I. CALL TO ORDER:
Vice-Chairman Paul Guilbeau called the Regular Commission Meeting of May 13, 2015 to order. Stated Chairman Matt Cruse had a business engagement which prevented him from attending.

II. PLEDGE OF ALLEGIANCE

III. INTRODUCTION/ROLL CALL


RESOLUTION - 2015-5-R1-01: Commissioner Skinner moved to accept the Minutes of the April 8, 2015 Regular LAC Meeting. Commissioner Hebert seconded this motion and the vote was as follows:
AYES: Segura, Hebert, Skinner, Robichaux
NAYS: None
ABSENT: Cruse, Garrett
MOTION CARRIES
V. CHAIRMAN’S COMMENTS: Commissioner Guilbeau encouraged his fellow commissioners when posing a question to address it to the Executive Director and give the Director the option to address the question or select the staff member of his choosing to speak on the subject.

VI. PUBLIC COMMENTS: None

VII. COMMISSIONER’S COMMENTS: Commissioner Segura commented on the Legislative House Ways and Means committee meeting he attended on Monday concerning the clarification of an existing exemption (law) for aircraft manufacturing in relation to Bell Helicopter. Segura stated this law passed the committee unanimously and will go on to a Senate Committee.

VIII. DIRECTOR’S REPORT:
1. Audit Presentation – Wright, Moore, DeHart, Dupuis & Hutchinson – Presented by Christine Dunn – Wright, Moore, DeHart, Dupuis & Hutchinson (available upon request in the Lafayette Airport Commission Office).
2. Landmark Aviation – FBO Flight School Requirement - Update
   Landmark Aviation is working with Acadian Aviation to take over flight school training permanently. Acadiana Aviation is on site and providing training out of the FBO facility. They are working on a permanent location which will be at 205 Shepard Drive (operational in approximately 1-2 weeks) or build out of undeveloped space in the FBO main building (operational in approximately 4 – 6 wks) Landmark will update the LAC within a couple of weeks.
3. Street name change for Tower Drive to Jet Ranger X – Approved by LCG (4/10/15)
   Effective April 10, 2015, the Lafayette Planning and Zoning Division, approved the renaming of Tower Drive to Jet Ranger X Drive. Staff is in the process of notifying all customers of this change.
5. LAC Financials/Legal Fees/Consultant Fees

IX. Scheduled Business - Discussion Items
   A. Adams & Reese – Presentation/Discussion – Presented by Jeff Brooks (available upon request in the Lafayette Airport Commission Office).
   B. The Picard Group – Presentation/Discussion – Presented by Mike Michot, Rodney Alexander, Emily Bacque, Tyron Picard (available upon request in the Lafayette Airport Commission Office).

RESOLUTION - 2015-5-R1-02: Commissioner Robichaux moved to defer Item A and B until a Motion is made at the next LAC Meeting. Commissioner Garrett seconded this motion and the vote was as follows:
AYES: Segura, Hebert, Skinner, Robichaux, Garrett
NAYS: None
ABSENT: Cruse
MOTION CARRIES

*Commissioner Garrett requested transcription and slides for the Adam’s and Resse presentation.

*Commissioner Segura questioned the contract terms for The Picard Group and Adams and Reese.

*Commissioner Guilbeau thanked Jeff Brooks and The Picard Group for their presentations.


D. Terminal and Supporting Infrastructure Project - Selection of Project Delivery Method - Discussion/Action – Deferred to the Terminal Committee.

E. Main Terminal Office Suite Upgrades (Renovation/Furniture) – Discussion/Action - Included in the May 2015 packet was the estimate to refurbish office space and purchase furniture for the office area in the terminal building to be occupied by the Executive Director, Contract/Lease Administrator and Secretary.

#2015-5-R1-03: Item E - Main Terminal Office Suite Upgrades (Renovation/Furniture):– Discussion/Action:
Included in this packet for April, 2015 was the estimate to refurbish office space and purchase furniture for the office area in the terminal building to be occupied by the Executive Director, Contract/Lease Administrator and Secretary.
MOTION: Commissioner Robichaux moved that the LAC authorize Item E with the addition of office equipment not to exceed a total of $50,000. The motion was seconded by Commissioner Segura and the vote was as follows:
AYES:Segura, Hebert, Skinner, Robichaux
NAYS:Garrett
ABSENT:Cruse
MOTION CARRIES

F. Authorization to advertise and approval to hire for the position of Deputy Director –Approval

#2015-5-R1-04 –Item F: Authorization to advertise and approval to hire for the position of Deputy Director – Approval: At the Internal Affairs Meeting of April 23, 2015, the Internal
Affairs Committee recommended approval to the Executive Director to hire a Deputy Director. The Internal Affairs Committee also recommended authority be given to the Executive Director to negotiate salary and any allowance of the Deputy Director, to be subsequently approved by the members of the Internal Affairs Committee and approval by the Board at the subsequent Regular LAC Meeting.

MOTION: Commissioner Robichaux moved that the LAC accept Item F as stated. The motion was seconded by Commissioner Skinner and the vote was as follows:

AYES: Segura, Hebert, Skinner, Robichaux, Garrett
NAYS: None
ABSENT: Cruse

MOTION CARRIES

G. LAC Administrative Merit Pay Plan – Approval

#2015-5-R1-05 – Item G: LAC Administrative Merit Pay Plan – Approval: At the Internal Affairs Meeting of April 23, 2015, the Internal Affairs Committee made a recommendation to adjust the pay of Operation’s Personnel to be concurrent with the Pay Plan as it exists.

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

AYES: Segura, Hebert, Skinner, Robichaux, Garrett
NAYS: None
ABSENT: Cruse

MOTION CARRIES

X. Scheduled Business – Consensus Items

H. Terminal Signage Upgrades – Bulliard Construction - Contract Extension – Change Order #1 - Approval
I. RTR Cable Relocation Project - Diamond Electric/DS&A Substantial Completion – Approval
J. Change of all LAC Policies, Procedures and other Documents – “Deputy Director of Aviation” to “Deputy Director” – Approval.
K. Accounts Receivable Payment and Collections Policy – Amendment
L. LRA Ordinance 77-2 - Amendment
M. Signatory Rights for Executive Director – Approval
N. Rental Car Franchise Operations Bid Document/Advertisement - Action/Approval
O. Jet Bridges Preventative Maintenance Contract - Award of Contract - Approval
P. Three Frenchmen Janitorial Services - 200 Terminal Drive – 3rd Year Option - Approval
#2015-5-R1-06 – Tab X - Scheduled Business – Consensus Items:
H. Terminal Signage Upgrades – Bulliard Construction - Contract Extension – Change Order #1 - Approval
I. Diamond Electric – RTR Cable Relocation - Substantial Completion - DS&A – Approval
J. Accounts Receivable Payment and Collections Policy – Amendment
K. LRA Ordinance 77-2 - Amendment
L. Signatory Rights for Executive Director – Approval
M. Change of LAC Policies, Procedures and other Documents – “Deputy Director of Aviation” to “Deputy Director” – Approval
N. Rental Car Franchise Operations Bid Document/Advertisement - Action/Approval
O. Jet Bridges Preventative Maintenance Contract - Award of Contract - Approval
P. Three Frenchmen Janitorial Services - 200 Terminal Drive – 3rd Year Option - Approval

MOTION: Commissioner Skinner moved to accept Items H through P, with the exception of J and M. The motion was seconded by Commissioner Segura and the vote was as follows:
AYES: Segura, Hebert, Skinner, Garrett, Robichaux
NAYS: None
ABSENT: Cruse
MOTION CARRIES

#2015-5-R1-07 – Item J: Change of all LAC Policies, Procedures and other Documents – “Deputy Director of Aviation” to “Deputy Director” – Approval:

MOTION: Commissioner Hebert moved that all references to the Deputy Director of Aviation and Commission ordinances, resolutions, by-laws, policies, contracts, and other similar documents now in effect shall hereinafter mean the Deputy Director, except where the context clearly indicates a different meaning, and, where necessary or appropriate, Commission ordinances, resolutions, by-laws, policies, contracts and other similar documents now in effect may be revised or amended without further Commission action to give full force and effect in the change in title from Deputy Director of Aviation to Deputy Director. The motion was seconded by Commissioner Segura and the vote was as follows:
AYES: Segura, Hebert, Skinner, Robichaux, Garrett
NAYS: None
ABSENT: Cruse
MOTION CARRIES

#2015-5-R1-08 – Item M: Signatory Rights for Executive Director – Approval:
It was requested at the May 13, 2015 LAC Meeting that a resolution be approved authorizing the Executive Director, Steven L. Picou signatory rights on behalf of the Lafayette Airport Commission as necessary on various documents.
MOTION: Commissioner Garrett moved that the LAC authorize signatory rights to Steven L. Picou limited to Utility Servitude. The motion was seconded by Commissioner Segura and the vote was as follows:

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

XI. Reports
Q. Bobbi Hess – Grant Facilitator – Monthly Report
R. Adams & Reese – Monthly Report
S. The Picard Group - Monthly Report
T. LFT Airport Monthly Fiscal Review (April)

XII. Project Updates
U. Taxiway Mike (Parallel Taxiway) - (DSA) – Update
V. North GA Phase II (DSA) – Update
W. Master Plan (DSA) – Update
X. RTR Cable Relocation (DSA) – Update
Y. Perimeter Road (DSA) – Update
Z. Runway 4R-22L Overlay (AECOM) – Update
AA. 11-29 RSA Improvements (AECOM) – Update
AB. Cargo Facility (MBSB) – Update
AC. Cargo Facility – UPS Relocation (MBSB) – Update
AD. LRA Signage Upgrades (MBSB) – Update
AE. ARFF Station – 224 Tower Drive - Interior Upgrades 2015 (MBSB) – Update
AF. 118 Shepard Drive - Exterior Upgrades 2015 (MBSB) - Update

XIII. Other Business

XIV. Adjourn

#2015-5-R1-09 – Adjourn

MOTION: Commissioner Segura moved that the Lafayette Airport Commission adjourn the Lafayette Airport Commission meeting of May 13, 2015 at 7:02 pm. The motion was seconded by Commissioner Hebert and the vote was as follows:
AYES: Segura, Hebert, Skinner, Robichaux, Garrett
NAYS: None
ABSENT: Cruse
MOTION CARRIES

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

/s/: Steven L. Picou, Executive Director
Lafayette Regional Airport