

PROCEEDINGS OF THE LAFAYETTE AIRPORT COMMISSION MEETING OF THE LAFAYETTE REGIONAL AIRPORT OF LAFAYETTE, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING OF JUNE 10, 2015 HELD AT 200 TERMINAL DRIVE, LAFAYETTE, LA.

ATTENDANCE

COMMISSION: Matt Cruse – (Chairman); Paul A. Guilbeau – (Vice-Chairman), W. Paul Segura- (Secretary/Treasurer), John Hebert, Valerie G. Garrett, Carroll B. Robichaux, Timothy L. Skinner.

ABSENT: None

ADMINISTRATIVE STAFF: Steven Picou (Executive Director), Daniel Elsea (Grants Facilitator/Asst. Project Manager), Rene Cotton (Property Administrator), Debbie Amy (Secretary), Todd Swartzendruber (Legal Counsel).

GENERAL AUDIENCE: Adam Thibodeaux (DSA), Evan Edwards (Avis Representation), Claire Edwards (Avis Representation), Bobbi Hess (Technical Resource Group), Erroll Babineaux (Air Med), Steve Harrill (RS&H), Sherrill Broutin (RS&H), John Harrison (Landmark), Nick Ludwig (Schindler), Jack Bourgeois (LPSO/Airport), Scott Schilling (T.R.A.I.L.), Charles Wyatt (Bayou Vermillion Preservation Assoc.), Doug Burgin (Neel-Schaffer), Jerry Trumps (Neel-Schaffer), Harry Wors (One Acadiana), Kevin Hotard (ABG), Bill Griffin (AECOM), Richard Speer (AECOM), Albert Molliere (ABM), Mindy Lyle (Leo A. Daly), Lauren Landry (C.H. Genstermaker), Dustin Hinds (Enterprise Holdings), Mark Stielper (MBSB Group), Tyron Picard (The Picard Group), William Lemoine (The Lemoine Company), Jeremy Durmany (Architects Southwest), Adam Lemoine (TLC), Walt Adams (EnGarde), Wayne Domingue (ASH), Natalie Graham (Baker), Michael Hixson (Baker), June Picard (Home Bank), Conrad Comeaux (Assessor).

I. CALL TO ORDER:

Chairman Matt Cruse called the Regular Commission Meeting of June 10, 2015 to order at 5:30 p.m.

II. PLEDGE OF ADDEGIANCE

III. INTRODUCTION/ROLL CALL

IV. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF APRIL 8, 2015.

RESOLUTION - 2015-6-R1-01: Commissioner Skinner moved to accept the Minutes of the May 13, 2015 Regular LAC Meeting and the Special Meeting of May 5, 2015. Commissioner Segura seconded this motion and the vote was as follows:

AYES:Segura, Hebert, Skinner, Robichaux, Guilbeau

NAYS:None

ABSENT: Garrett

MOTION CARRIES

V. CHAIRMAN'S COMMENTS: None

VI. PUBLIC COMMENTS: None

VII. COMMISSIONER'S COMMENTS: None

VIII. DIRECTOR'S REPORT:

1. T.R.A.I.L. – Presentation – *Presented by Scott Schilling (Questions were presented from the Commissioners. Chairman Cruse requested the appropriate information from legal counsel of the LAC and LCG and city affiliates to approve the project.) *A copy of the complete presentation is available upon request.*
2. New Maintenance Staff – Introduction - Tate Socio – *Mr. Picou introduced Tate Socio as a new Maintenance I employee of the LAC Staff.*
3. Capital Outlay Bill – Terminal Project - *The Picard Group has successfully acquired funding for the terminal project in the Capital Outlay Bill. \$13,500,000 total funding - \$1,300,000 in Priority 2 & \$12,200,000 in Priority 5 (trailing money).*
4. Larry Sides and Associates Communicator - 2015 Silver Award of Distinction of Integrated Campaign - *The NEW LFT Terminal media campaign we helped you produce has been awarded the Communicator 2015 Silver Award of Distinction for Integrated Campaign.*
5. FAA Inspection – *The FAA Part 138 Annual Inspection will be July 28, 2015 - July 30, 2015.*
6. Cancellation of the EMAS Insurance – Runway 4R-22L – *Mr. Picou recommended not renewing current insurance for the EMAS System.*
7. Flight School – Update - *Flight School operations are being conducted out at the 123 Grissom Drive Hangar. Landmark is waiting on restroom plans from the operator to submit to LAC for approval.*
8. New Trash Cans – Terminal – *Mr. Picou stated the size of the trashcans throughout the Terminal were very small with no cover. Stated he replaced the current trash receptacles.*
9. Fly Lafayette/Passenger Statistics/Sides & Associates Report – *Robert Callahan with Sides & Associates presented the Statistical Information for the Reports.*
10. LAC Financials/Legal Fees/Consultant Fees - *Mr. Picou presented the Financials for LFT.*

IX. Scheduled Business - Discussion Items

A. Terminal Planning Committee – Recommendation - The Terminal Planning Committee recommends the Commission solicit request for qualifications for the intent of selecting an Architectural and Engineering firm/s to represent the needs for terminal development. Additionally, staff recommends the option of providing services for all additional funded projects within a three to five year timeframe.

#2015-6-R1-02–Item A: Terminal Planning Committee – Recommendation: The Terminal Planning Committee recommended the Commission solicit request for qualifications for the intent of selecting an Architectural and Engineering firm/s to represent the needs for terminal development. Additionally, staff recommended the option of providing services for all additional funded projects within a three to five year timeframe.

MOTION: Commissioner Guilbeau moved that the LAC staff proceed with development of the RFQ to be presented to the full Commission for the selection of an A&E firm for the design of the terminal building and for the two or three years going forward for all other funded projects. The motion was seconded by Commissioner Robichaux and the vote was as follows:

AYES: Guilbeau, Segura, Hebert, Robichaux, Garrett, Skinner

NAYS: None

ABSENT: None

MOTION CARRIES

B. Legal Committee – Recommendation - The LAC held a Legal Committee Meeting on June 2, 2015 to the contract amendment for Engarde Consulting – Contract Amendment. The Legal Committee recommended approving the amended contract.

#2015-6-R1-03 –Item B: Legal Committee - Recommendation: The LAC held a Legal Committee Meeting on June 2, 2015 to discuss the contract amendment for EnGarde Consulting. The Legal Committee recommended approving the amended contract.

MOTION: Commissioner Robichaux moved that the LAC accept the Committees recommendation to approve the amended contract for Engarde Consulting. The motion was seconded by Commissioner Guilbeau and the vote was as follows:

AYES: Guilbeau, Segura, Hebert, Robichaux, Garrett, Skinner

NAYS: None

ABSENT: None

MOTION CARRIES

C. Master Services Agreements - Discussion/Action -

Concurrent with the Terminal Planning Committee’s direction, staff recommends forgoing the last one-year extension option for the Master Services Agreement between Domingue, Szabo and Associates, AECOM, and Michael Baker International. It is intended that all contracts in amendment to each respective Master Services Agreements in place will be carried out per the stipulations thereunder.

#2015-6-R1-04–Item C: Master Services Agreements - Discussion/Action:

Concurrent with the Terminal Planning Committee’s direction, staff recommended forgoing the last one-year extension option for the Master Services Agreement between Domingue, Szabo and Associates, AECOM, and Michael Baker International. It was intended that all contracts in amendment to each respective Master Services Agreements in place will be carried out per the stipulations thereunder.

MOTION: Commissioner Guilbeau moved that the LAC accept Item C as stated. The motion was seconded by Commissioner Garrett and the vote was as follows:

AYES:Guilbeau, Segura, Hebert, Robichaux, Garrett, Skinner

NAYS:None

ABSENT:None

MOTION CARRIES

D. Approval of Bids – Runway 11 West End EMAS Construction – Discussion/Action –
(Presentation from Bill Griffin with AECOM).

#2015-6-R1-05–Item D: Approval of Bids – Runway 11 West End EMAS Construction –

Discussion/Action: The Bid Opening was delayed for this Item from June 3, 2015 to June 10, 2015. Bill Griffin with AECOM stated two bids were received, one for \$1,420,687.50 and \$1,610,166.00. The engineers estimate was \$1,720,392.50. The apparent low bidder was Coastal Bridge. After tabulation of bids, Mr. Griffin stated there were no apparent errors in the extensions of bids and the licensing for Coastal Bridge was appropriate.

Mr. Griffin stated he recommends the LAC award the award of the bid to Coastal Bridge.

MOTION: Commissioner Robichaux moved that the LAC award the bid for Runway 11 West End EMAS Construction to Coastal Bridge subject to FAA grant funding. The motion was seconded by Commissioner Hebert and the vote was as follows:

AYES:Guilbeau, Segura, Hebert, Skinner, Robichaux, Garrett

NAYS:None

ABSENT:None

E. Home Bank Fiscal Agent Agreement for Terminal Project Tax Funds:

#2015-6-R1-06–Item E: Home Bank Fiscal Agent Agreement for Terminal Project Tax Funds–

Discussion/Action:

At the June 10, 2015 LAC meeting, the LAC recommended selection of Home Bank as the Fiscal Agent for Terminal Project Tax Funds.

MOTION: Commissioner Segura moved that the LAC allow staff the funds into the Home Bank account and also allow staff to place a bid for depository services for the terminal tax funds. The motion was seconded by Commissioner Guilbeau and the vote was as follows:

AYES:Guilbeau, Segura, Hebert, Skinner, Robichaux, Garrett

NAYS:None

ABSENT:None

MOTION CARRIES

F. Federal and State Representation – Picard Group

#2015-6-R1-07–Item F: Federal and State Representation – Picard Group:

LAC is in receipt of Adams & Reese’s withdrawal letter for representation of legal services at the federal level. At the May LAC meeting, the Picard Group provided a presentation requesting to represent the Lafayette Regional Airport at the federal level.

LAC Staff recommends acceptance of the Adam & Reese’s withdrawal letter and acceptance of the Picard Group’s request to include federal representation at an additional cost of \$7,000.00/month. Picard Group’s contract would be amended to the monthly rate of \$14,500.00/month through the remainder of the current contract which ends December 31, 2015 for local, state and federal governmental services. During this period a new contract will be developed to begin January 1, 2016.

MOTION: Commissioner Segura moved that the LAC accept staff’s recommendation to award federal representation to the Picard Group effective July 1, 2015 and accept Adam’s & Resse’s withdrawal letter. The motion was seconded by Commissioner Garrett and the vote was as follows:

AYES:Guilbeau, Segura, Hebert, Skinner, Robichaux, Garrett

NAYS:None

ABSENT:None

MOTION CARRIES

G. Hangar 9 Demolition - Discussion/Action:

The subject project phasing is anticipated to cause adverse impacts to schedules of other projects, such as Terminal Development and Cargo Facility construction. Thus, consideration is requested in reviewing possible scheduling solutions for accommodating each respective project in the most appropriate and expeditious manner.

No Action Needed on this Item.

H. UPS Location – Discussion/Action

#2015-6-R1-8 –Item H : UPS Location – Discussion/Action:

The LAC recommended UPS remain in its current location due to cost savings. By UPS remaining in its current location, the LAC will save approximately \$55,000 for temporary buildings. In addition, the LAC would gain additional opportunities to secure grant funds in the demolition of Hangar 9. UPS would move to the new Air Cargo facility once the building is completed in approximately 15 months.

MOTION: Commissioner Segura moved that UPS stay in its current location. The motion was seconded by Commissioner Skinner and the vote was as follows:

AYES:Guilbeau, Segura, Hebert, Skinner, Robichaux, Garrett
NAYS:None
ABSENT:None
MOTION CARRIES

I. Taxiway Mike - Taxiway Echo Transition - Discussion/Action – *Adam Thibodeaux with Domingue Szabo and Associated spoke on this item.*

No Action was taken on this Item.

J. North General Aviation Phase III Improvements - Phase I of II - Amendment 2 Change Order - Discussion/Action

#2015-6-R1-9 –Item J: North General Aviation Phase III Improvements - Phase I of II- Amendment 2 - Change Order- Discussion/Action:

The Commission authorized the solicitation for proposals to design the third phase of improvement for the North General Aviation Apron, to be comprised of two phases.

The Consultant Selection Committee composed the scope and proposed to work within the construct of the on-going master plan. Therefore, Domingue Szabo and Associates presents Amendment #2 for the Alternative Market Analysis including the following tasks:

Aviation Demand Trends

Tenant Consultation and Coordination

General Aviation Development Focus

North Hangar Development Small Areas Plan

Total Cost: \$49,313.00

MOTION: Commissioner Skinner moved to accept Item J as presented by Staff. The motion was seconded by Commissioner Robichaux and the vote was as follows:

AYES:Guilbeau, Segura, Hebert, Skinner, Robichaux, Garrett

NAYS:None

ABSENT:None

MOTION CARRIES

K. Request for Proposals - Runway 11-29 Rehabilitation - Committee Recommendation - Discussion/Action

#2015-6-R1-10 –Item K: Request for Proposals- Runway 11-29 Rehabilitation - Committee Recommendation - Discussion/Action:

The Consultant Selection Committee determined the scope of services for the Runway 11-29 Rehabilitation project, developed selection criteria, queried for Request for Proposals, and received and evaluated the submitted proposals from the RFQ pre-selection list. The selection committee recommends the approval for engineer selection to Michael Baker International for the subject project. If approved, the committee will again meet with the selected firm to discuss the specific scope items in order to assemble an engineering contract.

Staff recommends approval.

MOTION: Commissioner Robichaux moved to accept Item K as stated. The motion was seconded by Commissioner Guilbeau and the vote was as follows:

AYES:Guilbeau, Segura, Hebert, Skinner, Robichaux, Garrett

NAYS:None

ABSENT:None

MOTION CARRIES

L. Taxiway Mike - Elliott Construction - Change Order 4 - Discussion/Action –

#2015-6-R1-11 –Item L: Taxiway Mike- Elliott Construction- Change Order 4- Discussion/Action:

Domingue, Szabo and Associates presented Change Order #4 for Elliott Construction to construct a concrete drive extension from the Bell Helicopter facility to Taxiway Mike.

Total Cost: \$95,982.95 Costs to be covered by LAC.

MOTION: Commissioner Robichaux moved to accept Item L as stated. The motion was seconded by Commissioner Guilbeau and the vote was as follows:

AYES:Guilbeau, Segura, Hebert, Skinner, Robichaux, Garrett

NAYS:None

ABSENT:None

MOTION CARRIES

M.Taxiway Sealcoat Project - Change Order 2 - Discussion/Action -

#2015-6-R1-12 –Item M: Taxiway Sealcoat Project - Change Order 2 - Discussion/Action:

AECOM presents for consideration Change Order #2 for Pavement Maintenance Unlimited. This Change Order will allow for additional compensation to work in Runway Safety Areas during unanticipated nighttime hours to include the addition of 20 nights allowed by change order.

Total Cost: \$30,000.00

The FAA has agreed to cover the costs of the Change Order.

Staff recommended approval of Change Order #2

MOTION: Commissioner Skinner moved to accept Item M as presented by Staff. The motion was seconded by Commissioner Robichaux and the vote was as follows:

AYES:Guilbeau, Segura, Hebert, Skinner, Robichaux, Garrett

NAYS:None

ABSENT: None

MOTION CARRIES

N.Application to Lease (Avionics Solutions) – 113 Borman Drive

#2015-6-R1-13 –Item N: Application to Lease (Avionics Solutions) – 113 Borman Drive:

LAC was in receipt of an Application to Lease from Joey Calandra, Avionics Solutions President, for lease of the 113 Borman Drive facility for a term of two (2) years. Avionics Solutions is requesting to lease the 113 Borman Drive office to house its administrative staff with the future option to sub-lease a portion of the space. Avionic Solutions is a FAA Part 145 certified repair station and will be operating out of the 112B Borman Drive hangar. The rate for leasing the property, based on an updated review of the appraisal, is \$ 70,848.00 (\$5,904.00/month). CPI adjustment would apply annually.

Mr. Calandra is requesting consideration of the following item.

1. Rent credit, in an amount not to exceed \$10,000 for the following building maintenance items: window treatment (tint), painting, and floor maintenance.
2. LAC conduct air quality inspection and mold testing due to the lapse in time since building last occupied and presence of mold on HVAC vents. Staff recommends a mold inspection be done to determine if additional action is needed.

MOTION: Commissioner Segura moved to accept the lease to Avionics Solutions at the rate of \$70,848,00 with rent credit subject to Staff doing the work on the building and mold inspection and testing if needed. The motion was seconded by Commissioner Guilbeau and the vote was as follows:

AYES:Guilbeau, Segura, Hebert, Skinner, Robichaux, Garrett
NAYS:None
ABSENT: None
MOTION CARRIES

X. Scheduled Business – Consensus Items

O.Approval of EMAS Install Purchase Contract - Engineered Arresting Systems Corporation (ESCO) - Approval
P.Runway 11 West End EMAS Project – Phase II - Work Order #5 – Construction Administration – AECOM - Approval
Q.Runway 11 West End EMAS Project – Phase II - Work Order #6 – Materials Testing - AECOM - Approval
S. Runway 11 West End EMAS Project – Phase II - Work Orders #7 – Inspection Services - AECOM - Approval
S.Runway 11 West End EMAS Project – Phase II – AECOM – Work Oder #4 – Change Order 3 Approval
T.Authorization for Grant – FAA and DOTD
U.Bell Helicopter - Lease Amendment - Approval
V. Wildlife Hazard Management Plan - Aerostar – Option 1 - Approval
W.100 John Glenn Drive Parking Lot – Final Acceptance – DS&A – Approval
X.Rental Car Franchise Operations - Contract Termination Notice
Y.RTR Cable Relocation - Diamond Electric - Change Order #2 – Approval
Z.Preventative Maintenance and Repair Contract for Elevators and Escalators - Award of Contract
AA.Comtech – Contract Renewal - Month to Month
AB.Cajun Man Triathlon – September 13, 2015

#2015-6-R1-14 – Tab X - Scheduled Business – Consensus Items:

MOTION: Commissioner Skinner moved to accept Items O through AB, with the exception of X, which was pulled for discussion. The motion was seconded by Commissioner Garrett and the vote was as follows:

AYES: Guilbeau, Segura, Hebert, Skinner, Garrett, Robichaux
NAYS:None
ABSENT: None
MOTION CARRIES

Item X: (Pulled for Discussion) Rental Car Franchise Operations - Contract Termination Notice – *Legal Counsel for Avis Budget Group requested a time extension to the bid due date and transfer of rental vehicles temporarily.*

#2015-6-R1-15 –Item X: Rental Car Franchise Operations - Contract Termination Notice:

LAC was advertising for bids for rental car operations which will begin August 1, 2015. The following items require **LAC** approval:

1. Add in Service Facility #2 with the following conditions: The area as noted #1 will be added back to the bid - bidders will have the use of the parking lot and the option to have above ground fueling at this location. The area as noted # 2 will be available for use once the No Further Action Notification for the site is received from LDEQ. The timeline for cleanup has not been determined at this time. The term for Areas 1 & 2 will run concurrent with the terms of the lease. Bidders will provide separate bid amounts for Area #1 and Area #2.

2. The Contract Termination Notice – Correspondence will be sent to the car rental agencies advising that the current leases will terminate on July 31, 2015.
3. Adjust the bid due date to June 29, 2015 at 12:00 p.m. – to allow bidders to complete bid as a result of LAC approval of items on June agenda.
4. Allow configuration of ready return lot at John Glenn Drive after receipt of bid – based on Market share for the previous year.

MOTION: Commissioner Guilbeau moved to accept Item X as stated. The motion was seconded by Commissioner Garrett and the vote was as follows:

AYES: Guilbeau, Segura, Hebert, Skinner, Garrett

NAYS: Robichaux

ABSENT: None

MOTION CARRIES

XI. Reports

AC. Bobbi Hess – Grant Facilitator – Monthly Report – *Bobbi Hess was present to present the report.*

AD. Adams & Reese – Monthly Report

AE. The Picard Group - Monthly Report

AF. LFT Airport Monthly Fiscal Review (May)

XII. Project Updates

AG. Taxiway Mike (Parallel Taxiway) - (DSA) – Update

AH. North GA Phase II (DSA) – Update

AI. Master Plan (DSA) – Update

AJ. RTR Cable Relocation (DSA) – Update

AK. Perimeter Road (DSA) – Update

AL. Taxiway Seal Coat Project (AECOM) – Update

AM. Runway 11-29 RSA Improvements (AECOM) – Update

AN. Cargo Facility (MBSB) – Update

AO. LRA Office Suite Upgrades (MBSB) – Update

AP. LRA Signage Upgrades (MBSB) – Update

AQ. ARFF Station – 224 Tower Drive - Interior Upgrades 2015 (MBSB) - Update

AR. 118 Shepard Drive - Exterior Upgrades 2015 (MBSB) - Update

XIII. Other Business

XIV. Adjourn

#2015-6-R1-16 – Adjourn

MOTION: Commissioner Segura moved that the Lafayette Airport Commission adjourn the Lafayette Airport Commission meeting of June 10, 2015 at 7:41 pm. The motion was seconded by Commissioner Garrett and the vote was as follows:

AYES: Guilbeau, Segura, Hebert, Skinner, Robichaux, Garrett

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