

**PROCEEDINGS OF THE LAFAYETTE AIRPORT COMMISSION MEETING OF THE LAFAYETTE REGIONAL AIRPORT OF LAFAYETTE, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING OF MAY 13, 2015 HELD AT 200 TERMINAL DRIVE, LAFAYETTE, LA.**

**ATTENDANCE**

**COMMISSION:** Paul A. Guilbeau – (Vice-Chairman), W. Paul Segura- (Secretary/Treasurer), John Hebert, Valerie G. Garrett, Carroll B. Robichaux, Timothy L. Skinner.

**ABSENT:** Matt Cruse – (Chairman)

**ADMINISTRATIVE STAFF:** Steven Picou (Executive Director), Mary Green (Financial Officer/Comptroller), Daniel Elsea (Grants Facilitator/Asst. Project Manager), Rene Cotton (Property Administrator), Debbie Amy (Secretary).

**GENERAL AUDIENCE:** Gregory Trahan (AECOM), John Harrison (Landmark), Robert Callahan (Sides and Associates), Jack Bourgeois Sr. (LPSO/Airport Police), Christine Dunn, CPA (WMDDH, LLC), Richard Speer (AECOM), Gregory Trahan (AECOM), Samuel Pierre (Three Frenchmen), David Flanders (HNTB), Rodney Bishop (RS&H), Jon Erion (RS&H), Mark Spiepler (MBSB), George Glaubrechel (DSA), Chris Pellegrin (CSRS), Doug Burgin (Neel-Schaffer), Adam Thibodeaux (DSA), Albert Moliere (ABM), John Ford (LNBEN); Rodney Alexander (Picard Group), Tyron Picard (Picard Group), Mike Michot (Picard Group), Emily Bacque (Picard Group), Rick Lipscomb (WHLC Architecture), Dwayne P. Dailey (Dailey Landscape Management), Lauren Landry (Fenstermaker) Natalie Graham (Baker), Michael Hixson (Baker), Robert D. Dalon (Apex Geoscience), Craig Campbell (ADG)

**I. CALL TO ORDER:**

Vice-Chairman Paul Guilbeau called the Regular Commission Meeting of May 13, 2015 to order. Stated Chairman Matt Cruse had a business engagement which prevented him from attending.

**II. PLEDGE OF ADDEGIANCE**

**III. INTRODUCTION/ROLL CALL**

**IV. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF APRIL 8, 2015.**

RESOLUTION - 2015-5-R1-01: Commissioner Skinner moved to accept the Minutes of the April 8, 2015 Regular LAC Meeting. Commissioner Hebert seconded this motion and the vote was as follows:

AYES: Segura, Hebert, Skinner, Robichaux

NAYS: None

ABSENT: Cruse, Garrett

MOTION CARRIES

**V. CHAIRMAN'S COMMENTS:** Commissioner Guilbeau encouraged his fellow commissioners when posing a question to address it to the Executive Director and give the Director the option to address the question or select the staff member of his choosing to speak on the subject.

**VI. PUBLIC COMMENTS:** None

**VII. COMMISSIONER'S COMMENTS:** Commissioner Segura commented on the Legislative House Ways and Means committee meeting he attended on Monday concerning the clarification of an existing exemption (law) for aircraft manufacturing in relation to Bell Helicopter. Segura stated this law passed the committee unanimously and will go on to a Senate Committee.

**VIII. DIRECTOR'S REPORT:**

1. Audit Presentation – Wright, Moore, DeHart, Dupuis & Hutchinson – *Presented by Christine Dunn – Wright, Moore, DeHart, Dupuis & Hutchinson (available upon request in the Lafayette Airport Commission Office).*
2. Landmark Aviation – FBO Flight School Requirement - Update  
*Landmark Aviation is working with Acadian Aviation to take over flight school training permanently. Acadian Aviation is on site and providing training out of the FBO facility. They are working on a permanent location which will be at 205 Shepard Drive (operational in approximately 1-2 weeks) or build out of undeveloped space in the FBO main building (operational in approximately 4 – 6 wks) Landmark will update the LAC within a couple of weeks.*
3. Street name change for Tower Drive to Jet Ranger X – Approved by LCG (4/10/15)  
*Effective April 10, 2015, the Lafayette Planning and Zoning Division, approved the renaming of Tower Drive to Jet Ranger X Drive. Staff is in the process of notifying all customers of this change.*
4. Fly Lafayette/Passenger Statistics/Sides & Associates Report - *Robert Callahan with Sides and Associates presented the Fly Lafayette/Passenger Statistic Report. Stated we had the busiest April in LFT history.*
5. LAC Financials/Legal Fees/Consultant Fees

**IX. Scheduled Business - Discussion Items**

- A. Adams & Reese – Presentation /Discussion – *Presented by Jeff Brooks (available upon request in the Lafayette Airport Commission Office).*
- B. The Picard Group – Presentation/Discussion – *Presented by Mike Michot, Rodney Alexander, Emily Bacque, Tyron Picard (available upon request in the Lafayette Airport Commission Office).*

RESOLUTION - 2015-5-R1-02: Commissioner Robichaux moved to defer Item A and B until a Motion is made at the next LAC Meeting. Commissioner Garrett seconded this motion and the vote was as follows:

AYES: Segura, Hebert, Skinner, Robichaux, Garrett

NAYS: None

ABSENT: Cruse

MOTION CARRIES

*\*Commissioner Garrett requested transcription and slides for the Adam's and Reese presentation.*

*\*Commissioner Segura questioned the contract terms for The Picard Group and Adams and Reese.*

*\*Commissioner Guilbeau thanked Jeff Brooks and The Picard Group for their presentations.*

- C. Third Party Consultant – RFQ/RFP Process and at-will Consulting - EnGarde Consulting – Contract Amendment – Discussion/Action – *Deferred to the Legal Committee.*
- D. Terminal and Supporting Infrastructure Project - Selection of Project Delivery Method - Discussion/Action – *Deferred to the Terminal Committee.*
- E. Main Terminal Office Suite Upgrades (Renovation/Furniture) – Discussion/Action - Included in the May 2015 packet was the estimate to refurbish office space and purchase furniture for the office area in the terminal building to be occupied by the Executive Director, Contract/Lease Administrator and Secretary.

#2015-5-R1-03: Item E - Main Terminal Office Suite Upgrades (Renovation/Furniture):–

Discussion/Action:

Included in this packet for April, 2015 was the estimate to refurbish office space and purchase furniture for the office area in the terminal building to be occupied by the Executive Director, Contract/Lease Administrator and Secretary.

MOTION: Commissioner Robichaux moved that the LAC authorize Item E with the addition of office equipment not to exceed a total of \$50,000. The motion was seconded by Commissioner Segura and the vote was as follows:

AYES:Segura, Hebert, Skinner, Robichaux

NAYS:Garrett

ABSENT:Cruse

MOTION CARRIES

- F. Authorization to advertise and approval to hire for the position of Deputy Director –Approval

#2015-5-R1-04 –Item F: Authorization to advertise and approval to hire for the position of Deputy Director – Approval: At the Internal Affairs Meeting of April 23, 2015, the Internal

Affairs Committee recommended approval to the Executive Director to hire a Deputy Director. The Internal Affairs Committee also recommended authority be given to the Executive Director to negotiate salary and any allowance of the Deputy Director, to be subsequently approved by the members of the Internal Affairs Committee and approval by the Board at the subsequent Regular LAC Meeting.

**MOTION:** Commissioner Robichaux moved that the LAC accept Item F as stated. The motion was seconded by Commissioner Skinner and the vote was as follows:

AYES: Segura, Hebert, Skinner, Robichaux, Garrett

NAYS: None

ABSENT: Cruse

MOTION CARRIES

#### G. LAC Administrative Merit Pay Plan – Approval

**#2015-5-R1-05 – Item G: LAC Administrative Merit Pay Plan – Approval:** At the Internal Affairs Meeting of April 23, 2015, the Internal Affairs Committee made a recommendation to adjust the pay of Operation’s Personnel to be concurrent with the Pay Plan as it exists.

**MOTION:** Commissioner Skinner moved that the LAC accept Item F as stated. The motion was seconded by Commissioner Garrett and the vote was as follows:

AYES: Segura, Hebert, Skinner, Robichaux, Garrett

NAYS: None

ABSENT: Cruse

MOTION CARRIES

#### X. Scheduled Business – Consensus Items

- H. Terminal Signage Upgrades – Bulliard Construction - Contract Extension – Change Order #1 - Approval
- I. RTR Cable Relocation Project - Diamond Electric/DS&A Substantial Completion – Approval
- J. Change of all LAC Policies, Procedures and other Documents – “Deputy Director of Aviation” to “Deputy Director” – Approval.
- K. Accounts Receivable Payment and Collections Policy – Amendment
- L. LRA Ordinance 77-2 - Amendment
- M. Signatory Rights for Executive Director – Approval
- N. Rental Car Franchise Operations Bid Document/Advertisement - Action/Approval
- O. Jet Bridges Preventative Maintenance Contract - Award of Contract - Approval
- P. Three Frenchmen Janitorial Services - 200 Terminal Drive – 3<sup>rd</sup> Year Option - Approval

#2015-5-R1-06 – Tab X - Scheduled Business – Consensus Items:

- H. Terminal Signage Upgrades – Bulliard Construction - Contract Extension – Change Order #1 - Approval
- I. Diamond Electric – RTR Cable Relocation - Substantial Completion - DS&A – Approval
- J. Accounts Receivable Payment and Collections Policy – Amendment
- K. LRA Ordinance 77-2 - Amendment
- L. Signatory Rights for Executive Director – Approval
- M. Change of LAC Policies, Procedures and other Documents – “Deputy Director of Aviation” to “Deputy Director” – Approval
- N. Rental Car Franchise Operations Bid Document/Advertisement - Action/Approval
- O. Jet Bridges Preventative Maintenance Contract - Award of Contract - Approval
- P. Three Frenchmen Janitorial Services - 200 Terminal Drive – 3<sup>rd</sup> Year Option - Approval

**MOTION:** Commissioner Skinner moved to accept Items H through P, with the exception of J and M. The motion was seconded by Commissioner Segura and the vote was as follows:

AYES: Segura, Hebert, Skinner, Garrett, Robichaux

NAYS: None

ABSENT:Cruse

MOTION CARRIES

#2015-5-R1-07 – Item J: Change of all LAC Policies, Procedures and other Documents – “Deputy Director of Aviation” to “Deputy Director” – Approval:

**MOTION:** Commissioner Hebert moved that all references to the Deputy Director of Aviation and Commission ordinances, resolutions, by-laws, policies, contracts, and other similar documents now in effect shall hereinafter mean the Deputy Director, except where the context clearly indicates a different meaning, and, where necessary or appropriate, Commission ordinances, resolutions, by-laws, policies, contracts and other similar documents now in effect may be revised or amended without further Commission action to give full force and effect in the change in title from Deputy Director of Aviation to Deputy Director. The motion was seconded by Commissioner Segura and the vote was as follows:

AYES: Segura, Hebert, Skinner, Robichaux, Garrett

NAYS: None

ABSENT: Cruse

MOTION CARRIES

#2015-5-R1-08 –Item M: Signatory Rights for Executive Director – Approval:

It was requested at the May 13, 2015 LAC Meeting that a resolution be approved authorizing the Executive Director, Steven L. Picou signatory rights on behalf of the Lafayette Airport Commission as necessary on various documents.

**MOTION:** Commissioner Garrett moved that the LAC authorize signatory rights to Steven L. Picou limited to Utility Servitude. The motion was seconded by Commissioner Segura and the vote was as follows:

AYES: Segura, Hebert, Skinner, Robichaux, Garrett

NAYS: None

ABSENT: Cruse

MOTION CARRIES

#### **XI. Reports**

- Q. Bobbi Hess – Grant Facilitator – Monthly Report
- R. Adams & Reese – Monthly Report
- S. The Picard Group - Monthly Report
- T. LFT Airport Monthly Fiscal Review (April)

#### **XII. Project Updates**

- U. Taxiway Mike (Parallel Taxiway) - (DSA) – Update
- V. North GA Phase II (DSA) – Update
- W. Master Plan (DSA) – Update
- X. RTR Cable Relocation (DSA) – Update
- Y. Perimeter Road (DSA) – Update
- Z. Runway 4R-22L Overlay (AECOM) – Update
- AA. 11-29 RSA Improvements (AECOM) – Update
- AB. Cargo Facility (MBSB) – Update
- AC. Cargo Facility – UPS Relocation (MBSB) – Update
- AD. LRA Signage Upgrades (MBSB) – Update
- AE. ARFF Station – 224 Tower Drive - Interior Upgrades 2015 (MBSB) – Update
- AF. 118 Shepard Drive - Exterior Upgrades 2015 (MBSB) - Update

#### **XIII. Other Business**

#### **XIV. Adjourn**

##### #2015-5-R1-09 – Adjourn

**MOTION:** Commissioner Segura moved that the Lafayette Airport Commission adjourn the Lafayette Airport Commission meeting of May 13, 2015 at 7:02 pm. The motion was seconded by Commissioner Hebert and the vote was as follows:

AYES: Segura, Hebert, Skinner, Robichaux, Garrett

NAYS: None

ABSENT: Cruse

MOTION CARRIES

**A recorded copy of the Minutes of the Meeting can be obtained by contacting the Lafayette Airport Commission, 222 Tower Drive, Lafayette, LA 70508. 337.266.4401.**

/s/: Steven L. Picou, Executive Director  
Lafayette Regional Airport