

PROCEEDINGS OF THE LAFAYETTE AIRPORT COMMISSION MEETING OF THE LAFAYETTE REGIONAL AIRPORT OF LAFAYETTE, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING OF MAY 11, 2022 HELD AT 200 TERMINAL DRIVE, LAFAYETTE, LA.

ATTENDANCE

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

ABSENT: None

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

GENERAL AUDIENCE: Jason Simoneaux(MBSB), Shelby Stach (CBRE|Heery), Paula Serrett (CBRE|Heery), Frank Malagarie, Chris Groh (CBRE|Heery), George Groh (CBRE|Heery), Graeme Scott (RS&H), Tim Murray (CBRE|Heery), Kam Movassaghi (LAC Consultant), Dee Stanley (Sides & Associates), Todd Vincent (Sellers & Associates), Cheryl Campbell (Unlimited Cleaners), Cherie Melancon (Sellers & 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 April 13, 2022.

RESOLUTION - 2022-5-R1-01 Approval of the Minutes of the Regular Meeting of April 13, 2022:

MOTION: Commissioner Schilling moved the Lafayette Airport Commission accept minutes of the Regular Meeting of April 13, 2022. Commissioner Breaux seconded this motion and the vote was as follows:

AYES: Guidry, Hurd, Schilling, Breaux

NAYS: None

ABSENT: Pierre, Segura

MOTION CARRIES

Chairman Hebert gave condolences to Executive Director Picou and his family on the loss of his father. Chairman Hebert stated because of the circumstances Executive Director Picou would not be in attendance and Mrs. Mary Green, Financial Comptroller, would fill in for the meeting.

Chairman Hebert stated legal counsel has informed the Chairman the airport was ready to close on the purchase of the school board property on Monday, May 16, 2022. Chairman Hebert stated there were months of discussion, legal counsel correspondence, and remediation to get the airport to the point of closing the sale.

Commissioner Segura entered the meeting.

V. EXECUTIVE DIRECTOR'S REPORT:

1. Recognition of LAC Staff and Commissioner's May Birthdays
Aline Nelson – Accounting Clerk – 5/5
Captain Credeur – ARFF – 5/12
Chad Brown – Maintenance Worker – 5/18
Ashley Simon – Environmental Compliance Officer – 5/23
Keith Theriot – Maintenance Worker – 5/23
Catina Theriot – Secretary – 5/31
2. Part 139 Inspection – *Mrs. Green stated the airport's Part 139 inspection began on Wednesday, May 11,*

- 2022 and will conclude on Friday, May 13, 2022.*
3. New Road active in Front of Old Terminal – *Mrs. Green stated upon entering on Terminal Drive construction is ongoing in preparation of the old terminal demolition.*
 4. Filming – *Mrs. Green stated there was a filming production crew that used the Kopter facility on airport property and the filming has concluded.*
 5. Financials – *Mrs. Green stated the financials were in the Commissioners' packets for review.*
 6. Fly Lafayette/Passenger Statistics/Sides & Associates Report – *Mrs. Green stated in April there were 41,758 passengers. Mrs. Green stated compared to April 2021, the airport had an increase of 9,036 passengers. Mrs. Green stated load factors for all three airlines remained high with Delta at 77.1%, American at 72.3%, and United at 68.0%. Mrs. Green stated enplaned cargo for the month was 912,159 pounds and deplaned cargo was 1,457,939 pounds. The Fly Lafayette Club has gone from 164 members in 2014 to currently 11,825. April's prize drawing had 33 winners out of 122 entries. A list of winners was in the Commissioners' Packets.*

VI. Scheduled Business - Discussion Items

1. Request for Qualifications – On Call Planning Consultant – Selection Committee Recommendation – Discussion/Action – Commissioner Hurd stated this item includes the qualifications for the On Call Planning Consultant and the selection committee met and reviewed the documents and heard statements from Kutchins and Groh. Commissioner Hurd stated the committee reviewed documents and scored the packet and presentation.

Commissioner Pierre entered the meeting.

Commissioner Hurd stated the Selection Committee recommended Kutchins and Groh to the Commission as the On Call Planning Consultant. Commissioner Segura asked if the process was required by the FAA. Commissioner Hurd stated the process does follow FAA guidelines

Chairman Hebert stated Item one under Discussion did not need any action. Mr. Swartzendruber, Legal Counsel, stated typically with the RFQ processes for consultants, the first step is to come to the full Commission with a committee recommendation. Mr. Swartzendruber stated item two is accepting the consultant recommendation. Chairman Hebert stated item one was a presentation of the recommendation and item two was the Commission's full acceptance of the recommendation. Chairman Hebert asked if any action was required on discussion item one. Mr. Swartzendruber stated there was no action needed on item one and only on item two. Commissioner Segura asked if the committee was prepared for a recommendation. Commissioner Hurd stated if the Commission wanted to hear the presentation of the Consultant it would need to occur after the Regular Meeting. Chairman Hebert and Commissioner Segura asked what the committee's recommendation was. Commissioner Hurd stated the committee's recommendation was to go with Kutchins and Groh. Commissioner Breau asked where the consultant company Kutchins and Groh was based out of. Mrs. Green stated the company was out of New Orleans. Commissioner Segura stated Kutchins and Groh worked with the airport on the terminal process.

Mr. George Groh, Kutchins and Groh, stepped up and gave some background information on the company and all the work they have done for the airport. Mr. Groh stated they are out of New Orleans and they helped with the terminal project and secured the financing with the grant administration for the new terminal building. Mr. Groh stated Kutchins and Groh is a planning firm which only works on aviation projects. Mr. Groh stated his son Mr. Chris Groh would be the project manager for the consultant. Commissioner Segura stated the planning consultant could be your engineers but not be involved. Mr. Groh stated the FAA does not actually encourage engineers planning for themselves.

Chairman Hebert stated Item one required no action.

2. Request for Qualifications – On Call Planning Consultant – Acceptance of Selection Committee Recommendation– Discussion/Action – Mrs. Green stated the selection committee voted and has recommended to the LAC, Kutchins and Groh to continue in the process for On Call Planning Consultant for a three (3) year term, with two (2) possible one (1) year extensions. The LAC (chose one): 1. Accepts the recommendation of Kutchins & Groh from the Selection Committee to continue in the RFQ process for On Call Planning Consultant or 2. The LAC rejects the recommendation of Kutchins & Groh from the Selection Committee to continue in the RFQ process for On Call Planning Consultant. Note: if accepted, the LAC reserves the option to request an oral presentation by selected firm or waive the oral presentation and base its award solely on information supplied in the SOQ. Should the LAC request an oral presentation it will be immediately following the May 11, 2022, LAC monthly meeting.

Commissioner Pierre stated it may be a typographical error on item one, but from a legal standpoint item one does not need any required action. Mr. Swartzendruber, Legal Counsel, stated scheduled business item one was a discussion item only and does not need any action.

RESOLUTION - 2022-5-R1-02 Request for Qualifications – On Call Planning Consultant – Acceptance of Selection Committee Recommendation – Discussion/Action:

MOTION: Commissioner Segura moved the Lafayette Airport Commission approve the On Call Section Committee recommendation for Kutchins and Groh as consultant. Commissioner Pierre seconded this motion and the vote was as follows:

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

NAYS: None

ABSENT: None

MOTION CARRIES

VII. Scheduled Business – Consensus Items

1. LAC Compliance & Enforcement Regulation Policy – Approval
2. 2022 Construction Stormwater Compliance Training – Work Order #7 – RS&H – Approval
3. Facilities Lease Maintenance Evaluation Reports 2022-2023 – Work Order #01 – RS&H – Approval
4. PHI Aviation – 119 Shepard Drive – Short Term Lease Agreement – Approval
5. Purchasing Policy – Amendment – Approval
6. Record Retention Policy – Amendment – Approval
7. LAC Grievance Policy – Approval
8. Terminal Advertising Concessions Program – Rejection of Proposal(s) – Approval
9. New Terminal Program Project 6 Civil Landside – Phase 8 – Substantial Completion – Lemoine Manhattan JV – Approval
10. New Terminal Program Project 6 Civil Landside – Phase 20 – Substantial Completion – Lemoine Manhattan JV – Approval
11. New Terminal Program Project 6 Civil Landside – Phase 23 – Substantial Completion – Lemoine Manhattan JV – Approval
12. Lafayette Airport 2022 Miscellaneous Engineering – Work Order #10 – RS&H - Approval

RESOLUTION - #2022-5-R1-03 – Scheduled Business - Consensus Item(s)

MOTION: Commissioner Segura moved to accept Consensus Items 1 through 12. The motion was seconded by Commissioner Hurd and the vote was as follows:

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

NAYS: None

ABSENT: None

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 9.62%. 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 10.43%. Mrs. Cotton stated the airport was working on an RFP document for readvertisement of the Interior Plant & Plant Maintenance to advertise later this month. Mrs. Cotton reported the link to the Title VI training would be sent to the Commissioners later this week.
2. Terminal Program Report –Ms. Stach, CBRE|Heery, gave a presentation on the terminal program. Mr. Chris Groh, Kutchins & Groh/CBRE|Heery, stated there was not a whole lot different from last month on the funding. Mr. Groh stated they continue to coordinate with all the different funding resources. Mr. Groh stated the airport was getting closer to changing discussions form how to allocate the funding grants to closing them out. Mr. Groh sated it may be a yearlong process of closing out the grants and finish paying companies off. Mr. Groh mentioned the funding bar graph showing the funding received and the funding left to draw down on. Ms. Stach gave an update on the work completed on the airport property. Ms. Stach stated the only project not substantially complete is the Civil Landside and will continue until next year. Ms. Stach showed pictures of the landside improvements with electrical being installed for the parking area. Ms. Stach stated the FP&C signage project is ongoing with corrections on going on incorrect colors on signs and it will take a couple of months to switch out signs. Ms. Stach stated there will be one more delivery of furniture and then the project will be substantially complete. Commissioner Segura asked how long will the public parking area be disrupted. Ms. Stach stated the parking area would be complete in the October time frame depending on weather. Ms. Stach stated the terminal loop road should be finished inn October 2022. Commissioner Segura asked how many parking spaces have been lost in the construction area. Ms. Stach stated maybe fifty or sixty parking spaces lost. Commissioner Breaux asked what is the purpose for the area that is torn up right now. Ms. Stach stated the loop road goes in front of the old terminal and will be lower parking. Ms. Stach stated the employee lot will be almost exactly under where the old terminal is currently located. Ms. Stach stated the employee parking, the VIP parking, and the observatory area are all waiting on the demolition project.
3. LFT Airport Monthly Fiscal Review (April) — Report available on airport website. Mrs. Green stated the Fiscal Review is in the Commissioners’ packets for their review.
4. Automatic Monthly Renewals – Mrs. Green stated Automatic Monthly Renewals were in the packet for Commissioners’ review.

IX. Other Business: None

X . Adjourn (7:08:00)

RESOLUTION - #2021-5-R1-04 – Adjourn

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

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

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