

**PROCEEDINGS OF THE LAFAYETTE AIRPORT COMMISSION MEETING OF THE LAFAYETTE REGIONAL AIRPORT OF LAFAYETTE, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING OF DECEMBER 14, 2016 HELD AT 200 TERMINAL DRIVE, LAFAYETTE, LA.**

**ATTENDANCE**

**COMMISSION:** Paul A. Guilbeau, Sr. – (Chairman), Timothy L. Skinner (Vice Chairman), Valerie Garrett (Secretary/Treasurer), Bryan Tabor, John Hebert, Matt Cruse, Paul Segura

**ABSENT:** None

**ADMINISTRATIVE STAFF:** Steven Picou (Executive Director), Daniel Elsea (Deputy Director), Steve Oats (Legal Counsel), Rene Cotton (Properties Administrator), Mary Green (Financial Comptroller), Catina Theriot (Secretary).

**GENERAL AUDIENCE:** Adam Thibodeaux (DSA), Robert Callahan (Sides and Associates), Larry Sides (Sides and Associates), Jack Bourgeois (Airport Police), Bart Bellaire (Olivia Rae Farms), Jon Pope (Heery), Mark Stielper (MBSB), Jennifer Schatzle (CK Associates), Simon Karingitni (Michael Baker Int'l), Gregory Trahan (AECOM), Broutin Sherrill (RS&H), Greg Duncan (AP Tech), Patrick McIntire (Oats & Marino).

**I. CALL TO ORDER:**

Chairman Guilbeau called the Regular Commission Meeting of December 14, 2016 to order at 5:31 p.m.

**II. INTRODUCTION/ROLL CALL**

**III. PLEDGE OF ALLEGIANCE**

**IV. APPROVAL of the Minutes of the Legal Meeting of November 9, 2016, the Regular LAC Commission Meeting of November 9, 2016, and the Special Meeting of November 30, 2016.**

RESOLUTION - 2016-12-R1-01: Commissioner Skinner moved that the Lafayette Airport Commission accept Minutes of the Legal Meeting of November 9, 2016, the Regular LAC Commission Meeting of November 9, 2016, and the Special Meeting of November 30, 2016. Commissioner Garrett seconded this motion and the vote was as follows:

**MOTION:**

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

NAYS: None

ABSENT: None

MOTION CARRIES

**V. Election of Officers**

Chairman Guilbeau proceeded with the Election of New Officers for the coming year and they will assume their position at the January 2017 Regular LAC Commission meeting. Commissioner Garrett was nominated and elected as Chairperson. Commissioner Garrett stated she is excited. She thanked the gentlemen she has served well with and stated she is looking forward to 2017.

Chairman Guilbeau asked for nominations for the position of Vice-Chairman. Commissioner Guilbeau was nominated and elected as Vice Chairman.

Chairman Guilbeau opened the floor for Secretary/Treasurer nominations. Commissioner Hebert was

nominated and elected as Secretary/Treasurer.

RESOLUTION - #2016-12-R1-02: Election of Chairman

MOTION: Commissioner Segura nominated Commissioner Garrett for Chairman of the Lafayette Airport Commission for the 2017 Administrative Year. Commissioner Skinner moved that the nominations for Chairman be closed. The motion was seconded by Commissioner Tabor and the vote was as follows:

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

NAYS: None

ABSENT: None

MOTION CARRIES

RESOLUTION - #2016-12-R1-03: Election of Vice Chairman

MOTION: Commissioner Segura nominated Commissioner Guilbeau for Vice Chairman of the Lafayette Airport Commission for the 2017 Administrative Year. Commissioner Garrett moved that the nominations for Vice Chairman be closed. The motion was seconded by Commissioner Tabor and the vote was as follows:

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

NAYS: None

ABSENT: None

MOTION CARRIES

RESOLUTION - #2016-12-R1-04: Election of Secretary/Treasurer

MOTION: Commissioner Garrett nominated Commissioner Hebert for Secretary/Treasurer of the Lafayette Airport Commission for the 2017 Administrative Year. Commissioner Skinner moved that the nominations for Secretary/Treasurer be closed. The motion was seconded by Commissioner Segura and the vote was as follows:

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

NAYS: None

ABSENT: None

MOTION CARRIES

RESOLUTION - #2016-12-R1-05: Accept all Elected

MOTION: Chairman Guilbeau asked Legal Counsel for a motion and Mr. Oats stated by acclamation all three officers be elected. Chairman Guilbeau accepted this motion. Commissioner Segura moved to accept this motion to accept all elected officers. The motion was seconded by Commissioner Garrett and the vote was as follows:

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

NAYS: None

ABSENT: None

MOTION CARRIES

**VI. CHAIRMAN'S COMMENTS:** Chairman Guilbeau stated as the LAC looks toward 2017 as the year, the design of the new airport terminal progresses. It is with great pleasure Chairman Guilbeau announced Commissioner Garrett recently received the Needs of Women Founder's Award for the promotion of community activism to create a balanced society for all. Also, Commissioner Garrett received the 2016 Lafayette Bar Association's Lafayette Volunteer Lawyer's Award for outstanding solo practitioner for volunteer services to the working poor of our community. This award is presented to the people that have

given over fifty (50) hours of free legal services to working poor while maintaining their practice in primarily Family Law cases.

Chairman Guilbeau announced at the January 11, 2017 meeting all Commissioners need to be present for group photos and they need to wear Blue Blazers with Airport crest. Chairman Guilbeau asked that Mrs. Theriot, Secretary please notify all Commissioners a few days' prior as a reminder of the photo.

Chairman Guilbeau expressed his sincere appreciation to his fellow Commissioners to give him the opportunity to serve as Chairman for the year 2016. It was a humbling experience to serve with the outstanding citizens of Lafayette Parish. It was a truly rewarding experience and Chairman Guilbeau hopes whatever little wisdom he provided assisted in the process of making Lafayette Regional Airport the best it can be. To the exceptional airport staff, you are the greatest and Chairman Guilbeau is thankful for the great cooperation that was provided while he was Chairman. To Legal, Chairman Guilbeau thanked them for keeping him on track and within legal bounds. To airport vendors, Chairman Guilbeau stated it was great working with all of them. To the public, again the support the LAC gets for the airport is appreciated. Chairman Guilbeau wants to assure the citizens of Lafayette Parish that his goal is to maintain their trust in spending the terminal monies you trusted the Commission with.

Chairman Guilbeau congratulated Commissioner Garrett and Commissioner Hebert in their willingness to serve. He is looking forward to working with both Commissioners as Chairperson and Secretary/Treasurer in bringing the history making building of the new terminal building. There is no greater need for the Commissioners than working together with their limited amount of time for one common goal of the history making project of the new airport terminal.

**VI. PUBLIC COMMENTS:** None

**VII. COMMISSIONER'S COMMENTS:** Commissioner Hebert announced on November 12, 2016, the Rotary Club held a Trivia night fundraiser. Commissioner Hebert thanked the Commission and the airport for sponsoring this successful event. He acknowledged the sponsored team included Executive Director Picou, Deputy Director Elsea, and Mr. Callahan of Sides and Associates; which finished second out of forty teams. Chairman Guilbeau thanked Commissioner Hebert for his public and civic duty service.

Chairman Guilbeau asked for a motion to approve the 2017 LAC Calendar.

RESOLUTION - #2016-12-R1-06: 2017 LAC Calendar – Review/Approval

**MOTION:** Commissioner Skinner moved to accept the 2017 LAC Calendar. The motion was seconded by Commissioner Segura and the vote was as follows:

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

NAYS: None

ABSENT: None

MOTION CARRIES

**VIII. DIRECTOR'S REPORT:** Executive Director Picou thanked Chairman Guilbeau for his year of service and stated it has been a pleasure. Executive director Picou stated he looks forward to working with Commissioner Guilbeau as Vice Chairman and he congratulated Commissioner Garrett and Commissioner Hebert on their new positions.

1. Recognition of LAC Staff and Commissioner's December Birthdays  
Timothy Skinner – Commissioner – 12/15  
Kevin Leblanc Maintenance Worker – 12/17  
Valerie Garrett – Commissioner – 12/21  
Reeves Russell – Security Coordinator – 12/31

2. No Shave November – The LAC raised \$183.00 for American Cancer Society and the money was delivered on 12/6/16. *The ladies in the office chose the “Best Beard” which went to Mark Thibodeaux in Maintenance with Mr. Robert Callahan a close second. The “Baby Face” or “Worst Beard” award went to Deputy Director Daniel Elsea.*
3. Hangar 7 (114 Borman Drive) – *Executive Director Picou stated the work is moving forward on this project.*
4. Signature Flight Self Refueling – *Update Executive Director Picou read an email received from Mr. Harrison with Signature Flight. The email stated PMC the ones putting in the equipment should be on site installing the equipment necessary for the Self-Refueling on December 15, 2016. Hopefully, fuel will be flowing soon. No date yet on when the equipment will be up and running.*
5. Electronic Fund Transfer (EFT) – *Update Executive Director Picou stated checks and balances are still in place and there are four vendors successfully using the Electronic Fund Transfer payment option.*
6. Terminal Project Presentation – Bell Helicopter with One Acadiana *Executive Director Picou and Mr. Callahan gave a presentation with One Acadiana to members of the community. Many people are asking for date specifics, but the airport is not at that point yet. In January, there will be more information available.*
7. DBE Outreach – December 8<sup>th</sup> & 10<sup>th</sup> *Executive Director Picou stated these were successful events held at the Clifton Chenier Center. Approximately thirty people showed up. LADOTD, Heery, and RS&H were all there to help.*
8. Sugarland Exterminating Co. – 224 Tower Drive Termite Plan – Automatic Renewal - Final automatic renewal (2/1/17 – 1/31/18).
9. Fly Lafayette/Passenger Statistics/Sides & Associates Report *Mr. Callahan stated in November there were 37,099 passengers. November was the first month that did not show a decline in the number of passengers compared to last year. There were about 400 more passengers this November than last year. Executive director Picou gave the DBE updates. The Fly Lafayette Club had 9,511 members with 14 winners out of 548 entries. A list of winners is in the Commissioners’ packets.*
10. Financials *In the Commissioners’ packets for review.*

#### **IX. Scheduled Business - Discussion Items**

- A. Runway 4R-22L Safety Area Improvements – Phase V – Overlay – Testing - Discussion/Action  
**Executive session** re: Diamond B Construction, 15<sup>th</sup> JDC, 2016-3405 E  
(read aloud but moved to after Consensus Items)

#### **X. Scheduled Business – Consensus Items**

- B. Terminal Development – Transfer of Funds – Approval
- C. 2017 Semiannual Groundwater Monitoring – Work Order #16 – RS&H - Approval
- D. PHI Fixed Wing Phase I and Phase II ESA/Asbestos and Lead Paint Inspection – Work Order #17 - RS&H - Approval
- E. Moss Motors Phase I and Phase II ESA/Asbestos and Lead Paint Inspection – Work Order #18 - RS&H – Approval *Commissioner Skinner asked if these inspections are done annually. Ashley Simon, Environmental Compliance Officer, stated these are done as the leases come up if they have not been done before.*
- F. Moss Motors – 30 Day Lease Extension – Approval
- G. 2017 General Environmental Services – Work Order #19 – RS&H – Approval
- H. LAC Pay Plan Specific Review

- I. Taxiway Sealcoat Project – Change Order #7 – Sussex Insurance Company (f/k/a) Champion Property and Casualty Insurance Company - Approval
- J. Runway 11-29 Safety Area Improvements – Phase II – Runway 11 EMAS Project – Change Order #7 – Coastal Bridge Co. - Approval
- K. Runway 11-29 Safety Area Improvements – Phase II – Runway 11 EMAS Project – Final Acceptance – Coastal Bridge Co. - Approval
- L. Perimeter Road Project – Administrative Change Order – Elliott Construction - Approval
- M. Perimeter Road Project – Final Acceptance – Elliott Construction - Approval
- N. Taxiway Mike Project – Administrative change Order – Elliott Construction - Approval
- O. Taxiway Mike Project – Final Acceptance – Elliott Construction – Approval
- P. Cargo Facility Project – Change Order #4 – Trahan Construction – Approval
- Q. Terminal and Supporting Infrastructure Project – Program Management and Construction Management – Task Order #2 – Heery International – Approval
- R. Terminal and Supporting Infrastructure Project – Program Management and Construction Management – Task Order #4 – Heery International – Approval
- S. Project Management and Construction Management – Grant Projects – Task Order #5 – Heery International – Approval
- T. Vending Placement Agreement – Gannett Satellite Info Network – Approval
- U. Avionics Solutions – 113 Borman Drive – Sublease Request – Approval *Commissioner Skinner stated Avionics adding an interior shop to his business is a great way to develop more business on the GA side. Commissioner Skinner stated this is a plus for the airport.*
- V. By Laws - Approval
- W. ATCT Chiller Upgrades & Replacement – Bernhard Mechanical/MBSB – Substantial Completion – Approval
- X. Passenger Facility Charge (PFC) Application Submission – Terminal Program –Approval
- Y. Rescind Resolution - 2015-7S-R1-05, Item 7: Passenger Facility Charge (PFC)- Approval
- Z. Olivia Rae Farms – Assignment of Lease – 203 John Glenn Lot 1 - Approval

Chairman Guilbeau asked on the Item with the Final Acceptance, which is Item K, how does the LAC enforce the work is completed after all the monies have been given already. Executive Director Picou stated the airport has consulted with Legal Counsel and the airport does have a legal obligation to pay the contractor. With items that still need to be worked on those will have to go through Legal Counsel to make sure they get addressed and taken care of. Mr. Oats, Legal Counsel, stated the airport has legal remedies if they don't perform and complete the work. Mr. Oats, Legal Counsel, stated this item needs to be approved at this time for the process to take place, but there are no legal ramifications at this time with the contractor.

RESOLUTION - 2016-12-R1-07: Commissioner Skinner moved to accept Consensus Items B through Z. Commissioner Cruse seconded this motion and the vote was as follows:

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

NAYS: None

ABSENT: None

MOTION CARRIES

## **XI. Reports**

- AA. Mrs. Hess – Grant Facilitator – Monthly Report - Report available on airport website [www.lftairport.com](http://www.lftairport.com). *Executive Director Picou stated Mrs. Hess is not here but her report is in the Commissioner’s packet.*
- AB. The Picard Group – Monthly Report- Report available on airport website [www.lftairport.com](http://www.lftairport.com). *The report is in the Commissioner’s packets for their review.*
- AC. LFT Airport Monthly Fiscal Review (November) — Report available on airport website [www.lftairport.com](http://www.lftairport.com). *Executive Director Picou stated Fiscal Review is in the packet as well.*

**XII. Project Updates**

- AD. Runway 11-29 Rehabilitation (Michael Baker International)
- AE. I-49 Support Services (Michael Baker International)
- AF. Taxiway Mike (Parallel Taxiway) - (DSA) – Update
- AG. North GA Phase II (DSA) – Update
- AH. Perimeter Road Improvements (DSA) – Update
- AI. Master Plan (DSA) – Update
- AJ. Runway 29 EMAS Installation Work Order 8 (AECOM) – Update
- AK. Cargo Facility (MBSB) – Update
- AL. 114 Borman Drive – Exterior Upgrades – 2016 (MBSB) – Update
- AM. ATCT – Chiller Upgrades (MBSB) - Update
- AN. LRA, ATCT – Interior Upgrades – 2016 (MBSB) – Update

Chairman Guilbeau asked Mr. Oats, Legal Counsel, to state why the Commission is entering into Executive Session. Mr. Oats stated with regards to Item IX A. Runway 4R-22L Safety Area Improvements, as the LAC is aware we are in litigation with Diamond B Construction in the 15<sup>th</sup> Judicial District under docket number 2016 3405 E and if it is the wishes of the Commission with a 2/3 vote to go into Executive Session to discuss that litigation that is one of the LAC’s clear rights under the Open Meetings Law. Chairman Guilbeau asked before going into Executive Session who are the designated people to go into Executive Session. Executive Director Picou stated outside of the Commission going into Executive Session the other designated people are Deputy Director Elsea, Greg Duncan, Broutin Sherrill, and Legal Counsel.

RESOLUTION - 2016-12-R1-08: Go into Executive Session Commissioner Segura moved for the LAC to enter into Executive Session. Commissioner Garrett seconded this motion and the vote was as follows:  
 AYES: Hebert, Skinner, Cruse, Garrett, Segura, Tabor  
 NAYS: None  
 ABSENT: None  
 MOTION CARRIES

Chairman Guilbeau re-opened the meeting and accepted a motion to enter back into Regular session.

RESOLUTION - 2016-12-R1-09: Come out of Executive Session Commissioner Segura moved for the LAC to come out of Executive Session and return to Regular Session. Commissioner Garrett seconded this motion and the vote was as follows:  
 AYES: Hebert, Skinner, Cruse, Garrett, Segura, Tabor  
 NAYS: None  
 ABSENT: None  
 MOTION CARRIES

**XIII. Other Business None**

**XIV. Adjourn**

RESOLUTION - #2016-12-R1-10 – Adjourn

MOTION: Commissioner Segura made a motion to Adjourn. The motion was seconded by Commissioner Skinner and Garrett and the vote was as follows:

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

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.**