

**PROCEEDINGS OF THE LAFAYETTE AIRPORT COMMISSION MEETING OF THE LAFAYETTE REGIONAL AIRPORT OF LAFAYETTE, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING OF JULY 14, 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, Lynn Guidry, 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), Kasey Wyman-Young (Operations Specialist), Catina Theriot (Secretary).

**GENERAL AUDIENCE:** Robert Callahan (Sides & Associates), Michael Mondragon (RS&H), Shelby, Paula Serrett (CBRE|Heery), Frank Malagarie, Chris Groh (CBRE|Heery), Adam Thibodeaux (DSA), Tim Murray (CBRE|Heery), Graeme Scott (RS&H), Ralph Broussard (KCB Capital Mgmt), Steve Creamer (RS&H), Glen Lazard (City Council), Travis Priour (Lemoine-Manhattan), Christie Dunn (WMMDH), Jason Simoneaux (MBSB).

**I. CALL TO ORDER:** ( 5 : 35 : 00 )

**II. INTRODUCTION/ROLL CALL**

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

**IV. APPROVAL of the Regular LAC Commission Meeting of June 9, 2021.**

RESOLUTION - 2021-7-R1-01 Approval of the Minutes of the Regular Meeting of June 9, 2021:

MOTION: Commissioner Edmond moved the Lafayette Airport Commission accept minutes of the Regular Meeting of June 9, 2021. Commissioner Pierre seconded this motion and the vote was as follows:

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

NAYS: None

ABSENT: None

MOTION CARRIES

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

1. Audit Presentation – Wright, Moore, DeHart, Dupuis & Hutchinson -*Ms. Christie Dunn, WMDDH, presented a summary of the audit report. Ms. Dunn reported the airport had \$27 million in cash and cash equivalents. Ms. Dunn reported out of the \$27 million, \$18 million was designated or committed already by actions of the Commission. Commissioner Pierre asked about the \$18 million mentioned out of the \$27 million Ms. Dunn stated there was \$18 million designated out of the \$27 million in cash. There is about \$9 million that has not been designated or committed by the current or past Commission. Commissioner Guilbeau asked Ms. Dunn if the \$32 million collected from the taxpayers was verified that it was spent properly. Ms. Dunn stated the money has been spent properly for the new terminal construction and it is tracked separately along with every other funding source. Ms. Dunn stated there were no compliance issues and the airport team does a great job of tracking the money and all the documents for the new terminal. Ms. Dunn stated the report is informational purposes only and the report has been submitted to the State's Legislative Auditor.*
2. Recognition of LAC Staff and Commissioner's July Birthdays  
John Raedle – Security Coordinator – 7/14
3. Operations Specialist – Kasey Wyman Young -*Executive Director Picou stated Mrs. Wyman Young*

*originally comes from Ocean Springs, MS. Mrs. Wyman Young attend Indiana State University and majored in Aviation Management in Unmanned Systems. Mrs. Wyman Young after graduation went to work for Williston Basin International Airport, North Dakota. Mrs. Wyman Young comes with several years' experience and will work for Mr. Giles Menard.*

4. *Skilled Maintenance Worker – Update -Executive Director Picou stated Mr. Mark Thibodeaux, Facilities Manager is working through applications to fill the position.*
5. *Part 139 FAA Inspection – Update – Executive Director Picou stated the Part 139 Inspection at the last meeting in June was just completed. Executive Director Picou stated the airport had one discrepancy for Taxiway Edge Lights because of inconsistency between edge lights. Executive Director Picou stated the airport did an investigation and the lights have a design flaw and the manufacturer has changed the design. The airport is working with the manufacturer in getting assistance in replacing the lights. Executive Director Picou stated the lights may need to be completely replaced with LED lights in the future.*
6. *American Air Lines – Ticket Counter – Executive Director Picou stated American Air Lines at Lafayette has elected for the local telephone number not be given out and the 800 reservations number be used. Executive Director Picou stated the Lafayette and Dallas/Ft. Worth management requested the phone number not be given out.*
7. *Bayou Vermilion District Building (Watershed Project) – Bayou Vermilionville has completed its Watershed Project and currently is in the process of moving office and Exhibits into the facility. LAC will be advised of the opening date.*
8. *Part 26/DBE FY 16-18 Goal Approval – The LAC in receipt of the FAA's approval of the 206-2018 DBE Goals submitted for the Lafayette Regional Airport.*
9. *FuelTrac Inc (Mansfield Oil) – State Contractor for Bulk Fueling Services – Extension of Request for Proposal (RFP) for new contract – 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 Airport Rescue Fire Fighting (ARFF) Station. The State Contract for Bulk Fueling expired on 12/27/20 in which the state extended the contract through 6/30/21 with Mansfield Oil due to Covid and not being able to prepare an RFP for services. A Subsequent contract extension has been extended through 12/31/21.*
10. *Financials - Executive Director Picou stated the financials were in the Commissioners' packets for their review.*
11. *Fly Lafayette/Passenger Statistics/Sides & Associates Report - Mr. Callahan stated in June there were 43,393 passengers, which were pre-Covid level. Mr. Callahan stated load factors for all three airlines increased with United at 81.5%, American at 67.0%, and Delta at 59.2%. Mr. Callahan stated enplaned cargo for the month was 759,769 pounds and deplaned cargo was 1,664,845 pounds. The Fly Lafayette Club has gone from 164 members in 2014 to currently 11,491. June's prize drawing had 30 winners out of 177 entries. A list of winners was in the Commissioners' Packets.*

Executive Director Picou stated in the Commissioners packets contained the sales report from Oakwells Acadiana Tap House was again the highest month of sales \$8,811.51, which reflect the numbers Mr. Callahan stated in his report.

Executive Director Picou stated Commissioners mentioned Covid earlier before the meeting and it is still with us. TSA reported one case of COVID 19 and when a case is reported the TSA as well as the LAC's custodians complete a thorough cleaning of the area(s)..

Executive Director Picou stated one way of trying to keep staff engaged is through a weight loss challenge. Executive Director Picou stated this time it was women against men in the challenge. Mrs. Aline Nelson won with losing 6.31% of body fat and Mr. Giles Menard won with losing 6.32% of body fat.

Commissioner Pierre with concurrence from Chairman Segura recognized Councilman Lazard in the audience. Councilman Lazard represents District 5.

**VI. Scheduled Business - Discussion Items**

1. O&M Ad Valorem – Airport Millage 2021- Discussion/Action - *Executive Director Picou stated annually, the Lafayette Parish Tax Assessor’s office provides information relative to the levied Millage for the current and upcoming year and requires the governing body to vote on its adoption. These O&M funds support the LAC’s costs for Airfield Maintenance, ARFF, Security, Insurance, Environmental and Utilities among other expenses. Staff suggests that the LAC maintain for 2021 the approved rate of 1.71mils and forward to both the Lafayette City Council and Lafayette Parish Council for action.*

Executive Director Picou stated this is for the renewal for 2021 and the vote goes back in front of the voters in October.

**RESOLUTION - 2021-7-R1-02 O&M Ad Valorem – Airport Millage 2021- Discussion/Action:**

**MOTION:** Commissioner Pierre moved the Lafayette Airport Commission accept the staff’s recommendation of 1.71 mils for 2021. Commissioner Guidry seconded this motion and the vote was as follows:

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

NAYS: None

ABSENT: None

MOTION CARRIES

**VII. Scheduled Business – Consensus Items**

1. Taxiway Foxtrot Phase II Enabling Project – Change Order #2 – The Lemoine Company - Approval
2. New Terminal Program – Change Order #11 – Lemoine-Manhattan JV - Approval
3. Facility Planning and Control (FP&C) Package 10 Technology - Change Order #6 – E.P Breaux – Approval
4. Facility Planning and Control (FP&C) Package 9 Signage - Change Order #3 – The Solomon Group – Approval
5. Facility Planning and Control (FP&C) Package 2 Parking Lot Canopies - Change Order #1 – Southern Constructors – Approval
6. Facility Planning and Control (FP&C) Package 8 Baggage Handling System - Change Order #3 – G&S Airport Conveyor – Approval
7. Approval to Closeout PFC Short-Term Financing Agreement – Approval
8. RFP – Insurance Broker Services - Authorization to Advertise – Approval
9. Administrative Policy for Selection of Committee Members for the Consultant Selection Process– Approval
10. Standard of Conduct for Contracts Supported by Federal Award- Approval
11. Pelican Waste & Debris – Recycling Services – Month to Month Agreement – Approval
12. Satellite Phones – Contract Renewal – Universal Security & Communications – Approval
13. Petroleum Helicopters – Lease Extension – Approval

**RESOLUTION - #2021-7-R1-03 – Scheduled Business - Consensus Item(s)**

**MOTION:** Commissioner Guilbeau moved to accept Consensus Items 1 through 13. The motion was seconded by Commissioner Hurd and the vote was as follows:

AYES: Guilbeau, Hebert, Pierre, Guidry, Edmond, Hurd  
NAYS: None  
ABSENT: None  
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 9.30%. Mrs. Cotton reported the current attainment based on reported verified payments was 11.36%. Mrs. Cotton stated the airport continued to work with the Heery team on new terminal contracts on scopes of work in order to develop goals for the contracts for the new terminal. Mrs. Cotton reported once the scopes of work are received the airport will send out advertisements for RFPs for new terminal contracts. Mrs. Cotton reported rental car bid was advertised with a 3.04% ACDBE goal. Mrs. Cotton reported the pre-bid would be on Friday, July 16, 2021 at 10:00a.m. Mrs. Cotton reported the Bid Opening would be on August 6, 2021 at 10:00a.m. Mrs. Cotton reported the Engineering Services RFP is currently waiting on a goal and the RFP for Broker Services is in the development stages and once the goal is received the advertisement would go out as well. Commissioner Pierre asked Mrs. Cotton when would the list of upcoming contracts for the new terminal be available and publicized. Mrs. Cotton stated the airport was waiting on the scopes of work for the upcoming contracts before a list could be considered.
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 dedicated to the terminal building. Mr. Groh stated the bar graph slide shows where the airport is on funding. Mr. Groh stated the outstanding funding should be received by the end of the summer or August time frame. Mr. Groh stated the DOTD funding would be outstanding for two years. Mr. Groh stated next year the state should get the remainder of Capital Outlay. Mr. Groh stated as the project continues the airfield money would be continued to be spent. Commissioner Edmond asked about the funding from DOTD and Mr. Groh stated the state only give up to \$3million to one airport. Mr. Tim Murray, showed new pictures of the progress of the terminal. Mr. Murray showed a recent drone photo of the progress and a drone photo showing the massiveness of the project comparing the new terminal to the old terminal in the background. Mr. Murray showed pictures of the inside of the terminal and updates on the terrazzo install on the stairs and in the lobby. Mr. Murray stated the ceiling fixtures, vestibule canopy, and the baggage handling system. Mr. Murray stated the airport had successful concrete pours for the arrivals of the jet bridges. Mr. Murray showed detailed pictures of the lean rail canopy, the vestibule canopy, and the ready return lot columns. Mr. Murray stated the groups were broken up by the way they were bid and gave the update on the project's completion status. Mr. Murray stated the airport transition has been worked on by Ms. Stach for a detailed transition process with the airlines, rental cars etc. Mr. Murray stated there would be a soft opening and a grand opening being coordinated by Sides and Associates. Commissioner Pierre asked if the project is on track with weather delays etc. for the terminal opening in November/December. Executive Director Picou stated the work is on track and the terminal is scheduled to open in December 2021. Commissioner Guilbeau asked if there was a plan for public dedication. Executive Director Picou stated there will be a schedule in the October to December time frame for public guided tours in the new terminal. Executive Director Picou stated there will be a private and public grand opening. Commissioner Hurd asked if the public would be able to see the terminal before the airlines would be operating. Executive Director Picou stated the airlines would move over in one night. Executive Director Picou stated normally when you open a new terminal the inbound (remaining overnight) flights deplane in the new terminal and the first flights in the morning would go out of the new terminal. Commissioner Pierre asked how would all services be moved over. Executive Director Picou stated that is the information Commissioner Pierre asked Mrs. Cotton of the upcoming terminal contracts waiting on the scopes of work.

*Commissioner Pierre stated the time frame is getting shorter for the contracts to be bid on. Executive Director Picou stated the airport is aware of the time frame. Commissioner Pierre stated there should be ample time for the RFPs to go out and get new contracts.*

3. LFT Airport Monthly Fiscal Review (June) — 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. Other Business:** Chairman Segura mentioned the passing of Governor Edwin Edwards. Chairman Segura stated he was a political figure in the State of Louisiana for a number of years. Chairman Segura stated Mr. Edwards was the reason why he got into politics and public service over thirty (30) years ago. Chairman Segura stated Mr. Edwards was a private pilot and interesting person to get to know.

**X. Adjourn** (6:25:00)

RESOLUTION - #2021-7-R1-04 – 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, Pierre, Guidry, 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.**