

PROCEEDINGS OF THE LAFAYETTE AIRPORT COMMISSION MEETING OF THE LAFAYETTE REGIONAL AIRPORT OF LAFAYETTE, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING OF OCTOBER 13, 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, Matt Cruse, Paul Segura

ABSENT: None

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), Larry Sides (Sides and Associates), Broutin Sherrill (RS&H), Jack Bourgeois (Airport Police), Randy Souiler (AJG), Wilfred Pierre (3FJ), Gregory Trahan (AECOM), Christie Dunn, CPA (WMDDH), Tina Stone (W.D. Schock Co.), Cindy Kelly (W.D. Schock Co.), Tom Zachary (United Airlines), Mark Ade (United Airlines), Phil Swan (United Airlines), George Groh (Heery/ Kutchins & Groh), Kenneth Rodriguez (Enterprise), John Bush (AECOM), Steve Harrill (RS&H), Michael Hixson (Michael Baker International), Simon Karingithi (Michael Baker International), Bryan Tabor (LAC).

I. CALL TO ORDER:

Chairman Guilbeau called the Regular Commission Meeting of October 13, 2016 to order at 5:32 p.m.

II. INTRODUCTION/ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. APPROVAL of the Minutes of the Special Meeting of September 14, 2016 and the Regular LAC Commission Meeting of September 14, 2016.

RESOLUTION - 2016-10-R1-01: Commissioner Segura moved that the Lafayette Airport Commission accept Minutes of the Special Meeting of September 14, 2016 and the Regular LAC Commission Meeting of September 14, 2016. Commissioner Cruse seconded this motion and the vote was as follows:

MOTION:

AYES: Hebert, Skinner, Cruse, Segura, Robichaux

NAYS: None

ABSENT: Garrett

MOTION CARRIES

V. CHAIRMAN'S COMMENTS: Chairman Guilbeau stated it is Commissioner Robichaux's last meeting as he has served twelve years on the Lafayette Airport Commission. Chairman Guilbeau stated he remembers the first phone conversation with Commissioner Robichaux. From that time Chairman Guilbeau stated he has respected the wisdom that Mr. Robichaux has shared with the Commission. You have been "Dean of the Commission", a title that will be passed on to Commissioner Garrett on November 1, 2016. The most memorable action is the institution of the "Robichaux Pay Plan". Every

November/December the employee's pay is discussed and Commissioner Robichaux took on the task of developing a pay plan after what LCG offers. Commissioner Cruse left the meeting at 5:37 p.m. during Chairman Guilbeau's recognition of Commissioner Robichaux.

Chairman Guilbeau thanked Commissioner Robichaux for being so persistent with the Robichaux Pay Plan. Chairman Guilbeau, on behalf of the Commission and the tax payers of the Lafayette Parish, presented a memento to Commissioner Robichaux for his twelve years of service. A picture was taken of Commissioner Robichaux and the plaque that was presented to him while standing next to Chairman Guilbeau.

Executive Director Picou also presented Commissioner Robichaux, with a framed aerial view of the airport. Also, a picture was taken of Commissioner Robichaux with his aerial view of the airport. Chairman Guilbeau announced that commissioner Robichaux would be honored at the Lafayette City Parish Council meeting on Tuesday, October 25, 2016 at 5:30 p.m.

VI. PUBLIC COMMENTS: None

VII. COMMISSIONER'S COMMENTS: Chairman Guilbeau apologized for not recognizing fellow Commissioner's on if they wanted to say something towards Commissioner Robichaux.

Commissioner Segura congratulated Commissioner Robichaux on all his years and dedication to the airport. Commissioner Segura stated Commissioner Robichaux was the Chairman when he first started and that Mr. Robichaux always was interested, involved, and cared about what was going on at the airport. Commissioner Segura stated it was great working with Mr. Robichaux as a fellow Commissioner, as a Chairman, and as a great friend also.

Chairman Guilbeau announced for the record that Commissioner Garrett arrived at 5:42 p.m. to take her seat at the Commissioner's table.

Commissioner Garrett stated Commissioner Robichaux always had the heart of the people, the interest of the taxpayer's money, and he always held people accountable. Commissioner Robichaux will be a tough act to follow.

Commissioner Skinner stated Commissioner Robichaux was Chairman at the time he was appointed and Mr. Robichaux taught him everything he knows about the airport. Commissioner Skinner appreciates everything from Commissioner Robichaux and it has been a pleasure working with Commissioner Robichaux.

Commissioner Hebert stated not much to add but he is thankful for Commissioner Robichaux minding the purse strings of the Commission and his sense of humor has lead the Commission.

Chairman Guilbeau stated that Mr. Swartzendruber has been here about eleven of the twelve years of Commissioner Robichaux's tenure. Mr. Swartzendruber stated Mr. Robichaux was the Chairman when he was appointed as Legal Counsel. Mr. Swartzendruber stated Commissioner Robichaux is the only Commissioner left from the commission that was in place when he started. Mr. Swartzendruber remembers the first meeting as well with Commissioner Robichaux, the commission had gone through some changes, and he was interested in making the Commission the best it could be.

Executive Director Picou thanked Commissioner Robichaux for the short time he has worked with him and wished him the best of luck.

Chairman Guilbeau recognized the new Commissioner, Mr. Tabor, which will take Commissioner Robichaux's place on the November 9th meeting. Chairman Guilbeau stated there are big shoes to fill.

Commissioner Robichaux wanted to thank everyone and stated it has been a long twelve years. Commissioner Robichaux stated he has been through about fifteen to eighteen Commissioners, four legal firms, six FBO's, two Directors, and three assistant directors. Commissioner Robichaux stated this has been the best Commission he has worked with. Commissioner Robichaux stated the Commission reminds him of a Clint Eastwood movie, "The Good, The Bad, and The Ugly", that is how things have

been for twelve years and not necessarily in that order. Commissioner Robichaux thanked the Commission and stated if anyone needs anything his phone is always available.

VIII. DIRECTOR'S REPORT:

1. Recognition of LAC Staff and Commissioner's October Birthdays

Jack Bourgeois – Airport Police – 10/4

Carroll B. Robichaux – Commissioner – 10/17

Chairman Guilbeau stated Commissioner Garrett had something she wanted to say to the Public. Commissioner Garrett stated this is the only time she has to address the Public during the Commission meeting in the month of October. Commissioner Garrett stated she is a Big Wig wearing pink. Commissioner Garrett stated October is Breast Cancer Awareness month and if anyone wants to contribute to the Susan B. Komen foundation it will be greatly appreciated. You can text 71777Valerie and make a donation. The funds stay locally and help those that cannot afford mammograms. This Commissioner Garrett's Public Service Announcement for the day.

2. Aviation Fun Day – October 22, 2016 – *Executive Director Picou stated this event opens up at 0900am and we are full up on registration. There is a waiting list and everything is lined up. Catina Theriot, Secretary, has been heading up this event and we are ready for the event on Saturday.*
3. Baggage Carousel Numbering – *Executive Director Picou stated there is a big number 1 and 2 located on each baggage carousel. This will limit the confusion on which baggage carousel the passenger's luggage will be on. Commissioner Segura asked if the airlines would use the closest carousel to them. Executive Director stated it will be come first, first serve basis. The airline will need to be sure to put the correct number on the FIDS display for baggage to be on the correct baggage carousel.*
4. General Aviation (GA) Outreach Update – *Executive Director Picou stated this was on September 15, 2016 at Western Airways with about 35 people in attendance. This was an Operation Raincheck for FAA, a General Aviation opportunity for pilots to participate in continuing education. A presentation from Commissioner Skinner and Executive Director Picou provided the attendees insight on projects at the airport related to General Aviation. There will be a meeting with Commissioner Skinner, Executive Director Picou, Sides & Associates, and Chairman Guilbeau to work on a larger GA outreach in the spring time. Commissioner Skinner said there were more ATCT issues and he is looking forward to having a GA-ATCT day to work out the issues.*
5. United Ground Express Update – *Executive Director Picou stated he is happy to report that United Airlines is handling their own ground service. This service was being handled by Delta Global Service (DGS) and is now being handle by United Ground Express (UGE). Mr. Phil Swan, the new station manager, is in the audience. One thing Executive Director Picou stated was he is being told by UGE there will always be someone at the United ticket counter during the operating hours. This is a great asset to have at the Lafayette Regional Airport. Mr. Phil Swan, new United station manager, got up to speak to the Commission. Mr. Swan introduced a couple of his coworkers, Tom Zachary and Mark Ade, they are both with the main line United product. Mr. Swan is finishing up his nineteenth year and there is a level of experience here and customer service will be raised. Mr. Swan stated his door is open to the Commission and his door is open to anything that can be done for the face of United. Executive Director Picou stated as of right now UGE is shadowing DGS employees and UGE takes over on October 18, 2016.*

6. REAL ID Update -*Executive Director Picou stated Governor Edwards supports Real ID and because of his support and mandate. The state of Louisiana is now compliant with Real ID requirements. On October 3, 2016, the Office of Motor Vehicles started issuing REAL ID licenses. The changes are you have to bring in a certified copy of your birth certificate or a valid passport that the State of Louisiana will keep a copy of for your convenience of not having to bring it in every time. An individual can wait until their driver's license expires or pay a fee to go in and have your ID changed at the Office of Motor Vehicles. Commissioner Segura stated you need to have a second form of identification such as a passport if you do not have a REAL ID compliant license. In the year 2020, TSA will require you to have a Real ID compliant identification.*
7. Runway 4R/22L Update – *Executive Director Picou stated at the last LAC meeting it was approved for AP Tech to do additional testing on the cords of the runway. Tests were done on the nights of October 11th & 12th and the results should be available by the next Commission meeting on November 9, 2016. These results will assist in the next legal step on directing the LAC on which direction to go with 4R/22L Runway.*
8. UPS Aircraft Relocation Update – *Executive Director Picou stated he worked with Mark Ade and Tom Zachary with United and members of the UPS properties team on relocating UPS' aircraft. During normal operations UPS was conducting a locked wheel turn blowing dust and debris into the United Airlines' area. UPS has temporarily moved on the heavy pads located Northeast of their current location. The LAC is still working with legal counsel, Oats & Marino, on the lease agreements. The Cargo building should be completed for November 22, 2016, but per verbal agreements the two companies will not move during their peak season.*
9. Coordination with Signature Flight/T-Hangar Tenants – Sealcoat – *Executive Director Picou stated the Sealcoat project is moving into the T-Hangar area. The LAC is working with Mr. Harrison with Signature Flight on getting aircraft in and out of that area while the work is being done.*
Executive Director Picou stated at the National Airport's Conference in Orlando, FL he met with the Vice President of Signature Aviation and stated there were some concerns at the Lafayette Regional Airport. Fuel prices are very high compared to others in the region. As of October 12, 2016, Signature Aviation has reduced their 100LL by sixty cents. The Lafayette Regional Airport is at \$5.60. Acadiana Regional in New Iberia is \$5.82, which is not the lowest but it is lower than Baton Rouge Signature Aviation and higher than Abbeville. Also, there was an email with Signature Aviation, stating the self-refueling will be unavailable for another three weeks due to an internal pump not being available. This is not acceptable and the self-serve refueling should be available in less than three weeks.
Executive Director Picou asked to address other items that have come up. Chairman Guilbeau stated Executive Director has the floor. Executive Director Picou stated someone has struck one of the airport's new signs and Sgt. Bourgeois, Airport Police and Mr. Reeves Russell, Security Coordinator are looking into the issue. This was a hit and run and the sign is structurally sound. Sides and Associates received the 2016 Communicator Report Award for Airport's Annual Report and it will be put in the award display case in the terminal. Earlier in the day on October 13, 2016, the LAC had a successful meeting with Heery and RS&H on the environmental assessment for the new terminal building. The Environmental assessment is progressing through the FAA's procedures.
Broutin Sherill with RS&H stated in December will be a public outreach on the project. Chairman Guilbeau asked if this will include the charettes. Mr. Sherill stated the environmental assessment and the charettes will be two separate items addressed

separately. Also, the LAC met with zoning and permitting and the RTR is still an obstacle with the FAA. A response should be heard back in 45-90 days which is between November 11th and December 20th.

10. Windstream Communications – 11/16/16 – 11/15/17 Automatic Renewal – *Chairman Guilbeau asked Executive Director Picou if this could be something that could be handled in a total concept for the new terminal as per the conversation with utilities director for the general assembly for the Mayor President. Executive Director Picou stated this would be a service to park calls and having the PBX phone exchange in the airport and available to the airlines and various tenants.*
11. Terminix – Termite Program – 200 Terminal Drive – 12/1/15 – 11/30/16 Automatic Renewal
12. Fly Lafayette/Passenger Statistics/Sides & Associates Report –*Mr. Callahan stated there were 37,017 passengers for September with load factors at 89.5% for Delta, 76.7% for American, and 70% for United. An update on the DBE program, as of October 1, 2016, fifteen businesses have applied to be DBE certified. Out of those fifteen eleven have been certified and one in the audience is Mr. Pierre of Three Frenchmen Janitorial Service. Congratulations to all those companies. The Fly Lafayette Club update – has 9435 members with 14 winners out of 558 entries last month. Executive Director Picou stated out of the Fly Lafayette Club there were two very positive emails stating thank you for the prizes due to the certain things going on in their lives. Commissioner Garrett asked if there would be a DBE fall outreach. Mr. Callahan stated there will be one in mid-November and Commissioner Garrett is the point person to help kick that event off.*
13. Financials – *Executive Director stated these are in the Commissioner’s packet.*

IX. Scheduled Business - Discussion Items

- A. Noise Compatibility Program Implementation – Work Order #5 – RS&H -Discussion/Action – *Executive Director Picou stated the work order is provided for consideration to undertake the specified Noise Mitigation Program, which will include Avigation Easements and updated language to Zoning and Ordinances with total costs over a million dollars. Costs are to be covered under current and future grants. Mr. Broutin Sherill got up to speak to the Commission. Mr. Sherill stated he has WD Shock, a sub-consulting firm that will help with the program and will be setting up shop in Lafayette, LA in about two weeks. This firm will be putting together a procedures manual over the next sixty days and the public can contact them about the project. WD Shock will set up different phases for specific contacts. Executive Director asked what the DBE participation now with WD Shock is. Mr. Sherill stated up-to-date RS&H is at 35% DBE participation.*

RESOLUTION - 2016-10-R1-02: Commissioner Skinner moved that the Lafayette Airport Commission approve the Noise Compatibility Program Implementation Work Order#5. Commissioner Segura seconded this motion and the vote was as follows:

MOTION:

AYES: Hebert, Skinner, Garrett, Segura, Robichaux

NAYS: None

ABSENT: Cruse

MOTION CARRIES

X. Scheduled Business – Consensus Items

- B. 2017 Proposed Budget- Approval
- C. PHI – 310 Shepard Drive – Exercise of Option 3 - Approval
- D. ARC – Contract – Approval
- E. Resolution for New Terminal Plaque - Approval
- F. RFP – Insurance Broker Services – Award of Contract - Approval
- G. Runway 11-29 Safety Area Improvements- Phase II- Runway 11 EMAS Project- Change Order #6- Coastal Bridge Co. - Approval
- H. Taxiway Sealcoat Project- Takeover Agreement- Amendment #1- Approval
- I. Runway 11-29 Safety Area Improvements- Phase III- Runway 29 EMAS Project- Civil Work- Contract Approval- Elliott Construction- Approval
- J. Runway 11-29 Safety Area Improvements- Phase III- Runway 29 EMAS Project- EMAS Procurement- Contract Approval- Engineered Arresting Systems Corporation- Approval
- K. Acceptance of Grants- Ratify Chairman Action- Approval
 - a. Runway 29 Improvements- EMAS
 - b. Noise Mitigation Measures for Residences within 65-69 DNL
- L. Audit Engagement Letter - Approval
- M. LAC Bylaws Review and Update – Approval *Commissioner Skinner asked that this item be pulled completely for a separate vote and discussion.*
- N. Sides & Associates – Contract Extension - Approval

RESOLUTION - 2016-09-R1-03: Commissioner Skinner moved to accept Consensus Items B through N with the exception of Item M. Commissioner Hebert seconded this motion and the vote was as follows:

MOTION:

AYES: Hebert, Skinner, Garrett, Segura, Robichaux

NAYS: None

ABSENT: Cruse

MOTION CARRIES

Chairman Guilbeau stated he would accept a motion for Item M to be on the table for discussion.

RESOLUTION - 2016-09-R1-04: Commissioner Skinner moved to accept Item M for discussion. Commissioner Robichaux seconded this motion and the vote was as follows:

MOTION:

AYES: Hebert, Skinner, Garrett, Segura, Robichaux

NAYS: None

ABSENT: Cruse

MOTION CARRIES

Commissioner Skinner asked on Item Q of the By-Laws if the Commission votes two-thirds (2/3) of the entire membership of the commission for hiring and firing, do all the members need to be present to vote. Mr. Swartzendruber stated the vote is numerically counted and Executive Director Picou stated Mr. Oats explained it differently. All Commissioners must be present for the vote to take place. Then only by a 2/3 thirds vote could the Commission terminate the Executive Director. Commissioner Garrett stated the word entire means the whole Commission would have to vote. Chairman Guilbeau stated the By Laws will be addressed again by Commissioner Skinner's request. Mr. Swartzendruber stated if there are any concerns about the language of the hiring and firing portion of the By Laws then they could be looked at again or

that portion could be pulled completely. Commissioner Skinner asked if this is approved then it would take two thirds vote to undo the vote.

Chairman Guilbeau stated he instigated the change of the By Laws and there are a couple of other changes. He asked if the Commission could at least approve the rest of the By Laws.

Commissioner Garrett asked if there were no other questions about the By Laws besides the entirety definition. Commissioner Garrett asked if there could be a clear definition of the meaning of entire two thirds vote. If two legal representatives have two different interpretations, then laymen would probably have two different meaning also.

Commissioner Skinner amended his vote to approve the By Laws with the exception of Item Q.

RESOLUTION - 2016-09-R1-05: Commissioner Skinner moved to approve the By Laws as presented excluding Item Q. Commissioner Robichaux seconded this motion and the vote was as follows:

MOTION:

AYES: Hebert, Skinner, Garrett, Segura, Robichaux

NAYS: None

ABSENT: Cruse

MOTION CARRIES

XI. Reports

- O. Mrs. Hess – Grant Facilitator – Monthly Report - Report available on airport website www.lftairport.com. *Executive Director Picou stated Mrs. Hess is not here but her report is in the Commissioner's packet.*
- P. The Picard Group – Monthly Report- Report available on airport website www.lftairport.com. *The report is in the Commissioner's packets for their review.*
- Q. LFT Airport Monthly Fiscal Review (September) — Report available on airport website www.lftairport.com. *Executive Director Picou stated Fiscal Review is in the packet as well.*

XII. Project Updates

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

XIII. Other Business None

XIV. Adjourn

RESOLUTION - #2016-9-R1-06 – Adjourn

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

AYES: Hebert, Skinner, Garrett, Segura, Robichaux
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.