

PROCEEDINGS OF THE LAFAYETTE AIRPORT COMMISSION MEETING OF THE LAFAYETTE REGIONAL AIRPORT OF LAFAYETTE, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING OF MARCH 9, 2016 HELD AT 200 TERMINAL DRIVE, LAFAYETTE, LA.

ATTENDANCE

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

ABSENT: None

ADMINISTRATIVE STAFF: Steven Picou (Executive Director), Daniel Elsea (Deputy Director), Todd Swartzendruber (Legal Counsel), Mary Green (Financial Officer/Comptroller), Rene Cotton (Contracts/Lease Administrator), Catina Theriot (Secretary).

GENERAL AUDIENCE: Adam Thibodeaux (DSA), Gregory Trahan (AECOM), Jerry Trumps (NSI) Robert Callahan (Sides and Associates), Mark Stielper (MBSB Group), Samuel Pierre (3FJ), John Ford (Nimble), Michael Hixson (Michael Baker Int'l), Randy Soulier (AJG), Lawrence Shipp, Jonathan Graham (Horns Construction), William Pierre (3FJ), Todd Vincent (Sellers & Assoc.), Ralph Libersat (Royal Engineers), Bobbi Hess (TRG), Rodney Alexander (The Picard Group), Broutin Sherrill (RS&H), George Groh (K&G), John Basilica (HNTB), Marco Gonzalez (Volkert), John Cy Williams, Jr. (PSA Constructors Inc.).

I. CALL TO ORDER:

Chairman Guilbeau called the Regular Commission Meeting of March 9, 2016 to order at 5:34 p.m.

II. INTRODUCTION/ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. APPROVAL OF THE MINUTES OF PMCM RFQ Prequalification Review and Acceptance Meeting of February 05, 2016, the Internal Affairs Meeting of February 15, 2016, Strategic Committee Meeting of February 17, 2016, and the Regular Meeting of February 17, 2016.

RESOLUTION - 2016-03-R1-01: Commissioner Robichaux moved that the Lafayette Airport Commission accept the PMCM RFQ Prequalification Review and Acceptance Meeting of February 05, 2016, the Internal Affairs Meeting of February 15, 2016, Strategic Committee Meeting of February 17, 2016, and the Regular Meeting of February 17, 2016. Commissioner Garrett seconded this motion and the vote was as follows:

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

NAYS: None

ABSENT: None

MOTION CARRIES

V. CHAIRMAN'S COMMENTS: None

VI. PUBLIC COMMENTS: None

VII. COMMISSIONER'S COMMENTS: None

VIII. DIRECTOR'S REPORT:

1. Recognition of LAC Staff and Commissioner's March birthdays
Jennifer Comeaux – March 8th
Wayne Breaux – March 22nd
2. Update on open LAC job positions: Reeves Russell has been promoted to Security he brings nine years of experience and promoted from Operations.
Operations Manager (1)-*Out for advertisement and receiving applicants*
Ops Specialist (1) - *Out for advertisement and receiving applicants*
Maintenance (1)
Project Administrator (1) - *Out for advertisement*
3. A&E RFQ- Update - *Moving forward and now the full Commission will begin the review of the A&E presentations*
4. Classic Business Products – 222 Jet Ranger X Drive – Copier Preventative Maintenance - Automatic Renewal
5. Transportation Security Clearinghouse - Fingerprinting System – Automatic Renewal
6. Fly Lafayette/Passenger Statistics/Sides & Associates Report – *Robert Callahan stated for the month of February had 21,513 passengers. This is a drop of 6767 over February 2015. There is a deficit of 14,542 passengers for the year. The load factors are much over January, with United at 69.5, American at 69.3, and Delta at 76.8. Fly Lafayette Club is at 9,118 members and there were 568 drawings last month with 53 winners. In April 2016 there will be Disadvantaged Business Enterprise outreach scheduled to help business get educated on what it is to be DBE certified. Scheduled dates April 6th at 5:30 p.m. at the Clifton Chenier Center, April 9th at 10am at same place, and a workshop on April 30th.*
7. Wings of Freedom – *A week ago Vintage aircrafts came visit the Lafayette Regional Airport. Executive Director Picou thanked staff for the help and thanked Signature Aviation formerly Landmark Aviation for hosting the aircrafts. The event was a success.*
8. Signature Flight, LLC (Landmark) - Signage Updates – *Signage upgrading from Landmark to Signature at the terminal and on their building.*
9. Part 150 recorded in the Federal Register – *Noise Compatibility study that was conducted at the airport. There is notification that it is now recorded in the Federal register.*
10. Server Upgrade/Great Plains Dynamics 2015 Upgrade – *The LAC is now ready to move forward on this and it has been budgeted for \$10K. This will allow the LAC to complete (EFT) Electronic Fund Transfer payments.*
11. Financials – Jan. /Feb. financials presented at April Meeting – *Moving in positive territory even with reduction in passengers.*
12. Audit – March 28th – April 1st – Wright, Moore, DeHart, etal.

IX. Scheduled Business - Discussion Items

- A. Project Management and Construction Management – RFQ – Short List Recommendations – Ratify Committee Action *Mr. Elsea went through the process for the Request for Qualifications for program Manager and Construction*

Manager. Four firms submitted for the PMCM and the job of the committee was to view and prequalify the four firms. All four firms submitted their Statement of Qualifications, the committee scored them, and the firms were to give an interview which consisted of a thirty minute presentation and a two hour question and answer session. The committee met and have a recommendation.

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 Member, and consensus of a decision, the top three short listed firms as follows in alphabetical order: Heery, Neel-Schaffer, and PSA Constructors.

Chairman Guilbeau asked if Dr. Kam Movassaghi would speak on behalf of the Selection Committee. Dr. Kam stated the process was the same as the A&E RFQ selection and he was impressed with the way it was handled. This is as good as it can be for selecting the best candidate for the job.

RESOLUTION - #2016-03-R1-02: Project Management and Construction Management – RFQ – Short List Recommendations – Ratify Committee Action – Discussion/Action: Commissioner Skinner made a motion to ratify the committee's recommendation. Commissioner Cruse seconded the motion.

Requests to address the Lafayette Airport Commission:

Mr. Johnathan Graham of Horns Construction Services from New Orleans, LA. He commended the Lafayette Airport Commission on looking at the DBE portion of the PMCM (Program Management Construction Management). In the PMCM process the sub-contractors are the ones that get the numbers for the DBE participation. His request is to have the prime contractors held to the same requirements as the sub-contractors. He is requesting the Commission use the at risk process through the Construction Management. Commissioner Segura stated the entire process was like the A&E process and it was very enlightening. He thanked all the firms for presenting.

Mr. Larry Shipp Appointed for Eight Years to the Tampa Port Authority and served Five Years as Chairman. He wanted to applaud the Lafayette Airport Commission for taking the hard steps in what has been done in the last month to go out and do the work of getting DBE businesses certified. He stated there needs to be DBE participation in all levels and in the DBE workshops it needs to be clear that the certification goes by your scope of work. DBE businesses may not get work at the airport but they will have advantages of other agencies using them and they will know how to go about it.

Chairman Guilbeau stated that it is now known for the sales tax initiative state wide and nationwide that it will have the same valuable finish line. Commissioner Segura stated it isn't a process to get qualified for the airport but for all agencies as well. Mr. Shipp stated the Lafayette Airport Commission has set a model for the state and will get calls on what was done to get the participation. Mr. Shipp stated the LAC will get recognition for what they are trying to do for businesses here in Lafayette.

Commissioner Robichaux asked how long a DBE certification is good for and if you need to recertify every year. Mrs. Hess stated that each DBE needs to recertify every year.

MOTION:

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

B. Avionic Solutions – Lease Agreement – Discussion/Action—*This item was pulled as the item has been resolved.*

C. Disadvantage Business Enterprise Goal – FAA FY 2016-2018 – Amendment - Approval—*Commissioner Garrett asked if there is any information needed to be presented before a decision is made. Executive Director Picou stated edification for the Commission is the DBE goal is set by a methodology that the FAA approves. There is a mathematical formula used along with the local DBE certified firms in the area. If the goal changes it needs to go before the FAA again for approval. Commissioner Garrett recommended deferring the vote until the April 2016 meeting and see if the DBE outreach will increase the number of DBE certified businesses.*

RESOLUTION - #2016-02-R1-03: Disadvantage Business Enterprise Goal – FAA FY 2016-2018 – Amendment - Approval Discussion/Action:

MOTION: Commissioner Garrett made a motion to postpone the vote to approve the 7.31% DBE Goal participation until the April 2016 LAC meeting. The motion was seconded by Commissioner Segura and the vote was as follows:

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

X. Scheduled Business – Consensus Items

- D. 224 Jet Ranger X Drive (ARFF Station) Interior Upgrades – Final Acceptance & Release of Retainage – Tilden A. Bonin Contractor, Inc. (MBSB Group) – Approval
- E. 118 Shepard Drive Exterior Panel Upgrades – Final Acceptance and Release of Retainage – Miller Roofing, LLC (MBSB Group) – Approval
- F. Main Terminal Signage Upgrades – Substantial Completion Acceptance – Bulliard Construction Co., Inc. (MBSB Group) – Approval
- G. 301/303 Shepard Drive – American Aviation Charters, LLC – Exercise of 1st Option - Approval
- H. Dailey’s Landscape Management – Exercise of 2ndst Option – Approval
- I. Lafayette Coca Cola Bottling - Contract Renewal – Approval
- J. Internal Affairs – Executive Director’s Compensation – Approval *Item pulled separately*
- K. Southern Sweets, Inc. – One Year Contract Extension - Approval
- L. FAA Standby Power Plant – Lease Extension – Approval *Commissioner Robichaux asked if there would be a lease addendum on this. Mr. Swartzendruber said some sort of legal paperwork will need to be done. Mrs. Cotton stated the lease had the paperwork in it needed to include the extended property.*
- M. Terminal Sprinkler System/ATCT Standpipe System - RFP Preventative Maintenance – Approval
- N. Western Airways – Lease Termination - Grissom Drive Parking Lot - Approval

RESOLUTION - #2016-02-R1-04 – Tab X - Scheduled Business – Consensus Items D through I and Items K through N:

MOTION: Commissioner Skinner moved to accept Items D through I and Items K through N. The motion was seconded by Commissioner Hebert and the vote was as follows:

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

NAYS: None

ABSENT: None

MOTION CARRIES

- J. Internal Affairs – Executive Director’s Compensation - Approval (*Item pulled separately*) Commissioner Hebert read a statement from the Internal Affairs meeting. All Commissioners received a copy of an evaluation of Executive Director Picou. With a scoring of an excellent rating, a recommendation of a 5% Merit Pay Raise be given to the Executive Director. This is an average step increase of all the other staff and this is to be effective March1, 2016.

RESOLUTION - #2016-02-R1-05 – Internal Affairs – Executive Director’s Compensation - Approval

MOTION: Commissioner Skinner made a motion to accept the Internal Affairs committee recommendation for the 5% raise for the Executive Director. The motion was seconded by Commissioner Segura and the vote was as follows:

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

NAYS: None

ABSENT: None

MOTION CARRIES

XI. Reports

- O. Mrs. Hess – Grant Facilitator – Monthly Report - Report available on airport website www.lftairport.com Mrs. Hess stated the CEA, Cooperative Endeavor Agreement for the capital outlay project has been signed by Executive Director Picou and it awaiting signature of Mr. Moses in FP&C. The annual ACDBE was due to the FAA and this covers the participation for non-car rental concessionaires and car rentals. Information is being gathered if you are a certified DBE form another sate how do you become certified here in Louisiana. The BBE manuals are being updated and the FAA announced the 2016 round of Tiger grants. The grant application is due on April 29, 2016.
- P. The Picard Group – Monthly Report- Report available on airport website www.lftairport.com Mr. Alexander stated the re-authorization of the FAA bill failed to pass a few days ago. The FAA is operating under an extension. Dr. Boustany and Senator Cassidy will help to identify money coming from Washington D.C.
- Q. LFT Airport Monthly Fiscal Review (December) — Report available on airport website www.lftairport.com.

Executive Director stated in Airport Improvements magazine there was an article about the Lafayette Regional Airport’s tax and Executive Director Picou is pictured for the article.

XII. Project Updates

- R. Runway 11-29 Rehabilitation
- S. I-49 Support Services
- T. Taxiway Mike (Parallel Taxiway) - (DSA) – Update
- U. North GA Phase II (DSA) – Update
- V. Perimeter Road Improvements (DSA) – Update
- W. Master Plan (DSA) – Update
- X. Runway 11-29 EMAS RSA Improvements – WO #5 (AECOM) - Update
- Y. Runway 29 EMAS Installation Work Order 8 (AECOM) – Update
- Z. Cargo Facility (MBSB) – Update
- AA. ARFF Station - Interior Upgrades - 2015 (MBSB) – Update
- AB. Main Terminal Signage Upgrades (MBSB) - Update
- AC. 118 Shepard Drive – Exterior Upgrades 2015 (MBSB) – Update
- AD. 114 Borman Drive – Exterior Upgrades – 2016 (MBSB) – Update
- AE. Re-Roof 204 Jet Ranger X Dr. (Vault Room) – 2015 (MBSB) – Update
- AF. ATCT – Chiller Upgrades (MBSB) – Update

XIII. Other Business Executive Director Picou stated it has been a year since he has been with the LAC and it has been a pleasure working with each and every one of the staff and Commissioners.

XIV. Adjourn

RESOLUTION - #2016-2-R1-06 – Adjourn

MOTION: Commissioner Garrett moved that the Lafayette Airport Commission adjourn the Lafayette Airport Commission meeting of March 9, 2016 at 6:24 pm. The motion was seconded by Commissioner Segura and the vote was as follows:

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

NAYS: None

ABSENT: None

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.