

**PROCEEDINGS OF THE LAFAYETTE AIRPORT COMMISSION MEETING OF THE LAFAYETTE REGIONAL AIRPORT OF LAFAYETTE, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING OF MAY 12, 2021 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), Todd Swartzendruber (Legal Counsel), Rene Cotton (Properties Administrator), Mary Green (Financial Comptroller), Catina Theriot (Secretary).

**GENERAL AUDIENCE:** Robert Callahan (Sides & Associates), Michael Mondragon (RS&H), Steve Creamer (RS&H), Shelby Stach (CBRE|Heery), Paula Serrett (CBRE|Heery), Frank Malagarie, Keith Broussard (KCB Capital Mgmt.), Travis Priour (Lemoine-Manhattan), Jason Simoneaux(MBSB), Chris Groh (CBRE|Heery), George Groh (CBRE|Heery), Broutin Sherrill (RS&H), Graeme Scott (RS&H), Carlos Harvin (LCG-Mayor’s Office), Patrick McIntire (Legal Counsel).

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

**II. INTRODUCTION/ROLL CALL**

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

**IV. APPROVAL of the Regular LAC Commission Meeting of April 14, 2021.**

RESOLUTION - 2021-5-R1-01 Approval of the Minutes of the Regular Meeting of April 14, 2021:

MOTION: Commissioner Edmond moved the Lafayette Airport Commission accept minutes of the Regular Meeting of April 14, 2021. Commissioner Pierre seconded this motion and the vote was as follows:

AYES: Guilbeau, Hebert, Edmond, Pierre, Hurd

NAYS: None

ABSENT: Guidry

MOTION CARRIES

**V. EXECUTIVE DIRECTOR’S REPORT:**

1. Recognition of LAC Staff and Commissioner’s May Birthdays
  - Aline Nelson – Accounting Clerk – 5/5
  - Captain Credeur – ARFF – 5/12
  - Chad Brown – Maintenance Worker – 5/18
  - Derrick Self – TSA Manager – 5/21
  - Ashley Simon – Environmental Compliance Officer – 5/23
  - Keith Theriot – Maintenance Worker – 5/23
  - Catina Theriot – Secretary – 5/31
2. Part 139 Inspection – *Executive Director Picou stated the airport’s Part 139 inspection is scheduled for the first full week of June. The inspection consists of an FAA inspector determining by review of records and current airport conditions to when the FAA sends an inspector ensure the airport is compliant with Part 139, allowing commercial flights to operate at LFT. Executive Director Picou stated the airport staff is preparing for the inspection by reviewing all inspections of the movement areas, the fuel farm, Aircraft Rescue and Fire Fighting (ARFF), and a look at various training records.*

*Executive Director Picou stated the airport went through electronic records for the FAA and there were no findings there.*

3. *Operations Specialist – Open Position -Executive Director Picou stated Ebinesh Vaddi moved on to Hobby airport in Houston and wished him good luck. Executive Director Picou stated this left an open position that the airport would be working through.*
4. *Skilled Maintenance Worker – Open Position -Executive Director Picou stated Mr. Mark Thibodeaux, Facilities Manager, was reviewing applications for a potential new hire.*
5. *Financials - Executive Director Picou stated the financials were in the Commissioners’ packets for their review.*
6. *Fly Lafayette/Passenger Statistics/Sides & Associates Report - Mr. Callahan stated in April there were 32,371 passengers. Mr. Callahan stated this was the first time the airport was above 30,000 passengers in the last fifteen months. Mr. Callahan stated the airport is pretty close to reaching pre-Covid passenger levels. Mr. Callahan stated compared to April 2020, the airport had an increase of 863% in passengers. Mr. Callahan stated load factors for all three airlines increased with United at 67.0%, Delta at 60.8%, and American at 60.3%. Mr. Callahan stated enplaned cargo for the month was 814,809 pounds and deplaned cargo was 1,621,653 pounds. The Fly Lafayette Club has gone from 164 members in 2014 to currently 11,428. April’s prize drawing had 32 winners out of 122 entries. A list of winners was in the Commissioners’ Packets.*

Commissioner Guilbeau asked if the Skilled Maintenance Worker was a new position or a refill. Executive Director Picou stated it was a new position. Commissioner Guilbeau stated it was the new position the Commissioner recently approved.

Executive Director Picou stated the airport would be advertising a Request for Proposals (RFP), for a new sweeper for the 2021 Budget and it would come back to the full Commission for approval.

The Colonial Pipeline has not had an impact on the airport’s fuel. Executive Director Picou stated the airport was communicating with the FAA on impacts, if any, caused by the Colonial Pipeline interruption. Executive Director Picou stated LFT was not affected because the fuel arrives to the airport via a truck and Signatures’ fuel distributor does not receive fuel from the pipeline.

Chairman Segura stated he received a Breaking News alert that the Colonial Pipeline was reopened.

Commissioner Segura asked if the only open positions were the two mentioned. Executive Director Picou stated Operations and Maintenance were the only two open positions.

Chairman Segura went to move on to Scheduled Business and Executive Director Picou stated there was a correction on open positions. Executive Director Picou stated the Deputy Director position was still open. Commissioner Pierre asked where the airport was on the Deputy Director position. Executive Director Picou stated he was in discussions with Chairman Segura. Chairman Segura stated there was a past advertisement months ago but no one really qualified.

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

1. LAC – 2021 Budget Amendment – COX’s Phone/Internet/WIFI – New Terminal – Discussion/Action – In the new Terminal, lines have been installed for the elevators and alarm systems as well as for future phone/internet/WIFI. The services were activated earlier this year in part to determine the online circuit connectivity for the testing of elevators, escalator, security cameras and alarm systems, baggage handling/belt system, etc. as they are being installed. LAC is now receiving monthly bills. Since the contract sum of this service provided by COX was negotiated and approved after the 2021 Budget period and the time frame of when it would actually need to be activated was not precisely known, funds were not able to be budgeted for 2021 for this

service. Therefore, this 2021 Budget Amendment of \$85,000 to the Telecommunications line will cover the contract price with COX of \$84,761.76 for 2021. Staff recommends Approval.

Commissioner Guilbeau asked Executive Director Picou the agreement with COX was not part of the Lemoine-Manhattan contract. Executive Director Picou stated that the communication was not part of the contract.

Commissioner Pierre stated he understood the Commission approved the contract but there were no funds available. Executive Director Picou stated the Commission approved the Budget for the services, but the services were activated sooner than anticipated because of the security systems. Executive Director Picou stated security systems at the new terminal are active, so connectivity was required to have the new terminal remain online..

Chairman Segura stated the Commission didn't account for the services coming online sooner than anticipated for the budget and this is the reason for the amendment.

RESOLUTION - 2021-5-R1-02 Approval – LAC – 2021 Budget Amendment – COX's Phone/Internet/WIFI – New Terminal – Discussion/Action:

MOTION: Commissioner Pierre moved the Lafayette Airport Commission approve the staff's recommendation for the Budget Amendment. Commissioner Edmond seconded this motion and the vote was as follows:

AYES: Guilbeau, Hebert, Pierre, Edmond, Hurd

NAYS: None

ABSENT: Guidry

MOTION CARRIES

2. Oakwells Lease Agreement Changes – New Terminal Airport Food, Beverage and Merchandise Concessionaire – Discussion/Action - Oakwells Commuter Rail was approved by the Commission in August 2020 to operate the Food, Beverage and Merchandise areas for the new terminal. One of the requirements of the agreement was for the Concessionaire to secure a Performance Bond for the construction of the buildout. The current required bond amount is \$479,250. Due to the past year's economic state of the overall airline industry, the Concessionaire has explored countless avenues and exhausted efforts in securing a bond. Bonding agencies are reluctant to issue any types of these bonds based on these events. Oakwells is requesting the Performance Bond requirement to be removed and replaced with a Letter of Credit in the amount of \$200,000 in lieu of the Performance Bond. Despite this delay in the process, the Concessionaire remained committed to the LAC and continued to order new equipment (in excess of \$100K), work with the architect team on renderings and construction and securing the necessary permits for operation. The requirement for the annual Performance Bond for the Minimum Annual Guarantee of \$60,000, for revenue payable to the LAC, will remain a requirement. Several other minor changes were requested such as extending the construction deadline from July 31<sup>st</sup> to August 16<sup>th</sup> 2021 and all remaining equipment such as point of sale, must be in place 10 days prior to terminal opening vs. five days. These minor requests were met without objection and reviewed by LAC Legal and attached for review. Staff recommends Approval

RESOLUTION - 2021-5-R1-03 Approval – Oakwells Lease Agreement Changes – New Terminal Airport Food, Beverage, and Merchandise Concessionaire – Discussion/Action:

MOTION: Commissioner Guilbeau moved the Lafayette Airport Commission approve the agreement changes. Commissioner Guilbeau stated the company had been a real good operation for the airport and Commissioner Guilbeau stated the airport would get good service in the future. Commissioner Hurd 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. Authorization to Bid Franchise Rental Car Operations – Approval
2. OAG (FlightView, Inc.) – Mobile Web Site – Six Month Contract Extension – Approval
3. OAG (FlightView, Inc.) – Air Traffic Display – Six Month Contract Extension – Approval
4. Facility Planning and Control (FP&C) – Package 1 Audio Visual – Change Order #4 – E.P. Breaux – Approval
5. Facility Planning and Control (FP&C) – Package 10 Technology – Change Order #4 – E.P. Breaux – Approval
6. Facility Planning and Control (FP&C) – Package 4a New Jet Bridges – Change Order #2 – John Bean Technology – Approval

Commissioner Guilbeau stated the New Jet Bridges are being stored elsewhere out of state and asked if Lemoine-Manhattan would take care of the cost of storage because of not meeting the deadline. Executive Director Picou stated the next item shows a credit back to the airport and Lemoine-Manhattan will be responsible for the charge. Commissioner Hurd stated it was confusing for the dollar amounts listed. The next item has a credit of \$43,960. Commissioner Hurd stated the company is Utah is charging for storage of the jet bridges and that is a lot of money. Executive Director Picou stated the storage is due to the fact Lemoine-Manhattan did not meet the deadline for the Phase located in front of the terminal airside. Executive Director Picou stated Lemoine-Manhattan was paying the price for storage and Commissioner Hurd stated that made sense. Commissioner Guilbeau stated the airport is fronting the money and Executive Director Picou agreed.

7. New Terminal Program – Guaranteed Maximum Price (GMP) – Change Order #15 – Lemoine-Manhattan JV – Approval
8. Approval to Accept Grants – COVID-19 CRRSAA Funding – Approval
9. Approval to Closeout CFC Short-Term Financing Agreement – Approval
10. Approval to File PFC Amendment to FAA - Approval
11. Compressor Replacement on Chiller #1 Main Terminal – Proposal Award – Approval

Commissioner Edmond asked what was the importance of the chiller. Executive Director Picou stated the compressor replacement on Chiller was for the current terminal. Executive Director Picou stated there are two compressors that feed one chiller and both compressors are needed to cool the building with both chillers running. Executive Director Picou stated the terminal building could reach high temperatures as the temperatures rise in the upcoming summer and customers would begin to complain of the building being hot.

Commissioner Pierre stated Johnson Controls had a proposal of \$24,400K and Bernhard had a proposal of \$24K and the notes stated includes all proposed work; does that include the electrical work that Bernhard included. Executive Director Picou stated the \$24,400 would include the electrical work. Chairman Segura asked if the company was asked to submit the electrical and they did not, so would that negate the bid. Mr. Swartzendruber, Legal Counsel, stated it was not a bid process and with proposals the airport could select a company that may not provide all documents. Commissioner Pierre asked for the three months the airport operates out of the current terminal there would be a new compressor with an old chiller. Commissioner Pierre asked once the new terminal opens what would happen to the new \$24K compressor. Executive Director Picou stated there would be no use for the new compressor and like Commissioner Edmond suggested the airport could seek out other businesses who could use the compressor and sell it.

Commissioner Guilbeau asked if the compressor was compatible with anything else at the airport facility. Executive Director Picou stated there are no other areas that could use the compressor as the new terminal has all new equipment. Executive Director Picou stated the compressor could be used by another company and Chairman Segura stated if there is an equipment shortage that would be good for the airport.

12. Updated LAC Purchasing Procedure Policy - Approval

RESOLUTION - #2021-5-R1-04 – Scheduled Business - Consensus Item(s)

MOTION: Commissioner Edmond moved to accept Consensus Items 1 through 12. 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

**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 8.98%. Mrs. Cotton reported the current attainment based on reported verified payments was 13.17%. Mrs. Cotton stated the airport continued to work with the Heery team on RFPs for the new terminal contracts. Mrs. Cotton reported the airport would determine which contracts need which goals and as the information becomes available it would be shared with the Commission and put out to the public.*
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. Groh stated the airport is continuing to work with the FAA on the last entitlement grant. 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 shown on what was spent and what is waiting to be spent. Mr. Groh stated the airfield would be next to fill up with the money received and the bar would change colors. Commissioner Pierre asked for the funding to be broken out in dollar amounts on what is outstanding. Mr. Groh stated he would send the information to Executive Director Picou for distribution. 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 inside of the terminal and updates on walls and ceiling tiles ; also, airside and civil landside updates on progress. Ms. Stach stated the new jet bridges in package 4 should be onsite in June. Ms. Stach stated the airport was working on airport transition and coordination for the planned move and soft and grand openings. Executive Director Picou stated the Sherriff's Department did a walk thru tour of the new terminal and they were really impressed. Executive Director Picou stated in August there will be times planned for terminal tours. Executive Director Picou stated in October the administrative team would move into the new terminal. (Mr. Patrick McIntire, Legal Counsel, walked into the meeting at this time).*
3. LFT Airport Monthly Fiscal Review (April) — 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. Lease – 301 Shepard Drive, 301 Shepard Drive, Lot 1, and 303B Shepard Drive, Lot 2  
Prospective litigation for which formal written demand has been made

Parties: Lafayette Airport Commission, Next Generation Properties, LLC, and American Aviation Charters, L.L.C.

2. Pending Litigation

15th Judicial District Court, Parish of Lafayette, State of Louisiana  
Docket Number 2016-3405

Parties: Lafayette Airport Commission and URS Corporation

RESOLUTION - #2021-5-R1-05 – Scheduled Business Go into Executive Session

MOTION: Commissioner Guilbeau moved to Go into Executive Session. 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

RESOLUTION - #2021-5-R1-06 – Come Out of Executive Session

MOTION: Commissioner Guilbeau moved to Come Out of Executive Session The motion was seconded by Commissioner Pierre and the vote was as follows:

AYES: Guilbeau, Hebert, Pierre, Edmond, Hurd

NAYS: None

ABSENT: Guidry

MOTION CARRIES

RESOLUTION - #2021-5-R1-07 – Executive Session: Mr. Todd Swartzendruber, Oats and Marino Legal Counsel, made a recommendation to motion to accept the recommendation for the letter of demand discussed in Executive Session. Commissioner Hebert recused himself from voting.

MOTION: Commissioner Guilbeau moved to accept the recommendation to accept letter of demand discussed in Executive Session. The motion was seconded by Commissioner Hurd and the vote was as follows:

AYES: Guilbeau, Pierre, Edmond, Hurd

NAYS: None

ABSENT: Guidry

MOTION CARRIES

RESOLUTION - #2021-5-R1-08 – Executive Session: Mr. Todd Swartzendruber, Oats and Marino Legal Counsel, made a recommendation to motion to let Executive Director proceed as recommended by Legal Counsel as discussed in Executive Session.

MOTION: Commissioner Pierre moved to accept the recommendation to accept Executive Director to proceed as recommended by Legal Counsel as discussed in Executive Session. The motion was seconded by Commissioner Edmond and the vote was as follows:

AYES: Guilbeau, Hebert, Pierre, Edmond, Hurd

NAYS: None

ABSENT: Guidry

MOTION CARRIES

**X. Other Business:** Commissioner Guilbeau congratulated Commissioner Hebert on retirement with forty-nine years of service to Hancock Whitney Bank. Chairman Segura congratulated Commissioner Hebert.

**XI. Adjourn** (7:08:00)

RESOLUTION - #2021-5-R1-09 – Adjourn

MOTION: Commissioner Pierre made a motion to Adjourn. 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

**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.**