

PROCEEDINGS OF THE LAFAYETTE AIRPORT COMMISSION MEETING OF THE LAFAYETTE REGIONAL AIRPORT OF LAFAYETTE, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING OF FEBRUARY 14, 2018 HELD AT 200 TERMINAL DRIVE, LAFAYETTE, LA.

ATTENDANCE

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

ABSENT: None

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

GENERAL AUDIENCE: Robert Callahan (Sides and Associates), Jon Pope (Heery), Art Marullo (LPSO), David Leslie (RS&H), Terry Crownover (MSTC), Claudia Boutte (3FJ), Madlyn Prudhomme (3FJ), Warren Caudle (Republic Parking), Broutin Sherrill (RS&H), John Harrison (Signature Flight Service).

I. CALL TO ORDER:

Chairperson Garrett called the Regular Commission Meeting of February 14, 2018 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 January 10, 2018 and the Internal Affairs Committee of January 23, 2018.

RESOLUTION - 2018-2-R1-01: Approval of the Minutes of the Regular LAC Commission Meeting of January 10, 2018 and the Internal Affairs Committee Meeting of January 23, 2018:

MOTION: Commissioner Guilbeau moved the Lafayette Airport Commission accept minutes of the Regular LAC Commission Meeting of January 10, 2018 and the Internal Affairs Committee Meeting of January 23, 2018. Commissioner Skinner seconded this motion and the vote was as follows:

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

NAYS: None

ABSENT: None

MOTION CARRIES

V. CHAIRMAN'S COMMENTS: None

VI. COMMISSIONER'S COMMENTS: None

VIII. PUBLIC COMMENTS: None

VIII. DIRECTOR'S REPORT:

1. Jack Elsea – *Executive Director Picou stated Deputy Director Elsea had an announcement about Jack Elsea. Deputy Director Elsea stated he and his wife Katie had a baby boy the day after Christmas. Deputy Director Elsea stated it was a Happy New Year, Jack is doing well, and he thanked everyone for the support and well wishes.*
2. Recognition of LAC Staff and Commissioner's February Birthdays
Tavin Botley – Operations Specialist – 2/9

3. Real ID Update – *Executive Director Picou stated individuals will need to have Real ID compliant licenses effective October 2, 2018 or you will need to provide an alternate form of id such as a passport.*
4. Snow and Ice 16 Jan 2018 – *Executive Director Picou stated he didn't think he would be mentioning this in Lafayette, LA. LFT airport does not have a way of removing ice off the airfield and the airport was closed for approximately twelve (12) hours due to the icy conditions. Executive Director Picou stated Lafayette Regional Airport was the first air carrier airport in the State of Louisiana to open at this latitude. Airport staff drove up and down the runway in vehicles to break up the ice and this resulted in the airport opening before others.*
5. Bond Commission Approval – *Executive Director Picou stated he attended this meeting and there were no objections or questions. Executive Director Picou stated it was approved and is moving forward.*
6. Online Ordering – Oakwells - *Executive Director Picou stated customers can now order online for the restaurant in the airport. Passengers can go to the airport's web page and access Oakwells webpage and order food while waiting. Sides & Associates with Oakwells is working with the airport to get this promoted for passengers.*
7. Deputy Lattimore - *Executive Director Picou stated Deputy Lattimore passed away and he served the airport for many years and just recently retired. Deputy Lattimore was a Green Beret in Vietnam War. Deepest Sympathies and prayers to the Lattimore family.*
8. Alcohol and Drug Screening - *Executive Director Picou stated this will be for employees for hire, post-accident, and suspect screenings. These screenings will be random and will be held at 222 Jet Ranger X Drive office. It is a requirement to have a drug-free area and this will prove it is a drug-free work environment. Commissioner Guilbeau asked if this entails all employees and Executive Director Picou stated all airport staff employees.*
9. Full Scale Tri-Annual Exercise - *Executive Director Picou stated this event is scheduled for Friday, March 16, 2018. There has been one meeting with mutual aid and ARFF. There will be planning meeting. In an effort to exercise to LFT's critical aircraft, the Airport will have additional volunteer wounded characters for this exercise.*
10. Republic Parking Evaluation - *Executive Director Picou stated Republic Parking received a high scoring on a secret shop type survey. Commissioner Skinner mentioned Mr. Caudle with Republic Parking, is a US Marine who fought in Saigon during the Tet Offensive and he just returned from Quantico, VA for a Wreath Laying ceremony in commemoration of the First Marine Killed in the line of duty. Mr. Caudle was there when the first Embassy Marine was killed in January 1968, fifty (50) years ago.*
11. Washington DC and FAA Southwest Region Visits - *While in Washington, Executive Director Picou and Chairperson Garrett met with our delegation and the FAA. There seems to be a disconnect between the FAA Washington and FAA Southwest region, but we are doing all we can do to improve the lines of communication and be more in sync. Executive Director Picou stated he left the Monday following his trip to Washington DC with Deputy Director Elsea for the FAA Southwest region. Upon arrival FAA was eager to meet and discuss the previous meetings and where the airport is on various items. Chairperson Garrett stated the LAC has been pushy in Washington in reference to the SHPO but it has been well received. Executive Director Picou stated item number five under Consensus Items will go into more detail about this item.*
12. Audit – March 19th through March 23rd – Wright, Moore, Dehart et al. - *Executive Director Picou stated this is the airport's annual audit.*
13. Update on LAC job positions – New Hires - *Executive Director Picou stated on February 2, 2018 Brandon Domingue will start under Mr. Thibodeaux in Maintenance and on February 26, 2018 Christopher Crutch will start under Mr. Menard as an Operation Specialist.*
14. Fly Lafayette/Passenger Statistics/Sides & Associates Report - *Mr. Callahan stated in January there were 30,433 passengers. Load factors were American 89.9%, Delta 77.0%,*

and United had 72.1%. The Fly Lafayette Club currently has 9,937 members with 14 winners out of 465 entries. A list of winners is in the Commissioners' packets. Mr. Callahan was working on scheduling the next GA Outreach which is scheduled for February 22, 2018 at 8:30a.m. at Western Airways on Shepard Drive.

15. Financials - *The Executive Director stated the December 2017 financials are in the Commissioners' packets for review and there were no questions or comments.*

IX. Scheduled Business - Discussion Items

X. Scheduled Business – Consensus Items

1. 2018 LAC Calendar Changes – Approval
2. Terminal Program Enabling Demolition – Bid Authorization -Approval
3. RTR Facility Design and Bidding – RS&H Task Order #42 – Approval
4. Terminal Program Landside Design – RS&H Task Order #45 – Approval
5. Terminal Program Environmental Assessment – MOA Between LSHPO, the FAA, and LAC – Ratify Chairperson's Action *Executive Director stated working with Chairperson Garrett the LAC was able to get a signed MOA to the FAA. The FAA will forward the information to the SHPO office. The FAA has all the necessary information to make a decision on the Environmental Assessment.*
6. Relocation of ASR and RVR Duct Bank – FAA – Design Review Reimbursable Agreement -0 Approval
7. 3 Frenchmen Janitorial Services Contract – Assumption by Claudia's Cleaning Services, LLC - Approval
8. Elevator Technical Services, Inc. – Preventative Maintenance – Elevator/Escalator – Contract Renewal – Approval
9. Maintenance Equipment – 2018 Budget Item – Purchase of John Deere 6155M Cab Tractor – Approval
10. Maintenance Equipment – 2018 Budget Item – Purchase of Paint System – Approval
11. Airfield Equipment – 2018 Budget Item – Purchase of Airfield Lighting Computer System – Approval
12. 112B Borman Drive and T Hangar Upgrades 2018 – Award of Contract – Approval
13. Chairperson's Ratification of the Internal Affairs Committee Meeting on February 21, 2018 – Reference Executive Director's Salary – Approval *Item pulled per Chairperson Garrett to be on an Agenda at Special Meeting on February 21, 2018 at five o'clock in the Sub Conference Room.*

RESOLUTION - #2018-2-R1-02 – Scheduled Business - Consensus Item(s)

MOTION: Commissioner Skinner moved to accept Consensus Items 1 through 12. The motion was seconded by Commissioner Cruse and the vote was as follows:

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

NAYS: None

ABSENT: None

MOTION CARRIES

XI. Reports

14. The Picard Group – Monthly Report- *In the Commissioners' packets.* Report available on airport website.
15. DBE Program Report – *Mrs. Cotton stated the Enabling Demolition project has a goal set at 7.0% after Heery made its final revisions to the DBE goal. There will be some federal dollars included in the project. The airport continues to work through the comments from the FAA regarding past accomplishments to update the airport's DBE and ACDBE goals. The airport's*

anticipated date for submittal to the FAA is March 1, 2018. This will include a public comment period once the goals are completed. Last week airport staff and Heery staff met with Lemoine/Manhattan to discuss their Outreach plans for DBE participation. The first outreach is tentatively scheduled for Thursday, March 8, 2018 from 11am – 2pm for Prime Contractors. This session will be to familiarize the prime contractors with compliance requirements for the upcoming projects. The airport is working with Lemoine to select a venue. The second outreach is tentatively scheduled for Thursday, April 5, 2018 and Saturday, April 7, 2018 for DBE Subcontractors. This session will be to familiarize the DBE Subcontractors with opportunities available as well as compliance requirements. Following the first two outreach sessions, there will be a Matchmaking Outreach session for both Prime Contractors and DBE Subcontractors. The date of this session is to be determined. Plans are at 60% design level. Resource partners are invited to attend that session.

On Tuesday, March 27, 2018 the airport will participate in the SBA Connecting Businesses with Contracts Conference at Southern University Baton Rouge. This conference is the SBA matchmaking session for small businesses in Louisiana to meet federal, state, and local governmental entities, as well as prime companies. This conference will give the airport an avenue to let the SBA community know what project opportunities are coming available. Lemoine/Manhattan will also be in attendance.

16. Terminal Program Report – Heery Mr. Pope, Heery Program Manager, thanked the Commission for their help in Washington DC. Heery is working closely with the RTR relocation team. Chairperson Garrett stated while in Washington DC they had the opportunity to talk to the FAA about the problems associated with the RTR relocation. The two task orders approved are the last two for the majority design of the new terminal. A meeting with FP&C to talk about their continued contribution for the program and their involvement in direct purchase of specific items. Heery is looking into how to maximize their commitments. TSA has come forward stating they can program some money but the airport needs to address some of their concerns with the design.
17. 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

18. Runway 11-29 Rehabilitation (Michael Baker International)
19. I-49 Support Services (Michael Baker International)
20. Master Plan (DSA) – Update
21. Runway 29 EMAS Installation Work Order 8 (AECOM) – Update
22. Cargo Facility (MBSB) – Update

XIII. Other Business: Executive Director Picou stated in the Commissioners packets is Resolution #2018-1-R1-01 that came out of Internal Affairs meeting dated January 23, 2018. Commissioner Hebert made a motion to recommend to the full commission that the airport makes the best effort to self-finance the QTA and any borrowing needs.

RESOLUTION - #2018-2-R1-03 – Approval to add to the Agenda

MOTION: Commissioner Guilbeau made a motion to add this Other Business to the Agenda. The motion was seconded by Commissioner Hebert and the vote was as follows:

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

NAYS: None

ABSENT: None

MOTION CARRIES

Executive Director Picou read

RESOLUTION - 2018-1-R1-01: Commissioner Hebert made a motion to recommend to the full Commission that

the airport makes the best effort to self-finance the QTA and any borrowing needs that the airport would foresee would be put out for public competitive proposal at a later date.

Commissioner Guilbeau seconded this motion and the vote was as follows:

AYES: Hebert, Guilbeau, Tabor

NAYS: None

ABSENT: None

MOTION CARRIES

Commissioner Guilbeau stated at the Internal Affairs meeting there were very good presentations by all professionals, staff, and contract people. It was pointed out the airport would probably be good on funding for 2018 for all projects that are intended to be bid except the car rental facility. Commissioner Guilbeau stated with the information presented to the committee it is obvious the airport can probably fund the rental car facility within the airport's operating budget.

Commissioner Skinner stated the airport earmarked \$5 charges from the car rental facility to go towards the QTA project. Executive Director Picou stated the CFC charges will go towards the project but it will not pay for the entire process. Executive Director Picou stated through Internal Affairs the airport would pay for part of the design of the QTA with airport funds.

RESOLUTION - 2018-2-R1-04: Commissioner Guilbeau moved the Commission approve the Internal Affairs Committee recommendation with the caveat that staff at the March meeting comes to the Commission where the money will come out of the airport's funding and that will put the airport in a position to be able to receive bids for the rental car facility. Commissioner Cruse seconded this motion and the vote was as follows:

AYES: Hebert, Guilbeau, Tabor

NAYS: None

ABSENT: None

MOTION CARRIES

XIV. Adjourn

RESOLUTION - #2018-2-R1-03 – Adjourn

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

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

NAYS: None

ABSENT: None

MOTION CARRIES

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