

PROCEEDINGS OF THE LAFAYETTE AIRPORT COMMISSION MEETING OF THE LAFAYETTE REGIONAL AIRPORT OF LAFAYETTE, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING OF AUGUST 10, 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 Robichaux, Paul Segura, Matt Cruse

ABSENT: John Hebert

ADMINISTRATIVE STAFF: Steven Picou (Executive Director), Daniel Elsea (Deputy Director), Todd Swartzendruber (Legal Counsel), Rene Cotton (Properties Administrator), Mary Green (Financial Comptroller), Ashley Simon (Environmental Compliance Officer), Catina Theriot (Secretary).

GENERAL AUDIENCE: Adam Thibodeaux (DSA), Robert Callahan (Sides and Associates), Mark Stielper (MBSB Group), Broutin Sherrill (RS&H), Jack Bourgeois (Airport Police), Randy Souiler (AJG), Bobbi Hess (TRG), R. Keith Broussard (KCB Capital Mgmt), Erroll Babineaux (AirMed), Samuel Pierre (3FJ), Kim McIntyre (Ethos Environmental & Proj Manager Solution), George Groh (Kutchins & Groh), Woodreaux Walker (RCS LLC), D. Bernard Rowan (BRGROUP, LLC), Steve Harrill (RS&H), Alex Sheffield (CK Associates), Jennifer Schatzle (CK Associates), Bonnie Garrigan (Metro Source), Jon Pope (Heery Int'l), Simon Karingithi (Michael Baker Int'l), Sonja White (POWR Group, LLC), William Lemonie (The Lemoine Co.), Donald C. Cobbs (D.C. Cubbs Transport, LLC), Anthony Brewer (Turn Key Services of LA), Tyron Picard (The Picard Group), Nic Walts (The Picard Group), Michael Hixon (Michael Baker Int'l).

I. CALL TO ORDER:

Chairman Guilbeau called the Regular Commission Meeting of August 10, 2016 to order at 5:30 p.m.

II. INTRODUCTION/ROLL CALL

III. PLEDGE OF ALLEGIANCE

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

RESOLUTION - 2016-08-R1-01: Commissioner Segura moved that the Lafayette Airport Commission accept Minutes of the Regular LAC Commission Meeting of July 13, 2016. Commissioner Garrett seconded this motion and the vote was as follows:

MOTION:

AYES: Cruse, Skinner, Segura, Garrett, Robichaux

NAYS: None

ABSENT: Hebert

MOTION CARRIES

V. CHAIRMAN'S COMMENTS: Chairman Guilbeau welcomed Mr. Swartzendruber for stepping in as Legal Counsel. Chairman Guilbeau stated there may be some issues with the Commissioners' IPads with blacked out pages etc. Chairman Guilbeau stated he wanted to express sincere appreciation to the staff for making Lafayette Regional Airport what it is today.

VI. PUBLIC COMMENTS: None

VII. COMMISSIONER'S COMMENTS: None

VIII. DIRECTOR'S REPORT:

1. Recognition of LAC Staff and Commissioner's August birthdays-
Steven L. Picou – Executive Director – 8/13

David McPherson – Operations Specialist – 8/19

Rene Cotton – Properties Administrator – 8/20

2. Bell Helicopter Update - *Executive Director Picou stated there have been changes to the 505. Bell Helicopter is bringing the 525 Sub Cabin assembly to Lafayette. Modifications are being done to the facility to accommodate this assembly. Bell's launch customer is PHI. The Sub Cabin assembly will be built in Lafayette, LA then shipped to Amarillo, TX. Due to the size of the helicopter, the 525, will be the only assembly that will take place here in Lafayette. This will extend Bell's contract with the state for two years. Monetarily there is no change for the airport only the building's usage. There will be some staff changes.*
3. Airport Badging Update – *Executive Director Picou stated as of August 1st approximately 400 badges have been shut off. This is a process the airport must take and to date there are 300 badges disabled. The airport anticipates there will be many more badge holders needing their badge activated.*
4. Seal Coat Project Update – *Executive Director Picou stated this is ongoing and is in Phase One. This project was taken over by the Surety Co., and operated by Hasco, who is doing a very good job. There was a spill last week in which product left the paved surface and ended up in the drain system. The spill was contained, cleaned up, and reported properly. Phase One will be wrapping up and Phase Two will begin soon on the Taxiway Bravo and 11-29 areas.*
5. Oakwells' Project Update – *Executive Director Picou stated the airport has received approximately \$24K from the concessionaire. This is the most the airport has seen with any concessionaire vendor. The bar area is under review by TSA for expansion into the sterile area. There are a few meetings scheduled for concerns on this expansion and there is no timeline on when the project will be completed.*
6. Self-Fueling Update – *Executive Director Picou stated August 29, 2016 is when the Self-Refueling company will be in town to get the pumps turned on and operational. Probably after Labor Day there will be Self-Refueling at LRA. Commissioner Garrett left the meeting after the Self-Fueling update at 5:43 p.m.*
7. Update on open LAC job positions: *Executive Director Picou stated the airport is still working through trying to find qualified people for these two open positions.*
Maintenance (2)
8. Special Meeting – 2017 Budget – September 14, 2016 4:30 p.m.
9. Fly Lafayette/Passenger Statistics/Sides & Associates Report – *Mr. Callahan stated the July numbers are in the Commissioner's packets and they are still down a bit with load factors holding their own. The Customer Service survey mentioned last month was sent out to 6700 members and results are still coming in. A full report on this survey will be presented at next month's meeting. The Top 50 Business Luncheon will be on September 1, 2016. An E-ticket will be emailed to Commissioners and staff. Fly Lafayette Club has 9358 members, 56 Businesses, and 14 winners out of 555 entries.*
10. Financials – *Executive Director Picou stated these are in the Commissioners' packets. Chairman Guilbeau asked the Commissioners if they want something on the agenda for the Budget to have it into the LAC office no later than August 15th.*

Commissioner Segura asked if the Lafayette Regional Airport had any effects from the Delta Air Lines computer system glitch in Atlanta, GA that had their whole system go down on Monday, August 8, 2016. Executive Director Picou stated the Boeing 717 which was to depart at 5:30am didn't leave until around 10:30am and this delayed other flights. The flights were either delayed due to crew rest, crew timing out, and crew scheduling. Executive Director Picou spoke with Delta Air Lines and they made accommodations for passengers with food and drink while at the airport. On Monday, August 8, 2016, if Delta had any vacant seats they were filling them and having full aircrafts depart from Lafayette. As of Wednesday, August 10, 2016 Delta was back to normal operations.

IX. Scheduled Business - Discussion Items

- A. 114 Borman Drive (Hangar 7) High Tail Reroof and Exterior Upgrades – Award of Contract – Discussion/Action – *Executive Director Picou stated the LAC accepted bids on August 9, 2016, in which, four companies submitted a bid. The lowest bid was submitted by Crown Architectural Metal Co., LLC, in the amount of \$602,500 with an engineer's estimate of \$615,000. The LAC is responsible for repairs and maintenance to the facility. Chairman Guilbeau asked if the airport had any experience with Crown Architectural Metal. Mr. Steipler with MBSB Group spoke to the Commission and said they have done work for the airport on the T Hangar project and the school board has used them with satisfaction.*

RESOLUTION - 2016-08-R1-02: Commissioner Skinner moved that the Lafayette Airport Commission accept the bid by Crown Architectural Metal Co., LLC for the 114 Borman Hangar 7 contract. Commissioner Segura seconded this motion and the vote was as follows:

MOTION:

AYES: Cruse, Skinner, Segura, Robichaux

NAYS: None

ABSENT: Hebert, Garrett

MOTION CARRIES

- B. 2016 Master Services Agreement – RS&H – Appendix A – Discussion/Action – *Executive Director Picou stated Appendix A is a supplement to the prior approved MSA Master Services Agreement and will be used in subsequent work orders under the agreement and is appropriate for use in garnering future funding.*

RESOLUTION - 2016-08-R1-03: Commissioner Segura moved that the Lafayette Airport Commission accept Appendix A in the 2016 Master services agreement with RS&H. Commissioner Cruse seconded this motion and the vote was as follows:

MOTION:

AYES: Cruse, Skinner, Segura, Robichaux

NAYS: None

ABSENT: Hebert, Garrett

MOTION CARRIES

- C. Terminal Project – Terminal Concept Program – Work Order #1 – RS&H – Discussion/Action – *Mr. Sherill with RS&H spoke to the Commission about Work Order #1. This Work Order sets the stage for the program. It develops the concept program. Interviews will be conducted with tenants, airport staff. In September flyers will be sent out to the public, and they will be on the website. Individual meetings with the commission will be set up with RS&H to develop and refine the theme. In October everything learned from staff and the theme will then be put into concepts. November through January will be the time to refine the concepts, gather funding sources, and develop a timeframe for the program. In January a program will be available for review and then will be brought back to the FAA for additional funding. Executive Director Picou stated Work Order #1 includes the necessary items to begin the Terminal Design process. In accordance with FAA and review from Kutchin's and Groh, the fee structure and scope are eligible for future FAA funding. Due to the expediency of the planning and design process the costs associated with this Work Order are being funded by the LAC. The total costs after review from RS&H and Kutchin's and Groh is \$1,127,390.00.*

RESOLUTION - 2016-08-R1-04: Commissioner Cruse moved that the Lafayette Airport Commission approve work Order #1 for RS&H. Commissioner Segura seconded this motion and the vote was as follows:

MOTION:

AYES: Cruse, Skinner, Segura, Robichaux

NAYS: None
ABSENT: Hebert, Garrett
MOTION CARRIES

- D. LAC Pavement Management Program – Work Order #4 – RS&H – Discussion/Action – *Executive Director Picou stated Work Order #4 includes items necessary to develop and carry out a program for Pavement Management as required by the FAA. The scope and fee were reviewed and approved by State DOTD Aviation and the cost is \$188,934.00 Costs to be covered under the current Runway 11-29 Overlay Grant.*

RESOLUTION - 2016-08-R1-05: Commissioner Cruse moved that the Lafayette Airport Commission approve Work Order #4 from RS&H. Commissioner Segura seconded this motion and the vote was as follows:

MOTION:

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

- E. LAC Environmental Program – On-Call Services – Work Order #6 – RS&H – Discussion/Action – *Executive Director Picou stated Work Order #6 includes items necessary to complete the 2016 Calendar Year Environmental Program previously carried through CK and Associates. Total Costs not to exceed \$90,000.00.*

RESOLUTION - 2016-08-R1-06: Commissioner Cruse moved that the Lafayette Airport Commission approve Work Order #6 from RS&H. Commissioner Segura seconded this motion and the vote was as follows:

MOTION:

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

- F. Runway 4R-22L Overlay – Project Management – Work Order #7 – RS&H – Discussion/Action – *Executive Director Picou stated due to recent Commission Action, Resolution #2016-06-R1S-05, referenced Runway 4R-22L, Work Order #7 presented by RS&H is to represent the LAC in matters pertaining to Project Management for the subject project. The total costs \$8,109.00 with cost reimbursement to be determined in future discussions. Executive Director Picou stated this is for the project 4R-22L with the concerns of pop outs.*

RESOLUTION - 2016-08-R1-07: Commissioner Cruse moved that the Lafayette Airport Commission approve work Order #7 from RS&H. Commissioner Segura seconded this motion and the vote was as follows:

MOTION:

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

- G. Miscellaneous Engineering –On-Call Services – Work Order #8 – RS&H – Discussion/Action – *Executive Director Picou stated Work Order #8 serves as a miscellaneous engineering services agreement to be completed as directed by the LAC on individual negotiated tasks as an hour for hour basis. This superseded the previous agreement held by Domingue Szabo and*

Associates. The agreement can be utilized as a cost plus fee structure to not exceed \$25K for labor and expenses, with no task exceeding \$10K.

RESOLUTION - 2016-08-R1-08: Commissioner Cruse moved that the Lafayette Airport Commission approve Work Order #8 from RS&H. Commissioner Segura seconded this motion and the vote was as follows:

MOTION:

AYES: Cruse, Skinner, Segura, Robichaux

NAYS: None

ABSENT: Hebert, Garrett

MOTION CARRIES

X. Scheduled Business – Consensus Items

- H. Main Terminal Signage Project – Final Acceptance – Bulliard Construction/MBSB Group – Approval
- I. Cajunman Triathlon, September 11, 2016
- J. 2016 Surplus Authorization
- K. Runway 11-29 Overlay – Coastal Bridge – Contract – Approval
- L. Runway 11 EMAS – Coastal Bridge – Change Order #5 – Approval
- M. Runway 11 EMAS – Coastal Bridge – Substantial Completion – Approval
- N. Taxiway Mike – Elliot Construction – Substantial Completion – Approval
- O. Perimeter Road – Elliott Construction – Substantial Completion – Approval
- P. 2016 Approval for Grant Application
 - a. Noise Program Implementation
 - b. Environmental Program
 - c. Runway 29 EMAS
- Q. 2017 Capital Improvement Program – LA DOTD Aviation – Approval *Commissioner Skinner asked if there were any changes on this for the North GA Phase III. Mr. Elsea got up and spoke to the Commission stating the Phase III was previously on there and funded by the state. There would not be any changes on the Capital Improvement Program.*
- R. LAC – FAA Memorandum of Agreement – NOTAM Manager – Approval *Commissioner Skinner asked what this is about. Executive Director Picou stated this changes the process for the airport to go straight to the NOTAM office. This takes Lockheed Martin out of the equation and allows the Airport direct access to the NOTAM office.*

Debra from the Public audience got up to ask the Commission about Scheduled Business Item H Main Terminal Signage Project. Executive Director Picou stated this was a project that was on its final stages and it includes all new sign toppers that are unique to the Lafayette Regional Airport.

RESOLUTION - #2016-08-R1-09– Scheduled Business – Consensus Items H thru R:

MOTION: Commissioner Cruse moved to accept Items H through R. The motion was seconded by Commissioner Skinner and the vote was as follows:

AYES: Cruse, Skinner, Segura, Robichaux

NAYS: None

ABSENT: Hebert, Garrett

MOTION CARRIES

XI. Reports

- S. Mrs. Hess – Grant Facilitator – Monthly Report - Report available on airport website www.lftairport.com *Mrs. Hess stated the airport had its Small Business Opportunities meeting on August 10, 2016 at 4:00pm prior to the Regular Commission meeting and the participation doubled from last year from twenty people. Remy Graves from LA DOTD will*

send Mrs. Hess a report of how many DBE applications they have received since April 2016. Mrs. Hess is working on getting the airport on the Bond Commission agenda for the capital outlay appropriation. There is a new Legislative law to make sure organizations are spending the state money they receive. Capital Outlay requests need to be submitted prior to November 1st if the money has not been expended. This is a statewide law and it is to make sure projects are moving along with state funds.

- T. The Picard Group – Monthly Report- Report available on airport website www.lftairport.com. *Mr. Picard got up and spoke to the Commission dovetailing on Mrs. Hess' report. Due to the overfunding and overcommitting to the Capital Outlay projects the Governor has set on focusing on projects that are in transportation. The airport's projects remain in the bill, which are the Cargo Project and the Terminal Project. The September Bond Commission meeting will have most likely less than a dozen projects for Priority 1. Mr. Moses with F&P is surprised to see the Lafayette Regional Airport a year ahead of schedule. The Priority 1 and Priority 2 funding amounts can be tweaked to make sure the projects get started. Chairman Guilbeau asked if the Priority 1 funds of 1.3 mil would be available in the year 2017. Mr. Picard said yes it is their goal to get the airport Priority 1 and Priority 2 funding. Commissioner Segura thanked Mr. Picard and the Legislative staff for fighting for the airport to receive the funding.*
- U. LFT Airport Monthly Fiscal Review (July) — Report available on airport website www.lftairport.com. *Executive Director Picou stated Fiscal Review is in the packet as well.*

XII. Project Updates

- V. Runway 11-29 Rehabilitation (Michael Baker International)
- W. I-49 Support Services (Michael Baker International)
- X. Taxiway Mike (Parallel Taxiway) - (DSA) – Update
- Y. North GA Phase II (DSA) – Update
- Z. Perimeter Road Improvements (DSA) – Update
- AA. Master Plan (DSA) – Update
- AB. Runway 29 EMAS Installation Work Order 8 (AECOM) – Update
- AC. Cargo Facility (MBSB) – Update
- AD. Main Terminal Signage Upgrades (MBSB) - Update
- AE. 114 Borman Drive – Exterior Upgrades – 2016 (MBSB) – Update
- AF. ATCT – Chiller Upgrades (MBSB) - Update
- AG. LRA, ATCT – Interior Upgrades – 2016 (MBSB) – Update

XIII. Other Business None

XIV. Adjourn

RESOLUTION - #2016-8-R1-10 – Adjourn

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

AYES: Cruse, Skinner, Segura, Robichaux

NAYS: None

ABSENT: Hebert, Garrett

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.