

**PROCEEDINGS OF THE LAFAYETTE AIRPORT COMMISSION MEETING OF THE LAFAYETTE REGIONAL AIRPORT OF LAFAYETTE, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING OF MARCH 8, 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), Rene Cotton (Properties Administrator), Mary Green (Financial Comptroller), Catina Theriot (Secretary).

**GENERAL AUDIENCE:** Adam Thibodeaux (DSA), Robert Callahan (Sides and Associates), Jack Bourgeois (Airport Police), Jon Pope (Heery), Michael Hixson (Michael Baker Int'l), Keith Broussard (KCB Capital Mgmt), Judith Dangerfield (Metro Source), John Harrison (Signature Flight), Jarret Peltier (Signature Flight), Simon Karingithi (Michael Baker Int'l), Philip Mestayer (Royal Engineers), Mitch Andrus (Royal Engineers), Frank Malagarie, Greg Trahan (AECOM), George Groh (Kutchins & Groh/Heery), Terry Hurd (LCG), Chris Groh (Kutchins & Groh/Heery), Mark Stielpier (MBSB), David Leslie (RS&H), Bruce Cobb (PHI), Phil Swan (United Airlines), Josef Barnes (MFI Solutions, LLC), Cherie LeCompte (Sellers & Associates).

**I. CALL TO ORDER:**

Chairperson Garrett called the Regular Commission Meeting of March 8, 2017 to order at 5:30 p.m.

**II. PLEDGE OF ALLEGIANCE**

**III. INTRODUCTION/ROLL CALL**

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

RESOLUTION - 2017-3-R1-01: Approval of Meeting Minutes:

MOTION: Commissioner Guilbeau moved the Lafayette Airport Commission accept Minutes of the Regular LAC Commission Meeting of February 8, 2017, the Special Meeting of the Executive Committee on February 14, 2017, and the Special Meeting on February 15, 2017. Commissioner Segura seconded this motion and the vote was as follows:

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

NAYS: None

ABSENT: None

MOTION CARRIES

**V. CHAIRMAN'S COMMENTS:** Chairperson Garrett stated the Commission wanted to congratulate the Segura family, the Commission's own Commissioner Segura, as the Iberia Parish Airport Authority has named a passenger terminal at the Acadiana Regional Airport after Commissioner Paul Segura's father Brigadier General Wiltz P. Segura. Commissioner Segura's father is a thirty (30) year Airforce Fighter Pilot, Private Pilot, and thereafter Chairman of the Iberia Parish Airport Authority for twenty-four (24) years. The ribbon cutting was held on Thursday, March 9, 2017 at 10:30 a.m. at 1404 Hangar Drive at Acadiana Regional Airport in New Iberia.

**VI. PUBLIC COMMENTS:** None

## VII. COMMISSIONER'S COMMENTS: None

## VIII. DIRECTOR'S REPORT:

1. Recognition of LAC Staff and Commissioner's March Birthdays  
Jennifer Comeaux – Asst. Property  
Wayne Breaux – Maintenance
2. FedEx/UPS – Update *Executive Director Picou stated the FedEx lease that the LAC is working with legal and there hasn't been any issues with the lease. The UPS has asked for their ground handlers be included in their leased area, however back in June 2016 there was an email from UPS stating UPS would not allow their ground handler to sublease from them. The LAC stated to UPS per your own regulations your ground handler will not be allowed to be under your lease and the ground handler is now working with the LAC on their own lease. Commissioner Segura mentioned UPS could extend their square footage. Executive Director Picou stated that was brought up to UPS and an option for a fifteen year term but no word has come back on that option. Legal counsel is working with both companies to have the leases signed. Both FedEx and UPS know that the deadline is May 1<sup>st</sup> and then they would be required to pay rent at both locations. Commissioner Hebert asked if they could occupy the building before the leases are signed. Executive Director Picou stated they could get a right of entry once the leases are in the position of getting signed. This will only give them a right of entry to prepare the space. Mr. Oats, Legal Counsel, stated the LAC will stick with their position on the five-year term lease, the fifteen-term lease, and as well as not allowing any sub tenants. Mr. Stielper, MBSB Group, stated on the February 15<sup>th</sup> special meeting it was announced the internal punchlist was completed. A third-party phone line was needed to be installed initially thought to be brought in by the LAC. The fire marshal would not allow their final inspection. The airport will now install a third party line by LUS and it was supposed to be a week or two since the February 15<sup>th</sup> meeting. The installation was scheduled for the week of February 27<sup>th</sup> but it has been moved to March 9<sup>th</sup> & 10<sup>th</sup>. Once the line is set up Siemen's connect to it and the fire marshal can go in and complete the final inspection. LCG has signed off on all their issues as of January 30<sup>th</sup> and once the fire marshal gives his final inspection report the airport can get the CO Certificate of Occupancy. Commissioner Guilbeau stated for clarification it is only the LUS Fiber line that is being waited on for the CO. Mr. Stielper stated that is correct and the CO Certificate of Occupancy should be in hand next week and then FedEx and UPS could go in to the respective buildings.*
3. Self-Refueling – Update – *Mr. Harrison, with Signature Flight brought Mr. Peltier from their corporate office to give an update. Mr. Peltier stated in one month from this meeting on April 8, 2017 the system should be up and running. There were set backs due to having an older system that needed substantial updates. Mr. Harrison was given a punchlist of items to take care of from a Quality Control standpoint to get the equipment up and running but that wasn't the issue of it working properly. HG103 made revisions and states where Avgas is applicable it must apply, which made the system get updated with differential pressures and high level system. Amr. Peltier stated Signature Flight does not want to put out equipment that is not of good quality.*
4. Southern LA Communications - Contract Termination - The Pay phone contract will expire on 5/7/17, notice has been provided that the contract will not renew. *Executive Director Picou stated there will be a courtesy phone put in the baggage claim in the same shell area where the pay phone is in. There is also a courtesy phone located in the Business Center. Any long distance calls will require a credit card.*
5. Transportation Security Clearinghouse (Fingerprinting System) – Automatic Renewal - The contract for the fingerprinting system to process security threat assessments will automatic renewal for a one year term beginning April 13, 2017 – April 12, 2018. Scanning fee is \$3.00 per transaction.
6. Transportation Security Administration – Janitorial & Utilities Reimbursement - LAC is in receipt of the TSA other transaction agreement (OTA) for use and cost reimbursement for checkpoint and

baggage screening. There is no change from 2016, LAC will be reimbursed at an annual rate of \$8,715.79.

7. RFP Fiscal Agent *Executive Director Picou stated this is heavily regulated by state statute and it is required every five years. Every bank in the Lafayette Parish will receive a copy of the RFP and they can submit a RFP for money on deposits that the LAC currently has with Home Bank.*
8. Fly Lafayette/Passenger Statistics/Sides & Associates Report *Mr. Callahan stated in February there were 30,544 passengers. Load factors were United 87.5%, Delta 86.6%, and American 76.9%. The Fly Lafayette Club currently has approximately 9,600 members with 14 winners out of 475 entries. There are 57 business participating with a hotel chain just signed up. A list of winners is in the Commissioners' packets. The airport will host its first of quarterly DBE meetings on April 20, 2017 from 5:30p.m. to 7:30p.m. at the Clifton Chenier Center. Heery will spearhead the event with topics including: changes to the LAC's DBE Policies and Procedures Manual, revisit DBE certification, schedule of construction procurement, and networking opportunity for DBE and non-DBE participants.*
9. Financials – *None presented at this time due to the upcoming audit at the beginning of April 2017.*

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

##### **A. Runway 11-29 Safety Area (RSA) Improvements- Phase III- Runway 29 EMAS- Discussion/Action**

##### **a. AECOM- Inspection Services- Work Order #10- Discussion/Action – Discussion as presented by LAC Legal Counsel.**

Mr. Oats, Legal Counsel, states this is regarding the inspection services that AECOM is providing on the Runway 11-29 EMAS project through some of the questions the Commission has had and in particular the litigation of the Diamond B litigation and the inspection services that were rendered in question by AECOM and their sub on that project. Through discussions what is presented is a cancellation of inspection services that they are providing for Runway 11-29 EMAS. The staff recommendation is if the Commission has lost confidence in the inspection services with regard to the current inspection services that the services be cancelled for convenience.

#### **RESOLUTION - #2017-3-R1-02 – Scheduled Business - Discussion Item(s)**

**MOTION:** Commissioner Guilbeau moved to accept the recommendation to terminate AECOM services under Work Order #10 for resident inspection services for the Runway 11-29 Safety Area Improvements Phase III Runway 29 EMAS installation project. The termination shall be for convenience and be effective March 9, 2017. The motion was seconded by Commissioner Segura and the vote was as follows:

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

**NAYS:** None

**ABSENT:** None

**MOTION CARRIES**

**b. Heery Int.- Inspection Services- Task Order #7- Discussion/Action – Executive Director Picou stated presented for consideration is the subject task order to perform Resident Project Representative Inspection Services for the Runway 29 EMAS project. Increased costs requested from FAA. Staff recommends award of RPR Inspection Services to Heery Int.**

#### **RESOLUTION - #2017-3-R1-03 – Scheduled Business - Discussion Item(s)**

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

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

**NAYS:** None

**ABSENT:** None

**MOTION CARRIES**

B. North GA Phase III Approval of Bids- Discussion/Action - Executive Director Picou stated that bids were open on March 7, 2017 and the information is in front of the Commissioners. RS&H presents for consideration bids received for the subject project on March 7, 201. The apparent low bidder is Elliott Construction, LLC. RS&H recommends award of bid contingent upon receipt of required documentation. Further commission action is required to approve the Construction Contract. The State DOTD grants information is in the Commissioners packets and the cost to the Commission would be approximately \$222K that would have to be paid into this. After consideration, the LAC thinks only a base bid should be sought after. Mr. Pope, with Heery got up and showed the areas on a map that are options. Commissioner Segura asked if the base bid is recommended and the LAC decides on the alternates later on will it be re-bid. Mr. Pope said there could be a re-bid or they will be rolled over into adjacent work that is part of the terminal program. Commissioner Skinner asked if this includes the tie down areas. Executive Director Picou stated part of the tie down area will be included. Mr. Thibodeaux, with Domingue, Szabo & Associates, stated there will be about fifteen (15) tie downs in the area. Commissioner Guilbeau asked Executive Director Picou why in the specification of the contract three days are given after the reception of bids to furnish the DBE and not included in the specification. Executive Director Picou stated it is state law and Mr. Thibodeaux stated all you can ask for is the bid and bid bond at the time of bidding and other information that is furnished is the contractor's license number and classification. All other documents are not required to be submitted until ten (10) days but commercial airports can request it in three (3) days. Mr. Elsea, Deputy Director, stated the bids were opened on March 7, 2017 and the thought was the Commission could see them and approve them to move forward. The LAC is on a tight time frame and the state has allotted the LAC three (3) years to spend the money and the time is almost up. After the state approves the monies, the Commission will then approve the actual contract, the bids, or contractor. All five bids are being asked to be accepted with acknowledgement of Elliott Construction as the low bid. Chairperson Garrett states to Mr. Pope the Commission wants to make sure through this process that the DBE component is there, met, and informed about it. Mr. Pope stated in future cases when there is a recommendation for bid the DBE component or satisfaction will be included in the bid process. Chairperson Garrett states now that the airport is in the policy procedure process the LAC needs to monitor close compliance for the DBE component. Commissioner Segura asked if there were reasons why the bid estimates from the other companies were so much higher. Mr. Thibodeaux stated Elliott Construction has worked for the airport and the others have not worked for the airport.

RESOLUTION - #2017-3-R1-04 – Scheduled Business - Discussion Item(s)

MOTION: Commissioner Segura moved to accept the recommendation of accepting the base bid of Elliott Construction, LLC. Commissioner Cruse asked all the alternates too. Commissioner Segura amended his motion to accept Elliott Construction, LLC base bid as well as all the alternates. The motion was seconded by Commissioner Cruse and the vote was as follows:

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

NAYS: None

ABSENT: None

MOTION CARRIES

- C. Louisiana Compliance Questionnaire – LAC FY 2016 Audit – Discussion/Action – Executive Director Picou stated in support of the Fiscal Year 2016 Audit, LAC is required to submit a Louisiana a Survey and Compliance Questionnaire. Under normal circumstances this item would be under Consensus but for the time frame it has been moved under Discussion.

RESOLUTION - #2017-3-R1-05 – Scheduled Business - Discussion Item(s)

MOTION: Commissioner Skinner moved to accept the Louisiana Compliance Questionnaire as presented. The motion was seconded by Commissioner Hebert and the vote was as follows:

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

NAYS: None

ABSENT: None

MOTION CARRIES

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

- D. 114 Borman Drive (Hangar 7) Exterior Upgrades & High Tail Roof Replacement - Crown Architectural Metal Co/MBSB -Substantial Completion - Approval *Commissioner Guilbeau states he didn't see a contract day and asked if the LAC overran the contract days. Mr. Stielper stated the LAC is within the contract days with change orders.*
- E. Dailey's Landscape Management – Exercise of 3rd Option - Approval
- F. Lafayette Coca Cola Bottling - Contract Extension - Approval
- G. Moss Motors (2100 Surrey Street) – Lease Extension - Approval
- H. PHI 119 Shepard Drive – Exercise of Option - Approval
- I. 310 Shepard Drive – Lease Termination Notice – Approval
- J. Southern Sweets – Contract Extension - Approval

### RESOLUTION - #2017-2-R1-06 – Scheduled Business - Consensus Item(s)

MOTION: Commissioner Skinner moved to accept Consensus Items D through J. The motion was seconded by Commissioner Guilbeau and the vote was as follows:

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

NAYS: None

ABSENT: None

MOTION CARRIES

## **XI. Reports**

- 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 *Mr. Pope stated as the Commission is aware Journey was selected as the terminal design and it is moving forward. RS&H is reviewing the fee structure for the next phase of work and moving the design to 30% by September 2017. The next phase of design includes Hanger Demolition and Rental Car QTA. There will be discussions with the FAA later this month for the RTR cable relocation, reimbursable agreements, and the potential to go CMAR. The PFC Program is moving along with agreements from Delta and United. There was no response from American but that constitutes an agreement. On March 30, 2017, there will be a meeting with the car rental agencies and CFC charges.*
- M. Heery DBE Program Report – *Executive Director Picou introduced Mrs. Rene' Cotton as the ACDBELO for the airport and all issues with DBE. Mrs. Cotton stated for the last month she has been working with Heery and Metro Source on the airport's DBE Program. The program is making progress and Mrs. Cotton is the face of the airport and can be reached through the administrative office. Mr. Pope stated the compliance report was submitted and included items from the DBE compliance audit of 2015. This was submitted on February 24, 2017 and it was due to the FAA by February 28, 2017. The update was submitted as a draft to address the findings of the audit. The draft copy will be available for public comment and it will be put on the airport's webpage. Chairperson Garrett asked if the compliance portion would be used to outreach to have a discussion as well. Mr. Pope stated the intent is to get comments from the public and to address the comments. There will also be comments taken into consideration from the FAA before finalization.*
- N. LFT Airport Monthly Fiscal Review (February) — 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**

- O. Runway 11-29 Rehabilitation (Michael Baker International)
- P. I-49 Support Services (Michael Baker International)
- 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

**XIII. Other Business:** Executive Director Picou stated there is a blue card for addressing the Commission and it is from R. Keith Broussard on the subject matter DBE Program Report and he is in support of this proposal. Mr. Broussard from KCB Capital Management, a DBE Firm located in Acadiana, shared a petition that is circulating around. The petition reads, “We the signed below are requesting that the Commission provide DBEs with a fair opportunity to compete for those contracts relating to the construction of the new terminal, as such we ask that the Commission establish a DBE goal that is a representative of the demographic makeup of its constituents. We are requesting the Commission to set a goal for the \$30 million sales tax revenue collected of 25% or \$7.5 million”.

Mr. Broussard stated in 2014 the Commission came to the community for the approval of the 1cents sales tax. Out of the \$30 million collected the black community makes up 25%-27% of the community. Mr. Broussard states 25% of \$30 million is \$7.5 million that is thought to go back into the community by utilizing DBEs. Chairperson Garrett stated everything that Mr. Broussard has brought to the Commission has been taken into consideration and the Commission appreciates his concern on each and every occasion he has showing the concern he has. Chairperson Garrett states the Commission and the airport is changing and moving and recognizes there is still room for improvement. Chairperson Garrett asked for a copy of the petition and the Commission will take into consideration what he is asking. Commissioner Segura asked for clarification if the 25% or \$7.5 million is being requested for just the black population. Mr. Broussard stated he used the lower end of 25% for the black community and if you include the Hispanic community the goal would go up to 30%. Commissioner Guilbeau asked in legal could research if it would be legal to do this. As Commissioner Guilbeau’s time as Chairman he requested for it to have in the specifications to be local or in state contractors and he was told that was illegal. Mr. Oats, Legal Counsel, will look into this matter.

Commissioner Segura mentioned it was International Woman’s Day and he thanked the women.

#### **XIV. Adjourn**

RESOLUTION - #2017-2-R1-07 – Adjourn

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

AYES: Guilbeau, Hebert, Cruse, Skinner, 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.**