

**PROCEEDINGS OF THE LAFAYETTE AIRPORT COMMISSION MEETING OF THE LAFAYETTE REGIONAL AIRPORT OF LAFAYETTE, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING OF MAY 11, 2016 HELD AT 200 TERMINAL DRIVE, LAFAYETTE, LA.**

**ATTENDANCE**

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

**ABSENT:** Matt Cruse

**ADMINISTRATIVE STAFF:** Steven Picou (Executive Director), Daniel Elsea (Deputy Director), Stephen Oats (Legal Counsel), Rene Cotton (Property Administrator), Giles Menard (Operations Manager), Catina Theriot (Secretary).

**GENERAL AUDIENCE:** Adam Thibodeaux (DSA), Robert Callahan (Sides and Associates), Mark Stielper (MBSB Group), Wilfred Pierre (3FJ), Cheryl Campbell (3FJ), Natalie Graham (Michael Baker Int'l), Michael Hixson (Michael Baker Int'l), Broutin Sherrill (RS&H), Robert D. Dupont (APEX/Brown), Ziad Alexl (Brown), Erroll Babineaux (Air Med).

**I. CALL TO ORDER:**

Chairman Guilbeau called the Regular Commission Meeting of May 11, 2016 to order at 5:32 p.m.

**II. INTRODUCTION/ROLL CALL**

**III. PLEDGE OF ALLEGIANCE**

**IV. APPROVAL OF the Minutes of the Regular LAC Commission Meeting of April 13, 2016.**

RESOLUTION - 2016-05-R1-01: Commissioner Skinner moved that the Lafayette Airport Commission accept Minutes of the Regular LAC Commission Meeting of April 13, 2016. Commissioner Segura seconded this motion and the vote was as follows:

AYES: Skinner, Segura, Hebert, Robichaux

NAYS: None

ABSENT: Cruse, Garrett

MOTION CARRIES

**V. CHAIRMAN'S COMMENTS:** Chairman Guilbeau stated with the authority given to him at the April 13, 2016 LAC meeting, he has executed the lease agreement with Larry Broussard, less the subleasing clause of the Lafayette Parish Teacher association.

A special meeting was not held in April but a possible meeting will be called before the next LAC meeting on June 8, 2016.

**VI. PUBLIC COMMENTS:** None

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

**VIII. DIRECTOR'S REPORT:**

1. Recognition of LAC Staff and Commissioner's May birthdays  
 Accounting Clerk - Aline Nelson – 5/5  
 Environmental Compliance - Ashley Simon – 5/23  
 Secretary – Catina Theriot – 5/31  
*Executive Director Picou also mentioned Mr. Reeves Russell, Security Operations Coordinator has been with the LAC for eight years.*
2. Republic Parking – News Release  
*Republic announces its sale of Republic to Impark, one of the largest parking management firms in North America. Republic will continue to operate under the Republic Parking System brand. There will be no changes to their current contract.*
3. Airport Improvement Article – *The magazine in front of each Commissioner and the article is on page 14 talking about the Tax Raised Funds for the new terminal.*
4. Flightview (Mobile Website) – Automatic Renewal  
*The contract for the mobile website will automatically renew 6/8/16 - 6/7/17. All terms remain the same. The cost of this service is \$ 110.00/month. This allows mobile service for flight tracking.*
5. Sugarland Exterminating - 103 MIA/POW Drive (Mx Bldg. B) – (Termite Program) – Automatic Renewal *One year automatic renewal 6/24/16 – 6/23/17. Annual charge is \$200.00. There are two service providers currently and in 2017 both contracts will be reviewed to determine the feasibility of combining the two contracts into one.*
6. Runway 4R/22L – Update *Legal counsel, Mr. Oats, stated this is Diamond B Construction situation with the runway. Staff and Legal Counsel met with Applied Pavement Technologies (3<sup>rd</sup> Party consultant to do evaluations). Next month, June 2016, an Executive Session will be called to go over the plans. AECOM has been asked to provide asphalt testing as well.*
7. Cargo Contract Negotiation – Update *Staff is working with UPS and FedEx on the lease agreement. FedEx returned the agreement with several markups. The agreement was sent back; FedEx has been advised the contract provided is a standard contract which will be followed with little to no deviations.*
8. Update on open LAC job positions:  
 Ops Specialist (2) - *One starting possibly next week and the second one graduating in May and will start in June 2016.*  
 Maintenance (2) – *There is one individual coming in from one of the airlines that will be starting soon and Mark Thibodeaux is very enthusiastic about this individual.*  
 Project Administrator (1) – *Still vacated and needs to be filled*

**Staff Promotion**

Giles Menard - Operations Manager – *Comes with two years' of experience and the LAC is looking forward for him to move the Operations Department forward.*

Catina Theriot – Secretary Full Time – *Past 90 day employment, working on Record Retention that was an approved budget item for this year. Chairman Guilbeau suggested contacting LCG to find out the company they use to make some headway.*

9. Heery and RS&H Update – *Executive Director Picou and Deputy Director Elsea met with both firms on Thursday, May 5, 2016 to discuss the layout for groundwork and some of their projects. Contracts are in hand, and RS&H has been approved. HEERY contract is being looked at with Legal and then an IFE will be compiled, FAA approval, then LAC Commission approval.*
10. DBE Workshop – Update – *There were two workshops and the final meeting was to help with paperwork. This meeting only had about 15 individuals attend. The state and ULL’s feedback is that people are getting answers for their paperwork. Some are going through the paperwork on their own or getting help from other DBE firms.  
Commissioner Garrett has entered the meeting at 5:50 p.m.*
11. TSA Equipment – CTX – *The last few weeks there have been several TSA complaints. TSA will attend the June meeting to address the complaints and the failures of the CTX machine. Mr. Derek Self, TSM, in conversation with Executive Director Picou stated the intent is to get a second CTX machine in the terminal.*
12. 114 Borman Hangar #7 – *Executive Director Picou mentioned this is the Acadian Ambulance Hangar.  
Included and approved in the 2016 Budget is an exterior renovation project for 114 Borman Drive or commonly known as Hangar 7. Staff and MBSB Group have meet to discuss the scope of the project on numerous occasions. Based on feedback from the tenants, condition of the building and industry standards for the area, the following items will be included in the scope of the project: metal roof replacement on the high hangar, exterior painting of metal panels on the high hangar, painting of the brick on the low hangar, exterior lighting upgrades, installation of interior fans for circulation, and window replacement. Mid-June for bidding of the project is anticipated with commission action following.*
13. Fly Lafayette/Passenger Statistics/Sides & Associates Report – *Mr. Callahan stated the April numbers are not ready as of yet. There are 9220 members in the Fly Lafayette Club. There are plans for PR announcement for when the airport reaches 10000 members. There were 523 entries and 14 winners last month.  
Executive Director Picou stated he plans on having DGS Station Manager attend next month’s meeting to explain his delay in the Enplanement numbers. Chairman Guilbeau asked is Baggage Handling could be addressed at that time also.*
14. Financials - *Executive Director Picou stated the LAC is continuing to do very well.  
Chairman Guilbeau commended the staff of the first quarterly numbers and especially with what is going on around the airport.*

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

#### **X. Scheduled Business – Consensus Items**

- B. Avionic Solutions – 113 Borman Drive – 2 Sublease Requests Approval
- B. Three Frenchmen Janitorial Services - 200 Terminal Drive – 4th & Final Year Option – Approval
- C. Perimeter Road – Proposed Change Order #2 - Approval
- D. Purchase of Administrative Vehicle (Executive Director) – 2016 Budget Item – Approval

- E. Runway 11 EMAS Systems Coastal Bridge Co- Change Order 4- Ratify Executive Committee Action - Approval

RESOLUTION - #2016-05-R1-02– Tab X - Scheduled Business – Consensus Items A through E:

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

AYES: Skinner, Segura, Hebert, Robichaux, Garrett

NAYS: None

ABSENT: Cruse

MOTION CARRIES

**XI. Reports**

- F. Mrs. Hess – Grant Facilitator – Monthly Report - Report available on airport website [www.lftairport.com](http://www.lftairport.com) *Mrs. Hess is not here for this meeting but the report is in the packet.*
- G. The Picard Group – Monthly Report- Report available on airport website [www.lftairport.com](http://www.lftairport.com) *Mr. Alexander or Mr. Walts are not here for this meeting but the report is in the packet.*
- H. LFT Airport Monthly Fiscal Review (April) — Report available on airport website [www.lftairport.com](http://www.lftairport.com).  
*Executive Director Picou stated Fiscal Review is in the packet as well.*

**XII. Project Updates**

- I. Runway 11-29 Rehabilitation (Michael Baker International)
- J. I-49 Support Services (Michael Baker International)
- K. Taxiway Mike (Parallel Taxiway) - (DSA) – Update
- L. North GA Phase II (DSA) – Update
- M. Perimeter Road Improvements (DSA) – Update
- N. Master Plan (DSA) – Update
- O. Runway 29 EMAS Installation Work Order 8 (AECOM) – Update
- P. Cargo Facility (MBSB) – Update
- Q. Main Terminal Signage Upgrades (MBSB) - Update
- R. 114 Borman Drive – Exterior Upgrades – 2016 (MBSB) – Update
- S. ATCT – Chiller Upgrades (MBSB) - Update
- T. LRA, ATCT – Interior Upgrades – 2016 (MBSB) – Update
- U. Seal Coat

Executive Director Picou stated Legal Counsel has an update on the Seal Coat Project.

Mr. Oats stated at the last meeting the Surety Company, HASCO, that was selected is running into problems getting a new bond for the Surety Company. The Surety Company has three other contractors coming to get the work done.

**XIII. Other Business** Executive Director Picou stated in front of the Commissioners is information about the Project Administrator position. Staff is recommending this position be a contract position.

RESOLUTION - #2016-5-R1-03 – Add Other Business to Agenda

MOTION: Commissioner Segura made a motion to add Other Business to the Agenda. The motion was seconded by Commissioner Garrett and the vote was as follows:

AYES: Skinner, Segura, Hebert, Robichaux, Garrett

NAYS: None  
ABSENT: Cruse  
MOTION CARRIES

RESOLUTION - #2016-5-R1-04 – Accept the Request Executive Director Picou has made for Project Administrator to be contract position instead of a Full Time Employee.

MOTION: Commissioner Garrett made a motion to accept the Request Executive Director Picou made for Project Administrator to be a contract position instead of a Full Time Employee. The motion was seconded by Commissioner Hebert.

Commissioner Segura asked would this employee work out of the LAC office or out of their own. Executive Director Picou stated this is projected to be a position which will telecommute. There is a thirty day out clause also. Commissioner Skinner asked how this person's time will be managed. There will be certain tasks that should get completed so it will be on a production basis. Commissioner Garrett asked who will be the direct supervisor and Executive Director Picou stated it would be both himself and Deputy Director Elsea. Direct report would be under Deputy Director Elsea. Commissioner Robichaux asked if this is a bonded individual and Chairman Guilbeau stated the LAC could bond them if they wanted but it isn't necessary. Mr. Oats, Legal Counsel, asked if the LAC wants a performance bond. This is a Risk Management decision and Executive Director Picou stated the contract can be reviewed.

The motion was voted on as follows:

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

Executive Director Picou stated one last item to be mentioned is under Director's Report Item 10 states about the DBE and he wanted to let the Commission know that the DBE Compliance Review will occur May 18<sup>th</sup> & 19<sup>th</sup>.

#### **XIV. Adjourn**

RESOLUTION - #2016-5-R1-05 – Adjourn

MOTION: Commissioner Skinner moved that the Lafayette Airport Commission adjourn the Lafayette Airport Commission meeting of May 11, 2016 at 6:15 pm. The motion was seconded by Commissioner Garrett and the vote was as follows:

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