

PROCEEDINGS OF THE LAFAYETTE AIRPORT COMMISSION MEETING OF THE LAFAYETTE REGIONAL AIRPORT OF LAFAYETTE, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING OF FEBRUARY 8, 2017 HELD AT 200 TERMINAL DRIVE, LAFAYETTE, LA.

ATTENDANCE

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

ABSENT: None

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

GENERAL AUDIENCE: Adam Thibodeaux (DSA), Robert Callahan (Sides and Associates), Jack Bourgeois (Airport Police), Jon Pope (Heery), Michael Hixson (Michael Baker Int'l), Keith Broussard (KCB Capital Mgmt), Judith Dangerfield (Metro Source), Broutin Sherrill (RS&H), Ken Stickney (Daily Advertiser), Jennifer Schatzle (CK Associates), Wilfred Pierre (3FJ), John Harrison (Signature Flight), Bill Mayo (Republic Parking), Simon Karingithi (Michael Baker Int'l), Philip Mestayer (Royal Engineers), Mitch Andrus (Royal Engineers).

I. CALL TO ORDER:

Chairperson Garrett called the Regular Commission Meeting of February 8, 2017 to order at 5:30 p.m.

II. PLEDGE OF ALLEGIANCE

III. INTRODUCTION/ROLL CALL

IV. APPROVAL of the Regular LAC Commission Meeting of December 14, 2016.

RESOLUTION - 2017-1-R1-01: Approval of Meeting Minutes:

MOTION: Commissioner Segura moved the Lafayette Airport Commission accept Minutes of the Regular LAC Commission Meeting of January 11, 2017, the Special Meeting of the Executive Committee on January 23, 2017, and the Special Meeting on January 26, 2017. Commissioner Skinner seconded this motion and the vote was as follows:

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

NAYS: None

ABSENT: None

MOTION CARRIES

V. CHAIRMAN'S COMMENTS: None

VI. PUBLIC COMMENTS: None

VII. COMMISSIONER'S COMMENTS: None

VIII. DIRECTOR'S REPORT:

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

Kipp Swannie – Operations Specialist

Tavin Botley – Operations Specialist

2. FedEx/UPS – Update *Executive Director Picou stated the punch list is scheduled to be completed next week. The Fire Marshal was here at the airport earlier in the week and he has given his approval of the building except for the need to have the facility monitored. The monitoring service has been scheduled and will be passed onto FedEx and UPS once they move in. The final plat is at zoning. Chairperson Garrett asked if there was an ETA on the plat coming back from zoning. Executive Director Picou stated the final plat needs to have a legal description included in the lease agreement. Mr. Oats, Legal Counsel, stated all terms have been agreed to and this is just an Exhibit to add to the lease agreement. Commissioner Skinner asked if the LAC could proceed without the plat and Mr. Oats, Legal Counsel, stated you can build without a final plat with preliminary approval. Commissioner Guilbeau asked why is the LAC just getting the final plat. Executive Director Picou stated the final plat was sent to zoning through MBSB Group. Commissioner Segura asked if Commissioner Guilbeau meant why wasn't it platted before. Commissioner Guilbeau stated he thought it was platted before the LAC could receive bids. Mr. Oats, Legal Counsel, stated you go through the platting process and you have to get preliminary approval and it has some conditions that are satisfied until you finish all the work then you get your final plat. Commissioner Guilbeau stated early on there were issues with FedEx and he understood about two months ago, the LAC was ready to go with the lease. Now, FedEx has requested that the airport extend the beginning of the lease, which is affecting the taxpayers of Lafayette. The airport will lose money as the buildings will be ready to be occupied and there will not be a signed lease. Commissioner Guilbeau asked that an item be put on the February 15, 2017 Special Meeting Agenda to have the lease agreements approved. Commissioner Segura asked if the terms are agreed upon and only waiting on the plat. Mr. Oats, Legal Counsel, stated the terms are all good. Executive Director Picou stated he was contacted on February 7, 2017 to push back the move in date to June 1, 2017, the original move date was April 1, 2017, and as a compromise the move date was set as May 1, 2017. If they are not in the building by May 1, 2017, rent will be paid at both new and old locations. Another question that came up was preferential use and the LAC will not concede to their request. Commissioner Segura asked in Commissioner Guilbeau's request to have the item put on the Agenda is there anything else that would button up this agreement other than the plat. Mr. Oats, Legal Counsel, stated no there is only a wait on the exhibit. Executive Director Picou stated if FedEx and UPS don't move forward there will be an option to give them an eviction notice. Commissioner Segura asked if the Commissioners could get a copy of the lease and then they would just be waiting on the plat from zoning. Chairperson Garrett asked if the lease agreements could be sent to the Commissioners on February 9, 2017 for their review. Upon review then the agreements could be approved at the February 15, 2017 meeting.*
3. Self-Refueling – Update – *Mr. Harrison, with Signature Flight, stated the system was put back in service in January 2017 and there were problems with the card reader. It was only accepting Avfuel cards and the technicians tried for two weeks keeping it online and running then when adding American Express everything shut down. Everything had to be taken down and as of Thursday, February 2, 2017 the technician is rewriting the programs. The real problem is Signature has a new QC policy and they bundle Avgas and AT103 which is designed for jet fuel. Now a solenoid needs to be put in place for the differential pressure and it will take two weeks for that to be put in place. There is a two week wait for the parts to add the solenoid. Once the parts are in and the card reader is fixed it will only take a few hours for the Self-Fuel to be in operation.*
4. **2017 Budget Items: Items moved to Consensus**
Purchase of Administrative Vehicle - Budgeted for 2017 is \$ 40,000.00 for an administrative vehicle (Ops 1). There are no vehicles on the state contract which meet the

requirements. Harvey Fire Department bid out for a 2017 Chevrolet Tahoe vehicle and is allowing other governmental agencies to piggyback off of their bid. The cost for the Chevrolet Tahoe LS - 2WD is \$ 39,453.35.

Purchase of Maintenance Vehicle - Budgeted for 2017 is \$ 27,056 for a maintenance vehicle. The vehicle is on LA state contract (#4400010205). The cost for the Ram 1500 Series Crew Cab is \$ 25,062.69. Once vehicles are replaced, the older vehicles will be placed on surplus.

RESOLUTION - 2017-1-R1-02: Purchase of Administrative Vehicles:

MOTION: Commissioner Skinner moved the Lafayette Airport Commission move the Purchase of Vehicles to Consensus items. Commissioner Segura seconded this motion and the vote was as follows:

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

NAYS: None

ABSENT: None

MOTION CARRIES

5. Capital Outlay – Construction of New Passenger Facility Terminal – 1st Amended Cooperative Endeavor Agreement *Executive Director Picou stated this is the FP&C agreement with the state for \$13.5 million (\$1.3 million in cash, \$8.2 million in non-cash in which the Picard Group thinks \$4.3 mil will be available next year, and the remainder \$4 mil will have to be reapplied for. The money is all subject to the State’s budget and the LAC will know more at a later date.*
Executive Director Picou stated on a side note the display monitors out in the terminal which are the FIDS displays (Flight Information Display Systems). These displays which have been improved by Mr. Russell and Mr. Callahan now shows the gate where the aircraft is parked and the baggage carousel number for that flight.
Fly Lafayette/Passenger Statistics/Sides & Associates Report Mr. Callahan stated in January there were 31,137 passengers which is a 5.5% over January 2016. Load factors were high with Delta 84.2%, United 77.3%, and American 72.3%.
6. *The Fly Lafayette Club had 9,564 members with 14 winners out of 420 entries. A list of winners is in the Commissioners’ packets. Update: The new terminal design ratings as of February 8, 2017, at 10:30 a.m. a total of 3,104 people had rates the two designs. There are ratings going on also with The Independent and Developing Lafayette. Commissioner Cruse asked if all the data would be given and calculated. Chairperson Garrett thanked the Commissioners and Mr. Callahan for taking the time to share the terminal designs and get the word out. As of now the rating scores are Spirit at 3.23 and Journey at 4.26. Ratings continue until midnight on February 14th.*
7. Financials - *In the Commissioners’ packets for review.*

IX. Scheduled Business - Discussion Items -

- A. 2018-2022 Capital Improvement Plan (CIP) FAA Submittal – Draft Copy – Discussion
Executive Director Picou stated this is in the Commissioners’ packets for review. There were no comments or discussion on this item. Chairperson asked if this would be on the Agenda for the March 8, 2017 meeting.

X. Scheduled Business – Consensus Items

Commissioner Cruse left the meeting during the beginning of the Consensus items at 6:00 p.m.

2017 Budget Items:

Purchase of Administrative Vehicle - Budgeted for 2017 is \$ 40,000.00 for an administrative vehicle (Ops 1). There are no vehicles on the state contract which meet the

requirements. Harvey Fire Department bid out for a 2017 Chevrolet Tahoe vehicle and is allowing other governmental agencies to piggyback off of their bid. The cost for the Chevrolet Tahoe LS - 2WD is \$ 39,453.35.

Purchase of Maintenance Vehicle - Budgeted for 2017 is \$ 27,056 for a maintenance vehicle. The vehicle is on LA state contract (#4400010205). The cost for the Ram 1500 Series Crew Cab is \$ 25,062.69. Once vehicles are replaced, the older vehicles will be placed on surplus.

- B. Work Order #21 - 100 John Glenn Drive Brownfields Grant and Asbestos Abatement Contractor Bid Management Assistance – RS&H – Approval *Executive Director Picou stated with the changes at the state level, Mrs. Simon, Environmental Compliance Officer, has had discussions with the group and 80% of the funding will be paid for by the state through a grant.*
- C. American Aviation – Assignment of Lease – Approval
- D. Next Generation, LLC – Approval to Sublease
- E. GCR, Inc. - ASOCS Software PM Agreement – Approval
- F. North General Aviation Phase II – Final Change Order – Domingue, Szabo and Associates - Approval *Executive Director Picou stated out of the change order there is a \$34K deduction due to recovered costs of damages, a spill, and escorting fees.*
- G. North General Aviation Phase II – Final Acceptance - Domingue, Szabo and Associates – Approval
- H. North General Aviation Improvements - Phase III - Bid Authorization- Approval
- I. RTR Program – RTR Analysis Work Order #26 — RS&H – Approval *Commissioner Skinner asked if the airport knows why the RTR is located where it is. Executive Director Picou stated there is no answer for that but it is in discussions with the FAA to move forward with the terminal building project.*

RESOLUTION - #2017-2-R1-03 – Scheduled Business - Consensus Item(s)

MOTION: Commissioner Guilbeau moved to accept Consensus Items B through I with the inclusion of Purchase of Vehicles added. The motion was seconded by Commissioner Skinner and the vote was as follows:

AYES: Guilbeau, Hebert, Skinner, Segura, Tabor

NAYS: None

ABSENT: Cruse

MOTION CARRIES

XI. Reports

- J. Mrs. Hess – Grant Facilitator – Monthly Report - Report available on airport website www.lftairport.com. *The report is in the Commissioners' packet. Executive Director Picou stated this is Mrs. Hess' last monthly report as her contract is ending at the end of February then she will be part of the Heery team.*
- K. The Picard Group – Monthly Report- Report available on airport website www.lftairport.com. *The report is in the Commissioners' packets for their review.*
- L. Terminal Program Report – Heery *Executive Director Picou stated Mr. Pope with Heery would present his report. Mr. Pope stated the airport is on target for the conceptual design with RS&H and it should be completed by March 22, 2017. Along with the conceptual design is the Environmental Assessment that is also on track. The finalization and the review of the EA by RS&H and the FAA should be complete per the schedule in October 2017 but the LAC is hoping to expedite the decision and have it by August 2017. The RTR impact identified by the FAA should not impact the overall program schedule. On a funding note Heery has been able to obtain sources up to \$129 mil but not all of this has been secured. Heery is working with all the agencies that will be giving funds. In the month of February, the DBE Compliance*

- report should be wrapping up and will be submitted to the FAA. Outreach sessions are planned quarterly with the first one starting in April 2017. Chairperson Garrett asked if the quarterly DBE outreaches will be ongoing. Mr. Pope stated as long as Heery is involved in the project yes, the DBE outreaches will be ongoing on a quarterly basis. Chairperson Garrett stated the airport's goal will be to get more DBEs but also to show them how to go through the channels to participate in the program. This will also show DBEs how to get matched up with contractor of the same skillset. Looking ahead the terminal concept design will soon be chosen at the Special Meeting of February 15, 2017 and the design development selection (design bid build or CMAR). If the airport chooses the CMAR the state needs to be onboard when the project reaches 30% completion which is anticipated to be in August 2017. Chairperson Garrett asked that Mrs. Judith Dangerfield come up to the podium. She was asked if smaller businesses not having financial resources and availability will have this available at the outreaches. Mrs. Dangerfield stated while working with Mrs. Cotton a bonding and assistance program will be scheduled in the scheduling of the DBE outreaches.*
- M. LFT Airport Monthly Fiscal Review (January) — Report available on airport website www.lftairport.com. Executive Director Picou stated Fiscal Review is in the packet as well.

XII. Project Updates

- N. Runway 11-29 Rehabilitation (Michael Baker International)
- O. I-49 Support Services (Michael Baker International)
- P. North GA Phase II (DSA) – Update
- Q. Master Plan (DSA) – Update
- R. Runway 29 EMAS Installation Work Order 8 (AECOM) – Update
- S. Cargo Facility (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

XIII. Other Business: Executive Director Picou stated there will be a Special Meeting on February 15, 2017 at 5:30 p.m.

XIV. Adjourn

RESOLUTION - #2017-2-R1-10 – Adjourn

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

AYES: Hebert, Skinner, Garrett, Segura, Tabor

NAYS: None

ABSENT: Cruse

MOTION CARRIES

A recorded copy of the Minutes of the Special Meeting of the Executive Committee can be obtained by contacting the Lafayette Airport Commission, 222 Jet Ranger X Drive, Lafayette, LA 70508. 337.266.4401.