

**PROCEEDINGS OF THE LAFAYETTE AIRPORT COMMISSION MEETING OF THE LAFAYETTE REGIONAL AIRPORT OF LAFAYETTE, STATE OF LOUISIANA, TAKEN AT A SPECIAL MEETING OF SEPTEMBER 8, 2021 HELD AT 200 TERMINAL DRIVE, LAFAYETTE, LA.**

**ATTENDANCE**

**COMMISSION:** Paul Segura - (Chairperson), Paul A. Guilbeau – (Vice-Chairman), John E. Hebert (Secretary/Treasurer), Lynn Guidry, Samuel Pierre, Patrick Edmond, Terry Hurd

**ABSENT:** None

**ADMINISTRATIVE STAFF:** Steven Picou (Executive Director), Mary Green (Comptroller), Catina Theriot (Secretary).

**GENERAL AUDIENCE:** Robert Callahan (Sides & Associates), Graeme Scott (RS&H), Chris Groh (CBRE | Heery-K&G).

**I. CALL TO ORDER:**

Chairperson Segura called the Special Commission Meeting of September 8, 2021 to order at 4:42 pm.

**II. INTRODUCTION/ROLL CALL**

**III. PLEDGE OF ALLEGIANCE**

**IV. SCHEDULED BUSINESS**

1. 2022 Budget Review - Discussion/Action-

Executive Director Picou stated this is the Budget Review of 2022. Executive Director Picou stated this was a presentation of the Budget and Approval of the 2022 Budget would be at the October 2021 Regular meeting. Executive Director Picou stated if any Commissioners had any questions during the time frame before the approval to submit questions to Mrs. Mary Green, Financial Comptroller and copy Executive Director Picou.

Mrs. Mary Green presented three packets (2022 Proposed Budget, Additional Backup, and Unaudited Financials) that were emailed out to the Commissioners. Mrs. Green started off with Staff's Proposed 2022 Budget. Mrs. Green stated before going into detail of this year's Annual Budget she wanted to add this year's budget just like last year has been affected by COVID-19, it generally is difficult to navigate how business is going to be for the entire next year, based on four or five months before the start of that year. Mrs. Green stated the Budget still had to keep the pandemic in mind. As a result, these potential impacts are a bit more conservative with revenue projections and a bit more progressive on a few of the expense accounts more than what normally would be.

2022 Proposed Budget-First page is a summary and the line numbers are on the left and Mrs. Green would refer to the line numbers throughout the presentation. Basically, the LAC is comparing the 2022 Budget to the actual 2020 numbers in the first column as well as to the current year 2021 Budget. The summary page reflects a proposed budget that is balanced and adds an additional \$1,178,903 as seen on line 24. Mrs. Green stated at the top under the Budget 2022 heading on line 7 comparing to 2020's Actual column there's an increase of 14% in Total Operating Receipts and on line 15 there is a 28% increase in Operating Disbursements. In addition, this budget reflects an 16% increase between the 2021 and the 2022 Budget estimates for revenues along with a 18% increase in expenses. Both segments are discussed in depth on the next pages of the summary. The 16% decrease shown on line 20 for other Income is simply use of a conservative estimate approach to these revenues, which shows a 6% decrease to last year's estimate. On line 18, shows the LAC has no line of credit expenses in 2022. On line 22, this amount shows the amount is proposed to be spent on LAC Capital items and improvements for 2021 and was presented in detail. On line 23 shows the LAC has no debt repayments in 2022, since the LAC has paid off and closed the lines of credit in 2021 with reimbursements from the CARES Act and CRSSA Act funds. There were no questions about the summary page.

Mrs. Green continued on to page 2 and started with the revenues.

Land rentals category shows a 1% increase on line 25 that compares the 2022 Budget to both the 2020 Actual

and a 2% increase to the 2021 Budget. These increases are largely due to annual CPI increases based on individual lease terms. Mrs. Green pointed out on line 6 there is no amount and that is because AVIS is combining their companies into a single vendor here at LFT so they will be working out of one counter as AVIS Rent -a- Car as well as their parking spaces in the ready return lot. However, the rental car section lines 3 thru 7 shows an increase in funds since the ready return lot will provide more parking spaces than what is currently being leased now. Mrs. Green stated there are currently 129 parking spaces at \$160 a year and there will be 164 parking spaces at \$200 a year in the new ready return lot. Also notable on line 16 is the loss of Next Generation parking lot rent and the largest dollar lease, which is Kopter on line 10. Mrs. Green stated Kopter will pay out the remainder of their lease will run until 2024 and the LAC will continue to show revenue for 2022. Commissioner Pierre asked Mrs. Green to repeat what was mentioned about the Kopter lease. Mrs. Green repeated the Kopter lease is the largest dollar lease in this section on line 10 and it will run until 2024. Commissioner Pierre asked about Moss Motors on line 14 if anyone was at the location. Chairman Segura and Mrs. Green stated it is a long term lease and they still pay for the lease.

Hangar rentals have a 2% increase in this category from the 2020 Actual Budget and the 2021 Budget number on line 35. These are the only hangars the LAC receives rental revenues from and all other small increases are due to CPI increases in their individual lease terms. There were no questions about Hangar Rentals.

In the past, LAC terminal rents and/or landing fees were governed by the Ordinance 92-1. For 2022 on the airline fees will be set according to signatory agreements that will begin with a three year term and one two year option. The rental car companies will continue with a new five year term agreement. Mrs. Green stated the agreements were being reviewed by LAC legal counsel for particulars, but the basics and rates have been agreed upon by both parties. Mrs. Green stated a significant difference affecting airline rents in the new terminal is the increase in square footage which is nearly double. Mrs. Green stated in total on line 52 terminal rents show a 18% increase comparing to 2020's Actual budget number and a 23% increase of the 2021 Budget. On lines 37-39, shows the budgeted amount for airlines and this is 63% of this category's increase compared to 2020's Actual number and accounts for 75% increase from the 2021's budgeted number. On lines 41-45 the new rental car agreements with parts still under review show the (MAGs) Minimum Annual Guarantees of each rent car vendor were lower than the MAGs in the 2021 budget. However, the effect is \$85,000 less revenue for 2020, but the 2022 revenues include the counter rents and office space. If their revenues in 2021 are above these MAGs the airport still gets 10% of all their revenues according to the agreements. On line 46 shows the second largest amount of revenue loss due to COVID effects in 2020. Mrs. Green stated these abatements represent a greater than 80% drop in enplanement numbers for seven months of 2020, which relieved the rental cars of their MAGs for those months that were affected. On line 47 shows Acadiana Tap House as being updated to reflect their new MAG of \$60,000. On line 48 the Paging will be absorbed into the airline rents above. On line 51 this reflects the (GSA) General Services Administration revenue increase, which was based on new terminal space and square footage for TSA.

Building rents shows the 1% decrease and a 2% decrease in revenue when comparing the 2022 budget to both 2020 Actual and 2021 budget as seen on line 17. This result is in a loss of Next Generation rents. There is interest in this location but there is no one renting at this time to able to budget. The revenue amounts shown on Lines 12 of the new QTA facility have replaced revenues on lines 10 and 11. Mrs. Green stated as a reminder the AVIS Budget service Center was demoed for the airport's detention pond and the Enterprise Service Center is currently being used by LAC maintenance. All other leases remain the same or have small increases due to their individual lease terms. There were no questions about Building Rents.

Under Other Incomes, Total Fuel Flowage Fees are estimated for 2022 to be about 2% lower than previous actual amounts but 24% higher than 2021's Budget based on the current amounts the LAC is receiving. Mrs. Green stated all of these resources have leveled off since the drop in 2020. Per LAC's Fuel Flowage Ordinance, fuel rates are 10 cents per gallon received.

Landing Fees, this revenue source shows where the LAC took its third largest loss in 2020 due to COVID. As seen on line 35 shows a 16% increase from 2020 Actual Budget numbers with an 38% increase from 2021's budget. Mrs. Green stated these projections are on the current number of landings per airline. While the LAC was conservative of the 2021 Budget the 2022 Budget numbers are realistic. In addition, terminal fees and landing fees will fall under signatory agreements rather than the Ordinance from 2022 on and will apply to the cargo operators as well. On line 32 and 33 you can see FedEx and UPS numbers were better than expected in 2020 and seem to be a result with the increased shipping demands. On line 36 along with drops from the rental car revenues due to the abatements and the reduction in 2020 landing fee revenues, parking revenues had the largest drop at 47% less than 2020 Budget at \$788,000. Mrs. Green stated while the 2021 parking revenues are

up right now 50% more than 2021 budgeted the LAC based the 2022 projection to be about 70% of the pre-COVID 2019 parking revenues which was \$1,973,000. Mrs. Green stated this is being conservative but based on the estimate of future enplanements as well as the parking revenues that are currently being reported. On line 37 Other income items included any miscellaneous income, tenant insurance reimbursements, as well as commissions from vending machines sales and ATM fees, QTA car wash revenues, and TSA LEO reimbursement which have all been fairly level. This category is being budgeted slightly higher than 2021. On line 39 Interest Income is showing a huge decrease due to the LAC's current fund levels, which is low due to the progress of the project, the construction of the new terminal, and the drop in rates for 2022 through the updated fiscal agent agreement. Mrs. Green pointed out the 2020 Actual money of interest was more than \$450,000 more than what was budgeted over 2021's number that was calculated conservatively. On line 41 the Ad Valorem millage projection amounts are estimated at 1.71 mils and are budgeted at just below last year's budget amount. On line 42 overall total 2022 Budget is estimated to be about 3% more than 2020's Actual, but only 7% more than the 2021 budget number or approximately \$758,000. Commissioner Guidry asked about Building Rents and if there were any buildings the airport did not charge rent for and Commissioner Guidry referenced the fire station. Executive Director Picou stated that was correct with no buildings on the airport that does not have rent charged. Executive Director Picou stated the fire house is owned by the airport and if rent was charged the airport would see it come back. Commissioner Guidry asked about the equipment and the trucks. Executive Director Picou stated the trucks are also owned by the airport. Executive Director Picou stated by the legislative purview that nothing can be given away for free. Commissioner Guidry asked if there were any other buildings where rent was not collected such as a small generator building. Executive Director Picou stated there was a building for runway generators and transformers that does not charge rent but it is airport owned. Executive Director Picou stated there is no building that is tenant occupied that is not getting charged rent like the fire department that offers a service. Commissioner Guidry stated a couple of months ago the airport was in negotiations with the school board property that had buildings. Executive Director Picou stated the sale has not gone through yet and it is not included in the budget. Executive Director Picou stated Chairman Segura, Commissioner Guilbeau, and himself met with the school board and they will be paying rent to the airport for the building. Chairman Segura stated it was all worked out and negotiated with Commission approval and the closing has not happened yet. Chairman Segura stated the contract has not been signed because of some environmental issues being worked on. Executive Director Picou stated there was a DEQ person assigned to working on the project to make sure the work gets completed prior to the close of the sale. Commissioner Guidry asked to clarify the school board would pay rent once all the work is completed. Executive Director Picou stated there will be two to three years of rent paid. Commissioner Hebert asked if there would be rent on the unoccupied portion and Executive Director Picou stated the school board would occupy the entire site. Commissioner Pierre asked about PHI leasing and vacating a portion of the building or subdivide and what was the status. Executive Director Picou stated the airport is in negotiations with PHI however, the budget does not reflect any negotiations. Executive Director Picou stated due to Hurricane Ida it forced more activity at PHI's Heliport due to Houma's heliport being damaged. Executive Director Picou stated the airport continues to give extensions to PHI's lease. Chairman Segura stated PHI's lease is being paid what they always paid and the airport offered a reduction.

Not budget related Commissioner Guidry asked right after the hurricane there were many buses at the end of Tower Drive. Executive Director Picou stated the buses were part of LADOTD's response to evacuations from parts affected by the hurricane. Executive Director Picou stated the buses have nothing to do with the airport and if anyone heard of immigrants being dropped off at the airport that is not true and the buses are only hurricane related.

Mrs. Green stated on page 4 Expenditures are separated out by management and audit purposes into Administrative and Maintenance categories. Mrs. Green stated some for example, Repairs and Maintenance expenses, fuel, telecommunications, and the payroll and benefits account. On line 23 it shows overall admin costs could rise by 9% from 2020's Actual number but only 5% higher than 2021's budget. However, on line 47, while maintenance costs are budgeted to rise 61% from 2020's actual number there will be a projected increase of 38% to the current year's budget number. The majority of these increases are due to the opening and occupation of the new terminal, the facility that nearly doubled the size of square footage. This means some increases to some continuing contracts as well as additions to a few others.

Under both sections the change in Payroll accounts, which is lines 3-5, and lines 25-27, are changes in Payroll

and on cost accounts under both of these categories is a direct function of the LAC Pay Plan, which is shown in detail on page 5. 2021 will be the eleventh year of the twelve year Pay Plan. Mrs. Green stated a reason for the difference of the actual 2020 versus budgeted 2022 numbers and salaries is due to not being fully staffed during the year. An analysis showed a two year average there's a 67% turnover in Operations Specialist positions and nearly 20% turnover in maintenance positions. In an effort to inhibit this for 2022 Maintenance Worker I position will become Maintenance Worker II, which would allow for a slightly higher pay range. Per the Pay Plan Authority provided to the Executive Director these and Operations Specialists positions would be offered and moved up to the mid-point amounts in an effort to assist in the initial hiring process and result in more successful retention of these employees. These changes would account for about 3.2% increase of total payroll over no changes to the 2022 Budgeted pay plan amounts. These budget numbers shown fully funds the inclusion of all twenty-six positions where currently the LAC has three openings. On lines 14 and 37 the LAC employees are covered under Blue Cross Blue Shield. The LAC has had an average increase in rates at 1.5% increase over the last three years. The increase for 2022 is going to be 2.1% which is about \$8400.00. Mrs. Green stated the employer portion of the Parochial Retirement fee on lines 4 and 26 are being reduced in 2022 from 12.25% of payroll to 11.5% which is about \$12,800.00 These budgeted insurance costs represent being fully staffed for the entire year Significant differences and explanations include the following: Under the Administrative section- On line 8 and 12 General Liability insurance and professional fees. Mrs. Green stated the General Liability fees compared to 2020 there is an \$64,000 increase to the 2022 insurance cost due largely to additional coverage for the new terminal, the inclusion of the old terminal through demo of the first quarter of the year, and the assumption of the Kopter facility. The Professional Fees are slightly decreased for 2022 from 2021 with some continuing consulting fees associated with the ongoing but concluding LAC projects when compared to 2020. Line 32 under Maintenance section- the security system. The increase from 2020 actual expected due to the increase of square footage of the new terminal and upgrades to the current security system. Mrs. Green stated a little extra was added due to a changing scope that as of this budget is not fully developed. On Line 34 Obstruction Clearance- this line is for tree growth removal of airport and nearby property per FAA regulations. While there were some costs incurred in 2018, we do expect significant more expenses in this area for 2022 as there have been 120 trees identified as being trimmed or removed. On line 40- utilities at the terminal takes into account the doubling of square footage of the new terminal, basically an average of the last three years actual cost and doubled them. On line 45 terminal building equipment maintenance these are the preventative maintenance contracts for all the equipment in the new terminal. While all the equipment will be under warranty for some time there will still be required preventative maintenance or cleaning to not void the warranties. This includes all contracts for automated doors, escalators, four elevators instead of two, five passenger boarding bridges instead of three, the HVAC systems, baggage belt system, generator, computer systems, and FIDS. While there are definite numbers on some of these others are estimated on the information that can be retrieved. On lines 41-52 expenses category. These four large expenses are all budgeted from contracts. The 26% and 17% changes on line 53 shows first that on line 49 this increase reflects a 4.5% increase to (ARFF) Airport Rescue Fire Fighters for 2022 following the last two years of no increases. On line 50 as you recall last year the duties of HUB Security were upgraded and enhanced, but for 2022 there is no change and there is no change to this contract. Mrs. Green stated there was no change to the checkpoint LEO's contract with the Lafayette Parish Sheriff's department. However, the Lafayette Parish Sheriff's Department security contracts has requested a 4% increase for 2022. Mrs. Green pointed out that both of these increases show only a 3% increase of last year's budget number. Third, the Parking Management fees on line 51 are calculated based on being a function of the revenue from the budgeted parking tolls listed on page 3. This is an increase of 54% to last year's budget, but last year's budget was a very conservative calculation based on the COVID situation at this time last year. Finally, the janitorial contract which includes the QTA is estimated to be nearly double for 2022. Mrs. Green stated given the increase to the square footage, need for additional personnel, the extra cleaning due to the continuation of COVID, the amount of glass present, the number of bathrooms was all taken into account to estimate the 2022 costs. On line 54 while all of these changes result in overall increases of 28% as compared to Actual 2020 Expenses there's an 18% increase in total expenses which is just more than \$1.4 million when compared to 2021's budget estimate. Commissioner Pierre asked on security the \$1.2 million included Hub Security and the Sherriff's department. Mrs. Green stated yes and the other packet the Commissioners received had the breakdown of \$204,000 for the checkpoint, like \$610,000 for the new sheriff contract, and \$380,000 for the Hub Security contract. Commissioner Pierre asked for clarification; the sheriff department asked for a 4% increase and Mrs. Green stated that was correct and all others will remain the same. Commissioner Edmond asked if the janitorial

services increase was because of the doubling size of the new terminal. Mrs. Green stated that was correct and all those listed were guess estimates as the new contract isn't available yet. The services will go out for and RFP and the LAC was trying to figure out an approximate budget amount would be. Commissioner Pierre asked why was ARFF increased by 4%. Mrs. Green stated they asked for a 4.5% increase and it would be approved on the regular meeting agenda. Mrs. Green stated the ARFF department had a 0% increase for the last two years.

Page 5 is the Compensation Projections. This page shows the LAC employee positions and corresponding pay ranges according to the twelve-year pay plan adopted by the Commission action in 2012 and extended for two years last year. The year 2022 will be the eleventh year in the plan. The calculated increase amounts are shown by position and uses the last column of the employee's anniversary month to show the actual amount needed for 2022 budget purposes. This amount includes the fourth Operations Specialist and the eleventh Skilled Maintenance Worker approved in 2021. Mrs. Green stated there were three open positions, Deputy Director, Operations Specialists, and a Skill Maintenance worker. Commissioner Pierre asked what positions were mentioned that were open. Mrs. Green repeated Deputy Director, Operation Specialist, and Skilled Maintenance Worker. Mrs. Green stated the positions are listed on lines 2, 13, and line 21. Mrs. Green stated the positions are budgeted for but there is not a person in those positions.

Page 6 is Major Capital items and improvements that have been submitted for approval and included in the 2022 budget. It should be noted that the inclusion of these items does not indicate their certainty. These represent quotes and proposals for plans. Full explanations for all of the listed items were emailed out last week and are in the Additional Backup the Commissioners had in their folder. Any questions need to be directed to Steven Picou. Commissioner Pierre asked what the double asterisk referenced. Executive Director Picou stated those were items carried over from 2021. Commissioner Pierre asked if the items carried over were budgeted for. Mrs. Green and Executive Director Picou stated the items were funded but were either not purchased or completed. Commissioner Hurd asked if batteries for radios would come out of line 7 Handheld radios. Executive Director Picou stated the line item would be a one-time purchase of new radios and batteries for radios comes out of a separate budget. Commissioner Hurd asked if there was an account for tire repair etc. Mrs. Green stated those repairs come out of Repairs and Maintenance funds. Commissioner Pierre asked about line item one Enhancement of LAC campus property areas. Executive Director Picou stated in the past the Commission has agreed to beautification of the campus and this regards to replacing fence lines and to go higher according to FAA specifications. Executive Director Picou stated there are items such as signage and landscaping gives the airport the ability to make improvements to the airport property and to get approved through Commission action. Executive Director Picou stated Chairman Segura and himself are working with the mayor to make enhancements to the property in the mayor's control of adjacent to the airport. Executive Director Picou stated on the regular meeting agenda one item was for the Perimeter Fence to go out for bids. This item was budgeted in 2021 but now it is time to bid for the completion of this project. Executive Director Picou stated items come before the Commission for approval when all details are available for knowledge of where the funds are going. Commissioner Pierre stated the enhancement of campus property areas was such a wide range and wanted to know if there was any analysis of the areas to be enhanced and what areas. Executive Director Picou stated Commissioner Guilbeau and Chairman Segura provided the direction to replace the fence line. Commissioner Pierre stated the line item is not clear and specified that it was for the fence line, but he understood the fence needs replacing. Mrs. Green stated when bids or proposals come in, they will be presented to the Commission for approval. Commissioner Pierre stated it was not clear to him and maybe the other commissioners on the enhancements of the campus being the fence replacement. Chairman Segura stated the \$2 million is to be estimated for the budget for various enhancements and would come before the commission with more specification of what would be completed on the airport property. Executive Director Picou stated the dollar amount is set for budget approval but would be different with specifications for final approval form the Commission. Chairman Segura stated the money is set in the budget, but each project to have funds spent it would need to come back for commission approval. Commissioner Guidry asked where does the Capital Items and Improvements list start from. Mrs. Green stated it comes from page 6 the budget. Commissioner Guidry asked who decides the project list and ideas. Commissioner Hurd stated the projects come from the master plan. Executive Director Picou stated there are various documents that feed into this and one is the master plan mentioned and the airport pays the Director to come up with ideas to enhance the airport. Executive Director Picou stated he is always in communication with the Chairman on projects. Executive Director Picou stated the list comes from past projects not completed or projects budgeted in 2021. Commissioner Guidry stated he wanted to express his frustration with his job as a commissioner. Commissioner

Guidry stated Executive Director Picou explained his job and he does his job very well. Commissioner Guidry stated he wondered why he was even here other than to come to the meetings and approve what is recommended. Commissioner Guidry stated there is a Strategic Planning Committee and the committee has not met in the three years he has served on the commission. Commissioner Guidry stated as the Chairman, he is asked for feedback and direction but not everyone else. Commissioner Guidry stated there are no opportunities for the commission in general to offer feedback. Executive Director Picou stated when he was hired the direction established by the Commission at the time was for the director to direct all the information to the Chair and the Chair disseminates the information to the rest of the commission. Executive Director Picou stated when anyone is the Chair, he would offer the same end roads to that person as his job was set up. Commissioner Pierre stated they just need to wait until they become Chair to understand. Chairman Segura stated that is not the deal at all and this is not what one person decided Commissioner Pierre stated the fence project was born through Commissioner Guilbeau some time ago and it is coming to reality now and the frustration not in a negative way or the misunderstanding perhaps for a better choice of words. Chairman Segura stated the enhancements were decided as Executive Director Picou mentioned by various Chairmen or hold overs. Chairman Segura stated the estimate is \$2 million and the money is not spent until it comes to the commission for approval. Chairman Segura stated there are amounts of money budgeted for and the funds don't have to be found for projects that the airport isn't specific about. Chairman Segura stated the money in the budget at the next regular meeting doesn't have to be approved, but if a project comes up that needs to be done then there will need to be a discussion. Executive Director Picou stated some fence work is being worked on currently with funds the 2021 budget. The fiscal year ends December 31<sup>st</sup> and a balanced budget needs to be presented to LCG for approval. Chairman Segura stated commissioners are needed to approve items on the agendas for projects to move forward. Commissioner Guidry stated he feels like a "bobble- head" and he comes to the meetings to shake his head and he has a brain and can think and he can help with the strategic plan. Commissioner Guidry stated all the commissioners can help and, in his case, it is what he is trained to do and his expertise isn't asked for. Chairman Segura stated the fence was one project thought of and not necessarily a strategic plan. Chairman Segura stated there are some projects talked about from Chairman to Chairman and there are no wish lists from previous Chairmen. Chairman Segura stated the \$2 million budgeted doesn't have to be used for the fence but for something else the commission might decide on. If a project comes up not budgeted for then Mrs. Green stated a budget amendment would need to be done and Executive Director Picou stated would need to be approved again by the Commission. Commissioner Hurd asked how many other projects are pending. Executive Director Picou stated the capital item list is all the projects. Commissioner Hurd stated the commissioners don't see the projects discussed or they don't see budget amendments. Mrs. Green stated the airport does not have budget amendments with the plan and projects all listed in the budget for approval and if a project may come up then all the specifications need to be presented to the Commission for approval to be added to the budget resulting in a budget amendment. Budget amendments do not happen often as stated by Mrs. Green with maybe one a year. Executive Director Picou stated the Commission does not run things like the city and the airport presents a budget that includes all that should be expected for the airport. Executive Director Picou stated the airport does not spend money without airport commission approval. Executive Director Picou proceeded to go over each item listed on the capital items list in the budget. Chairman Segura stated item one does not mean it is specified to a fence but the various projects it could include does not get approved until the commission decides. Mrs. Green stated someone from staff presents specifications and a dollar amount for a project and it gets put on the budget. Commissioner Pierre stated he needed to understand the processes of the process for the projects on the budget. Mrs. Green stated last year's budget included enhancement of the fence and it was approved. Mrs. Green stated on the regular agenda for September the item for the fence to go out and get bids would be approved or denied and then it comes back to the Commission to decide whether to take it or not take it. Mrs. Green stated the project is a place holder for the 2022 budget but the process stays the same. Commissioner Pierre stated it is hard to understand the processes and he appreciated Mrs. Green explain the process. Commissioner Pierre asked about the Interest Income and why was \$75,000 budgeted for 2022. Mrs. Green stated the interest rates moved from 2.2% to a 0.31% and in addition to that as the airport paid out on the terminal project the funds were significantly reduced. Chairman Hebert stated the terminal fund collected five years ago does not have as much in it and will not collect as much interest and rates are coming down. Executive Director Picou stated the airport has zero debt on the new terminal and is a phenomenal position to be in on the new terminal. Executive Director Picou gave kudos to the great leadership of the Commission on the steps taken towards making decisions on making it happen on the terminal project.

**V. OTHER BUSINESS-** None

**VI. ADJOURN**

RESOLUTION 2021-9-RI-01: Commissioner Guilbeau moved to adjourn the Special Meeting of September 8, 2021 at 5:52 p.m. Commissioner Edmond seconded this motion and the vote was as follows:

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

NAYS: None

ABSENT: None

MOTION CARRIES

*The Presentation is available in an audio file at the Lafayette Airport Commission Office at 222 Tower Drive. Lafayette. LA 70508.*

**PROCEEDINGS OF THE LAFAYETTE AIRPORT COMMISSION MEETING OF THE LAFAYETTE REGIONAL AIRPORT OF LAFAYETTE, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING OF SEPTEMBER 8, 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), Catina Theriot (Secretary).

**GENERAL AUDIENCE:** Robert Callahan (Sides & Associates), Michael Mondragon (RS&H), Shelby Stach (CBRE|Heery), Paula Serrette (CBRE|Heery), Frank Malagarie, Chris Groh (CBRE|Heery), Graeme Scott (RS&H), Travis Priour (Lemoine-Manhattan), Jason Simoneaux (MBSB), Cheryl Campbell (Unlimited Cleaners), Keith Broussard (KCB Capital Mgmt.) Michael Stropola (ARFF).

**I. CALL TO ORDER:** ( 5 : 55 : 00 )

**II. INTRODUCTION/ROLL CALL**

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

**IV. APPROVAL of the Regular LAC Commission Meeting of August 11, 2021.**

RESOLUTION - 2021-9-R1-01 Approval of the Minutes of the Regular Meeting of August 11, 2021:

MOTION: Commissioner Edmond moved the Lafayette Airport Commission accept minutes of the Regular Meeting of August 11, 2021. Commissioner Guilbeau 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. Recognition of LAC Staff and Commissioner's September Birthdays  
Nicholas Sinanan – Operations Specialist – 9/3  
Tyron Picard – The Picard Group – 9/10
2. Coronavirus – Update – *Executive Director Picou stated the airport continues to follow the mandates from the various agencies from the President's office, the Governor's office, and the CDC. Executive Director Picou stated we encouraged to wash your hands with soap and water then use hand sanitizer. Everyone is encouraged individuals to wear their mask and it is required inside the terminal unless you are eating or consuming a beverage.*
3. Aviation Fun Day – 32<sup>nd</sup> Anniversary – October 16, 2021 – *Executive Director Picou stated due to Coronavirus the airport will not be having the event out of extreme caution.*
4. Hurricane Ida – *Executive Director Picou stated the airport and Lafayette area was spared damaging winds and any damaging weather from Hurricane Ida. Executive Director Picou stated fellow parishes to the East did not fare as well. There has been an increase in helicopter traffic at the airport with PHI Aviation. Executive Director Picou stated PHI Aviation was working with the airport on potential parking spaces for automobiles. Executive Director Picou stated he is working on sending supplies to Lafourche Parish reference Hurricane Ida recovery.*
5. Open Position – Operations Specialist -*Executive Director Picou stated Mr. Justin Cumbo resigned and moved back to Florida, which leaves and open position. Executive Director Picou stated Mr. Giles Menard, Operations Manager, would be conducting interviews in the next couple of weeks.*
6. Skilled Maintenance Worker – Update – *Executive Director Picou stated the airport continues to look for a skilled maintenance worker. Executive Director Picou stated some items mentioned in the earlier meeting was retention of maintenance workers and operations specialists. Executive Director Picou stated one part of the Budget meeting was to bring those positions up to the mid-level point and still following the approved pay plan.*
7. FAA Tower – Manager – *Executive Director Picou stated Mr. Chris Clark has moved on to Houston, TX as TRACON manager. Executive Director Picou stated there is a new manager, but he has not been introduced yet and he will be invited to the Commission meetings.*
8. Red Tailed Hawk Rescue – *Executive Director Picou stated the LAC conducted its annual wildlife mandatory training. A red tailed hawk was located at the approach end of Hwy 90. Executive Director Picou stated the hawk's collar bone was broken and airport operations specialist called an individual out of Youngsville, LA rescued the hawk and it is rehabilitating the hawk.*
9. LADOTD Funding – Update – *Executive Director Picou stated the airport received \$900,000 that was not expected to be received this year. Executive Director Picou stated the money was not additional money, but the funds were made available to the airport earlier than expected. This takes the Terminal Project to a fully funded state.*
10. Financials - *Executive Director Picou stated the financials were in the Commissioners' packets for their review.*

Executive Director Picou added: The Ad Valorem tax that was on the ballot for October 2021 has been pushed back to November 2021 by the governor's orders due to Hurricane Ida. Executive Director Picou stated there will be opportunities for the airport to speak about the renewal – this is not a new tax.

11. Fly Lafayette/Passenger Statistics/Sides & Associates Report - *Mr. Callahan stated in August there*

*were 35,684 passengers. Mr. Callahan stated load factors remained high with United at 72.4%, Delta at 63.0%, and American at 57.4%. Mr. Callahan stated the cargo numbers for the month were not available. The Fly Lafayette Club has gone from 164 members in 2014 to currently 11,538. August's prize drawing had 34 winners out of 196 entries. A list of winners was in the Commissioners' Packets. Mr. Callahan stated to follow-up on what Executive Director Picou stated, the delay in the vote for the Ad Valorem tax actually gives the airport the opportunity to go out and educate people. Mr. Callahan stated the clubs and organizations the airport usually meets with are not gathering because of Covid and the airport needs to educate people on the tax. Commissioner Pierre asked in light of not meeting in person what avenues could be taken to promote the tax. Mr. Callahan stated there are packets with FAQ's that could be sent out. Chairman Segura stated there will be some information sheets that will be distributed. Mr. Callahan stated Executive Director Picou could give information on radio morning shows. Commissioner Pierre stated it is important to educate people on this not being a new tax but a renewal. Commissioner Guilbeau encouraged Commissioner Pierre or any other commissioner to attend a presentation to any organization to talk about the renewal tax as it is very beneficial.*

Commissioner Hurd asked about the PHI facility at the Houma airport and what damage was received at the airport. Executive Director Picou stated the Houma airport is still open and he couldn't say what type of damage was received on the private or corporate hangars. Executive Director Picou stated the airport was contacted by an aircraft owner to lease the property at 301 Shepard; however, per legal counsel the property is unleaseable at this time. Executive Director Picou stated the property needs to stay in its current condition for legal purposes. Commissioner Hurd asked if any private owners tied down their airplanes at LFT. Chairman Segura stated he called the Houma airport and inquired about landing and fuel as he had someone bringing supplies. Chairman Segura stated the airport was open and operational but the tower was not operating. There were some hangars damaged and both FBOs were operating but without power. Mr. Callahan stated he is from Houma and his family states the damage is extensive.

Executive Director Picou stated in the earlier budget meeting it was mentioned about the busses at the end of Tower Drive. Executive Director Picou stated that is property belonging to LADOTD and it is used as staging for hurricanes and evacuation processes. Unfortunately, there are rumors of illegal immigrants being dropped off at the airport and that is not the case. Executive Director Picou mentioned there is talk of a white airplane that comes to the airport every so often. The airplane in question is operated by the US Marshal, which is moving federal prisoners.

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

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

1. FP Mailing Solution's – Postage Machine – Contract – Approval
2. Dailey's Landscape Management – Contract Extension for Monthly Lawn Maintenance – 101 Tower Drive – Approval Commissioner Pierre asked about the extension of original contract. Commissioner Pierre asked if Dailey's did grass cutting for the entire terminal. Executive Director Picou stated Dailey's does cut majority of the airport grass, but not the entire airfield. Executive Director Picou stated Dailey's cuts outside of the fence. Commissioner Pierre asked why the staff couldn't cut the grass for Kopter. Executive Director Picou stated he does not have the manpower to cut the area which is fourteen (14) acres. Executive Director Picou stated the airport does not have the manicure equipment to trim etc. and only has the ability to bush hog the airfield. Commissioner Pierre stated he did not know it was fourteen acres for \$25,000 a year.
3. Sugarland Exterminating & Chemical Control Inc. – Contract for Monthly Pest Control Services for 101 Tower Drive – Approval

4. Request For Authorization to Advertise for Bids for Northwest Perimeter Security Fencing Project – Approval
5. Termination of Kopter Lease Agreement – Approval – Executive Director Picou stated there was an incorrect amount listed on the information and the correct number is \$760,000 instead of \$777,000. Commissioner Pierre asked how was the \$760,000 projected for payment owed. Executive Director Picou stated the \$760,000 was based on rent owed until the end of the contract, based on the insurance cost sharing on the building, maintaining the HVAC controls, landscaping, and things like that. Executive Director Picou stated Chairman Segura and himself came up with the number to help with the burden of carrying the building and it allows Kopter to move on. Executive Director Picou stated Kopter could have made arrangements to pay what is owed on the lease and the airport could have had the burden of maintaining the building and pay insurance on it. Commissioner Pierre asked if the lease agreement was terminated. Chairman Segura stated the lease agreement is not yet terminated. Chairman Segura stated Kopter had three years left on the lease and they asked to buy out the lease. Chairman Segura stated Kopter offered to pay what was owed to the airport and Executive Director Picou and staff knew expenses would arise in maintaining the building. Executive Director Picou and Chairman Segura communicated with Kopter and made an offer on what it would cost to maintain the building. The cost of \$760,000 is on top of the rest of the lease payment that would be made for the remainder of the lease. Executive Director Picou stated the number that was first proposed was much lower than the \$760,000. Executive Director Picou stated just recent as Chairman Segura was not aware of; Kopter had signed the lease termination. Executive Director Picou stated it was approved by legal counsel and once payment is received it is asked that Chairman Segura have the authority to sign the agreement of \$760,000. Executive Director Picou stated once the final payment is sent to the LAC Chairman Segura would sign the agreement. Chairman Segura stated the money collected would be the remainder of the lease agreement and one and half years of maintenance on the building. Commissioner Pierre stated the signature of the lease termination is contingent upon the airport receiving the funds. Mr. Todd Swartzendruber, Legal Counsel, stated the lease agreement was electronically signed and the agreement would be overnighted to Mr. Swartzendruber. Once the original agreement is received it is questionable who should sign the document and if we should receive the funds first. Mr. Swartzendruber stated the actions should be treated as a real estate transaction with a letter of agreement with Kopter's attorneys and the fully executed agreement would be sent to the airport. Mr. Swartzendruber stated the agreement would be held in trust until he can confirm the wire payment had been made and he was comfortable doing it this way with long distance transactions. Mr. Swartzendruber stated the airport would get the money and then Kopter would get the fully executed document. Commissioner Hebert asked once this is done and the lease is terminated there is nothing preventing the airport from leasing to a third party even though Kopter paid an additional 30 months agreement. Chairman Segura stated Kopter relinquished all rights to the building upon payment and satisfying the maintenance issues. Mr. Swartzendruber stated next month the airport could lease the building to someone else. Commissioner Hebert stated it would be to find a tenant and Executive Director Picou stated there are two perspective individuals interested in the building. Mr. Swartzendruber stated it was a win-win for the airport with getting rent until 2022 and getting a new tenant. Commissioner Edmond asked Chairman Segura if the item is one vote or two separate votes with the termination agreement and the authority to the Chair to sign the agreement. Commissioner Guilbeau suggested the item be pulled for a separate vote. Chairman Segura agreed and stated it could be talked about during the separate vote.
6. Rural Metro – One -Year Contract Extension – Approval
7. Authorization to Advertise – New Terminal Preventative Maintenance Services – Approval
8. Facility Planning and Control (FP&C) Package 9 Signage – Change Order #4 – The Solomon Group – Approval

9. Facility Planning and Control (FP&C) Package 5 Terminal Building Demolition – Authorization to Bid – Approval
10. Facility Planning and Control (FP&C) Package 6 Airside Phase 25 – Authorization to Bid – Approval
11. New Terminal Project 6 Parking Lot Phase 17 – Partial Substantial Completion – Lemoine-Manhattan JV – Approval
12. 2022-2027 Capital Improvement Program (CIP) – FAA/LADOTD – Approval
13. Ratification of Acceptance of Grant AIP 60: LFT New Terminal Program : Terminal Construction – FAA and Federal Match - Approval

RESOLUTION - #2021-9-R1-02– Scheduled Business - Consensus Item(s)

MOTION: Commissioner Hebert moved to accept Consensus Items 1 through 13 excluding item 5. The motion was seconded by Commissioner Pierre and the vote was as follows:

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

Chairman Segura stated they could discuss item 5 -Termination of Kopter Lease Agreement – Approval – Chairman Segura asked Commissioner Edmond what he wanted to know about this item after the discussion. Commissioner Edmond asked if the item would be one vote for termination and second vote giving the Chairman authorization to sign. Chairman Segura the intention was to approve the termination agreement and give the authority for the Chair to sign it. Chairman Segura stated the action could be split into two votes, but one would need to be added to the agenda. Mr. Swartzendruber, legal Counsel, stated the way it was written it was to be one vote and one agenda item. Commissioner Edmond stated it looked like two separate actions. Mr. Swartzendruber stated the vote accomplishes two things but considered one vote. Mr. Swartzendruber stated most time when a document is granted approval it is indicated the Chair has authority to sign it as well as the document normally isn't readily available for signature. Mr. Swartzendruber stated he did receive the signed document. Chairman Segura stated at the time the agenda was prepared there was no final agreement. Commissioner Hurd stated the airport does not have the agreement and approval is need on an agreement the Commissioners don't know what is in it. Mr. Swartzendruber stated since the Commissioners had not reviewed the agreement the Commission could give the Chairman authority to sign the agreement with legal counsels' approval of the final document. Other option Mr. Swartzendruber stated was to give a copy of the document to the Commissioners, let them review it and then vote. Executive Director Picou stated the document was emailed a few hours before the meeting and it would be printed for the Commissioners. Chairman Segura stated Mr. Swartzendruber somewhat had an agreement on Friday, but Kopter made a change. Commissioner Pierre asked if the change would be beneficial to the airport. Mr. Swartzendruber stated he added language to the change Kopter made. Commissioner Pierre stated once the agreement is signed it nullified all the previous agreements. Mr. Swartzendruber stated the final agreement was sent to him after lunch and it is the final revision. Mrs. Theriot went make copies of the hard copy agreement Mr. Swartzendruber had in front of him for the Commissioners to review. While this task was ongoing the Commission moved on to the report section of the agenda.

Commissioner Hurd asked if the hangar space would be available. Executive Director Picou stated as mentioned earlier by Chairman Segura Kopter relinquished all rights to the building upon receipt of payment. Once payment is received the building could be available at 101 Tower Drive. Executive Director Picou stated the building at 301 Shepard Drive is not available because there is a dispute reference on the building. Chairman Segura stated Kopter wants out of the lease and they made payments on the remainder of the lease and the building could be leased to another tenant. Commissioner Hurd stated the airport didn't want an empty building. Commissioner Hurd stated the building was less than ten years old. Executive Director Picou stated the building was built in 2015. Chairman Segura stated the building was never fully used in the intended use of the previous tenant. Executive Director Picou stated there are interested parties in communication with the airport about leasing the building.

#### **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 9.41%. Mrs. Cotton reported the current attainment based on reported verified payments was 11.43%. Mrs. Cotton stated the airport was working through advertising for proposals for the new terminal contracts, which include a review to see if SBE goals would apply or in certain instances be waived. Mrs. Cotton stated the airport would hold a virtual Public Hearing for 2022-2024 DBE goals on September 14, 2021 at 4:30 p.m. Mrs. Cotton reported the three year goal is set at 6.10% which is a change from 7.71% in 2020. Mrs. Cotton stated the DBE Advisory Committee meeting would be at 5:30 p.m. on Tuesday, September 14, 2021. Commissioner Pierre asked Mrs. Cotton what process was the airport using to advertise the contracts. Mrs. Cotton reported once the*

contract(s) are developed which include the scopes of work and the airport works with the consultant at the same time to establish if they would meet the SBE goals and it is inserted into the documents. Mrs. Cotton reported the next step would be to go through the process to advertise and the contract(s) are advertised for thirty days and advertised in the local paper(The Advertiser) and the airport website. Mrs. Cotton reported the information gets distributed to the DBE advisory Committee as well. Commissioner Pierre asked about the RFQ in the past and was told the airport was waiting on manufacturer specs. Mrs. Cotton stated that was correct and Commissioner Pierre stated he still had not received any information on this. Mrs. Cotton reported it was a little more complicated as the contracts are on a one by one basis since they are new contracts. Mrs. Cotton reported the airport wants to be detailed on the contracts and they go back to the project team on a daily basis to make sure the information is correct. Mrs. Cotton reported there was a list on the agenda for all those that were approved for Commission approval. Mrs. Cotton stated before the airport can put anything out the Commission has to authorize the airport to advertise the projects. Mrs. Cotton stated the projects that have specifications and the airport is ready to complete the development pending whether or not they need the SBE goals those are on the list for approval and Commissioner information. Executive Director Picou stated the list was under item 7 under scheduled business consensus items. Commissioner Pierre stated he overlooked the list and apologized. Commissioner Pierre stated this is the list he had been waiting for. Mrs. Cotton stated there are no dates yet as the contracts need to go through legal review. Mrs. Cotton stated even with Commission approval of the contract list they are not ready to go out for advertisement. Commissioner Pierre was confused on the Commission approving something that would not be ready. Mrs. Cotton stated the action is to give approval for advertisement and the airport would continue to develop the documents with the consultants to get the goals and to establish whether or not they need a goal. Mrs. Cotton stated some contracts will have a goal and some will not have a goal depending on the scope of work. Commissioner Pierre asked if there was a timeline on the contracts like thirty days or ten days after approved. Mrs. Cotton stated the contracts advertise for thirty days but no timeline can be put on each different contract.

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 was working on closing out the grants from the FAA that has been worked on for the past five years. Mr. Groh stated the airport worked on the inclusion of the Ratification of the last grant mentioned earlier by Executive Director Picou on the meeting agenda. Mr. Groh stated the airport is finalizing the CIP with the state. Mr. Groh stated the FP&C is arranging receipt of the final funding of the legislature that was obligated last year. Mr. Groh stated the airport is working with Acadiana Planning Commission on the EDA grants. Mr. Groh stated the bar graph slide shows all blue columns, which is where the airport has been working towards for the past five years to get all the columns blue for funding. Mr. Groh gave congratulations for having all funding received. Ms. Shelby Stach stated the project schedule is coming close to complete. Ms. Stach showed new pictures of the progress of the terminal. Ms. Stach showed pictures of the inside of the terminal and updates in the ticketing area, the ticket counter millwork, and Commission and admin desks. Ms. Stach showed pictures of the rental car millwork and some signage and the baggage return area. Ms. Stach showed pictures of the airside and landside improvements including jet bridges, concrete install, ready return lot sidewalks, and column wraps. Ms. Stach stated audio visual package should be finished soon. Ms. Stach stated the other packages had contractors with damage to their personal homes due to the storm and will be delayed about two weeks. Ms. Stach stated there are meetings on coordination on the move and finalizing the soft and grand opening. Commissioner Pierre asked if there were dates on the plan of the soft and grand opening. Ms. Stach stated there will be thirty days for the tenant to move into their spaces. Ms. Stach stated the airlines will move in overnight, but they will have thirty to sixty days to have access to the building. Chairman Segura stated the date given for opening was December and there are discussions with the storm on the completion date. Commissioner Hurd asked who takes the drone photos. Ms. Stach stated it was Geaux Media out of Covington, LA that takes the photos. Commissioner Hurd asked if it was just a matter of coordination with the tower for the drone to take the pictures. Commissioner Edmond asked how many jet bridges were installed currently.

*Ms. Stach stated there were three jet bridges installed and there is a total of five. Commissioner Edmond stated he had been waiting on those to come and Ms. Stach stated there were waiting as well. Executive Director Picou stated any of the Commissioners that wanted to visit the terminal to call and he would schedule a time. Executive Director Picou stated there are jet bridges out there and they are not fully installed. Executive Director Picou stated the individual handling the install is in the Hammond area and had personal property destroyed and he will get back to the install soon. Executive Director Picou stated the drones are controlled by Part 107 of the FAA FAR and the licensed drone operator gets approval to operate in the area and they coordinate with the airport. Once approval is granted by the FAA an unlock code is sent to the drone.*

Chairman Segura went back to item 5 Termination of Kopter Lease. Chairman Segura stated the lease agreement explains the lease termination between Kopter and LAC per the agreement authored by the Chairman and the Executive Director. Under this agreement, Kopter will pay the LAC \$760,000 for rent and ancillary items like landscaping, alarm monitoring, HVAC maintenance, etc. In addition, the request is to allow the Chairman the ability to sign the lease termination upon receipt and review by LAC legal counsel. Chairman Segura stated if the Commissioners would go through the lease agreement it references the Airport Commission as the landlord and Kopter as the lessee. Chairman Segura stated the agreement talks about the original signed agreement with Bell Helicopter in 2013. Chairman Segura stated Bell Helicopter made an amendment to the agreement with LED and some terms with the state. Chairman Segura stated in 2019 Bell Helicopter made an agreement with the state with their incentive program and they settled with the state then the state assigned it to the airport. Chairman Segura stated in September 2019 Kopter signed the agreement and it states the lease was previously amended. Chairman Segura stated the lessee would pay the \$760,000 with maintenance and some repairs for lights. Executive Director Picou stated E.P. Breaux would do the work and Kopter would pay them directly. Commissioner Pierre asked about the effective date. Chairman Segura and Mr. Swartzendruber stated the affected date would be August 31, 2021.

RESOLUTION - #2021-9-R1-03– Scheduled Business - Consensus Item 5 Termination of Kopter Lease Agreement

MOTION: Commissioner Pierre made a motion to amend the original agenda item to reflect \$760,000. The motion was seconded by Commissioner Guidry and Chairman Segura stated the vote was to accept Kopter’s lease agreement as stated and explained in this agreement. The vote was as follows:

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

NAYS: None

ABSENT: None

MOTION CARRIES

3. LFT Airport Monthly Fiscal Review (August) — 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:** Commissioner Guidry asked if the roster and contact information could be updated. Commissioner Guidry stated the issue he has with the roster is it states the appointments of the Commissioners. Commissioner Guidry stated there is an appointment by the City-Parish President, one by the area Mayors, and the other five by the City-Parish council. Commissioner Guidry stated there is no more City-Parish council so the appointments should be split. Chairman Segura

RESOLUTION - #2021-9-R1-04– Added Discussion under Other Business

MOTION: Commissioner Guidry moved to add discussion item under Other Business. The motion was seconded by Commissioner Pierre and the vote was as follows:

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

Commissioner Guidry stated the City-Parish council appointments need to be addressed since they are no longer together. There was some discussion among the Commissioners of what areas they live in and what their appointments should be. Commissioner Hurd stated the actions of the appointments are in limbo with the council and there is an ordinance for the appointments. Chairman Segura stated before the split of the City-Parish council there was an appointment by the mayor president, unincorporated area mayors, and the others were made by the city council. Chairman Segura stated he did not know who was appointed by which one, but it should be stated in the ordinance. Mr. Swartzendruber, legal counsel, stated according to the ordinance he had in front of him the appointments were as follows:

Commissioner Pierre is now the city council district 5, Commissioner Guidry is city council appointment, Commissioner Guilbeau is a city council appointment, Commissioner Edmond is a parish council appointment, Commissioner Hurd is a parish council appointment, Commissioner Segura is the mayor president appointee, and Commissioner Hebert is the area mayor's appointee.

Chairman Segura asked what appointment was Commissioner Guidry and Mr. Swartzendruber stated he is city appointed. Commissioner Guidry asked when his re-appointment comes will the appointment be for someone who lives in the city of Lafayette. Mr. Swartzendruber stated the appointment does not need to reside in the city and the only geographic requirements are for Commissioner Edmond and Hurd who need to reside in the unincorporated area of the parish. Commissioner Edmond asked if he had to live in the city and Mr. Swartzendruber stated yes for city appointment, but Commissioner Edmond is listed as parish. Mr. Swartzendruber stated this would need to be addressed with the city council.

Commissioner Guidry stated when he first started, he was given a document "By-Laws" and a policy document. Commissioner Guidry asked Executive Director Picou to send a new copy to him as his was misplaced. Executive Director Picou stated Mrs. Theriot would send the By Laws to Commissioner Guidry.

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

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.**