

PROCEEDINGS OF THE LAFAYETTE AIRPORT COMMISSION MEETING OF THE LAFAYETTE REGIONAL AIRPORT OF LAFAYETTE, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING OF SEPTEMBER 14, 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, John Hebert

ABSENT: Matt Cruse, Paul Segura

ADMINISTRATIVE STAFF: Steven Picou (Executive Director), Daniel Elsea (Deputy Director), Stephen Oats (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), Larry Sides (Sides and Associates), Mark Stielper (MBSB Group), Broutin Sherrill (RS&H), Jack Bourgeois (Airport Police), Randy Souiler (AJG), R. Keith Broussard (KCB Capital Mgmt), Wilfred Pierre (3FJ), Jennifer Schatzle (CK Associates), Mike Stroploa (ARFF), Corey Shultz (ARFF), Bill Griffin (AECOM), Gregory Trahan (AECOM).

I. CALL TO ORDER:

Chairman Guilbeau called the Regular Commission Meeting of September 14, 2016 to order at 5:35 p.m.

II. INTRODUCTION/ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. APPROVAL OF the Minutes of the Regular LAC Commission Meeting of August 10, 2016.

RESOLUTION - 2016-09-R1-01: Commissioner Skinner moved that the Lafayette Airport Commission accept Minutes of the Regular LAC Commission Meeting of August 10, 2016. Commissioner Robichaux seconded this motion and the vote was as follows:

MOTION:

AYES: Hebert, Skinner, Garrett, Robichaux

NAYS: None

ABSENT: Cruse, Segura

MOTION CARRIES

V. CHAIRMAN'S COMMENTS: Chairman Guilbeau introduced Mr. Bryan Tabor, President of Ace Plumbing Inc., as the newly appointed Commissioner by the Lafayette Parish City Council for a four-year term commencing on November 1, 2016. Mr. Tabor will be replacing Commissioner Robichaux, who has served twelve years and is term limited.

Mr. Tabor stated it is an honor to serve the city of Lafayette and hopes he can help with the terminal project.

VI. PUBLIC COMMENTS: Marcus Bruno, Assistant to City-Parish President Joel Robideaux, making themselves known in the parish and other Boards and Commissions throughout the city and parish. The goal is to grow together as Mr. Robideaux always says.

VII. COMMISSIONER'S COMMENTS: Commissioner Skinner stated there will be a General Aviation outreach at Western Airways Hangar on September 15, 2016 at 5:30 p.m. This is a group of pilots, tenants, and users of the airport. Lafayette Regional Airport does not have a user group for General Aviation and this will hopefully bring forth a user group to help foster and grow General Aviation.

VIII. DIRECTOR'S REPORT:

1. Recognition of LAC Staff and Commissioner's September birthdays-
Daniel Elsea – Deputy Director – 9/9
Danny Richter – Maintenance – 9/23
2. TSA/Envoy – Rose Wollenberg *Executive Director Picou stated he received an email on August 25, 2016 from Rose Wollenberg. She is from Sacramento, CA and she commended the ticket counter with American/Envoy and TSA's ticket gate for their concern with her husband's needs with using a walker. Their travel was made hassle free and she was thrilled.*
3. Miami Air Charter – *Executive Director Picou got a call to assist with a charter for Miami Air. This was for the first LSU game and the charter company had some concerns about having the charter out of Lafayette. Originally the charter was to go out of Baton Rouge, LA. The charter was made up of former LSU Alumni and the who's who of Lafayette. Executive Director Picou was successful in working with DGS that handled the charter. Commissioner Skinner asked if they boarded through the terminal. Executive Director stated yes about 110 passengers boarded the charter through the LFT terminal.*
4. AT&T – *Executive Director Picou stated AT&T approached United Airlines to run fiber to the terminal. LUS Fiber and AT&T met but were not able to come to an agreement. AT&T fiber is now run to the terminal but is not distributed anywhere as of yet. IN the next couple weeks AT&T will be in the building to run the fiber to United Airlines.*
5. Flood Cleanup – *Executive Director Picou stated the airport did not have much damage. None of the runways or taxiways were covered in water. One fence at the edge of the property was under water and LPSO watched for anything attempting to get into the airport's secure area.*
6. Terminal Outreach - *Executive Director Picou stated the LAC has been working with Sides & Associates and the airport team with meeting with stakeholders, Commissioners, and several individuals around Lafayette to get their input on what should or shouldn't be in the terminal. A possible goal is to have something out in March 2017 with a 30% design.*
7. Self-Serve Pump on N. GA Ramp - *Executive Director Picou stated this pump has not worked for years. This pump is still not working but all the computer programming is installed and the IT side of it is being handled for servicing. Mr. Harrison, with Signature Flight, told Mr. Picou if the pump was in service today the price would be \$3.42 and this would change with different types. Commissioner Skinner stated the fuel pricing at Lafayette Regional Airport is the second highest in a five state area for a long time. Competitive pricing could bring more business to the airport.*
8. Avis (Environmental Clean Up) - *Executive Director Picou stated AVIS had hydrocarbons spilt over many years and this is getting cleaned up. Back in August of 2015 with negotiations AVIS was told they needed to clean up the mess. No one ever mandated the area be cleaned up and they were only using part of the AVIS location. Monies were lost during this time and the LAC is working with Council and AVIS to recoup lost revenues.*
9. Fed Ex and UPS Lease Agreement Update - *Executive Director Picou stated Mrs. Green addressed this briefly in the Budget meeting. FedEx and UPS have been headstrong on their stance on the lease agreement. The LAC, FedEx, and UPS have come to a gentleman's agreement in which the LAC will not say what the terms will be. The goal post moved and the language of the terms structure needs to be written and agreed upon then move forward. The LAC is looking at a return of their investment in about three and half years.*
10. Environmental Training – September 21, 2016 *Executive Director Picou stated Mrs. Simon will have Annual Storm Water training for tenants in the Main Conference Room of the terminal. Executive Director Picou stated Mrs. Simon will be traveling to Oklahoma at the end of the month to present on Storm Water.*
11. Cajunman Triathlon - *Executive Director Picou stated this occurred this past Sunday and the course was rerouted due to the flooded area. This was a success and Executive Director thanked everyone that was involved in this event.*

12. Aviation Fun Day – October 22, 2016 - *Executive Director Picou stated Mrs. Theriot is heading up this event. Commissioner Skinner asked if Rojas was contacted for planes to be on view at this event. Executive Director stated static planes were on view at last year's event and Mrs. Cotton helped with this and this will be coordinated again.*
13. CK & Associates – Professional Services Contract – Termination of Contract CK & Associates were placed on a month to month contract in 2014 and the LAC is requesting to exercise its sixty (60) day termination clause to end the contract. *The LAC is ending the month to month contract and CK is now part of the RS&H team.*
14. Classic Business Products - Business Center Copier Preventative Maintenance –Automatic Renewal – 10/01/16-9/30/17 at \$250.00/yr.
15. Sugarland Exterminating & Chemical Company, Inc. (Pest Control Services) – Automatic Renewal One-year automatic renewal 10/14/16-10/13/17 (FINAL) – Monthly Service rate \$283.00 for six locations (Terminal, MX, ATCT, LAC Admin, ARFF, and UPS).
16. GAT Airline Ground Support, Inc. - Porter Services – Automatic Renewal One-year automatic renewal 10/1/16-9/30/17 (FINAL) – Billable Hourly Rate: \$13.20 (straight time), \$19.79 (holiday Time-New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, and Christmas); Management Fee: \$1,887.35 per month
17. FAA - DSAR 11 (Digital Surveillance Air Radar) - Automatic Renewal – 10/1/16-9/30/17 (FINAL)
18. Update on open LAC job positions:
Maintenance (2) *Executive Director Picou stated the job description is being looked at. Even in this down economy it is hard to find qualified and trained individuals for these two maintenance positions. Many applicants are stating the pay is questionable. Mrs. Green will give Mr. Thibodeaux a list of touch points to bring up that help out weigh the pay.*
19. Fly Lafayette/Passenger Statistics/Sides & Associates Report - *Mr. Callahan stated the Fly Lafayette numbers are in the Commissioner's packets. 34,133 passengers. There are tickets for the Independent Breakfast to be held on September 29, 2016. There are 9402 members with 56 winners for the month. A new website version was launched over the weekend. It is more user friendly and mobile device friendly.*
Mr. Sides got up to report on the Customer Service Survey that was sent out to all Fly Lafayette members and non-Fly Lafayette members. Social media is popular and comments or complaints are addressed as they come up. There were 820 surveys that were completed. Mr. Sides presented a PowerPoint slide show of the highlights of the eighty-eight-page survey explanation. Such topics covered were overall expectations, cleanliness, security, food/restrooms/Wi-Fi, and service after landing. There was no incentive to take the survey and there was an exceptional response to the responses that were received.
20. Financials – *Executive Director Picou stated these are in the Commissioner's packets for review.*

IX. Scheduled Business - Discussion Items

- A. Runway 11-29 Safety Area (RSA) Improvements – Phase III – Runway 29 EMAS – Rebid – Approval of Bids – Ratify Chairman Action – Discussion/Action – *Executive Director Picou stated the LAC received re-bids for the EMAS system that the LAC worked with AECOM on. The LAC had to move quickly with the FAA's year coming to an end and the LAC would like approval of the bids.*

RESOLUTION - 2016-09-R1-02: Commissioner Skinner moved to accept the re-bids.

Commissioner Robichaux seconded this motion and the vote was as follows:

MOTION:

AYES: Hebert, Skinner, Garrett, Robichaux

NAYS: None

ABSENT: Cruse, Segura

MOTION CARRIES

- B. Runway 4R=22L Safety Area Improvements – Phase V – Overlay – Testing - Discussion/Action Executive Session re: Diamond B Construction, 15th JDC, 2016-3405 E – *Executive Director Picou stated the LAC is working with legal counsel there is a recommendation from AP Tech to do some additional testing on the runway environment. RS&H confirmed the recommendation and it is not to exceed \$23K. Once the testing is completed there will be a clear path of which direction to proceed. Mr. Oats, Legal Counsel, stated this is for the recommendation for further testing by the LAC’s engineering firm so they can develop a plan for the runway.*

RESOLUTION - 2016-09-R1-03: Commissioner Skinner moved that the Lafayette Airport Commission approve up to \$23K for the testing. Commissioner Robichaux seconded this motion and the vote was as follows:

MOTION:

AYES: Hebert, Skinner, Garrett, Robichaux

NAYS: None

ABSENT: Cruse, Segura

MOTION CARRIES

X. Scheduled Business – Consensus Items

- C. Computer Maintenance RFP - Approval
- D. 2016 2nd Semiannual Groundwater Monitoring –Work Order #11- RS&H- Approval Commissioner Skinner asked if this is the old PHI area. Ashley Simon, Environmental Compliance Officer, got up to tell the Commission PHI does their own groundwater sampling but yes the old PHI area, which is currently Bell Helicopter, does have a well there that is included in this monitoring.
- E. Environmental Budget Additional Funds Request – Approval
- F. 112B Borman Drive and T Hangar Improvements – Project Management – Work Order #10 – RS&H – Approval
- G. Transfer of Surplus Vehicle (2007 GMC Yukon) - Approval
- H. Classic Business Products – Preventative Maintenance – Terminal Administration Copier - Approval
- I. Door Control Services Inc. Inc. – Preventative Maintenance Revolving Doors - Approval
- J. Aircraft Rescue and Fire Fighting (ARFF) Services Contract Extension – Approval Commissioner Skinner asked if this would be re-bided. Executive Director Picou stated it will be re-bided in December. Commissioner Skinner asked if looking into in house services would be cheaper.
- K. North General Aviation Improvements – Phase III – Design – Work Order #9 – RS&H – Approval *Executive Director stated this item would be pulled completely.*
- L. Runway 11-29 Improvements – Overlay – Coastal Bridge – Change Order #1 – Approval
- M. Taxiway Sealcoat Project – Forcon – Change Order #6 – Approval
- N. Terminal Project – Capital Outlay Request – Fund Allocation - Approval
- O. Terminal Project – Environmental Services Program – Work Order #3 – RS&H - Approval
- P. Terminal Project – CONRAC Site Study – Work Order #13 – RS&H - Approval
- Q. Cargo Facility – Trahan Construction – Change Order #2 – Approval
- R. Taxiway Mike – Elliott Construction – Change Order #6 – Approval
- S. Perimeter Road Improvements – Elliott Construction – Change Order #4 – Approval
- T. Terminal Program – Project Management – HEERY International – Task Order #1 – Approval
- U. LAC Bylaws Review and Update *Executive Director stated this item would be pulled completely.*

RESOLUTION - 2016-09-R1-04: Commissioner Skinner moved to accept Consensus Items C through J and Items L through T with the exception of Items K & U. Commissioner Garrett seconded this motion and the vote was as follows:

MOTION:

AYES: Hebert, Skinner, Garrett, Robichaux

NAYS: None

ABSENT: Cruse, Segura

MOTION CARRIES

XI. Reports

- V. Mrs. Hess – Grant Facilitator – Monthly Report - Report available on airport website www.lftairport.com. *Executive Director Picou stated Mrs. Hess has been working with Executive Director Picou, Deputy Director Elsea, and Mrs. Cotton on various DBE programs. Mrs. Hess is also working with the State on the outreach the LAC has put on so far.*
- W. The Picard Group – Monthly Report- Report available on airport website www.lftairport.com. *The report is in the Commissioner's packets for their review.*
- X. 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

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

XIII. Other Business None

XIV. Adjourn

RESOLUTION - #2016-9-R1-05 – Adjourn

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

AYES: Hebert, Skinner, Garrett, Robichaux

NAYS: None

ABSENT: Cruse, Segura

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.