

**PROCEEDINGS OF THE LAFAYETTE AIRPORT COMMISSION MEETING OF THE LAFAYETTE REGIONAL AIRPORT OF LAFAYETTE, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING OF October 14, 2015 HELD AT 200 TERMINAL DRIVE, LAFAYETTE, LA.**

**ATTENDANCE**

**COMMISSION:** Matt Cruse – (Chairman), Paul A. Guilbeau, Sr. – (Vice-Chairman), Paul Segura- (Secretary/Treasurer), Carroll B. Robichaux, Timothy L. Skinner, Valerie Garrett (Arrived after Roll Call)

**ABSENT:** John Hebert.

**ADMINISTRATIVE STAFF:** Steven Picou (Executive Director), Todd Swartzendruber (Legal Counsel) Mary Green (Financial Officer/Comptroller), Daniel Elsea (Grants Facilitator/Asst. Project Manager), Rene Cotton (Contract/Lease Administrator), Catina Theriot (Temp Secretary).

**GENERAL AUDIENCE:** Adam Thibodeaux (DSA), Jack Bourgeois Sr. (LPSO/Airport Police), Bill Griffin (AECOM/URS), Michael Holston (AECOM/URS), Gregory Trahan (AECOM), Jerry Trumps (NSI), Richard Aillet (NSI), Albert Moliere (ABM), Rick Lipscomb (WHLC Architecture), Lauren Ortego (Fenstermaker), Robert Callahan (Sides and Associates), Pamela Burleigh (MSM Manager), David Flanders (HNTB), John Harrison (Landmark Aviation), Rodney Bishop (RS&H), Randy Soulier (AJG), Ian Brown (MBSB Group), Claire Edwards, Larry Sides (Sides & Associates), Jeff Augustine (ASW Architects), Samuel Pierre (3FJ Inc), Nanette Cook (Council Candidate).

**I. CALL TO ORDER:**

Chairman Matt Cruse called the Regular Commission Meeting of October 14, 2015 to order.

**II. PLEDGE OF ALLEGIANCE**

**III. INTRODUCTION/ROLL CALL**

**IV. APPROVAL OF THE MINUTES OF THE SPECIAL MEETING OF SEPTEMBER 09, 2015 AND THE REGULAR MEETING OF SEPTEMBER 09, 2015.**

RESOLUTION - 2015-10-R1-01: Commissioner Carroll Robichaux moved that the Lafayette Airport Commission accept the Minutes of the September 09, 2015 Regular LAC Meeting and Special Meeting. Commissioner Tim Skinner seconded this motion and the vote was as follows:

AYES: Segura, Skinner, Robichaux, Guilbeau

NAYS: None

ABSENT: Hebert, Garrett

MOTION CARRIES

**V. CHAIRMAN'S COMMENTS:** None

**VI. PUBLIC COMMENTS:** None

**VII. COMMISSIONER'S COMMENTS:** None.

**VIII. PUBLIC HEARING-LAC Proposed 2016 Budget:** No comments.

**IX. DIRECTOR'S REPORT:**

1. Acknowledgement of Candidates – Steven Picou stated there was one member of the audience Mrs. Cook that would like to be presented to the Commission.  
*Mrs. Nanette Cook got up to speak to the Commission and stated she is running for District 7 Parish Seat. The Lafayette Regional Airport is in this district. She stated that Lafayette is very fortunate to have an airport and to have the commission working hard to keeping it going.*
2. Terminal RFQ – Update  
*RFQ has been reviewed by the commissioners. Steven Picou states there is a discussion item later that has the Consultant Selection Policy in it. At that time the update will be discussed and this action was approved by Chairman Matt Cruse.*
3. Program Management RFQ – Update  
*RFQ for the Program Management for the terminal project is 80% complete. It will come before the commission again for review and then move forward for the selection advisory committee.*
4. Cargo Facility – Update  
*This is out on the street and we are hearing back from MBSB that there is a lot of activity and interested individuals providing bids and proposals for the construction project. Also LAC is working with an appraiser to set the rates and get our rental rates where they are supposed to be. This is a 30 day process and we are in week four of the 30 day period to get the rental rates.*
5. TRAIL Report  
*Legal counsel and Steven Picou met with Mr. Michael Hebert on 08/19/2015 referencing the TRAIL initiative around the airport. TRAIL had presented there is a statute in the State of Louisiana that would indemnify the airport in the event someone was hurt or injured on the trail. There is case law that this is not true, and Mr. Hebert will continue to look into how the airport property was deeded. Lafayette Regional Airport inadvertently found out recently that TRAIL was having an event on airport property. At the last minute LAC had to put an indemnification packet together for the participants. LAC would like a little more coordination as to when events are going to take place.*
6. Landmark Acquisition by BBA Aviation PLC  
*This information was shared with commissioners by email. Steven Picou asked John Harrison with Landmark Aviation if he had any additional information. John Harrison got up to talk about the acquisition and he stated he had no additional information to add. He only knew of the name change and the uniform change and he stated if he gets any other information he will let the LAC know. Commissioner Guilbeau asked Legal counsel Todd Swartzendruber if the acquisition will be similar to the transition from Odyssey to*

Landmark. Todd stated yes that is what it looks like by the information they gave the LAC and the LAC will need to do another assumption of the lease as we did when Landmark acquired Odyssey.

7. Windstream Communications-Automatic Renewal  
*The contract for phone services ends on November 15, 2015 and automatically renews for one year. All terms remain the same. Monthly fees vary. The average monthly cost is \$1,975.69.*
8. Terminix-200 Terminal Drive-Automatic Renewal  
*Termite Program-Automatic Renewal-1 year 12/01/15-11/30/16*
9. Aviation Fun Day – October 24,2015  
*Steven Picou stated the LAC is still on schedule for this date and we are full to capacity. There was a Facebook campaign throttling the event. The event received an overwhelming response and the spaces filled up within 48 hours from 80 to 250 occupants. The LAC is actually a little below budget for this event. Everything is moving forward on this event.*
10. Fly Lafayette/Passenger Statistics/Sides & Associates Report  
*Steven Picou stated there was good news that last month a negative 20% decrease in enplanements was not accurate. Robert Callahan presented new information. Robert Callahan presented—In September there were 40,900 passengers, which is the third best September even though we had 944 less passengers. The numbers turned in for August showed an 8400 passenger downturn from August 2015 to August 2014 but this isn't the case. We actually had 1300 more passengers this year than last year. For the year we are 13,342 passengers above where we were in September of last year. Fly Lafayette club is currently at 8,690 with 758 entries in the drawing.*
11. LAC Financials/Legal Fees  
*Attached in packet. Steven Picou states expenses are lower than income so we are tracking in the right direction. Also included are the rates for legal counsel.*

## **IX. Scheduled Business - Discussion Items**

### **A. Consultant selection Policy-Update-Discussion/Action**

Due to unforeseen challenges in filing positions for the Consultant selection Committee, changes are required to suffice the requirements of the FAA for the review and recommendation of the Architectural and Engineering RFQ Process and Policy. The current Consultant Selection Process Policy is included for discussion and amendment. Steven Picou states our recommendation is we don't have a Deputy Director at this point, we are going through this process and moving forward how do we go about filling that position. The selection committee consists of the Director, The Deputy Director, two commissioners, and one higher industry person. Segura would like to have an additional industry person on the committee because of the magnitude of the project and some expertise required to go through these applicants and recognize their attributes. Commissioner Skinner agrees with having more than one industry person on the committee. Steven Picou states it is a grading scale for the vote and it is to be presented with three candidates to the full commission. This is a slow process so far and adding another person will slow things down even further. Commissioner Guilbeau stated it is dependent on the commission to get the setup of the

committee done tonight and let the chairman do his appointments and the commission come up with a meeting no later than 14 days. Chairman Matt Cruse states what needs to be addressed is the selection of Deputy Director and Steven Picou agrees. A selection of this candidate will happen within the next week. The Director will have the discretion to choose who he wants to be on the committee and this will not limit him to just one person or staff member. This can be voted on since it will be permanent for the next five years with a minimum of three.

1. RESOLUTION - #2015-10-R1-02: Consultant Selection Policy-Update-Discussion/Action

MOTION: Commissioner Skinner moved to allow the Director to select at his discretion the staff member for the committee instead of the Deputy Director. The Director will select the staff member that he wants to be on the committee.

AYES: Segura, Skinner, Robichaux, Guilbeau, Garrett

NAYS: None

ABSENT: Hebert

MOTION CARRIES

2. RESOLUTION-#2015-10-R1-03: Special Meeting called within 14 days to ratify the Chairman's appointment of the RFQ selection committee and any other agenda items that would need to be on the special committee.

MOTION: Commissioner Guilbeau moved to have a special meeting within 14 days. The motion was seconded by Commissioner Skinner and the vote was as follows:

AYES: Segura, Skinner, Robichaux, Guilbeau, Garrett

NAYS: None

ABSENT: Hebert

MOTION CARRIES

A. LAC Employee Merit Based Pay Plan –Personnel Issues – Changes & Updates – Approval  
Steven Picou states the Executive Director presented to the Internal Affairs Committee on September 24, 2015 for review and approval the following:

A. Revisions to the Employee Merit Based Pay Plan that allows the Executive Director discrepancy and expediency in currently filling several staff positions due to dismissal and retirement and any additional positions created through attrition or voluntary resignations that may occur in the future. This would NOT include adding any positions not in the current Pay Plan. The Pay Plan documents are included in the commission's packets.

Commissioner Skinner made a motion to accept the LAC Merit Based Pay Plan and Policy changes as presented. Commissioner Guilbeau seconded the motion with adding Policy at the end of the motion.

RESOLUTION - #2015-10-R1-04: Revisions to the Employee Merit Based Pay Plan that allow the Executive Director discrepancy and expediency in currently filling several open staff positions due to dismissal and retirement and any additional positions created through attrition or voluntary resignations that may occur in the future. This

would NOT include adding any positions not in the current pay Plan.

MOTION: Commissioner Skinner moved to accept the LAC Merit Based Pay Plan and Policy changes as presented. The motions was seconded by Commissioner Guilbeau and the vote was as follows:

AYES: Segura, Skinner, Robichaux, Guilbeau, Garrett

NAYS: None

ABSENT: Hebert

MOTION CARRIES

- B. Revisions recommended by the Executive Director to the Employee Pay Plan Job Descriptions to be used in filling staff positions( Included minor changes in job duties between positions and revising all written job descriptions to be in the same standard written format).

Steven Picou states this is some changes that were made and all job descriptions now have standardized formats. Commissioner Skinner motioned to accept the changes to the Employee Pay Plan Job Descriptions as presented. Commissioner Guilbeau seconded that motion.

RESOLUTION - #2015-10-R1-05: Revisions recommended by the Executive Director to the Employee Pay Plan Job Descriptions to be used in filling staff positions (included minor changes in job duties between positions and revising all written job descriptions to be in the same standard written format).

MOTION: Commissioner Skinner moved to accept the Employee Pay Plan Job Description changes as presented. The motion was seconded by Commissioner Guilbeau and the vote was as follows:

AYES: Segura, Skinner, Robichaux, Guilbeau, Garrett

NAYS: None

ABSENT: Hebert

MOTION CARRIES

- C. Proposed reclassification of 5 LAC Employee Pay Plan positions to correct disparities with current LCG codes and scales. If approved, would require an additional \$4,999.69 to be added to the 2016 Proposed Budget salary line item (Budget to receive Final approval later in this meeting)

Commissioner Skinner asks when the commission previously approved this it was the previous classifications that did not coincide with the existing LCG classifications so this was to get those 5 employee descriptions in sync with LCG's plan and this is an annual requirement of the Director to do that according to Skinner. Commissioner Guilbeau states it is required semiannually. Commissioner Skinner motioned that the commission accept the reclassification of the 5 LAC employees Pay Plan positions to correct disparity with the LCG codes. Commissioner Segura seconded the motion.

RESOLUTION - #2015-10-R1-06: Proposed reclassification of 5 LAC Employee Pay Plan positions to correct disparities with current LCG codes and scales. If approved, would

require an additional \$4,999.69 to be added to the 2016 Proposed Budget salary line item (Budget to receive Final approval later in this meeting)

MOTION: Commissioner Skinner moved to accept the reclassification of the 5 LAC employees Pay Plan positions to correct disparity with the LCG codes. The motion was seconded by Commissioner Segura and the vote was as follows:

AYES: Segura, Skinner, Robichaux, Guilbeau, Garrett

NAYS: None

ABSENT: Hebert

MOTION CARRIES

**B. 2016 Propose Budget-Discussion/Action**

At the Special Meeting, held on September 09, 2015, the Commission reviewed the proposed budget for 2016 in detail. There were no recommended changes to the budget and the final 2016 Budget is attached for your review and approval.

Commissioner Guilbeau moved that the year 2016 Operations and Capital Items and Improvements Budget, including the \$5,000.00 that was just approved, be adopted and relative to the Capital Items and Improvements Budget. Also that the Director be allowed to advise the Commissioners, under the Monthly Meeting Director's comment, prior to soliciting bids or quotes on any Capital Items and Improvements and upon receiving the bids/quotes, the Director shall present it to the full Commission, with his recommendation for action. Commissioner Skinner seconded that motion. Chairman Matt Cruse asked Commissioner Guilbeau to maybe elaborate on his motion. Commissioner Guilbeau states coming to the Capital and Improvement Budget in the past staff always came back to the commission to approve going forward to receive bids and he feels that meetings could be shortened in length if the staff advises the commission they are going forward the commission can express the desire to do it or not do it. If the answer would be negative the Director would be sensitive to the commission's concerns, but the commission would like to approve bids when they are received.

RESOLUTION - #2015-10-R1-07: 2016 Propose Budget-Discussion/Action

MOTION: Commissioner Guilbeau moved that the year 2016 Operations and Capital Items and Improvements Budget, including the \$5,000.00 that was just approved, be adopted and relative to the Capital Items and Improvements Budget. Also that the Director be allowed to advise the Commissioners, under the Monthly Meeting Director's comment, prior to soliciting bids or quotes on any Capital Items and Improvements and upon receiving the bids/quotes, the Director shall present it to the full Commission, with his recommendation for action. The motion was seconded by Commissioner Skinner and the vote was as follows:

AYES: Segura, Skinner, Robichaux, Guilbeau, Garrett

NAYS: None

ABSENT: Hebert

MOTION CARRIES

**X. Scheduled Business – Consensus Items**

- C. Director's Pay Review-Annual Adjustment - Approval
- D. 2016-2020 Capital Improvement Plan (CIP) - LaDOTD –Approval
- E. Main Terminal Signage Upgrades – Change Order #2 – Bulliard Construction – Approval
- F. 224 Jet ranger X Drive (ARDD Station) Interior Paint and Flooring Upgrades – Acceptance of Proposal - MBSB - Approval
- G. PHI – 310 shepherd Drive – Exercise Option 1- Approval
- H. ARC DataExpert – Contract Renewal - Approval
- I. LPSO Inmate Services – Contract Renewal – Approval

Chairman Matt Cruse asks if anyone from the commission has comments other than Item E that will be discussed. Commissioner Guilbeau stated that on Item D the Director's Pay Review. The commission follows the LCG's pay scale and they allowed a 2% Cola beginning January 1, 2016. The Director is not covered under the Pay Plan Policy so the commission has to take extra initiative to grant him the Cola and it is in the budget already.

Chairman Matt Cruse asked Steven Picou to go over Item E. Steven Picou stated that the Commission had originally submitted this to LADOTD earlier in the year. LADOTD reported to the airport in the last four days and said there were some changes in the program. The changes would require the LAC to come up with \$50,000.00 commitment instead of the \$20,000. After LADOTD spoke with other airports, LADOTD went back down to \$20,000.00 commitment. The change to \$50,000 will be in play next year. Commissioner Skinner asked so there is no action need on this item. Steven Picou states that is correct it was already included in the packet and didn't want to remove it at the last minute since the LAC just found out about it on Monday of the change going back to \$20,000.00. Chairman Matt Cruse states we can accept all the Consensus items or pull it. Commissioner Skinner moved to accept all consensus items D through J and Commissioner Robichaux seconded the motion.

RESOLUTION - #2015-10-R1-08 – Tab X - Scheduled Business – Consensus Items:

MOTION: Commissioner Skinner moved to accept Items D through J. The motion was seconded by Commissioner Robichaux and the vote was as follows:

AYES: Segura, Skinner, Robichaux, Guilbeau, Garrett

NAYS: None

ABSENT: Hebert

MOTION CARRIES

**XI. Reports**

J. Bobbi Hess – Grant Facilitator – Monthly Report

Steven Picou stated that the LAC has been working with Mrs. Hess on various projects and grants through the grants and the DBE process. Commissioner Skinner had questions on the difference between the Priority 5 and the Priority 2 funding. Steven Picou refers to Daniel Elsea. Daniel Elsea explains the lower the number the higher the

priority. Steven Picou states for \$20,000 or \$50,000 you move up in priority. See Report in packet.

K. The Picard Group – Monthly Report

Steven states Rodney Alexander was not able to make the meeting—see report in packet.

L. LFT Airport Monthly Fiscal Review (September)—See Report in packet.

## **XII. Project Updates**

M. Taxiway Mike (Parallel Taxiway) - (DSA) – Update

N. North GA Phase II (DSA) – Update

O. Perimeter Road Improvements (DSA) – Update

P. Master Plan (DSA) - Update

Q. Taxiway Seal Coat – WO #3 (AECOM) - Update

R. Runway 11-29 EMAS RSA Improvements – WO #5 (AECOM) – Update

S. Runway 29 EMAS Installation Work Order 8 (AECOM) - Update

T. Cargo Facility (MBSB) – Update

U. ARFF Station –Interior Upgrades - 2015 (MBSB) – Update

V. Main Terminal Signage Upgrades (MBSB) - Update

W. 118 Shepard Drive - Exterior Upgrades 2015 (MBSB) - Update

## **XIII. Other Business**

## **XIV. Adjourn**

### RESOLUTION - #2015-10-R1-09 – Adjourn

MOTION: Commissioner Segura moved that the Lafayette Airport Commission adjourn the Lafayette Airport Commission meeting of October 14, 2015 at 6:23 pm. The motion was seconded by Commissioner Guilbeau and the vote was as follows:

AYES: Segura, Skinner, Robichaux, Guilbeau, Garrett

NAYS: None

ABSENT: Hebert

MOTION CARRIES

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