

PROCEEDINGS OF THE LAFAYETTE AIRPORT COMMISSION MEETING OF THE LAFAYETTE REGIONAL AIRPORT OF LAFAYETTE, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING OF FEBRUARY 9, 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, Terry Hurd, Charles Schilling

ABSENT: None

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

GENERAL AUDIENCE: Paula Serrett (CBRE|Heery), Shelby Stach (CBRE|Heery), Chris Groh (CBRE|Heery), Michael Mondragon (RS&H), Travis Priour (Lemoine-Manhattan), Mark Stielper (MBSB), Frank Malagarie, Ralph Broussard (KCB Capital Mgmt.), Michael Stropola (ARFF), Marcus Macip (LHC Group), Cody Thibodeaux (LHC Group), Glenn Edwards (Blue Mountain Aire), Jason Henderson (LAS), Graeme Scott (RS&H), Jason Simoneaux (MBSB), Robert Callahan (Sides and Associates).

I. CALL TO ORDER: (5 : 30 : 00)

II. INTRODUCTION/ROLL CALL

III. PLEDGE OF ALLEGIANCE- Led by Chairman John Hebert

IV. APPROVAL of the Regular LAC Commission Meeting of January 9, 2022.

RESOLUTION - 2022-2-R1-01 Approval of the Regular LAC Commission Meeting of January 12, 2022:

MOTION: Commissioner Guidry moved the Lafayette Airport Commission accept minutes of the Regular LAC Commission meeting of January 12, 2022. Commissioner Pierre seconded this motion and the vote was as follows:

AYES: Pierre, Segura, Guilbeau, Guidry, Hurd, Schilling

NAYS: None

ABSENT: None

MOTION CARRIES

V. EXECUTIVE DIRECTOR'S REPORT:

Executive Director welcomed everyone to their new Commission Meeting Room. Executive Director Picou stated it was mentioned the airport was in its inaugural flight with the first meeting in the New Terminal Commission Meeting Room. Executive Director Picou stated the meeting room looks very nice and works well. Executive Director Picou stated there are a few things still being worked through the building and overall, the building is as expected.

1. Recognition of LAC Staff and Commissioner's February Birthdays *Executive Director Picou stated there were no February birthdays.*
2. Audit – April 11th through April 14th – Wright, Moore, DeHart, Dupuis & Hutchinson etal. *Executive Director Picou stated during these dates the external audit of the airport would take place.*
3. Files Moved from Old Admin Office – *Executive Director Picou stated this is notification to inform the Commission of the files moved over from the old admin building at 222 Tower Drive. Executive Director Picou stated Mrs. Theriot, Secretary, is working on putting files back on the shelves and also, making sure the electronic versions match the paper files. Executive Director Picou stated Mrs. Theriot has been tasked to train all staff within ninety (90) days on the records retention system.*

4. New Terminal Ribbon Cutting Ceremony – January 19, 2022 – *Executive Director Picou stated the Ribbon Cutting Ceremony was well received and thanked all those for attending.*
5. New Terminal Opening – January 20, 2022 – *Executive Director Picou stated the airport went live on January 20, 2022 and nothing out of the ordinary going on with the new building. Executive Director Picou stated there are some things that are being worked on; overall, the building is functioning as designed.*
6. 2022 Surplus Results – LAC owned items which required disposal from the previous terminal, LAC Admin office located on 222 Tower Drive and LAC Maintenance were placed on Publicsurplus.com for a nationwide auction. Bids were received on 1/12/22 resulting in approximately \$30,000 payable to the LAC. Executive Director Picou stated there were some items, which various bidders began bidding against each other, which ultimately raised the price on certain items. LAC staff is reviewing options for items not sold and there will be another Surplus that will happen at a later date.
7. Fiscal Agent and ATM advertisement – The LAC Fiscal Agent and ATM agreement with HomeBank expires on 5/30/2022 with no option terms. LAC Legal is finalizing the publication and will be sent to all banks with a location within Lafayette Parish. This process is highly regulated by state statute and is required every five years. Submitted proposals will be reviewed by the LAC’s auditors (Wright, Moore, Dehart, Dupuis & Hutchinson, LLC) to compile a side-by-side comparison, to present to the Commission, at the May meeting for action. Executive Director Picou stated the standard is the airport picks the fiscal agent and ATM representative for the airport building.
8. Financials – *Executive Director Picou stated the January financials were in the Commissioners’ packets.*

Executive Director Picou stated the airport went live on the airport’s website with Visitor’s passes, in which, people can come and visit the airport and eat in the restaurant area. Executive Director Picou stated the visitor’s pass is for 24hrs. and there are instructions on how to get one on the airport’s website. The individual will need to verify ID (identification) and issued the pass and go through TSA. The visitor pass allows the individual to go through the TSA Precheck line and they can visit the restaurant, gift shop, or visit passengers. Chairman Hebert asked who bears the cost. Executive Director Picou stated the airport handles the cost of the badges and they need to be returned to the airport upon expiration of the time the badge is used. Executive Director Picou stated there would be a \$50.00 fee/fine for the visitor badge(s) not turned in. Commissioner Segura asked how far in advance you can get one. Executive Director Picou stated the 24hr pass can be claimed or registered up to forty-two (42) hours minimum prior and up to seventy-two (72) hours for the weekend. The badge holder will present the visitor’s pass and a valid government issued identification (like a driver’s license) to the TSA; then the holder of the visitor’s pass would scan the visitor’s pass at the card reader located at the checkpoint, enter their unique four digit code, and once the light on the card reader displays a “green” light the visitor would be allowed to enter the TSA checkpoint for screening. Chairman Hebert stated basically the badge takes the place of a boarding pass. Executive Director Picou stated that was correct.

Executive Director Picou stated the bar and restaurant in the new terminal ‘s rotunda area... An email from Mike Reilly. “January 2021 total sales were \$52,444.00 and in January 2022 total sales were \$116,849.00. That’s a 122.8% increase over last year.” Executive Director Picou stated this is the highest sales they ever had. Commissioner Segura stated the terminal didn’t open until January 20th. Chairman Hebert stated the sales count from the old terminal up to the point of the new location in the terminal rotunda area. Chairman Hebert stated that is sales without taking advantage of everything the new terminal has to offer. Executive Director Picou stated the Oakwells’ January remittance was in the amount of \$10,012.00, which is the highest Oakwells has ever paid the airport. Executive Director Picou stated last year in 2021, Oakwells paid the airport \$89K and in the first month of the new terminal and not open a full month, they already paid the airport \$10K.

Executive Director Picou presented each Commissioner with a framed photo of the New Terminal opening and Ribbon Cutting ceremony. Executive Director Picou stated hopefully each framed photo will be displayed proudly for the New Terminal.

9. Fly Lafayette/Passenger Statistics/Sides & Associates Report - *Mr. Callahan stated in January there were 29,444 passengers. Mr. Callahan stated this was about 9,000 more passengers over last year in January. Mr. Callahan stated the load factors were high and United led with 80.4%, followed by American at 68.2%, and Delta at 66.7%. Mr. Callahan stated enplaned and deplaned cargo for the month was up by 300,000 pounds. Enplaned cargo for January was 634,280 pounds and deplaned cargo was 1,373,098 pounds. The Fly Lafayette Club has gone from 164 members in 2014 to currently 11,706. February's prize drawing had 19 winners out of 100 entries. A list of winners was not available due to technical difficulties.*

Commissioner Guidry commended the architects of this new terminal building. Commissioner Guidry stated this is such a beautiful building and the Commission meeting room is amazing. Commissioner Guidry stated it is just little things, like the bend in the Commissioner table and he is able to see everyone. Also, Commissioner Guidry mentioned the hinge of the meeting door looks like a piano hinge, and he stated he could go on about the design of the new terminal.

RESOLUTION - 2022-2-R1-02 Approval of Executive Director's Report:

MOTION: Commissioner Schilling moved the Lafayette Airport Commission accept the Executive Director's Report. Commissioner Segura seconded this motion and the vote was as follows:

AYES: Pierre, Segura, Guilbeau, Guidry, Hurd, Schilling

NAYS: None

ABSENT: None

MOTION CARRIES

VI. Scheduled Business - Discussion Items

1. Blue Mountain Air, LLC. – Assignment of Lease - Discussion/Action – Executive Director Picou Blue Mountain Air, LLC plans to sell its 203 John Glenn Dr. hangar and assign the lease to its current sub-tenant, Palmetto Express Company, LLC, a wholly-owned subsidiary of LHC Group, Inc. Palmetto is currently receiving fuel and maintenance services from Lafayette Aircraft Services at its 125 Shepard Dr. hangar and fuel farm. The Assignment and Assumption of Lease contains language that would permit this fueling and maintenance arrangement between Palmetto and Lafayette Aircraft Services to continue. The 125 Shepard Dr. lease states that Lafayette Aircraft Services is permitted to provide fuel only to aircraft owned or under contract to Lafayette Aircraft Services. In connection with the assignment of the 203 John Glenn Dr. hangar, Palmetto and Lafayette Aircraft Services propose to amend the leases for the 203 John Glenn Dr. hangar, 125 Shepard Dr. hangar, and/or 117 Shepard Dr. hangar (Lafayette Aircraft Services' other hangar). The amendment(s) would provide that any aircraft housed in those hangars may be fueled from the 125 Shepard Dr. fuel farm, provided they are subject to a written maintenance and/or fueling agreement with Lafayette Aircraft Services, which would include a specific indemnity and hold harmless agreement in favor of the LAC. Palmetto and Lafayette Aircraft Services request the LAC's approval of this proposal.

Mr. Glenn Edwards, attorney representing Blue Mountain Air, presented information to the airport. First off, Mr. Edwards extended his congratulations to the Commission and Commission staff. Mr. Edwards stated the building is fabulous and more importantly, as a citizen of Lafayette, member of this community, and a taxpayer, this is a premiere example of a project well done and a project done right. Chairman Hebert thanked him for the comments. Mr. Edwards also stated from the contribution of the

taxpayers, the federal government, and the fact that there is a facility like this in Lafayette that is paid for. Commissioner Segura stated Mr. Edwards was the attorney for the airport in the past. Mr. Edwards stated he was the attorney for the airport from 1987 – 2007 and he sat many days in the old conference room and the room before the old terminal renovations.

Mr. Edwards, representing Blue Mountain Air, and had with him Mr. Jason Henderson, manager of Lafayette Aircraft Services. Mr. Edwards stated Executive Director Picou summarized the nature of Blue Mountain Air's request. Mr. Edwards stated they are requesting Palmetto, a subsidiary of LHC Group, because they have been currently fueling their aircraft and continue to do that. Mr. Edwards stated the initial request for the assignment pointed out by Mr. Swartzendruber, LAC Legal, the fueling of the aircrafts was not in compliance with the lease and this needed to be cleared up. Mr. Edwards stated he was prepared to work with Mr. Swartzendruber on getting amendments and forms signed to meet the LAC Legal requirements. Mr. Edwards stated the fueling would only be for the tenants staying in the hangars under contract. Mr. Edwards stated fuel would not be sold to the public and fuel would not be granted to any new aircrafts. Mr. Edwards stated if anything changes or additional requests in the future, then all information would come before the Commission. Mr. Edwards stated Blue Mountain Air was trying to maintain status quo on moving forward with operations to continue here at the airport. Mr. Edwards stated even though technically the fueling of aircrafts isn't in compliance with the airport; all fuel flowages fees have been paid and are continued to be paid for fuel flowage put into all the aircrafts.

Chairman Hebert asked if the fueling arrangements were just for Palmetto. Mr. Edwards stated Palmetto is the one purchasing the hangar and yes, it would be just Palmetto using the fuel. Chairman Hebert asked for this request it is to modify the lease to be able to fuel planes owned by Lafayette Aircraft Services and Palmetto. Mr. Edwards stated the request is for assignment of the lease and to modify a total of three leases to bring Blue Mountain Air up to compliance. Mr. Edwards stated there are aircrafts housed at the three locations mentioned previously and these three leases will be the ones modified to meet the fuel compliance portion of the leases. Commissioner Segura stated there are two issues: assign the lease to Palmetto and the modifications to allow the fueling and to amend those leases to allow fueling for the other hangars that are run by Lafayette Aircraft Services. Mr. Edwards stated the concept was to modify the leases prior to the sale and assignment of the hangars to Palmetto. Chairman Hebert asked Mr. Swartzendruber if he had any comments. Mr. Swartzendruber, LAC Legal Counsel, stated all that was discussed was his understanding of the proposal and it is correct under the current lease for 125 Shepard does not permit fueling of any aircrafts owned or under contract to Lafayette Aircraft Services. Mr. Swartzendruber stated a little background for the Commission putting the provisions in all of its leases of fuel farms and fueling capabilities is to protect the FBO and keep the FBO in business. Mr. Swartzendruber stated there has not been any other time for this request to be acted on by the Commission during his time of servicing the airport. Commissioner Segura stated usually someone with a hangar with fuel typically owns their own aircrafts and, in this situation, they are a service industry. Commissioner Pierre asked Mr. Swartzendruber if the modifications would rectify the issue at hand. Mr. Swartzendruber stated if the lease were amended, in particular, the 125 Shepard lease would be amended to permit fueling of other aircrafts in all three of these hangars, which don't have to be owned or under contract with Lafayette Aircraft Services as the proposal states and there is an indemnity provision provided, then that would resolve the fueling issue. Mr. Swartzendruber stated he is not referencing the assignment only the fueling. Commissioner Segura stated the assignment of lease is a simple ground lease assignment. Mr. Swartzendruber stated it is an assignment of lease and has a provision already in there stating the airport would be consenting to the fuel and that is the only issue with the assignment. Chairman Hebert stated Mr. Edwards mentioned if Palmetto would sell the assignment would cease. Mr. Edwards stated if Palmetto would sell the hangar or transfer the lease and they wanted to sell fuel he would come back to the Commission

for approval. Chairman Hebert asked if Mr. Edwards would have a problem if the Commission would limit to Lafayette Aircraft Services and if they sell their business there would be a limitation and this accommodation wouldn't continue unless they came back to the Commission. Mr. Edwards stated his client would probably not have an issue with that. Chairman Hebert stated in Mr. Edwards' correspondence it was mentioned the aircraft would have to be housed in 125 Shepard, 117 Shepard, and 203 John Glenn, and the aircraft would have to have a written maintenance agreement with Lafayette Aircraft Services.

Commissioner Guidry asked about a statement mentioned in a letter to Mr. Swartzendruber, "Lafayette Aircraft Services fills a vital role at the airport in supplying a general role of maintenance services, which we understand the FBO does not provide directly." Executive Director Picou stated the statement is accurate and the FBO utilizes Lafayette Aircraft Services to fulfill their obligation to the LAC for maintenance services. Executive Director Picou stated Mr. Matthews and his team provide those services. Commissioner Segura stated the FBO is required to have a maintenance agreement component as well as a flight school, and a few other things, but they don't actually do them and contract those services out. Mr. Edwards stated he didn't want to point out the FBO not fulfilling their services or violating any requirements, but Lafayette Aircraft Services provides a vital service. Commissioner Guidry asked if General Aviation services are provided by others on the airport property. Executive Director Picou stated the FAA says if an aircraft is owned the individual has the right to service the aircraft. Executive Director Picou stated the process of handing out business cards for service or moonlighting is prohibited. Mr. Edwards stated Lafayette Aircraft Services provides service to the General Aviation public, but it is the fueling issue that is limited to the aircrafts in the hangars mentioned. Commissioner Hurd asked if they act as an FBO. Commissioner Segura stated there is only one FBO and the services of aircraft maintenance is provided by Lafayette Aircraft Services. Chairman Hebert mentioned if someone would go to Signature, FBO, and ask for maintenance services they would be steered to Lafayette Aircraft Services. Commissioner Hurd asked questions about the fueling services and how many fueling services are on the airport property. Chairman Hebert stated there are five fueling stations on the airport property and each one that has fueling stations has met the FAA and EPA requirements and only fuels aircrafts from their own hangar per the lease agreements.

Commissioner Guidry asked about the fuel flowage ordinance. Executive Director Picou stated for every gallon of fuel that is flowed on the airfield the airport gets 10 cents per gallon. Executive Director Picou stated this provides airport oversight on quarterly inspections. Commissioner Segura stated no matter where the fuel is pumped on the airport a fuel flowage fee is paid to the airport.

Commissioner Guidry asked about the agenda items stating staff recommends approval and on this item that is not stated. Executive Director Picou stated the staff does not provide recommendations on discussion items. Executive Director Picou stated discussion items should be discussed among the Commissioners and then a decision will be made.

Commissioner Hurd asked if it would be easier to not list specific aircrafts in the lease and say whatever airplane is owned. Mr. Edwards stated the list is provided because the aircrafts are not owned but are serviced and fueled as they are housed in those hangars. Commissioner Segura stated they service several hangars, but only have one fueling tank. Commissioner Hurd stated five (5) aircrafts are listed on the lease and Chairman Hebert stated those are the aircrafts they currently service. Mr. Edwards stated they are trying to clean up the lease and protect what they already provide.

RESOLUTION - 2022-2-R1-03 Blue Mountain Air, LLC. – Assignment of Lease – Discussion/Action:

MOTION: Commissioner Segura moved the Lafayette Airport Commission accept the assignment of the lease of Blue Mountain Air to Palmetto and the amendments for the ability to fuel the aircrafts for Palmetto as well as

allowing them to fuel the planes in the three service agreements in or housed by Lafayette Aircraft Services; also approval given for the Chair to have authority to sign all amendments.

Commissioner Pierre seconded this motion and the vote was as follows:

AYES: Pierre, Segura, Guilbeau, Guidry, Hurd, Schilling

NAYS: None

ABSENT: None

MOTION CARRIES

2. Executive Director's Salary Compensation – Internal Affairs Recommendation – Discussion/Action – Commissioner Pierre stated the Internal Affairs Committee met on February 8, 2022 and the committee recommends compensation for the Executive Director's salary in the amount of 5% and effective on his anniversary date of February 26, 2022.

RESOLUTION - 2022-2-R1-04 Executive Director's Salary Compensation – Internal Affairs Recommendation – Discussion/Action

MOTION: Commissioner Segura moved the Lafayette Airport Commission approve the Internal Affairs Committee's recommendation for the Executive Director's salary increase in the amount of 5% effective on his anniversary date of February 26, 2022. Commissioner Schilling seconded this motion and the vote was as follows:

AYES: Pierre, Segura, Guilbeau, Guidry, Hurd, Schilling

NAYS: None

ABSENT: None

MOTION CARRIES

Executive Director Picou thanked the Commission for the recommendation from Internal Affairs. Executive Director Picou stated it is a pleasure working here at the airport and seven years later and there is a new building and moving forward. Executive Director Picou stated there are more things on the horizon the airport will be taking on to make the airfield better. Commissioner Segura stated it was stated at the ribbon cutting Executive Director Picou was certainly an integral part of getting this terminal in a day to day and week to week basis with everyone else that was involved. Chairman Hebert stated Executive Director Picou was definitely an integral part of the process and the airport has come a long way in seven years. Executive Director Picou stated there were hundreds behind him to help get this airport into the new building.

VII. Scheduled Business – Consensus Items

1. Geofence & Transportation Network Passenger Pickup Fee Establishment – Lyft, Inc., – Approval
2. South Louisiana Community College (SLCC) (114 Borman) Lease Agreement – Exercise 1st Option Term – Approval
3. Lafayette Parish Sheriff's Office (LPSO) – Airport Security Services Contract – Approval *Executive Director Picou stated the old terminal would be used by LPSO for the swat team drill before the building would be torn down.*
4. Siemens-Security System Preventative Maintenance Contract – New Terminal Building – Approval
5. New Terminal Program Project 4 Airside Improvements – Substantial Completion – Lemoine Manhattan JV – Approval
6. Facility Planning & Control (FP&C) – Package 1 Audio Visual – Change Order #7 – EP Breaux – Approval
7. Facility Planning & Control (FP&C) – Package 7 Furniture – Change Order #2 – Arnold and Associates – Approval
8. Facility Planning & Control (FP&C) – Package 10 Technology – Change Order #11 – EP Breaux – Approval
9. Facility Planning & Control (FP&C) – Package 4a New Jet Bridges – Substantial Completion – G&S Mechanical - approval – Approval

10. Facility Planning & Control (FP&C) – Package 8 Baggage Handling System – Substantial Completion – G&S Mechanical – Approval
11. Facility Planning & Control (FP&C) – Package 5 Terminal Demolition – Bid Acceptance and Award – Approval

RESOLUTION - #2022-2-R1-02 05– Scheduled Business - Consensus Item(s)

MOTION: Commissioner Pierre moved to accept Consensus Items 1 through 11. The motion was seconded by Commissioner Hurd and the vote was as follows:

AYES: Pierre, Segura, Guilbeau, Guidry, Hurd, Schilling

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 . Mrs. Cotton reported as of December’s verified documentation Lemoine’s commitment goal was at 9.64%, which is above the terminal goal of 8.30%. Mrs. Cotton reported the current DBE Attainment based on reported verified payments was 10.39%. Mrs. Cotton reported the airport was working with consultants to complete the ACDBE Annual Report which is due March 1, 2022 to the FAA.*
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 now that the airport terminal building is open, they are looking back at all funding sources to see if there are any funds left of any kind and moving them to ongoing projects. Mr. Groh stated they are continuing to work with LADOTD, the FAA, PP&C, and the EDA. Mr. Groh stated there is no more money coming in and the project needs to manage the money it has. Mr. Groh congratulated Commissioner Guilbeau and Commissioner Segura for the past tax that was a big asset on getting the terminal project started. Mr. Groh stated the tax has been talked about the past six years, but the project would not have come to fruition had it not been for the tax. Commissioner Segura stated it always helps to have money when you are begging for money from the FAA. Ms. Stach gave an update on the progress of the terminal , which is mostly substantially complete. Ms. Stach stated traffic is being re-routed through the old short-term parking for the continuation of the loop road. Ms. Stach stated the demo bid was accepted and when the demo is competed parking lots will be finished. Commissioner Segura asked how long would the demo take. Ms. Stach stated the bid stated 120 days with the caveat of the hazardous inspection. Chairman Hebert asked when the 120 days would start. Ms. Stach stated the project bid was awarded today and the paperwork would be sent off to FP&C and they have the money. It is more of FP&C reviewing the documents and then the approval would be given at their monthly committee meeting and then the contract could be signed and then a Notice to Proceed would be given. Commissioner Segura asked what is the estimated time for completion on the parking lot on this side. Ms. Stach stated the approximate time frame would be October or November 2022. Ms. Stach presented updated pictures of the ticket area, TSA queuing, and arrival lobby. Ms. Stach presented pictures of the gift shop areas and the new kitchen area along with the bag handling system and the GSE area. Ms. Stach stated everything in the existing parking lot is completed. Ms. Stach stated John Glenn Drive was dug up and repaved from damage during construction. Ms. Stach stated all of Group 1 is complete and Group 2 has signage being installed. Ms. Stach stated terminal demo was awarded and Phase 25 bid is under review, and all furniture is installed.*
3. LFT Airport Monthly Fiscal Review (February) — Report available on airport website www.lftairport.com. Executive Director Picou stated Fiscal Review is in the Commissioners’ packets for their review.

X. Other Business: None

XI. Adjourn (6:33:00)

RESOLUTION - #2022-2-R1-07 – Adjourn

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

AYES: Pierre, Segura, Guilbeau, Guidry, Hurd, Schilling

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, 200 Terminal Drive, Suite 200, Lafayette, LA 70508. 337.703.4800.