

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

**ABSENT:** Samuel Pierre

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

**GENERAL AUDIENCE:** Robert Callahan (Sides & Associates), Matthew Dugas (Lafayette Parish School Board), Michael Mondragon (RS&H), Steve Creamer (RS&H), Shelby Stach (CBRE|Heery), Michael Stropola (ARFF), Frank Malagarie, Cheryl Campbell (Unlimited Cleaners), Ralph Broussard (KCB Capital Mgmt.), Travis Priour (Lemoine-Manhattan), Clayton Jenkins (Lemoine-Manhattan), Mark Stielper (MBSB), Tim Murray (CBRE|Heery), Chris Groh (CBRE|Heery), Carlos Harvin (LCG-Mayor’s Office), Patrick McIntire (Legal Counsel).

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

**II. INTRODUCTION/ROLL CALL**

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

**IV. APPROVAL of the Internal Affairs Meeting of March 10, 2021 and the Regular LAC Commission Meeting of March 10, 2021.**

RESOLUTION - 2021-4-R1-01 Approval of the Minutes of the Internal Affairs Meeting of March 10, 2021 and the Regular Meeting of March 10, 2021:

MOTION: Commissioner Hebert moved the Lafayette Airport Commission accept minutes of the Internal Affairs Meeting of March 10, 2021 and the Regular Meeting of March 10, 2021. Commissioner Guilbeau seconded this motion and the vote was as follows:

AYES: Guilbeau, Hebert, Edmond, Guidry, Hurd

NAYS: None

ABSENT: Pierre

MOTION CARRIES

**V. EXECUTIVE DIRECTOR’S REPORT:**

1. Recognition of LAC Staff and Commissioner’s April Birthdays  
Blaise Venable – Maintenance – 4/3  
Chris Groh – Kutchins&Groh/CBRE|Heery – 4/3  
Rob Chomiack – CBRE|Heery – 4/7  
Ryan Celestine – Operations Specialist – 4/8  
Cindy McDaniel – Receptionist – 4/21  
Spencer Comeaux – Maintenance – 4/27
2. Audit – April 5<sup>th</sup> through April 9<sup>th</sup> – Wright, Moore, Dehart, Dupuis & Hutchinson et al.- *Executive Director Picou stated the audit “field” work was completed last week in the LAC offices. Ms. Christie Dunn, WMDDH, was in the office and would present the full audit report in June or July to the full*

*Commission. Executive Director Picou stated thus far, there are no issues with the audit.*

3. Full Scale Triennial Exercise – *Executive Director Picou stated the airport had its Full Scale Exercise, which is a FAA Part 139 compliance. Every three years there is a simulated aircraft crash with victims. Due to COVID, the process was more restrictive and sandbags were used to symbolize victims as well as there were live participants. Executive Director Picou stated the program went very well and he gave accolades to various groups. Executive Director Picou stated he had high regards to one individual from Acadian Ambulance who went above and beyond during the process. Executive Director Picou stated a letter was sent to Acadian Ambulance regarding the individual and his performance. Executive Director Picou gave acknowledgement to Chief Stropola and Operations Manager Giles Menard for facilitating the exercise. Executive Director Picou thanked Commissioner Hurd for attending and Commissioner Hurd got to see firsthand the complete exercise.*
4. Parking Open in Front of New Terminal -*Executive Director Picou stated the parking lot located in front of the new terminal recently opened. It was noted the week of spring break (prior to the opening of the new lot previously mentioned) parking lot capacity was near 95%. With the opening of the new lot, parking is available for all.*
5. American Air Lines – Charlotte Flight -*Executive Director Picou stated the Charlotte, NC flight has started and seems to be successful. Executive Director Picou stated the aircraft operates twice a day seven days a week. Executive Director Picou stated this was a good schedule and it was good seeing passenger numbers come up with activity back in the airport.*
6. Request for Proposals (RFP) – Terminal Advertising Concessions – Update - LAC advertised a Request for Proposals (RFP) for Terminal Advertising Services. There were no proposals received. Comments received from companies solicited were standard that due to the current state of the economy they were not in a position to provide services at this time, this included the current vendor Clear Channel. Staff recommends placing the re-advertisement on hold until the new terminal is open. Executive Director Picou stated there was a DBE firm interested but the firm is not certified in the State of Louisiana. Executive Director Picou stated the DBE firm could try to get certified in Louisiana. Commissioner Guilbeau asked when the new terminal opens if there would be any advertising. Executive Director Picou stated the new terminal would not have any advertising upon opening, which provides staff an opportunity to refine the Terminal Advertising Concessionaire RFP and potentially improve the end product.
7. Tree Services Agreement – Update - An agreement has been negotiated with Trees Unlimited to remove the trees at the approach end of 4R/22L as identified by the FAA. The project should commence within the next 30 days. Executive Director Picou stated there were two proposals, in which, the airport was allowing the public to submit a proposal; one proposal was over budget and the other did not complete the paperwork properly. Executive Director Picou stated the company that did not complete the paperwork correctly was the company selected (after completing the paperwork properly)and per legal counsel it is a professional service and did not have to go put for public bid.
8. Skilled Maintenance Worker – Update – The Maintenance Supervisor has begun the search for the additional Skilled Maintenance worker that was approved through the 2020 Budget process, but postponed by COVID. This position was created following the 2020 retirement of a long term, highly skilled Maintenance Foreman. The additional position is needed due in part to the addition of the QTA and new Terminal facilities being added to the Maintenance Departments responsibilities. Executive Director stated this was a notification for advertising for a Skilled Maintenance Worker.
9. 32<sup>nd</sup> Annual Aviation Fun Day – October 16, 2021 – *Executive Director Picou stated this event is an outreach to the community for many children including great prizes from various organizations and tenants.*
10. Airport Rental Car Supplier Diversity Outreach Event – April 27, 2021 - The Lafayette Regional Airport will participate in the 2021 Airport Rental Car Outreach event on April 27th from 1 – 3 pm. It’s a two part event, the national webinar and LFT local outreach event. More details will be given in the DBE

report. Executive Director Picou stated this was the first time the airport participated in an event like this with other airports.

11. Financials
12. Fly Lafayette/Passenger Statistics/Sides & Associates Report - *Mr. Callahan stated in March there were 25,860 passengers. Mr. Callahan stated load factors were steady last month with American at 64.8%, Delta at 55.9%, and United at 51.8%. Mr. Callahan stated enplaned cargo for the month was 756,261 pounds and deplaned cargo was 1,746,442. The Fly Lafayette Club has gone from 164 members in 2014 to currently 11,406. March's prize drawing had 22 winners out of 180 entries. A list of winners was in the Commissioners' Packets.*

Commissioner Guilbeau asked in the report next month would the Charlotte flight be listed separately. Mr. Callahan stated American Air Lines reports an aggregate number, but he would request the flights listed separately.

Executive Director Picou stated the airport received a letter from the FAA, Airport's Notification and Inspection. Executive Director Picou stated due to COVID the FAA did an administrative only periodic inspection, in which records were submitted electronically. Executive Director Picou stated the FAA found zero discrepancies. Executive Director Picou gave a hat off to the Operations team for putting that together, Operations Manager Giles Menard, and Chief Stropola with ARFF for his Part 139 requirements.

Executive Director Picou stated the airport is currently scheduled to have its next Part 139 inspection at the beginning of June 2021 along with Acadiana Regional Airport.

Executive Director Picou stated there was some good news since the Commission's last meeting. Executive Director Picou stated \$1,000 was found by Hub Security at the airport and the money was returned to the owner.

Executive Director stated a custodian found and turned in \$200.00 found at the ATM machine. Executive Director Picou stated the money is in possession of the airport and was after reviewing video footage there is no evidence of who the money belongs to. Executive Director Picou stated he had discussions with legal counsel and hopefully the money if not claimed could be returned to the one who found it since it was turned in and reported.

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

1. Approval – Purchase Agreement – 113 Chaplain – Discussion/Action – Chairman Segura stated a while back the School Board approached the airport if there was interest in the property. Chairman Segura stated a block away from the airport adjacent lies the school board property. Chairman Segura stated the school board wanted to consolidate their facilities and it opened up the option for airport interest. Chairman Segura stated the airport would purchase the property at 113 Chaplain and the school board would need time to move and would lease the property from the airport for two years and would lease the warehouse from the airport for three years. Chairman Segura stated the airport does not have a use for the property right now, but it is something that could be used in the future for the airport. Chairman Segura stated this was an agreeable and fair deal for both parties. Chairman Segura stated the Commissioners were aware of this and approval for the sale is upon the Commission. Chairman Segura stated the sale price was \$4.2million and a monthly rental rate of \$273,000 for years one and two. The rental rate for the warehouse beyond the two years would be \$50,000 a year for three years. Mr. Larry Marino, Oats and Marino Legal Counsel, stated there were appraisals done for the purchase and the rental amounts. Mr. Marino stated there were some concerns on some contamination on the property and the purchase has been broken up into phases. Mr. Marino stated there was some oil

spilled on the property from a hydraulic lift and there would need to get the area cleaned up prior to closing of the sale. Documentation would need to be analyzed by the airport's opinion and Environmental Consultant, paid for by the school board. Mr. Marino stated after the lease there would be an Escrow agreement of \$100K set aside in case there would be something found in the future for the full lease term of five years. Mr. Marino stated there would be quarterly inspections by the airport's Environmental Consultant, in which the school board would pay. Mr. Marino stated chemicals can no longer be stored and they are listed in the Environmental Report attached to the purchase agreement. Mr. Marino stated before closing with the Environmental Consultant all compliances need to be satisfactory.

Commissioner Guidry asked if there was a conflict of interest with him doing prior jobs for the school board. Mr. Swartzendruber, Oats and Marino Legal Counsel, stated there are no conflicts of interest on past work and there are no current projects with the school board. Commissioner Guidry asked about asbestos. Mr. Marino stated the asbestos would not be remediated immediately. Mr. Marino stated there would be a different inspector for asbestos and the school board would have to have a report stating there is no asbestos at all remaining. Mr. Marino stated there was a tax collected for instances where there is asbestos. Commissioner Guidry asked if the asbestos was in the floor. Chairman Segura stated there was some in floor tiles where a wall was built on top and there were some ceiling tiles. Chairman Segura stated the tax mentioned helps with area of asbestos. Mr. Marino stated the airport is the client and the airport's consultant would complete the report and state if there would be any more asbestos.

Commissioner Hurd asked if the school board property was an island within the airport property. Chairman Segura stated the property is on the corner of Chaplain and Shepard and is L-shaped 10.3 acres with 104,000 sq. feet of buildings adjacent to airport property. Chairman Segura stated it would be a good purchase for the airport and it was a good piece of property. Commissioner Guilbeau thanked Chairman Segura for all the hard work that was put into the purchase of the school board property.

Chairman Segura stated he was not the only one that worked on this purchase and the process included Executive Director Picou, Mr. Marino, Mr. Swartzendruber, and Mr. Matt Dugas, from the school board office. Chairman Segura stated it was a joint effort and Mr. Oats was also very involved getting the airport to the goal line.

RESOLUTION - 2021-4-R1-02 Approval – Purchase Agreement – 113 Chaplain – Discussion/Action: Chairman Segura and Mr. Larry Marino discussed the school board property.

MOTION: Commissioner Guilbeau moved the Lafayette Airport Commission buy the school board property as discussed and give the Chairman the authority to sign the proper documents and when completed email the Commissioners notice of purchase of acquiring the property; also, to have the property leased back to the airport for a number of years discussed in the lease agreement. Commissioner Hurd seconded this motion and the vote was as follows:

AYES: Guilbeau, Hebert, Guidry, Edmond, Hurd

NAYS: None

ABSENT: Pierre

MOTION CARRIES

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

1. Terminal Construction Environmental Support – Work Order #98 – RS&H - Approval
2. 2021 Annual Groundwater Monitoring – Work Order #101 – RS&H – Approval
3. Owens Flight School – Amendment to Lease (Additional Space) – Approval

4. Transportation Security Administration (TSA) – Utilities Reimbursement – Approval
5. Facility Planning and Control (FP&C) - Package 9 Signage - Change Order #1 – Solomon Group – Approval
6. New Terminal Program – Guaranteed Maximum Price (GMP) - Change Order #14 - Lemoine-Manhattan JV – Approval
7. New Terminal Program - Project 6 Civil Landside - Phase 9 and 15 - Partial Substantial Completion - Lemoine-Manhattan JV – Approval
8. Petroleum Helicopters - Lease Extension – Approval
9. LRA Minimum Standards - Approval

RESOLUTION - #2021-4-R1-03 – Scheduled Business - Consensus Item(s)

MOTION: Commissioner Hebert moved to accept Consensus Items 1 through 9. 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, 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 8.79%. Mrs. Cotton reported the current attainment based on reported verified payments was 13.37%. Mrs. Cotton reported the Airport Rental Car Supplier Diversity Outreach Event would take place on April 27, 2021 from 1-3pm with two session. Mrs. Cotton stated the first session would be a National webinar hosted by the rental cars from 1-2pm and they would be discussion on contracting opportunities at the national level and purchasing strategies. Mrs. Cotton stated the second session would be hosted by LFT from 2-3pm and would include all concessionaires at LFT including 68 other airports. Mrs. Cotton stated the rental cars would be participate and discuss the ACDBE goals set for LFT and opportunities available at LFT. Mrs. Cotton stated the meetings would be Zoom meetings with log in information on the flyer.*
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 status quo as the airport waits for Entitlement monies from the FAA. 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 the money was the ten percent from previous granted money. 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 showed pictures of the draining structures and the sidewalk area being poured. Ms. Stach stated the parking lot and signage is progressing and prototypes have been brought in. Ms. Stach stated furniture package was being worked on. Ms. Stach stated a lot of coordination going on and transition work and all expectations are covered. Ms. Stach stated all coordination is being worked on when people leave one building to another and working with Sides and Associates on a soft opening then the Grand Opening of the terminal.*
3. LFT Airport Monthly Fiscal Review (March) — 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 Automatic Monthly Renewals were in the packet for Commissioners’ review.

**IX. Executive Session**

- 1. Pending Litigation  
 15<sup>th</sup> Judicial District Court, Parish of Lafayette, State of Louisiana  
 Docket Number 2016-3405  
 Parties: Lafayette Airport Commission, Diamond B Construction, LLC and URS Corporation

RESOLUTION - #2021-4-R1-04 – Scheduled Business Go into Executive Session

MOTION: Commissioner Guilbeau moved to Go into Executive Session. 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

RESOLUTION - #2021-4-R1-05 – Come Out of Executive Session

MOTION: Commissioner Guilbeau moved to Come Out of Executive Session 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

RESOLUTION - #2021-4-R1-06 – Executive Session: Mr. Patrick McIntire, Oats and Marino Legal Counsel, made a recommendation to motion to accept the Diamond B settlement offer discussed in Executive Session. Mr. McIntire stated it is a fair deal for the airport and in the airport’s best interest.

MOTION: Commissioner Guidry moved to accept the recommendation to accept Diamond B settlement discussed in Executive Session. The motion was seconded by Commissioner Guilbeau and the vote was as follows:

AYES: Guilbeau, Hebert, Guidry, Edmond, Hurd

NAYS: None

ABSENT: Pierre

MOTION CARRIES

**X. Other Business: None**

**XI. Adjourn (7:13:00)**

RESOLUTION - #2021-4-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, 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 Jet Ranger X Drive, Lafayette, LA 70508. 337.266.4401.**