYETTE AIRPORT COMMISSION MEETING OF THE LAFAYETTE REGIONAL AIRPORT OF LAFAYETTE, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING OF MARCH 11, 2020 HELD AT 200 TERMINAL DRIVE, LAFAYETTE, LA.

ATTENDANCE

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

ABSENT: None

ADMINISTRATIVE STAFF: Steven L. Picou (Executive Director), Stephen Oats (Legal Counsel), Mary Green (Financial Comptroller), Jennifer Comeaux (Asst. Property & Accounting), Catina Theriot (Secretary).

GENERAL AUDIENCE: Tim Murray (CBRE|Heery), Adam Thibodeaux (DSA), Chris Groh (CBRE|Heery), Michael Mondragon (RS&H), Casey Zaunbrecher (CBRE|Heery), Clayton Jenkins (Lemoine-Manhattan), Travis Priour (Lemoine-Manhattan), Mark Stielper (MBSB), Bill McGrew (RS&H), Erin Owens (Owens Flight Training), Cheryl Campbell (Unlimited Cleaners), Rob Chomiak (CBRE|Heery), Frank Malagarie, Robert Callahan (Sides & Associates), Terry Hurd (LCG), Shelby Stach (CBRE|Heery), Todd Vincent (Sellers & Associates), Ralph Broussard (KCB Capital Mgmt), Bryan O’Connor (Lemoine-Manhattan), Patrick McIntire (Oats & Marino), Todd Swartzendruber (Oats & Marino), Allen Latoce (Owens Flight Training), .

I. CALL TO ORDER: (5 : 31 : 00)

II. INTRODUCTION/ROLL CALL

III. PLEDGE OF ALLEGIANCE- Led by Chairman Paul Segura

IV. APPROVAL of the Regular LAC Commission Meeting of February 12, 2020.

Commissioner Guidry commented on how pleased he is with the minutes prepared by Ms. Catina Theriot, Secretary. Commissioner Guidry complemented how thorough the minutes are and there is no question what happened at the last meeting. Chairman Segura also thanked Ms. Theriot.

RESOLUTION - 2020-3-R1-01 Approval of the Regular Meeting of February 12, 2020:

MOTION: Commissioner Guidry moved the Lafayette Airport Commission accept minutes of the Regular Meeting of February 12, 2020. Commissioner Pierre seconded this motion and the vote was as follows:

AYES: Guilbeau, Hebert, Guidry, Pierre, Edmond

NAYS: None

ABSENT: None

MOTION CARRIES

V. EXECUTIVE DIRECTOR’S REPORT:

1. Recognition of LAC Staff and Commissioner’s March Birthdays
Jennifer Comeaux – Asst. Property & Accounting – 3/8
Wayne Breaux – Maintenance Worker – 3/22
2. Audit – April 6th through April 10th – Wright, Moore, DeHart, Dupuis & Hutchinson etal. *Executive Director Picou stated these dates the external annual audit of the airport would be taking place.*
3. Open Position – Deputy Director/Operations Specialist /Maintenance Worker– *Executive Director Picou stated the Operations Specialist, Justin Cumbo has been selected and come from Florida. Mr. Cumbo completed his undergraduate degree in Business Administration at Columbia Southern*

University in Orange Beach, Alabama before pursuing his MBA in Aviation Management at Lynn University in Boca Raton, Florida. Justin has his CM from AAE and brings over 15 years of business and professional experience to the team. Executive Director Picou stated when Mr. Cumbo officially starts, he will be introduced to the Commission. Executive Director Picou stated the Deputy Director position was narrowed down to three applicants with one recently accepting another position. Executive Director Picou stated the position now has two applicants and he will be working with Chairman Segura on scheduling interviews.

4. Career Conference – February 18, 2020 - Executive Director Picou stated Mrs. Theriot, Secretary, represented the airport along with Chief Stropola. Executive Director Picou stated this was an event for tenth graders to learn about the airport and potentially develop their career paths. The Career Conference was well attended and Executive Director Picou thanked Ms. Theriot for attending and representing the airport.
5. 31st Annual Aviation Fun Day – October 17, 2020, Executive Director Picou stated the annual fun day is scheduled for October 17, 2020 and the event is open to 300 kids ages 5-12.
6. Second Lane at TSA Checkpoint – Executive Director Picou stated the work to be completed by the LAC is complete. The LAC is waiting for the TSA to install their equipment, which is slated for March 24, 2020 with a go live date of March 25, 2020 by TSA. Commissioner Guilbeau stated he is hearing nothing but positive comments about the second TSA line at the terminal.
7. Traffic Re-Route – Executive Director Picou stated the traffic was scheduled to be re-routed in front of the new terminal this week, but it will happen next week. Executive Director Picou stated the new of the terminal re-route will be displayed on the airport’s Facebook page and website.
8. Coronavirus – Executive Director Picou stated the Coronavirus is not in the Lafayette area at this time. Executive Director Picou stated there were six (6) cases in the State of Louisiana in the Metropolitan area of New Orleans. Executive Director Picou stated the airport cannot detect any impact this has on the airport at this time. TSA workers are allowed to wear face masks, but it is not mandatory. Executive Director Picou stated the actions being taken by the airport are putting antibacterial soap in the restrooms as soon as the supply currently runs out and placing hand sanitizing stations throughout the terminal.

Executive Director Picou stated Oakwells’ concession numbers are up for the month, while passenger numbers are flat from last year.

Executive Director Picou stated on March 19, 2020, the airport will be conducting their Table Top Exercise, which is a requirement from the Federal Aviation Administration (FAA) Part 139. Executive Director Picou stated this is not a full scale exercise.

9. Financials – Executive Director Picou stated the financials were in the Commissioners’ packets.
10. Fly Lafayette/Passenger Statistics/Sides & Associates Report - Mr. Callahan stated in February there were 36,968 passengers. Mr. Callahan stated this was a decrease of 292 passengers over last year. Mr. Callahan stated the load factors remained high with Delta at 80.6%, United at 72%, and American at 70%. The Fly Lafayette Club has gone from 164 members in 2014 to currently 11,215. March’s prize drawing had 18 winners out of 481 entries. A list of winners was in the Commissioners’ Packets.

VI. Scheduled Business - Discussion Items

VII. Scheduled Business – Consensus Items

1. General Aviation Infrastructure Project – Change Order #4 – Rudick Company – Approval
2. Quick Turn Around Facility (QTA) – Change Order #6 – Southern Constructors – Approval
3. New Terminal Program – Guaranteed Maximum Price (GMP) – Change Order #10 (Project 3) – Lemoine-Manhattan – Approval
4. Project Management/Construction Management (PM/CM) Services 2020 – Task Order #30 – CBRE|Heery – Approval
5. Disadvantaged Business Enterprise (DBE) Services for 2020 – Task Order #31 – CBRE|Heery – Approval

6. New Terminal Program – Resident Project Representative (RPR) Services for 2020 – Task Order #32 – Approval
7. Title VI Grievance Support – Task Order #33 – CBRE|Heery – Approval *Executive Director Picou pulled this item due to lack of information.*
8. Facility Planning & Control (FP&C) Package 2 Parking Lot Canopy – Acceptance of Bid – Approval
9. Facility Planning & Control (FP&C) Package 7 Furniture – Rejection of Bid – Approval
10. Facility Planning & Control (FP&C) Package 9 Signage – Approval to Bid – Ratify Chairman’s Action – Approval
11. Checkpoint Expansion – Equipment Move – K2 Construction Consultants – Substantial Completion – Approval
12. Application to Lease – Owens Flight Training, LLC – Approval *Chairman Segura asked if there were any representatives from the flight school. Erin Owens, wife of Ryan Owens owner, stated the business is currently at the New Iberia airport and they will relocate to the Lafayette airport. Chairman Segura asked how many airplanes. Mrs. Owens stated there are four (4) airplanes; one 152, two 172s, and one 182. Chairman Segura asked how many instructors and Mrs. Owens stated there is one full-time instructor, one part-time instructor, and Mr. Owens is also an instructor. Chairman Segura asked if the planes are available to rent as well and the answer was yes. Commissioner Guilbeau asked if they were part of an instructional group. Mr. Latoce stated they are a Part 61 school with planes readily available. Commissioner Pierre asked how many students and Mr. Latoce stated there are four currently and eight on the books. Chairman Segura stated they will be located where FedEx used to be located in the lower part of the hangar. Executive Director Picou stated they are scheduled to open on April 1, 2020.*

RESOLUTION - #2020-3-R1-02 – Scheduled Business - Consensus Item(s)

MOTION: Commissioner Guilbeau moved to accept Consensus Items 1 through 6 and Items 8 through 12. The motion was seconded by Commissioner Pierre and the vote was as follows:

AYES: Guilbeau, Hebert, Guidry, Pierre, Edmond

NAYS: None

ABSENT: None

MOTION CARRIES

IX. Reports

1. DBE Program Report –*Mrs. Judith Dangerfield, Metro Source, reported Mrs. Cotton stated the new terminal project summary report was sent to all the Commissioners on Friday, February 7, 2020 and it consisted of a DBE goal of 8.14%, a projected DBE commitment or goal of 13.98%, and a current DBE attainment of 12.96%. Chairman Segura stated at the DBE meeting on March 10, 2020 stated the packages that will be going out.*
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 the airport is continuing to work with the FAA on the funding that was granted in November 2019. Mr. Groh stated the airport is working with DOTD. Mr. Groh stated some FP&C packages requested approval for 2020 funds. Mr. Groh stated the EDA grant was received and they are working with Acadiana Planning on the report. Mr. Groh went over the bar graph showing the monies awarded and still outstanding. Ms. Zaunbrecher gave an update on the work completed on the airport property. Ms. Zaunbrecher showed new detailed pictures of the progress of the QTA Facility, which is so close to completion. Ms. Zaunbrecher gave an explanation of the QTA process with map views of the traffic flow for the rental cars. Commissioner Edmond asked if there should be a fence around the tank. Executive Director Picou stated the tank is double walled insulated. Ms. Zaunbrecher went over detailed pictures of the inside of the QTA facility. Ms. Zaunbrecher explained the Readiness coordination with everyone getting the process worked out before the terminal opens next year. Ms. Zaunbrecher stated there was tenant*

readiness also explaining the facility operations and the space allocations. Commissioner Pierre asked how the space allocations were determined. Ms. Zaunbrecher stated the space went by the market share from the study back in 2015. Ms. Zaunbrecher showed a slide she explained the traffic flow for the QTA facility. Ms. Zaunbrecher also explained the layout and operation of the facility. Ms. Zaunbrecher explained the timeline of the QTA facility all the way up until it plans to open and be completely activated. Ms. Zaunbrecher stated the schedule shows projects that are complete and the progress of some projects. Executive Director Picou stated the RTR Facility will be fully operational this week and the old RTR facility will be taken down and remediated. Ms. Zaunbrecher explained the new roadway in front of the terminal and how the roadway exiting the terminal will change next week. Chairman Segura asked if the roadway near the economy lot will be two way traffic. Ms. Zaunbrecher explained the ways to get in and out of the parking and the exiting of the terminal on the new roadway in front of the new terminal. Mr. Thibodeaux, Domingue, Szabo & Associates gave a little explanation of the parking areas and the way to get out of the terminal. Commissioner Guidry asked if the roadway will be substantially completed. Ms. Zaunbrecher stated since there are phases of work there will be several substantial completions for the different phases. Mr. Bryan O'Connor, Lemoine-Manhattan, stated the roadway will be open only to passengers and not construction workers. Mr. O'Connor stated the construction workers will cross at the loop road and if there are any damages to the road they will be repaired. Mr. O'Connor stated the language for the acceptance will include the language for repairing the roadway of any damages at the crossing for construction workers. 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 (March) — Report available on airport website www.lftairport.com. Executive Director Picou stated Fiscal Review is in the Commissioners' packets for their review.

IX. Executive Session

1. Legal Report on Pending Litigation
Re: Lafayette Airport Commission, Diamond B Construction, LLC., and URS Corporation, 15th Judicial District Court, Parish of Lafayette, State of Louisiana, Docket Number 2016-3405

RESOLUTION - #2020-3-R1-03 – Go into Executive Session

MOTION: Commissioner Guidry moved to go into Executive Session. The motion was seconded by Commissioner Edmond and the vote was as follows:

AYES: Guilbeau, Hebert, Guidry, Pierre, Edmond

NAYS: None

ABSENT: None

MOTION CARRIES

RESOLUTION - #2020-3-R1-04 – Come out of Executive Session

MOTION: Commissioner Pierre moved to come out of Executive Session. The motion was seconded by Commissioner Edmond and the vote was as follows:

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

Executive Director Picou stated the map graphic of the road closures will be less cluttered and will be sent to all the Commissioners. Executive Director Picou stated during this meeting there was an alert 1, which the landing was successful and the issue was with a gear. Executive Director Picou stated if there were any complaints for Delta Air Lines, the jet bridge cables popped and it will be fixed the next day.

X. Other Business: None

XI. Adjourn (7:07:00)

RESOLUTION - #2020-2-R1-07 – 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, 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 Tower Drive, Lafayette, LA 70508. 337.266.4401.