

PROCEEDINGS OF THE LAFAYETTE AIRPORT COMMISSION MEETING OF THE LAFAYETTE REGIONAL AIRPORT OF LAFAYETTE, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING OF JUNE 8, 2016 HELD AT 200 TERMINAL DRIVE, LAFAYETTE, LA.

ATTENDANCE

COMMISSION: Paul A. Guilbeau, Sr. – (Chairman) Timothy L. Skinner – (Vice-Chairman), Carroll Robichaux, John Hebert, Paul Segura, Matt cruse

ABSENT: Valerie Garrett

ADMINISTRATIVE STAFF: Steven Picou (Executive Director), Daniel Elsea (Deputy Director), Stephen Oats (Legal Counsel), Rene Cotton (Property Administrator), Mary Green (Financial Comptroller), Catina Theriot (Secretary), David McPherson (Operations Specialist).

GENERAL AUDIENCE: Greg Trahan (AECOM), Barry Harper (ARFF), Adam Thibodeaux (DSA), Robert Callahan (Sides and Associates), Mark Stielper (MBSB Group), Samuel Pierre (3FJ), Michael Hixson (Michael Baker Int'l), Broutin Sherrill (RS&H), Christie Dunn (WMDDH), Terry Crownover (MSTC-ULL), Matt Kennedy (American Airline Envoy), Proctor Boone (Delta Global Services), Todd Vincent (Sellers & Assoc.), George Groh (K &G), Danny Piez (HEERY), Mike Stropola (ARFF), Jack Bourgeois (Airport Police), Randy Souiler (AJG), Shannon Carter (TSA), William Lemoine (The Lemoine Co.).

I. CALL TO ORDER:

Chairman Guilbeau called the Regular Commission Meeting of June 8, 2016 to order at 5:33 p.m.

II. INTRODUCTION/ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. APPROVAL OF the Minutes of the Regular LAC Commission Meeting of May 11, 2016.

Commissioner Robichaux mentioned that he was not recorded as being present at the meeting, but he was in fact present at the last LAC meeting. The minutes will be corrected to include him in attendance.

RESOLUTION - 2016-06-R1-01: Commissioner Segura moved that the Lafayette Airport Commission accept Minutes of the Regular LAC Commission Meeting of May 11, 2016. Commissioner Skinner seconded this motion and the vote was as follows:

AYES: Skinner, Segura, Hebert, Robichaux, Cruse

NAYS: None

ABSENT: Garrett

MOTION CARRIES

V. CHAIRMAN'S COMMENTS: Chairman Guilbeau stated that Commissioner Hebert has been reappointed for another four year term starting in August 7, 2016 through August 6, 2020. At the appropriate time Legal Counsel will initiate the swearing in.

VI. PUBLIC COMMENTS: None

VII. COMMISSIONER'S COMMENTS: Commissioner Skinner suggested for the upcoming Aviation Fun Day that it be moved more towards High School related, broad base for career development in Aviation. Chairman Guilbeau stated that Commissioner Skinner should talk with Executive Director Picou about this option.

VIII. DIRECTOR'S REPORT:

1. Audit Presentation – Wright, Moore, DeHart, Dupuis & Hutchinson – *Christi Dunn presented a summary of the audit report.*
2. Recognition of LAC Staff and Commissioner’s June birthdays
Mark Thibodeaux – Maintenance – 6/14
W. Paul Segura – Commissioner – 6/15
Mary Green – Financial Comptroller – 6/20
3. Update on open LAC job positions:
Ops Specialist (1) – *This position has been filled and the employee starts June 13, 2016. At the time of publishing the Agenda there was still a vacancy.*
Maintenance (2) - *Mark Thibodeaux is working through this process.*
Project Administrator (1) – *Still vacant. The individual that was in the process declined the offer that was made.*

Staff New Hire

David McPherson – Operations Specialist

Executive Director stated to the Commissioners that in front of them on their iPads we have linked the Agenda to the supporting documents. A brief explanation was given on this. Mrs. Theriot, Secretary, received recognition for putting this together.

Sergeant Jack Bourgeois was recognized for his staff, Jeremy Granger and Larry Moser, for meeting a passenger coming off of a flight at night and assisting him in getting a rental car.

Executive Director Picou and Deputy Director Elsea will be traveling tomorrow Thursday, June 9, 2016, to Dallas/Fort Worth, TX to meet with the FAA referencing I-49 and they will also talk about ongoing projects. The new terminal building will also be mentioned and accompanying Executive Director Picou and Deputy Director Elsea will be RS&H (A&E firm) and Heery (PMCM firm).

Executive Director Picou mentioned the Part 139 inspection will occur on June 15 through June 17.

Executive Director noted all the Commissioners’ pictures are back on the wall in the entrance to the airport on the west side. New pictures were replaced for some of the commissioners. Also Executive Director Picou and Deputy Director Elsea’s pictures are hung up off to the side of the commissioners. The Commissioners’ group photo is also hung up in the Main Conference Room.

4. Program Management and Construction Management- Master Services Agreement- *Update RS&H MSA is out at Mead & Hunt for fee analysis and it is at FAA, not for approval but just for a review. Heery refined their MSA due to fee structure and the way language was written.*
5. FAA DBE Compliance Review *The review was a good one overall. The airport is waiting for the final report. There will be a 60 day window to get things corrected. It was noted that out of five site visits in the area nine new businesses submitted to become DBE certified. This certifies the DBE outreach was productive.*
6. LOA- LFT FAA and LAC ARFF *Letter of Agreement on how the airport will respond. This is under review on how to respond to situational awareness etc.*
David McPherson entered the room and was recognized by Executive Director Picou as a new Operations Specialist. He is a very recent Louisiana Tech graduate. David stated he has been with the airport for three weeks now and is learning new things on a daily basis.
7. Flightview (Weather Map Display) – Automatic Renewal *The contract for the weather map display will automatically renew 6/13/16-6/12/17. All terms remain the same. The cost of this service is \$288.00/month.*
Executive Director stated after receiving several customer complaints he requested that TSA and the airline managers be present. After complaints of timing issues the airport is advertising 90 minutes before each domestic flight a passenger needs to be at the airport. For International flights it is a two hour window.
8. TSA Equipment – CTX *Mrs. Shannon Carter, Sr. Transportation Security Manager spoke about the complaints. Commissioner Skinner asked about the wait times in the line for*

checkpoint. The wait times here in Lafayette are rather low. There are many reasons why a passenger would have to wait a certain period of time to go through the TSA screening checkpoint. Commissioner Segura asked about the processing of the amount of people in the wait line. If there are two flights close together passengers could be moved up in the line. TSA does not have the authority to move passengers in the line but the airport and the airlines can work together to have passengers move up if their flight is before others. There is not enough width to add another line in the current area. Commissioner Robichaux mentioned concerns of the baggage handling at the x-ray machine downstairs. The baggage is sometimes mishandled or it is an overload for the one TSA worker operating the machine.

Executive Director Picou stated there have been customer complaints about the time of baggage leaving the aircraft and arriving at the baggage claim area. Also complaints are of the customer service received from the airline staff.

9. DGS – Enplanement information and Baggage Handling – This is for American Eagle/Envoy airline as well. *Matthew Kennedy, Envoy station manager and Proctor Boone, Delta Ground Services (DGS) station manager spoke to the commission. Proctor Boone is employed by DGS airlines and handles ground support for both Delta Air Lines and United Airlines at LFT. Mr. Boone stated to go off what Mrs. Carter from TSA stated, Mr. Kennedy, Mr. Boon, and TSA manger Mr. Self do not have the control over passengers arriving late etc. He tries to get passengers to move along after dropping their bags off especially in the early morning flights that cause the bottle necking. As for the complaints of rudeness and attitudes, Mr. Boone states his staff may seem rude but they are just trying to get passengers upstairs as quick as possible. Mr. Boone does stick to his strict schedule of closing ticket counter thirty minutes prior and upstairs at the gate door closing ten minutes prior to flight. Mr. Boone states United does not have a baggage time that is enforced, but it is noted to be a standard 25 minutes from aircraft to carousel. United LFT according to records has been within 10-12 minutes to the baggage carousel. Delta airlines has a strict guideline of twenty minutes for baggage claim. Operational challenges are there and there isn't enough equipment at times. Customer perception could seem that time waited is longer than actual. Mr. Kennedy states American's policy for bags is within twenty minutes. American started scanning bags and he can monitor the times of bags being dropped off at the carousel. American is fully staffed and this is the largest staff he has had at this airport. More staff reduces the customer complaints. Enplanement numbers coming to the airport staff is delayed. Mr. Boone stated the Regional Manager for United gets this information first and passes it along. Now just after a couple of weeks Proctor can pull numbers himself from a specific computer at the airport. Maybe now the numbers stated by Mr. Boon can be turned in on time to the Admin office. Delta airlines can get the numbers on a specific computer as long as he is present at the airport.*
10. Fly Lafayette/Passenger Statistics/Sides & Associates Report - *Robert Callahan stated May numbers are in the Commissioners' packets. Two events that are coming up: Eat Lafayette Kickoff at UL Student Union on Thursday, June 23rd and Upper Lafayette Economic Foundation will have a luncheon that the airport will sponsor on July 20th from 11:30-1:00pm at the Petroleum Club and theme is "Planes, Trains, and Automobiles". The Fly Lafayette Club is up to 9258 members and there were 561 entries in the May prize drawing.*
11. Financials – *They are in the Commissioners' packet and the airport is still doing very well.*

IX. Scheduled Business - Discussion Items

- A. Architectural and Engineering Master Services Agreement- RS&H- Discussion/Action – *Executive Director Picou stated the MSA presented is up for consideration. The fee structure is not included as it is being reviewed by Mead & Hunt. The MSA can be approved with subject to having an appendix with the fee structure also approved at a later time.*

RESOLUTION - #2016-06-R1-02 – Architectural and Engineering Master Services Agreement – RS&H – Discussion/Action: Commissioner Cruse made a motion to approve the Architectural and Engineering Master services Agreement for RS&H subject to an Appendix for the fee structure. The motion was seconded by Commissioner Segura and the vote was as follows:

AYES: Skinner, Segura, Hebert, Robichaux, Cruse

NAYS: None

ABSENT: Garrett

MOTION CARRIES

- B. Approval of Bids- Runway 11-29 Overlay-Discussion/Action - *Executive Director Picou stated bids were received and the recommended award for consideration is Coastal Bridge Company with total bid cost inclusive of Additive Alternate be \$1.6mil.*

RESOLUTION - #2016-06-R1-03– Approval of Bids – Runway 11-29 Overlay – Discussion/Action:

MOTION: Commissioner Cruse moved to approve the approval of Bids – Runway 11-29 Overlay to Coastal Bridge in the amount of the \$1.644 mil and \$1.9mil. The motion was seconded by Commissioner Skinner and the vote was as follows:

AYES: Skinner, Segura, Hebert, Robichaux, Cruse

NAYS: None

ABSENT: Garrett

MOTION CARRIES

X. Scheduled Business – Consensus Items

- C. Approval for Grant Application- Runway 11-29 Overlay- State DOTD - Approval
- D. Oakwells Agreement- Bar Construction (*Pulled item*)
- E. Terminal & Air Traffic Control Tower Water Treatment Services Preventative Maintenance Contract – Award of Contract
- F. Thunder Communications – Satellite Phone – Annual Renewal
- G. Runway 29 Safety Improvements- EMAS RFP Procurement- Approval of Material Supplier
- H. Perimeter Road Project- Change Order #3- Elliott Construction - Approval

RESOLUTION - #2016-06-R1-04– scheduled Business – Consensus Items C thru H:

MOTION: Commissioner Skinner moved to accept Items C through H with the exception of Item D. The motion was seconded by Commissioner Cruse and the vote was as follows:

AYES: Skinner, Segura, Hebert, Robichaux, Cruse

NAYS: None

ABSENT: Garrett

MOTION CARRIES

XI. Reports

- I. Mrs. Hess – Grant Facilitator – Monthly Report - Report available on airport website www.lftairport.com *Mrs. Hess is not here for this meeting but the report is in the packet.*
- J. The Picard Group – Monthly Report- Report available on airport website www.lftairport.com. *Mr. Alexander or Mr. Walts are not here for this meeting as they are in Baton Rouge working on the House bills referencing FP&C monies, but the report is in the packet.*
- K. LFT Airport Monthly Fiscal Review (May) — Report available on airport website 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)
- L. I-49 Support Services (Michael Baker International)

- 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. Runway 29 EMAS Installation Work Order 8 (AECOM) – Update
- R. Cargo Facility (MBSB) – Update
- S. Main Terminal Signage Upgrades (MBSB) - Update
- T. 114 Borman Drive – Exterior Upgrades – 2016 (MBSB) – Update
- U. ATCT – Chiller Upgrades (MBSB) - Update
- V. LRA, ATCT – Interior Upgrades – 2016 (MBSB) – Update
- W. Seal Coat

XIII. Other Business None

XIV. Adjourn

RESOLUTION - #2016-6-R1-05 – Adjourn

MOTION: Commissioner Skinner made a motion to Adjourn. The motion was seconded by Commissioner Segura and the vote was as follows:

AYES: Skinner, Segura, Hebert, Robichaux, Cruse

NAYS: None

ABSENT: Garrett

MOTION CARRIES

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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.