

**PROCEEDINGS OF THE LAFAYETTE AIRPORT COMMISSION MEETING OF THE LAFAYETTE REGIONAL AIRPORT OF LAFAYETTE, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING OF APRIL 12, 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, Matt Cruse, Paul Segura

**ABSENT:** Bryan Tabor

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

**GENERAL AUDIENCE:** Robert Callahan (Sides and Associates), Jack Bourgeois (Airport Police), Jon Pope (Heery), Michael Hixson (Michael Baker Int'l), Keith Broussard (KCB Capital Mgmt), John Harrison (Signature Flight), Randy Smith (Royal Engineers), Greg Trahan (AECOM), George Groh (Kutchins & Groh/Heery), Mark Stielcier (MBSB), Steve Harrill (RS&H), Greg Ellison (Lemoine Company), Rodney Alexander (The Picard Group), Broutin Sherrill (RS&H), Rob Chomiak (Heery), Jennifer Schatzle (CK Associates), Tony Mero, Mitch Andrus (Royal Engineering).

**I. CALL TO ORDER:**

Chairperson Garrett called the Regular Commission Meeting of April 12, 2017 to order at 5:30 p.m.

**II. PLEDGE OF ALLEGIANCE**

**III. INTRODUCTION/ROLL CALL**

**IV. APPROVAL of the Minutes of the Regular LAC Commission Meeting of March 8, 2017 and the Special Meeting of March 27, 2017.**

Commissioner Segura entered the meeting before the approval vote of the meeting minutes.

RESOLUTION - 2017-4-R1-01: Approval of the Minutes of the Regular LAC Commission Meeting of March 8, 2017 and the Special Meeting of March 27, 2017:

MOTION: Commissioner Skinner moved the Lafayette Airport Commission accept Minutes of the Regular LAC Commission Meeting of March 8, 2017, and the Special Meeting of March 27, 2017. Commissioner Cruse seconded this motion and the vote was as follows:

AYES: Guilbeau, Hebert, Skinner, Cruse, Segura

NAYS: None

ABSENT: Tabor

MOTION CARRIES

**V. CHAIRMAN'S COMMENTS:** Chairperson Garrett stated the Commission wanted to extend condolences to Mr. Larry Sides, Sides & Associates, with the passing of his mother. The Chairperson mentioned Mr. Sides and his family are in the thoughts of the Commission during this difficult time.

Chairperson Garrett invited the Commission to the Greater Southwest Louisiana Black Chamber of Commerce Scholarship banquet, where the Chairperson is being recognized as a Trail Blazer. This event takes place on April 21, 2017 at 5:30 p.m.

**VI. PUBLIC COMMENTS:** None

**VII. COMMISSIONER'S COMMENTS:** Commissioner Skinner stated he saw Ex-Commissioner Robichaux and he

requested for a Veteran's Wall be placed in the new terminal for military veterans as well as police officers and such. Chairperson Garrett stated whatever is asked of Ex-Commissioner Robichaux is most sincere and it will be taken into consideration.

#### VIII. DIRECTOR'S REPORT:

1. Recognition of LAC Staff and Commissioner's April Birthdays  
Blaise Venable – Maintenance  
Stephan Comeaux – Maintenance  
Chief Harper – Rural Metro  
Matt Cruse - Commissioner  
Cindy McDaniel - Receptionist
2. **New Hires:** Executive Director Picou stated the airport is fully staffed minus one Ops Specialist due to Mr. Russell.  
Coy Fountain – Skilled Maintenance Worker  
Jamie Pridgen – Maintenance Worker II  
**Staff Promotion:**  
David McPherson – Security Coordinator Executive Director Picou stated he is young but did an exceptional job in the interview process and has been in the position for a week.
3. Update on open LAC job positions:  
Executive Director Picou stated one (1) Ops Specialist is on advertisement with AAAE and Louisiana Tech. There have been several applicants and the advertisement will close at the end of April then the interview process will start.
4. FAA Reimbursable Agreement – Executive Director Picou stated this is for the RTR and the LAC has received both of these back signed by FAA and initialized by Chairperson Garrett. Both of these are for \$100K each and this is for investigation of the RTR Signal and Analysis.
5. FAA and State Visits – Executive Director Picou stated he had a visit at the End of March with the FAA and they have no issues with Construction Manager at Risk (CMAR) or with the Capital Improvement Projects (CIP). A week ago, Executive Director Picou met with the State Aviation Director and received the same feedback that the airport is headed in the right direction.
6. Priority Program – Executive Director Picou stated Taxiway Foxtrot and the new Terminal are in the program and rank very high.
7. Flag Pole – Executive Director Picou gave hats off to Mr. Mark Thibodeaux, Maintenance Supervisor, and his crew for resetting the Flag Pole in front of Jet Ranger X Drive Administrative building.
8. FedEx/UPS – Update Executive Director gave recognition to all that were involved in this project including Legal Counsel and the Commission. The LAC has FedEx and UPS onboard.
9. Self-Refueling – Mr. Harrison, Signature Flight, stated as of 1:40p.m. April 12, 2017 everything passed and is working, which means Self-Serve Refueling can be used. Commissioner Skinner asked if it can be promoted any in way. Executive Director Picou stated Sides and Associates will place an article on the website to promote the Self-Refueling at Signature Flight.
10. Bell Helicopter – Update Executive Director read an email from Dan Gros, Manager of Bell Helicopter. The Bell Helicopter facility is now fully functional for the capacity of the 525 assembly. Employment will ramp up soon to fulfill production of the 525 beginning July 2017. This is the first system used in which a robotics system is being used to rotate the entire fuselage to minimize reaching over an extended area for work with parts etc.  
Executive Director Picou stated this is not on the agenda but wanted to inform the Commission of a water leak at the Tower. HVAC lines running to the tower underground is leaking about 6 gallons per hour. Bernhard Mechanical will be working on this to fix the problem through an Emergency Work Authorization that will go through Chairperson Garrett. Bernhard Mechanical is still on contract for work on the Chiller and the LAC can work off of that contract to get the water leak taken care of.

11. Audit – April 3rd through April 7th – Wright, Moore, Dehart et al. Executive Director Picou stated the audit is complete and all indication that everything is good but there is no formal report as of yet.
12. Business Travel – Executive Director Picou stated he would be traveling to the AAAE Conference for the next Regular LAC Commission meeting.
13. Fly Lafayette/Passenger Statistics/Sides & Associates Report *Mr. Callahan stated in March there were 34,480 passengers, which is an improvement over last year. Load factors were Delta 84.8%, United 72.1%, and American 70.4%. The Fly Lafayette Club currently has approximately 9,623 members with 14 winners out of 477 entries.*
14. Financials – *In the Commissioners' packets for review.*

#### **IX. Scheduled Business - Discussion Items –**

1. Terminal Program Construction Delivery Methods – Discussion/Action *Mr. Pope stated the risks with going with Construction Manager at Risk (CMAR) are spending money up front for initial cost of pre-construction services for another advisory professional brought onto the team. This will be money well spent on efficiency and how the project is brought forth. Mr. Pope again hit on some of the highlights of going with CMAR and the ability to bundle up projects into one large project. There will be two (2) major projects that will be Design-Bid-Build (DBB) which are Demolition package and the QTA Facility. Commissioner Segura stated with all the different facets of the project it would make the most sense to go with the advantages of the Construction Manager at Risk Delivery method with the exclusion of the Demolition and the QTA projects. Commissioner Segura stated it is the best option for the size of the project and the amount of tax dollars put into the new terminal project.*

#### RESOLUTION - #2017-4-R1-02 – Scheduled Business - Discussion Item – Terminal Program Delivery Methods

MOTION: Commissioner Cruse moved for the Commission to move forward with the Construction Manager at Risk Delivery Method for the Terminal Program construction. The motion was seconded by Commissioner Segura and the vote was as follows:

AYES: Guilbeau, Hebert, Skinner, Cruse, Segura

NAYS: None

ABSENT: Tabor

MOTION CARRIES

2. CMAR Selection Committee Appointments – Discussion/Action *Chairperson Garrett pulled this item which will be part of a Special Meeting in the near future.*
3. Rental Car Customer Facility Charge – Discussion/Action *By way of the Resolution, beginning June 1, 2017, the Lafayette Airport Commission will impose a customer facility charge (CFC) in the initial amount of \$5.00 per transaction day on each customer renting a motor vehicle from an on-airport vehicle rental concessionaire. The CFC being collected is to fund and finance a project for new Rental Car Facilities in association with the New Terminal Development Project. Commissioner Cruse asked if the total trying to collect is \$750,000.00 prior to construction. The total is \$10 mil for the project. Commissioner Segura asked based upon the rentals or the history of rentals how long will this take? Executive Director Picou and George Groh, Kutchins & Groh stated it would take about ten (10) years to reach that amount of money with \$1 mil per year. With that, the LAC would need to finance since the project can't wait ten years to be started. There will probably be bonding or short-term financing and it will take between ten and fifteen years to pay it off. Commissioner Segura questioned how could the LAC get approved for financing for this project. Mr. Groh stated the car rental agencies agree to a \$5.00 transaction fee to get up to \$750,000 to get a good estimate and design in place and if the car rental agencies are comfortable with the design and project costs they would continue the CFC charge. Commissioner Skinner asked how would the maintenance be handled and Mr. Groh stated it would be from the revenues from car washes and fuel*

*flowage fee. The CFC charge will be compatible with other airports and it could be changed or rescinded at any time.*

RESOLUTION - #2017-4-R1-03 – Scheduled Business - Discussion Item – Rental Car Customer Facility Charge

MOTION: Commissioner Cruse moved for the Commission to approve imposing a Customer Facility Charge in the initial amount of \$5.00 per transaction per day on each customer renting a vehicle from an on-airport facility and these funds will be used to finance the new Rental Car Facilities in association with the New Terminal Development. The motion was seconded by Commissioner Skinner and the vote was as follows:

AYES: Guilbeau, Hebert, Skinner, Cruse, Segura

NAYS: None

ABSENT: Tabor

MOTION CARRIES

4. Lafayette Terminal Schematic Design – Work Order #27 – RS&H – Discussion/Action – Mr. Harrill and Mr. Sherrill from RS&H presented a PowerPoint presentation on what is in work Order #27 for the Schematic Design. Under this Work Order RS&H will advance the Terminal and Site Design to a Schematic (30%) design level. Program elements included in this design effort include the terminal building, roadway alignment, parking expansion and reconfiguration, drainage, and aircraft parking apron. There will be 2 DBE firms working along on this Work Order and that will be at a rate of 8.76%. Chairperson Garrett asked who those two firms would be and where are they located. There are local firms working on this massive Work Order as well and those being DSA and MBSB.

RESOLUTION - #2017-4-R1-04 – Scheduled Business - Discussion Item – Lafayette Terminal schematic Design – Work Order #27 – RS&H

MOTION: Commissioner Cruse moved for the Commission to approve work Order #27 for RS&H. The motion was seconded by Commissioner Segura and the vote was as follows:

AYES: Guilbeau, Hebert, Skinner, Cruse, Segura

NAYS: None

ABSENT: Tabor

MOTION CARRIES

**X. Scheduled Business – Consensus Items**

5. Air Traffic Control Tower Interior Upgrades Project (MBSB) - Award of Contract – Approval
6. 118 Shepard Drive Flooring Upgrades (RS&H/MBSB) – Bid Acceptance – Scott Hebert Interiors - Approval
7. Integrated Airline Services, Inc. Assignment and assumption Agreement – Ratify Action - Approval
8. Thunder Communications – Satellite Phone – Annual Renewal – Approval
9. Termination Notices – Federal Express, United Parcel Services, and Worldwide Fight Services - Approval
10. Department of the Navy – Automatic Renewal – Approval
11. PHI – 118 Shepard Drive – Lease Extension – Approval
12. Terminal Program – Work Order #25 - RS&H - Lafayette Rental Car – Quick Turn Around (QTA) Facility Design – Approval
13. Taxiway Sealcoat Project - Change Order #8 - Sussex Insurance Company– Approval
14. Lafayette 2017 Second Half General Environmental Services - Work Order #30 – Approval
15. Former Fuel Farm and 310 Shepard Drive Additional Site Assessment – Work Order#28– RS&H - Approval
16. Phase I and Phase II Environmental Site Assessment and Asbestos and Lead Based Paint Inspections for 1551 Evangeline Thruway and 125 Shepard Drive - Work Order #29 – RS&H - Approval

RESOLUTION - #2017-4-R1-05 – Scheduled Business - Consensus Item(s)

MOTION: Commissioner Skinner moved to accept Consensus Items 5 through 16. The motion was seconded by Commissioner Guilbeau and the vote was as follows:

AYES: Guilbeau, Hebert, Skinner, Cruse, Segura

NAYS: None

ABSENT: Tabor

MOTION CARRIES

**XI. Reports**

17. The Picard Group – Monthly Report- *Mr. Alexander stated there is a level of optimism in Washington and he will keep the Commission informed of anything that would be of benefit for the projects going on here in Lafayette. Report available on airport website [www.lftairport.com](http://www.lftairport.com).*
18. DBE Program Report – *Mrs. Cotton stated a draft copy of the DBE Program was submitted to the FAA and it was placed on the airport’s website for public comments. There were no Public comments submitted during the time period of March 9 – 27, 2017. The FAA has given acknowledgement of receiving the DBE Program and it’s under review. There will be a follow-up in a couple of weeks to see if any additional information is needed. On April 20, 2017, the first quarterly DBE Outreach is scheduled at the Clifton Chenier Center at 5:30 p.m. Heery and Sides and Associates are working on a presentation for that event. Chairperson Garrett asked for an overview of the content of the outreach. Mrs. Cotton stated all the Prime contractors are invited and it will be an overview of what it takes to be DBE certified. All Primes and Subs are invited and they will get additional information on the direction the airport is moving. Compliance will be talked about and what is expected from Primes and Subs from a reporting aspect. More real time data is being reported on a month to month basis instead of waiting until the end of the month or end of a contract.*
19. Terminal Program Report – *Heery Mr. Pope stated the most important item is the RTR. As Executive Director Picou mentioned the RTR Signal Analysis should be completed between May 2<sup>nd</sup> and May 13<sup>th</sup>. Between these dates the airport’s contractor, the specialty contractor, and the FAA Tech Ops will be available to meet to witness the test. Mr. Pope touched on each step of the terminal project and where the airport is headed. Approval of work Order #24 Demolition that has started, and approval of work Order #27 that will take up majority of the terminal design’s timeline. Mr. Richard of FP&C is working with the LAC on the \$1.3Million Capital Outlay Grant. The final PFC’s are in the mail to be closed out. The key meeting next week is the DBE Outreach on April 20, 2017.*
20. LFT Airport Monthly Fiscal Review (March) — Report available on airport website [www.lftairport.com](http://www.lftairport.com). *Executive Director Picou stated Fiscal Review is in the packet as well.*

**XII. Project Updates**

21. Runway 11-29 Rehabilitation (Michael Baker International)
22. I-49 Support Services (Michael Baker International)
23. Master Plan (DSA) – Update
24. Runway 29 EMAS Installation Work Order 8 (AECOM) – Update Executive Director Picou stated there is wicking below the surface of the water and currently to date there is one million feet of wicking.
25. Cargo Facility (MBSB) – Update
26. 114 Borman Drive – Exterior Upgrades – 2016 (MBSB) – Update
27. ATCT – Chiller Upgrades (MBSB) - Update
28. LRA, ATCT – Interior Upgrades – 2016 (MBSB) – Update

**XIII. Other Business:** None

**XIV. Adjourn**

RESOLUTION - #2017-4-R1-06 – Adjourn

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

AYES: Guilbeau, Hebert, Skinner, Cruse, Segura

NAYS: None

ABSENT: Tabor

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.**