

PROCEEDINGS OF THE LAFAYETTE AIRPORT COMMISSION MEETING OF THE LAFAYETTE REGIONAL AIRPORT OF LAFAYETTE, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING OF NOVEMBER 9, 2016 HELD AT 200 TERMINAL DRIVE, LAFAYETTE, LA.

ATTENDANCE

COMMISSION: Paul A. Guilbeau, Sr. – (Chairman), Timothy L. Skinner (Vice Chairman), Valerie Garrett (Secretary/Treasurer), Bryan Tabor, John Hebert, Matt Cruse, Paul Segura

ABSENT: None

ADMINISTRATIVE STAFF: Steven Picou (Executive Director), Daniel Elsea (Deputy Director), Steve Oats (Legal Counsel), Rene Cotton (Properties Administrator), Catina Theriot (Secretary).

GENERAL AUDIENCE: Adam Thibodeaux (DSA), Robert Callahan (Sides and Associates), Jack Bourgeois (Airport Police), Wilfred Pierre (3FJ), Bart Bellaire (Olivia Rae Farms), Raja Gharazaddine (Acadian Aviation), Barry Harper (ARFF), Matt Thomason (RS&H), Erroll Babineaux (Air Med), Mike Stropola (ARFF), Jon Pope (Heery), Mark Stielper (MBSB), Michael Hixson (Michael Baker Int'l).

I. CALL TO ORDER:

Chairman Guilbeau called the Regular Commission Meeting of November 9, 2016 to order at 5:30 p.m.

II. INTRODUCTION/ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. APPROVAL of the Minutes of the Special Meeting of October 12, 2016 and the Regular LAC Commission Meeting of October 13, 2016.

RESOLUTION - 2016-11-R1-01: Commissioner Segura moved that the Lafayette Airport Commission accept Minutes of the Special Meeting of October 12, 2016 and the Regular LAC Commission Meeting of October 13, 2016. Commissioner Garrett seconded this motion and the vote was as follows:

MOTION:

AYES: Hebert, Skinner, Cruse, Garrett, Segura, Tabor

NAYS: None

ABSENT: None

MOTION CARRIES

V. CHAIRMAN'S COMMENTS: Chairman Guilbeau stated as it is relative to the Committee assignments due to Commissioner Robichaux's retirement, for the remainder of the 2016 Administrative year, the present Commissioner's serving as alternates will move up in Commissioner Robichaux's place. Commissioner Tabor will replace alternate Commissioners that move up and he will replace Commissioner Robichaux on the Terminal Committee. Chairman Guilbeau congratulated Commissioner Segura on being elected Chairman of the Louisiana Department of Natural Resources, State Minerals, and Energy Board. Commissioner Segura was reappointed to the Natural Resources Board by Governor John Bel Edwards and elected Chairman by the Board on the October 12, 2016 meeting.

Chairman Guilbeau asked, when Executive Director Picou schedules reviews for terminal design which will be coming up shortly, for the Commissioners to make every effort to meet the timelines to not

cause delay by the Commissioners in the development of the terminal.

VI. PUBLIC COMMENTS: None

VII. COMMISSIONER'S COMMENTS: Commissioner Tabor stated it is an honor to serve and he is blessed to be retired young and he can spend the time serving his city. He is in the construction industry and with the new terminal coming up he is hoping to have some input on the terminal project.

VIII. DIRECTOR'S REPORT: Executive Director Picou congratulated Commissioner Segura on being Chairman of the Natural Resources Board and welcomed Commissioner Tabor to the Commissioners table. Executive Director Picou stated if some of the staff looks a bit different they are participating in "No Shave November". This cause is for Cancer Awareness, in which most cancer patients don't have hair. The purpose is to give the money you would normally spend on grooming and cutting to the American Cancer Society. This is open to both men and women and it is a good cause.

1. Recognition of LAC Staff and Commissioner's November Birthdays
Paul A. Guilbeau, Sr. – Chairman – 11/4
Todd Broussard – Assistant Maintenance Supervisor – 11/6
John Hebert – Commissioner – 11/13
Added by Executive Director is Larry Sides of Sides & Associates on 11/14.
2. Veteran's Day – November 11, 2016 *Executive Director Picou thanked all staff, Commissioners, and Public that have served. The airport is opened on this day.*
3. Lafayette Regional Airport's 86th Birthday – November 29, 2016 (Lafayette Municipal Airport, located in Lafayette, Louisiana, was dedicated on November 29, 1930. Eastern Airlines began the first commercial air service from the airport in 1948. Its size has increased from 848.5 acres in 1953 to approximately 1,116 acres at present. From its humble beginning as a wooden hangar, Lafayette Regional Airport (LFT) has grown into a state-of-the art facility, providing top-notch service to area travelers and businesses.
4. Aviation Fun Day – *Executive Director Picou stated this event was a success and thanked Chairman Guilbeau and Commissioner Skinner for attending. There has been positive feedback on this event and we came in under budget by \$969.00. Executive Director Picou thanked the staff for all their help and mentioned Secretary, Catina Theriot, as the tip of the arrow heading up this event.*
5. Envoy Station Manager - *Executive Director Picou stated about a week ago Envoy contacted him to let the airport know Matthew Kennedy was no longer with Envoy. Envoy is trying to hire a new station manager and in the meantime, the Baton Rouge station manager is handling the operations for Lafayette and Baton Rouge. The airport is watching diligently to make sure customer service does not slack off while a station manager is not here onsite.*
6. Mid-South Fire Protection – Preventative Maintenance for Sprinkler System – 1st of four one year options (1/1/17 – 12/31/17)
7. Schindler Elevators – Preventative Maintenance for Elevators/Escalators – 1st of four one year options (1/1/17 – 12/31/17)
8. Flightview (FIDS System) – Automatic Renewal - The contract for the terminal flight information via monitors ends on November 15, 2016 and automatically renews for one year. All terms remain the same. The cost of this service is \$ 525.00/ month.
9. Flightview (FIDS Website) – Automatic Renewal - The contract for Website Flight Tracker ends on December 10, 2016 and will automatically renew for one year. The cost of this service is \$ 370.00/month.

10. Oakwells' Project Update - *Executive Director Picou stated the airport met with Mike Reilly, Oakwells' owner and Mark Stielper with MBSB Group and the information has been forwarded again to TSA for approval. Once this is received back construction can start to move the bar into the sterile area. Commissioner Segura asked when is this going to happen. Mr. Stielper stated there are little adjustments and essentially the plans are there. Mr. Stielper is not sure on the timeline from TSA approving the plans.*
11. Terminal Project Update at Bell Facility - *Executive Director Picou stated he would be presenting at the Bell Facility on December 1, 2016 to various groups ex. One Acadiana and LEDA. A formal invite will be sent out and an update will be given on the terminal project. This will be a breakfast at the Bell Helicopter Facility at 8:30 a.m.*
12. Safety Meeting – November 18, 2016 - *Executive Director Picou stated quarterly the airport puts on a safety meeting and this will occur on November 18th followed by a traditional Thanksgiving meal. Commissioners are invited to attend.*
13. Signature Flight Self Refueling – Update - *Executive Director Picou stated on November 9, 2016 he was notified the software and hardware was taken out and gone to get reprogrammed. Executive Director Picou stated he will update the Commission on when he is notified on when this will be up and running.*
Executive Director added: There is an email attachment in front of the Commissioners Progressive vs. Republic. Per the contract with Progressive, which is the airport's waste management company, the airport is able to end the contract within a twenty-four-hour notice because of deficiencies. This is to notify the Commissioners of the times that Progressive has been late or missed pickups since their start of their contract on May 1, 2016. The LAC has worked with Legal and has gotten notification to go ahead and give notification to Progressive on November 10, 2016. Republic will be the waste management company that the airport will be going with and there will be a \$37/mo. additional cost.
14. Fly Lafayette/Passenger Statistics/Sides & Associates Report *Mr. Callahan stated the Enplanement numbers for October are not ready due to Mr. Swan, UGE Station Manager, having a death in the family. As soon as those numbers are put together they will be sent to the Commissioners. There were over 13,000 passengers in the month of October. The second round of meetings for the DBE participation will be on Thursday, December 8, 2016 at 6pm and on Saturday, December 10, 2016 at 9am at the Clifton Chenier Center. The Small Business Development Center at UL will be on hand to cover topics to help businesses. The LEDA minority group will have their small Business outreach on December 15, 2016 and they have offered to help with the airport's workshop while promoting their event. Fly Lafayette Club currently has 9,481 members and there were 14 winners out of 650 entries for October. Chairman Guilbeau asked if there is something structured to notify every one of the winners for the month. Mr. Callahan stated all he can do is put the member's first name and initial of last name on the airport's Face Book page. Commissioner Skinner stated he gets told by members that no one ever wins. Options stated by Commissioner Garrett were to put the names of winners in the Commissioners packets and Commissioner Cruse stated a mass email to the Fly Lafayette members stating winners would suffice.*
15. Financials – *Executive Director Picou stated financials are in the Commissioners packet for review.*

IX. Scheduled Business - Discussion Items

- A. Olivia Rae Farms, Hangar Lease -Discussion/Action – *Executive Director Picou stated the information in the Commissioners' electronic packet is incorrect and in front of them is the corrected information. Olivia Rae Farms approached the LAC to provide a request for a*

twelve-year extension. The original request was to the primary term and that is not in line with the state statute so this was changed to the option term. The LAC is in receipt of correspondence from Mr. Bart Bellaire, with Olivia Rae Farms, requesting to extend the option lease term an additional twelve (12) years for improvements made on the subject property. The option lease term is twenty-five (25) years (1/15/2013-1/14/2038), with a five (5) years option period. Extending the option term by twelve (12) years will give the term an end date of January 14, 2050, with a five (5) year option period. staff recommends approval.

RESOLUTION - 2016-11-R1-02: Commissioner Cruse moved that the Lafayette Airport Commission approve to extend the lease from Olivia Rae Farms by twelve (12) years with a primary term end date of January 14, 2050, with a five (5) year option period. Commissioner Segura seconded this motion.

Commissioner Skinner asked if this was extending the primary term by twelve. Mr. Oats, Legal Counsel, stated the original request came in asking to extend the primary term but it didn't fit the stature and the request was modified to add the additional period to the option term. Commissioner Segura stated now it is seventeen years because they had a five-year option. Mr. Oats stated if they were to exercise all of the terms it would be seventeen-year lease term. Executive Director Picou stated the LAC cannot extend the primary term.

RESOLUTION - 2016-11-R1-03: Commissioner Cruse amended his motion as per Mr. Oats, Legal Counsel, stating that the original request came in asking to extend the primary term but it didn't fit the stature and the request was modified to add the additional period to the option term. Commissioner Segura seconded this motion as per Commissioner Cruse and Mr. Oats, and the vote was as follows:

MOTION:

AYES: Hebert, Cruse, Skinner, Garrett, Segura, Tabor

NAYS: None

ABSENT: None

MOTION CARRIES

X. Scheduled Business – Consensus Items

- B. Bell Helicopter – Cooperative Endeavor Agreement - Approval
- C. Preventative Maintenance Contract (Generators) – Award of Contract - Approval
- D. Sheriff Mark Garber – Lafayette Parish Sheriff's Department – Contract Renewal - Approval
- E. Sheriff Mark Garber – Work Detail Inmate Program – Contract Renewal - Approval
- F. RFP – Aircraft Rescue & Fire Fighting Services – Award of Contract – Approval *Executive Director Picou asked that this item be pulled completely.*
- G. Air Med Services, LLC - Resolution for 112A Borman Drive and 114 Borman Drive – Approval *Commissioner Skinner asked if Mr. Babineaux wanted to get up and speak on this item. Mr. Babineaux stated at the next Regular LAC meeting he will have the documents needed. Chairman Guilbeau stated this is relevant to have both parties commit to having something by March 2017.*
- H. FP Mailing Solutions - Postage Machine - Contract Renewal - Approval
- I. Taxiway Foxtrot Phases II and III- LAC Contribution- Ratify Chairman's Action- Approval
- J. Cargo Facility- Change Order #3- Trahan Construction- Ratify Chairman's Action- Approval
- K. Acceptance of Grants- Ratify Chairman's Action- Approval
 - a. Runway 29 Improvements - EMAS
 - b. Noise Mitigation Measures for Residences within 65-69DNL
- L. North General Aviation Improvements Phase III- Work Order #9- RS&H- Approval

RESOLUTION - 2016-11-R1-04: Commissioner Skinner moved to accept Consensus Items B through E and G through L with the exception of Item F. Commissioner Segura seconded this motion and the vote was as follows:

MOTION:

AYES: Hebert, Cruse, Skinner, Garrett, Segura, Tabor

NAYS: None

ABSENT: None

MOTION CARRIES

XI. Reports

- M. 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.*
- N. The Picard Group – Monthly Report- Report available on airport website www.lftairport.com. *The report is in the Commissioner’s packets for their review.*
- O. LFT Airport Monthly Fiscal Review (October) — Report available on airport website www.lftairport.com. *Executive Director Picou stated Fiscal Review is in the packet as well.*

XII. Project Updates

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

Executive Director Picou stated there is new information on the North GA Ramp which is under Item S. North GA Phase II being done by Domingue Szabo and Associates presented new information on November 9, 2016. SIC, the company hired to do the work, has obtained their security badge on November 8, 2016. A tractor was delivered to the site at 118 Shepard and will repair the limestone. The company will be washing out the inlets on the GA ramp. The stripping contractor will arrive on November 10, 2016 to install the correct stripping. Everything is being coordinated with Signature Flight. This has been a long project and there is a lot of money on the table and the LAC is happy to have them back on site finishing up the work.

Chairman Guilbeau stated there will be a Special Meeting called before the next Regular LAC meeting. Executive Director Picou stated the Special Meeting will discuss the ARFF contract, which is the item that was pulled at the November 9, 2016 meeting. Also at the Special meeting the contract for Heery will be discussed and the possibility of Olivia Rae Farms lease agreement.

XIII. Other Business None

XIV. Adjourn

RESOLUTION - #2016-11-R1-05 – Adjourn

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

AYES: Hebert, Cruse, Skinner, Garrett, Segura, Tabor

NAYS: None

ABSENT: None

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.