

PROCEEDINGS OF THE LAFAYETTE AIRPORT COMMISSION MEETING OF THE LAFAYETTE REGIONAL AIRPORT OF LAFAYETTE, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING OF APRIL 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), Matt Cruse, John Hebert, Paul Segura

ABSENT: Carroll Robichaux

ADMINISTRATIVE STAFF: Steven Picou (Executive Director), Daniel Elsea (Deputy Director), Stephen Oats (Legal Counsel), Mary Green (Financial Officer/Comptroller), Rene Cotton (Property Administrator), Reeves Russell (Security/Operations Coordinator), Catina Theriot (Secretary).

GENERAL AUDIENCE: Adam Thibodeaux (DSA), Gregory Trahan (AECOM), Robert Callahan (Sides and Associates), Mark Stielper (MBSB Group), Samuel Pierre (3FJ), Michael Hixson (Michael Baker Int'l), Randy Soulier (AJG), Bobbi Hess (TRG), Robert Rush (Michael Baker Int'l), Steve Harrill (RS&H), Sharon A. Batiste (Republic Parking), Warren Caudle (Republic Parking), R. Keith Broussard (KCB Capital Mgmt), Jack Bourgeois (Airport Police), Mike Stropola (ARFF), Barry Harper (ARFF), Rodney Bishop (RS&H), Bill Griffin (AECOM).

I. CALL TO ORDER:

Chairman Guilbeau called the Regular Commission Meeting of April 13, 2016 to order at 5:30 p.m.

II. INTRODUCTION/ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. APPROVAL OF the Minutes of the Pre-Submittal Conference PMCM of March 2, 2016, Special Meeting for A&E RFQ Short List Recommendation of March 2, 2016, Special Meeting of DBE Methodology of March 3, 2016, Pre-Submittal Conference PMCM Short List Recommendation Review & Consideration of March 9, 2016, Internal Affairs Meeting of March 9, 2016, Regular LAC Commission Meeting of March 9, 2016, Special Meeting A&E Presentation by RS&H of March 21, 2016, Special Meeting PMCM Presentation by HEERY of March 21, 2016, Special Meeting A&E Presentation by HNTB of March 22, 2016, Special Meeting A&E Presentation by PSA Constructors of March 22, 2016, Special Meeting A&E Presentation by Gensler of March 23, 2016, Special Meeting PMCM Presentation by Neel-Schaffer of March 23, 2016, and Special Commission Meeting A&E and PMCM Final Decision of March 30, 2016.

RESOLUTION - 2016-04-R1-01: Commissioner Cruse moved that the Lafayette Airport Commission accept Minutes as written on the Agenda. Commissioner Segura seconded this motion and the vote was as follows:

AYES: Skinner, Segura, Hebert, Cruse, Garrett

NAYS: None

ABSENT: Robichaux
MOTION CARRIES

V. CHAIRMAN'S COMMENTS: Chairman Guilbeau gave a sincere appreciation to Commissioner Garrett for her involvement in the DBE workshops that went on this past week on Wednesday evening and Saturday morning. Also he gave thanks to Larry Sides, Robert Callahan, the Sides' staff, and the LAC staff for all their work on getting the DBE outreach workshops up and running. Commissioner Garrett stated she appreciated the support of the Commission and the position of the Commission that was taken on the process of the DBE. Commissioner Garrett stated it was her pleasure to participate in the DBE process. The A&E firm RS&H and PMCM firm Heery were present at the workshops and almost 300 people showed up between both workshops.

Chairman Guilbeau stated there is a possible Special Commission meeting to approve the contracts/agreements for the A&E and PMCM firm before next month's Regular scheduled meeting. Commissioner Skinner arrived during the beginning of the Chairman's comments at 5:35 p.m.

VI. PUBLIC COMMENTS: None

VII. COMMISSIONER'S COMMENTS: None

VIII. DIRECTOR'S REPORT:

1. Recognition of LAC Staff and Commissioner's April birthdays
Maintenance – Blaise Venable – 4/3
Maintenance – Stephan Comeaux – 4/4
ARFF – Chief Barry Harper -4/9
Commissioner Matt Cruse – 4/20
Receptionist – Cindy McDaniel – 4/21
2. Dale Carnegie training – Daniel Elsea and Reeves Russell *Completed a 12 week course. Mr. Russell was honored as outstanding performance and for having a breakthrough for session ten. Mr. Elsea was honored by his classmates for the top award of the program.*
Mr. Russell was recognized by the Birmingham Airport for having Mr. Russell provide badging service to one of their employees. It was a long journey for the applicant but other airports couldn't help at this point and Mr. Russell was kind, helpful, and friendly.
3. Republic Parking – Survey Results *There was a 13% increase overall service and there was a 17% increase in transactions. Good job to our team for providing a level of service that passengers expect.*
4. Bell Helicopter – Update *Executive Director Picou had lunch with Paul Watts this week. This facility is moving on a new schedule and working on certification with the FAA. Executive Director Picou was informed they signed a new contract for thirty additional aircrafts going to Indonesia. Here's a chance for more air traffic into the Lafayette area to get these aircrafts over to Indonesia. Sometime in June aircrafts will be in production. This facility is also currently hiring.*
5. Runway 4R/22L – Update *Working with Legal Counsel on this to come up with a plan to move forward. There will be more information as it becomes available. Mr. Oats stated since there is litigation if any of the Commissioners have*

questions to see him or contact him. No action other than what has been decided upon will take place without a meeting with the Commission.

6. *Cargo Contract Negotiation – Update Executive Director Picou, Mr. Elsea, and Mrs. Cotton met with FedEx on Monday April 11, 2016 to discuss concessions. The LAC didn't agree with those concessions and stated to mark up their lease agreement that was sent. They provided some feedback and Executive Director Picou stated most things are easy to address. The rent is the main concern. The LAC has not heard back from UPS yet but they do have the lease agreement. Once everyone has come to a reasonable agreement the lease agreements will come before the Commission for approval.*
7. *Update on open LAC job positions:
Operations Manager (1) Going on to the second interview with the final candidate
Ops Specialist (1) Interviews will begin next week
Maintenance (1) No interviews as of now but there will be another position open due to one leaving for employment somewhere else.
Project Administrator (1) still in interview process with two final candidates*
8. *Architectural and Engineering- RFQ- Update A meeting with RS&H was held today April 13th for a baseline of how to move forward and where we are going.*
9. *Program Management and Construction Management- RFQ- Update One part of Heery group last Friday, April 8th starting baseline talks and another meeting set by teleconference for Friday, April 15th.*
10. *Airport Badging procedures - Insider Threat Executive Director Picou stated with things going on in the world the insider threat has become a greater concern to airport security. There will be changes in the airport's badging process. Starting in June 2016, all airport badge holders will complete a Security Threat Analysis (STA) and Criminal History Records Check (CHRC). Badge cost will be \$50.00; the badge will expire 24 months from date of issue.*
11. *Runway 04R /22L centerline repainting LAC staff has finished the painting over a two night period instead of several nights.
Executive Director Picou through Legal Counsel was notified by the surety bond company they have brokered an agreement with HASCO to provide their services to complete the sealcoat project. The agreement papers are to be forwarded to Legal and Airport staff for review.*
12. *Fly Lafayette/Passenger Statistics/Sides & Associates Report Mr. Callahan presented in March 33,288 passengers traveled through Lafayette. Load factors were higher with Delta at 76.6%, American at 75%, and United at 68.8%. The A&E and PMCM firms and DBE meetings were all covered by the media. On April 30, 2016 a workshop to help all DBE attendees with paperwork is scheduled again at the Clifton Chenier Center. Mr. Callahan again gave thanks to Commissioner Garrett for all her effort on helping with the DBE outreach workshops. Fly Lafayette Club is up to 9,189 members with 52 businesses as sponsors. There were 14 winners in the March prize drawing.*
13. *Financials Executive Director Picou stated financials look a little different and some employee expenses were up and operations is at 111%.*

IX. Scheduled Business - Discussion Items

- A. *Disadvantaged Business Enterprise Goal- FAA FY 2016-2018- Amendment-Discussion/Action – Executive Director Picou stated there was a great response to*

the DBE outreach workshops that went on this past week on Wednesday night and Saturday morning.

RESOLUTION - #2016-04-R1-02: A. Disadvantaged Business Enterprise Goal- FAA FY 2016-2018- Amendment- Discussion/Action: Commissioner Garrett made a motion to approve the 7.31% DBE goal with special instruction of re-visiting the percentage goal in light of the DBE participation that has happened and the methodology provided by the FAA on or by October 1, 2016. Commissioner Segura seconded the motion.

Commissioner Garrett stated after the outreach program that took place and the way the methodology takes place it seem that it is reasonable to re-visit the percentage goal sooner than the three year requirement rather than later due to the DBE outreach workshops providing DBE's the opportunity to get their paperwork filed on April 30th. This is a way to keep the LAC's promise to the community that the percentage will be looked at again.

Commissioner Segura stated that in the letter from the FAA it is stated that the goal be revisited if there is a significant change within the three years of the triennial goal covering. It is suggested by the FAA to re-visit the goal just as Commissioner Garrett has suggested.

Mr. R. Keith Broussard from KCB Capital Management spoke before the Commission. He stated the Commission had an option to go with the DBE percentage goal of 9.14% but he understands the reasoning behind the decision to go with the 7.31%. It is only a goal and the Commission had a fair process on selecting the PMCM firm. Mr. Broussard stated now management has indicated they will revise the percentage goal after the outreach participation and he looks forward to continuing to help the LAC in their efforts.

Commissioner Garrett clarified that the LAC has been instructed by the FAA to go forth with the 7.31% due to the methodology. The LAC is starting at the baseline goal and has the intent to increase the percentage goal.

MOTION:

AYES: Skinner, Segura, Hebert, Cruse, Garrett

NAYS: None

ABSENT: Robichaux

MOTION CARRIES

X. Scheduled Business – Consensus Items

- B. Main Terminal Signage Upgrades – Bulliard Construction (MBSB Group)
Change Order #5 – Approval
- C. Air Traffic Control Tower Chiller Upgrades and Replacement Project (MBSB)
- Award of Contract – Approval
- D. HOME BANK – Fiscal Agent/ATM Operations – Approval
- E. PHI, Inc. - 118 Shepard Drive – 7th Yr. Option Renewal – Approval
- F. Avionic Solutions – 113 Borman Drive Sublease request - Approval
- G. Request for Proposals - Waste and Recycling Services – Approval
- H. Larry Broussard – 112 Chaplin Drive – Lease Renewal – Approval

- I. Runway 11-29- Rehabilitation- Phase II of II- Michael Baker International- Work Authorization #5- Bidding and Construction Services- Approval
- J. Runway 11-29- Rehabilitation- Phase II of II- Bid Authorization- Approval
- K. Runway 29 Runway Safety Area Improvements- Phase II of II- Bid Authorization- Approval

RESOLUTION - #2016-04-R1-03 – Tab X - Scheduled Business – Consensus Items B through K with the exception of Item H:

MOTION: Commissioner Skinner moved to accept Items B through K with the exception of Item H. The motion was seconded by Commissioner Segura and the vote was as follows:

AYES: Skinner, Segura, Hebert, Cruse, Garrett

NAYS: None

ABSENT: Robichaux

MOTION CARRIES

- H. Larry Broussard – 112 Chaplin Drive – Lease Renewal – Approval *(Item pulled separately) Commissioner Segura asked if this is a five year lease and is concerned about the small building being possibly in the way of the new terminal building. He suggested maybe a shorter lease term or an out clause. Mr. Oats suggested delegating authority to the Chairman for decision of shorter lease term, out clause, or relocation.*

RESOLUTION - #2016-04-R1-04 – Larry Broussard – 112 Chaplin Drive – Lease Renewal - Approval

MOTION: Commissioner Segura made a motion to give authority to the Chairman to work with staff to work out an acceptable solution on a renewal, considering the term and a possible an cancellation clause. The motion was seconded by Commissioner Skinner and the vote was as follows:

AYES: Skinner, Segura Hebert, Cruse, Garrett

NAYS: None

ABSENT: Robichaux

MOTION CARRIES

XI. Reports

- O. Mrs. Hess – Grant Facilitator – Monthly Report - Report available on airport website www.lftairport.com *Mrs. Hess stated the Wednesday, April 6th meeting for DBE workshop was phenomenal. She spoke to Mrs. Graves and LADOTD about the percentage of people that will follow through with the whole process for the DBE certification. Out of all who apply only fifteen percent of them follow through with the whole process, and with that number from the groups of people that have showed up to the workshops that will be a significant number added to the pool here in the Lafayette area. With the changes to the triennial goal it is a good thing that the goal can be changed when significant changes happen. Ms. Leyva, the FAA Civil Rights Compliance Specialist, will visit Lafayette on May 16th and requested information for her review. Mrs. Hess has been diligently working on getting that information for her and for the upcoming review. All CES's (Cooperative Endeavor Agreements) are put on hold for signatures.*

- 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.
Executive Director Picou stated Fiscal Review is in the packet and if there are any questions for the Commission to ask questions.

XII. Project Updates

- R. Runway 11-29 Rehabilitation
- S. I-49 Support Services
- T. Taxiway Mike (Parallel Taxiway) - (DSA) – Update
- U. North GA Phase II (DSA) – Update
- V. Perimeter Road Improvements (DSA) – Update
- W. Master Plan (DSA) – 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
- AD. 114 Borman Drive – Exterior Upgrades – 2016 (MBSB) – Update
- AE. Re-Roof 204 Jet Ranger X Dr. (Vault Room) – 2015 (MBSB) – Update
- AF. ATCT – Chiller Upgrades (MBSB) – Update

XIII. Other Business Executive Director Picou presented Chairman Guilbeau with a street sign topper like the ones used in the Airport Sign Project. The sign topper read Guilbeau Dr. Chairman Guilbeau was humbled for the sign and thanked everyone involved.

XIV. Adjourn

RESOLUTION - #2016-4-R1-05 – Adjourn

MOTION: Commissioner Garrett moved that the Lafayette Airport Commission adjourn the Lafayette Airport Commission meeting of April 13, 2016 at 6:28 pm. The motion was seconded by Commissioner Segura and the vote was as follows:

AYES: Skinner, Segura, Hebert, Cruse, Garrett

NAYS: None

ABSENT: Robichaux

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.