

PROCEEDINGS OF THE LAFAYETTE AIRPORT COMMISSION MEETING OF THE LAFAYETTE REGIONAL AIRPORT OF LAFAYETTE, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING OF JULY 8, 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), Mary Green (Financial Officer/Comptroller), Jennifer Comeaux (Accounting/Property Clerk), (Debbie Amy (Secretary), Todd Swartzendruber (Legal Counsel).

GENERAL AUDIENCE: Adam Thibodeaux (DSA), Rodney Alexander (The Picard Group), Doug Burgin (Neel Schaffer, Inc.), Bobbi Hess (TRG), Chris Pellegrin (CSRS), Jack Bourgeois (LPSO), Wilfred Pierre (Three Frenchmen), Richard Speer (AECOM), Barry Harper (ARFF), Grant Credeur (ARFF), Bill Griffin (AECOM), Harry Weiss (One Acadiana), Albert Moliere (ABM), Adam Lemoine (The Lemoine Company), Ian Brown (MBSM), Jeremy Durham (Architects Southwest), Jordan Taylor (Leo A. Daly)

I. CALL TO ORDER:

Chairman Matt Cruse called the Regular Commission Meeting of July 8, 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 JUNE 10, 2015.

#2015-07-R1-01 – Minutes for Regular Meeting of June 10, 2015: Staff requested that the Lafayette Airport Commission waive the reading of the minutes of June 10, 2015 for the Regular LAC Commission Meeting. Accept, approve and authorize publication of the Minutes as presented.

MOTION: Commissioner Robichaux moved that the Lafayette Airport Commission accept the minutes from the Regular LAC Meeting of June 10, 2015. The motion was seconded by Commissioner Skinner and the Vote was as follows:

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

NAYS:None

ABSENT: Garrett

MOTION CARRIES

V. CHAIRMAN'S COMMENTS: None

VI. PUBLIC COMMENTS: None

VII. COMMISSIONER'S COMMENTS: Vice-Chairman Guilbeau introduced his Grandson Mason Carrier in the audience.

VIII. DIRECTOR’S REPORT:

1. New Operations Specialist – Tavin Botley – *Mr. Picou Introduced new LAC employee Tavin present in the audience.*
2. LAC Staff Achievement – Jennifer Comeaux – *Mr. Picou congratulated Jennifer Comeaux for expeditious work in the brokering of Bayou Tech Beer in the LFT Concessionary Area.*
3. Small Business Opportunities Meeting – August 12, 2015 – *Mr. Picou stated Bobbie Hess would give reports to discuss the D.B.E. (Disadvantaged Business Enterprise) meeting to be held before the regular LAC Meeting on August 12, 2015.*
4. Flight School Update: Landmark is waiting on final paperwork from its sub-tenant to provide to LAC for approval.
5. TSA Checkpoint Adjustment: TSA is requesting to install an AIT detector in the checkpoint area on 2nd floor of the terminal. Staff has confirmed with MBSB Group that the floor is capable of handling the weight of the AIT machine. The layout selected pushes the checkpoint back but will provide the least impact on the airport.
6. ANTN Digicast: Automatic renewal – 1 year (8/1/15 – 7/31/16) – Training software for all areas of airport operations. Annual cost \$1,710.00.
7. Fly Lafayette/Passenger Statistics/Sides & Associates Report – *Robert Callahan with Sides and Associates presented his monthly report. Mentioned the Upper Lafayette Luncheon to be held Wednesday, June 15, 2015.*
8. LAC Financials/Legal Fees/Consultant Fees

IX. Scheduled Business - Discussion Items:

Item A: O & M Ad Valorem Millage for 2015-16/Discussion/Action:

Summary: Annually, the Lafayette Parish Tax Assessor’s Office provides information relative to levied Milages for the current tax year and requires the governing body to vote on its adoption. Staff recommends that the LAC maintain the millage rate of 1.71, as approved by the voters of Lafayette Parish in November 2011, and forward to the Lafayette Consolidated Government for action. The O&M funds support the operating costs for airfield maintenance, ARFF, security and insurance. Following is a summary of O&M rates for the past several years:

1997	1.46
1998	1.46
1999	1.46
2000	1.41 (based on reassessment rate was lowered)
2001	1.24 (based on special reassessment rate again lowered)
*November 2001 voters approved O&M rate of 1.71 mils.	
2002	1.41
2003	1.71
2004	1.59 (based on reassessment - taxing agencies were required to roll-back the rate to 1.59)
2004	1.71 (adjusted back to the prior year’s rate of 1.71 as approved by voters)
2005	1.71
2006	1.71
2007	1.71
2008	1.71
2009	1.71 (based on reassessment taxing agencies were required to roll-back the rate to 1.71)
2009	1.71 (adjusted back to the prior year’s rate of 1.71 as approved by voters)

2010	1.71
2011	1.71 *November 2011 voters approved O&M rate of 1.71 mils.
2012	1.71
2013	1.71
2014	1.71
2015	1.71** Proposed Millage Rate

#2015-7-R1-02 –Item A: O & M Ad Valorem Millage for 2015 - Discussion/Action:

At the July 8, 2015 Regular LAC Meeting, staff recommended that the Lafayette Airport Commission maintain the millage rate of 1.71, as approved by the voters of Lafayette Parish in November 2011, and forward to the Lafayette Consolidated Government for action. The O & M funds support the operating costs for airfield maintenance, ARFF, security and insurance.

MOTION: Commissioner Robichaux moved that the Lafayette Airport Commission accept the proposed millage Rate of 1.71. The motion was seconded by Commissioner Hebert and the vote was as follows:

AYES: Segura, Guilbeau, Hebert, Robichaux, Skinner

NAYS: None

ABSENT: None

MOTION CARRIES

Item B: Restaurant and Bar Concessions – Award of Contract – Discussion/Action:

#2015-7-R1-03 –Item B: Restaurant and Bar Concessions – Award of Contract – Discussion/Action:

Staff contacted 90+ local agencies and conducted a nationwide search for the Restaurant, Bar, News and Gifts Operations. There were eight vendors who attended the pre-proposal meeting on June 1, 2015; three of those vendors submitted proposals (One from the current operator and two from National Companies). The Executive Director and staff recently met with Commissioner Skinner, Robichaux and Guilbeau to discuss the proposals that were submitted for the Restaurant, Bar, Sterile Area and News/Gift operations. Based on numerous items including; food selection, set up/areas of operation, hours of operation and compensation to the Airport, staff recommends awarding the contract to Oakwells Commuter Rail.

If Oakwells Commuter Rail is selected based on the proposal submitted, the LAC would share cost to extend the non-secured operations into the secured area. This cost would be a 50/50 split and the LAC will have final approval of all diagrams and the project in its entirety. The current lease expires August 7, 2015 and the transition plan submitted by Oakwells provides a very aggressive plan to minimize impact of service to the public.

MOTION: Commissioner Skinner moved that the Lafayette Airport Commission award the contract of Restaurant and Bar Concessions to Oakwells Commuter Rail. The motion was seconded by Commissioner Robichaux and the vote was as follows:

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

NAYS: None

ABSENT: None

MOTION CARRIES

X. Scheduled Business – Consensus Items

C. Cargo Facilities – Approval to Bid

D. Grant Acceptance - Runway 11-29 Improvements and Wildlife Hazard Management Plan - FAA and DOTD – Approval

- E. Runway 11-29 Improvements - Coastal Bridge – Contract – Approval
- F. Change Order #3 – Pavement Maintenance Unlimited - Approval
- G. American Eagle Modifications - Approval
- H. Purchase of Vehicle – 2015 Budget – State Contract – Approval
- I. Rental Car Operations – Ratify Action
- J. Knight Oil Tools – Assignment/Transfer of Lease
- K. Bobbi Hess – Contract Renewal – Month to Month

#2015-7-R1-04 – Tab X - Scheduled Business – Consensus Items:

- C. Cargo Facilities – Approval to Bid
- D. Grant Acceptance - Runway 11-29 Improvements and Wildlife Hazard Management Plan - FAA and DOTD – Approval
- E. Runway 11-29 Improvements - Coastal Bridge – Contract – Approval
- F. Change Order #3 – Pavement Maintenance Unlimited - Approval
- G. American Eagle Modifications - Approval
- H. Purchase of Vehicle – 2015 Budget – State Contract – Approval
- I. Rental Car Operations – Ratify Action
- J. Knight Oil Tools – Assignment/Transfer of Lease
- K. Bobbi Hess – Contract Renewal – Month to Month

MOTION: Commissioner Skinner moved to accept Items C through K, with the exception of I and J, which were pulled for discussion. The motion was seconded by Commissioner Robichaux and the vote was as follows:

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

NAYS: None

ABSENT: None

MOTION CARRIES

#2015-7-R1-05 –Item I: Rental Car Operations – Ratify Action: The rental car operations requested an extension to the deadline for submitting bids citing there was not enough time to evaluate responses to questions posed during the question and answer period. The bid award date was extended to Monday, July 13, 2015 at 12:00 p.m. with a special meeting scheduled for Wednesday, July 15, 2015 at 5:30 p.m. to award bids.

MOTION: Commissioner Guilbeau moved that the Lafayette Airport Commission ratify request for an extension to the rental car operations. The motion was seconded by Commissioner Hebert and the vote was as follows:

AYES: Segura, Guilbeau, Hebert, Skinner

NAYS: Garrett, Robichaux

ABSENT: None

MOTION CARRIES

#2015-7-R1-06 –Item J: Knight Oil Tools – Assignment/Transfer of Lease: The Lafayette Airport Commission (LAC) approved at its meeting on July 8, 2015, the assignment of lease from Knight Oil Tools to Castille Investment Company, LLC. LAC also approved a ten (10) year option be added to the lease beyond the current five (5) year option period. The new lease end date if all options are exercised would be December 31, 2046. All other terms and conditions of the lease remain the same.

Once available it was requested Knight Oil Tools provide assignment documents for review and final approval. All legal costs associated with assignment and extension are to be reimbursed by Knight Oil Tools to the LAC.

MOTION: Commissioner Skinner moved that the Lafayette Airport Commission accept the transfer and the ten year option term on the ground lease with reimbursement of legal fees by Knight Oil Tools. The motion was seconded by Commissioner Robichaux and the vote was as follows:

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

NAYS: None

ABSENT: None

MOTION CARRIES

XI. eports

L. Bobbi Hess – Grant Facilitator – Monthly Report –*Bobbi Hess was present to present her the Monthly Report for TRG.*

M. The Picard Group - Monthly Report – *Mr. Rodney Alexander was present to present the monthly report for The Picard Group.*

N. LFT Airport Monthly Fiscal Review (June)

XII. Project Updates

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

P. North GA Phase II (DSA) – Update

Q. Master Plan (DSA) – Update

R. RTR Cable Relocation (DSA) – Update

S. Perimeter Road (DSA) – Update

T. Taxiway Seal Coat Project (AECOM) – Update

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

V. Cargo Facility (MBSB) – Update

W.LRA Office Suite Upgrades (MBSB) – Update

X. LRA Signage Upgrades (MBSB) – Update

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

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

XIII. Other Business

XIV. Adjourn

#2015-7-R1-07 – Adjourn

MOTION: Commissioner Guilbeau moved that the Lafayette Airport Commission adjourn the Lafayette Airport Commission meeting of July 8, 2015 at 6:25 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