

**PROCEEDINGS OF THE LAFAYETTE AIRPORT COMMISSION MEETING OF THE LAFAYETTE REGIONAL AIRPORT OF LAFAYETTE, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING OF OCTOBER 14, 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, Terry Hurd

**ABSENT:** None

**ADMINISTRATIVE STAFF:** Steven L. Picou (Executive Director), Stephen Oats (Legal Counsel), Rene Cotton (Properties Administrator), Mary Green (Finance Comptroller), Nicholas Sinanan (Operations Specialist), John Raedle (Security Coordinator), Ashley Simon (Environmental Compliance Officer), 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), Paula Serrett (CBRE|Heery), Clayton Jenkins (Lemoine-Manhattan), Frank Malagarie, Keith Broussard (KCB Capital Mgmt), Steve Creamer (RS&H), Mark Stielper (MBSB Group), George Groh (CBRE|Heery), Travis Priour (Lemoine-Manhattan), Michael Stropola (ARFF), Cheryl Campbell (Unlimited Cleaners), Rob Chomiak (CBRE|Heery), Christie Dunn (WMMDH).

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

**II. PLEDGE OF ALLEGIANCE-** Led by Chairman Paul Segura and recited by all.

**III. INTRODUCTION/ROLL CALL**

**IV. Public Hearing 2021 Budget LAC Proposed 2021 Budget**

Chairman Segura read Pursuant to the Budget Act 504 of 1980, L.R.S. No. 39:13 through L.R.S. 39:1315, the Lafayette Airport Commission, a body created by the Lafayette City-Parish Council, has advertised the conduct of a Public Hearing, at this time, for the purpose of receiving comments, from the public, in consideration of the adoption of the Lafayette Airport Commission Budget for its Fiscal Year, January 01, 2021 through December 31, 2021.

Chairman Segura called for questions or comments from the public at 5:33 p.m. There was a second and third call for questions or comments from the public. Chairman Segura stated with having no questions are comments or there being no further questions or comments from the public in attendance, he declared the public hearing closed at 5:33.

**V. APPROVAL of the Regular LAC Commission Meeting of August 12, 2020.**

RESOLUTION - 2020-10-R1-01 Approval of the Special Budget Meeting of September 9, 2020 and the Regular Meeting of September 9, 2020:

MOTION: Commissioner Guidry moved the Lafayette Airport Commission to accept minutes of the Special Budget Meeting of September 9, 2020 and the Regular Meeting of September 9, 2020. Commissioner Pierre seconded this motion and the vote was as follows:

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

NAYS: None

ABSENT: None

MOTION CARRIES

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

1. Recognition of LAC Staff and Commissioner's October Birthdays  
 Patrick Edmond – Commissioner – 10/23  
 Casey Zaunbrecher – CBRE|Heery – 10/24
2. Coronavirus – Update – *Executive Director Picou stated as of to date the airport has had no employees on staff to contract Coronavirus. Executive Director Picou stated employees continue to wear their face masks inside the building when there is not a six-foot distance. Executive Director Picou stated washing of hands and following up with hand sanitizer is recommended. Executive Director Picou stated since our last meeting one other employee with TSA (Transportation Security Administration) has contracted COVID-19, but other than that there have been minimal impacts to the airport's operation for staff. Executive Director Picou stated there has been a large impact on the passenger count for the airport.*
3. Hurricane Delta - *Executive Director Picou stated the area went through this storm within the last few days. Executive Director Picou stated the airport received minimal damage and pictures were shared with the Commissioners. Executive Director Picou stated on one jet bridge the accordion section was damaged has been repaired and returned to service. Executive Director Picou stated one aircraft was left on the ramp and flipped by high winds – the aircraft last flew in 2013. Executive Director Picou stated the owner is aware of the damage to their aircraft and had been carrying insurance on the aircraft. Executive Director Picou stated the aircraft broke its ties and flipped upside down. Executive Director Picou stated it looked as a total loss and the aircraft was flipped right side up and was stored in a hangar until the insurance salvage company would remove it from airport property in a few days. Executive Director Picou stated the new terminal received minor damage to the roof and the existing terminal had some light fixtures on the high mast lights damaged. Executive Director Picou stated all of the mentioned items have been repaired and returned to service. Executive Director Picou stated there was one wind sock that received damage even though it was taken down. Executive Director Picou stated all in all the airport is happy with the results of how the airport fared through Hurricane Delta.*  
 Executive Director Picou stated Commissioner Guidry requested him to mention the airport millage. Executive Director Picou stated the airport millage of 1.83 mils was approved by the taxpayers, but vetoed by Mayor Guillory on September 17, 2020. . The millage of 1.71 mils was approved at the Lafayette Consolidated Government (LCG) Parish-Council meeting on October 3, 2020 after a two week delay due to not enough votes to override the veto. Executive Director Picou stated this would be about a \$350,000 hit to the airport's budget that would not be collected. The 1.83 millage would have brought the airport up to the same amount collected last year 2019. Executive Director Picou stated this can be absorbed this year but it cannot continue. . Executive Director Picou stated this does not affect the approved budget. Commissioner Pierre asked if this would impact anything else. Executive Director Picou stated it could impact if it went back to zero, but now the 1.71mils is approved and the money would be used to pay for operations, maintenance, ARFF, etc. Executive Director Picou stated if the millage would have gone to zero mils there would have been a drastic impact on the bonding capacity of the airport.  
 Executive Director Picou stated there was a new Operations Specialist he wanted to introduce, Nicholas Sinanan originally from Trinidad & Tobago and came to the United States when he was four years old. Executive Director Picou stated Mr. Sinanan graduated from Lafayette High School and attended Louisiana Technical University. Executive Director Picou stated Mr. Sinanan enjoys flying as well as racing and spending time with his cat. Executive Director welcomed Mr. Sinanan aboard as he replaced Mr. Austin Godin, who returned to Chicago and was trying to get hired at Gary-Indiana Airport.
4. Western Airways of Lafayette LLC – Notification of Name Change - Western Airways of Lafayette LLC., has submitted written notification advising the name of their company has been changed from Western Airways of Lafayette, LLC to Lafayette Aircraft Services, LLC. Notification is for informational purposes only as LAC action is not required. LAC Legal will prepare documents to update the name for contractual purposes with Lessee being responsible for cost associated with this update.
5. Automatic Renewals:

- Cooperative Endeavor Agreement (CEA) for Debris Removal - A CEA is in place with Lafayette Consolidated Government (LCG) to provide debris removal in the event of a major disaster at no cost to the LAC. Any debris is to be placed in an adjacent public right-of-way for LCG's removal. Term is November 1, 2020 through October 31, 2021 and will automatically renew unless either party gives written notice.
  - GCR, Inc. – Airport Safety and Operations Compliance System Software (ASOCS) Preventative Maintenance – GCR Inc., provides preventative maintenance for the Airport's Safety and Operations Compliance System Software. The contract has an automatic renewal with a 3% increase. The current rate is \$4,502.46, the adjusted rate for 2021 is \$4,637.53.
11. Financials - *Executive Director Picou stated the financials were in the Commissioners' packets.*
  12. Fly Lafayette/Passenger Statistics/Sides & Associates Report - *Mr. Callahan stated, in September, there was an increase for the fifth month with 20,656 passengers. Mr. Callahan stated the load factors were up from last month with American at 69.1%, United at 63.2%, and Delta at 55.2%. Mr. Callahan stated the Fly Lafayette Club has gone from 164 members in 2014 to currently 11,307 members. Mr. Callahan stated there was a drawing with 43 winners out of 174 entries. A list of winners was in the Commissioners' packets. Mr. Callahan stated the passenger numbers are slowly getting back.*

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

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

1. Audit Engagement Letter and Statewide Agreed-Upon Procedures– Wright, Moore, DeHart, Dupuis & Hutchinson – Approval *Commissioner Pierre asked what would be considered “unexpected circumstances”. Mrs. Christie Dunn, WMDDH, stated unexpected circumstances could be if the Financial Comptroller quit or if backup data went missing or damaged. Mrs. Dunn stated it would be discussed before any charges and it would be outside of the normal scope of work.*
2. 2021 Proposed Budget - Approval
3. Mike Baker Environmental, LLC – Contract Extension – Approval
4. LUS Fiber Commercial Phone Service Agreement – Approval *Commissioner Pierre stated there was a big amount of savings on phone service going with LUS Fiber. Executive Director Picou stated there was a major cost savings there and the lead on this agreement was taken on by Mr. John Raedle, Security Coordinator. Executive Director Picou stated Mr. Raedle served on the Communications Committee and talked with LUS and with this system there will be new phones and a Voice Over IP system. Executive Director Picou stated there would be about a \$13,000 savings. Commissioner Pierre stated it is unfortunate the savings could not have happened sooner. Executive Director Picou stated it was strictly contractual issues and that is why the date of a sixty-day out for Windstream was on the agenda.*
5. General Aviation (GA) Infrastructure Project – Change Order #8 – Rudick Company – Approval
6. New Terminal Program (Project 6) Civil Landside – Phase 16 and 19 – Substantial Completion – Lemoine-Manhattan, JV – Approval
7. New Terminal Program – Guaranteed Maximum Price (GMP) – Change Order 12b (Project 4) – Lemoine-Manhattan, JV – Approval
8. New Terminal Testing – Change Order #3 – Task Order #16 – CBRE|Heery – Approval
9. Facility Planning & Control (FP&C) – Package 10 Technology – Change Order #3 – Ernest P. Breaux Electrical, LLC – Approval
10. Facility Planning & Control (FP&C) Packages 1-10 – Amendment 1 – Work Order #73 – RS&H – Approval
11. Terminal Program – Construction Administration Services – Amendment 4 – Work Order #78 – RS&H – Approval
12. Taxiway Foxtrot – Substantial Completion – Siema Construction – Approval *Commissioner Guilbeau asked if there was a small checklist on getting this project to final completion. Executive Director Picou stated Mr. Adam Thibodeaux, DSA, was going to inspect the taxiway after the meeting on October 14, 2020 and Taxiway Foxtrot should be open on October 15, 2020.*

13. 2019-2021 Disadvantaged Business Enterprise (DBE) Goal – 2020 Annual Update – Approval
14. Memorandum of Understanding (GOHSEP/Hurricane Rita – FEMA-DR-1607) – Approval
15. Empire Janitorial Sales & Services – Option Term Renewal – Approval
16. Aircraft Rescue and Fire Fighting (ARFF) Services Contract – Rural Metro Fire – Option Term Renewal – Approval
17. Schindler Elevator Corporation – Preventative Maintenance and Call Back Services for Elevators and Escalators – Month to Month Contract Extension – Approval
18. Sugarland Exterminating & Chemical Control, Inc. – Extension of Contract for Monthly Pest Control Services for General Aviation Infrastructure Pump House – Approval
19. Windstream Communications – Phone Service Provider – Cancellation of Services – Approval
20. Airlines Reporting Corporation (ARC) Market Locator – Contract Renewal – Approval
21. Mid-South Fire Solutions – Preventative Maintenance for Sprinkler System – Contract Extension – Approval
22. Elevator Technical Services – Third Party Inspector for Elevators/Escalators – Contract Renewal – Approval
23. Private Aircraft Hangar of Lafayette (PAHL) – Sixth Amendment to Lease – Managing Partner Reassignment – Approval
24. Siemens HVAC Automation System – Preventative Maintenance Contract – Month to Month Contract Extension – Air Traffic Control Tower – Approval
25. Siemens HVAC Automation System – Preventative Maintenance Contract – Month to Month Contract Extension – Current Airport Terminal – Approval
26. Siemens Security System Preventative Maintenance Contract – Month to Month Contract Extension – Approval
27. Lafayette Parish Sheriff's Office (LPSO) – Option Term – Approval *Commissioner Pierre questioned the cost of this item, were there any negotiations, what other airports comparable in size were doing for security, what is the anticipated cost for the new terminal, and if an Ad-HOC Committee could be assembled to study items such as this. Executive Director Picou stated there were several questions asked of LPSO when the 3% was presented to the LAC for consideration. The response received was LPSO stated they notified the LAC of the 3% increase approximately one year ago during negotiations then and the 3% increase would remain.. Executive Director Picou stated other airports comparable in size such as Amarillo, TX had their own airport police force. Executive Director Picou stated there is no anticipated cost for the new terminal, but it is thought to be high. Chairman Segura stated an Ad-HOC Committee could be formed with the suggestion from Commissioner Guilbeau stating it would insist of three members and the Chairman as Ex-Officio. Commissioner Guilbeau asked if the airport would get their own security would they need to be deputized. Executive Director Picou and Mr. Oats, Legal Counsel, stated there are options to go with if the airport would choose that route and security could get the authority to arrest by the State of Louisiana. Executive Director Picou stated the requirements of Transportation Security Administration (TSA) state an officer needs to be at the checkpoint with arresting authority. Commissioner Pierre stated the airport is at the mercy of the sheriff's department and wanted to know what would be the consequences if the Commission would say no to the 3% increase. Executive Director Picou stated the results would be unfathomable. Chairman Segura stated the airport would not agree to the contract and the sheriff's department could pull their deputies from the airport. Executive Director Picou stated without officers the airport would shut down and Chairman Segura stated the airport could solicit other security agencies. Chairman Segura stated there could be other options and Executive Director Picou stated the other agencies that could be approached were State Police, City Marshal, and City Police. Commissioner Pierre stated an Ad-Hoc Committee could be beneficial in researching other agencies to service the airport.*

RESOLUTION - #2020-10-R1-03 – Scheduled Business - Consensus Item(s)

MOTION: Commissioner Guilbeau moved to accept Consensus Items 2 through 27. The motion was seconded by

Commissioner Guidry and the vote was as follows:

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

NAYS: None

ABSENT: None

MOTION CARRIES

RESOLUTION - #2020-10-R1-04 – Scheduled Business - Consensus Item(s) Audit Engagement Letter and Statewide Agreed-Upon Procedures– Wright, Moore, DeHart, Dupuis & Hutchinson – Approval

MOTION: Commissioner Pierre moved to accept Consensus Items 1 Audit Engagement Letter and Statewide Agreed-Upon Procedures– Wright, Moore, DeHart, Dupuis & Hutchinson – Approval. The motion was seconded by Commissioner Edmond and the vote was as follows: Commissioner Guidry recused himself from voting.

AYES: Guilbeau, Hebert, Pierre, Edmond, Hurd

NAYS: None

ABSENT: None

MOTION CARRIES

### **VIII. Reports**

1. DBE Program Report - *Mrs. Cotton reported the New Terminal Activity and Attainment report was sent to the Commission via email. Mrs. Cotton reported the New Terminal DBE Goal is set at 8.30%. Lemoine's Projected DBE Commitment is currently at 9.46%, which is up from last month as supporting documents presented verified the goals were adjusted to reflect the verified information. The Current DBE Attainment based on reported verified payments is at 14.97%. Mrs. Cotton reported the 2020 annual DBE Goal of 7.71% update was submitted to the FAA on October 1, 2020 and the public can submit written comments until November 2, 2020. The November 2<sup>nd</sup> date would be the end of the 45-day comment period. Mrs. Cotton reported there was a Public Hearing held on October 1, 2020 and there were no significant changes from the current goal of 7.71%. Mrs. Cotton stated there was a change in the number of projects from five to four and changes in the number of certified DBEs for scopes of work for projects included. Mrs. Cotton reported the airport was in receipt of request from the Greater SWLA Black Chamber of Commerce president to change its advisory committee member from Corey Jack to Mr. Sean Jackson. Mrs. Cotton stated information had been sent to Mr. Jackson to complete prior to his service on the committee in November. Mrs. Cotton reported the new project update included Taxiway Foxtrot Phase II Enabling with a DBE goal of 7.32%.*
2. Terminal Program Report – *Ms. Zaunbrecher, CBRE|Heery gave a non-electronic presentation on the terminal program. Mr. Groh stated the airport is working with the FAA to coordinate the grants awarded last month. Mr. Groh stated the airport requested approval on Group 3 packages from FP&C. Mr. Groh stated with EDA the airport is working with Acadiana Planning Commission. Mr. Groh showed a bar graph showing the outstanding funding, in which the only change is waiting on the FAA Discretionary funds. Ms. Zaunbrecher stated there were updated drone photos of the work on the terminal building. Ms. Zaunbrecher showed pictures of the exterior of the terminal with panel prep a panel install. Ms. Zaunbrecher showed pictures of the generator delivery and the generator fuel tank. Commissioner Guilbeau asked why would the airport go with fuel instead of natural gas. Executive Director Picou stated the decision was made because the airport was waiting to hear from Atmos and the delay was impacting the design. Executive Director Picou stated if the airport would have waited the generator would not be here. Ms. Zaunbrecher showed pictures of the parking lot canopies, interior finishes, ceiling grid install, concourse area. Ms. Zaunbrecher gave an update on the FP&C packages and stated there was a delay on Group 3 waiting on funding from the Bond Commission to advertise those projects. Chairman Segura stated he visited the new terminal last week with Executive Director Picou and it is really coming together.*

3. LFT Airport Monthly Fiscal Review (September) — 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.*

**IX. Other Business:** None

**X. Adjourn** (6:31:00)

RESOLUTION - #2020-10-R1-05 – Adjourn

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

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

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.**