

PROCEEDINGS OF THE LAFAYETTE AIRPORT COMMISSION MEETING OF THE LAFAYETTE REGIONAL AIRPORT OF LAFAYETTE, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING OF JANUARY 12, 2022 HELD AT 200 TERMINAL DRIVE, LAFAYETTE, LA.

ATTENDANCE

COMMISSION: John Hebert (Chairman), Samuel Pierre (Vice – Chairman), Paul Segura (Secretary/Treasurer), Paul A. Guilbeau, Sr., Lynn Guidry

ABSENT: Terry Hurd, Charles Schilling

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

GENERAL AUDIENCE: Tim Murray (CBRE|Heery), Frank Malagarie, Robert Callahan (Sides and Associates), Paula Serrett (CBRE|Heery), Chris Groh (CBRE|Heery), Shelby Stach (CBRE|Heery), Travis Priour (Lemoine-Manhattan), Mark Stielper (MBSB), Sharon Batiste (Reef Parking), Graeme Scott (RS&H), Dee Stanley (Sides & Associates).

I. CALL TO ORDER: (5 : 34 : 00)

II. INTRODUCTION/ROLL CALL

III. PLEDGE OF ALLEGIANCE- Led by Chairman John Hebert and recited by all.

IV. APPROVAL of the Regular LAC Commission Meeting of December 8, 2021, Janitorial Selection Committee Meeting of December 21, 2021, and the Special LAC Commission Meeting of December 21, 2021.

RESOLUTION - 2022-01-R1-01 Approval of the Regular LAC Commission Meeting of December 8, 2021, the Janitorial Selection Committee Meeting December 21, 2021, and the Special LAC Commission Meeting of December 21, 2021:

MOTION: Commissioner Segura moved the Lafayette Airport Commission to accept minutes of the Regular LAC Commission Meeting of December 8, 2021, the Janitorial Selection Committee Meeting of December 21, 2021, and the Special LAC Commission Meeting of December 21, 2021. Commissioner Pierre seconded this motion and the vote was as follows:

AYES: Pierre, Segura, Guilbeau, Guidry

NAYS: None

ABSENT: Hurd, Schilling

MOTION CARRIES

V. Chairman's Comments

Chairman Hebert thanked the fellow Commissioners for the opportunity to serve as Chairman for the upcoming year. Chairman Hebert also thanked Commissioner Segura, former Chairman, for the exciting times over the past two years.

- a. **Announcement of 2022 Committees** – Chairman Hebert read off the Committee Assignments and the assignments would be emailed to all Commissioners.

VI. EXECUTIVE DIRECTOR'S REPORT:

- 1. Recognition of LAC Staff and Commissioner's January Birthdays
 - Broutin Sherill – RS&H – 1/2
 - Kaleb Girod – Operations Specialist - 1/17
 - Jamie Pridgen – Maintenance Worker – 1/21

Robert Romero – Maintenance Worker – 1/28

Brad Kutchins – Kutchins & Groh – 1/28

Giles Menard – Operations Manager – 1/30

2. Open Position – Skilled Maintenance Worker– *Executive Director Picou stated the airport is trying to fill this position as labor is hard to come by and the airport is working earnestly on filling this position.*
3. December 16, 2021 – Preview Event – *Executive Director Picou thanked all those that attended the airport’s Preview Event. Executive Director Picou stated the event was well received and well attended. Executive Director Picou stated he has heard accolades of the way the building looks. Executive Director Picou thanked Commissioner Segura for helping through the process.*
4. Coronavirus – Update - *Executive Director Picou stated the strand Omicron is around and the airport has had three individuals affected by this and they have since returned to work. Executive Director Picou stated there have been other individuals under the weather, but their results were negative. The airport is encouraging in Administration building wearing face coverings and, in the terminal, you are required to wear a face covering according to the mandate. Executive Director Picou stated staff asks people if they need a mask if they are not wearing one, but no one is confrontational. Executive Director Picou stated TSA requires a face covering while in the checkpoint line and the airlines require a mask upon boarding an aircraft. Executive Director Picou stated the airport was following the latest CDC guidelines and does not want to be a point of Coronavirus spreading.*
5. New Terminal Opening Ceremony – *Executive Director Picou stated New Terminal Opening, which was a long time coming. Executive Director Picou stated the Commissioners would receive an email invite for the Grand Opening on January 19, 2022 at 10:00am and the airport would go live on January 20, 2022. Executive Director Picou stated the 19th would be the ribbon cutting and the 20th would be the first flights out of the new terminal. Executive Director Picou stated the ribbon cutting attendees are the Governor, the Mayor, the Secretary of Transportation for the State of Louisiana, and two individuals from FAA headquarters.*
6. Financials – *Executive Director Picou stated Mrs. Green is out and the financials will be in the February meeting packet.*
7. Fly Lafayette/Passenger Statistics/Sides & Associates Report - *Mr. Callahan stated in December there were 36,995 passengers. Mr. Callahan stated for the year 2021, the airport had 419,832 passengers. Mr. Callahan stated the load factors remained high with American at 99.4%, United at 87.0%, and Delta at 75.3%. Cargo numbers for the month and overall, for the year would be sent to the Commissioners once available. The Fly Lafayette Club has gone from 164 members in 2014 to currently 11,665. January’s prize drawing had 19 winners out of 153 entries. A list of winners was in the Commissioners’ Packets.*

Executive Director Picou stated the Oakwells report was in front of the Commissioners. Executive Director Picou stated for the Commissioners that were here when Executive Director Picou started the sales were between \$10K - \$12K per year. Executive Director Picou stated in the year 2021, Oakwells paid the airport \$89,316.33 with a Minimum Annual Guarantee (MAG) \$40,000. Executive Director Picou stated the airport can only anticipate the sales will vastly improve in the new terminal. Executive Director Picou thanked the Commission for allowing a national search for Oakwells, a top notch company. Executive Director Picou stated this is great for the airport and we should continue to look for revenue sources and grow the airport.

Commissioner Segura stated Executive Director Picou was right on with the concessionaire and it is an example of finding a tenant that knows his market. Commissioner Segura stated the tenant is doing a good job and makes it a great travel experience.

Commissioner Pierre asked about an update on the Deputy Director and getting any relief. Executive Director Picou stated he had a discussion with Commissioner Segura in the past and he was looking at

a reorganization of the airport. Executive Director Picou would take a reorganization to the Chair for review and there is no movement on the position as of right now.

VII. Scheduled Business - Discussion Items

VIII. Scheduled Business – Consensus Items

1. Acceptance of Grant AIP 65: Concessions Rent Relief Airport Rescue Grant – FAA – Approval
2. Rental Car Operations – Avis Budget Car Rental, LLC – Lease – Approval
3. Rental Car Operations – Hertz Corporation – Lease – Approval
4. Rental Car Operations – EAN Holdings, LLC (Alamo Rent A Car and National Car Rental) – Lease – Approval
5. Rental Car Operations – EAN Holdings, LLC (Enterprise Rent A Car, LLC) – Lease – Approval
6. Airline Lease – Delta/Unifi Airlines – Approval
7. Airline Lease – American/Envoy Airlines – Approval
8. Airline Lease – United Airlines – Approval (*Item pulled due to the lease not signed and they had the agreement for two years*).
9. General Services Administration (GSA) for TSA – Lease – Approval
10. M & M Sales (1st Floor Snack, Drink, Medicine and Electronics Vending Placement) – New Terminal – Contract – Approval
11. Coca-Cola Bottling Company United, Inc. – (1st Floor Drink Vending Machine Placement) – New Terminal – Contract – Approval
12. Siemens Security System Preventative Maintenance Contract – Existing Terminal Building – Month to Month – Approval
13. Facility Planning and Control (FP&C) Package 9 Signage – Change Order #6 – The Solomon Group – Approval
14. Facility Planning and Control (FP&C) Package 4a New Jet Bridges – Change Order #5 – John Bean Technology - Approval
15. New Terminal Resident Project Representative Services 2021 – Task Order #38 – Change Order #1 – CBRE|Heery – Approval
16. New Terminal Resident Project Representative Services 2022 – Task Order #41- CBRE|Heery – Approval
17. New Terminal Testing Services – Task Order #16 – Change Order #4 – CBRE|Heery – Approval
18. New Terminal Program – Guaranteed Maximum Price (GMP) – Change Order #17 – Lemoine-Manhattan, JV – Approval
19. Lafayette Terminal Program Construction Administration Services 2022- Work Order #107 – RS&H - Approval
20. Interior Plants & Interior Plant Maintenance Request For Proposals (RFP) – Rejection of Proposals – Approval *Executive Director Picou stated the individuals contacted were concluded as non-responsive.*

RESOLUTION - #2022-01-R1-02 – Scheduled Business - Consensus Item(s)

MOTION: Commissioner Segura moved to accept Consensus Items 1 through 7 and items 9 through 20. The motion was seconded by Commissioner Pierre and the vote was as follows:

AYES: Pierre, Segura, Guilbeau, Guidry

NAYS: None

ABSENT: Hurd, Schilling

MOTION CARRIES

IX. Reports

1. DBE Program Report –*Mrs. Cotton, DBELO, reported the new terminal project summary report was sent to all the Commissioners via email. Mrs. Cotton reported as of November’s verified documentation Lemoine’s*

commitment goal was at 9.52%, which is above the terminal goal of 8.30%. Mrs. Cotton reported the current DBE Attainment based on reported verified payments was 10.83%. Mrs. Cotton stated the Request for Proposals for Interior Plants & Plant Maintenance would be re-advertised per LAC's action and Preventive Maintenance for Jet Bridges Preventative Maintenance and HVAC Preventative Maintenance are being prepared for advertising.

2. Terminal Program Report –Ms. Shelby 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 earlier in the evening a grant was approved, but it is not associated with the terminal. Mr. Groh stated the grant was in the third COVID package and rescue plan. Mr. Groh stated the monies were allocated for concessionaires and it is on a formula basis and the grant is not for the new building. Mr. Groh stated all the money has been allocated for the new terminal building and is being drawn on as needed. Ms. Stach gave an update on the work completed on the airport property. Ms. Stach stated the terminal was substantially complete in October. Ms. Stach showed pictures of the outside and inside of the terminal. Ms. Stach showed top view, parking areas, and the front view of the terminal. Ms. Stach showed the areas the rotunda area, bar area, and some signage. Ms. Stach showed pictures of the concession area/gift shop, kitchen equipment for the restaurant, and the commission room and admin office sign. Ms. Stach showed pictures of gate seating, airline kiosks, airside stripping, landscaping, rental car signage, and landscaping with sod along terminal. Ms. Stach stated all group 1 is substantially complete and Group 2 signage should be complete by Friday, January 14, 2022 and Group 3 package 5 & 6 would be bid on Thursday, January 13, 2022. Ms. Stach stated package 7 Furniture would have everything installed by Friday, January 14, 2022 and looking forward to a successful opening next week.
3. LFT Airport Monthly Fiscal Review (December) — Report available on airport website www.lftairport.com. Executive Director Picou stated Fiscal Review is in the Commissioners' packets for their review.

Executive Director Picou stated the airport closed on the Surplus Auction on January 12, 2022 and the airport made \$33,000 on this auction. Executive Director Picou stated many items did not sell and the items will be disposed of. Commissioner Pierre asked what would happen to the items that did not sell. Executive Director Picou stated according to the public bid law the items would be disposed of.

X. Other Business: None

XI. Adjourn (6:04:00)

RESOLUTION - #2022-01-R1-03 – Adjourn

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

AYES: Pierre, Segura, Guilbeau, Guidry

NAYS: None

ABSENT: Hurd, Schilling

MOTION CARRIES

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