

PROCEEDINGS OF THE LAFAYETTE AIRPORT COMMISSION MEETING OF THE LAFAYETTE REGIONAL AIRPORT OF LAFAYETTE, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING OF JANUARY 13, 2016 HELD AT 200 TERMINAL DRIVE, LAFAYETTE, LA.

ATTENDANCE

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

ABSENT: None

ADMINISTRATIVE STAFF: Steven Picou (Executive Director), Daniel Elsea (Deputy Director), Todd Swartzendruber (Legal Counsel), Mary Green (Financial Officer/Comptroller), Jennifer Comeaux (Assistant Property and Accounting Admin), Cindy McDaniel (Receptionist).

GENERAL AUDIENCE: Adam Thibodeaux (DSA), Bill Griffin (AECOM), Gregory Trahan (AECOM), Jerry Trumps (NSI) Robert Callahan (Sides and Associates), Pamela Burleigh (MSM Manager), Mark Stielper (MBSB Group), Broutin Sherrill (RS&H), Wilfred Pierre (3FJ), Samuel Pierre (3FJ), Dax Doucet (Fenstermaker), Bill Stegall (PMU), Kyle Keeler (Diamond B Construction), Bobbi Hess (TRG), Albert Moliere (ABM).

I. CALL TO ORDER:

Chairman Guilbeau called the Regular Commission Meeting of January 13, 2015 to order.

II. INTRODUCTION/ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF DECEMBER 09, 2015, PRE-SUBMITTAL CONFERENCE MEETING OF DECEMBER 09, 2015, AND THE CONSULTANT SELECTION COMMITTEE MEETING OF DECEMBER 22, 2015.

RESOLUTION - 2016-01-R1-01: Commissioner Segura moved that the Lafayette Airport Commission accept the Minutes of the December 09, 2015 Regular LAC Meeting, the Pre-Submittal Conference Meeting of December 09, 2015, and the Consultant Selection Committee Meeting of December 22, 2015. Commissioner Garrett seconded this motion and the vote was as follows:

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

NAYS: None

ABSENT: None

MOTION CARRIES

V. CHAIRMAN'S COMMENTS: None

VI. PUBLIC COMMENTS: None

VII. COMMISSIONER'S COMMENTS: None

VIII. DIRECTOR'S REPORT:

1. Recognition of LAC Staff and Commissioner's January birthdays

- Operations Specialist – Giles Menard 01/30
2. Update on open LAC job positions
 1. Secretary (1)—Interviews will be held 1/14 & 1/15/16
 2. Ops Specialist (1) – Ongoing and down to 2 coming in for interviews
 3. Skilled Maintenance worker (2) – Ongoing interviews
 3. Mesh Screen – Reimbursement of \$12,000. Jennifer Comeaux with help from legal counsel got a reimbursement for screens that did not meet requirements per the original contract.
 4. Trash Can Liners in Restrooms – After a year of searching for the correct size etc. the right trash can liner was found and is more presentable and cleans up the area with the correct fitting liner. Rene Cotton worked on this project.
 5. Foreign Object Debris (F.O.D.) Inspection of Air Carrier Ramp – Staff meets tenants and various airline managers for a monthly walkthrough inspection and builds comradery. This walk is done daily after each flight but involves management on a monthly basis.
 6. Architectural and Engineering RFQ – In review of packets by the committee and will receive notification to meet and go forward
 7. Program Management and Construction Management RFQ – In the Pre-Submittal conference and have not received any questions
 8. Central Auction House – Automatic Renewal
2/4/16 – 2/3/17 – 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, 2016. There is no charge to LAC.
 9. FlightView, Inc. – Mobile Web Site (Addendum) – Automatic Renewal
2/10/16 – 2/9/17 – The Addendum for Enhanced services for the mobile website will automatically renew for one year. The Monthly Subscription fee is \$200.00 (The account is registered to LAC, Sides pays \$200.00 monthly fee for enhanced services). This helps with social media and the Lafayette Regional Airport website.
 10. Tramel Consulting, LLC – Contract Cancellation
LAC received correspondence from Tramel Consulting, LLC requesting to cancel its contract. *Contract was cancelled on 12/30/2015.*
 11. Johnathan Grindol – Lease Cancellation
114 Borman Drive (308 sq. ft. shop space) – LAC is in receipt of a cancellation letter from Johnathon Grindol for shop space leased at 114 Borman Drive. The lease will cancel effective 1/22/16.
 12. FlightExplorer – Contract Renewal – The contract with Flight Explorer will not be renewed, it ends 1/31/16. This is a duplicate of services provided by Flightview. Saving the airport \$5,220 annually.
 13. Fly Lafayette/Passenger Statistics/Sides & Associates Report – In December 2015 there were 35,231 passengers that is a decrease of 6,083 passengers over December 2014. Overall for the year 2015 there were 491,352 passengers which is a 3.8% decrease. 2015 is still the second best year on record. There were media topics of terminal selection committee and holiday travel. Monthly statistics- the 9,000th member was added this week. There is a kiosk that is being worked on and is sometimes down and not working. There will be a Ground Breaking ceremony for the Cargo Facility to be held on Tuesday January 19, 2016 at

10:00a.m. There will be a bus to transport people from the LAC Admin office to the site and it will last about 15 minutes.

14. Financials –Included in the packet and Operations running like it supposed to be.

15. Capital Items & Improvements – Items for Reference

1. 114 Borman Dr.-Exterior Renovations (Hangar7)

The exterior of this hangar is in need of repair: the high-tail section of the roof, replacement of metal exterior side panels and doors, painting of the hangar's exterior, and insulate wall panels. These improvements will be in accordance with local code and in line with customary building practices for southwest Louisiana. Estimated Amount: \$711,480

6. Enhancement of Grissom Dr. /Shepard Dr. Area

This project in cooperation with LCG and civic groups would address the beautification of Grissom and Shepard Drives. Estimated Amount: \$100,000

9. Replace Chillers at ATCT

Replace both chillers at FAA Tower inclusive of all equipment, electrical, piping, and insulation, and startup. The chillers are past their useful life expectancy. Estimated Amount: \$400,000.

11. 2016 Vehicle to replace OP's 4 (2002 Durango-63K+ miles)

Replace OPS 4 with a ½ ton pickup truck purchased through state contract. OPS 4 is a 2002 Durango with 65,000 miles. This quote includes equipment purchased such as light bar, siren, etc. Estimated Amount: \$36,000.

12. 2016 Vehicle to replace OP's 5 (2005 Dodge Ram – 100K+ miles)

Replace OPS 5 with a ½ ton pickup truck purchased through state contract. OPS 5 is a 2005 Dodge Ram with 100,000 miles. This quote includes equipment purchased such as a light bar, siren, etc. Estimated Amount: \$ 34,800.

Commissioner Skinner asked about the erosion items but those are under investigation and not critical at this time. Chairman Guilbeau stated all items on the budget are out for bid and Mr. Picou will come back to the full Commission with bid amounts.

IX. Scheduled Business - Discussion Items

A. Taxiway Sealcoat Project- Pavement Maintenance Unlimited- AECOM

Recommendation Letter- Discussion/ Action

Bill Stegall from Pavement Maintenance Unlimited (PMU) approached the Commission with his explanation of what has been going on with the Taxiway Sealcoat Project. Overall, Mr. Stegall stated there were issues with the painting and with the inspector letting him know if the quality of work was up to the FAA's satisfaction and up to the airport's standards. Also, there were time restraints due to the fact the FAA needed a 3 day notice and work could only be done during a 4 hour window of time at night from 11pm until 4am when Mr. Stegall planned an 8 hr. work plan.

Mr. Swartzendruber stated that the Strategic Committee decided if the defaults are not taken care of within the 10 day period since the letter from the AECOM was sent out then the contract would automatically be terminated and another contracting firm would step in and complete the work. Mr. Swartzendruber received a call from the Surety Company and adjusters are already involved in looking into this matter for investigation. If the airport cancels this contract the surety company will step in and complete the work. If

there are any additional costs that go beyond the contract price the contractor PMU is responsible.

Mr. Trahan with AECOM stated the contract end date was 12/31/15 and with the adverse weather conditions and days calculated for Errors & Omissions, reflected with change orders, the contract end date would have gone a little beyond 12/31/15.

Commissioner Segura stated there were a number of issues wrong with the project. The airport needs to have operable taxiways and the project was supposed to have been done in various phases. The contractor had to follow FAA guidelines and problems weren't addressed properly with airport staff.

Mr. Stegall spoke again stating some of the work was done properly and that he worked hard to solve the problems that came up. There was a problem with the glass beads but it looked good and the inspector stated it was ok.

Commissioner Robichaux is concerned about the time frame of this project being completed if we go with the surety bond company. Mr. Swartzendruber states there is no time frame with the surety company but the airport can get another contractor to do the work while the surety bond investigates. The Surety Bond Company and contractor can talk, but Legal Counsel will speak to the Bond Company again.

Executive Director Mr. Picou stated that availability of another contractor might not be there. Another contractor needs to start doing the work now to meet 139 requirements. The runway must be painted for the 139 inspection which the airport was deficient in this area on the last inspection. The airport will have to do the painting to meet specifications of the inspection and that needs to be planned to start in March but as early as now. All records need to be tracked for reimbursement from the surety company. The FAA sponsored the sealcoat project and this will need to be done by a contracting firm. Currently none of the 13 phases have met specifications. The cost of the contract was \$720K and \$160K has been paid on this project. Out of the 13 phases that need to be painted and have sealcoat, none of them are the same size. This project is impacting the Perimeter Road project.

RESOLUTION - #2016-01-R1-02: Taxiway Sealcoat Project- Pavement Maintenance Unlimited-AECOM Recommendation Letter- Discussion/ Action: Commissioner Cruse made a motion to accept the Staff recommendation for Option 3 from AECOM to terminate PMU's contract for failure to perform and to be released from the contract. The motion was seconded by Commissioner Garrett and the vote was as follows:

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

NAYS: None

ABSENT: None

MOTION CARRIES

X. Scheduled Business – Consensus Items

- B. 118 Shepard Exterior Panel Upgrades –Substantial Completion – Miller Roofing, LLC (MBSB Group) – Approval
- C. 224 Tower Drive (ARFF Station) Interior Paint and Flooring Upgrades – Substantial Completion – Tilden A. Bonin Contractor, Inc. (MBSB Group) –Approval
- D. Main Terminal Signage Upgrades – Bulliard Construction - MBSB Group Change Order #3 – Approval
- E. Mesh Screen Banners – Settlement Agreement/Release - Jeffrey Carbo Landscape Architect – Approval

- F. North General Aviation Improvements Phase II- Southern Industrial Contractors- Change Order #5- Ratify Action ---*Removing of the concrete plant is moving fast and moving forward. Time frame: two week to have all removed and a signed change order is needed due to wet soil. Days will be stopped for soil to dry once the signed change order is acknowledged. Environmental concerns: once existing paving is removed Mrs. Simon, Environmental Compliance Officer, will evaluate the site.*
- G. Cargo Operations Facility- Trahan Construction- Contract- Approval
- H. Cargo Operations Facility- Trahan Construction- Change Order #1- Approval
- I. Runway 11 West End EMAS- Michael Baker International- Third Party Plan Review- Approval
- J. Bernhard Mechanical - Terminal & ATCT HVAC Preventative Maintenance - Exercise of 2nd Option
- K. Canteen M & M Sales – 1st Floor Vending Machine Contracts – Contract Renewal
- L. Louisiana Technical College (114 Borman Drive) – Lease Extension
- M. General Services Administration – (200 Terminal Drive) TSA Lease – Lease Renewal
- N. Audit Engagement Letter

RESOLUTION - #2016-01-R1-03 – Tab X - Scheduled Business – Consensus Items:

MOTION: Commissioner Cruse moved to accept Items B through N. The motion was seconded by Commissioner Skinner and the vote was as follows:

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

NAYS: None

ABSENT: None

MOTION CARRIES

Chairman Guilbeau requested to the Commission that Mrs. Hess present her report prior to going into Executive Session.

Mrs. Hess – Grant Facilitator – Monthly Report For information purposes many firms have contacted Mrs. Hess with questions on clarification of DBE qualifications and certifications for the RFQ selection process. Also, firms are asking how to become DBE certified and she has provided contacts with LADOTD to have that happen. In December, the Annual DBE Report required by the FAA was conducted and it is more comprehensive than what the FAA is requiring to be reported. The information being reported is awards, ongoing contracts, and every DBE firm’s contact information and verification. No contracts were completed during the last Fiscal year. The ACDBE report is coming up and Mr. Elsea will work closely with Mrs. Hess to get this information from rental car concessionaires.

Report available on airport website www.lftairport.com

XI. Executive Session

- O. Runway 4R-22L Improvements – Phase V- Diamond B Construction- Third Party Report- Discussion/Action

RESOLUTION - #2016-01-R1-04 –Executive Session Runway 4R-22L Improvements – Phase V- Diamond B Construction- Third Party Report- Discussion/Action

MOTION: Commissioner Segura and Commissioner Garrett voted affirmatively to enter into Executive Session to discuss strategy and negotiations with respect to perspective litigation after formal demand.

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

RESOLUTION - #2016-01-R1-05 –Executive Session Runway 4R-22L Improvements – Phase V- Diamond B Construction- Third Party Report- Discussion/Action

MOTION: Commissioner Skinner motioned to go back into Regular Session from Executive Session. Commissioner Garrett seconded the motion.

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

RESOLUTION - Mr. Swartzendruber recommended that the Commission direct Legal Counsel to send Diamond B’s attorney a letter informing them that the previous repairs did not fix the runway and ask them to give a detailed proposal of how they will fix the problem.

RESOLUTION - #2016-01-R1-06 –Executive Session Runway 4R-22L Improvements – Phase V- Diamond B Construction- Third Party Report- Discussion/Action

MOTION: Commissioner Garrett motioned to send a letter to Diamond B’s attorney from Mr. Swartzendruber informing them that repairs did not fix the problem and how will they fix the problem. The motion was seconded by Commissioner Segura and the vote was as follows:

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

XII. Reports

- P. Mrs. Hess – Grant Facilitator – Monthly Report (Discussed prior to Executive session) Report available on airport website www.lftairport.com
- Q. The Picard Group – Monthly Report- Report available on airport website www.lftairport.com
- R. LFT Airport Monthly Fiscal Review (December) — Report available on airport website www.lftairport.com.

XIII. Project Updates

- S. Taxiway Mike (Parallel Taxiway) - (DSA) – Update
- T. North GA Phase II (DSA) – Update
- U. Perimeter Road Improvements (DSA) – Update
- V. Master Plan (DSA) - Update
- W. Taxiway Seal Coat – WO #3 (AECOM) - Update

- X. Runway 11-29 EMAS RSA Improvements – WO #5 (AECOM) – Update
- Y. Runway 29 EMAS Installation Work Order 8 (AECOM) - Update
- Z. Cargo Facility (MBSB) – Update
- AA. ARFF Station –Interior Upgrades - 2015 (MBSB) – Update
- AB. Main Terminal Signage Upgrades (MBSB) – Update
- AC. 118 Shepard Drive - Exterior Upgrades 2015 (MBSB) - Update

XIV. Other Business None

XV. Adjourn

RESOLUTION - #2015-12-R1-07 – Adjourn

MOTION: Commissioner Garrett moved that the Lafayette Airport Commission adjourn the Lafayette Airport Commission meeting of January 13, 2016 at 7:32 pm. The motion was seconded by Commissioner Skinner and the vote was as follows:

AYES: Skinner, Segura, Robichaux, Hebert, Cruse, 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.