

**PROCEEDINGS OF THE LAFAYETTE AIRPORT SPECIAL COMMISSION
MEETING OF THE LAFAYETTE REGIONAL AIRPORT OF LAFAYETTE, STATE OF
LOUISIANA, TAKEN AT A SPECIAL MEETING OF MARCH 02, 2016 HELD AT 200
TERMINAL DRIVE, LAFAYETTE, LA.**

ATTENDANCE

COMMISSION: Paul A. Guilbeau – (Chairman), Timothy L. Skinner (Vice-Chairman), W. Paul Segura, Carroll B. Robichaux.

ABSENT: Valerie G. Garrett, John Hebert, Matt Cruse

ADMINISTRATIVE STAFF: Steven Picou (Executive Director), Todd Swartzendruber (Legal Counsel), Daniel Elsea (Deputy Director), Ashley Simon (Environmental Compliance), Catina Theriot (Secretary).

GENERAL AUDIENCE: Robert Callahan (Sides and Associates), Adam Thibodeaux (DSA), Rex Cabanist (UNIC Architects), Jerry Trumps (NSI), Albert Moliere (ABM), Dax Douet (Fenstermaker), Mark Stielper (MBSB), David Flanders (HNTB), John Basilica (HNTB).

I. CALL TO ORDER:

Chairman Paul Guilbeau called the Special Commission Meeting of March 02, 2016, to order at 5:35 pm.

II. PLEDGE OF ALLEGIANCE

III. INTRODUCTION/ROLL CALL

IV. SCHEDULED BUSINESS

A. A/E RFQ – Short List Recommendation – Ratify Committee Action

Mr. Elsea, Deputy Director of the Lafayette Regional Airport and also Advisor to the Consultant Selection Committee, read this meeting was to discuss the Architectural and Engineering RFQ – Short List Recommendation – Ratify Committee Action. The Consultant Selection Committee, as appointed by the Lafayette Airport Commission to oversee the Subject RFQ Process, recommends after considerable review of relevant materials and interviews, deliberation among Committee Members, and consensus of a decision, the top three short listed firms.

Commissioner Segura requested Mr. Elsea to explain the selection process before announcing the three firms. Eight firms submitted pre-qualifications packets and they were all reviewed and scored. All eight firms were qualified and submitted their statements of qualifications. The Selection Committee had five members on it and they all reviewed the materials, scored it, and the eight firms were instructed to do a presentation. Each presentation consisted of a 30 minute presentation and a two hour question and answer session. The Selection Committee met on Wednesday, March 2, 2016 and there was a consensus to move forward with the three firms that will be announced tonight.

Chairman Guilbeau stated the meeting was called to present the top three A&E firms for the Commission to either accept or reject the Short Listed Firms presented. The Consultant Selection Committee members are: Commissioner Segura, Dr. Kam Movassaghi, Executive Director Picou, Environmental Compliance Officer Ashley Simon, and Chairman Guilbeau.

Committee Members were given an opportunity to comment on the selection process.

Chairman Guilbeau stated there were eight packets submitted and it took him about 14 hours to read the material. The SOQ packets were then turned in and took him 16 hours to read evaluate and score the materials. The Committee spent twenty plus hours on scoring and reviewing the packets submitted. Chairman Guilbeau stated a job well done to the committee members.

Dr. Kam Movassaghi stated he has had many opportunities to participate in similar activities. He stated what has been implemented here at the Lafayette Regional Airport Commission is one of the best in regard to the integrity and the process itself. The list includes some very impressive applicants. The Selection Committee believes whomever is chosen will be highly qualified and will do a great job.

Mrs. Simon stated she was excited to be a part of the selection team that would select three of the eight firms. She stated the committee spent a lot of time on reading the materials from the eight firms. The committee used the RFQ to base the scores on and used their judgement. She was happy to be a part of the process.

Executive Director Picou stated this is a first for the Lafayette Regional Airport. National firms that teamed up with local firms and this gives a wealth of knowledge to the committee. He thanked Mr. Elsea for helping and guiding the process. Executive Director Picou and Mr. Elsea complied the RFQ by using collected RFQs from other airports to see what worked best for them. Executive Director Picou thanked the committee members for devoting their time and the firms that submitted interest. Chairman Guilbeau stated Dr. Kam provided some unique context into the evaluations of the firms and that was a big assistance to the committee.

Commissioner Segura stated he was glad all committee members got a chance to speak and address those that were part of the process. He thanked Executive Director Picou and Mr. Elsea for putting this process together. It wasn't an easy process to select the three firms. The Committee Members couldn't rate the firms without reading all of the material. Each committee member scored and rated each firm on their own and Mr. Elsea compiled the scores. All eight firms did great and the firms not chosen did not lose but just didn't quite make it this time.

Mr. Elsea thanked the committee members for all of their comments. After considerable review the committee has decided to narrow down the firms from eight to three in alphabetical order listed by the Prime firm:
Gensler, HNTB, and RS&H

The request of the Commission is to ratify the Consultant Selection Committee's

recommendation as presented and move to proceed in notification of the identified firms. After review of the process, Staff and Mr. Elsea as advisor to the committee, concurs with the recommendation and requests consensus for resolution of approval.

RESOLUTION 2016-3-R1-01: Commissioner Skinner motioned that the Commission ratify the Consultant Selection Committee's recommendation as presented. The motion as seconded by Commissioner Robichaux and the vote was as follows:

AYES: Segura, Skinner, Robichaux

NAYS: None

ABSENT: Garrett, Hebert, Cruse

MOTION CARRIES

Mr. Elsea continued to state the next step, following notification, the three short-listed firms will be required to present to the full commission a thirty-minute presentation and subsequent questioning for a total of two hours allotted to each of the three firms. Lastly, after Commission review of each firm's Submittal of Qualifications Packets and review of the Presentation, each firm will be scored per the RFQ document. Results will be presented by the Commission for final consideration and resolution for selection of one Architectural and Engineering Firm (A&E). The next process would be to notify the firms of their presentation times. All presentation material already submitted will not change. Scheduled times for oral presentations are set for the week of March 21-24, 2016 and the evaluations are due for the interviews and packet on April 1, 2016.

V. OTHER BUSINESS- None

VI. PUBLIC COMMENTS – Mr. Thibodeaux with DSA stated the question might come up but no further materials need to be presented only do another presentation before the Commission. Chairman Guilbeau stated that this is correct.

VII. ADJOURN

RESOLUTION 2016-3-R1-02: Commissioner Skinner moved to adjourn the Special Commission Meeting of March 2, 2016, at 6:10p.m. Commissioner Segura seconded this motion and the vote was as follows:

AYES: Segura, Skinner, Robichaux

NAYS: None

ABSENT: Garrett, Hebert, Cruse

MOTION CARRIES

The Presentation is available in a digital and audio file at the Lafayette Airport Commission Office at 222 Jet Ranger X Drive. Lafayette. LA 70508.