

**PROCEEDINGS OF THE LAFAYETTE AIRPORT COMMISSION MEETING OF THE LAFAYETTE REGIONAL AIRPORT OF LAFAYETTE, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING OF JANUARY 11, 2017 HELD AT 200 TERMINAL DRIVE, LAFAYETTE, LA.**

**ATTENDANCE**

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

**ABSENT:** None

**ADMINISTRATIVE STAFF:** Steven Picou (Executive Director), Daniel Elsea (Deputy Director), Steve Oats (Legal Counsel), Jennifer Comeaux (Asst. Property & Accounting), Mary Green (Financial Comptroller), Catina Theriot (Secretary).

**GENERAL AUDIENCE:** Adam Thibodeaux (DSA), Robert Callahan (Sides and Associates), Jack Bourgeois (Airport Police), Jon Pope (Heery), Gregory Trahan (AECOM), Patrick McIntire (Oats & Marino), David Leslie (RS&H), Michael Hixson (Michael Baker Int'l), Keith Broussard (KCB Capital Mgmt).

**I. CALL TO ORDER:**

Chairperson Garrett called the Regular Commission Meeting of January 11, 2017 to order at 5:31 p.m.

**II. PLEDGE OF ALLEGIANCE**

**III. INTRODUCTION/ROLL CALL**

**IV. APPROVAL of the Regular LAC Commission Meeting of December 14, 2016.**

**RESOLUTION - 2017-1-R1-01:** Commissioner Guilbeau moved that the Lafayette Airport Commission accept Minutes of the Regular LAC Commission Meeting of December 14, 2016. Commissioner Segura seconded this motion and the vote was as follows:

**MOTION:**

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

NAYS: None

ABSENT: None

MOTION CARRIES

**V. CHAIRMAN'S COMMENTS:** Chairperson Garrett announced the 2017 Committees. The committees are as follows: Internal Affairs Committee – Chairman John E. Hebert, Vice Chairman W. Paul Segura, Member Bryan Tabor, and Alternate Matt Cruse. Legal Committee – Chairman Paul A. Guilbeau, Vice Chairman Timothy L. Skinner, Member W. Paul Segura, Alternate John E. Hebert. Strategic (Public affairs Planning & Projects) Landscape Project Committee – Chairman W. Paul Segura, Vice Chairman Matt Cruse, Member Bryan Tabor, Alternate Timothy L. Skinner. Executive Committee – Cargo Operations Chairman Valerie C. Garrett, Vice Chairman Paul A. Guilbeau, and Member John E. Hebert.

**VI. PUBLIC COMMENTS:** None

**VII. COMMISSIONER'S COMMENTS:** None

**VIII. DIRECTOR'S REPORT:**

Recognition of LAC Staff and Commissioner's January Birthdays

Giles Menard – Operations Manager – 1/30

1. Central Auction House – Electronic Bidding Contract – Automatic Renewal 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, 2017 for one year. There is no charge to LAC.
2. Flightview name change to OAG – Automatic Renewal
3. Flightview who provides the FIDS, Mobile Web Site and Weather Map Display system has been acquired by OAG effective January 1, 2017.
4. OAG (Flightview, Inc.) – Mobile web Site (Addendum) – Automatic Renewal - The Addendum for Enhanced Services for the mobile website will automatically renew for one year (2/10/17 – 2/9/18). The Monthly Subscription fee is \$200.00 (The account is registered to LAC, Sides pays \$200.00 monthly fee for enhanced services).
5. Bobbi Hess – Grants Facilitator – Contract Cancellation The contract for grants facilitator with Bobbi Hess is currently on a month-to-month basis. Effective February 28, 2017 the contract will be cancelled. These services will be covered under the contract with Heery International.
6. FedEx/UPS – Update *Executive Director Picou stated the LAC has complete negotiations and he is hoping the contracts will be ready for the Special Meeting to be held on the twenty-sixth of this month (January). Currently FedEx pays the airport \$25K/yr. and now with the new contract they will be paying \$201K/yr. UPS pays the airport approximately \$11K/yr. and with the new contract they will be paying \$69K/yr. The Lafayette Regional Airport has about a \$400K investment into this project and in a three-year turnaround the airport will have received its money back.*  
*Another FedEx update – Operations Manager, Giles Menard, has been contacted by FedEx Flight Ops requesting information reference the potential of landing larger aircrafts at Lafayette in the next few years.*
7. Self-Refueling – Update *Executive Director Picou read an email from Mr. Harrison with Signature Flight. The email stated the fueling station would not be ready until Monday or Tuesday of next week January 17<sup>th</sup> or 18<sup>th</sup>. Parts have arrived and the BP shut off valve wouldn't be in until Friday, January 13<sup>th</sup>. Chief with ARFF is ready to inspect and is waiting on the call.*  
*Executive Director Picou stated RWY 11-29 Overlay project managed by Coastal Bridge and Michael Baker International had a delay back in November before Thanksgiving. Delta Airlines operated a Boeing 717 fly and did not follow NOTAMS that were in place. The project was put on hold and the asphalt spoiled and Coastal Bridge has billed the airport \$29K. This bill is with Delta Airlines and is marked in a Change Order.*  
*Executive Director Picou mentioned an incident that happened over the weekend on Saturday, January 8, 2017 in the terminal. The fire alarm activated due to condensation freezing in the sprinkler system. There were about twenty-five people displaced for about forty-five minutes due to the alarm going off.*
8. Fly Lafayette/Passenger Statistics/Sides & Associates Report *Mr. Callahan stated in December there were 33,300 passengers. There are 426,510 total passengers for the year. Load factors were high with Delta 81.2%, United 80.5%, and American 77.2%.*  
*The Fly Lafayette Club had 9,527 members with 14 winners out of 455 entries. A list of winners is in the Commissioners' packets.*
9. Financials - *In the Commissioners' packets for review.*

**IX. Scheduled Business - Discussion Items - (moved to after Consensus Items)**

- A. Runway 4R-22L Safety Area Improvements – Phase V – Overlay – Discussion/Action

- Executive Session** re: Diamond B Construction, 15<sup>th</sup> JDC, 2016-3405 E
- B. Taxiway Sealcoat Project – Discussion/Action  
**Executive Session** re: Pavement Maintenance Unlimited, 15<sup>th</sup> JDC C- 2016-6858
- C. Runway 11-29 Safety Area Improvements – Phase II – Runway 11 EMAS Project  
Discussion/Action  
**Executive Session** re: AECOM and Coastal Bridge, Grade Beam Claim

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

- D. 118 Shepard Drive VoTech School Flooring Upgrades – Project Management – Work Order #23 – RS&H – Approval ***This items was pulled.***
- E. 114 Borman Drive (Hangar 7) High Tail Reroof and Exterior Upgrades – Change Order #1 – Crown Architectural Metal Co, LLC (MBSB) – Approval
- F. Louisiana Community & Technical College (114 Borman Drive) – Month to Month - Approval
- G. Bernhard Mechanical - Terminal & ATCT HVAC Preventative Maintenance - Exercise of Option 3 - Approval
- H. Republic Parking – Rate Changes - Approval
- I. Rescind Resolution #2015-4-R1-04- 100 John Glenn Drive- Hangar 9 Demo- MBSB Group- Approval

**RESOLUTION - 2017-1-R1-02:** Commissioner Skinner moved to accept Consensus Items E through I. Commissioner Hebert seconded this motion and the vote was as follows:

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

NAYS: None

ABSENT: None

MOTION CARRIES

#### **XI. Reports**

- J. Mrs. Hess – Grant Facilitator – Monthly Report - Report available on airport website [www.lftairport.com](http://www.lftairport.com). *The report is in the Commissioners’ packet.*
- K. The Picard Group – Monthly Report- Report available on airport website [www.lftairport.com](http://www.lftairport.com). *The report is in the Commissioners’ packets for their review.*
- L. Terminal Program Report – Heery *Executive Director Picou stated Mr. Pope with Heery would present his report. Mr. Pope stated in the Commissioners’ packet there is an overview of the activities that have been going on for the terminal program that was started last summer. The terminal program is being re-evaluated by square footage, roadways, ramps, etc. The work of Heery is developing and financing the work and getting the environmental Assessments approved by the FAA. Looking ahead for financing there will be a PFC Passenger Facility Charge with the airlines and a CFC Customer Facility Charge through the rental car facilities. In the month of January, a series of Public meetings will be held and an Environmental Assessment. At the Special meeting on January 26<sup>th</sup> the Terminal Design Concepts will be presented with pictures.*
- M. LFT Airport Monthly Fiscal Review (December) — 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**

- N. Runway 11-29 Rehabilitation (Michael Baker International)
- O. I-49 Support Services (Michael Baker International)
- P. North GA Phase II (DSA) – Update
- Q. Master Plan (DSA) – Update
- R. Runway 29 EMAS Installation Work Order 8 (AECOM) – Update

- S. Cargo Facility (MBSB) – Update
- T. 114 Borman Drive – Exterior Upgrades – 2016 (MBSB) – Update
- U. ATCT – Chiller Upgrades (MBSB) - Update
- V. LRA, ATCT – Interior Upgrades – 2016 (MBSB) – Update

Chairperson Garrett stated the Commission would go back to Scheduled Business.

- A. Runway 4R-22L Safety Area Improvements – Phase V – Overlay – Discussion/Action  
**Executive Session** re: Diamond B Construction, 15<sup>th</sup> JDC, 2016-3405 E
- B. Taxiway Sealcoat Project – Discussion/Action  
**Executive Session** re: Pavement Maintenance Unlimited, 15<sup>th</sup> JDC C- 2016-6858
- C. Runway 11-29 Safety Area Improvements – Phase II – Runway 11 EMAS Project  
Discussion/Action  
**Executive Session** re: AECOM and Coastal Bridge, Grade Beam Claim

Mr. Oats, Legal Counsel, stated with all three items, they have been posted under the Open Meetings Law regarding Executive Session and if it would be the wishes of the Commission to go into executive Session. Mr. Oats, Legal Counsel, stated all three meet the requirements to go into Executive Session for the exceptions of Open Meetings Law under 17:8-2 that Public discussion in an Open meeting of these litigation matters will have a detrimental effect on the Lafayette Regional Airport’s litigation position.

RESOLUTION - 2017-1-R1-03: Go into Executive Session Commissioner Guilbeau moved for the LAC to enter into Executive Session. Commissioner Segura seconded this motion and the vote was as follows:

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

NAYS: None

ABSENT: None

MOTION CARRIES

Chairperson Garrett stated the Commission would be in Executive Session to discuss the litigation matters with Legal Counsel and they will come out at the conclusion of the Executive Session.

RESOLUTION - 2017-1-R1-04: Come out of Executive Session Commissioner Segura moved for the LAC to come out of Executive Session and return to Regular Session. Commissioner Skinner seconded this motion and the vote was as follows:

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

NAYS: None

ABSENT: None

MOTION CARRIES

Chairperson Garrett asked for the wishes of the Commission for Item A.

RESOLUTION – 2017-1-R1-05: Runway 4R-22L Safety Area Improvements – Phase V – Overlay – Discussion/Action

**Executive Session** re: Diamond B Construction, 15<sup>th</sup> JDC, 2016-3405 E

Commissioner Guilbeau moved that counsel be authorized to file any third-party demand necessary in the Diamond B litigation, and any appropriate reconventional demand or counter-claim against Diamond B and/or its insurers or sureties. Commissioner Segura seconded this motion and the vote was as follows:

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

NAYS: None

ABSENT: None

MOTION CARRIES

Chairperson Garrett asked for the wishes of the Commission for Item B.

RESOLUTION – 2017-1-R1-06: Taxiway Sealcoat Project – Discussion/Action

**Executive Session** re: Pavement Maintenance Unlimited, 15<sup>th</sup> JDC C- 2016-6858

Commissioner Skinner moved that Counsel be authorized to file any third-party demand necessary in the Pavement Maintenance Unlimited litigation, and any appropriate reconventional demand or counter-claim against Pavement Maintenance Unlimited and/or its insurers or sureties. Commissioner Segura seconded this motion and the vote was as follows:

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

NAYS: None

ABSENT: None

MOTION CARRIES

Chairperson Garrett asked for the wishes of the Commission for Item C.

RESOLUTION – 2017-1-R1-07: Runway 11-29 Safety Area Improvements – Phase II – Runway 11 EMAS Project Discussion/Action

**Executive Session** re: AECOM and Coastal Bridge, Grade Beam Claim

Commissioner Cruse moved that we authorize our Chairman to direct legal counsel regarding the Coastal Bridge Grade Beam dispute. Commissioner Segura seconded this motion and the vote was as follows:

AYES: Hebert, Skinner, Cruse, Guilbeau, 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 Guilbeau 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 Special Meeting of the Executive Committee can be obtained by contacting the Lafayette Airport Commission, 222 Jet Ranger X Drive, Lafayette, LA 70508. 337.266.4401.**