

PROCEEDINGS OF THE LAFAYETTE AIRPORT COMMISSION MEETING OF THE LAFAYETTE REGIONAL AIRPORT OF LAFAYETTE, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING OF APRIL 13, 2022 HELD AT 200 TERMINAL DRIVE, LAFAYETTE, LA.

ATTENDANCE

COMMISSION: John Hebert (Chairman), Samuel Pierre (Vice – Chairman), Paul Segura (Secretary/Treasurer), Terry Hurd, Tim Breaux

ABSENT: Lynn Guidry, Charles Schilling

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

GENERAL AUDIENCE: Robert Callahan (Sides & Associates), Michael Mondragon (RS&H), Steve Creamer (RS&H), Shelby Stach (CBRE|Heery), Michael Stropola (ARFF), Frank Malagarie, Ralph Broussard (KCB Capital Mgmt.), Mark Stielper (MBSB), Chris Groh (CBRE|Heery), Paula Serrett (CBRE|Heery), Bryan Tabor (LCG), Andrew Boulet, Graeme Scott (RS&H), Shelby Stach (CBRE|Heery), Paul Guilbeau.

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 March 9, 2022.

RESOLUTION - 2022-4-R1-01 Approval of the Minutes of the Regular Meeting of March 9, 2022:

MOTION: Commissioner Hurd moved the Lafayette Airport Commission accept minutes of the Regular Meeting of March 9, 2022. Commissioner Segura seconded this motion and the vote was as follows:

AYES: Segura, Hurd, Breaux

NAYS: None

ABSENT: Guidry, Schilling, Pierre

MOTION CARRIES

Chairman Hebert welcomed Councilman. Bryan Tabor from the Lafayette Parish Council. Commissioner Pierre entered the meeting after the Chair's announcement of Mr. Tabor.

Chairman Hebert recognized the airport's outgoing commissioner Mr. Paul Guilbeau, which served three full terms. Chairman Hebert and the Commissioners present all said a few words towards Mr. Guilbeau for his service on the airport Commission. Mr. Guilbeau was presented a plaque with the new terminal image on it with his dedicated years of service engraved.

Chairman Hebert introduced the airport's new Commissioner Tim Breaux. Chairman Hebert stated Commissioner Breaux comes from a lengthy background in government and state investing. Chairman Hebert stated Commissioner Breaux will be a great asset to the Commission.

Executive Director Picou welcomed Commissioner Breaux and stated there are several great things going on at the airport. Executive Director Picou stated everything that goes on at the airport is to make it more marketable, better, and inviting to the public and tenants. Commissioner Breaux thanked Executive Director Picou.

V. EXECUTIVE DIRECTOR'S REPORT:

1. Recognition of LAC Staff and Commissioner's April Birthdays
Blaise Venable – Maintenance – 4/3
Chris Groh – Kutchins&Groh/CBRE|Heery – 4/3
Rob Chomiak – CBRE|Heery – 4/7
Ryan Celestine – Operations Specialist – 4/8
Cindy McDaniel – Receptionist – 4/21
2. Audit – April 18th through April 22nd – Wright, Moore, Dehart, Dupuis & Hutchinson et al.- *Executive Director Picou stated the audit was to occur this week, but it was moved due to the auditor request.*
3. Part 139 Table Top Exercise – March 17, 2022 *Executive Director Picou thanked Commissioner Hurd for his attendance. Executive Director Picou stated the event was well attended by a multitude of agencies. This event allows various agencies to gather in one place and “exercise” the Airport’s Emergency Plan in the event of an aircraft accident or incident*
4. Vice President Visit *Executive Director Picou stated the Vice President did arrive and everything went very well. Executive Director Picou gave a hats off to Airport Operations, especially Mr. Giles Menard, who was instrumental in working through the event with the Secret Service as well as the Airport Maintenance Department.*
5. Perimeter Fence Enhancement *Executive Director Picou stated this is where the airport will replace the Perimeter fence from 101 Tower Drive (formerly Kopter) to 112 Borman Drive. Executive Director Picou stated the project would be advertised within the next forty-five (45) days. Executive Director Picou stated the Commission approved the fence and this is notification of the airport working on this project. Executive Director Picou stated this would be a black vinyl fence, a little taller, and it would be twelve (12) inches towards the airfield. Executive Director Picou stated the fence area on Surrey Street would have obstruction lights on the top of the fence because it gets closer to the runway.*
6. Safety Meeting – April 22, 2022 *Executive Director Picou stated a flyer would be sent to the Commissioners’ attention. Executive Director Picou stated the safety meetings are held once a quarter, but due to COVID they were postponed.*
7. Mask Mandate -*Executive Director Picou stated the CDC has extended the mask mandate for public transportation until May 3, 2022. Executive Director Picou stated it is required for all persons entering the terminal building to wear a face covering until May 3, 2022. Executive Director Picou stated hopefully the mask mandate will be released soon. Executive Director Picou stated the airlines have reached out to the Executive Branch of the government and written letters in support of removing the masks from airplanes.*
8. Part 139 Inspection – *Executive Director Picou stated Part 139 inspection would occur on May 11 – 13, 2022.*
9. Surplus – 2022 – *Executive Director Picou stated there are surplus items from the old terminal and the surplus started April 8, 2022 and will end on May 9, 2022. Executive director Picou stated with the last surplus the airport raised \$33K.*
10. 33rd Annual Aviation Fun Day – October 8, 2022 – *Executive Director Picou stated again this is an area where COVID put a damper on things. Executive Director Picou stated this event is an event opened up to younger children to learn about the airport and it occurs at the ARFF station. Executive Director Picou stated there are games, fun jump houses, and the children are taken to the runway for an airplane toss.*
11. Airport Rental Car Supplier Diversity Outreach Event – April 26, 2022 - The Lafayette Regional Airport will participate in the 2022 Airport Rental Car Outreach event on Tuesday, April 26th from 11 a.m. – 1 p.m. It’s a two part event, the national webinar and LFT local outreach event. More details will be given in the DBE report.

Executive Director Picou stated on April 7, 2022 there was a fire in Delta Air Lines office caused by

lithium-ion batteries which were being charged ignited and caused damage. Executive Director Picou stated the airport and Delta Air Lines are in the clean-up stage. Executive Director Picou stated Delta Air Lines was leading the charge on the cleanup and the airport was conducting oversight to make sure the building is built back to airport standards. Executive Director Picou stated Servpro was cleaning the area and providing additional ventilation with several fans. Executive Director Picou stated there was smoke and water damage and the main damage was water due to the sprinkler system. Executive Director Picou stated the airport was working with Delta Air Lines and a Task Order would be coming from RS&H to oversee and make sure the building is built back to airport standards.

Executive Director Picou stated there was an Alert 3, aircraft crash on the same day, April 7, 2022. Executive Director Picou stated there was a Lance Air aircraft for hire and flew from Houston to Dallas and upon arriving at LFT the aircraft's nose gear collapsed. Executive Director Picou stated the runway was closed only for one hour and six minutes and then the runway was returned to service. Executive Director Picou gave a hats off to Airport Operations for getting the runway open in a short amount of time and hats off to Lafayette Aircraft Services.

Executive Director Picou stated on the same day, April 7, 2022, Acadiana Kitchen and Bar had an employee having chest pains.

Executive Director Picou stated Chairman Hebert was aware of all things going on and he took the time to send emails and texts to his fellow Commissioners.

Executive director Picou stated on Monday, April there was another fire alarm that went off and there was an evacuation. Executive Director Picou stated there is no reason for the fire alarm to go off but the evacuation was successful and the airport returned back to operations in a short amount of time.

Executive Director Picou stated the agenda doesn't always show everything and he gave an at-a-girl to Mrs. Catina Theriot. Executive Director Picou stated Mrs. Theriot had a gentleman call, in which was visually impaired, and asked if someone could escort him and assist with maneuvering throughout the building. Executive Director Picou stated Mrs. Theriot did escort the gentleman around and she learned a lot and it was fulfilling for both the visually impaired gentleman and Mrs. Theriot. Executive Director Picou thanked Mrs. Theriot for taking care of the gentleman and stepping up to assist.

12. LAC Compliance & Enforcement Regulation Policy Review – *Executive Director Picou stated the policy is for Commissioners' review for thirty (30) days. Executive Director Picou stated if there are any questions or comments from the Commission to please direct them to the LAC office.*
13. Financials – *Executive Director Picou stated the financials were in the Commissioners' packets for review.*
14. Fly Lafayette/Passenger Statistics/Sides & Associates Report - *Mr. Callahan stated the recovery from COVID continues and in March there were 33,389 passengers. Mr. Callahan stated compared to the 2021 March numbers, this was an increase of 7,529 passengers. Mr. Callahan stated load factors were high for all three airlines, with American at 84.5%, Delta at 82.3%, and United at 78.6%. Mr. Callahan stated enplaned cargo for the month was 839,275 pounds and deplaned cargo was 1,703,406. Mr. Callahan stated cargo compared to 2021, showed enplaned cargo was up over 83,000 pounds and deplaned cargo was down by 43,000 pounds. Mr. Callahan stated there are two new kiosks installed in the new terminal; one to the right of the rotunda in the gate area and the other in the left gate area. The Fly Lafayette Club has gone from 164 members in 2014 to currently 11,769. March's prize drawing had 35 winners. A list of winners was in the Commissioners' Packets.*

Commissioner Breaux asked what do the winners get when they win from the Fly Lafayette Club. Mr. Callahan stated the winners get gift certificates to local businesses and restaurants in the area.

VI. Scheduled Business - Discussion Items

VII. Scheduled Business – Consensus Items

1. 2022 Annual Groundwater Monitoring – Work Order #4 – RS&H - Approval
2. Fiscal Agent and ATM Provider Bid – Rejection of Bid – Approval
3. Fiscal Agent and ATM Services – Authorization to Re-Advertise – Approval
4. Fiscal Agent and ATM Contract Short-Term Extension – Home Bank – Approval
5. 2022 Cajun Man Triathlon Annual Event – Approval
6. New Terminal Program – Project 6 Civil Landside – Phase 5 – Substantial Completion – Lemoine-Manhattan JV – Approval
7. Facility Planning and Control (FP&C) Package 1 Audio Visual – Substantial Completion – E.P. Breaux – Approval
8. Facility Planning and Control (FP&C) Package 7 Furniture – Change Order #3 – Arnold and Associates – Approval
9. Facility Planning and Control (FP&C) Package 10 Technology – Substantial Completion – E.P. Breaux – Approval
10. Taxiway Foxtrot Phase II Enabling and Juliet – Change Order #4 – The Lemoine Company – Approval
11. Taxiway Foxtrot Phase II Enabling and Juliet RPR Services – Task Order #33 – Change Order #1 – CBRE|Heery – Approval
12. Blue Mountain Air, LLC – Lease Assignment – Ratification of Chairman’s Action To Substitute LHC Group, Inc. for Palmetto Express Company, LLC. – Approval
13. Petroleum Helicopters (PHI Aviation) Main Campus – Lease Extension – Approval Pending Legal Review *Commissioner Pierre asked for a little more information on this. Chairman Hebert stated the Commission is seeking approval for their lease through the end of the year. Chairman Hebert stated the airport will meet with PHI to discuss their plans. Commissioner Segura stated the Commission had been approving the lease extensions for the past two years. Chairman Hebert stated there is a one year period before the expiration of the lease, in which they have to give notice, and all along the airport has been pushing the one year period further out. Chairman Hebert stated the end of the lease is here and the lease is being extended to the end of the year.*

RESOLUTION - #2022-4-R1-02 – Scheduled Business - Consensus Item(s)

MOTION: Commissioner Segura moved to accept Consensus Items 1 through 13. The motion was seconded by Commissioner Pierre and the vote was as follows:

AYES: Pierre, Segura, Hurd, Breaux

NAYS: None

ABSENT: Guidry, Schilling

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 9.65%. Mrs. Cotton reported Lemoine-Manhattan was operating under a goal of 8.30%. Mrs. Cotton reported the current attainment based on reported verified payments was 10.40%. Mrs. Cotton reported the Airport Rental Car Supplier Diversity Outreach Event would take place on April 26, 2022 from 11-1pm with two sessions. Mrs. Cotton stated the first session would be a national webinar hosted by the rental cars at 11am. Mrs. cotton reported the topic would be past, present, and the future of rental cars. At noon the LAC will host a Zoom session where the Airport’s ACDBE program would be discussed and airport concessionaire representatives*

would participate to discuss potential contracting opportunities for their agencies. Both sessions are open to the public and Save the Date notifications have been sent out to the airport distribution lists and posted on the LAC's website. The final flyer would be sent out on Monday, April, 18, 2022. Mrs. Cotton reported airport projects currently being advertised was the On-Call Planning Consultant RFQ and SOQ packets are due Monday, April 18, 2022. Mrs. Cotton reported terminal advertising concession advertisement RFPs are due April 27, 2022.

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 there was not much of an update form last month. Mr. Groh stated the big item is working with the auditor next week to make sure all the grants from last year and payments align with their records. Mr. Groh stated continued coordination ongoing with the FAA and DOTD with open grants with FP&C to move forward on the last airfield Phase 25. Mr. Groh stated the bar graph slide shows where the airport is on funding. Mr. Groh went over the bar graph showing the monies to fulfill and waiting to be closed Ms. Stach gave an update on the work completed on the airport property. Ms. Stach stated the work ongoing is in the old short term parking and the new road will be open to continue the terminal loop road, Ms. Stach showed new pictures of the progress of the terminal loop road construction. Ms. Stach stated the parking lot canopy is substantially complete and the signage punch list items and corrections are ongoing. Ms. Stach stated the terminal building demolition was waiting on the hazardous survey that is in progress. Ms. Stach stated the airside improvements phase 25 contract has been executed and there is ongoing coordination for notice to proceed. Ms. Stach stated the furniture installation is in progress for added pieces.
3. LFT Airport Monthly Fiscal Review (March) — 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 Automatic Monthly Renewals were in the packet for Commissioners' review.

IX. Other Business: None

X. Adjourn (6:10:00)

RESOLUTION - #2022-4-R1-03 – 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, Hurd, Breaux

NAYS: None

ABSENT: Guidry, 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.