

PROCEEDINGS OF THE LAFAYETTE AIRPORT COMMISSION MEETING OF THE LAFAYETTE REGIONAL AIRPORT OF LAFAYETTE, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING OF November 11, 2015 HELD AT 200 TERMINAL DRIVE, LAFAYETTE, LA.

ATTENDANCE

COMMISSION: Cruse – (Chairman) (Departed during Director’s Report), Paul A. Guilbeau, Sr. – (Vice-Chairman), Paul Segura- (Secretary/Treasurer), Carroll B. Robichaux, Timothy L. Skinner, Garrett, John Hebert

ABSENT: None

ADMINISTRATIVE STAFF: Steven Picou (Executive Director), Daniel Elsea (Deputy Director), Todd Swartzendruber (Legal Counsel), Mary Green (Financial Officer/Comptroller), Rene Cotton (Contract/Lease Administrator), Mark Thibodeaux (Maintenance Supervisor), Anthony Hebert (Airfield Manager), Catina Theriot (Temp Secretary).

GENERAL AUDIENCE: Adam Thibodeaux (DSA), Bill Griffin (AECOM), Gregory Trahan (AECOM), Richard Aillet (NSI), Albert Moliere (ABM), Rick Lipscomb (WHLC Architecture), Robert Callahan (Sides and Associates), Pamela Burleigh (MSM Manager), David Flanders (HNTB), Rodney Bishop (RS&H), Randy Soulier (AJG), Ian Brown (MBSB Group), Nanette Cook (District 7 City Councilman), Jeremy Durnam (Architecture southwest), Tammy Theriot (Home Bank), Rodney Alexander (The Picard Group), Alex Sheffield (CK Associates), Bob Linehart (Republic Parking), Steve Harrill (RS&H), Clint Laaser (HNTB), Scott Slaughtz, Dax Douet (Fenstermaker), George Grole (K&G), Chris Pellegrin (CSRS, Inc.), Maria Darden (Marrero Couvillion & Associates), Luciano Scarsella (Brother’s Services), Michael Hixson (Michael Baker), Andrea Manceaux (Ritter Consulting Engineers).

I. CALL TO ORDER:

Chairman Cruse called the Regular Commission Meeting of November 11, 2015 to order.

II. PLEDGE OF ALLEGIANCE

III. INTRODUCTION/ROLL CALL

IV. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF OCTOBER 14, 2015 AND THE SPECIAL MEETING OF OCTOBER 20, 2015.

RESOLUTION - 2015-11-R1-01: Commissioner Garrett moved that the Lafayette Airport Commission accept the Minutes of the October 14, 2015 Regular LAC Meeting and Special Meeting of October 20, 2015. Commissioner Robichaux seconded this motion and the vote was as follows:

AYES: Skinner, Segura, Robichaux, Guilbeau, Hebert, Garrett

NAYS: None

ABSENT: None

MOTION CARRIES

V. ELECTION OF OFFICERS: November 2015-October 2016

Chairman Cruse proceeded with the Election of New Officers for the coming year and they will assume their position immediately. Commissioner Guilbeau was nominated and received majority of the vote for position of Chairman. Chairman Cruse turned the meeting over to the new Chairman.

Before moving on with election of other office positions, Chairman Guilbeau thanked Chairman Cruse on behalf of fellow Commissioners, Lafayette Airport Commission staff, and taxpayers of Lafayette Parish. Chairman Guilbeau presented Cruse with a memento plaque for his time and service from November 2013 to November 2015.

Chairman Guilbeau asked for nominations for the position of Vice-Chairman. Commissioner Skinner was nominated and received majority of the vote for position of Vice Chairman. Chairman Guilbeau opened the floor for Secretary/Treasurer nominations. Commissioner Garrett was nominated and elected as Secretary/Treasurer.

RESOLUTION - #2015-11-R1-02: Election of Secretary/Treasurer

MOTION: Commissioner Cruse nominated Commissioner Garrett for Secretary/Treasurer of the Lafayette Airport Commission for the 2015/2016 Administrative Year. The motion was seconded by Commissioner Segura. There being no further nominations for the position of Secretary/Treasurer, the vote was as follows:

AYES: Skinner, Segura, Robichaux, Hebert, Garrett

NAYS: None

ABSENT: Cruse

MOTION CARRIES

VI. CHAIRMAN'S COMMENTS:

- a. Re-appointment of Garrett (11/01/15-10/31/19)
Chairman Guilbeau states Commissioner Garret was appointed by the City Parish Council for four more years.
- b. 2016 LAC Calendar-Review/Approval
Commissioner Robichaux required the February 2016 LAC meeting be moved to February 17, instead of February 10, 2016. A corrected calendar shows December 23, 2016 as a half day for Christmas Holiday.

RESOLUTION - #2015-11-R1-03: Upcoming 2016 - LAC Meeting for February 10, 2016 be moved to February 17, 2016.

MOTION: Commissioner Robichaux moved to recommend the LAC Meeting of February 10, 2016 be moved to February 17, 2016. Commissioner Skinner seconded this motion and the vote is as follows:

AYES: Skinner, Segura, Robichaux, Hebert, Garrett

NAYS: None

ABSENT: Cruse

MOTION CARRIES

VII. PUBLIC COMMENTS: None

VIII. COMMISSIONER'S COMMENTS: Chairman Guilbeau stated Councilman Nanette Cook was present for the LAC meeting.

IX. DIRECTOR'S REPORT:

1. Veteran's Day- November 11, 2015
Executive Director Picou recognized Commissioners for their service, Commissioner Cruse, Commissioner Robichaux, and Commissioner Guilbeau and for anyone in the audience that has served time in the military.
2. Lafayette Regional Airport's 85th Birthday – November 29, 2015
3. LAC staff Appointments:
 - a. Deputy Director – Daniel Elsea
Mr. Elsea was chosen from a national search.
 - b. Maintenance Supervisor – Mark Thibodeaux
Mr. Thibodeaux was selected because of his extensive knowledge and brings years of experience to his position.
Executive Director Picou recognized Mr. Thibodeaux, Mrs. Cotton, and Mr. Hebert as recent graduates of Dale Carnegie Management Leadership course.
4. Update on Security Coordinator Position
Executive Director Picou stated Mrs. Lation has provided her retirement date. Mrs. Lation will retire shortly after the New Year. Mr. Russell has been selected to replace Mrs. Lation. Mr. Russell will be introduced at the next LAC meeting in December.
5. United Airline Updates:
 - a. Denver Flight Cancellation –Stopped on October 23, 2015
 - b. United Changes in Aircraft Type – Change in aircraft on October 25, 2015 from 50 passengers with no first class to 70 passengers including first class seating.
6. Flightview (FIDS System) – Automatic Renewal
Contract ends November 15, 2015 and automatically renews for one year with a monthly cost of \$525.00.
7. Flightview (FIDS Website) – Automatic Renewal
Contract ends December 10, 2015 and automatically renews for one year with a monthly cost of \$370.00
8. Rochester Midland – Restroom Sanitizing Units (State Contract) – Renewal
Renews December 10, 2015
9. RFQs Update:
Architectural and Engineering Selection
Executive Director Picou and Dr. Kam Movassaghi met to discuss recommendations being incorporated into the RFQ. The RFQ should be available before Thanksgiving. Chairman Guilbeau addressed the vendors in the audience stating it would be appreciated if they could hold off on contacting LAC for the RFQ until it is finalized.

Program Management Selection – Executive Director Picou states this is also with Legal and will be done shortly, but the Architectural and engineering Selection must be done first.

10. Fly Lafayette/Passenger statistics/sides & Associates Report

Mr. Callahan presented – Numbers for October 2015 were turned in but there are some inconsistencies over the last few months of the information being turned in from the airlines. Fly Lafayette club is currently at 88,802 members. Changes this month include how prizes are given out to winners. Instead of one prize per winner there are bundled prizes. Commissioner Robichaux commented on Mr. Callahan, Mr. Sides, and LAC staff for involvement in Aviation Fun Day that was held on October 24, 2015. This was a successful event that was enjoyed by some of the Commissioners and resulted in positive feedback from the public. Mrs. Cotton was recognized as heading the AFD project with the help from staff. The Commission thanks LAC staff for the success of this event and the appreciation for the effort that was put out.

August Enplanement corrected numbers included.

11. Financials – Included on the summary is taxes that have been collected for the terminal.

X. Scheduled Business - Discussion Items

A. Cargo Operations Facility – Recommendation of Bids – Discussion/Action –

Mr. Brown presented stating there have been a ton of people interested in this project with 7 contractors that submitted bids. With Trahan Construction LLC, the project base estimate is \$4,934,000.00 and the total with alternate pricing for generators is \$5,195,100.00. The facility should be ready by August 2016. Chairman Guilbeau made a motion to accept the bids.

RESOLUTION - #2015-11-R1-04: Cargo Operations Facility – Recommendation of Bids – Discussion/Action

MOTION: Commissioner Segura moved to accept the Recommendation of Bids. The motion was seconded by Commissioner Robichaux and the vote was as follows:

AYES: Skinner, Segura, Robichaux, Hebert, Garrett

NAYS: None

ABSENT: Cruse

MOTION CARRIES

B. Runway 29 East End – Phase I of II – FAA Environmental – Work Order #8 – Change Order #1 – AECOM – Discussion/Action

Executive Director Picou stated that due to increased requirements by the FAA, staff recommends having AECOM perform services necessary to obtain environmental clearance for the Runway 29 East End Phase I of II EMAS project.

RESOLUTION - #2015-11-R1-05: Runway 29 East End – Phase I of II – FAA Environmental – Work Order #8 – Change Order #1 – AECOM – Discussion/Action

MOTION: Commissioner Segura moved to accept the recommendation to have

AECOM perform the services necessary to obtain environmental clearance for the Runway 29 East End Phase I of II EMAS project. The motions was seconded by Commissioner Robichaux and the vote was as follows:
AYES: Skinner, Segura, Robichaux, Hebert, Garrett
NAYS: None
ABSENT: Cruse
MOTION CARRIES

- C. Interstate 49 (I-49) Integration – Phase I of IV –Support Services – Representation – Work Authorization 3 – Michael Baker International, Inc. – Discussion/Action
Executive Director Picou stated that Michael Baker International is the firm to represent the airport as I-49 project moves forward.

RESOLUTION - #2015-11-R1-06: Interstate 49 (I-49) Integration – Phase I of IV –Support Services – Representation –Work Authorization 3 – Michael Baker International, Inc. – Discussion/Action

MOTION: Commissioner Skinner moved to accept the recommendation for Michael Baker International to represent the interests of the LAC and the Lafayette Regional Airport in the Interstate 49 development. The motion was seconded by Commissioner Segura and the vote was as follows:

AYES: Skinner, Segura, Robichaux, Hebert, Garrett
NAYS: None
ABSENT: Cruse
MOTION CARRIES

- D. Taxiway Sealcoat Project – Change Order #5 – Pavement Maintenance Unlimited – Discussion/Action

RESOLUTION - #2015-11-R1-07: Taxiway Sealcoat Project – Change Order #5 – Pavement Maintenance Unlimited – Discussion/Action

MOTION: Commissioner Skinner moved to accept the pavement of previously omitted airfield pavements from Taxiway Sealcoat. The motion was seconded by Commissioner Robichaux and the vote was as follows:

AYES: Skinner, Segura, Robichaux, Hebert, Garrett
NAYS: None
ABSENT: Cruse
MOTION CARRIES

XI. Scheduled Business – Consensus Items

- E. Sides and Associates – Contract Extension – Option 2 -Approval
- F. Bank Signatory Privileges (Home Bank) – Approval
 - 1. Bank Signatures
 - 2. Signature Limits

- 3. ACH/EFT Procedure – *Commissioner Skinner asked if new procedures would be written. Chairman Guilbeau states this was a renewal of the policy.*
- G. Revolving Door Upgrades – Door Control Services, Inc. - Approval
- H. 204A Jet Ranger X Drive (Vault Room) Roof Replacement – Acceptance of Proposal – Miller Roofing, LLC (MBSB Group) - Approval
- I. 118 Shepard Exterior Panel Upgrades – Acceptance of Proposal – Miller Roofing, LLC (MBSB Group) - Approval
- J. Landscape Upgrades – Acceptance of Proposal – Dailey’s Landscape Management - Approval
- K. Passenger Facility Terminal Project 50-NA2-15-01 – Cooperative Endeavor Agreement – Facility Planning and Control – Approval
- L. Runway 11-29 Rehabilitation – Phase II of II – Design Phase Services – Work Authorization 2 – Michael Baker International, Inc. - Approval

RESOLUTION - #2015-11-R1-08 – Tab XI - Scheduled Business – Consensus Items:

MOTION: Commissioner Skinner moved to accept Items E through L. The motion was seconded by Commissioner Segura and the vote was as follows:

AYES: Skinner, Segura, Robichaux, Hebert, Garrett

NAYS: None

ABSENT: Cruse

MOTION CARRIES

XII. Reports

- M. Mrs. Hess – Grant Facilitator – Monthly Report
See Report in packet.
- N. The Picard Group – Monthly Report
Mr. Alexander was in Washington DC last week and stated the public should know Washington is saying good things are going on in Lafayette—See report in packet.
- O. LFT Airport Monthly Fiscal Review (October)—See Report in packet.

XIII. Project Updates

- P. Taxiway Mike (Parallel Taxiway) - (DSA) – Update
- Q. North GA Phase II (DSA) – Update
- R. Perimeter Road Improvements (DSA) – Update
- S. Master Plan (DSA) - Update
- T. Taxiway Seal Coat – WO #3 (AECOM) - Update
- U. Runway 11-29 EMAS RSA Improvements – WO #5 (AECOM) – Update
- V. Runway 29 EMAS Installation Work Order 8 (AECOM) - Update
- W. Cargo Facility (MBSB) – Update
- X. ARFF Station –Interior Upgrades - 2015 (MBSB) – Update
- Y. Main Terminal Signage Upgrades (MBSB) - Update
- Z. 118 Shepard Drive - Exterior Upgrades 2015 (MBSB) - Update

XIV. Other Business

Chairman Guilbeau reminded Commissioners that a group photo will be taken at the next meeting on December 9, 2015 and they need to wear their blue Blazer. Commissioner Robichaux recognized Mr. Linehart with Republic Parking since it has been a while since he was here at the Lafayette Regional Airport for some time.

XV. Adjourn

RESOLUTION - #2015-11-R1-09 – Adjourn

MOTION: Commissioner Skinner moved that the Lafayette Airport Commission adjourn the Lafayette Airport Commission meeting of November 11, 2015 at 6:20 pm. The motion was seconded by Commissioner Garrett and the vote was as follows:

AYES: Skinner, Segura, Robichaux, Hebert, 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 Jet Ranger X Drive, Lafayette, LA 70508. 337.266.4401.