

PROCEEDINGS OF THE LAFAYETTE AIRPORT COMMISSION MEETING OF THE LAFAYETTE REGIONAL AIRPORT OF LAFAYETTE, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING OF MAY 17, 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, Bryan Tabor

ABSENT: None

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), Catina Theriot (Secretary).

GENERAL AUDIENCE: Robert Callahan (Sides and Associates), Jack Bourgeois (Airport Police), Jon Pope (Heery), Michael Hixson (Michael Baker Int'l), Mark Stielper (MBSB), Steve Harrill (RS&H), Broutin Sherrill (RS&H), Natalie Graham (Michael Baker Int'l), Cindy Boudreaux-Kelly (WD Schock Co), Tammy Theriot (Home Bank), Haley Drago (WD Schock Co), Kam Movassaghi 9Movassaghi LLC), Brennan Black (Foley & Judell), Jerry Osborne (Foley & Judell), Gary Broussard (Home Bank), Bill Mayo (RPS), Angel Hebert, Frank Gratton (RS&H), Wanda Smith (UGE), Mark Willer (RS&H), William Lemoine (The Lemoine Co).

I. CALL TO ORDER:

Chairperson Garrett called the Regular Commission Meeting of May 17, 2017 to order at 5:31 p.m.

II. PLEDGE OF ALLEGIANCE

III. INTRODUCTION/ROLL CALL

IV. APPROVAL of the Minutes of the Regular LAC Commission Meeting of April 12, 2017.

RESOLUTION - 2017-5-R1-01: Approval of the Minutes of the Regular LAC Commission Meeting of April 12, 2017:

MOTION: Commissioner Segura moved the Lafayette Airport Commission accept Minutes of the Regular LAC Commission Meeting of April 12, 2017. Commissioner Guilbeau seconded this motion and the vote was as follows:

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

NAYS: None

ABSENT: None

MOTION CARRIES

V. CHAIRMAN'S COMMENTS: Chairperson Garrett congratulated Commissioner Skinner's daughter for her recent graduation from STM in achieving her academic studies as well as her athletics. Chairperson Garrett extended the invitation for anyone having a child, grandchild, or a great grandchild graduating to please announce it. Commissioner Cruse's son will graduate from Ascension High School on Friday, May 19, 2017. Commissioner Guilbeau stated he has a great grandchild graduating this year as well. Chairperson Garrett recognized special guests in the audience including Mr. Osbourne, bond attorney, and he brought along a guest with him. Also, Dr. Kam Movassaghi was included in the audience as a special guest.

VI. PUBLIC COMMENTS: None

VII. COMMISSIONER'S COMMENTS: None

VIII. DIRECTOR'S REPORT:

1. Recognition of LAC Staff and Commissioner's May Birthdays
Aline Nelson – Accounting Clerk
Ashley Simon – Environmental Compliance Officer
Keith Theriot – Maintenance Worker
Catina Theriot – Secretary
2. Flag Recognition Certificate – Executive Director Picou stated the LAC was recognized by the Veterans of Foreign Wars (VFW) of United States Post 5153 of Arnaudville, LA with citation of Appreciation to the Lafayette Airport Commission. The award is in appreciation for exhibiting Outstanding Citizenship by the display of the United States Flag.
3. 1st and 2nd Quarter Safety Meeting – Executive Director Picou thanked Chairperson Garrett, Vice Chair Guilbeau, and Commissioner Skinner for attending the Safety meeting and presentation. Meeting attendees received hands on fire extinguisher trainings. Many of the participants stated this was the first time they used a fire extinguisher.
4. Flightview (Mobile Website) – Automatic Renewal - The contract for the mobile website will automatically renew 6/8/17 - 6/7/18. All terms remain the same. The cost of this service is \$ 110.00/month.
5. Flightview (Weather Map Display) – Automatic Renewal - The contract for the weather map display will automatically renew 6/13/17 - 6/12/18. All terms remain the same. The cost of this service is \$ 288.00/month.
6. Sugarland Exterminating – 103 MIA/POW Drive (Mx Bldg. B – (Termite Program - Automatic Renewal - One year automatic renewal 6/24/17 – 6/23/18 (FINAL). Annual charge is \$200.00.
7. Terminix – (ATCT, LAC, 113 Borman Drive) – Termite Program – Automatic Renewal - One year automatic renewal 6/24/17 – 6/23/18. Annual charge is \$266.00/bldg
8. Terminix – 114 Borman Drive – Termite Program – Automatic Renewal - One year automatic renewal 6/2/17 – 6/1/18 (FINAL). Annual charge is \$306.00.
9. FAA Yearly Inspection – June 2017 Executive Director Picou stated this inspection is tentatively scheduled for June 13th and we are actively preparing for this visit. This is an annual inspection done by the FAA through the ADO office out of Dallas, TX. This is the 139 inspection that allows the airport to remain a Commercial airport that operates safely.
10. LWCC – Louisiana Workers Compensation Corporation – Executive Director Picou stated the LAC is part of a larger group but because of participation and the work safe operations going on at this airport and other locations, the LAC received a dividend back from LWCC of \$15,246.00 and the annual premium was \$18,069.00. Mr. Oats, Legal Counsel, stated this means the LAC is having great claims experience. Hats off to everyone that works safely out on the airfield.
11. Fly Lafayette/Passenger Statistics/Sides & Associates Report *Mr. Callahan stated in April there were 33,243 passengers, which is about 1200 less than May 2016 but only 200 less in Enplanement numbers. Most of the passengers were deplanements due to the Festival International. Load factors were Delta 84.3%, United 74.6%, and American 64.0%. The Fly Lafayette Club currently has 9,665 members with 14 winners out of 470 entries. Eat Lafayette Kickoff starts again with the airport being a sponsor. This event will take place on Tuesday, June 20, 2017 at the Cajundome Convention center. This year, there will be tickets available to the public, but sponsors will receive complimentary tickets as in the past.*
12. Financials – *In the Commissioners' packets for review.*

Chairperson Garrett stated the Scheduled Business is the part that is exciting and milestone time.

IX. Scheduled Business - Discussion Items –

1. Terminal Program - Construction Manager At Risk – Selection Committee Appointments – Discussion/Action *Executive Director Picou stated as many know the airport has selected to go with Construction Manager at Risk (CMAR) per state statute the LAC needs to convene a*

committee. The committee must consist of a Professional Architect/Engineer that has no interest in the project, a Contractor with no interest in the project, an Owner Representative, and two (2) members at large. The selected committee will consist of Architect/Engineer – Dr. Kam Movassaghi, Contractor- Binks Miciotto, Owner Representative Executive Director Steven Picou, and two (2) members at large will be Chairperson Valerie Garrett which brings diversity and law aspect, and Commissioner Paul Segura which brings real estate developments and construction aspect.

RESOLUTION - #2017-5-R1-02 – Scheduled Business - Discussion Item – Terminal Program – Construction Manager at Risk – Selection Committee Appointments – Discussion/Action

MOTION: Commissioner Guilbeau moved for the Commission to accept the committee as stated. The motion was seconded by Commissioner Skinner and the vote was as follows:

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

NAYS: None

ABSENT: None

MOTION CARRIES

2. Terminal Program – Construction Manager At Risk – Request for Qualifications (RFQ) – Discussion/Action – *Mr. Pope, Heery Program Managers for the new terminal, stated in the Commissioners’ packets is the Request for qualifications (RFQ). With approval of the RFQ, it will be advertised in the local newspaper (5/19/17 and 5/24/17) and on the airport’s website on May 18, 2017. Airport’s Consultant Council and Airport Council International are both free Aviation websites that the RFQ will be published. This is a qualifications based procurement which the airport is not looking for a hard price at this time. The LAC will be following the procedures the FAA lays out for the qualifications base and therefore the process includes Submittal of Qualifications, Evaluation per stated criteria which is included in the RFQ, Developing a Short- List, Go through the Interview Process, A Grading per the prescribed grading criteria, and a Recommendation. During the whole process there is a “Cone of Silence” to all those that are involved in the process and solicitation. Questions and correspondence should go to Mr. Pope and a written response will be given back. Chairperson Garrett asked if the airport’s webpages have been combined. Executive director Picou stated everything is under the airport’s webpage under the Projects tab and the website www.newlftterminal.com is still active but it will take you back to the www.lftairport.com. To make the selection key cut criteria is taken into consideration consisting of the team’s experience in doing these types of projects and their references. On references, about a month is given to contact references to follow up on the work that has been done previously. The staff of the proposed team submitting an RFQ will be looked into and what their approach will be for the project such as mentorship and the DBE program. The timetable for all dates include: RFQ being released on May 18, 2017, Pre-Proposal Meeting on June 1, 2017, Questions taken until June 5, 2017, all RFQ submittal packets due by June 9, 2017, an anticipated Short List put out on July 7, 2017, Interviews of the short List the week of July 17-21, 2017, and a selection made by July 28, 2017. This would give enough time for paperwork preparation for the Commission to act on a recommendation at the Regular August Commission meeting.*

RESOLUTION - #2017-5-R1-03 – Scheduled Business - Discussion Item – Terminal Program – Construction Manager at Risk – Request for Qualifications (RFQ) – Discussion/Action

MOTION: Commissioner Cruse moved that the Lafayette Airport Commission approve and advertise the Request for Qualifications for Pre-Construction and Construction Management at Risk Services for the New Terminal Building and Associated Improvements Project as presented; and that the Executive Director, with the Chairperson’s concurrence, be authorized to make any typographical, grammatical, or other clerical changes to the Request for Qualifications deemed necessary or desirable. The motion was seconded by Commissioner Segura and the vote was as follows:

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

NAYS: None
ABSENT: None
MOTION CARRIES

X. Scheduled Business – Consensus Items

3. 100 John Glenn Drive Hangar Brownfield Sub – Grant Agreement – Approval *Executive Director Picou stated Ashley Simon, Environmental Compliance Officer, was very instrumental in getting the airport \$288K.*
4. Fiscal Agent Bid Acceptance – Approval *(Pulled item for discussion and separate vote)*
5. Air Traffic Control Tower Chiller Project Change Order #1 – Bernhard Mechanical/MBSB – Ratify Chairperson Action – Approval
6. Operations Vehicle – Approval
7. Cargo Facility Project – Change Order #5 – Trahan Construction LLC – Approval
8. Cargo Facility Project – Substantial Completion – Trahan Construction LLC - Approval

RESOLUTION - #2017-5-R1-04 – Scheduled Business - Consensus Item(s)

MOTION: Commissioner Guilbeau moved to accept Consensus Items 3 and 5 through 8. The motion was seconded by Commissioner Skinner and the vote was as follows:

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

NAYS: None

ABSENT: None

MOTION CARRIES

4. Fiscal Agent Bid Acceptance – Approval *Commissioner Hebert stated for full disclosure he works for Whitney Bank and they have the lowest bid of the proposals so he is not including them in his discussion. The appearance of this approval request is the recommendation of a fixed rate fiscal agent deposit account over a variable rate. Commissioner Hebert stated at the current recommendation at the time of the bids the rates is substantively equal and there is more upside to the floating rate. Executive director Picou stated there is a representative from both Home Bank and Iberia Bank to speak to the Commission. Commissioner Segura asked if it could be explained how the conclusion for the analysis was put together. Executive Director Picou stated by state statute the process goes before the auditors and then the auditor puts together a comparison of the submitted proposals. The auditor was asked to go back through the information again to specifically look through charges and fees for each proposal and that is what was presented before the Commission. Mrs. Green, Financial Comptroller, stated if a decision is not made for tonight's meeting then a Special Meeting will need to be held before May 31, 2017, when the current contract runs out. Mrs. Green stated it was the treasury rate on the deadline date and the fees listed in the proposals that were used by the auditor to come up with the analysis provided. The Commission wanted to know how the auditors came up with their comparison. Commissioner Guilbeau stated he appreciates Commissioner Hebert's concern but there is a time limitation even with a Special meeting before May 31, 2017. Gary Broussard, Market President with Home Bank, thanked the Commission for the past five years of allowing them to be the airport's depository. Mr. Broussard clarified that the fixed rate is good for two years and would come up for negotiation after the two years if need be. Mary Guidry, Institutional Segment Leader, Iberia Bank, stated in the proposal the interest rate cannot fall below the floor rate. The flexible rate will adjust on the index rate on a monthly basis. Commissioner Cruse stated according to the analysis Home Bank and Iberia Bank were very close and the Commission should take the time to look at the process of the selection. Commissioner Hebert again stated he would like to get more information from the auditors related to the process used for the auditor's analysis. Commissioner Cruse asked Mrs. Green to provide before the next meeting an analysis of what the potential earnings would be with the different variable interest rates and the difference in the floor rates between the banks for at least a year*

time frame.

RESOLUTION - #2017-5-R1-05 – Scheduled Business - Consensus Item(s) #4 Fiscal Agent Bid Acceptance - Approval

MOTION: Commissioner Cruse moved to table this decision until a Special Meeting is decided. Commissioner Hebert recused himself from voting on this motion. The motion was seconded by Commissioner Segura and the vote was as follows:

AYES: Guilbeau, Skinner, Cruse, Segura, Tabor

NAYS: None

ABSENT: None

MOTION CARRIES

Chairperson Garrett asked the Commission if sometime next week May 22 -26, 2017 would be a good time for a Special Meeting. Mr. Oats, Legal Counsel, stated another option would be to ask for an extension from the LAC's incumbent under the current contract. Mr. Broussard, Home Bank, authorized a 30-day extension to the contract for a Special Meeting to be held for a decision to be made for the Fiscal Agent.

RESOLUTION - #2017-5-R1-06 – Scheduled Business - Consensus Item(s) – Add Item to Agenda for Extension

MOTION: Commissioner Cruse moved add an Agenda item to the Agenda. The motion was seconded by Commissioner Skinner and the vote was as follows:

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

NAYS: None

ABSENT: None

MOTION CARRIES

RESOLUTION - #2017-5-R1-07 – Scheduled Business - Consensus Item(s) – Added Item for 30-Day Extension

MOTION: Commissioner Cruse moved to authorize the Chairperson to give a 30-day extension of the current contract with Home Bank until such time the LAC has the information to make a final decision at the Special Meeting or next Regular Commission meeting. Commissioner Hebert recused himself from voting on this motion. The motion was seconded by Commissioner Skinner and the vote was as follows:

AYES: Guilbeau, Skinner, Cruse, Segura, Tabor

NAYS: None

ABSENT: None

MOTION CARRIES

Executive Director Picou asked if there will be a Special Meeting and Chairperson Garrett stated the information will be presented at the June 2017 Regular meeting and if the auditors could provide any information prior to the meeting in case if any Commissioners have questions they could be answered prior to the meeting.

XI. Reports

9. The Picard Group – Monthly Report- Report available on airport website www.lftairport.com.
10. DBE Program Report – *Mrs. Cotton stated on April 20, 2017 at the Clifton Chenier Center, Heery and Metro Source facilitated the airport's outreach program for DBE firms and there were approximately 40 individuals that attended the event. As part of the presentations given, there were updates given for the revisions to the airport's DBE Program and the new Policies and Procedures. Over the past few weeks there had been contact with the FAA on the programs that have been submitted and there were a few requested changes to be made to the program. An extension has been given until June 12, 2017 to make those changes and resubmit to the FAA. The next quarterly outreach is scheduled for July 2017 and at that event it will be matchmaking event for Prime contractors and DBE firms to exchange information. At the June meeting, there will be a*

number of firms that have gone through the process to be DBE certified since the December 2016 outreach.

11. Terminal Program Report – Heery Mr. Pope stated besides preparing the CMAR solicitation package there was some success in the RTR Signal Assessment. Mr. Pope touched on the design development with the demolition of Work Order #24, Rental Car QTA design with having a design complete by July 15, 2017, and movement on the schematic design. There is a four-month time period to get to the 30% completion and that would be around August 22, 2017 and there will be a final report at that time. A grant was issued from John Richard, FP&C, for \$1.1 million from the Capital Outlay.
12. LFT Airport Monthly Fiscal Review (April) — Report available on airport website www.lftairport.com. Executive Director Picou stated Fiscal Review is in the packet as well.

XII. Project Updates

13. Runway 11-29 Rehabilitation (Michael Baker International)
14. I-49 Support Services (Michael Baker International) Executive Director Picou stated Dr. Kam's students at UL University of Louisiana at Lafayette, have come up with a plan for least impact to the airport at the intersection of University and I-49. This information will be forthcoming.
15. Master Plan (DSA) – Update
16. Runway 29 EMAS Installation Work Order 8 (AECOM) – Update
17. Cargo Facility (MBSB) – Update
18. 114 Borman Drive – Exterior Upgrades – 2016 (MBSB) – Update
19. ATCT – Chiller Upgrades (MBSB) - Update
20. LRA, ATCT – Interior Upgrades – 2016 (MBSB) – Update

XIII. Other Business: Executive Director Picou and Commissioner Guilbeau met with Tom Carroll and were able to negotiate repaving Grissom on May 22, 2017 from Surrey to Gate 15. Terminal Drive was discussed but there is construction going on. There may be substitutions for Shepard Drive or Jet Ranger X Drive.

XIV. Adjourn

RESOLUTION - #2017-5-R1-08 – Adjourn

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

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

NAYS: None

ABSENT: None

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.