

The Airport Authority of Airport District No. One of Calcasieu Parish of Louisiana met in regular session at 4:00 PM on Wednesday July 8, 2020 in the Airport's Department of Public Safety Conference Room with Mary Kaye Eason, President, presiding with the following members present:

Messrs. Adam Gremillion, Hiram DuRousseau, and Rock Palermo III.

Absent: John Berryhill.

Also present were Messrs. Heath Allen, Jimmy Grigus, and Mark McMurry.

Attending via zoom: Walt Jessen and Mike Dees.

The Pledge of Allegiance was recited.

It was advised that bids were received on July 1 at 2:00 PM for the Passenger Terminal Loading/Unloading Porte Chochere' – Phase 1.

It was noted that the total budget for the project is \$2,200,000.00 and is being funded using 100% Airport Improvement Program (Federal) funding - \$1,100,000 FY2020, \$1,100,000 FY2021, other funding TBD if necessary. (CARES).

Mr. Allen reported that only one bid was received and it was well above the Engineer's estimate of budget, his recommendation is that this bid be rejected and re-advertised accordingly. Mr. Allen stated that some modifications will be made to the bid in an effort to reduce costs.

Motion was made by Mr. Palermo, seconded by Mr. DuRousseau and carried unanimously to reject first bid and re-issue bid with modifications.

It was advised that bids were received on July 7 at 10:30 AM for the Passenger Loading Bridge project.

It was noted that the total budget for the project is \$2,200,000.00 and is being funded using 100% Airport Improvement Program (Federal) funding - \$1,100,000 FY2020 \$1,100,000 FY2023.

Motion was made by Mr. Palermo, seconded by Mr. DuRousseau and carried unanimously to accept JBT Aerotech Jetway Systems base bid and alternates 1 and 2.

It was moved by Mr. DuRousseau, seconded by Mr. Gremillion and carried unanimously to approve the minutes of the Regular Authority Meeting held June 10, 2020.

Motion was made by Mr. DuRousseau, seconded by Mr. Palermo and carried unanimously to approve payment of all current invoices.

It was moved by Mr. Gremillion, seconded by Mr. DuRousseau and carried unanimously to move the regular August meeting of the Airport Authority to August 12, 2020 at 4:00 PM.

President Eason recognized Mr. Eric Grueber, CPA from Steven M. DeRouen & Associates to present the 2019 Legislative Audit.

Mr. Grueber delivered his report and declared that the Airport was in a good financial position and that there were no material weaknesses and/or findings observed in their review of the Airport's financial statements.

Motion was made by Mr. Gremillion, seconded by Mr. DuRousseau and carried unanimously to accept audit procedures as presented by Mr. Grueber.

It was moved by Mr. Durousseau, seconded by Mr. Gremillion to approve Task Order Six relative to planning services as provided through the existing agreement between the Airport and Kutchins and Groh, LLC.

It was noted that Task Order Six includes planning activities for 2020-2021 relating to the Airport's capital improvement program, grants management, PFC program, DBE program and others. The budget is based on a "not to exceed" value of \$253,254.32.

It was advised that requests for qualifications for design consultants were received on June 24 at 3:00 PM relative to the Apron Lighting project. Receive report relative to the consultants scoring and ranking and take appropriate action thereon.

Mr. Allen reported that two proposals were received, one from D.W. Jessen and Associates and another from Marrero Couvillon and Associates, L.L.C.

After the scoring process, the total cumulative score for D.W. Jessen 12.9075 and for Marrero 9.865. It was recommended by Mr. Allen to select D.W. Jessen and Associates.

Motion was made by Mr. Palermo, seconded by Mr. DuRousseau and carried unanimously to select D.W. Jessen and Associates as design consultants relative to the Apron Lighting project and further authorize the President of the Authority or her designee to execute all documents related thereto.

It was moved by Mr. DuRousseau, seconded by Mr. Palermo and carried unanimously to adopt a resolution requesting/accepting a multi-year grant from the Federal Airport Improvement Program (100% of total project cost) for the Passenger Loading Bridge and Loading/Unloading Porte Chochere' – Phase 1 projects, and further authorize the President of the Airport Authority or her designee to execute the grant agreement and all other documents related thereto.

Motion was made by Mr. DuRousseau, seconded by Mr. Palermo to approve an amendment to the agreement between the Airport and UBMi Princeton, LLC for Marketing Support Services as part of the Small Community Air Service Development Program (SCASDP) grant that the Airport received.

It was noted that specific deliverables included in this amendment include a comprehensive marketing plan, media and advertising plan, marketing and grant support, KPI metrics and analysis. The budget for this amendment is \$31,500 and will be funded through the aforementioned SCASDP grant which will reimburse the Airport at 83%.

It was moved by Mr. Palermo, seconded by Mr. DuRousseau and carried unanimously to advertise a request for qualifications from consultants to accomplish the design and implementation of the following projects (pending FAA approval for use of CARES funding):

- A. Construction of Hangars 5 and 6
- B. Construction of an Operations and Maintenance Facility

Motion was made by Mr. Palermo, seconded by Mr. DuRousseau and carried unanimously to approve engineering agreements between the Airport and DW Jessen and Associates and further authorize the Executive Director to execute all documents related thereto for the following projects:

- A. Parking Improvements – Passenger Parking Phase II, Employee Parking

B. South Apron Expansion (Pending FAA approval for use of CARES funding)

It was moved by Mr. Gremillion, seconded by Mr. DuRousseau and carried unanimously to authorize the advertisement of plans and specifications for a bid relative to the following projects:

- A. Apron Lighting - \$300,000 (100% State DOTD Funding)
- B. South Apron Expansion - \$2,600,000 (Proposed 100% CARES Funding)
- C. Rental Car Ready/Return Parking Lot Improvements – Phase 1 (CFC Funding)

Motion was made by Mr. DuRousseau, seconded by Mr. Gremillion and carried unanimously to authorize the purchase of the following capital equipment using State Contract procurement procedures:

- A. Genie Variable Reach Forklift - \$72,637.00
- B. Generac MDG175 Trailer Mounted Electric Generator - \$36,745.92

In his Engineer's report, Mr. Jessen reported that the underground electrical transfer and generator projects are going well.

In his Monthly Airport Activity Report, Mr. Allen announced that passenger numbers are steadily increasing and American has returned to their full schedule. Mr. Allen added that United has not yet gone back to their full flight schedule.

Mr. Allen went on to report an 18% increase in passenger numbers in the first seven days of July vs June. As Mr. Allen broke down daily passenger averages, he stated that in the first seven days of July passenger numbers were down about 43% and the National average was down approximately 74%. In June, passenger numbers were down 52% compared to 81% National, in May down 70% with 90% National, April down 88% with National down 95% and March we were down 30% and National was down 52%.

Moving on, Mr. Allen briefed the Board on challenges related to operations during COVID-19 including contact issues with employees and updates on keeping the staff safe.

Mr. Allen then noted that the certification inspection has been rescheduled once again to August 31, 2020.

There being no further business, motion was made by Mr. DuRousseau, seconded by Mr. Gremillion and carried unanimously that the meeting be adjourned.

Mary Kaye Eason, President

J. Rock Palermo, III, Secretary