

PROCEEDINGS OF THE LAFAYETTE AIRPORT COMMISSION MEETING OF THE LAFAYETTE REGIONAL AIRPORT OF LAFAYETTE, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING OF DECEMBER 9, 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), 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), Frank Malagarie, Keith Broussard (KCB Capital Mgmt), Steve Creamer (RS&H), Michael Stropola (ARFF), Broutin Sherrill (RS&H), Ralph Hennessy (MBI), Rob Chomiak (CBRE|Heery), George Groh (CBRE|Heery), Jason Simoneaux (MBSB), Bryan O’Connor (Lemoine-Manhattan), Paul Dorsey (Manhattan Construction).

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. APPROVAL of the Regular LAC Commission Meeting of November 11, 2020.

RESOLUTION - 2020-12-R1-01 Approval of the Regular Meeting of November 11, 2020:

MOTION: Commissioner Pierre moved the Lafayette Airport Commission to accept minutes of the Regular Meeting of November 11, 2020. Commissioner Hurd seconded this motion and the vote was as follows:

AYES: Guilbeau, Hebert, Pierre, Edmond, Hurd

NAYS: None

ABSENT: Guidry

MOTION CARRIES

V. Election of Officers – Chairman Segura stated the Election of Officers would be for the 2021 term which starts January 2021.

Commissioner Edmond made the nomination to keep all officers as the same as the previous year with Commissioner Segura as Chairman, Commissioner Guilbeau as Vice-Chairman, and Commissioner Hebert as Secretary/Treasurer. Commissioner Pierre seconded the nomination.

RESOLUTION - 2020-12-R1-02 Approval of the Regular Meeting of November 11, 2020:

MOTION: Commissioner Edmond made the recommendation/nomination for the election of officers to stay the same as the previous year with Commissioner Segura as Chairman, Commissioner Guilbeau as Vice-Chairman, and Commissioner Hebert as Secretary/Treasurer. Commissioner Pierre seconded the nomination and the vote was as follows:

AYES: Guilbeau, Hebert, Pierre, Edmond, Hurd

NAYS: None

ABSENT: Guidry

MOTION CARRIES

VI. Chairman's Comments

- a. 2021 LAC Calendar -Review/Approval

RESOLUTION - 2020-12-R1-03 2021 LAC Calendar – Review/Approval:

MOTION: Commissioner Guilbeau made a motion to approve the 2021 LAC Calendar. Commissioner Edmond seconded this motion and the vote was as follows:

AYES: Guilbeau, Hebert, Pierre, Edmond, Hurd

NAYS: None

ABSENT: Guidry

MOTION CARRIES

VII. EXECUTIVE DIRECTOR'S REPORT:

1. Recognition of LAC Staff and Commissioner's December Birthdays
Kevin Leblanc Maintenance Worker - 12/17
Mike Stropola – ARFF Chief – 12/25
2. No Shave November – *Executive Director Picou stated the LAC raised \$210.00 and all the money will go to the American Cancer Society.*
3. Open Position – Operations Specialist – *Executive Director Picou stated a conditional offer letter was sent out to Ryan and he will be presented at the January meeting. Executive Director Picou stated with this new hire Operations would be fully staffed.*
4. FAA DBE Uniform Report – FY 2019 - The DBE Uniform Report (FY 2020) for federal projects was due and submitted on December 1st. Attached is a copy for review. Executive Director Picou stated the report was presented to the DBE Advisory Committee at the December 8, 2020 meeting. Executive Director Picou stated the report is reported to the FAA.
5. LAC Commissioner Pictures – January 2021 – *Executive Director Picou stated group Commissioner pictures would be taken before the January 2021 meeting at 4:30 p.m. A reminder would be sent out prior and the pictures take place in the sub conference room.*
6. Bayou Vermilion District Lease Agreement – 200' Strip of Property – Lease Agreement Review - The current lease with Bayou Vermilion District (BVD) for the 200' strip of land on the property nearest the river that borders Surrey Street expires on 12/31/20, with no options. Current rental rate amount is \$712.60/month. BVD originally requested to enter into a ten year lease term for this strip of land. LAC Legal prepared the final draft lease, based on their request, in which BVD is now exploring the options of not moving forward with the lease. This matter is on their Commission meeting agenda for 12/2/20 for final determination. *Executive Director Picou stated the Bayou Vermilion District has decided to sign the lease and this item could be considered under Other Business.*
7. Women of Wisdom – *Executive Director Picou stated on November 16, 2020 twelve (12) ladies come from Women of Wisdom. Executive Director Picou stated the ladies visited the airport and they were well received with discussions of the terminal projects and the timeline of the new terminal. Executive Director Picou thanked Mrs. Cotton for being in attendance and gave a report on the DBE program. Executive Director Picou thanked Commissioners Segura, Edmond, and Pierre for attending the November Safety meeting for the LAC. Executive Director Picou stated Nick Sinanan, the newest Operations Specialist, is now on shift. Executive Director Picou stated the charters for the guardsmen that flew on 767 planes all went well. Executive Director Picou stated Oakwells' sales numbers were trending up and were in the Commissioners packet. Commissioner Guilbeau asked if Oakwells was to stay open until the last flight and Executive Director Picou stated they stay open until the last departure of the day.*
8. Automatic Renewals:
 - OAG Flightview - The contract for the Website Tracker ends on December 10, 2020 and will automatically renew for one year (12/10/20 – 12/9/21). The cost of this service is \$370.00/month (\$4440/annually). Contract does not transfer to the new terminal.

- Sugarland Exterminating & Chemical Company, Inc (Pest Control Services) The contract for pest control services at nine (9) locations will automatically renew for one year (1/1/21 – 12/31/21). Locations include: Main Airport Terminal, LAC Maintenance Shop, Air Traffic Control Tower (ATCT), LAC Administrative Office, Airport Rescue Fire Fighting (ARFF), Cargo Facility (LAC operated area), GA Infrastructure Pump House, QTA Facility and 114 Borman Drive (Hangar 7). Cost of this service is \$436.00/month (\$5232.00/annually). Contract does not transfer to the new terminal.
 - FuelTrac Inc (Mansfield Oil) - State Contractor for Bulk Fueling Services – Extension of Request for Proposal (RFP) – Notification - This is for notification purposes only. The LAC currently utilizes the State Contract to purchase its Bulk Fueling for the five (5) fuel tanks maintained by the LAC. These tanks include: One 12,000 gallon unleaded tank at the QTA, Two 500 gallon unleaded tanks at LAC Maintenance and Administrative Office and Two 500 gallon diesel tanks at LAC Maintenance and Airport Rescue Fire Fighting (ARFF) Station. The current state contract expires on 12/26/20. The state has advised they are currently working on the new Request for Proposal (RFP) and an extension will be granted to the current vendor, FuelTrac, Inc (Mansfield Oil), to continue to provide bulk fueling services under the agreement. Once a new RFP has been issued, and contractor selected, this update will be provided to the Commission for action. Commissioner Guilbeau asked what was the benefit of doing an RFP with Mansfield Oil. Executive Director Picou stated the LAC was notifying the Commission the state would be putting out a Request for Proposals to solicit potential bulk fuelers.
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 November, there were 23,654 passengers. Mr. Callahan stated this was the seventh straight month that marks an increase in passengers. Mr. Callahan stated the load factors were American at 74.3%, United at 61.9%, and Delta at 60.8%. Mr. Callahan stated at Commissioner Hurd’s request the enplaned cargo was 627,358 pounds and the deplaned cargo was 1,478,273 pounds. Mr. Callahan stated the Fly Lafayette Club has gone from 164 members in 2014 to currently 11,344 members. Mr. Callahan stated there was a drawing with 46 winners out of 190 entries. A list of winners was in the Commissioners’ packets.*

VI. Scheduled Business - Discussion Items

1. Taxiway Foxtrot Phase II Enabling and Juliet Project – Accept Bid – Discussion/Action - On November 30, 2020 the LAC received 4 bids for the Taxiway Foxtrot Phase II Enabling and Juliet project. After review of the bids the two lowest bidders were notified to provide the 3-day post bid documents. After review of these documents, it is the recommendation of the staff to accept the of engineer’s recommendation for acceptance of bid. Once accepted, the project team will work with the contractor to review and sign the contract, which will be presented for ratification to the LAC Chair. This will allow the construction to progress per the anticipated schedule and not conflict with the Terminal Program. Cost associated with this bid will be paid for by the FAA and DOTD. Executive Director Picou stated more documentation was provided and The Lemoine Company was the low bidder (under budget), followed by Siema Construction (under budget), Elliott Construction (under budget), and JB James Construction (over budget). Executive Director Picou stated there were two new companies bidding on this project, The Lemoine Company and JB James. Executive Director Picou stated the only caveat to the agreement is giving the Chairman the authority to sign documents for this project in order to keep things on schedule instead of waiting until the January meeting. Commissioner Guilbeau asked if there would be sub work. Executive Director Picou stated there was confirmation that Lemoine would complete the work.

RESOLUTION - 2020-12-R1-03 2021 Taxiway Foxtrot Phase II Enabling and Juliet Project – Accept Bid – Discussion/Action:

MOTION: Commissioner Guilbeau made a motion to approve the staff's recommendation to give authority for Chairman to accept bids. Commissioner Pierre seconded this motion and the vote was as follows:

AYES: Guilbeau, Hebert, Pierre, Edmond, Hurd

NAYS: None

ABSENT: Guidry

MOTION CARRIES

VII. Scheduled Business – Consensus Items

1. 2021 Program Management/Construction Management and Funding Services – Task Order #36 – CBRE|Heery – Approval
2. 2021 Disadvantage Business Enterprise (DBE) Program Services – Task Order #37 – CBRE|Heery – Approval
3. New Terminal Resident Project Representative Services 2021 – Task Order #38 – CBRE|Heery – Approval
4. Facility Planning and Control (FP&C) Package 8 Baggage System – Change Order #2 – G&S Mechanical USA – Approval
5. Facility Planning and Control (FP&C) Package 3 Generator – Substantial Completion – Stewart and Stevenson Power Products, LLC – Approval
6. Facility Planning and Control (FP&C) Project 6 – Work Order #95 – West Airside Phase 25 – RS&H – Approval
7. Facility Planning and Control (FP&C) Package 7 Furniture – Authorization to Bid – Approval
Commissioner Guilbeau asked if this was terminal furniture only did not include the Commissioners and staff. Executive Director Picou stated the bid package was for all furniture for the entire new terminal facility. Commissioner Pierre stated Commissioner Guilbeau wanted to know if the furniture package would include items that would be used by the Commissioners. Executive Director Picou stated the package reads all whole rooms, admin, concession, and general use area.
8. Lafayette Terminal Program Construction Administration (CA) Services for 2021 – Work Order #91 – RS&H – Approval
9. 2020-2022 Airport Concessions (ACDBE) Goal – 2020 Annual Update – Approval
10. Authorization for Proposals – Advertising Concession (New Terminal Project) – Approval
11. Terminal & Air Traffic Control Tower HVAC Preventative Maintenance - Bernhard MCC, LLC – Option Term Renewal - Approval

Executive Director Picou stated he wanted to thank Mr. Chomiak, CBRE|Heery, for items one and two for getting the items to the LAC ahead of schedule. Executive Director Picou stated CBRE|Heery's contract officially ends in January and he thanked Mr. Chomiak for getting the items on the December agenda and he thanked Mr. Hennessy for completing the IFE for CBRE|Heery.

RESOLUTION - #2020-12-R1-05 – Scheduled Business - Consensus Item(s)

MOTION: Commissioner Hebert moved to accept Consensus Items 1 through 11. The motion was seconded by Commissioner Hurd and the vote was as follows:

AYES: Guilbeau, Hebert, Pierre, Edmond, Hurd

NAYS: None

ABSENT: Guidry

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 as of October's verified documentation Lemoine's commitment goal was at 8.68, which is above the terminal goal of 8.30%. Mrs. Cotton stated the 2020 Annual ACDBE Goal update was submitted to the FAA on December 1, 2020 and there was a Public Hearing for comments on December 8, 2020. Mrs. Cotton stated the public comment period would be open until January 4, 2021. Mrs. Cotton reported the current car rental goal was 3.04% (was 3.75% in 2019) and the non-car rental goal was 1.31% (which was .19% in 2019). 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 submitted to the FAA on December 1, 2020. Mrs. Cotton reported a quick overview of the report for the Commissioners.
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 no real update. Mr. Groh stated last month FP&C approved the remaining \$2.3 million. Mr. Groh stated with EDA the airport is working with Acadiana Planning Commission on report information. Mr. Groh showed a bar graph showing there was no more red for outstanding funding, which means the terminal project is fully funded. Mr. Groh stated the funding was a huge accomplishment and thanked everyone involved. Mr. Groh stated the LAC no longer has to fill out grant applications. Mr. Groh stated the three green bars were funding that was allocated but has to wait until the new fiscal year to be released. Mr. Groh stated the final \$5 million would be released over the next two years as only \$3 million could be given by the state at one time. Mr. Groh stated once again it was a big milestone to have the terminal project fully funded. Chairman Segura stated that was big news. Ms. Zaunbrecher gave an update on the work completed on the airport property. Ms. Zaunbrecher stated there were no changes or deviations from the terminal schedule. Ms. Zaunbrecher showed pictures of the outside and inside of the terminal. Ms. Zaunbrecher showed interior progress of the glass put in. Ms. Zaunbrecher showed the security bridge area and restroom finishes. Ms. Zaunbrecher gave an update on the FP&C packages that were on schedule for work with construction or pre-construction. Ms. Zaunbrecher stated FP&C packages in Group 3 just received funding for 2021 and the airport can start bidding those out. Ms. Zaunbrecher stated package 7 will be bid in Q1 2021 and the furniture package approved will go out for bid in January 2021. Ms. Zaunbrecher stated packages 5 & 11 will be bid in later 2021 closer to Q3.
3. LFT Airport Monthly Fiscal Review (November) — Report available on airport website www.lftairport.com. Executive Director Picou stated Fiscal Review is in the Commissioners' packets for their review.

Mr. Oats, Legal Counsel, stated to go back to the Bayou Vermilion item quick steps are to have the item added to the agenda and then vote on the item under Other Business.

IX. Other Business: Bayou Vermilion District Lease Agreement – 200' Strip of Property – Lease Agreement Review

RESOLUTION - #2020-12-R1-06 – Other Business - Bayou Vermilion District Lease Agreement – 200' Strip of Property – Lease Agreement Review

MOTION: Commissioner Guilbeau moved to add the item Bayou Vermilion District agreement to Other Business. 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

RESOLUTION - #2020-12-R1-07 – Bayou Vermilion District Lease Agreement – 200' Strip of Property – Lease Agreement Review

MOTION: Commissioner Pierre moved to approve the Bayou Vermilion District Lease Agreement. The motion was seconded by Commissioner Guilbeau and the vote was as follows:

AYES: Guilbeau, Hebert, Pierre, Edmond, Hurd

NAYS: None

ABSENT: Guidry

MOTION CARRIES

Chairman Segura wished everyone a Happy Holiday. Chairman Segura stated it was a difficult unusual year with COVID-19 and hurricanes. Chairman Segura wished everyone great rest of the year and a New and Different 2021.

X. Adjourn (6:15:00)

RESOLUTION - #2020-12-R1-08 – Adjourn

MOTION: Commissioner Edmond made a motion to Adjourn. The motion was seconded by Commissioner Hurd 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.