

PROCEEDINGS OF THE LAFAYETTE AIRPORT COMMISSION MEETING OF THE LAFAYETTE REGIONAL AIRPORT OF LAFAYETTE, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING OF NOVEMBER 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, Patrick Edmond, Terry Hurd

ABSENT: Samuel Pierre

ADMINISTRATIVE STAFF: Steven L. Picou (Executive Director), Stephen Oats (Legal Counsel), Rene Cotton (Properties Administrator), Mary Green (Finance Comptroller), 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), Travis Priour (Lemoine-Manhattan), Michael Stropola (ARFF), Brennan Black (Foley & Judell), Cheryl Campbell (Unlimited Cleaners), Broutin Sherrill (RS&H).

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

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

III. INTRODUCTION/ROLL CALL

IV. APPROVAL of the Regular LAC Commission Meeting of October 14, 2020.

RESOLUTION - 2020-11-R1-01 Approval of the Regular Meeting of October 14, 2020:

MOTION: Commissioner Edmond moved the Lafayette Airport Commission to accept minutes of the Regular Meeting of October 14, 2020. Commissioner Guidry seconded this motion and the vote was as follows:

AYES: Guilbeau, Hebert, Guidry, Edmond, Hurd

NAYS: None

ABSENT: Pierre

MOTION CARRIES

V. EXECUTIVE DIRECTOR'S REPORT:

1. Recognition of LAC Staff and Commissioner's November Birthdays
Paul A. Guilbeau, Sr. – Vice Chairman – 11/4
Todd Broussard – Assistant Maintenance Supervisor – 11/6
Brandon Domingue – Maintenance – 11/11
John Hebert – Commissioner – 11/13
George Groh – CBRE|Heery – 11/14
Tim Murray – CBRE|Heery – 11/24
2. Veteran's Day – November 11, 2019 -*Executive Director Picou thanked all veterans who have served our country, Commissioner Pierre, and Commissioner Guilbeau. All in attendance gave a round of applause for their service. Executive Director Picou thanked veterans in the audience that may have served our country.*
3. National Guard Flights – *Executive Director Picou stated on November 10, 2020 Southwest Air Lines landed at Lafayette Regional Airport. Executive Director Picou stated the National Guard flew a 737 aircraft with Southwest Airlines for a military charter. Executive Director Picou stated also an Airbus A330, which holds 400 passengers, landed and was filled with military service men and women*

headed to Fort Bliss. Executive Director Picou stated there would be a couple more flight operations that would happen during the week. Executive Director Picou stated he was working with Mr. Chris Groh, CBRE/Heery, to see if the military personnel could be counted as Enplanement numbers. Executive Director Picou gave well wishes to the National Guard as they train and head to a location to be determined for approximately one year.

4. Lafayette Regional Airport's 90th Birthday – November 29, 2020
5. Weight Loss Challenge - Executive Director Picou stated in September the LAC had a weight loss challenge for forty-five (45) days. During the challenge 80.4 pounds were lost and firefighter Grant Griffin took the winnings, which were combined from a \$20.00 entry fee. Mr. Griffin lost 10.04% of his body weight, Ms. Nelson lost 7.3%, and Mr. Menard lost 5.78%.
6. No Shave November - Executive Director Picou stated the LAC and some others participated with a \$20.00 entry fee and all the money goes to the American Cancer Society.
7. LAC 2021 Budget – LCG Approval - Executive Director Picou stated the budget is planned to be on the LCG agenda on the November 18, 2020 meeting date.
8. Envoy (American) Airlines Schedule Change - Executive Director Picou stated there was a good change for American Air Lines. Executive Director Picou stated there will be two aircrafts that will remain overnight to give more flexibility for early morning flights. Executive Director Picou stated the departures would be at 0600am, 0933am, 1218pm, and 0445pm. Executive Director Picou stated the arrivals would be at 1147am, 0356pm, 0632pm and the two remaining aircrafts left overnight.
9. November Events - Executive Director Picou stated on October 24, 2020 an individual jumped the airport fence line. Executive Director Picou stated the individual was apprehended near Delta Air Lines aircraft by a Delta Air Lines employee. The individual was from either Guatemala or Honduras and was trying to get back home with a plan to use the stairs on the side of the jet bridge to get on the aircraft. Executive Director Picou stated on October 30, 2020 a gentleman went through the airport's perimeter fence with his vehicle. The gentleman lost control on Hwy 90 and damaged about 100 feet of fencing. Executive Director Picou thanked airport facilities, ARFF, and airport operations for working on getting the fence built back up to TSA standards that evening. Executive Director Picou stated since November 1, 2020, the camera for viewing of the new terminal building construction site was relocated. Executive Director Picou stated there was a fire at the QTA Facility with someone lighting the trashcan liner on fire. Executive Director Picou stated there was a little smoke damage, but the area was aired out and returned to service. Executive Director Picou stated Centerlines magazine had an article about the terminal construction and Mrs. Theriot was working on getting copies for all the Commissioners.
10. Record Retention – Update – Executive Director Picou asked Mrs. Theriot, LAC Secretary, to give an update. Mrs. Theriot stated ARC Document Solutions had been scanning paper documents into electronic form. Mrs. Theriot stated several boxes were brought over by maintenance to fulfill the scanning process and ARC Document Solutions would complete the project by the end of 2020. Once all documents and remaining plans are scanned the LAC would enter into another agreement for retention of the electronic Sky Site program. Commissioner Guilbeau asked if the dungeon had been taken care of. Mrs. Theriot stated the dungeon was the first area of files to be scanned electronically. Executive Director Picou stated to dovetail off of the dungeon; there would be another Surplus auction before the end of 2020. Executive Director Picou stated any items that could not be auctioned would be destroyed per requirements of disposal of public property. Executive Director Picou stated it is time offices and airport spaces get cleaned up prior to moving onto the new terminal in one year.
11. Open Position – Operations Specialist – Executive Director Picou stated a lady from Colleen, TX would be joining the LAC, but she has found employment in Texas. The open Operations Specialist position is back out for applicants to apply.
Executive Director Picou asked if Mr. Spencer Comeaux was in the audience as he is the airport's newest maintenance worker. Mr. Comeaux will be welcomed at the December meeting.
12. Automatic Renewals:

- Flightview – OAG (FIDS Website) - The contract for the terminal flight information via monitors ends on 11/15/20, with an automatic annual renewal. The cost of this service is \$6,600/annually (\$550/month).
 - Terminix – Termite Program – 200 Terminal Drive (Airport Facility) - Annual renewal period of 11/1/20 – 11/30/20; contract cost of \$351.00
 - GAT Airline Ground Support, Inc. - Porter Services - 3rd of four-one year options (1/1/21 – 12/31/21) – Billable Hourly Rate: \$13.81 (straight time), \$20.72 (holiday time – New Year’s Day, Memorial Day, 4th of July, Labor Day Thanksgiving and Christmas); Management fee: \$1,887.35 per month. Contract will not extend to new terminal.
 - KDM Sales & Services, Inc., - Preventative Maintenance for the Generators - Annual renewal for quarterly preventative maintenance of seven (7) generators: (1) LAC Vault (2) LAC Maintenance Shop (3) Airport Rescue and Fire Fighting (ARFF), (4) Airport Terminal, (5) Tower Drive LAC Administrative office (6) LAC Maintenance Fuel (7) Cargo Facility; ends on 12/31/20 and automatically renews for one year (1/1/21 – 12/31/21). Agreement will not transfer to the new terminal. All other terms and conditions remain the same. Contract cost is \$7,018.15/annually.
13. Financials – *Executive Director Picou stated the financials were in the Commissioners’ packet for review.*
14. Fly Lafayette/Passenger Statistics/Sides & Associates Report – *Mr. Callahan stated, in October, there was a total of 20,863 passengers and the total was 200 more than last month. Mr. Callahan stated there were two hurricanes during the month and it caused several flight cancellations. Mr. Callahan stated this marks the sixth month of passenger increases. Mr. Callahan Stated the load factors were up from last month with American at 82.2%, United at 74.1%, and Delta at 55.5%. Mr. Callahan stated this month is the first since COVID-19 that either of the three airlines show over seventy percent in enplanements of seats filled. Mr. Callahan stated the Fly Lafayette Club has gone from 164 members in 2014 to currently 11,323 members. Mr. Callahan stated there was a drawing with 43 winners out of 173 entries. A list of winners was in the Commissioners’ packets. Commissioner Hurd stated the enplanements reporting is deceiving and requested cargo tonnage be reported as well. Executive Director Picou stated the airport does have revenue generated from cargo operations, however, the commercial air lines do not carry cargo. Executive Director Picou stated the only cargo carriers were FedEx and UPS. Commissioner Hurd stated those are the cargo numbers he would like to see. Mr. Callahan and Executive Director Picou stated the numbers would be incorporated into the statistics report.*

Executive Director Picou apologized for skipping over a few items. The Lafayette Regional Airport would celebrate it’s 90th birthday on November 29, 2020. The Commissioners all received a bar graph showing the trend of passengers since 2018 through 2020 and since COVID-19. Executive Director Picou stated 2020 was on trend to be a better than 2019 (2019 was LFT’s best year on record). Also, the Commissioners received Oakwells’ revenue sales showing improvement over the year.

VI. Scheduled Business - Discussion Items

VII. Scheduled Business – Consensus Items

1. TSA 2nd Lane Equipment Moving – Final Acceptance – K2 Consulting – Approval
2. TSA 2nd Lane Construction – Final Acceptance – Southern Constructors – Approval
3. 2021 Taxiway Foxtrot Phase II Enabling Project and Juliet Testing Services - Task Order #34 - CBRE|Heery – Approval
4. Facility Planning and Control (FP&C) Package 1 Audio Visual Change Order #2 – Ernest P. Breaux Electrical LLC – Approval
5. Passenger Facility Charge (PFC) Short Term Financing - Extension – Approval *Item was pulled to discuss separately.*

6. Customer Facility Charge (CFC) Short Term Financing - Extension – Approval *Item was pulled to discuss separately.*
7. Private Aircraft Hangar of Lafayette (PAHL) – Seventh Amendment to Lease – Managing Partner Reassignment – Approval
8. Rochester Midland (RMC) – Restroom Sanitizing Units (State Contract) – Renewal – Approval
9. Facilities Lease Maintenance Evaluation Reports – Work Order #96 – RS&H – Approval
10. Lafayette Coca-Cola Bottling – (1st floor Drink Vending Machine) Contract Renewal – Approval
11. Picard Group – Option Term Renewal – Approval
12. FP Mailing Solution’s – Postage Machine – Contract Extension – Approval
13. Sides & Associates - Option Term Renewal – Approval
14. Dailey’s Landscape Management – Option Term Renewal – Approval
15. Airport Technical Solutions, LLC., - Jet Bridge (4) Preventative Maintenance Services – Option Term Renewal – Approval

RESOLUTION - #2020-11-R1-02 – Scheduled Business - Consensus Item(s)

MOTION: Commissioner Guilbeau moved to accept Consensus Items 1 through 4 and items 7 through 15. The motion was seconded by Commissioner Hurd and the vote was as follows:

AYES: Guilbeau, Hebert, Guidry, Edmond, Hurd

NAYS: None

ABSENT: Pierre

MOTION CARRIES

RESOLUTION - #2020-11-R1-03 – Scheduled Business - Consensus Item(s) 5 and 6 Passenger Facility Charge (PFC) and Customer Facility Charge (CFC)

Chairman Segura read, “A resolution authorizing the extension of the initial terms of the Lafayette Airport Commission’s Taxable Customer Facility Charge Revenue Bonds, Series 2018, and Passenger Facility Charge Revenue Bonds, Series 2019; providing for the provision of notice and the execution of documents with respect thereto; and providing for other matters in connection therewith.”

Commissioner Hebert asked if there were any borrowings out under either line of credit. Executive Director Picou stated Mrs. Green, Financial Comptroller, could say what borrowings have undergone. Mrs. Green stated the LAC has borrowed \$4.6 million on PFC and \$530,000 on CFC from the \$10 million lines of credit.

Commissioner Guilbeau made a motion for Item 5 PFC, but Mr. Brennan Black, Foley & Judell, stated the resolution addressed both PFC and CFC. Commissioner Guilbeau amended his motion to include items 5 and 6.

MOTION: Commissioner Guilbeau amended his motion to accept Consensus Items 5 and 6 for both PFC and CFC. The motion was seconded by Commissioner Edmond and the vote was as follows:

AYES: Guilbeau, Hebert, Guidry, Edmond, Hurd

NAYS: None

ABSENT: Pierre

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 Lemoine’s commitment goal was at 8.64%, which was above the New Terminal DBE Goal set at 8.30%. Mrs. Cotton stated the 2020 Annual ACDBE Goal update is due to the FAA on December 1, 2020 and once the update was complete it would be sent to the LAC for comments and questions. Mrs. Cotton stated a meeting would be set up with the stakeholders (concessionaires) and set up a public hearing. Mrs. Cotton reported the current care rental goal was 3.75%*

and the non-car rental goal was 0.19%. Mrs. Cotton reported the airport was working with CBRE|Heery to get it updated. Mrs. Cotton reported the DBE Report of Attainments and Commitments, also known as, Uniform Report, which covers the previous year's activities for federally funded projects was due to the FAA on December 1, 2020. Mrs. Cotton reported the airport was working with Metro Source to get the report updated and would send to the LAC before being sent to the FAA.

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 grants with on-going projects and reconciling project costs with allocated funding. Mr. Groh stated that with DOTD there was on-going grant coordination. Mr. Groh stated the airport requested approval on Group 3 packages from FP&C. Mr. Groh stated the Bond Commission should vote by the end of November time frame for the remaining funds. 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 Capital Outlay funds. Ms. Zaunbrecher gave an update on the work completed on the airport property. Ms. Zaunbrecher stated Project 4 Airside Improvements was awarded and given an actual start date of November 2020 and a planned substantial completion date of Q4 2021. Ms. Zaunbrecher showed pictures of the outside and inside of the terminal. Ms. Zaunbrecher showed interior progress of the glass put in and the terrazzo flooring. Ms. Zaunbrecher showed metal ceiling panels put in, the rotunda glass installed for heating elements, and the exterior progress of wall panels. Ms. Zaunbrecher gave an update on the FP&C packages that were on schedule for work with construction or pre-construction. Ms. Zaunbrecher stated the capital outlay funds should be released next week to release the final three packages.
3. LFT Airport Monthly Fiscal Review (October) — Report available on airport website www.lftairport.com. Executive Director Picou stated Fiscal Review is in the Commissioners' packets for their review.

Executive Director Picou invited all Commissioners to the airport's safety meeting to be held on November 20, 2020 at the Fire House. Commissioner Guilbeau asked if the airport had alternate funding sources if DOTD falls through with the Bond Commission. Executive Director Picou stated there are no indications from The Picard Group of issues and that Priority 2 projects would be funded. Executive Director Picou stated if it falls through the airport could make it happen.

IX. Other Business: None

X. Adjourn (6:10:00)

RESOLUTION - #2020-11-R1-04 – Adjourn

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

AYES: Guilbeau, Hebert, Guidry, Edmond, Hurd

NAYS: None

ABSENT: Pierre

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.