

PROCEEDINGS OF THE LAFAYETTE AIRPORT COMMISSION MEETING OF THE LAFAYETTE REGIONAL AIRPORT OF LAFAYETTE, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING OF JULY 13, 2016 HELD AT 200 TERMINAL DRIVE, LAFAYETTE, LA.

ATTENDANCE

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

ABSENT: Timothy Skinner

ADMINISTRATIVE STAFF: Steven Picou (Executive Director), Daniel Elsea (Deputy Director), Stephen Oats (Legal Counsel), Mary Green (Financial Comptroller), Catina Theriot (Secretary), Kipp Swannie (Operations Specialist).

GENERAL AUDIENCE: Adam Thibodeaux (DSA), Robert Callahan (Sides and Associates), Mark Stielper (MBSB Group), Broutin Sherrill (RS&H), Terry Crownover (MSTC-ULL), Troy Soumeillan (MSTC-ULL), Jack Bourgeois (Airport Police), Randy Souiler (AJG), Bobbi Hess (TRG), Kyle Keeler (Diamond B Construction), R. Keith Broussard (KCB Capital Mgmt), Charles Chatelain.

I. CALL TO ORDER:

Chairman Guilbeau called the Regular Commission Meeting of July 13, 2016 to order at 5:31 p.m.

II. INTRODUCTION/ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. APPROVAL OF the Minutes of the Regular LAC Commission Meeting of June 8, 2016, Minutes of Special Meeting of June 22, 2016, and Minutes of Special Meeting of June 29, 2016.

RESOLUTION - 2016-06-R1-01: Commissioner Segura moved that the Lafayette Airport Commission accept Minutes of the Regular LAC Commission Meeting of June 8, 2016, Minutes of Special Meeting of June 22, 2016, and Minutes of Special Meeting of June 29, 2016. Commissioner Robichaux seconded this motion and the vote was as follows:

MOTION:

AYES: Segura, Hebert, Robichaux, Cruse, Garrett

NAYS: None

ABSENT: Skinner

MOTION CARRIES

V. CHAIRMAN'S COMMENTS: Chairman Guilbeau stated with sadness announced the death of Mrs. Cotton's mother. The Commission offers their condolences and prayers to Mrs. Cotton and her family.

VI. PUBLIC COMMENTS: None

VII. COMMISSIONER'S COMMENTS: None

VIII. DIRECTOR'S REPORT:

1. Recognition of LAC Staff and Commissioner's July birthdays-
None this month
2. Update on open LAC job positions:
Maintenance (2) *still looking for two to fill these positions.*
Project Administrator (1)

Staff New Hire

Kipp Swannie – Operations Specialist *recent graduate of Louisiana Tech. He was an Intern last summer with the State of Louisiana Aviation and now is employed here at LFT for a month now. He actively participated in the Part 139 Inspection. Mr. Swannie stated he is excited to be here in Lafayette.*

3. ANTN Digicast: Automatic Renewal - Automatic renewal – 1 year (8/1/16 – 7/31/17) – Training software for all areas of airport operations. Annual cost \$1,710.00. *This will be utilized more in this upcoming year to provide training for Operations.*
4. Part 139 Inspection *Executive Director Picou stated on 6/17/16, Part 139 Inspection took place and there were discrepancies identified. A fuel shut off sign located in the airside of the fuel farm was not located seven feet above grade. It was six feet above grade and has been fixed. Emergency instructions were not posted at a dispensing area at an Emergency Fuel shut-off location according to the local Fire Code NFPA407. Signs were never posted there but they are located there now. Fire Extinguisher Training was not provided to fueling agents by Fire Department or Authorized 3rd Party. This is under discussion with inspector. Moving area training was not provided within required twelve consecutive months. A rule has been instituted if the badge holder does not come to required training their badge will be deactivated. ARFF does their own training but according to Part 139 they need to go through the airport's training as well.*
5. Clear Channel Expansion *Executive Director stated the airport was approached to expand with a static display to be located adjacent to the elevator equipment room. This will be additional revenue for the airport and additional exposure for individuals that want to advertise in the airport.*
6. Unmanned Aerial System – Part 107 *Executive Director Picou stated this involves the drones that have been in the media. Some highlights of the requirements for flying drones were provided to the Commissioners. Part 107 states Unmanned Aerial systems to not fly within a five mile radius of the airport.*
7. FAA Aeronautical vs. non aeronautical uses – *Executive Director Picou stated the FAA has lessened the restrictions on non-aeronautical use in the hangars and T Hangars. Another note mentioned by Executive Director Picou was the new Airport logo flags are hung outside the airport, and Jet Ranger X Drive, and at the fire Station.*
8. Fly Lafayette/Passenger Statistics/Sides & Associates Report – *Robert Callahan stated Enplanement and Deplanement numbers are in the Commissioner's packets. Reminder about this upcoming Wednesday, July 20, 2016, Upper Lafayette luncheon. Mr. Callahan stated the Eat Lafayette Kickoff was on June 22nd and it was a huge success with over 900 in attendance. Seventy-seven new members signed up for the Fly Lafayette Club. A new customer service survey was sent out to over 5000 Fly Lafayette members on Monday, July 11, 2016. Results of this survey are starting to get turned in to Sides and Associates. There are up to 9,348 members in the Fly Lafayette Club. In June 2016 there were 538 entries with 14 winners.*
9. Financials – *Executive Director Picou stated these are in the packets for the Commissioners. A new copy has been updated and the formulas in the new Great Plains system have been updated.*

IX. Scheduled Business - Discussion Items

- A. Runway 4R-22L Overlay – Update – Executive Session – *Legal Counsel, Mr. Oats, stated there has not been any update so there is no need for an Executive Session on this item.*
- B. 2017-2018-Draft Capital Improvement Program (CIP) – State DOTD Submittal - Discussion/Action - *Executive Director Picou stated Mr. Elsea would address this topic. Deputy Director Elsea stated the Commission last saw this CIP in February 2016 and it was submitted to FAA with no questions or comments back from them. The state DOTD Aviation*

requires the Lafayette Regional Airport to submit a CIP by November 1st but they asked to see a draft one by August 1st. The only change since February is the addition of Taxiway Foxtrot Phase II & III. The Engineer's estimate has come in and resources are being pulled to get the funding for this project. Not much has changed and the LAC has met with HEERY and everyone is on board to move forward.

X. Scheduled Business – Consensus Items

- C. Marine Survival Training Center (MSTC) – Request for Leasehold Movable Improvements - Approval
- D. Reassignment of DBE Liaison Officer - Approval
- E. Employee Harassment and Anti-Discrimination Policy - Approval
- F. Airport Millage 2016 - Approval

RESOLUTION - #2016-06-R1-02– Scheduled Business – Consensus Items C thru E:

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

AYES: Segura, Hebert, Robichaux, Cruse, Garrett

NAYS: None

ABSENT: Skinner

MOTION CARRIES

- F. Airport Millage 2016 - Approval - The Commission voted on this item separately.

RESOLUTION - #2016-06-R1-03 & 04– Scheduled Business – Consensus Item F Airport Millage 2016 -

Approval: Staff received correspondence from Mr. Conrad Comeaux, the Tax Assessor, stating that due to the total assessment valuation increase this year, taxing entities must roll back their millage to the Adjusted Maximum Millage. Taxing entities may then increase their millage up to but not to exceed, the prior year's maximum. Staff suggests that the LAC take the position to "Roll Forward" to the tax payer's approved 1.71 mills. The O&M funds support the operating costs for airfield maintenance, ARFF, security and insurance. Following is a summary of O&M rates for the past several years:

2008	1.71
2009	1.71(based on reassessment taxing agencies were required to roll-back the rate to 1.71)
2009	1.71 (adjusted back to the prior year's rate of 1.71 as approved by voters)
2010	1.71
2011	1.71
2012	1.71
2013	1.71
2014	1.71
2015	1.71
2016	1.71 (Based on reassessment - taxing agencies are required to roll-back the rate to 1.58 and adjust back to 1.71 mills.)

Chairman Guilbeau stated that it has been publicized in the paper by the Lafayette Consolidated Government, which is a requirement by the 15th of the month. It does show the voters or citizens of Lafayette Parish what the comparison would be.

MOTION: Commissioner Segura recommended that the Lafayette Airport Commission adjust to the 1.58 millage. The motion was seconded by Commissioner Robichaux and the vote was as follows:

AYES: Segura, Hebert, Robichaux, Cruse, Garrett

NAYS: None

ABSENT: Skinner

MOTION CARRIES

MOTION: Commissioner Segura recommended that the Lafayette Airport Commission approve the LAC position to Roll Forward to the 1.71millage rate as approved by voters and presented on the July 13, 2016 LAC Regular Meeting Agenda. The motion was seconded by Commissioner Robichaux and the vote was as follows:

AYES: Segura, Hebert, Robichaux, Cruse, Garrett

NAYS: None

ABSENT: Skinner

MOTION CARRIES

XI. Reports

- I. Mrs. Hess – Grant Facilitator – Monthly Report - Report available on airport website www.lftairport.com *Mrs. Hess stated there is continuous work on Mrs. Leyva’s recommendations made from her Compliance Review back in May 2016. In August 2016 there will be an informational meeting for small businesses before the Regular LAC Commission meeting. Mr. Sparks has been in touch with Mrs. Hess and has made it known that businesses are wanting to do work here in Lafayette and for the airport. The LAC does not have a fully executed CEA agreement. This will hopefully be amended and there will be a fully executed agreement.*
- J. The Picard Group – Monthly Report- Report available on airport website www.lftairport.com. *Executive director Picou stated the airport was successful in receiving funding for the new terminal at \$1.3mil in Priority 1, \$4 mil in Priority 2, and \$8.2mil in Priority 5 for the total of \$13.5 mil. The cargo facility also remained intact at \$4.99mil in Priority 1.*
- K. LFT Airport Monthly Fiscal Review (June) — 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 Ex Commissioner Chatelain was in the audience and Chairman Guilbeau addressed him as being there. There was communication at the end of the meeting.

XIV. Adjourn

RESOLUTION - #2016-6-R1-05 – Adjourn

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

AYES: Segura, Hebert, Robichaux, Cruse, Garrett

NAYS: None

ABSENT: Skinner
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.