

PROCEEDINGS OF THE LAFAYETTE AIRPORT COMMISSION MEETING OF THE LAFAYETTE REGIONAL AIRPORT OF LAFAYETTE, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING OF FEBRUARY 17, 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), Rene Cotton (Contracts/Lease Administrator), Catina Theriot (Secretary).

GENERAL AUDIENCE: Adam Thibodeaux (DSA), Gregory Trahan (AECOM), Jerry Trumps (NSI) Robert Callahan (Sides and Associates), Mark Stielper (MBSB Group), Rodney Bishop (RS&H), Samuel Pierre (3FJ), Albert Moliere (ABM), John Ford (Nimble), Robert Barras (Barras Architects), Salaris Butler (A.A.P.S.,LLC), Raphael Baranco, Sr. (100 BMGL), Clyde R Simien (Simien & Miniex), Ricky Miniex (Simien & Miniex), Richard Aillet (NSI), EE. Kinchen, Jr. M.D. (100 BMGL), R.Keith Broussard (KCB Capital Mgmt), Michael Hixson (Michael Baker Int'l), Robert Rush (Michael Baker Int'l), Randy Soulier (AJG), Michael Stropola (ARFF), Grant Credeur (ARFF), Courtney Reynolds (Greater SWLA Black Chamber), Darrel T. Jackson Sr. (Superior Group Inc.), Brent Celestine (Al's Pest Control), Lawrence Shipp, Harold Porter (Horns Construction), Jonathan Graham (Horns Construction), Chris William, Yasmina Platt (AOPA), William Pierre (3FJ), Marja Broussard (NAACP Unit #6060), Anthony Borden, Joseph Pillette (Joe's Plumbing & Electric).

I. CALL TO ORDER:

Chairman Guilbeau called the Regular Commission Meeting of February 17, 2016 to order at 5:35 p.m.

II. INTRODUCTION/ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. APPROVAL OF THE MINUTES OF Strategic Committee Meeting of January 06, 2016, the Consultant Selection Committee Meeting of January 06, 2016, and the Regular Meeting of January 13, 2016.

RESOLUTION - 2016-02-R1-01: Commissioner Segura moved that the Lafayette Airport Commission accept the Minutes of Strategic Committee Meeting of January 06, 2016, the Consultant Selection Committee Meeting of January 06, 2016, and the Regular Meeting of January 13, 2016. Commissioner Robichaux seconded this motion and the vote was as follows:

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

NAYS: None

ABSENT: None

MOTION CARRIES

Commissioner Garrett entered the meeting during the approval of the minutes at 5:40 p.m. and was included in the vote.

V. CHAIRMAN'S COMMENTS: Chairman Guilbeau mentioned Executive Director Picou will give an update on the A&E RFQ and the PMCM, but he wanted to announce there will be a Special Commission meeting on Wednesday, March 2, 2016 at 5:30 p.m. to go over the Consultant Selection Committee's selection of three firms.

The Commission has received notice that the new City Parish President has appointed a new Legal Counsel for the Lafayette Regional Airport Commission. Mr. Todd Swartzendruber, present Legal Counsel, has served the Commission for the past nine years and had done an excellent job. Chairman Guilbeau made a little speech in regards to Mr. Swartzendruber's dedication and time served for the Lafayette Regional Airport Commission.

Executive Director Picou presented an aerial view of the Lafayette Regional Airport to Mr. Swartzendruber. Mr. Swartzendruber thanked the Commission for the opportunity to serve for the past nine years. He will still have a connection the airport even though he is no longer Legal Counsel. Each Commissioner said a few words towards Mr. Swartzendruber's departure from the Lafayette Regional Airport Commission.

Legal firm Simien & Miniex got up to speak about Mr. Swartzendruber. Mr. Simien stated the firm has been in Lafayette for the past 30 years and Mr. Swartzendruber has been with the firm for the past thirteen years as a CPA attorney. He stated the firm always knew what was going on and is willing to lend a hand in any outstanding legal matters. Mr. Miniex stated the firm is happy to have provided the services provided by Mr. Swartzendruber and thanked the Commission for allowing them to serve as Legal representation.

Mr. Oats, new Legal Counsel, stated he was told by the parish attorney there were three goals: a smooth transition, don't reinvent the wheel, and don't let anything fall through the cracks. After meeting with Chairman Guilbeau, Executive Director Picou, Simien & Miniex, and with Mr. Swartzendruber, Mr. Oats knew nothing would fall through the cracks with all files and information in line and ready to be handed off.

VI. PUBLIC COMMENTS: None

VII. COMMISSIONER'S COMMENTS: Commissioner Skinner introduced Mrs. Platt with the Aircraft Owners and Pilots Association. Mrs. Platt stated she was flying home to Houston and wanted to stop in. She missed the meeting on the topic of General Aviation but is glad that the Lafayette Regional Airport is talking about hangars for pilots etc. She was around for questions about aviation through the meeting and after.

VIII. DIRECTOR'S REPORT:

1. Recognition of LAC Staff and Commissioner's February birthdays—*Ops Specialist Tavin Botley 2/09 birthday.*
2. Update on open LAC job positions:
 - Ops Specialist (1)—*Conditional letter out for intended person to hire.*
 - Maintenance (1)—*Open position not interviewing yet.*
 - Airfield Manager—*Open vacant position that will be advertised soon.*Staff Promotions:
 - Todd Broussard- Assistant Maintenance Supervisor—*He has years of experience and rose above the rest and is right hand to our Maintenance Supervisor.*

Reeves Russell- Full Time Security Operations Coordinator—*He has completed his 90 day preliminary time frame.*

Staff Hires:

Catina Theriot- Secretary—*she comes with several years and oilfield experience, comes with a wealth of knowledge and is streamlining things for the Airport Commission.*

Bris Barras- Maintenance—*He has several years of experience and brings a wealth of knowledge to the position.*

Caleb Quebedeaux- Maintenance—*He is starting out his career in aviation here at the airport.*

3. A&E RFQ- Update —*Currently interviewing the eight firms that have moved through the process.*
4. PMCM RFQ- Update—*four firms are interested and will be conducting presentation interviews soon.*
5. MS4 Community Support- Ashley Simon—*NO information available so item is pulled.*
6. Clear Channel – Update—*During 7/1/2015-12/31/2015, Clear channel made 369 sales calls to regional companies in our market, 2 graphics calls were made and added to this list of advertising are Doubletree Hilton, Discovery Inn & Suites, and The Advertiser. These all signed various contracts to advertise in the airport.*
7. Wings of Freedom—*Presented by the Collings Foundation. Dates of Feb 29-March 2 the four older WWII fighter aircrafts will be here at the airport. The LAC will provide snacks and drinks for the flight crew of the Wings of Freedom tour.*
8. Taxiway Sealcoat Project Update—*Still under legal counsel. The performance bond company is working on this and moving along as fast as the process allows.*
9. Runway 4R/22L Project Update—*Under legal counsel and Mr. Oats will meet with Executive Director Picou at a later date.*
10. Fly Lafayette/Passenger Statistics/Sides & Associates Report—*Mr. Callahan presented in January 29,875 passengers traveled and there was a decrease of 7,775 passengers from January 2015. Load factors were the lowest seen in months with Delta 69.5%, United with 67.1%, and American with 61%. The US Hotel Association asked why was there such a decline and Mr. Callahan stated it is due to no longer having the Denver flight and the downturn in the oil & gas industry. Media exposure: terminal expansion selection committee, cargo facility groundbreaking, and monthly passenger statistics. Currently there are 9,037 members of Fly Lafayette Club. There were 13 winners in January out of 536 entries.*
11. Financials—*included in packet. The LAC is continuing to work inside of the assigned budget.*

IX. Scheduled Business - Discussion Items

- A. North General Aviation Phase III- Phase I Design- Alternative Market Analysis- Presentation—*Executive Director Picou stated there was an earlier meeting on this topic and the information that came out of the meeting recommends the item be pulled. More information will be gathered and presented to the full Commission at a later date.*
- B. 2017-2012 Capital Improvement Plan (CIP) – FAA – Discussion/Action—*The CIP presented outlines proposed capital expenditures seeking FAA Entitlement,*

Discretionary, PFC, State, and other funding for the years 2017 through 2021. Staff recommends approving the formal CIP to be submitted to the FAA for incorporation into the Airport Capital Improvement Plan, fiscal year 2017-2018.

RESOLUTION - #2016-02-R1-02: 2017-2012 Capital Improvement Plan (CIP) – FAA – Discussion/Action:

MOTION: Commissioner Cruse made a motion to accept the CIP as written. 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

- C. Cargo Operations Facility – MBSB – Change Order – Discussion/Action—*Due to increased bid costs MBSB has increased their costs for Construction Oversight. Total Project Architectural Costs Anticipated \$418,598.00. Costs not reimbursable through FP&C.*

RESOLUTION - #2016-02-R1-03: Cargo Facility – MBSB – Change Order – Discussion/Action:

MOTION: Commissioner Cruse made a motion to accept the change order for the additional fees. 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

X. Scheduled Business – Consensus Items

- D. Disadvantaged Business Enterprise Goal- FAA FY 2016-2018- Amendment- Approval (*Item pulled separately*)
- E. Hangar 10- Environmental Section 106 Processing- MSA Amendment 3- Domingue, Szabo, and Associates- Approval
- F. Memorandum of Understanding- Air Med- Approval (*Updated copy need to correct date before execution*)
- G. Runway 11 West End EMAS- Coastal Bridge LLC- Change Order #3- Approval
- H. Facility Planning and Control- Signatory Rights- Approval
- I. 204A Jet Ranger X Dr. (Vault Room) Roof Replacement –Final Acceptance and Release of Retainage Miller Roofing, LLC (MBSB Group) – Approval
- J. Main Terminal Signage Upgrades – Bulliard Construction (MBSB Group) Change Order #4 – Approval
- K. Purchase of 2 Operations Vehicles – State Contract – 2016 Budget Items – Approval
- L. 112 Chaplin Drive – Larry Broussard Ins. & Financial Services, LLC – Request to Renew Lease - Approval
- M. Louisiana Compliance Questionnaire – LAC FY 2015 Audit – Approval
- N. Ratification of Internal Affairs Meeting on 2/15/16

RESOLUTION - #2016-02-R1-04 – Tab X - Scheduled Business – Consensus Items E through N:

MOTION: Commissioner Cruse moved to accept Items E through N. 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

- D. Disadvantaged Business Enterprise Goal- FAA FY 2016-2018- Amendment- Approval (*Item pulled separately*) Executive Director Picou read the statement, due to additional information deemed beneficial by the FAA to the inclusion of the LAC's DBE Goal Setting Methodology, the 2016-2018 DBE Goal as approved September 2015 is to be amended. The new three year DBE Goal is 7.31% participation. Staff recommends approving the LAC's 2016-2018 Amended DBE Goal as presented.

RESOLUTION - #2016-02-R1-05 – Disadvantaged Business Enterprise Goal – FAA 2016-2018 – Amendment – Approval:

MOTION: Commissioner Cruse made a motion to put the item on the table. The motion was seconded by Commissioner Segura. Motion rescinded by Commissioner Cruse. Legal Counsel Mr. Swartzendruber stated it would be better for a motion to defer. Commissioner Garrett made a motion to defer this item to the next Agenda at the March 2016 LAC Regular meeting. 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

Requests to address the Lafayette Airport Commission:

Mr. R. Keith Broussard, CFP and CEO of KCB Capital Mgmt.—Mr. Broussard's concern is to have the DBE goal moved to a higher percentage and to have the opportunity to have the minority DBE businesses more involved in the Acadiana community and consider participation by these groups. With further discussion on the topic Commissioner Garrett asked for the definition of DBE and Executive Director Picou read the definition of DBE as Part 26. Executive Director Picou stated the 7.31% DBE Goal will be used for not only federally funded projects, but also state funded projects and local projects.

Mr. John Ford- Minority Partner at Angel Point Limited Partnership and a member of LEDA. His thoughts are that the Lafayette Airport Commission has an opportunity to let all of Acadiana know it is alright to have diversity inside of local communities. He has a request to not have the PMCM project manager be the DBE liaison.

Mr. Johnathan Graham of Horns Construction Services from New Orleans, LA. He had questions about the PMCM (Program Management Construction Management). He is requesting the Commission use the at risk process through the Construction Management. This will allow the Commission to dictate what they want and cancel contracts if they do not fulfill what they promise.

Mr. Larry Shipp Appointed for Eight Years to the Tampa Port Authority and served Five Years

as Chairman. In Tampa he champions the DBE Program. He stated the Good Faith effort is a joke and feel it should not be used. The Commission should set the precedent and the prime contractors will follow.

Mr. Carroll Jackson Small Business owner in Lafayette, LA. He is concerned on getting skilled talented minority people working.

XI. Reports

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

XII. Project Updates

- R. Taxiway Mike (Parallel Taxiway) - (DSA) – Update
- S. North GA Phase II (DSA) – Update
- T. Perimeter Road Improvements (DSA) – Update
- U. Master Plan (DSA) - Update
- V. Taxiway Seal Coat – WO #3 (AECOM) - Update
- W. Runway 11-29 EMAS RSA Improvements – WO #5 (AECOM) – Update
- X. 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

XIII. Other Business None

XIV. Adjourn

RESOLUTION - #2016-2-R1-06 – Adjourn

MOTION: Commissioner Robichaux moved that the Lafayette Airport Commission adjourn the Lafayette Airport Commission meeting of February 17, 2016 at 7:40 pm. The motion was seconded by Commissioner Cruse 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.