

**PROCEEDINGS OF THE LAFAYETTE AIRPORT COMMISSION MEETING OF THE LAFAYETTE REGIONAL AIRPORT OF LAFAYETTE, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING OF OCTOBER 13, 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), John Raedle (Security Coordinator), Ashley Simon (Environmental Compliance Officer), Catina Theriot (Secretary).

**GENERAL AUDIENCE:** Robert Callahan (Sides & Associates), Michael Mondragon (RS&H), Shelby Stach (CBRE|Heery), Paula Serrette (CBRE|Heery), Tim Murray (CBRE|Heery), Frank Malagarie, Chris Groh (CBRE|Heery), George Groh (CBRE|Heery), Travis Priour (Lemoine-Manhattan), Mark Stielper (MBSB), Keith Broussard (KCB Capital Mgmt.) Broutin Sherrill (RS&H), Bryan O'Connor (Lemoine-Manhattan), Rob Chomiak (CBRE|Heery), Steven Langlinais (Alliant), Shaun Simon (Eustis Engineering).

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

**II. INTRODUCTION/ROLL CALL**

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

**IV. Public Hearing 2022 Budget LAC Proposed 2022 Budget**

Chairman Segura read Pursuant to the Budget Act 504 of 1980, L.R.S. No. 39:13 through L.R.S. 39:1315, the Lafayette Airport Commission, a body created by the Lafayette City-Parish Council, has advertised the conduct of a Public Hearing, at this time, for the purpose of receiving comments, from the public, in consideration of the adoption of the Lafayette Airport Commission Budget for its Fiscal Year, January 01, 2022 through December 31, 2022.

Chairman Segura called for questions or comments from the public at 5:35 p.m. There was a second and third call for questions or comments from the public. Chairman Segura stated with having no questions or comments or there being no further questions or comments from the public in attendance, he declared the public hearing closed at 5:36.

**V. APPROVAL of the Special Budget Meeting of September 8, 2021 and the Regular LAC Commission Meeting of September 8, 2021.**

RESOLUTION - 2021-10-R1-01 Approval of the Minutes of the Special Budget Meeting of September 8, 2021 and the Regular LAC Commission Meeting of September 8, 2021:

MOTION: Commissioner Guilbeau moved the Lafayette Airport Commission accept minutes of the Special Budget Meeting of September 8, 2021 and the Regular LAC Commission Meeting of September 8, 2021. Commissioner Hurd seconded this motion and the vote was as follows:

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

NAYS: None

ABSENT: None

MOTION CARRIES

## VI. EXECUTIVE DIRECTOR'S REPORT:

1. Recognition of LAC Staff and Commissioner's October Birthdays  
Patrick Edmond – Commissioner – 10/23
2. Coronavirus – Update – *Executive Director Picou stated the airport is continuing to follow all mandates and procedures provided by both state and federal governments. Executive Director Picou stated signage is posted and audio announcements are made telling individuals masks are required in the terminal.*
3. Open Position – Operations Specialist -*Executive Director Picou stated the position has been filled and late October the individual will arrive and comes from Macon, Georgia. The individual originally comes from Covington, LA and was an Operations Specialist at Fort Macon, GA.*
4. Skilled Maintenance Worker – Update – *Executive Director Picou stated the airport continues to interview people and the right candidate hasn't been found. Interviews continue to take place leaving the position open as of right now.*
5. Part 26/DBE 2022-2024 Triennial Goal – LAC is in receipt of the FAA's approval of the 2022-2024 Triennial DBE Goal submitted on 8/1/21. The overall goal is set at 6.10%.
6. Financials - *Executive Director Picou stated the financials were in the Commissioners' packets for their review.*  
*Executive Director Picou stated Acadiana Tap House reported in September record sales of \$9,442.26 and alcohol sales of \$27,402.66, which was the highest on record for the entire time of them being at the airport. Executive Director Picou stated this is a sign that things are getting back to normal for the airport.*
7. Fly Lafayette/Passenger Statistics/Sides & Associates Report - *Mr. Callahan stated in September there were 41,795 passengers. Mr. Callahan stated load factors remained high with United at 87.9%, Delta at 72.9%, and American at 64.7%. Mr. Callahan stated the enplaned cargo numbers for the September were 865,588 pounds and deplaned cargo numbers were 1,882,493 pounds. Mr. Callahan stated the vote for the millage renewal for maintenance and operational would be on the ballot for November 13, 2021. The Fly Lafayette Club has gone from 164 members in 2014 to currently 11,568. September's prize drawing had 33 winners out of 230 entries. A list of winners was in the Commissioners' Packets.*

Commissioner Guidry asked about the cargo pounds. Commissioner Guidry asked if it was a recurring pattern of deplaning more cargo than what is enplaned. Mr. Callahan stated the numbers have been this way since as long as he can remember. Mr. Callahan stated the cargo numbers were down during the height of Covid, but the difference between the two are normal.

Commissioner Pierre asked if the radio stations were selected and identified to have a diverse group to advertise the millage. Mr. Callahan stated there was a buyer that recommended which radio stations to use. Mr. Callahan stated KPEL was one radio station and Commissioner Pierre asked for a list of radio stations to have all areas covered. Mr. Callahan stated the radio advertising budget was small, but he can provide a list. Commissioner Pierre stated the millage renewal is important and needs to be advertised. Chairman Segura stated the vote is very important and there are many things that go on at the airport besides just getting on a plane. Mr. Callahan stated Executive Director Picou has been making presentations to various groups to talk about the upcoming millage renewal. Commissioner Hebert stated if any Commissioner wanted Executive Director to talk to a specific group about the millage or the airport in general, he can make that happen. Executive Director Picou stated the presentations are mainly about the tax, but also talk about the new terminal and projects.

Chairman Segura stated the travel that has gone through the airport is still higher than it was before Covid. Chairman Segura stated if anyone has traveled around the country this isn't just unique to

Lafayette, the average number of people coming through the airport is 650. Chairman Segura stated with meeting with Executive Director Picou weekly the numbers consistently since March are 500-800. This is more than normal. Mr. Callahan stated people want to get out and travel.

## VII. Scheduled Business - Discussion Items

## VIII. Scheduled Business – Consensus Items

1. 2022 Proposed Budget – Approval
2. LFT 2021 MS4 stormwater Management Plan Update Support – Work Order #108 – RS&H – Approval
3. Cox Communications – Voice/WIFI/Cable for New Terminal – Amendment to Contract – Approval  
*Commissioner asked if the amendment was for additional phone lines or additional equipment. Executive Director Picou stated these are additions requested by the airlines. The airport will front the cost and get reimbursed by the airlines.*
4. 2020-2022 Airport Concessions (ACDBE) Goal – 2021 Annual Update – Approval
5. Request for Proposal (RFP) – Insurance Broker Services – Award of Contract – Approval  
*Executive Director thanked Commissioner Pierre for him serving on the committee for this selection.*
6. ARINC – Amendment to Lease – Approval (This item was pulled from the agenda).
7. Facility Planning and Control (FP&C) Package 1 Audio Visual – Change Order #8 – E.P. Breaux Electrical – Approval
8. Facility Planning and Control (FP&C) Package 10 Technology – Change Order #8 – E.P. Breaux Electrical – Approval
9. Taxiway Foxtrot Phase II Enabling Project – Change Order #3 – The Lemoine Company – Approval
10. Taxiway Foxtrot Phase II Design, Bid, and CA Services – Work Order #77 – Amendment #2 – RS&H – Approval
11. Petroleum Helicopters Main Campus – Lease Extension - Approval

### RESOLUTION - #2021-10-R1-02– Scheduled Business - Consensus Item(s)

MOTION: Commissioner Guilbeau moved to accept Consensus Items 1 through 5 and items 7 through 11. 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

## IX. Reports

1. DBE Program Report –*Mrs. Cotton, DBELO, reported new terminal activity report was sent out to the Commissioners via email. Mrs. Cotton reported the New Terminal DBE Goal was 8.30%. Mrs. Cotton reported Lemoine-Manhattan was operating under a goal of 9.45%. Mrs. Cotton reported the current attainment based on reported verified payments was 11.22%. Mrs. Cotton stated the airport was working through advertising for proposals for the new terminal contracts. Mrs. Cotton stated the airport would be advertising for Pest Control Services with proposals due by October 26, 2021 at 8:00 a.m. and there is a SBE goal of 1.46%. Mrs. Cotton stated in the next thirty (30) to forty-five (45) days to advertise for sliding doors, jet bridge maintenance, and janitorial. Mrs. Cotton stated the comment period for the 2021 update to the 2020-2022 ACDBE goals annual goals Public Hearing was held on Tuesday, October 12, 2021 and no comments were received. Mrs. Cotton reported public comments would be received until November 18, 2021. The annual goals updates were calculated for 2020-2022 at 3.12% for car rental operations and 0.513% for non-car rental operations.*

Executive Director Picou read aloud an email he received from Terry Smith, Title VI Program Equal Opportunity Compliance Specialist Office of Civil Rights for the FAA,  
Good evening Mr. Picou,

I want to bring to your attention the great work Mrs. Cotton did on the Lafayette's website. I just happen to be searching on the internet for airport Title VI plans. Your airport appeared on a list of available plans, so I decided to open the link to see how informative your airport provides Title VI information to the public. I called Mrs. Cotton last week to say thank you for showing a great example of what other airports should have displayed on their website. All the key elements were displayed, in addition to having a beautiful design on the Title VI page. I am going to use your airport as an example for other sponsors. Thank you again for your support and robust Title VI Program at your airport.

Executive Director Picou stated Mrs. Cotton leads that charge with the assistance of Metro-Source and Sides and Associates. Executive Director Picou, Commission, and the audience gave a round of applause for the great work. Executive Director Picou stated it is always great when the FAA seeks you out on the accomplishment and to say how well your program is going. Executive Director Picou said, "Thank you Mrs. Cotton for everything you've done and to the Commission for continuing to support the airport's efforts in Title VI, DBE, and ACDBE". Chairman Segura thanked Mrs. Cotton. Chairman Segura stated if a federal agency thinks you did a great job, then you must have done four times that.

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 on on-going projects. Mr. Groh stated the FP&C is arranging receipt of the final. 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 all the columns showing blue for funding. Executive Director Picou mentioned Mr. Groh was contacted by our state program manager and asked about our AIP that was submitted. Executive Director Picou stated this is a testament to how the facility is being run. Executive Director Picou stated they mentioned the airport didn't have anything from state and they were offering to support some different projects the airport hasn't earmarked yet. Executive Director Picou stated the state has additional funding that is available and they want to see it used at Lafayette Regional Airport. Executive Director Picou stated this is a testament on how fiduciary the airport is with other people's money and with the airport's own money. Mr. Groh stated this would not be terminal money, but for other projects that would be happening. Commissioner Guidry stated it was mentioned at last month's meeting about the terminal being fully funded and again at this meeting; Commissioner Guidry commended Mr. Groh and the whole team. Commissioner Guidry stated it took a lot of vision to find the money but more to bring it all in. Mr. Groh stated it was a big testament to the Commission, the predecessors before them, and the Executive Director's many trips to D.C. early on in the program. Mr. Groh stated the money would not be there without Executive Director Picou's efforts and the Commission as well. Mr. Groh stated a part of the fiscal responsibility was to be able to open the new terminal debt free and that has absolutely nothing to do with Program Management at all and this has everything to do with how Executive Director Picou and Mrs. Green were able to manage the budget over the past couple of years. Mr. Groh stated this is pretty unheard-of if you think about the scope of this program. Ms. Shelby Stach stated the project schedule is coming close to complete. Mrs. Stach showed new pictures of the progress of the terminal. Ms. Stach showed drone pictures and pictures of the inside of the terminal. Ms. Stach showed pictures of the seating being installed in the gate areas, front bar view, airline millwork and the elevator. Ms. Stach stated the rental car lot is paved and canopies put in. Ms. Stach stated the detention pond will be lined and filled and sod added. Ms. Stach stated some signs are lagging due to damage from the hurricane last month. Ms. Stach stated the furniture is arriving daily and a lot of pieces to put together. Ms. Stach stated there are meetings on coordination on the move and finalizing the soft and grand opening. Commissioner Guilbeau asked when was the anticipated date of*

having the next Commission meeting in the new terminal. Executive Director Picou stated the staff should be in the new terminal prior to November 1<sup>st</sup> and the next meeting should be in January 2022.

3. LFT Airport Monthly Fiscal Review (September) — 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 there were no Automatic Monthly Renewals this month.

**X. Other Business:** Chairman Segura announced this was Commissioner Edmond's last meeting and he has been a good friend and Commissioner. Chairman Segura stated it was appreciated in his service on the Commission. Chairman Segura stated a plaque was made for his service and it read, " In recognition of your years of service as a Commissioner, 2019-2021, for the Lafayette Regional Airport with the gratitude of the Lafayette Airport Commission". Chairman Segura thanked Commissioner Edmond for his service here and for wanting to serve and thanked him for being involved. Commissioners and the audience applauded Commissioner Edmond for his service. Commissioner Edmond stated it was a pleasure serving on the Commission with everyone and he learned a lot. Commissioner Edmond stated being on the Commission something special that happened was having the new terminal and hopefully it will bring more business to the area. Commissioner Edmond stated there was a great group of Commissioners and leadership of Chairman Segura and Executive Director Picou will take this in the right direction. A lot of success will happen here.

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

RESOLUTION - #2021-10-R1-03 – Adjourn

MOTION: Commissioner Edmond 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.**