

**PROCEEDINGS OF THE LAFAYETTE AIRPORT COMMISSION MEETING OF THE LAFAYETTE REGIONAL AIRPORT OF LAFAYETTE, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING OF FEBRUARY 10, 2021 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, Terry Hurd

**ABSENT:** Patrick Edmond

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

**GENERAL AUDIENCE:** Tim Murray (CBRE|Heery), Paula Serrett (CBRE|Heery), Shelby Stach (CBRE|Heery), Adam Thibodeaux (DSA), Chris Groh (CBRE|Heery), Michael Mondragon (RS&H), Travis Priour (Lemoine-Manhattan), Mark Stielper (MBSB), Cheryl Campbell (Unlimited Cleaners), Gary Broussard (Home Bank), Tammy Theriot (Home Bank), Brennan Black (Foley & Judell), Frank Malagarie, Justin Cumbo (LAC), Penny Cumbo, Steve Creamer (RS&H), Ralph Broussard (KCB Capital Mgmt.), Bryan O'Connor (Lemoine-Manhattan). Larry Marino (Oats & Marino).

**I. CALL TO ORDER: ( 5 : 33 : 00 )**

**II. INTRODUCTION/ROLL CALL**

**III. PLEDGE OF ALLEGIANCE-** Led by Chairman Paul Segura

**IV. APPROVAL of the Regular LAC Commission Meeting of December 9, 2020 and the Regular LAC Commission Meeting of January 13, 2021.**

Commissioner Guidry made notations of corrections that needed to be made to both the December and January meeting minutes where he was marked as voting when he was not present at the December meeting and in January, he was marked absent for adjournment and he was present for that meeting.

RESOLUTION - 2021-2-R1-01 Approval of the Regular Meeting of December 9, 2020 and the Regular LAC Commission Meeting of January 13, 2021:

MOTION: Commissioner Guilbeau moved the Lafayette Airport Commission accept minutes of the Regular Meeting of December 9, 2020 and the Regular LAC Commission of January 13, 2021 as amended by Commissioner Guidry for corrections. Commissioner Pierre seconded this motion and the vote was as follows:

Commissioner Guidry abstained from the vote on the December minutes as he was not present

AYES: Guilbeau, Hebert, Pierre, Hurd

NAYS: None

ABSENT: Edmond

MOTION CARRIES

RESOLUTION - 2021-2-R1-02 Approval of the Regular Meeting of December 9, 2020 and the Regular LAC Commission Meeting of January 13, 2021:

MOTION: Commissioner Guilbeau moved the Lafayette Airport Commission accept minutes of the Regular Meeting of December 9, 2020 and the Regular LAC Commission of January 13, 2021. Commissioner Pierre seconded this motion and the vote was as follows:

AYES: Guilbeau, Hebert, Guidry, Pierre, Hurd  
NAYS: None  
ABSENT: Edmond  
MOTION CARRIES

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

1. Recognition of LAC Staff and Commissioner's February Birthdays *Executive Director Picou stated there were no February birthdays.*
2. Audit – April 5<sup>th</sup> through April 9<sup>th</sup> – Wright, Moore, DeHart, Dupuis & Hutchinson etal. *Executive Director Picou stated these dates the external audit of the airport would be taking place.*
3. Surplus Results – Attached is a list of items that were available on a recent surplus. Bids were received on 1/26/21 which resulted in \$1118.00. There were seven items not bid on and they will be destroyed and discarded of properly. Executive Director Picou stated the airport has to go through this process to maintain standards of Louisiana State Law. *Bidders have a certain amount of time to pick up items and after that the items not picked p or bid on will get destroyed.*
4. Minimum Standards – Update – *Executive Director Picou stated an update of Minimum Standards was being worked on and a copy would be provided to the Commission for review and input. Executive Director Picou stated the Minimum Standards by the FAA are standards and broad guidance materials to assist owners of public airports for providing minimum standards for commercial activity.*
5. Financials – *Executive Director Picou stated the January financials were in the Commissioners' packets.*
6. Fly Lafayette/Passenger Statistics/Sides & Associates Report - *Mr. Callahan stated in January there were 19,644 passengers. Mr. Callahan stated the load factors were lower form last month with American at 57.8%, United at 49.6%, and Delta at 48.5%. Mr. Callahan stated enplaned and deplaned cargo for the month was up by 300,000 pounds. Enplaned cargo for January was 686,417 pounds and deplaned cargo was 1,428,568 pounds. The Fly Lafayette Club has gone from 164 members in 2014 to currently 11,367. February's prize drawing had 26 winners out of 104 entries. A list of winners was in the Commissioners' Packets. Mr. Callahan stated the 2020 Annual Report had gone out electronically to over 10,000 subscribers. There were four total eblasts – one for COVID Response by LFT, one on the new Terminal construction, one with other information on things that happened in 2020, and on with photos of the progress insides and outside the new terminal. Since the first two went out on February 5<sup>th</sup> and February 9<sup>th</sup>, they were viewed by 3,332 people. The last two are scheduled to go out on February 11<sup>th</sup> and 16<sup>th</sup>.*

Chairman Segura asked when the new flight to Charlotte, NC would begin. Executive Director Picou stated April 2, 2021 the new flight starts to Charlotte, NC by American Air Lines with two flights per day. Commissioner Guilbeau asked if the new flight would come from Dallas, TX to Charlotte, NC. Executive Director Picou stated the new flight would not have anything to do with Dallas/Fort Worth airport but the flight will originate from Charlotte, NC and return.

Chairman Segura asked Mr. Callahan if the passenger numbers were up by at least 65%. Mr. Callahan stated the passenger counts were down 20,000 over last January, which is closer to 55%. Chairman Segura stated Executive Director Picou has mentioned about 650 passengers in the airport a day. Roughly, the passenger numbers were in the 30's and 40's during COVID. Chairman Segura stated the numbers are coming back more than people think it is.

Chairman Segura stated as most know two weeks ago Mr. Stephen Oats, the LAC's attorney, passed away unexpectedly. Chairman Segura stated the LAC was sorry to see him go. Chairman Segura stated Mr. Oats and himself were colleagues and had several correspondences on different matters. Chairman Segura stated Mr. Oats served as a past Commissioner, was a pilot, was a City-Parish attorney, and he served on many organizations. Chairman Segura stated Mr. Oats guided the airport with his expertise and his joy of aviation. Chairman Segura stated Mr. Todd Swartzendruber served as the LAC's attorney prior to Mr. Stephen Oats with another firm. Mr. Swartzendruber then went to work at Oats & Marino

and he worked on many airport projects alongside Mr. Oats. Mr. Larry Marino, partner of Oats and Marino, thanked Chairman Segura for the kind words and stated Mr. Oats was passionate about the airport Commission as he was about flying. Mr. Marino stated Mr. Swartzendruber is not an unfamiliar face to the airport. Mr. Marino stated he very much appreciated the confidence and opportunity. Chairman Segura stated the airport was sorry for the firm's loss. Mr. Swartzendruber stated it is funny as Chairman Segura stated things come full circle with him returning to work with the Commission. Mr. Swartzendruber stated it was a pleasure working with Mr. Oats on the Commission. Mr. Swartzendruber stated Mr. Oats was gravely missed and at the same time he taught Mr. Swartzendruber a lot. Mr. Swartzendruber stated he is even better prepared now after working with Mr. Oats to serve as the LAC's attorney and he owes that to Mr. Oats. Mr. Swartzendruber thanked the Commission for letting him come back and serve again. Chairman Segura stated the loss was so suddenly and prayers to his wife.

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

1. Home Bank – Fiscal Agent – 3<sup>rd</sup> (Final) Option Term – Discussion/Action – Executive Director Picou stated the LAC is in receipt of correspondence from Home Bank requesting to exercise their third and final one-year option term as the LAC's Fiscal Agent. The term of this contract is two years (6/1/17 – 5/31/19) with three (3) one year option terms. If approved, the option term would be fore 6/1/21 – 5/31/22. Two options have been provided for review by Home Bank in the attached letter. The LAC will need to select and approve one from the options provided.

Mr. Picou stated the staff would recommend option one after extensive research and after talking with Commissioner Hebert. Commissioner Hebert stated the interest environment is pretty low and there is no indication the rates will increase. Commissioner Hebert stated the fixed rate Home Bank was offering was better than a market rate for a one year cd. There is no reason to take the variable rate, which is much lower.

#### RESOLUTION - 2021-2-R1-03 Home Bank – Fiscal Agent – 3<sup>rd</sup> (Final) Option Term – Discussion/Action:

MOTION: Commissioner Guilbeau moved the Lafayette Airport Commission go with the fixed rated listed in Home Bank's letter which is option one. Commissioner Hebert seconded this motion and the vote was as follows:

AYES: Guilbeau, Hebert, Guidry, Pierre, Hurd

NAYS: None

ABSENT: Edmond

MOTION CARRIES

2. O & M Ad Valorem – Airport Millage 2021– Discussion/Action – Executive Director Picou stated if approved, this action by this Governing Authority (LAC) requests that the Lafayette Parish Council(the "Council") call an election to authorize the renewal of the Ad Valorem Tax. This Governing Authority further requests that said election be held on October 9, 2021, to authorize such continuation of the Tax at the rate of 1.71 mils for an additional ten years beginning with 2023 and ending with the year 2032 (an estimated \$4,018,494 for the current year) for the purpose of improving, maintaining, and operation the Lafayette Regional Airport.

Executive Director Picou stated this money is used for operations and maintenance, fire, police, and various things. Executive Director Picou stated the Ad Valorem expires on December 31, 2022. Executive Director Picou stated this sends it to the Parish Council and allows for it to be on the ballot and go through the Bond Commission. Chairman Segura stated this was a procedural thing to allow it to go to the Parish Council for millage renewal and this was the first step to have the Commission approve to go to the Council. Commissioner Guidry asked if this was to go before the City Council or the Parish Council. Mr. Brennan Black, Foley & Judell, stated this was a Parish Council tax dedicated to the airport and not a tax of the Airport Commission. Mr. Black stated essentially there is not a legal requirement and the

Parish Council will have several items on the October 9, 2021 ballot. This is for the LAC to show support for the item to be presented and to be mentioned at the March and April meetings as part of the process. Commissioner Pierre stressed this was only a renewal and not a new tax.

RESOLUTION - 2021-2-R1-04 O & M Ad Valorem – Airport Millage 2021– Discussion/Action

MOTION: Commissioner Guidry moved the Lafayette Airport Commission approve staff's recommendation for the O & M Ad Valorem Airport Millage 2021 to go to the Parish Council. Commissioner Pierre seconded this motion and the vote was as follows:

AYES: Guilbeau, Hebert, Guidry, Pierre, Hurd

NAYS: None

ABSENT: Edmond

MOTION CARRIES

3. Petroleum Helicopters Lease Extension – Discussion/Action – Petroleum Helicopter's (PHI's) lease agreement on their Main Campus Facility expires January 31, 2022. PHI has multiple five (5) year options to renew their Lease Agreement. PHI is required to notify the Lafayette Airport Commission (LAC) of their intent to exercise their First Lease Renewal, one (1) year prior to expiration of their Initial Lease Term, which date was January 31, 2021. The LAC and PHI have been in working together in an effort to renew their Lease Agreement which may involve some modifications to the agreement. The LAC and PHI have had ongoing meetings and onsite reviews of the facilities to work towards the renewal. The LAC is in the process of preparing and presenting a Lease Proposal for the renewal. Considering the one (1) year notification date to renew has expired, the LAC and PHI would like to extend PHI's initial lease expiration from January 31, 2022 to April 31, 2022 to allow more time to reach renewal agreement within PHI's requirement to notify the LAC of their intent to renew. All other terms, covenants and conditions of Lease Agreement will remain the same during this lease extension.

Chairman Segura stated PHI has two leases with the airport and this referenced their main facility.

Chairman Segura stated back in July 2020 an extension for their lease end date was extended for six months. There have been discussions and verifications that had to take place before a new option for lease extension could be presented. Chairman Segura stated the airport was ready to present a proposal and it would give PHI time to review.

RESOLUTION - 2020-2-R1-05 Petroleum Helicopters Lease Extension – Discussion/Action

MOTION: Commissioner Guilbeau moved the Lafayette Airport Commission approve PHI Lease extension. Commissioner Hurd seconded this motion and the vote was as follows:

AYES: Guilbeau, Hebert, Guidry, Pierre, Hurd

NAYS: None

ABSENT: Edmond

MOTION CARRIES

**VII. Scheduled Business – Consensus Items**

1. Home Bank ATM Agreement – 3<sup>rd</sup> (Final) Option Term – Approval
2. LUS Fiber – One Gigabyte Marketing and Service Agreement – Month to Month Amendment – Approval
3. Memorandum of Understanding (MOU) (GOHSEP/Hurricane Delta – FEMA-DR4570) – Approval
4. Keith Brooks Agency LLC (112 Chaplin Drive) – Exercise Option Term – Approval
5. OAG (FlightView, Inc.) – Mobile Website Addendum – Month to Month Renewal – Approval
6. Facility Planning & Control (FP&C) – Package 2 Parking Lot Canopies – Partial Substantial Completion – Southern Constructors – Approval

7. New Terminal Program Project 2 RTR Facility – Project Change Order #9 – Lemoine-Manhattan JV – Approval
8. New Terminal Program Project 2 RTR Facility Demolition – Substantial Completion – Lemoine-Manhattan JV – Approval
9. General Aviation (GA) Infrastructure – Final Acceptance – Rudick Company – Approval
10. Terminal Program Construction Administration Services – Work Order #78 – Amendment 5 – RS&H – Approval
11. US Computers Upgrade to Cloud Based Computer System – Approval Executive Director Picou stated the updated agreement was in front of the Commissioners and Mr. Vincent was in the audience to sign the agreement.

RESOLUTION - #2021-2-R1-02 06– Scheduled Business - Consensus Item(s)

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

AYES: Guilbeau, Hebert, Guidry, Pierre, Hurd

NAYS: None

ABSENT: Edmond

MOTION CARRIES

**IX. Reports**

1. DBE Program Report –*Mrs. Cotton, DBELO, reported new terminal activity report was just received and will be reviewed and sent out to the Commissioners .Mrs. Cotton reported there was one project advertising for Tree Removal and Trimming Services for 4R/22L with a SBE goal of 4.40% and proposals were due on February 25, 2021. Mrs. Cotton reported the next project would be advertised on February 17, 2021 for Terminal Advertising and the project would have an ACDBE goal of 20.70% (projected % of annual gross revenue). Mrs. Cotton reported the Title VI Training was ongoing and it was requested everyone complete the training by the end of February 2021. Commissioner Pierre stated there have not been any DBE Advisory Committee meetings due to no activity. Mrs. Cotton stated the Advisory Committee was set up to give updates and any information related to the DBE Program. There have been no activity and any information has been sent by email. Commissioner Pierre stated it was discussed before on have quarterly meetings. Chairman Segura stated there were monthly meetings, but sometimes there wasn't much to meet about and low attendance and participation. The option was presented to have quarterly meetings, but no decision was decided upon and monthly meetings were continued. Commissioner Pierre stated the meeting could be left open and if something comes up to discuss the meeting would still be open. Chairman Segura stated the next Advisory Committee meeting could be held to discuss the frequency of the meetings. Executive Director Picou stated the option for quarterly meetings has been discussed more than once and it will be brought up again at the next meeting.*
2. Terminal Program Report –*Ms. Stach, 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 it is like keeping the train on the tracks. Mr. Groh stated the airport is continuing to work with the FAA to close out reimbursable agreements and reconcile project costs. Mr. Groh stated the airport is working with DOTD. Mr. Groh stated FP&C provided updates and arranged receipt of funds. Mr. Groh stated the EDA grant was working with Acadiana Planning Commission. Mr. Groh stated the bar graph slide shows where the airport is on funding. Mr. Groh went over the bar graph showing the monies outstanding and waiting on from the FAA. Ms. Stach gave an update on the work completed on the airport property. Ms. Stach showed new pictures of the progress of the terminal including admin offices, parking and canopies. Ms. Stach stated the terminal FP&C projects were on track and the generator equipment was substantially complete. Ms. Stach stated the parking lot and signage is progressing and pre-construction has started. Ms. Stach stated furniture package bid opening would be in February 2021.*

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

**X. Other Business:** None

Commissioner Guilbeau stated on scheduled business item 11, any contracts or agreements need to be signed prior to approval. Commissioner Guilbeau stated maybe this should be policy, but agreements need to be signed prior to Commission approval.

**XI. Adjourn** (6:19:00)

RESOLUTION - #2021-2-R1-07 – Adjourn

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

AYES: Guilbeau, Hebert, Guidry, Pierre, Hurd

NAYS: None

ABSENT: Edmond

MOTION CARRIES

**A recorded copy of the Minutes of the Regular Meeting can be obtained by contacting the Lafayette Airport Commission, 222 Jet Ranger X Drive, Lafayette, LA 70508. 337.266.4401.**