

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

ABSENT: None

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

GENERAL AUDIENCE: Ralph Broussard (KCB Capital Mgmt.), Steve Creamer (RS&H), Michael Mondragon (RS&H), Frank Malagarie, Tim Murray (CBRE|Heery), Paula Serrett (CBRE|Heery), Shelby Stach (CBRE|Heery), Ralph Hennessy (MBI), Chris Groh (CBRE|Heery), Jeff Brevelle (Next Generation), Clayton Jenkins (Lemoine-Manhattan), Mark Stielper (MBSB), Delisa Arnold (Arnold & Associates).

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 February 10, 2021.

RESOLUTION - 2021-3-R1-01 Approval of the Regular Meeting of February 10, 2021:

MOTION: Commissioner Guidry moved the Lafayette Airport Commission accept minutes of the Regular Meeting of February 10, 2021. 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, Edmond, Guidry, Hurd

NAYS: None

ABSENT: None

MOTION CARRIES

V. EXECUTIVE DIRECTOR'S REPORT:

1. Recognition of LAC Staff and Commissioner's March Birthdays
Jennifer Comeaux – Asst. Property & Accounting – 3/8
Wayne Breaux – Maintenance Worker – 3/22
2. Audit – April 5th through April 9th – Wright, Moore, DeHart, Dupuis & Hutchinson et al. *Executive Director Picou stated the external audit of the airport would be taking place in the conference room at 222 Tower Drive, Lafayette, LA.*
3. FAA ACDBE Uniform Report – FY 2020 - The ACDBE Uniform Report (FY 2020) for concessions was due and submitted on March 1st. Attached is a copy for review. *Executive Director Picou stated the report was discussed and reviewed at the DBE Advisory Committee Meeting on March 9, 2021.*
4. Delta Global Services (DGS) – Name Change - LAC is in receipt of notification from (DGS) of its name change to DAL Global Services dba Unifi. The impending name change is not a result of management or ownership but represents only a legal name change of the company. Locally any items with DGS logos will be changed and also employee uniforms and badges will be updated. Changes are expected

- to occur March/April 2021.
5. Triennial Exercise – *Executive Director Picou stated the triennial exercise is required by the FAA every three years in the activating of LAC and mutual aid resources in the event of an aircraft crash. The event was scheduled on March 19, 2021. Executive Director Picou stated due to COVID-19 this year the exercise would be very limited; no moulage and the ARFF station will serve as a make shift hospital instead of transporting patients to local area hospitals as done in years past.*
 6. Coronavirus (One Year) – *Executive Director Picou stated it has affected the airport and overall, staff has remained fairly healthy. Executive Director Picou stated there were currently two staff members out with the virus and so far, less than six or seven employees have had the virus. Executive Director Picou stated the airport and employees were taking all precautionary measures with washing hands and wearing masks. Executive Director Picou stated there have been zoom meetings instead of in-person meetings and the airport would adapt to any new mandates' forthcoming from the Governor.*
 7. Icy/winter Weather – *Executive Director Picou gave accolades to the staff. Executive Director Picou stated on February 15, 2021 winter storm brought winter precipitation with very cold temperatures to our area. Executive Director Picou stated Lafayette Regional Airport was the first air carrier airport receiving winter precipitation to open. The airlines operating at LFT decided to cancel flights. Executive Director Picou congratulated staff on getting the airport reopened.*
 8. Minimum Standards – Distribution – *Executive Director Picou stated this was mentioned at the February meeting and an electronic version would be sent to the Commissioners for review. Executive Director Picou stated the Minimum Standards are the standards that can be provided if anyone is to land at LFT and if anyone wants to land at the FBO, what they can provide. The Minimum Standards hadn't been updated since 2004.*
 9. Financials – *Due to audit prep and the financial year not closed out there will be no financials this month. Next month there will be January and February financials in the Commissioners' packets.*
 10. Fly Lafayette/Passenger Statistics/Sides & Associates Report - *Mr. Callahan stated in February there were 17,409 passengers. Mr. Callahan stated the numbers are approximately 2,000 less than January. Mr. Callahan stated as mentioned there were a couple of days with no flights. Mr. Callahan stated load factors were up from last month with American at 63.1%, Delta at 62.9%, and United at 60.5%. Mr. Callahan stated enplaned cargo for the month was 285,222 pounds and deplaned cargo was 772,876. The Fly Lafayette Club has gone from 164 members in 2014 to currently 11,385. February's prize drawing had 29 winners out of 116 entries. A list of winners was in the Commissioners' Packets. Commissioner Guilbeau asked if the weather was a factor in the difference in the cargo enplanement verses the deplanement. Mr. Callahan stated yes, the weather was a big factor and February was already a short month.*

VI. Scheduled Business - Discussion Items

1. Executive Director's Salary Compensation – Internal Affairs's Recommendation – Discussion/Action – RESOLUTION - 2021-3-R1-02 Executive Director's Salary Compensation – Internal Affairs's Recommendation – Discussion/Action: Commissioner Hebert, Chairman of Internal Affairs, stated the Internal Affairs Committee met on March 10, 2021. The Internal Affairs Committee recommended to the Commission; Executive Director Picou receive a 5% salary increase with a stipulation that before the process begins next year the airport needs to do a regional market search be done for Director salaries of similar size airports. The salary increase was to be retroactive to the Executive Director's anniversary date of February 25, 2021.

MOTION: Commissioner Guilbeau moved the Lafayette Airport Commission accept the Internal Affairs Committee's recommendation of 5% salary increase. Commissioner Hurd seconded this motion and the vote was as follows:

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

NAYS: None

ABSENT: None

MOTION CARRIES

VII. Scheduled Business – Consensus Items

1. Louisiana Compliance Questionnaire – LAC FY 2020 Audit – Approval Commissioner Guidry asked about the population numbers listed by LEDA. Mrs. Green, Financial Comptroller, stated the numbers came from LEDA’s website. Commissioner Guidry asked about the ethics portion stating anyone employed by a governmental entity after 1980. Executive Director Picou relayed the question to legal. Mr. Swartzendruber, Legal Counsel, gave an explanation of the meaning and stated the statute was first enforced in 1980. The meaning is asking if anyone of the Commission’s immediate family worked with the airport.
2. Facility Planning and Control (FP&C) Package 7 Furniture – Bid Acceptance – Approval
3. Facility Planning and Control (FP&C) Package 7 Furniture – Contract Award – Arnold and Associates – Approval – Item was said to be pulled but then Executive Director Picou stated the item would like approval with the contingency FP&C’s approval paperwork.
4. 2021 Maintenance Vehicle (Budget Item) – Approval
5. Request for Proposals (RFP) – Tree Trimming and Removal Services – Proposal Rejection – Approval
6. Next Generation – Rejection of Option Term - 301/303 Shepard Drive – Approval Commissioner Hebert recused himself from the vote.
7. Environmental Planning Support – Work Order #97 – RS&H – Approval

Commissioner Guidry asked about the TSA podium bid as an alternate item. Mr. Stielper, MBSB Group, stated in the security check point TSA has a raised podium for a better advantage point. Mr. Stielper stated the item was bid separately in case it was not something TSA wanted. At the time, it was not known and the price could be pulled exactly as an alternate item.

RESOLUTION - #2021-3-R1-03 – Scheduled Business - Consensus Item(s)

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

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

NAYS: None

ABSENT: None

MOTION CARRIES

5. Request for Proposals (RFP) – Tree Trimming and Removal Services – Proposal Rejection – Approval Commissioner Pierre asked for the item to be discussed. Executive Director Picou stated the tree trimming services is for private properties in close proximity to the airport. Executive Director Picou stated with legal assistance the airport was able to gain right of entry onto the private property for the tree trimming one year ago. Executive Director Picou stated due to the dollar amount of the project and to maintain transparency in the community, tree trimming services were released in a proposals format compared to a professional services contract. Executive Director Picou stated the airport contacted over fifty companies and provided the same information to the DBE Advisory Committee for distribution. Executive Director Picou stated only two companies returned a proposal. Executive Director Picou stated one proposer (a company who has completed work for the LAC in the past) did not complete the standard forms provided in the request documentation. The second company’s proposal was over budget. It is recommended due to incompleteness of one proposal and one over budget to reject the bids and go directly with the local company directly under a professional services contract. Executive Director Picou stated it was questioned if this could be held up to get more proposals and this was cautioned as the time frame of right of entry was one year ago. Executive Director Picou recommended the bids be rejected.

Commissioner Pierre stated with the proposals being rejected what was the process to award the contract to a business. Executive Director Picou stated it would be a Professional Services contract and as per the law one company that meets the requirements could be negotiated with directly with the airport. Commissioner Pierre

asked if the company selected will be required to meet SBE goals. Executive Director Picou stated there would be a SBE component part of the contract. Commissioner Pierre stated the RFP required licensing. Commissioner Pierre asked if the company selected would be required to provide the licensing and insurance documents. Executive Director Picou stated yes, those same documents would be required. Commissioner Pierre asked if other companies would be allowed to provide pricing for negotiation or only the company that submitted the information would be part of negotiation. Executive Director Picou stated the same process for the RFP would be followed for the company that provided information or if another company would be selected. Executive Director Picou stated the Request for Proposals was provided to demonstrate to the public the LAC does not show favoritism with any one company otherwise, professional services could have been applied.

RESOLUTION - #2021-3-R1-04 – Scheduled Business - Request for Proposals (RFP) – Tree Trimming and Removal Services – Proposal Rejection – Approval

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

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

NAYS: None

ABSENT: None

MOTION CARRIES

6. Next Generation – Rejection of Option Term - 301/303 Shepard Drive – Approval Commissioner Hebert recused himself from the vote. Chairman Segura asked why would this be an action of the Commission. Executive Director Picou stated maybe approval was not the correct term as this was for the Commission to accept receipt of notification of not renewing their lease. Executive Director Picou stated this is part of the lease agreement for the company to notify the LAC of not renewing their lease. Mr. Swartzendruber, Legal Counsel, stated the item could be removed or just acknowledged. Commissioner Pierre asked who would be responsible for the deficiencies of this property. Executive Director Picou stated the company has been notified and is trusted to take care of the repairs. Commissioner Pierre asked if the repairs could fall back on the airport. Mr. Swartzendruber stated the liability would fall back on the tenant with the lease agreement. Commissioner Pierre asked if the LAC had faith in the repairs getting done. Executive Director Picou stated he had faith in all his tenants to comply with repairs and deficiencies in their lease agreements.

RESOLUTION - #2021-3-R1-05 – Scheduled Business - Consensus Item(s)

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

AYES: Guilbeau, Guidry, Pierre, Edmond, Hurd (Commissioner Hebert recused himself from voting).

NAYS: None

ABSENT: None

MOTION CARRIES

IX. Reports

1. DBE Program Report –*Mrs. Cotton, DBELO, reported new terminal activity report was sent out to the Commissioners via email .Mrs. Cotton reported the New Terminal DBE Goal was 8.30%. Mrs. Cotton reported Lemoine-Manhattan was operating under a goal of 8.18%. Mrs. Cotton stated the airport continues to work with Lemoine on getting verified documentation. Mrs. Cotton reported the ACDBE Annual Report for 2020 was submitted to the FAA on March 1, 2021 and a copy was provided to the LAC Mrs. Cotton reported the Car Rental Concessions for the Annual goal for 2020 was 3.04% and 5.98% was reported to the FAA. Mrs. Cotton reported the Non-Car Rental Concessions for the Annual goal for 2020 was 1.31% and .05% was reported to the FAA. Mrs. Cotton stated there was a short-fall report generated to the FAA that stated the airport continues to work with those concessionaires to use services of ACDBE*

companies. Mrs. Cotton reported one project was being advertised for the airport. There was an RFP – Request for Proposals for Terminal Advertising Concessions and proposals were due on March 18, 2021. The project had a ACDBE goal of 20.70% (projected % of annual gross revenue over a three year period). Commissioner Pierre asked about the unverified documentation for Lemoine. Mrs. Cotton stated the documentation is only verified through January 2021 and there is still February and March reports. Once, the other documents are verified the number would change. Chairman Segura stated this was not uncommon for the reports to lag behind a couple of months. Commissioner Pierre asked about the Terminal Concessions. Executive Director Picou stated the Terminal Advertising Concessions would be only advertising not for the concessions of the airport. Executive Director Picou mentioned advertising space would be only one company and there would not be advertisements all over the new terminal building.

Public Comment/Blue Card:

Mr. R. Keith Broussard, KCB Capital Management, requested with Commissioners that have been with the airport less than five years, a meeting virtually or in person to give another view of the DBE Program. Mr. Broussard stated if the Commissioners agree he would like the administration to release contact information for Mr. Broussard to contact those Commissioners. Mr. Broussard talked about the Sales Tax that was for the New Terminal. Mr. Broussard stated the black community is 27% of the population, which means of the \$31 million, \$8 million came from that community. Mr. Broussard stated \$23 million came from the white community. Mr. Broussard stated the black community received a zero percent return. Mr. Broussard asked the Commission if this was fair and acceptable? Chairman Segura stated Mr. Broussard brought up in the past on the percentages of black and white communities. Chairman Segura stated the Sales Tax was a parish tax and was collected on spending. Chairman Segura asked how could the percentages be applied just because of population and what was spent. Mr. Broussard asked if it is different elsewhere. Chairman Segura stated he doesn't know who spent the money on the taxes. Mr. Broussard stated in general and Chairman Segura stated Mr. Broussard could not state generally the tax was spent by the parish's population. Commissioner Pierre asked Mr. Broussard what he would like from the Commission. Mr. Broussard stated he wanted to know if the Commission found it fair or not. Commissioner Pierre stated the Commission needs to do their due diligence and allow a yes or no for the information he is asking. Chairman Segura stated the information requested is not easy to calculate. Mr. Broussard stated he wanted to know the return of the investment and Chairman Segura stated this is yet to be seen as the project is continuing on. It is very difficult to answer yes or no when there are a lot of factors involved in the question being asked. Mr. Broussard asked if he would ever get an answer to his question or because the Commission is stating there is too much involved. Chairman Segura stated he spoke for himself and not the Commission. Nothing else was stated on this discussion.

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. Mr. Groh stated the outstanding funding should be received by the end of the summer or August time frame. Mr. Groh stated DOTD will be giving \$3 million but it will come in their new fiscal year after July 1, 2021. Mr. Groh stated the money was the ten percent from previous granted money. Executive Director Picou stated the airport was in receipt of \$2.2 million from the CARES Act. Ms. Stach gave an update on the work completed on the airport property. Ms. Stach showed new pictures of the progress of the terminal. Ms. Stach stated the Rotunda light fixture will change colors. Ms. Stach showed pictures of the draining structures and the sidewalk area being poured. 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 was awarded. Ms. Stach stated a lot of coordination going on and transition work .

3. LFT Airport Monthly Fiscal Review (February) — Report available on airport website. *Executive Director Picou stated Fiscal Review is in the Commissioners' packets for their review.*
4. Automatic Monthly Renewals – Executive Director Picou stated as per direction of the Commission in the Commissioners' packets were Automatic Monthly Renewals and this month there happen to be only one.

Executive Director Picou stated he wanted everyone to be aware on April 2, 2021 Lafayette starts its new destination to Charlotte, NC. American Air Lines will have two flights per day to Charlotte, NC. A press release will be forthcoming. Executive Director Picou stated American Air Lines has indicated they would like to occupy the second gate in the new terminal building. Executive Director Picou stated the second gate would not be operational until the old terminal building gets torn down. Executive Director Picou stated there would be preferentially usage of the gates if another airline were to come to Lafayette.

X. Other Business: None

XI. Adjourn (6:41:00)

RESOLUTION - #2021-3-R1-06 – 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, 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 Jet Ranger X Drive, Lafayette, LA 70508. 337.266.4401.