

PROCEEDINGS OF THE LAFAYETTE AIRPORT COMMISSION MEETING OF THE LAFAYETTE REGIONAL AIRPORT OF LAFAYETTE, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING OF MARCH 9, 2022 HELD AT 200 TERMINAL DRIVE, SUITE 200, LAFAYETTE, LA.

ATTENDANCE

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

ABSENT: Charles “Buddy” Schilling

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

GENERAL AUDIENCE: Robert Callahan (Sides & Associates), Melissa O’Neal (Sides & Associates), Michael Mondragon (RS&H), Frank Malagarie, Tim Murray (CBRE|Heery), Paula Serrett (CBRE|Heery), Shelby Stach (CBRE|Heery), Chris Groh (CBRE|Heery), George Groh (CBRE|Heery), Jason Simoneaux (MBSB), Tim Murray (CBRE|Heery), Patrick McIntire (Oats & Marino), Graeme Scott (RS&H), Chief Stropola (ARFF), Robbin Dufen (Siema Construction).

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

II. INTRODUCTION/ROLL CALL

III. PLEDGE OF ALLEGIANCE- Led by Chairman John Hebert

IV. APPROVAL of the Internal Affairs Meeting of February 8, 2022 and the Regular LAC Commission Meeting of February 9, 2022.

RESOLUTION - 2022-3-R1-01 Approval of the Internal Affairs Meeting of February 8, 2022 and the Regular Meeting of February 9, 2022:

MOTION: Commissioner Segura moved the Lafayette Airport Commission accept minutes of the Internal Affairs Meeting of February 8, 2022 and the Regular LAC Commission Meeting of February 9, 2022. Commissioner Pierre seconded this motion and the vote was as follows:

AYES: Pierre, Segura, Guilbeau, Guidry, Hurd

NAYS: None

ABSENT: Schilling

MOTION CARRIES

V. EXECUTIVE DIRECTOR’S REPORT:

1. Recognition of LAC Staff and Commissioner’s March Birthdays
Jennifer Comeaux – Asst. Property& Accounting – 3/8
Shelby Stach – CBRE|Heery – 3/19
Wayne Breaux – Maintenance Worker – 3/22
2. Audit – April 11th through April 14th – Wright, Moore, DeHart, Dupuis & Hutchinson etal. *Executive Director Picou stated the audit of the airport would be taking place in the conference room at 200 Terminal Drive, Lafayette, LA and the auditor is selected as a third party vendor selected by the mayor President.*
3. FAA ACDBE Uniform Report – FY 2021 - The ACDBE Uniform Report (FY 2021) for concessions was due and submitted on March 1st. Attached is a copy for review. *Executive Director Picou stated Mrs. Cotton would be available for questions from the Commission.*

4. GA Ramp Lighting Improvement – *Executive Director Picou stated LAC installed new lighting to improve lighting on the north general aviation ramp. Executive Director Picou stated the lights that were previously installed were dull and not very bright. Executive Director Picou stated this task was not an ask but an improvement. Executive Director Picou mentioned the airport got accolades from the FBO for changing the lighting.*
5. Vice president Visit – *Executive Director Picou stated the Vice President of the United States was supposed to have visited Louisiana, but the trip was postponed. Executive Director Picou gave kudos to the maintenance department as they were there and ready to go. Executive Director Picou stated this group of Secret Service agents had advisors (more senior agents) to assist with this event Executive Director Picou gave hats off to airport operations, as communication kept changing with scheduling. Executive Director Picou mentioned Operations Manager, Giles Menard, helped with recovery of the motorcade and the assets that go along with a visit of this magnitude.*
6. New Parking – Terminal Loop- Road – *Executive Director Picou stated there was still much construction being completed in front of the old terminal. With this change traffic will be rerouted; a map of the changes has been placed on the LAC’s webpage. Executive Director Picou stated things are changing and the airport asks that people slow down and pay attention to construction signage. Chairman Hebert asked if this would be the permanent road and Executive Director Picou stated this would be the path of the permanent road once construction is complete.*
7. Part 139 Table Top Exercise – March 17, 2022 – *Executive Director Picou stated the Part 139 Table Top exercise would be held at 10 am on March 17th in the Commission Meeting room. Executive Director Picou stated this is when the airport exercises its Table Top in the event of an accident or incident at the airport. Executive Director Picou stated mutual aid would be in attendance along with airport operations, ARFF, and the Executive Director. Executive Director Picou stated Commissioners are invited.*
8. Visitor Pass – Update – *Executive Director Picou stated the visitor pass is online and the airport is working through some challenges. Executive Director Picou stated the airport is learning new things and was reaching out to Seattle Tacoma airport as they have a more streamline system. Executive Director Picou stated the airport was trying to make the process all electronic where the applicants are not required to interface with a person to receive the Visitor’s Pass. Executive Director Picou stated the airport has had six (6) people ask to come visit the airport since the program was implemented. Executive Director Picou stated since February the airport handed out seventy-seven (77) badges and out of that fifty-two (52) were new badges and twenty-five (25) were renewals. Executive Director Picou stated the airport has over one thousand badges and this is mainly due to car rental employees now receiving badges.*
9. 2022 Maintenance Vehicle (Budget Item) – Notification – *Budgeted for 2022 is \$32,000.00 for maintenance vehicle. A Ford F-150 Crew Cab will be purchased from LA State Contract. This will replace the 2008 Chevrolet Pickup with 44,523 miles, which will be placed on LAC Surplus.*

Executive Director Picou stated the airport has been questioned about Kopter leaving and the airport has provided the information. Executive Director Picou gave hats off to former Chairman Segura, in which, an offer came from Kopter to basically buy out their lease and with Chairman Segura’s assistance the airport was able to negotiate \$90K more than what was offered. Executive Director Picou stated Kopter left the building in good condition and the building is being marketed with LEDA for other potential tenants. Executive Director Picou stated the airport made the front page of the newspaper mentioning Kopter deciding to leave the airport, which was a business decision for them. Executive Director Picou stated the airport did well by Kopter and they would be welcomed back if ever the opportunity would present itself.

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 February there were 28,107 passengers. Mr. Callahan stated the numbers compared to February 2021 were increased by 10,698 passengers. Mr. Callahan stated load factors remained high with all three airlines topping 75%. Mr. Callahan stated load factors led with United at 84.3%, Delta at 83.6%, and American at 75.2%. Mr. Callahan stated enplaned cargo for the month was 667,405 pounds and deplaned cargo was 1,534,843. Mr. Callahan stated enplaned cargo was up over 120,000 pounds and deplaned cargo was up over 300,000 pounds. Mr. Callahan stated with the opening of the new terminal, two new kiosks have been installed. As you face the airfield, one is to the right of the rotunda in the gate area and the other is in the left gate area. The Fly Lafayette Club has gone from 164 members in 2014 to currently 11,722. January and February's prize drawing had 93 winners. A list of winners was in the Commissioners' Packets.

Mrs. O'Neal, Social Media Specialist with Sides & Associates, gave a PowerPoint presentation on the airport's Facebook views. Mrs. O'Neal had been with Sides and Associates for seven years and has a wealth of knowledge. Mrs. O'Neal presented and went over a few key performance metrics for the airport's Facebook page for the month of January. The presentation went into detail of the number of fans, engagement, impressions, brand awareness, and total engagement of 15,134 interactions. Mrs. O'Neal stated the airport reached 1,054,839 impressions, which means this is the number of times people saw the content published during the month and Sides and Associates had never reached over one million impressions in the history of Sides and Associates handling social media for Lafayette Regional Airport. Mrs. O'Neal stated the impressions did not include any social media advertising and no money was spent on social media advertising. Mrs. O'Neal stated the impressions were from people sharing the content and people sharing content in their stories. Mrs. O'Neal stated the ROI- Return on Investment generated value was \$6,365.20, which would have been the amount spent on social media advertising on paid ads. Mrs. O'Neal stated the top content was the opening of the new terminal, the water cannon salute, the ribbon cutting ceremony, the first flights, and the new officers. Commissioner Pierre asked if the impressions were clicks on the page and Mrs. O'Neal stated the impressions are the number of times people looked at the content of the information that was posted. Mrs. O'Neal stated if any further questions come up to refer them to Executive Director Picou and she thanked the Commission for their time.

Commissioner Pierre asked Executive Director Picou to reiterate the number of visitor badges asked for in January 2022. Executive Director Picou stated there were six (6) visitor badges asked for since the beginning of implementing the program.

VI. Scheduled Business - Discussion Items

VII. Scheduled Business – Consensus Items

1. Louisiana Compliance Questionnaire – LAC FY 2021 Audit – Approval
2. General Architectural and Engineering Consulting Service (A&E) – RS&H Contract – Approval
3. RS&H Supplemental Agreement #3 – Approval
4. 2022 Environmental Planning Support – Work Order #2 – RS&H – Approval
5. 2022 Air Permitting Compliance Support – Work Order #3 – RS&H – Approval
6. Sides & Associates Contract – Budget Amendment – New Terminal Preview/Grand Opening/Ribbon Cutting Ceremonies Costs – Approval
7. Jet Bridge Preventative Maintenance – Award of Contract – Approval
8. Authorization to Re-Advertise – Terminal Advertising Concession – Approval
9. Authorization to Re-Advertise Interior Plants and Interior Plant Maintenance – Approval
10. On-Call Planning Consultant – Selection Committee – Approval
11. New Terminal Program Project 6 Civil Landside – Phase 18 – Substantial Completion – Lemoine-Manhattan JV – Approval

12. Facility Planning and Control (FP&C) Package 1 Audio Visual – Change Order #8 – E.P. Breaux – Approval
13. Facility Planning and Control (FP&C) Package 9 Signage – Change Order #7 – Solomon Group – Approval
14. Facility Planning and Control (FP&C) Package 10 Technology – Change Order #12 – E.P. Breaux – Approval
15. New Terminal Program Guaranteed Maximum Price (GMP) – Change Order #18 – Lemoine-Manhattan JV – Approval
16. Facility Planning and Control (FP&C) Package 6 Airside Phase 25 – Bid Acceptance and Award - Approval

RESOLUTION - #2022-3-R1-02 – Scheduled Business - Consensus Item(s)

MOTION: Commissioner Guidry moved to accept Consensus Items 1 through 16. The motion was seconded by Commissioner Pierre and the vote was as follows:

AYES: Pierre, Segura, Guilbeau, Guidry, Hurd

NAYS: None

ABSENT: Schilling

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 9.67%. Mrs. Cotton stated Lemoine’s attainment which is verified documentation for the project is 10.45%. Mrs. Cotton reported the 2020-2022 ACDBE goals Annual Report for 2021 was submitted to the FAA on March 1, 2022. Mrs. Cotton reported the Car Rental Concessions for the Annual goal for 2021 was 3.12% and achievement was 4.49% performing above the goal. Mrs. Cotton reported the Non-Car Rental Concessions for the Annual goal for 2021 was 5.51% and achievement was.37%. Mrs. Cotton stated there was a short-fall report generated to the FAA for the non-car rental concessionaires. Mrs. Cotton reported on April 26, 2022 the airport will participate in the 2022 National Rental Car Supplier outreach event. Mrs. Cotton reported the outreach is a two part event, which includes a one hour national webinar coordinated for all time zones at the same time. Mrs. Cotton reported the second part of the outreach is hosted by each local airport where an overview of airports’ ACDBE Program would be given and a representative from the car rental agency would be available to discuss contracting opportunities for their agencies. Mrs. Cotton reported this outreach would be for any ACDBE company or anyone that would like to become ACDBE certified. Mrs. Cotton reported this program would help in getting the airport’s non rental car goal increased. Mrs. Cotton reported the project currently being advertised are the On-Call Planning Consultant RFP and first advertisement is set for Thursday, March 10, 2022. Mrs. Cotton reported the On-Call Planning Consultant would be for compliance with all FAA guided documents such as cost analysis etc.*
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 is continuing to work with the airport staff to coordinate infrastructure allocation of funds. Mr. Groh stated the bar graph slide shows where the airport is on funding. Mr. Groh stated the next slide shows the graph of funding spent verses what is left to spend. Ms. Stach gave an update on the work completed on the airport property. Ms. Stach showed new pictures of the progress of the terminal. Ms. Stach stated the Airside Improvements Project 4 had new AOA fence and Project 6 had landside improvements. Ms. Stach stated Project 6 improvements included the detention pond, hydro seed at the pond, and Phase 21 demo. Ms. Stach gave an update on the FP&C projects which majority are substantially complete. Ms. Stach stated the parking lot canopy is substantially complete and the signage*

is going through punch list of items. Ms. Stach stated the terminal demolition contract should be signed soon and furniture will be delivered soon from change orders.

3. LFT Airport Monthly Fiscal Review (February) — 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 the Automatic Monthly Renewals were in the Commissioners’ packets.

Executive Director Picou stated the Acadiana Tap House monthly report for February showed they paid the airport \$11,388.00 in a month with the shortest number of days. Commissioner Pierre asked if there was a typo for vending amount. Executive Director Picou stated the report will be verified and most likely does have a typo for the vending dollar amount.

Executive Director Picou stated COVID is still around and it is still mandated to wear a mask inside the terminal building. Executive Director Picou stated the airport still has announcements playing and the airport will see what happens on March 18, 2022 when the executive order should expire. Executive Director Picou stated there are questions from people asking about kids not having to wear a mask when riding a school bus, but when at the airport you need to continue to wear a mask.

IX. Executive Session

1. Pending Litigation
15th Judicial District Court, Parish of Lafayette, State of Louisiana
Docket Number 2016-6858”K”
Parties: Lafayette Airport Commission, Pavement Maintenance Unlimited, LLC, URS Corporation, and Sussex Insurance Company f/k/a/ Companion Property and Casualty Insurance Company (“Surety”)

RESOLUTION - #2022-3-R1-03 – Go into Executive Session

MOTION: Commissioner Segura moved to go into executive Session. The motion was seconded by Commissioner Guilbeau and the vote was as follows:

AYES: Pierre, Segura, Guilbeau, Guidry, Hurd

NAYS: None

ABSENT: Schilling

MOTION CARRIES

RESOLUTION - #2022-3-R1-04 – Come out of Executive Session

MOTION: Commissioner Hurd moved to come out of Executive Session. The motion was seconded by Commissioner Guilbeau and the vote was as follows:

AYES: Pierre, Segura, Guilbeau, Guidry, Hurd

NAYS: None

ABSENT: Schilling

MOTION CARRIES

Chairman Hebert asked if Legal Counsel had a recommendation on the litigation. Mr. Todd Swartzendruber, Legal Counsel, recommended if the Commission is inclined to accept counsel’s recommendation to accept and approve the settlement of the litigation and to authorize the Chairman to sign the settlement agreement.

RESOLUTION - #2022-3-R1-05 – Executive Session – Pending Litigation

MOTION: Commissioner Pierre moved to accept Legals’ recommendation to approve the settlement. The motion was seconded by Commissioner Guilbeau and the vote was as follows:

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

X. Other Business: None

XI. Adjourn (6:25:00)

RESOLUTION - #2021-3-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: Pierre, Segura, Guilbeau, Guidry, Hurd
NAYS: None
ABSENT: 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, Suite 200, Lafayette, LA 70508. 337.703.4800.