

PROCEEDINGS OF THE LAFAYETTE AIRPORT COMMISSION MEETING OF THE LAFAYETTE REGIONAL AIRPORT OF LAFAYETTE, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING OF JANUARY 9, 2019 HELD AT 200 TERMINAL DRIVE, LAFAYETTE, LA.

ATTENDANCE

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

ABSENT: None

ADMINISTRATIVE STAFF: Steven Picou (Executive Director), Stephen Oats (Legal Counsel), Daniel Elsea (Deputy Director), Rene Cotton (Properties Administrator), Jennifer Comeaux (Asst. Property & Accounting), John Raedle (Security Coordinator), Catina Theriot (Secretary).

GENERAL AUDIENCE: Adam Thibodeaux (DSA), Shelby Stach (CBRE|Heery), Chris Groh (CBRE|Heery/Kutchins & Groh), George Groh (CBRE|Heery/Kutchins & Groh), Frank Malagarie, Leslie Bourgeois (Royal), Ralph Hennessy (Michael Baker International), Mark Stielper (MBSB), Robert Callahan (Sides and Associates), Daniel Diez (CBRE|Heery), Ralph K. Broussard (KCB), Bryan O'Connor (Lemoine Company), Art Marullo (LPSO), Keely Miller (One Acadiana), Mitch Andrus (Royal), Michael Mondragon (RS&H), Janeene Coleman (Janeene Enterprises), Lucinda Guillory (Claudia's Cleaning), Michael Stopola (ARFF), Grant Creduer (ARFF), Terry Crownover (MSTC), Cheryl Campbell (Unlimited Cleaners), Harold Parker (Unlimited Cleaners), Judith Dangerfield (Metro-Source), Susan B. Riley Joseph (Joseph Development & Contracting). .

I. CALL TO ORDER: (5 : 32 : 00)

II. PLEDGE OF ALLEGIANCE- Led by Chairman Segura

III. INTRODUCTION/ROLL CALL

IV. APPROVAL of the Minutes of the Regular LAC Commission Meeting of December 12, 2018.

RESOLUTION - 2019-1-R1-01 Approval of the Minutes of the Regular LAC Commission Meeting of December 12, 2018:

MOTION: Commissioner Garrett moved the Lafayette Airport Commission accept minutes of the Regular LAC Commission Meeting of December 12, 2018. Commissioner Guidry seconded this motion and the vote was as follows:

AYES: Garrett, Guilbeau, Hebert, Tabor, Watson, Guidry

NAYS: None

ABSENT: None

MOTION CARRIES

V. CHAIRMAN'S COMMENTS: Chairman Segura announced the new 2019 Committees as: Internal Affairs– Chairman Bryan Tabor, Vice Chairman John Hebert, Member Paul Guilbeau, and Alternate Coy Watson. The Legal Committee - Chairperson Valerie Garrett, Vice Chairman Paul Guilbeau, Member Lynn Guidry, and Alternate John Hebert. The Strategic Committee: Chairman John Hebert, Vice Chairman Lynn Guidry, Member Coy Watson, and Alternate Paul Guilbeau. Executive Committee: Paul Segura- Chairman,

Valerie Garrett – Vice Chair, and Paul Guilbeau – Secretary/Treasurer. Commissioner Garrett stated she would continue with the DBE Committee. Chairman Segura stated Commissioner Garrett will continue to Chair the DBE Advisory Committee as she has been since its inception.

VI. COMMISSIONER'S COMMENTS: Commission Guidry stated to the Commission at last month's meeting he was waiting on a decision from the Ethic Commission and he has not heard back from them so he will recuse himself from any agenda items dealing with The Lemoine Company.

VII. PUBLIC COMMENTS: None

VIII. EXECUTIVE DIRECTOR'S REPORT:

1. Recognition of LAC Staff and Commissioner's January Birthdays
Broutin Sherrill – RS&H – 1/2
Jamie Pridgen – Maintenance worker – 1/21
Giles Menard – Operations Manager – 1/30
Coy Watson – Commissioner – 1/31
2. Open Position – Operations Specialist – *Executive Director Picou stated there is a candidate working through the process and he should be onboard in about two or three weeks.*
3. Second Harvest– *Executive Director Picou stated Operations Specialist Christopher Crutch started a food drive for Second Harvest. There were drop-off/pickup locations at the administration office, terminal, and Signature Aviation. There was a total of 305lbs of food and donated items. This was a success and it will grow year after year.*
Executive Director Picou stated No Shave November collection ended up with \$195.00 and it was donated to the American Cancer Society.
4. Automatic Renewals:
 - Central Auction House – Electronic Bidding Contract - The agreement with CAH provides assistance with electronic bidding services by providing access to proprietary software for compliance with Act 590. The agreement will automatically renew on February 4, 2019 for one year. There is no charge to LAC.
 - OG (Flightview, Inc.) – Mobile Web Site (Addendum) - The Addendum for Enhanced Services for the mobile website will automatically renew for one year (2/10/19 – 2/9/20). The monthly subscription fee is \$200.00 (the account is registered to LAC, Sides pays \$200.00 monthly fee for enhanced services).
 - Sugarland Exterminating Co. – 224 Jet Ranger X Drive Termite Plan - (2/1/19 – 1/31/20). Contract amount is \$190.00 annually.
 - Elevator Technical Services – Third Party Inspector for Elevator/Escalators - (3/1/19 – 2/28/20). Contract amount is \$2,198.00 annually for two semi-annual third-party inspections of the elevators and escalators at the Terminal and Air Traffic Control Tower.
5. HVAC Preventative Maintenance Services – Request for Proposals (RFP) 2019 - The RFP for HVAC Preventative Maintenance Services for the Terminal and the ATCT is currently being advertised and proposals are due by 1/31/19 by 9:00 a.m. The primary term of the contract will be twenty-two (22) months with two one-year additional option terms or until the new terminal is placed into service and will not transfer to the new terminal.
6. Oakwells – *Executive Director Picou stated Oakwells increased sales over last year by approximately \$10,000.00. Executive Director Picou stated it is nice to have tenants that will self-report when something happens and they have taken care of the issue.*
7. Financials – *There were no questions or comments on the financials for November 2018.*

8. Fly Lafayette/Passenger Statistics/Sides & Associates Report - *Mr. Callahan stated in December there were 39,361 passengers. Mr. Callahan stated for the year the airport is at 451,243 passengers and there were 39,725 more passengers over last year. This is an increase of 19.3 percent. Load factors remained high with Delta 88.3%, United 77.7%, Frontier had 76.1%, and American had 73.7%. Mr. Callahan stated Frontier Airlines has extended their window of time for people to book flights up until August 2019, in which it was originally only up until April 2019 passenger could book flights. The Fly Lafayette Club currently has 10,508 members with 14 winners out of 386 entries. A list of winners is in the Commissioners' packets. Mr. Callahan stated it was a really good year for passengers and LRA is slowly getting back to the half million mark.*

IX. Scheduled Business - Discussion Items

1. Lemoine – Manhattan JV – Change Order #3 – GMP 2 - Discussion/Action – Executive Director Picou stated Lemoine-Manhattan Joint Venture has prepared a change order for the New Terminal Program Package 2 which includes the building steel, elevators, and escalators. Total cost is a lump sum fee of \$8,621,419. Funds will be paid for by the FAA Grant with a DOTD Match. Staff Recommends Approval.

RESOLUTION - #2019-1-R1-02 – Scheduled Business –Discussion – Lemoine-Manhattan JV – Change Order #3 – GMP 2 - Discussion/Action

Commissioner Guilbeau made a motion to approve Item 1 under Discussion items. The motion was seconded by Commissioner Tabor and the vote was as follows:

AYES: Guilbeau, Hebert, Tabor, Watson, Garrett

NAYS: None

ABSENT: None

MOTION CARRIES

Commissioner Guidry recused himself from voting on this item.

2. CBRE|Heery – Contract Modification 1 – Discussion/Action - Executive Director Picou stated CBRE|Heery has prepared this modification No. 1 to the Agreement for Program Management services between the Lafayette Airport Commission, a body politic with offices located at 222 Jet Ranger X Drive Lafayette, Louisiana 70508 and CBRE|Heery, with office located at 999 Peachtree St. NE Atlanta, GA dated June 22, 2016. Contract changed as follows
 - Attached Lafayette Regional Airport Disadvantage Business Enterprise Federal Program dated 12/17/18 is made part of the “Entire Agreement” as referenced by article 14.14 of the Master Program Management Agreement.
 - Attached “Contract Language USDOT Assisted Projects: is made part of the “Entire Agreement” as referenced by Article 14.14 of the Master Program Management Agreements.

No additional cost is associated with this modification. Staff Recommends Approval.

Commissioner Garrett stated the modification is only for the inclusion of DBE and Executive Director Picou stated that was correct. Commissioner Garrett stated all Federal contracts have been modified and reflected to have the DBE language included.

RESOLUTION - #2019-1-R1-03 – Scheduled Business –Discussion – CBRE|Heery – Contract Modification 1- Discussion/Action

Commissioner Garret made a motion to approve Item 2 under Discussion items. The motion was seconded by Commissioner Watson and the vote was as follows:

AYES: Guilbeau, Hebert, Tabor, Watson, Garrett, Guidry
NAYS: None
ABSENT: None
MOTION CARRIES

3. RS&H – Contract Modification 1 – Discussion/Action - Executive Director Picou stated RS&H has prepared this modification No. 1 to the agreement for Professional Services between the Lafayette Airport Commission, a body politic with offices located at 222 Jet Ranger X Drive Lafayette, Louisiana 70508 and RS&H, Inc. a Florida Corporation, with office located at 10748 Deerwood Park Blvd South, Suite 300, Jacksonville, Florida 32256 dated August 11, 2016. Contract changed as follows

- Attached Lafayette Regional Airport Disadvantaged Business Enterprise Federal DBE Program dated 12/17/18 is made part of the “Entire Agreement” as referenced by Article 18 of the Master Services Agreement.
- Attached “Contract Language USDOT Assisted Projects” is made part of the “Entire Agreement” as referenced by Article 18 of the Master services Agreements.

No additional cost is associated with this modification. Staff Recommends Approval.

Commissioner Garrett asked if there were any other items that had language like this for approval. Executive Director Picou stated the next item as well had the same language but the item is requested to be pulled due to Lemoine-Manhattan having additional questions that need answers. Commissioner Garrett stated to the Commission this is some of the things the FAA required to have as part of the language. Mr. Oats, Legal Counsel, stated the language is part of the new program form December 2018 also.

RESOLUTION - #2019-1-R1-04 – Scheduled Business –Discussion – RS&H – Contract Modification 1 - Discussion/Action

Commissioner Garrett made a motion to approve Item 3 under Discussion items. The motion was seconded by Commissioner Tabor and the vote was as follows:

AYES: Guilbeau, Hebert, Tabor, Watson, Guidry, Segura
NAYS: None
ABSENT: None
MOTION CARRIES

4. Lemoine-Manhattan JV – Contract Change Order #2 – Discussion/Action – Executive Director Picou stated this item was pulled due to Lemoine-Manhattan having additional questions that needed answers.

X. Scheduled Business – Consensus Items

1. Taxiway Foxtrot Phase I – Change Order #1 – Siema Construction, LLC – Approval
2. Enabling Demolition – Substantial Completion – The Lemoine Company – Approval This item was pulled for separate vote.
3. Enabling Demolition – Change Order #5 – The Lemoine Company – Approval This item was pulled for separate vote.
4. Authorization to Terminate Janitorial Services Contract – Approval Chairman Segura asked if staff wanted to terminate the services. Executive Director Picou stated staff wanted to give a sixty (60) day notice of termination. There was some discussion on the reasons why staff wanted the recommend sixty-day notice.
5. Authorization to Advertise RFP for Janitorial Services Contract – Approval

6. GA Development Infrastructure- Supplemental Agreement (SA1) – Work Order #54 – RS&H -Approval
7. Documented CATEX for Obstruction Removal – Work Order #66 – RS&H - Approval
8. Package 2 CA Services (Project 3 Steel Package) – Work Order #67 – RS&H - Approval
9. Lafayette Hangar Improvements – Substantial Completion – SBCC – Approval
10. 2019 Miscellaneous Engineering – Work Order #69 – RS&H - Approval
11. Federal Disadvantaged Business Enterprise (DBE) and Airport Concession (ACDBE) Programs – Approval. Commissioner Garrett asked Mrs. Cotton if the ACDBE Program being approved has the Title VI language in it. Mrs. Cotton stated it is a program on its own and is not included in the ACDBE Program.
12. Louisiana Department of Economic Development – Reimbursement of Appraisal Services for 101 Jet Ranger X Drive (Bell Lafayette Assembly Center) – Cooperative Endeavor Agreement – Approval
13. Quick Turn Around (QTA) Facility – Contract Award Extension - Approval

RESOLUTION - #2019-1-R1-05 – Scheduled Business - Consensus Item(s)

MOTION: Commissioner Tabor moved to accept Consensus Items 1 and items 4 through 13. The motion was seconded by Commissioner Watson and the vote was as follows:

AYES: Guilbeau, Hebert, Tabor, Watson, Guidry, Garrett

NAYS: None

ABSENT: None

MOTION CARRIES

2. Enabling Demolition – Substantial Completion – The Lemoine Company – Approval
3. Enabling Demolition – Change Order #5 – The Lemoine Company – Approval

RESOLUTION - #2019-1-R1-06 – Enabling Demolition – Substantial Completion – The Lemoine Company – Approval and Enabling Demolition – Change Order #5 – The Lemoine Company - Approval

MOTION: Commissioner Garrett moved to accept item 2 & 3 for Enabling Demolition – Substantial Completion – The Lemoine Company and the Enabling Demolition – Change Order #5. The motion was seconded by Commissioner Guilbeau. Chairman Segura stated Commissioner Guidry recused himself from the vote. The vote was as follows:

AYES: Guilbeau, Hebert, Tabor, Watson, Garrett

NAYS: None

ABSENT: None

MOTION CARRIES

XI. Reports

1. The Picard Group – Monthly Report- *The report was in the Commissioners' packets for review.*
2. DBE Program Report –*Mrs. Cotton reported the airport held its quarterly DBE Outreach on December 13, 2018 and items discussed included the new terminal updates and a visual concept of the new terminal was shown. Also, in the month of December staff attended the Black Chamber of Commerce DBE lunch and Learn and information was provided on the Hutson Initiative which is a certification that will be accepted as part of the airport's SBE Program. The DBE Program and ACDBE Program was submitted to the FAA and the updates will be placed on the airport's website. Mrs. Cotton was working on completion of the SBE Program and a draft copy was targeted for Commission review in February 2019. In January the airport will be*

requesting information from its concessionaires to complete quarterly report that is due at the beginning of March. Commissioner Garrett asked Mrs. Cotton when is the airport's next outreach. Mrs. Cotton stated the airport's next outreach will be in April and the airport was asked to participate in an outreach put on by Lemoine and that will be in February. Commissioner Garrett stated at the DBE Advisory meeting Lemoine mentioned jobs that could help the DBEs and Mrs. Cotton stated the information hasn't been released to the airport as of yet. Once the jobs are available for package 3 Mrs. Cotton, they will be sent out the Commission for distribution into the community. Commissioner Garrett asked the status of Title VI and Mrs. Cotton stated it is with Legal and she will follow up. Mr. Oats, Legal Counsel, will get with Todd and update Rene on the status.

3. Terminal Program Report –Mr. Danny Diez, CBRE|Heery gave a presentation on the terminal program. Mr. Chris Groh, Kutchins & Groh/CBRE|Heery, gave the presentation on the terminal funding. Mr. Groh stated the airport received the state grant. Mr. Groh stated FP&C is on track for getting the grant for the QTA construction. Mr. Groh stated the EDA grant was submitted and the airport could hear something back by the end of the year. 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. Mr. Diez gave an update on the work completed on the airport property. The Enabling Demolition is complete. The seeding/sod is complete. Mr. Diez gave an update on the QTA and stated the award of contract was on the agenda and the notice to proceed will be in February 2019. The completion date is scheduled for end of the year. Mr. Diez stated the GMP1 schedule is on track with the RTR Facility construction happened in November 2018 and the terminal foundation construction will be in the next couple of weeks. Mr. Diez stated GMP2 is the structural steel and bids were received by Lemoine/Manhattan. Mr. Diez stated GMP3 is at 100% design and is on schedule for February 2019 with approval in April 2019. Mr. Diez stated the pictures showed the RTR construction, the trenches, concrete, and building pad for the structure.
4. LFT Airport Monthly Fiscal Review (December) — Report available on airport website www.lftairport.com. Executive Director Picou stated Fiscal Review is in the Commissioners' packets.

XII. Project Updates

1. Runway 11-29 Rehabilitation (Michael Baker International) – Update
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. Airside Design (RS&H) – Update
10. Landside Design (RS&H) - Update
11. Taxiway J Repair (RS&H) – Update
12. Enabling Demo (RS&H) – Update
13. Lafayette Rental Car – Quick Turn Around (QTA) Facility (RS&H) – Update
14. Lafayette Package 1 Construction Administration Services (RS&H) – Update
15. Lafayette ESAS/ENVIRO Surveys (RS&H) – Update
16. Lafayette 2018 General Enviro Services (RS&H) - Update

Commissioner Guilbeau asked Executive Director if next month's meeting could have an Executive session for the updates on all litigations. Mr. Oats, Legal Counsel, stated if any Commissioner wants updates, he can call them and for the reason of litigation the details are not discussed in an open meeting.

XIII. Other Business: None

XIV. Adjourn (6:11:00)

RESOLUTION - #2019-1-R1-07 – Adjourn

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

AYES: Guilbeau, Tabor, Hebert, Watson, Guidry, Garrett

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.