

PROCEEDINGS OF THE LAFAYETTE AIRPORT COMMISSION MEETING OF THE LAFAYETTE REGIONAL AIRPORT OF LAFAYETTE, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING OF JUNE 10, 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, Terry Hurd

ABSENT: Lynn Guidry

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), Robert Callahan (Sides & Associates), Shelby Stach (CBRE|Heery), George Groh (Kutchins & Groh/CBRE|Heery), Paula Serrett (CBRE|Heery), Christine Dunn (WMDDH), Ralph Hennessy (MBI), Jeremy Hoof (Metro Aviation, Inc), Clayton Jenkins (Lemoine-Manhattan), Sharon Batiste (Reef Parking).

I. CALL TO ORDER: (5 : 32 : 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 May 13, 2020.

RESOLUTION - 2020-6-R1-01 Approval of the Regular Meeting of May 13, 2020:

MOTION: Commissioner Edmond moved the Lafayette Airport Commission accept minutes of the Regular Meeting of May 13, 2020. Commissioner Hebert seconded this motion and the vote was as follows:

AYES: Hebert, Pierre, Edmond, Hurd Commissioner Guilbeau abstained from voting as he was not present for the meeting.

NAYS: None

ABSENT: Guidry

MOTION CARRIES

IV. EXECUTIVE DIRECTOR'S REPORT:

1. Audit Presentation – Wright, Moore, DeHart, Dupuis & Hutchinson - *Ms. Christie Dunn, WMDDH, presented a summary of the audit report. There were no questions from the Commission.*
2. Recognition of LAC Staff and Commissioner's June Birthdays
Mark Thibodeaux – Facilities Manager - 6/14
Paul Segura – Chairman – 6/15
Terry Hurd- Commissioner – 6/20
Robert Callahan – Sides & Associates – 6/30
3. Operations Specialist – Justin Cumbo *Executive Director Picou stated Mr. Cumbo is a native of Florida and completed his undergrad in Business Administration with a focus on Finance from Columbia Southern University in Orange Beach, AL before pursuing his MBA in Aviation Management at Lynn University at Boca Raton, FL. Mr. Cumbo completed his CM (Certified Member) from AAAE and brings fifteen (15) years of business and professional experience to the team. Mr. Cumbo is working on a strong foundation to one day become an Airport Director.*

4. Second Lane at TSA Checkpoint – *Executive Director Picou stated on June 16, 2020, TSA will install the second lane equipment at the checkpoint. Executive Director Picou stated the equipment should be operational on June 17, 2020. Executive Director Picou stated the second lane will be great when the passenger traffic returns.*
5. Coronavirus – *Executive Director Picou advised (graphic provided to the Commissioners) the Commission passenger counts are in a decline due to COVID-19; however, passenger numbers are slowly coming back up. Executive Director Picou stated American Air Lines will increase their flights from two to four a day. There is no word for United Air Lines or Delta Air Lines if they would increase the number of flights. Executive Director Picou stated there are still hand sanitizing stations throughout the airport. Executive Director Picou stated the airport is in receipt of \$2.8 million of the CARES Act and the airport was provided face coverings by the FAA. Executive Director Picou stated as of current no one at the LAC has had the virus and as stated at the last meeting only one employee at United Air Lines had the Coronavirus. Delta Air Lines have been fogging their aircraft and leased area to provide a layer of protection to Delta passengers and Delta staff.*
6. Hertz Rental Car – Chapter 11 *Executive Director Picou stated Hertz Rental Car filed Chapter 11 and with communication with Legal Counsel the airport could terminate the lease agreement with Hertz upon filing, but Executive Director Picou is not recommending that action. Mr. Oats, Legal Counsel, stated Hertz Rental Car wants to be here and stay here in the airport. Executive Director Picou stated rent payments are on time and we are one hundred percent on PFC's (Passenger Facility Charges) with the airlines. Executive Director Picou stated Enterprise and National payments are on time and Avis as of April 1, 2020, only paying twenty percent of rent and one hundred percent CFC's (Customer Facility Charges). Executive Director Picou stated Hertz with filing Chapter 11 invoices dated 4/1 and 5/1 are outstanding. Executive Director Picou stated other tenants are not outstanding at this time, but they are making payments later in the month. Executive Director Picou stated Republic Parking was down forty-five percent in March and ninety percent in May. Executive Director Picou stated the airport is current on all terminal projects. Commissioner Pierre asked if there were any employees let go during this time. Executive Director Picou stated, "... at the LAC, no one has been let go...". Executive Director Picou stated there may have been some furloughed employees at the airline, but he didn't have a number of how many.*
7. Hurricane Season *Executive Director Picou stated we are beginning Hurricane season and we already had a storm pass through with little damage to the Acadiana area. Executive Director Picou stated the AEP (Airport Emergency Plan) checklist was deployed fulfilling our obligation to the FAA.*
8. Part 139 FAA Inspection – Update *Executive Director Picou stated the inspection was going to occur in June and now has been pushed back to the first week of August 2020. Executive Director Picou stated this inspection is when the FAA reviews airport records, run tests on equipment, inspects Aircraft Rescue Fire Fighting (ARFF), and completes day and night inspections.*
9. Automatic Renewals:
 - Department of the Navy – LAC is in receipt of the Department of the Navy's automatic renewal letter for government lease NOy® - 41738 for the one year extension 7/1/20-6/30/21. Renewals are not to exceed 2038.
 - OAG Aviation Worldwide, LLC (Formerly FlightView, Inc.) – Mobile web site – The contract for the mobile website will automatically renew 6/8/20-6/7/21. All terms remain the same. The cost of this service is \$110.00/month.
 - OAG Aviation Worldwide, LLC (Formerly FlightView, Inc.) – Weather Map Display – The contract for the weather map display for the terminal will automatically renew 6/13/20 – 6/12/21. All terms remain the same. The cost of this service is \$288.00/month.
10. Financials – *Executive Director Picou stated the financials were in the Commissioners' packets.*
11. Fly Lafayette/Passenger Statistics/Sides & Associates Report - *Mr. Callahan stated, in April, there were 3,453 passengers and this month it doubled. In May there were 7,856 passengers a dip of 81% from April 2019. Mr. Callahan stated the load factors remained low but also improved over last month with*

American at 48.6%, Delta at 35.5%, and United at 30.4%. The Fly Lafayette Club has gone from 164 members in 2014 to currently 11,235. Mr. Callahan stated the COVID-19 pandemic caused the program to pause itself. No Drawing have been held the last three months since many of the sponsor businesses were closed. There were ten (10) new members in May. Mr. Callahan stated the drawings will continue next month and a letter will be sent to all the sponsors and ask to waive the expiration dates on the gift certificates. Mr. Callahan stated the number of swipes per day is increasing as are the number of passengers.

Executive Director Picou stated there were two items was not on the agenda, but he wanted to mention the Oakwells' sales numbers that were in front of the Commissioners. Executive Director Picou stated the numbers are not where they were prior to COVID-19.

Executive Director Picou stated Skywalker Aviation received their Certificate of Occupancy on June 5, 2020. Executive Director Picou stated Skywalker's new airplane is inside the new hanger. Executive Director Picou stated there is still work being completed on the roadway leading to the hangar.

Chairman Segura took the time to introduce everyone to new Commissioner Terry Hurd. Chairman Segura stated Commissioner Hurd was appointed recently and was sworn in before the April 2020 Zoom/Virtual meeting. Chairman Segura welcomed Commissioner Hurd and stated if he needed any help or orientation let the Commission know. Commissioner Hurd stated he wanted to add a June birthday to the Director's Report. Commissioner Hurd birthday June 20th.

V. Scheduled Business - Discussion Items

1. LAC Employees' Pay Plan Extension – Discussion/Action *Executive Director Picou stated in 2012, after approximately a year of research and discussion, Commissioners approved a 10 year Pay Plan for LAC Staff. That plan is currently in its 9th year, with January 2021 starting the final year. Prior to recent events – COVID 19 and related negative economic circumstances in particular – discussions and plans/research were beginning in order to address the ending of that plan and again acquiring a New/Updated Pay Plan based on industry, geographic, and prevailing information. Given that these issues are so very recent and unpredictable and likely to continue for some time before stabilizing, Staff does not recommend spending funds on a Study for a long term Pay Plan at this time nor the allocation of funds for this type of study would be prudent or practical. Therefore, Staff is proposing a continuation of the current plan for an additional two-year period. The current approved 10 year Pay Plan set each position's annual increase to a set amount for all 10 years of the plan based on the Individual's annual evaluations. By approving this continuation, those set amounts would continue for 2022 and 2023. This additional time would allow Staff to postpone commissioning a Study until 2022 for an updated long term Pay Plan where we could possibly be in a more stable economic environment and that would also be able to take into account the LAC Staff's administrative office move to the new Terminal. Executive Director Picou stated it wouldn't be prudent to do a study now with the economic slow down the LAC wouldn't want to paint a false picture if it was done now. Chairman Segura stated the LAC would need lead time for the study. Commissioner Guilbeau mentioned changing the date for one year until 2021. Commissioner Guilbeau asked if the LAC was requesting permission to do it now and Executive Director Picou stated the recommendation is to prolong the study. Chairman Segura stated the Executive Director and the LAC was requesting a two year extension up until 2023 with a more stabilized economy. Commissioner Guilbeau didn't want the pay plan to come to the Commission too far ahead of time. Executive Director Picou stated the LAC would back out six to eight months from 2023 to start the study. Chairman Segura stated the LAC would have any time from now until 2023 to do the study with more stable economic times. Commissioner Pierre stated it is a bit confusing and asked how much time is needed for the study. Executive Director Picou stated the LAC is asking to go up until the year*

2023. Commissioner Guilbeau stated we are approving a two year extension and Chairman Segura and Executive Director Picou stated that was correct.

RESOLUTION - 2020-6-R1-02 LAC Employees' Pay Plan Extension – Discussion/Action:

MOTION: Commissioner Pierre moved the Lafayette Airport Commission approve the plan as read to extend the Pay Plan as requested by staff. Commissioner Hurd seconded this motion and the vote was as follows:

AYES: Guilbeau, Hebert, Pierre, Edmond, Hurd

NAYS: None

ABSENT: Guidry

MOTION CARRIES

2. Rental Deferrals – Discussion/Action *Executive Director Picou stated due to COVID-19 and the impacts of this pandemic; the airlines, the concessionaire, and rental cars have requested rental deferrals. After research of other Louisiana airport's deferral programs and consultation with Oats & Marino, the following rental deferrals are being submitted for Commission approval. Executive Director Picou stated the rent(s) are being deferred for ninety (90) days (May, June, July 2020). Executive Director Picou stated the rents need to be paid fully by the end of 2020. Commissioner Guilbeau stated there could be changes within the year to change this. Executive Director Picou stated that is correct changes could be made.*

RESOLUTION - 2020-6-R1-03 Rental Deferrals – Discussion/Action:

MOTION: Commissioner Guilbeau moved the Lafayette Airport Commission accept staff's recommendation on rental deferrals. Commissioner Hebert seconded this motion and the vote was as follows:

AYES: Guilbeau, Hebert, Pierre, Edmond, Hurd

NAYS: None

ABSENT: Guidry

MOTION CARRIES

3. Siema Construction Negotiations – Taxiway Foxtrot – Ratification of Chairman's Action/Discussion/Action *Executive Director Picou stated The Taxiway Foxtrot – Widening and Strengthening Project was included in the 2016-17 Louisiana DOTD Priority Program. This project upgrades the taxiway to accommodate Group IV aircraft from its beginning at Taxiway Juliet south of Runway 11-29, across the approach end of Runway 4L, crossing Runway 11-29 to the intersection with Taxiway Bravo. The project was advertised for bids on December 20, 2017. A pre-bid meeting was held on January 4, 2018. Bids were due on January 18, 2018. The project was on the approved CIP, with an Engineer's estimate of \$4,950,000, which was reimbursed through a grant from LaDOTD. After ongoing negotiations between Siema Construction, LAC staff, Chairman, and LAC's Legal LAC negotiated the following change order. (See Attached) Mrs. Theriot, Secretary, went make copies of the Change Order. Executive Director Picou showed the project on a map of the airport's taxiways and runways. Executive Director Picou gave an explanation of the asphalt was not installed properly and did not meet FAA specifications. Mr. Thibodeaux, DSA, wrote a proposal and Siema Construction responded with a "fix", but the "fix" provided by Siema did not adhere to FAA specifications. Chairman Segura stated the deficiencies of the shoulder asphalt subcontractor went out of business. Chairman Segura stated there were back and forth discussions on how to fix it and who would fix someone else's work. Executive Director Picou stated the change order stated there would be a reduction of twenty-five percent (25%) reduction in liquidated damages. Chairman Segura stated the discovery of the deficiencies lead into liquidated damages with discussion of how would the fix work, which is \$1K a day. Chairman Segura stated a fix would meet FAA specifications and a sealcoat would be applied. Mr. Thibodeaux, DSA, stated there would be some saw cutting and removal but it will be in limited areas. Mr. Thibodeaux stated there will be a*

future funded seal coat put on the Taxiway. Mr. Thibodeaux stated the airport will be made whole by these fixes. Mr. Thibodeaux stated it took time to negotiate with the company, staff, and the Chair with the sub-contractor going out of business and the general contractor working with the bond company. Chairman Segura stated the Taxiway has to meet FAA specifications, but it is a state funded project. Chairman Segura stated the agreement was lenient on the number of liquidated damages. The agreement states they have seventy (70) days to complete the work. Commissioner Pierre asked if this was the original contract or a new one. Chairman Segura stated this is still the original contract with same contractor and different sub-contractor. Commissioner Pierre asked if this would cost the airport anything. Executive Director stated it would cost the airport time and effort and the costs of the engineer would be covered under the state grant. Chairman Segura stated the negotiated costs makes the airport's costs whole. Chairman Segura stated this has been going on since before the beginning of the year.

RESOLUTION - 2020-6-R1-04 Siema Construction Negotiations – Taxiway Foxtrot- Ratification of Chairman's Action/ Discussion/Action:

MOTION: Commissioner Pierre moved the Lafayette Airport Commission accept the ratification of Chairman's action on signing the change order. Commissioner Edmond seconded this motion and the vote was as follows:

AYES: Guilbeau, Hebert, Pierre, Edmond, Hurd

NAYS: None

ABSENT: Guidry

MOTION CARRIES

4. Executive Director's Salary Compensation – Internal Affairs Recommendation – Discussion/Action
Commissioner Hebert, Chairman of Internal Affairs, stated the Internal Affairs committee met earlier on June 10, 2020 to discuss the Executive Director's Annual Evaluation and potential merit increases. Commissioner Hebert stated within the meeting the committee discussed voting and bring to the full Commission to give the Executive Director a 5% merit raise effective retro to his anniversary date of February 26.

RESOLUTION - 2020-6-R1-05 Executive Director's Salary Compensation – Internal Affairs Recommendation – Discussion/Action:

MOTION: Commissioner Guilbeau moved the Lafayette Airport Commission accept the committee's recommendation. Commissioner Edmond seconded this motion and the vote was as follows:

AYES: Guilbeau, Hebert, Pierre, Edmond, Hurd

NAYS: None

ABSENT: Guidry

MOTION CARRIES

Executive Director Picou stated Chairman Segura and himself had a phone conversation on June 5, 2020, with Senate-President Cortez referencing Priority 1 and Priority 2 monies for the terminal. Executive Director Picou stated per Senate-President Cortez Priority 2 monies will be funded. Chairman Segura stated there is \$2.3 million allocated to the airport in the Capital Outlay Bill in this year's legislative session. Chairman Segura stated it is imperative the airport get the money as the terminal project will be complete next year. Senate-President Cortez assured the money would be available.

VI. Scheduled Business – Consensus Items

1. General Aviation Infrastructure Project – Task Order #27 – Change Order #2 – CBRE | Heery – Approval
2. Taxiway Foxtrot Phase II and Juliet Project – Authorization to Bid – Approval

3. Guaranteed Maximum Price -Change Order 11 (Project 3) – Lemoine-Manhattan JV, New Terminal Project – Approval
4. 4R/22L 2020 Service – Work Order #90 – RS&H – Approval
5. General Aviation Infrastructure Project – Change Order #6 – Rudick Company – Approval
6. Sugarland Exterminating & Chemical Control Inc. – Extension of Contract for Monthly Pest Control Services for Quick Turn Around Facility (QTA) – Approval
7. 200 John Glenn Building C Pump House Monitoring Services – Siemens – Contract – Ratification of Chairman’s Action – Approval

RESOLUTION - #2020-6-R1-06 – Scheduled Business - Consensus Item(s)

MOTION: Commissioner Guilbeau moved to accept Consensus Items 1 through 7. The motion was seconded by Commissioner Hebert and the vote was as follows:

AYES: Guilbeau, Hebert, Pierre, Edmond, Hurd

NAYS: None

ABSENT: Guidry

MOTION CARRIES

VII. Reports

1. DBE Program Report - *Mrs. Cotton reported the New Terminal Activity report was sent to the Commission earlier this week. Mrs. Cotton reported the New Terminal DBE Goal is set an 8.30%, Lemoine’s Projected DBE Commitment is currently at 8.18%, and the Current DBE Attainment based on reported verified payments is at 9.00%. Mrs. Cotton stated at this time the airport had not received the FAA monthly report, which is a report of the overall projects activities and once received it will be distributed. Mrs. Cotton stated the airport is currently working on a public records request received last week. Commissioner Pierre asked how is Lemoine’s projected goal lower than the overall DBE goal. Mrs. Cotton stated based on some of the changes of the DBE firms; Lemoine is not able to count those DBE firms and that changes their participation goal. Mrs. Cotton stated the airport will send a letter to Lemoine asking they show good faith effort on trying to obtain additional DBE firms/participation.*
2. Terminal Program Report –*Ms. Zaunbrecher, CBRE|Heery, gave a non-electronic presentation on the terminal program. Mr. Chris Groh, Kutchins & Groh/CBRE|Heery, gave the non-electronic 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 submitted bid information to the FAA. Mr. Groh stated back in November there was supplemental funding that was announced to come to the airport and the hold up on the funding was the FAA wanted to see updated bids on the airfield project. Mr. Groh stated as Executive Director Picou mentioned the request for Capital Outlay monies from FP&C. Mr. Groh showed a bar graph showing the outstanding funding, in which the only change is waiting on Capital Outlay and the FAA Discretionary funds. Ms. Zaunbrecher gave an update on the work completed on the airport property. 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 explained interior photos of drywall and pre-terrazzo floor prep and mockup. Ms. Zaunbrecher showed the escalator handrails and security grill install. Ms. Zaunbrecher showed the cooling tower and GSE (Ground Service Equipment) Paving. Ms. Zaunbrecher showed the short-term parking and the canopy metal decking. Ms. Zaunbrecher stated the terminal program update shows different packages and the ways they can expediate any work during the time of the parking lot being lull. Ms. Zaunbrecher stated the phases of the parking areas are being worked on in this time of low parking due to the pandemic. Ms. Zaunbrecher stated in case there is increases in parking the contingency plan is to open Phase 3A, which is currently paved. Commissioner Pierre asked of the location of Phase 3A and Executive Director Picou stated the parking area is paved and will open when air travel returns. Ms. Zaunbrecher went over the project groups on their planned start dates depending on funding.*

3. LFT Airport Monthly Fiscal Review (May) — Report available on airport website www.lftairport.com.
Executive Director Picou stated Fiscal Review is in the Commissioners' packets for their review.

VIII. Other Business: Commissioner Guilbeau asked about the Ad Valorem tax and when is it due to go ahead of time in case it fails. Executive Director Picou stated himself, Chairman Segura, and Mrs. Green are scheduling a meeting with Conrad Comeaux from the Lafayette Tax Assessor's office. Executive Director Picou stated there are conversations with Vee from Lafayette City-Parish Council on the tax being on the city's agenda. Commissioner Guilbeau asked about the tax being voted for twenty years instead of every ten years. Executive Director Picou stated he heard from Mr. Jerry Osbourne on potentially doing that, but the Commission would have to vote on going that route. Executive Director Picou stated then Mr. Conrad Comeaux would have to get it on the agenda for the voters to vote on the extension.

Jeremy Hoof, Metro Aviation, asked when the bid will be available on 119 Shepard Drive. Executive Director Picou stated it is being reviewed by legal counsel. Chairman Segura stated the LAC knows Metro Aviation is interested and they will let them know when the bid is available.

IX. Adjourn (6:49:00)

RESOLUTION - #2020-6-R1-07 – Adjourn

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

AYES: Guilbeau, Hebert, Pierre, Edmond, Hurd

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 Tower Drive, Lafayette, LA 70508. 337.266.4401.