

PROCEEDINGS OF THE LAFAYETTE AIRPORT COMMISSION MEETING OF THE LAFAYETTE REGIONAL AIRPORT OF LAFAYETTE, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING OF JUNE 14, 2017 HELD AT 200 TERMINAL DRIVE, LAFAYETTE, LA.

ATTENDANCE

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

ABSENT: Timothy L. Skinner

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

GENERAL AUDIENCE: Robert Callahan (Sides and Associates), Jack Bourgeois (Airport Police), Jon Pope (Heery), Judith Dangerfield (Michael Hixson (Michael Baker Int'l), Natalie Graham (Michael Baker Int'l), Adam Thibodeaux (Domingue, Szabo & Associates), Frank Malagarie, Christie Dunn (WMDDH), Nanette Cook (LCG), Keith Broussard (KCB Capital Management), Philip Mestayer (Royal Engineering).

I. CALL TO ORDER:

Chairperson Garrett called the Regular Commission Meeting of June 14, 2017 to order at 5:30 p.m.

II. PLEDGE OF ALLEGIANCE

III. INTRODUCTION/ROLL CALL

IV. APPROVAL of the Minutes of the Regular LAC Commission Meeting of May 10, 2017 and Special Meeting of May 23, 2017.

RESOLUTION - 2017-6-R1-01: Approval of the Minutes of the Regular LAC Commission Meeting of May 10, 2017 and Special Meeting of May 23, 2017:

MOTION: Commissioner Guilbeau moved the Lafayette Airport Commission accept Minutes of the Regular LAC Commission Meeting of May 10, 2017 and Special Meeting of May 23, 2017. Commissioner Cruse seconded this motion and the vote was as follows:

AYES: Guilbeau, Hebert, Cruse, Segura, Tabor

NAYS: None

ABSENT: Skinner

MOTION CARRIES

V. CHAIRMAN'S COMMENTS: Chairperson Garrett recognized Councilwoman Nanette Cook as being part of the audience. Mrs. Cook is a great supporter of the Lafayette Regional Airport.

Chairperson Garrett thanked Commissioner Skinner and his efforts with General Aviation. The Commission reached out to General Aviation as a sponsor along with Signature Aviation for "Coffee Call" on Friday, June 16, 2017. This is a breakfast and snack social and the Commissioners are invited to attend. Chairperson Garrett mentioned Commissioner Cruse, Commissioner Segura, and Legal Counsel's Mr. Oats all utilize General Aviation along with Commissioner Skinner.

VI. PUBLIC COMMENTS: Mr. R. Keith Broussard, KCB Capital Management, stated he attended the Special meeting for the CMAR SOQ on June 7, 2017, and the Commission decided to rescind the CMAR SOQ at that time. Mr. Broussard asked why it was rescinded. Chairperson Garrett stated there was an interpretation issue and there was an issue with the Capital Outlay and for those reasons it was rescinded. Mr. Broussard also asked when it is submitted again will it all start new and Chairperson Garrett stated yes everything starts new again.

VII. COMMISSIONER'S COMMENTS: Commissioner Guilbeau stated at the last Regular commission meeting there were Commissioners' children and grandchildren congratulated for graduation ceremonies and one Commissioner failed to mention his son's accomplishments. Commissioner Segura stated his son, Hunter, just graduated high school at IMG Academy for Specialized Sports in Bradenton, FL and was just accepted into the Naval Academy in Annapolis, MD. He will be reporting on June 29, 2017 and Hunter hopes to play basketball while in the Navy. Chairperson Garrett announced her son graduated from the Fire Academy and where he joins a family of service.

VIII. DIRECTOR'S REPORT:

1. Audit Presentation – Wright, Moore, DeHart, Dupuis & Hutchinson – *Mrs. Christie Dunn, WMDDH, presented a summary of the audit report.*
2. Recognition of LAC Staff and Commissioner's June Birthdays
Mark Thibodeaux- Maintenance Supervisor
Paul Segura – Commissioner
Mary Green – Financial Comptroller
Robert Callahan – Sides & Associates
Executive Director Picou mentioned the LAC has an intern working this summer, Deanna Leblanc, a senior at Acadiana High School. This is a program through the school and it is the first time the airport participates in an internship. Deanna is Kevin Leblanc's daughter, in which Kevin works in maintenance for the airport.
Executive Director Picou mentioned Deputy Director Elsea and his wife are expecting their first child.
3. Dale Carnegie Update – *Executive Director Picou mentioned Ashley Simon received Outstanding Performance for her three day session, which was three Fridays at eight hours each session. Giles Menard, Operations Manager, received a "Crashing Through" Award voted on by his peers in the class.*
Chairperson Garrett mentioned Rene Cotton received a certificate for being DBE trained and certified. Executive Director Picou mentioned Mrs. Cotton continues to attend DBE training and is expanding her knowledge of the DBE program. Mrs. Cotton will also be traveling to a National DBE conference at the end of July beginning of August to Washington, D.C.
4. Biggest Loser – *Executive Director Picou mentioned this contest was created by Deputy Director Elsea and followed instruction just like the TV show. There were ninety (90) days of weight loss with a \$20 buy-in and winner takes all. Mr. Elsea was the winner and Mrs. Green, Financial Comptroller, did the calculations of weight loss percentage. The total pot was a little over \$400. Executive Director Picou went over the percentages of everyone's weight loss.*
5. FAA Yearly Inspection – June 2017 – *Executive Director Picou mentioned the inspection started on June 14, 2017 with the in-briefing done early in the day. The inspection is expected to go through Thursday.*
6. GA Coffee/Outreach - *Chairperson Garrett mentioned in the Chairperson's address.*

7. United Airline Schedule Change – *Executive Director Picou stated in June 2017, United moved a flight from 7:10 p.m. to 7:10 a.m. and this will include a larger aircraft holding more passengers. Executive Director Picou stated United is bringing in a new aircraft 175 with First Class seating. United Airlines will also have two RON's (Remaining Over Night) with the new changes.*
8. Delta Airlines Equipment Change – *Executive Director Picou stated Delta mentioned to the passengers that they will suspend the Boeing 717 flight. Delta Airlines Property personnel indicated to Executive Director Picou they would supplement with a smaller aircraft but more frequent flights. This has not been told to the airport it is all verbal discussions and the airport will have a meeting with Delta later in the month of June to discuss not losing passenger seating.*
9. UPS Start Operations at New Facility – *Executive Director Picou stated UPS has contacted the LAC and wants to start operations at the new facility on June 19, 2017. There are discussions ongoing with TSA for this to happen since it is required to have a 30-day notice prior to moving operations.*
10. Fly Lafayette/Passenger Statistics/Sides & Associates Report *Mr. Callahan stated in May there were 34,415 passengers. Load factors were down over previous months, American 70.7%, Delta 68.2%, and United 53.3%. The Fly Lafayette Club currently has 9,693 members with 14 winners out of 565 entries. Eat Lafayette Kickoff will take place on Tuesday, June 20, 2017 at the Cajundome Convention Center. There is a VIP reception and the Commission is invited to attend. The Commission is asked to provide Mrs. Theriot with the name of the attending guests in advance for the Eat Lafayette event.*
11. Financials – *In the Commissioners' packets for review.*

IX. Scheduled Business - Discussion Items – None

X. Scheduled Business – Consensus Items

1. Oakwells / Acadiana Tap House – Sterile Area Expansion – Approval
2. Air Traffic Control Tower Chiller Upgrades Change Order #1 – Bernhard Mechanical (MBSB) – Ratify Chairperson Action – Approval
3. FAA Digital Airport Surveillance Radar (DASR-11)– Land Lease - Approval
4. Maintenance Equipment – 2017 Sweeper - Approval
5. Taxiway Sealcoat Project – Signage and Marketing Plan - Change Order #1 – URS/AECOM – Approval
6. Supplemental Grant Application - Airport Noise Program – Approval
7. Airport Noise Program Management – Heery International Task Order # 8 – Approval
8. Acceptance of DOTD State Grant for the North GA Apron Phase III Project – Approval
9. North GA Phase III Construction Contract – Elliot Construction – Approval

RESOLUTION - #2017-6-R1-02 – Scheduled Business - Consensus Item(s)

MOTION: Commissioner Guilbeau moved to accept Consensus Items 1 through 9. The motion was seconded by Commissioner Cruse and the vote was as follows:

AYES: Guilbeau, Hebert, Cruse, Segura, Tabor

NAYS: None

ABSENT: Skinner

MOTION CARRIES

XI. Reports

10. The Picard Group – Monthly Report- Report available on airport website www.lftairport.com.
11. DBE Program Report – *Mr. Pope highlighted a few things. Mr. Pope stated along with Mrs. Cotton and Mrs. Dangerfield plans for the upcoming July DBE Outreach are underway. The planned outreach is scheduled to be either the second or third week in July 2017.*
12. Terminal Program Report – *Heery Mr. Pope gave updates on all the aspects of the projects that are ongoing with the new terminal program. The updates included regular updates on the Environmental Assessment, RTR signal assessment and RTR cable relocation. Design Development- Work order work is underway for the Hangar Demolition, Rental Car QTA, and Schematic Design. Mr. Pope gave an update on the funding of the terminal project and stated there is not much change from previous monthly reports. Commissioner Guilbeau stated the CMAR RFQ was rescinded and the Chairperson was granted authority to release it when the correct time allows. Commissioner Guilbeau asked if there are any changes with schedule dates in between Commission meeting dates for the Commissioners to be emailed the change and why the dates need to be changed. Commissioner Guilbeau stated the Bond attorney which was in attendance at the May 2017 Commission meeting would like to go to the Bond Commission before the end of the year to secure approval. In between the time frame from now until the end of the year the Commission needs to the information to LCG soon in order to have their approval for the funding. Executive Director Picou mentioned the Commission will be at the LCG meeting on June 20, 2017 to give an update on the progress of the project.*
13. LFT Airport Monthly Fiscal Review (May) — Report available on airport website www.lftairport.com. *Executive Director Picou stated Fiscal Review is in the packet as well.*

XII. Project Updates

14. Runway 11-29 Rehabilitation (Michael Baker International)
15. I-49 Support Services (Michael Baker International)
16. Master Plan (DSA) – Update
17. Runway 29 EMAS Installation Work Order 8 (AECOM) – Update
18. Cargo Facility (MBSB) – Update
19. 114 Borman Drive – Exterior Upgrades – 2016 (MBSB) – Update
20. ATCT – Chiller Upgrades (MBSB) - Update
21. LRA, ATCT – Interior Upgrades – 2016 (MBSB) – Update

Commissioner Guilbeau stated item 14 and 17 do not show the amount of contract days. Mr. Michael Hixson with Michael Baker International stated he does not have a calculation of days ready but he will send a report to Executive Director Picou with the specified information.

There is no representation for AECOM at the meeting but they will be notified to have contract days listed on their monthly report.

XIII. Other Business:

XIV. Adjourn

RESOLUTION - #2017-6-R1-03 – 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, Segura, Tabor

NAYS: None

ABSENT: Skinner

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.