

**PROCEEDINGS OF THE LAFAYETTE AIRPORT COMMISSION MEETING OF THE LAFAYETTE REGIONAL AIRPORT OF LAFAYETTE, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING OF MAY 13, 2020 HELD ONLINE/VIRTUAL ZOOM MEETING DUE TO COVID-19/CORONAVIRUS.**

**ATTENDANCE**

**COMMISSION:** Paul Segura (Chairman), John Hebert (Secretary/Treasurer), Lynn Guidry, Samuel Pierre, Patrick Edmond, Terry Hurd

**ABSENT:** Paul A. Guilbeau, Sr. (Vice – Chairman)

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

**GENERAL AUDIENCE:** Casey Zaunbrecher (CBRE|Heery), Tim Murray (CBRE|Heery), Adam Thibodeaux (DSA), Chris Groh (CBRE|Heery), Michael Mondragon (RS&H), Mark Stielper (MBSB), Rob Chomiak (CBRE|Heery), Frank Malagarie, Robert Callahan (Sides & Associates), Shelby Stach (CBRE|Heery), Ralph Broussard (KCB Capital Mgmt), Broutin Sherrill (RS&H), Glenn Edwards (Western Airways/Davidson Meaux), Art Marullo (LPSO), Christopher Finn (Metro Aviation), George Groh (Kutchins & Groh/CBRE|Heery), Jason Henderson (Western Airways), William McGrew, Keith Mosing (Western Airways), Donald Mosing (Western Airways).

**I. CALL TO ORDER: ( 5 : 30 : 00 )**

**II. INTRODUCTION/ROLL CALL**

**PLEDGE OF ALLEGIANCE-** Led by Chairman Paul Segura; not on the agenda but recited by all.

**III. APPROVAL of the Regular LAC Commission Meeting of March 11, 2020.**

RESOLUTION - 2020-5-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 March 11, 2020. Commissioner Edmond seconded this motion and the vote was as follows:

AYES: Hebert, Guidry, Pierre, Edmond, Hurd

NAYS: None

ABSENT: Guilbeau

MOTION CARRIES

Chairman Segura welcomed newest Commissioner Terry Hurd. Commissioner Hurd was sworn in at Oats & Marino Law Office on Monday, May 11, 2020, and Mr. Oats, Legal Counsel, stated he received Ethics and Continuing Education information. Chairman Segura stated the Commission looks forward to working with him. Chairman Segura stated the Commission looks forward to meeting him one day. Commissioner Hurd thanked the Commission and stated it was a pleasure to meet all the Commissioners.

Executive Director Picou welcomed Commissioners and stated the meeting was a unique way of conducting a meeting; but after this meeting, hopefully the Commission can reconvene in June 2020 as a public body.

**IV. EXECUTIVE DIRECTOR'S REPORT:**

1. Recognition of LAC Staff and Commissioner's May Birthdays
  - Aline Nelson – Accounting Clerk – 5/5
  - Captain Credeur – ARFF – 5/12
  - Chad Brown – Maintenance Worker – 5/18

Derrick Self – TSA Manager – 5/21

Ashley Simon – Environmental Compliance Officer – 5/23

Keith Theriot – Maintenance Worker – 5/23

Catina Theriot – Secretary – 5/31

2. Audit – April 6<sup>th</sup> through April 10<sup>th</sup> – Wright, Moore, DeHart, Dupuis & Hutchinson etal. *Executive Director Picou stated the audit is being finalized and will be completed with minor journal entries reference the retirement program, which the airport cannot account for, which is standard practice. Executive Director Picou stated good job to all who were involved in the audit.*
3. Second Lane at TSA Checkpoint – *Executive Director Picou stated the work was put on delay. Executive Director Picou stated the airport has done all of their work, but TSA has a travel ban for all of their employees and contractors. The equipment is in New Orleans and once the travel ban is lifted the airport will contact TSA for delivery of the equipment to open the second TSA lane.*
4. Traffic Re-Route – *Executive Director Picou stated the traffic is re-routed in front of the new terminal on the exit side of Terminal Drive and it is only for passengers leaving the terminal. The traffic re-routes occurred before the COVID-19 stay-at-home.*
5. Coronavirus – *Executive Director Picou stated the actions the LAC is taking is if employees are not feeling well to stay home. Executive Director Picou stated, he is aware of only one case of Coronavirus at the airport , which was an airline employee. Executive Director Picou stated no one at the LAC has had the virus that he is aware of. Executive Director Picou stated the airport is telling people to wash hands frequently with soap and water followed by hand sanitizer and public areas have had additional cleaning. Executive Director Picou stated the airline with the employee that tested positive had the area cleaned by an outside janitorial company two days after they were notified and the LAC cleaned the area the day of notification. Executive Director Picou stated antibacterial soap has been provided in the restrooms and hand sanitizer stations have been deployed. Executive Director Picou stated LAC offices are closed to the Public except by appointment only. Executive Director Picou stated there have been reductions in numbers of passengers, reductions in the number if air line flights, reduction in payments, and modified Tower hours of Operation as of May 4, 2020. Executive Director Picou stated the Tower is open from 8am – 7 pm and before the pandemic their hours of operations were 5:30a - 10:30p. Chairman Segura asked for how the flights have been affected. Executive Director Picou showed a slide that included the number of passengers processed through TSA from April 1, 2020, to May 10, 2020. Chairman Segura stated he read an article in which stated in March 2020 TSA processed 94,000 passengers in a day and before they were processing 2 million. Chairman Segura stated Executive Director Picou stated airline activity went as follows: American Air Lines 5 flight to 2 flights, Delta Air Lines 5 flights to 1 flight, and United Air Lines 7 flights to 2 flights. Executive Director Picou stated on his weekly meetings with Chairman Segura and with conversations with Mr. Oats, Legal Counsel, airlines and car rental companies have requested abatement/deferments/reductions for lease payments. Executive Director Picou stated abatement is not feasible, but preferred is deferrals. Executive Director Picou stated at the June meeting there will be a proposal for which direction to go with for the various requests. Executive Director Picou stated there has been a reduction in passengers directly impacting the Passenger Facility Charges (PFC) and the Customer Facility Charges (CFC). Parking has seen a 50% drop for March revenue with April numbers not available. Rental car revenue is down 20% for March with April being down 75%. Executive Director Picou stated there is a shining light with Cargo tonnage on track with 2019, which is probably due to the fact everyone ordering online. Executive Director Picou stated UPS has had a few additional aircrafts at the Cargo Facility. Executive Director Picou stated all monthly payments are current and terminal reimbursements are up to date. Executive Director Picou stated the airport is currently in good standing. Executive Director Picou stated expense cost cutting efforts are as follows: there are 4 unfilled vacancies which is savings of \$11.5K per pay period; travel/training is on an as needed basis; vehicle/fuel expense is down with reduction in number of employees driving; monitoring 2020 CIP Expenses or deferring budgeted projects until vital; monitoring contracts for necessity and possible*

reductions. Executive Director Picou stated the only item not deferred on the budget was the new mower for grass cutting. Other budget items are on hold for purchase due to them not being of safety concern. Some may ask why is a mower of safety concern and it is because if the grass is not at the right height it attracts wildlife that could be a bird strike and for visual presentation of the airport to the users of the airport. Commissioner Pierre asked about the four vacancies in employment, whether the LAC laid someone off or if they were vacant positions. Executive Director Picou stated the four vacancies were due to attrition (termination and employees leaving). Executive Director Picou stated the include two (2) maintenance positions, one (1) Operations Specialist, and a Deputy Director. Executive Director Picou stated the Commission previously approved a maintenance technician to oversee the QTA Facility. Commissioner Pierre asked about the previous slide on deferred payments. Executive Director Picou stated the airlines are requesting deferment on their payments and the rental cars are trying to not pay their minimum annual guarantees to the airport. Executive Director Picou stated the airport is working with Oats and Marino as this would be a violation of their contract. Executive Director Picou stated under the Coronavirus Air, Relief, and Economic Security (CARES) Act LFT is to receive \$2.8 Million and this allocation will be used to cover operating costs. Executive Director Picou stated the money would last approximately six months and there are other airports that have received copious amounts of money. Executive Director Picou stated Lake Charles Airport received \$18 million and that would cover seven years of operating costs. Executive Director Picou stated he was advised some of the money was withdrawn from Lake Charles and they are now at \$9 million, but could not substantiate that claim. Effective May 15, 2020, Governor John Bel Edwards lifted the stay at home order and initiated Phase 1 to reopen the state. Executive Director Picou stated the LAC is awaiting instruction from LCG on re-opening. Executive Director Picou stated with the help of RS&H there was a graph of airline resiliency since 1950. Executive Director Picou stated through every incident the airlines have come out on top and he believes the industry will come back. Commissioner Hurd asked to go back to the CARES funding; he stated the transit system got \$7.1 million and maybe the formula needed to be looked at. Executive Director Picou stated the formula was provided by the FAA and Department of Transportation. Executive Director Picou stated the aviation professionals are concerned about the formula because it was not equitable. Chairman Segura asked if Lafayette Regional Airport was in line with other airports in the amount of money received besides Lake Charles. Executive Director Picou stated yes LRA was in line with other airports.

6. Part 26/DBE FY 2019 Uniform Report – Federal Aviation Administration (FAA) Approval – LAC is in receipt of the FAA’s approved 2019 Annual (Uniform) Report submitted for Lafayette Regional Airport.
7. Transportation Security Administration (TSA) – Notice of reimbursement cancellation for Checkpoint Janitorial Services – Due to a lack of available funding, in accordance with Other Transaction Agreement 70T01019T9NCKP064 (“the OTA”) regarding the Checkpoint Janitorial Services Program (“Janitorial Services”), TSA issued a formal notice of partial termination of the OTA, effective April 30, 2020, for the janitorial portion of the OTA. TSA will no longer reimburse any costs under the OTA for janitorial services provided after April 30, 2020. Monthly amount of janitorial reimbursement is \$494.84. The OTA electrical reimbursement (\$207.64/mth) for their screening equipment will remain in full force and effect. Executive Director Picou stated the airport has not stopped cleaning the area and the airport is negotiating with TSA. Commissioner Pierre asked what areas specifically are Checkpoint Janitorial services. Executive Director Picou stated it is the area where the TSA employees reside. Executive Director Picou stated the airport is cleaning the area, but not getting reimbursed any longer.
8. Automatic Renewals:
  - Terminix – 114 Borman Drive (Hangar 7) – Termite Plan (6/1/20 – 6/30/21). Contract renewal amount is \$334.00 annually.
  - Sugarland Exterminating Co. – 103 MIA/POW Drive (Airport Maintenance Facility) Termite Plan – (6/24/20 – 6/23/21). Contract renewal amount is \$200.00 annually.

Executive Director Picou stated this item was not placed on the agenda, but he wanted to mention the Part 139 Inspection scheduled for June 8, 2020. Executive Director Picou stated this is an annual inspection of the airport property and runways by the FAA.

Executive Director Picou stated the Quick Turn Around Facility (QTA) opened on May 1, 2020 and there will be a public opening with ribbon cutting as a date to be determined. Executive Director Picou stated since the opening on May 1, 2020 to date May 13, 2020 there have been 1,023 gallons of fuel used and there have been 434 car washes.

9. Financials – *Executive Director Picou stated the financials were in the Commissioners' packets.*
10. Fly Lafayette/Passenger Statistics/Sides & Associates Report - *Mr. Callahan stated due to the governor's stay-at-home order, April's passenger numbers took a huge drop. In April, there were 3,453 passengers, a dip of 93% from April 2019. Mr. Callahan stated the load factors were at the lowest point in the airport's history with American at 25.0%, United at 14.8%, and Delta at 12.7%. Mr. Callahan stated following Executive Director's announcement of the QTA; the airport will have a ribbon cutting for the QTA when it is safe and the Commission will be notified by email. Mr. Callahan stated the airport's 2019 Annual Report was completed and delivered to Commissioners and copies went to sixty-five (65) government officials. The Fly Lafayette Club has gone from 164 members in 2014 to currently 11,225. Mr. Callahan stated the COVID-19 pandemic caused the program to pause itself. No Drawing have been held the last two months since many of the sponsor businesses were closed. Since March 1, there have only been eighteen (18) new members who signed up including only three (3) in April and only one (1) so far in May.*

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

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

1. General Aviation Infrastructure Project – Change Order #5 – Rudick Company – Ratify Chairman's Action - Approval
2. Facility Planning & Control (FP&C) Package 2 Parking Lot Canopy – Award of Contract – Ratify Chairman's Action - Approval
3. TSA Checkpoint Expansion Construction – Substantial Completion – Southern Constructors – Approval
4. Quick Turn Around Facility (QTA)– Change Order #7 – Southern Constructors – Ratify Chairman's Action - Approval
5. Quick Turn Around Facility (QTA) – Substantial Completion – Southern Constructors – Ratify Chairman's Action - Approval
6. New Terminal Project 6 – Phase 5 Terminal Loop Road and Utilities – Partial Substantial Completion – Lemoine-Manhattan JV – Ratify Chairman's Action – Approval
7. Request For Proposal (RFP) – Runway 4R/22L Rubber Removal and Pavement Markings – Proposed Award – Ratify Chairman's Action – Approval *Executive Director Picou stated this project has been completed.*
8. Castille Investments, LLC – Approval to Sublease – Ratify Chairman's Action – Approval
9. Third Amendment to Lease (Rental Cars) – Ratify Chairman's Action – Approval
10. Janitorial Services for Quick Turn Around Facility (QTA) – Empire Services – Ratify Chairman's Action – Approval
11. Waste Management Services for Quick Turn Around Facility (QTA) – Waste Connections Bayou, Inc. – Ratify Chairman's Action – Approval
12. Vending Machine Placement at Quick Turn Around Facility (QTA) – Canteen M&M Sales – Ratify Chairman's Action – Approval
13. State Contract for Bulk Fueling Services – Ratify Chairman's Action – Approval *Executive Director Picou stated the airport will now be getting fuel with the state's pricing.*

14. Telecommunications Services – New Terminal Project – Solicitation of Proposals – Ratify Chairman’s Action - Approval
15. Facility Planning & Control (FP&C) Package 8 Baggage Handling System – Change Order #1 – G&S Mechanical – Approval
16. Facility Planning & Control (FP&C) Package 9 Signage – Solomon Group Entertainment – Acceptance of Bid – Approval *Commissioner Guidry stated there were four bids and two were rejected. Commissioner Guidry stated the lowest bidder was rejected due to the bidder did not use the correct bid form as provided in Addendum 3. Commissioner Guidry stated it is worded Addendum 3 was received by the bidder and he would like to know what happened. Executive Director Picou stated the addendum with the correct bid form was sent to the bidder, but the incorrect form was used and with the help of legal counsel the bid was rejected. Commissioner Guidry stated the recommendation is to accept the next bidder with a 23% increase over what is budgeted. Executive Director Picou stated the last line of the verbiage stated although this is an increase of the project estimate there is FP&C funds to cover this bid and they are fully aware of the increase. Commissioner Guidry asked if there is time to re-bid the package. Executive Director stated this was the second bid because the first one was over \$1million and this item must be approved for the airport to make the date and maintain the date of opening September 2021. Chairman Segura asked Mr. Oats to reference bid forms for Commissioner Guidry. Mr. Oats, Legal Counsel, stated the forms or a formality and unfortunately the wrong form was used. Commissioner Guidry asked if someone from Lemoine or CBRE|Heery could speak on the time sensitivity of this package. Ms. Casey Zaunbrecher, CBRE|Heery, stated the time sensitivity falls with the coordination of the contractor for wall integration and wall supports. Ms. Zaunbrecher stated the time frame for this actually has passed and it is time sensitive. Ms. Zaunbrecher stated the fabrication of the signage, delivered, and installed by the time of CMAR completion for the terminal we are getting to the point of surpassing that.*
17. Facility Planning & Control (FP&C) Package 10 Technology – Change Order #1 - E.P. Breaux – Approval
18. Master Agreement for Professional Services – Second 1-Year Extension – RS&H – Approval
19. Master Service Program Management Agreement – Second 1-Year Extension – CBRE|Heery – Approval *Commissioner Guidry questioned for both item 18 and 19 how much money with very little information in the agenda packet regarding these. Executive Director Picou stated these items are not Task Orders only extensions of their agreements. Executive Director Picou stated the Commission voted on the Task Orders back in February 2020 with monies associated. The information can be provided for those Task Orders. Ms. Zaunbrecher, CBRE|Heery, stated this is outlining the terms and condition so f the agreements with no money associated added to it.*
20. Western Airways, Inc. -Assignment of Lease – Approval
21. Authorization to Bid – Hangar, Office Shop Space – 119 Shepard Drive -Approval *Mr. Christopher Finn, Metro Aviation, asked a three-part question about the bid. Mr. Finn asked if the airport had what the property appraised for in April and what price is it comparted to currently. Mr. Finn asked on the timeline of the availability of the building for move and is there a projected bid date. Executive Director Picou stated the current rate PHI is paying is \$84,307.80/yr. the market rental rates in the appraisal prepared by appraiser Associated of Louisiana, Inc. is \$85,680.00; a difference of \$1,372.20/yr. higher than the rental currently received. Executive Director Picou stated for the availably first the Commission needed to approve the authorization to bid to make it available and have an agreement with PHI to vacate the facility. Chairman Segura asked for an explanation and Executive Director Picou stated there is nothing in writing on the firm date of PHI vacating the building. Mrs. Cotton, Properties Manager, stated the firm date has not been confirmed. Executive Director Picou stated the projected bid date will be determined when PHI vacates the premise. Chairman Segura asked is the lease ending or does PHI just want to get out. Executive Director Picou stated PHI wants to get out a year early. Chairman Segura asked Legal Counsel depending on the tenant or the bid that is selected than if they are an acceptable tenant the airport either releases PHI*

*or keep them primarily liable on the lease for the remainder of their term. Mr. Oats, Legal Counsel, stated hopefully the questioner is interested in the space and hopefully the airport has plenty for competition for the space. Commissioner Edmond asked of the title Authorization to Bid; so, it will go out to bid with the highest bidder or the \$86K. Commissioner Edmond stated it will be a bidding competition for the space. Executive Director Picou stated there will be competition due to the fact there are three organizations that have declared interest in the space. Chairman Segura stated the bidders will be factored on the term of the lease and what the bidder is willing to pay. Commissioner Edmond asked if the building is owned by the airport. Mrs. Cotton stated the building is owned by the airport and leased to PHI. Commissioner Pierre asked if the Commission is approving the authorization to bid and further information would come later for approval. Executive director Picou stated further information form the bids will come before the Commission for approval.*

22. Private Aircraft Hangar of Lafayette, LLC – 6<sup>th</sup> Lease Agreement – Managing Partner Reassignment – Approval
23. Authorization for Proposals – Restaurant, Bar/Lounge, News and Gift – New Terminal Project – Approval

Chairman Segura stated Consensus Items 1 through 14 are items for ratification of Chairman’s Action since there was no meeting in April 2020 and there were time sensitive items that needed to be moved along. Mrs. Theriot, Secretary, stated there was a question for Item 21 from Mr. Christopher Finn with Metro Aviation. Executive Director Picou asked Legal Counsel if the Commission would be accepting public comments. Mr. Oats, Legal Counsel, stated comments need to be taken before the vote, but finish with the Commissioner questions.

Commissioner Pierre asked on item 10 on the QTA Janitorial Services if it was bided or was it extended from their contract. Executive Director Picou stated it was an extension of contract services for Empire Services.

RESOLUTION - #2020-5-R1-02 – Scheduled Business - Consensus Item(s)

MOTION: Commissioner Hebert moved to accept Consensus Items 1 through 23. The motion was seconded by Commissioner Edmond and the vote was as follows:

AYES: Hebert, Guidry, Pierre, Edmond, Hurd

NAYS: None

ABSENT: Guilbeau

MOTION CARRIES

**VII. Reports**

1. DBE Program Report - *Mrs. Cotton reported on March 30, 2020 staff received notice of approval from the FAA on its submitted FY 2019 DBE Annual Report. (The uniform report provides a breakdown of DBE awards on projects with Federal dollars for the fiscal year October 1, 2018 – September 30, 2019). The National ACDBE Rental Car Outreach event was scheduled for April 28, 2020 was cancelled due to COVID-19 and there has been no plan at this time to reschedule the event. Mrs. Cotton stated the new terminal activity and attainment report will be sent to all the Commissioners after the meeting, May 13, 2020 and it consisted of a DBE goal of 8.30%, Lemoine’s projected DBE commitment or goal of 9.23%, and a current DBE attainment of 12.16%. Mrs. Cotton stated the FAA quarterly DBE Compliance Summary report for January – March 2020 was sent in (4/9/20) and the April report was emailed May 13, 2020. Mrs. Cotton stated if there were any questions to contact her. The report is the DBE compliance report sent to the FAA for activities related to the new terminal project. Mrs. Cotton stated a request was made to the FAA to extend the current concession agreement to December 2021 to allow for completion of the new terminal. Staff received a response last week approving the request. Concession amendments will be presented to the LAC as needed for approval.*

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 funding is continuing to move along with the different agencies Mr. Groh stated the airport has been in touch with the different agencies throughout this COVID-19 pandemic. Mr. Groh stated there is no indication one way or another if the federal monies will be impacted or if there will be any impacts on state funding. Mr. Groh stated the budget will be a hot topic when the Legislature gets back into session. Mr. Groh stated the TSA OTA application that sat for a while was not approved due to changes in the TSA Program requirements. Mr. Groh stated they are willing to work with the airport to find other funding sources that could use TSA funding. Mr. Groh stated the team is looking at what future projects could use the funds from TSA. Mr. Groh showed a bar graph showing the outstanding funding, in which nothing has really changed. Ms. Zaunbrecher gave an update on the work completed on the airport property. Ms. Zaunbrecher showed new detailed pictures of the completed QTA Facility. Ms. Zaunbrecher stated there was training and activation dos and don'ts for the car rental agencies operating the QTA. Chairman Segura stated the facility is really nice to drive by and see it in action. Ms. Zaunbrecher stated the schedule shows projects that are complete and the progress of some projects. Ms. Zaunbrecher showed drone photos on the work on the terminal building. Ms. Zaunbrecher stated the escalators were installed all in one piece, which was nuance work completed by Lemoine. Ms. Zaunbrecher congratulated Lemoine on getting this completed. Executive Director Picou stated the escalators can be taken apart but the airport was glad it could be installed in one piece. Ms. Zaunbrecher explained interior photos of drywall and sir conditioner duct work. Ms. Zaunbrecher showed jet bridge foundations, light poles illuminating the apron, the boilers and piping for mechanical room, and an interior view of the rotunda. Ms. Zaunbrecher stated the terminal program update shows different packages and their start dates with FP&C.*
3. LFT Airport Monthly Fiscal Review (April) — Report available on airport website [www.lftairport.com](http://www.lftairport.com).  
*Executive Director Picou stated Fiscal Review is in the Commissioners' packets for their review.*

**VIII. Other Business:** None

Chairman Segura thanked everyone for joining in on the airport's first zoom meeting.

**IX. Adjourn** (6:49:00)

RESOLUTION - #2020-5-R1-03 – Adjourn

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

AYES: Hebert, Guidry, Pierre, Edmond, Hurd

NAYS: None

ABSENT: Guilbeau

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.**