

**PROCEEDINGS OF THE LAFAYETTE AIRPORT COMMISSION MEETING OF THE LAFAYETTE REGIONAL AIRPORT OF LAFAYETTE, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING OF DECEMBER 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, Terry Hurd, Charles Schilling

**ABSENT:** Lynn Guidry

**ADMINISTRATIVE STAFF:** Steven L. Picou (Executive Director), Todd Swartzendruber (Legal Counsel), Rene Cotton (Properties Administrator), Mary Green (Finance Comptroller), Catina Theriot (Secretary).

**GENERAL AUDIENCE:** Tim Murray (CBRE|Heery), Adam Thibodeaux (DSA), Chris Groh (CBRE|Heery), Michael Mondragon (RS&H), Robert Callahan (Sides & Associates), Shelby Stach (CBRE|Heery), Paula Serrett (CBRE|Heery), Frank Malagarie, Steve Creamer (RS&H), George Groh (CBRE|Heery), Jason Simoneaux (MBSB), Bryan O’Connor (Lemoine-Manhattan), Travis Priour (Lemoine-Manhattan), Graeme Scott (RS&H).

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

**II. INTRODUCTION/ROLL CALL**

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

**IV. APPROVAL of the Special LAC Meeting of November 3, 2021, the Special LAC Meeting of November 10, 2021, the Regular LAC Commission Meeting of November 10, 2021, the Special LAC Meeting of Consultant Selection Committee of November 16, 2021, and the Special LAC Meeting of November 16, 2021.**

RESOLUTION - 2020-12-R1-01 Approval of the Special LAC Meeting of November 3, 2021, the Special LAC Meeting of November 10, 2021, the Regular LAC Commission Meeting of November 10, 2021, the Special LAC Meeting of Consultant Selection Committee of November 16, 2021, and the Special LAC Meeting of November 16, 2021:

MOTION: Commissioner Hebert moved the Lafayette Airport Commission to accept minutes of the Special LAC Meeting of November 3, 2021, the Special LAC Meeting of November 10, 2021, the Regular LAC Commission Meeting of November 10, 2021, the Special LAC Meeting of Consultant Selection Committee of November 16, 2021, and the Special LAC Meeting of November 16, 2021. Commissioner Pierre seconded this motion and the vote was as follows:

AYES: Guilbeau, Hebert, Pierre, Hurd, Schilling

NAYS: None

ABSENT: Guidry

MOTION CARRIES

**V. Election of Officers** – Chairman Segura stated the Election of Officers would be for the 2022 term which starts January 2022.

Commissioner Hurd nominated Commissioner Hebert for Chairman for the LAC 2022 Administrative year. There were no other nominations for Chairman, and Chairman Segura stated nominations are closed.

RESOLUTION - 2021-12-R1-02 Nomination of Chairman for the LAC 2022 Administrative year:

MOTION: Commissioner Hurd made the nomination for Commissioner Hebert to be Chairman for 2022. The vote was as follows:

AYES: Guilbeau, Hebert, Pierre, Hurd, Schilling

NAYS: None

ABSENT: Guidry  
MOTION CARRIES

Chairman Segura congratulated Commissioner Hebert of being Chairman for next year starting in January 2022.

Commissioner Hebert nominated Commissioner Pierre for Vice Chairman for the LAC 2022 Administrative year. There were no other nominations for Chairman, and Chairman Segura stated nominations are closed.

RESOLUTION - 2021-12-R1-03 Nomination of Vice Chairman for the LAC 2022 Administrative year:

MOTION: Commissioner Hebert made the nomination for Commissioner Pierre to be Vice Chairman for 2022. The vote was as follows:

AYES: Guilbeau, Hebert, Pierre, Hurd, Schilling

NAYS: None

ABSENT: Guidry

MOTION CARRIES

Chairman Segura congratulated Commissioner Pierre of being Vice Chairman for next year starting in January 2022.

Commissioner Pierre nominated Commissioner Segura for Secretary/Treasurer for the LAC 2022 Administrative year. There were no other nominations for Chairman, and Chairman Segura stated nominations are closed.

RESOLUTION - 2021-12-R1-04 Nomination of Secretary/Treasurer for the LAC 2022 Administrative year:

MOTION: Commissioner Pierre made the nomination for Commissioner Segura to be Secretary/Treasurer for 2022. The vote was as follows:

AYES: Guilbeau, Hebert, Pierre, Hurd, Schilling

NAYS: None

ABSENT: Guidry

MOTION CARRIES

## **VI. Chairman's Comments**

- a. 2022 LAC Calendar -Review/Approval – Chairman Segura stated the LAC Calendar shows what days signify holidays and meeting days. Chairman Segura stated the meeting days are always on the second Wednesday of the month.

Chairman Segura stated the airport is nearing the completion of the new terminal. Chairman Segura stated everyone has worked very hard and Chairman Segura appreciated all who have helped bring this project to fruition. Chairman Segura stated it has been a pleasure working with everyone and it has run fairly smoothly financially, with the design and most construction projects don't go on without some bumps in the road. Chairman Segura stated everyone has done a good job in getting the new terminal built on time, within budget, and debt free. Chairman Segura stated the new terminal will last a number of years and it will set Lafayette apart.

Executive Director Picou thanked Chairman Segura for the kind words on the new terminal. Executive Director Picou congratulated the newly elected officers for the LAC 2022 Administrative year.

## **VII. EXECUTIVE DIRECTOR'S REPORT:**

1. Recognition of LAC Staff and Commissioner's December Birthdays  
Kevin Leblanc Maintenance Worker - 12/17  
Dee Stanley – Sides & Associates – 12/19  
Mike Stropola – ARFF Chief – 12/25

2. Open Position – Skilled Maintenance Worker II – *Executive Director Picou stated Mr. Thibodeaux continues to work on filling this position. Executive Director Picou stated it has been difficult finding someone to fill the position and someone who meets the qualifications.*
3. LAC Commissioner Pictures – January 2022 – *Executive Director Picou stated group Commissioner pictures would be taken before the January 12, 2022 meeting. A reminder would be sent out prior.*
4. FY 2019 Title VI Compliance Review Closeout – LAC is in receipt of the FAA’s Fiscal Year 2019 Title VI Compliance Review Closeout Report. The closeout report addresses the list of findings during the FAA’s visit on November 29, 2018. No additional action is required at this time.
5. Millage Update – *Executive Director Picou stated the millage vote was successful and passed with a high percentage. Executive Director Picou thanked everyone who helped facilitate various speeches, which included a radio spot with Commissioner Pierre and a visit with Commissioner Hebert’s Rotary Club. Executive Director Picou stated the millage is an Ad Valorem tax of 1.71 mills and raises money for airport operations and maintenance, to include airport firefighting and law enforcement.*
6. LAC 2022 Budget – LCG Approval – *Executive Director Picou stated the budget was approved by both Parish and City councils.*
7. Safety Meeting – November 18, 2021 – *Executive Director Picou stated the airport had its safety meeting and over the year the airport reduced its number of safety meetings due to COVID. Executive Director Picou thanked everyone who participated.*
8. New Terminal Soft Opening – December 1, 2021 – *Executive Director Picou stated there were cue cards provided to individuals and they acted like a passenger going through the terminal to exercise the system. Executive Director Picou stated the bag belt system could not be exercised due to the TSA CTEX scanner having to be turned on.*
9. LADOTD Aviation – *Executive Director Picou stated the airport was contacted by the Louisiana Department of Aviation referencing a program by the US Department of Transportation. Executive Director Picou stated the communication was dated November 8, 2021; The US Department of Transportation announced they will offer an additional \$184 million in funding provided by the American Rescue Plan of 158 more aviation manufacturing jobs. Executive Director Picou stated in short it is a program that was started by the Department of Transportation and companies have to apply for it. Executive Director Picou stated DOTD asked the airport to notify all the tenants. Executive Director Picou stated all the tenants that would be eligible were notified and DOTD makes the selection. Executive Director Picou stated out of those that applied Avionics Solutions will receive \$100K for their two locations. Executive Director Picou stated the airport shared the information. Chairman Segura clarified this was a grant and not a loan. Executive Director Picou stated it was a grant.*
10. Financials – Executive Director Picou stated the financials were in the Commissioners’ packets.
11. Fly Lafayette/Passenger Statistics/Sides & Associates Report.- *Mr. Callahan stated, in December, there were 39,288 passengers. Mr. Callahan stated the load factors remained high and led with United at 86.8%, Delta at 80.4%, and American at 75.6%. Mr. Callahan stated the cargo numbers were not received yet and would be shared once received. Mr. Callahan stated the Fly Lafayette Club has gone from 164 members in 2014 to currently 11,632 members. Mr. Callahan stated there was a drawing with 19 winners out of 216 entries. A list of winners was in the Commissioners’ packets. Mr. Callahan stated there would be two new Fly Lafayette Club kiosks in the new terminal.*

Executive Director Picou stated the Oakwells (Acadiana Tap House) monthly report showed an 11% increase from January to November 2019. Executive Director Picou stated 2019 was the best year on record and things are looking better. Passenger counts are still going up as well.

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

## VII. Scheduled Business – Consensus Items

1. Facility Planning and Control (FP&C) Package 1 Audio Visual - Change Order #6 – EP Breaux Electrical – Approval
2. Facility Planning and Control (FP&C) Package 4a New Jet Bridges – Change Order #4 John Bean Technology – Approval
3. Facility Planning and Control (FP&C) Package 7 Furniture - Change Order #1 – Arnold and Associates – Approval
4. Facility Planning and Control (FP&C) Package 9 Signage - Change Order #5 – The Solomon Group – Approval
5. Facility Planning and Control (FP&C) Package 10 Technology - Change Order #10 – EP Breaux Electrical – Approval
6. 2022 Disadvantage Business Enterprise (DBE) Program Services - Task Order #40 - CBRE|Heery – Approval  
Commissioner Pierre asked about the reduction in price on this task order and approved with an IFE. Executive Director Picou stated the reduction is due to the terminal coming to an end. Executive Director Picou stated there would be a reduction in services due to less demand because the Cybertheory terminal is ending. Ms. Stach, CBRE|Heery stated the reduction is on the site monitoring, which is no longer needed as much due to the terminal coming to completion. Commissioner Pierre asked if this was for one year. Ms. Stach stated the task order was for one year 2022. Chairman Segura stated he thought the DBE goals set for the projects was for the airport as a whole and not specific projects. Executive Director Picou stated it was a little bit of both. Executive Director Picou stated there is a goal set for what is anticipated working on and then on a specific project the goal is revisited. Commissioner Pierre asked if the goal would be impacted because there wouldn't be as much work and how does that impact the goal. Ms. Stach stated the goal is based on the scope of work, the number of DBEs in the area, and civil projects have a higher goal than jet bridges.
7. New Terminal Program – OCO 12- Lemoine-Manhattan JV - Approval
8. New Terminal Program – OCO 13- Lemoine-Manhattan JV - Approval
9. New Terminal Program – Project 3 New Terminal Building - Substantial Completion - Lemoine-Manhattan JV - Approval
10. Petroleum Helicopters (PHI Aviation) Main Campus – Lease Extension – Approval
11. KDM Sales & Services, Inc. – Preventative Maintenance for the Generators - Approval
12. Bernhard MCC, LLC – Existing Terminal & Air Traffic Control Tower (ATCT) HVAC Preventative Maintenance – Annual Renewal – Approval
13. Electronic Protection Systems (EPS) – Fire Alarm Inspections & Testing at Existing Terminal – Contract – Approval
14. South Louisiana Community College (SLCC) (118 Shepard) Lease Agreement – Short-Term Month to Month Lease Agreement – Approval Executive Director Picou stated once the agreement is signed SLCC would pay the airport retroactively.
15. OAG (FlightView, Inc.) – Mobile Web Site – One Month Extension – Approval Executive Director Picou stated the agreement allowed one month extensions.
16. OAG (FlightView, Inc.) – Air Traffic Display – Three Month Agreement – Approval Executive Director Picou stated the agreement did not allow one month extensions and the minimum was a three month extension.
17. Automatic Payroll Systems, Inc. (APS) – Contract Change - Approval
18. Sides and Associates Contract – Budget Amendment for O &M November Election Costs - Approval

RESOLUTION - #2021-12-R1-05 – Scheduled Business - Consensus Item(s)

MOTION: Commissioner Pierre moved to accept Consensus Items 1 through 18. The motion was seconded by Commissioner Schilling and the vote was as follows:

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

### VIII. Reports

1. DBE Program Report - Mrs. Cotton, DBELO, reported new terminal activity report was sent out to the Commissioners via email. Mrs. Cotton reported the New Terminal DBE Goal was 8.30%. Mrs. Cotton reported Lemoine-Manhattan was operating under a goal of 9.52%. Mrs. Cotton reported the current attainment based on reported verified payments was 10.83%. 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 Janitorial Services with a SBE goal of 12.07% and proposals due by December 13, 2021 at 9:00 a.m. Mrs. Cotton stated the airport would be advertising for Interior Plants & Plant Maintenance with a SBE goal of 3.77% and proposals due by December 29, 2021 at 3:00 p.m. Mrs. Cotton reported Preventative Maintenance for Jet Bridges and HVAC are being prepared for advertising. Mrs. Cotton reported the DBE Annual Uniform Report for Fiscal Year 2021 was due and submitted to the FAA on December 1, 2021 and the report provides an annual summary for the FAA on all open federally funded projects.
2. Terminal Program Report –Ms. Stach, CBRE/Heery, gave a presentation on the terminal program. Mr. Chris Groh, Kutchins & Groh/CBRE/Heery, gave the presentation on the terminal funding. Mr. Groh stated the airport received all the funding. Mr. Groh stated the bar graph slide shows all blue columns for funding. Ms. Stach showed drone pictures and pictures of the inside of the terminal. Ms. Stach showed pictures of the gate seating and furniture in the rotunda. Ms. Stach showed pictures of the signage and seating positioned in the unsecured area and the signage outside the admin office. Ms. Stach stated the jet bridges are fully installed and look great. Ms. Stach stated landside signage was installed including the wayfinding signs and the lean rail signs. Ms. Stach went over the package groups on the status of completion. Ms. Stach stated the technology and audio visual are substantially complete. Ms. Stach stated there are meetings on coordination on the move and finalizing the grand opening. Ms. Stach stated the end is getting closer and closer. Chairman Segura stated the new terminal is grand compare to the existing terminal.
3. LFT Airport Monthly Fiscal Review (November) — 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.

Executive Director Picou for the Commissioners included in their respective packets was a typed note with the new terminal address, phone number, and fax number. Chairman Segura asked that is be emailed to the Commission. Executive Director Picou replied yes, this information will be sent electronically to Commissioners. Executive Director Picou stated new electronic letterhead was received and will be used going forward.

Chairman Segura made reference to the holidays listed on the bottom of the agenda and the meeting in January. Chairman Segura stated he hoped everyone would have a Merry Christmas and a safe New Year.

### IX. Other Business:

#### X. Adjourn (6:09:00)

#### RESOLUTION - #2021-12-R1-06 – Adjourn

MOTION: Commissioner Guilbeau made a motion to Adjourn. The motion was seconded by Commissioner Pierre and the vote was as follows:

AYES: Guilbeau, Hebert, Pierre, Hurd, Schilling

NAYS: None  
ABSENT: Guidry  
MOTION CARRIES

**A recorded copy of the Minutes of the Regular Meeting can be obtained by contacting the Lafayette Airport Commission, 200 Terminal Drive, Suite 200, Lafayette, LA 70508. 337.703.4800.**