

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

**ATTENDANCE**

**COMMISSION:** Valerie Garrett (Chairperson), Paul A. Guilbeau, Sr. – (Vice Chairman), Paul Segura (Secretary/Treasurer), John Hebert, Bryan Tabor, Coy Watson

**ABSENT:** None

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

**GENERAL AUDIENCE:** Adam Thibodeaux (DSA), Shelby Stach (CBRE|Heery), Rob Chomiack (CBRE|Heery), Michael Mondragon (R&H), Lynn Guidry (Lynn Guidry Architect/Commissioner), Tim Murray (CBRE|Heery), June Picard (Home Bank), Chris Groh (CBRE|Heery/Kutchins & Groh), Frank Malagarie, Mitch Andrus (Royal), Leslie Bourgeois (Royal), Ralph Hennessy (Michael Baker International), Mark Stielper (MBSB), Cheryl Campbell (Unlimited Cleaners), Harold Parker (Unlimited Cleaners), Tyler Emert (Lemoine/Manhattan), Robert Callahan (Sides and Associates).

**I. CALL TO ORDER: ( 5 : 31 : 00 )**

Chairperson Garrett called the Regular Commission Meeting of November 14, 2018 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 October 10, 2018, and the Special Meeting of October 29, 2018.**

RESOLUTION - 2018-11-R1-01 Approval of the Minutes of the Regular LAC Commission Meeting of October 10, 2018, and the Special Meeting of October 29, 2018:

MOTION: Commissioner Segura moved the Lafayette Airport Commission accept minutes of the Regular LAC Commission Meeting of October 10, 2018 and the Special Meeting of October 29, 2018. Commissioner Tabor seconded this motion and the vote was as follows:

AYES: Guilbeau, Segura, Hebert, Tabor, Watson

NAYS: None

ABSENT: None

MOTION CARRIES

**V. CHAIRPERSON'S COMMENTS:**

a. Oath of Office –Commissioner Guidry was sworn into office by Mr. Oats, Legal Counsel. Chairperson Garrett welcomed Commissioner Guidry aboard.

b. 2019 LAC Calendar – Review/Approval – Chairperson Garrett stated to the Commission the 2019 LAC Calendar was in their packets for their review.

**VI. COMMISSIONER'S COMMENTS:** Commission Guilbeau congratulated Commissioner Guidry on being sworn in as a new Commissioner. Commissioner Guilbeau thanked everybody with a list too long to mention for putting on and participating in the ground-breaking ceremony held on November 7, 2018. Commissioner Guilbeau stated this is something for the history books of Lafayette onward and upward. Commissioner Guilbeau stated now that the airport is on the path of construction of a new terminal he suggested on a quarterly basis on sooner if necessary a press release be made advising the public on the construction of the terminal. Commissioner Guilbeau stated he is aware of the airport's website having a minute by minute video of the construction but not everyone will take part in looking at the website, and people will take part in reading the print or listening to the local newscasts. Commissioner Guilbeau stated it is important to let the public know the progress of the construction.

**VII. PUBLIC COMMENTS:** None

**VIII. Public Hearing – Proposed Amendment No. 10 to Ordinance 92-1 Rates and Charges –** Chairperson Garrett read the Public Hearing and the first call for questions or comments was at 5:37 p.m.; the second call was at 5:37 p.m.; and the third and final call for questions or comments was at 5:37 p.m. Chairperson Garrett stated by hearing no questions or comments she declared the Public Hearing closed.

**IX. EXECUTIVE DIRECTOR'S REPORT:** Commissioner Segura left the meeting at 5:43 p.m. before the start of the Executive Director's Report.

1. Recognition of LAC Staff and Commissioner's November Birthdays  
Paul A. Guilbeau, Sr. – Vice Chairman– 11/4  
Todd Broussard – Assistant Maintenance Supervisor – 11/6  
Brandon Domingue – Maintenance Worker – 11/11  
John Hebert – Commissioner – 11/13  
Larry Sides – Sides & Associates - 11/14  
George Groh – CBRE|Heery/Kutchins & Groh - 11/14
2. Aviation Fun Day – October 20, 2018 – *Executive Director Picou stated the event is a public outreach sponsored by the airport. The airport is going into its 30<sup>th</sup> year putting this event on. Executive Director Picou stated the airport just celebrated its 29<sup>th</sup> year and it was very successful. Executive Director Picou stated all accolades need to be given to Mrs. Theriot as she manages the event from start to finish. The weather was nice and Executive Director Picou read aloud an email received from one attendee and her family. Mrs. Heather Breaux stated in her email she wanted to thank the airport for hosting the event and everyone was so kind and helpful. It is hard to find good family fun these days but you guys rocked it and thank you for opening your doors to our family. We look forward to signing up next year! Looking forward to our 30<sup>th</sup> Anniversary next year. Executive Director Picou congratulated Mrs. Theriot and Chairperson Garrett stated Mrs. Theriot did a really good job. Chairperson Garrett stated she attended the event as well as Commissioner Guilbeau and the event gets better and better with each year. Chairperson Garrett stated great job to everyone and she thanked Mrs. Theriot for the Special Needs tour. Chairperson Garrett stated she heard several good things about the Special Needs children's activities and she has received phone calls for more. Mrs. Theriot stated the airport has more coming and Chairperson Garrett thanked her.*
3. No Shave November – *Executive Director Picou stated this is open for men and women to participate for a fee of \$5.00 which will be given to the American Cancer Society.*
4. Honor Air Flight November 8, 2018 – *Executive Director Picou stated what an honor to send off our veterans of WWII and the Korean War to Washington, DC. Executive Director Picou*

*stated American Air Lines did a great job on hosting this event and so did Oakwells. Executive Director Picou stated TSA did a great job as well on processing those veterans. Executive Director Picou read aloud an email from Kurt Hanson, Station Manager for American Air Lines, which stated a thank you for the staff and the Honor Guard for putting on this event for the Honor Flight veterans. The email stated several thank yous to different particular individuals for helping the Honor flight be successful for the veterans and helping them feel welcome.*

5. Terminal Ground-Breaking – November 8, 2018 – *Executive Director Picou said WOW to this event’s magnitude. Executive Director Picou stated there were too many people to thank but he did state Sides and Associates did an outstanding job. Executive Director Picou stated Chairperson Garrett spent a lot of time on this event and she did an outstanding job. Executive Director Picou stated Chairperson Garret bounced ideas back and forth and the event was a success. Executive Director Picou also thanked the maintenance staff for helping with the setup of the event. Executive Director Picou asked everyone if they would see a member of the maintenance team to say thank you for a job well done and Chairperson Garrett stated the maintenance workers did an outstanding job with smiles on their faces. Executive Director Picou stated the airport received accolades from all over and present for the event was the Governor, Congressman Higgins, and Senator Cassidy.*
6. Veteran’s Day – November 11, 2018 – *Executive Director Picou stated thanks for those that have served and Commissioner Guilbeau was one that served our country.*
7. Safety Meeting – November 16, 2018 – *Executive Director Picou stated this was the airport’s 4<sup>th</sup> quarter safety meeting which was held at 11:30 a.m. at the fire station.*
8. Lafayette Regional Airport’s 88<sup>th</sup> Birthday – November 29, 2018 – *Executive Director Picou stated it is eighty-eight (88) years the airport has been opened and operational.*
9. Open Position: Operations Specialist – Interviews – *Executive Director Picou stated interviews will be held to fill the vacancy position left by Mr. Botley. Executive Director Picou stated a report from Mr. Botley is he is doing well and flying in Dallas, TX.*
10. Automatic Renewals:
  - Flightview (FIDS System)
  - Flightview (FIDS Website)
  - Sides & Associates
  - Canteen M & M (Snack & Drink Machine Vending)
  - Mid-South Fire Protection – Preventative Maintenance for Sprinkler System
  - Schindler Elevators – Preventative Maintenance for Elevators/Escalators
11. Financials – *There were no questions or comments on the financials for September 2018. Executive Director Picou stated Mr. Reily, Oakwells, had a meeting with the airport and October had the best numbers for revenue since he has been here. Executive Director Picou stated there was mention of the online application to order food to tie back to the Fly Lafayette Club and if you are a member to get a discount on ordering food.*
12. Fly Lafayette/Passenger Statistics/Sides & Associates Report - *Mr. Callahan stated in October there were 41,944 passengers. Load factors were very high with Delta 88.3%, United 73.6%, American had 73.5%, and Frontier had 71.1%. Mr. Callahan stated Executive Director Picou and himself had a conversation on why Frontier’s numbers were low but they only flew seven (7) days out of the month of October. Mr. Callahan stated those numbers are expected to go up. Mr. Callahan stated the next DBE Outreach was scheduled for December 13, 2018 at 5:30 p.m. with a site to be determined. The Fly Lafayette Club currently has 10,420 members with 14 winners out of 670 entries. A list of winners is in the Commissioners’ packets. Mr. Callahan*

*echoed what Executive Director Picou stated on the maintenance staff worked hard on the Ground-Breaking ceremony. Mr. Callahan stated kudos to the maintenance staff and thanked them for all their help.*

*Executive Director Picou stated in front of Commissioner Watson was a commemorative shovel from the Ground-Breaking ceremony with a hard hat that each commissioner received. Executive Director Picou stated the shovels were donated by CBRE|Heery, the invitations were donated by RS&H, and the food was donated by Lemoine/Manhattan. Executive Director Picou thanked the sponsors and indicated through the sponsors the airport was able to lower its costs for the event.*

*Chairperson Garrett stated Joey did the food and he wanted to thank everyone for using his services and it meant a lot to be included in such a big project.*

*Executive Director Picou stated Frontier Air Lines will add to its schedule more flights. Mrs. Smith, United Station Manager, stated as of Friday November 16, 2018 there would be more flights.*

#### **X. Scheduled Business - Discussion Items**

1. LAC Ordinance 92-1 “Rates and Charges” Amendment No. 10 -Discussion/Action – Executive Director Picou stated staff recommends approval of Ordinance 92-1 which establishes terminal building rents and charges, and landing fees. While the Lafayette Airport Commission strives to be fair in rate0-setting practices in a manner that is as self-supporting as possible, as Airport costs continue to rise. Proposed Amendment No. 10 establishes a 3.75% for Terminal Rates, and a 2.90% for Landing Fee Rates per year increase for the next two years. Copies of the proposed rates & charges fee schedule were provided to applicable tenants. No tenant requested additional information. Further, a Public Hearing was held earlier in the meeting to allow receipt of comments/questions. Executive Director Picou stated after a conversation with Mrs. Green, Financial Comptroller, this item is normally a consensus item but last time there was no Director in place and it became a discussion item. Executive Director Picou stated if no one objected from now on the item would fall under consensus items. Commissioner Guilbeau asked if this would only be in effect for this current terminal. Executive Director Picou stated this would be in effect for the next two years and Kutchins and Groh are working on a rates and charges of a more traditional method.

#### **RESOLUTION - #2018-11-R1-02 – Scheduled Business –Discussion – LAC Ordinance 92-1 “Rates and Charges” Amendment No. 10 - Discussion/Action**

Commissioner Guilbeau made a motion to approve LAC Ordinance 92-1 “Rates and Charges” Amendment No. 10. The motion was seconded by Commissioner Tabor and the vote was as follows:

AYES: Guilbeau, Hebert, Tabor, Watson, Guidry

NAYS: None

ABSENT: Segura

MOTION CARRIES

#### **XI. Scheduled Business – Consensus Items**

1. Audit Engagement Letter and Statewide Agreed-Upon Procedures – Wright, Moore, DeHart, Dupuis & Hutchinson – Approval
2. 2019 General Environmental Services – Work Order #59 – RS&H – Approval
3. Lafayette Terminal Construction Environmental – Work Order #60 – RS&H – Approval
4. 2019 Groundwater Monitoring – Work Order #64 – RS&H – Approval
5. ARC DataExpert – Contract Renewal – Approval

6. FP Mailing Solution's – Postage Machine – Contract Renewal – Approval
7. Terminal & Air Traffic Control Tower water Treatment services – Preventative Maintenance Contract – Chemsearch, Inc. – Award of Contract – Approval
8. Waste Connections Bayou – Waste Management Services – Contract – Approval
9. Fall 2018 Surplus Authorization – Approval
10. Classic Business Products (Terminal Admin Copier) Preventative Maintenance – Approval
11. Lafayette Hangar Improvements – Change Order #5 – SBCC,LLC – Approval
12. RFP – Record Retention – Award of Contract – Approval - Executive Director Picou thanked Commissioner Guilbeau for participating in the process.
13. CBRE|Heery Task Order #20 – Quick Turn Around Facility Resident Project Representative Services – Approval
14. CBRE|Heery Task Order #21 – Quick Turn Around Facility Testing Services – Approval
15. LFT QTA Construction Administration – Work Order #49 – RS&H – Approval (Item removed due to the lack of information) Item pulled.
16. Taxiway Foxtrot Phase I – Amendment to Contract – Name Change – Approval (Item removed due to lack of signatures) Item pulled
17. Taxiway Foxtrot Phase I – Change Order #1 – Siema Construction, LLC. – Approval – Chairperson Garrett stated this item was pulled.
18. Enabling Demolition – Change Order #4 – The Lemoine Company - Approval

RESOLUTION - #2018-11-R1-03 – Scheduled Business - Consensus Item(s)

MOTION: Commissioner Hebert moved to accept Consensus Items 1 through 14 and item 18. The motion was seconded by Commissioner Watson and the vote was as follows:

AYES: Guilbeau, Hebert, Tabor, Watson, Guidry

NAYS: None

ABSENT: Segura

MOTION CARRIES

**XII. Reports**

1. The Picard Group – Monthly Report- *The report was in the Commissioners' packets for review.*
2. DBE Program Report – *Executive Director Picou stated Mrs. Cotton was ill and could not make the meeting. Executive Director Picou provided the report. Executive Director Picou reported the FAA would be visiting the airport on November 27 the – 29<sup>th</sup> for the DBE/ACDBE and Title VI. The airport is working on requested information by the FAA prior to their visit and working on documentation to be reviewed during the FAA visit. The airport is reviewing airport projects to ensure DBE compliance is met for all projects and the airport is working on the DBE annual report which is due to the FAA on December 1, 2018.*
3. Terminal Program Report –*Mr. Rob Chomiack, CBRE|Heery gave a presentation on the terminal program. Mr. Chomiack introduced Tim Murray as the onsite Construction Manager full-time in Lafayette, LA. Chairperson Garrett welcomed Mr. Murray and he stated he is excited to be here in Lafayette. Chairperson Garrett asked if Mr. Diez was still in place as well as Mrs. Smith and Mrs. Stach for the CBRE|Heery team. Mr. Chomiack stated there is a team and all pieces are in place. Mr. Chris Groh, Kutchins & Groh/CBRE|Heery, gave the presentation on the terminal funding. Mr. Groh stated the airport received approval from the FAA for the PFC application. Mr. Groh stated the CIP approved last month was sent to the FAA with no comments. GMP 1 construction schedule was sent to the FAA and the new AIP Grant 51- Draw Request #2 was sent to the FAA. Mr. Groh stated the final CIP was sent to the state and they were happy to see things moving forward. Mr. Groh stated the airport is waiting on revisions to the AIOP Grant in*

which the state matches all of the federal grants received from the FAA. Mr. Groh stated the letter for FP&C for the Cooperative Agreement and was sent back to Baton Rouge at \$1.8 million for the QTA. Mr. Groh stated form Capital Outlay the airport should be getting \$7 million towards the terminal construction and should be available next year. Mr. Groh stated the EDA grant is being finalized and should be submitted by the end of 2018 which will be \$2 million toward the long-term and short-term parking lots. Mr. Groh stated the airport is waiting on feedback from the TSA grant application submitted a while back. Mr. Groh stated the airport met with the airlines and gave updated terminal design and discussed leasable space. Mr. Groh stated in regard to the QTA pre-bid meeting was held on November 14, 2018 and the wheel are in motion for this project. Commissioner Guilbeau asked if Frontier Airlines have been included in the airline meetings. Mr. Groh stated they were invited to the meeting but Frontier Air Lines is a non-signatory airline. Frontier Air Lines stated they would dial into the meeting but no one showed. Mr. Chomiack stated the demolition is finished and they are in clean up mode on the rest of the site. Mr. Chomiack stated the QTA pre-bid meeting was successful and bids are due at the end of November. Mr. Chomiack stated award of contract should happen in December 2018. Mr. Chomiack stated construction should start after the first of the new year and construction should be complete in October 2019. Mr. Chomiack GMP 1 received notice to proceed. The RTR relocation and enabling parking and the RTR Facility construction should start November 2018. The terminal foundation construction should start January 2019. Mr. Chomiack stated hopefully in December 2018 GMP 2 will be on the agenda for approval and GMP 3 is on schedule in January 2019 for approval in April 2019. Mr. Chomiack stated there was a video presentation of the conceptual design of the new terminal. Executive Director Picou stated the video was presented at the ground-breaking but this video includes the administration area and the Commission board meeting area. Commissioner Guilbeau stated it would be wise to brief the commissioners on the board room. Executive Director Picou stated that could be incorporated into the December meeting. Commissioner Guilbeau stated it could be further on in the project and when the airport gets to the point for the commissioners to be included. The video will be placed on the airport's website and it will be available for the public's view. Commissioner Tabor asked for the video to be emailed to the commissioners and Executive Director Picou stated it would be sent with sharefile.

4. LFT Airport Monthly Fiscal Review (November) — Report available on airport website [www.lftairport.com](http://www.lftairport.com). Executive Director Picou stated Fiscal Review is in the Commissioners' packets.

### **XIII. Project Updates**

1. Runway 11-29 Rehabilitation (Michael Baker International) – Update – Executive Director Picou stated the airport is working through this with legal counsel and Mr. Oats stated a formal letter will be sent to Coastal Bridge. If any other discussion is needed on this there could be an executive session on the next meeting with further development on this item.
2. I-49 Support Services (Michael Baker International) - Update
3. Taxiway Foxtrot – Phase I (DSA) - Update
4. Runway 29 EMAS Installation Work Order 8 (AECOM) – Update
5. Hangar Improvements/112B Borman & T-Hangars (RS&H) – Update
6. GA Infrastructure Development (RS&H) - Update
7. Noise Program (RS&H) – Update
8. Noise Easement Implementation Program Phase II (RS&H) – Update
9. New Terminal Schematic Design (RS&H) – Update
10. New Terminal Building (RS&H) – Update

11. Airside Design (RS&H) – Update
12. Landside Design (RS&H) - Update
13. Taxiway J Repair (RS&H) – Update
14. Taxiway J Emergency Reconstruction (RS&H) - Update
15. RTR Facility Design (RS&H) – Update
16. Enabling Demo (RS&H) – Update
17. Lafayette PCI Integration (RS&H) – Update
18. Lafayette Rental Car – QTA Facility (RS&H) - Update

**XIV. Other Business:** None

**XV. Adjourn** (6:14:00)

RESOLUTION - #2018-11-R1-04 – Adjourn

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

AYES: Guilbeau, Hebert, Tabor, Watson, Guidry

NAYS: None

ABSENT: Segura

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.**