

**PROCEEDINGS OF THE LAFAYETTE AIRPORT COMMISSION MEETING OF THE LAFAYETTE REGIONAL AIRPORT OF LAFAYETTE, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING OF JULY 12, 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, Matt Cruse, Paul Segura, Bryan Tabor

**ABSENT:** None

**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), John Hanna (Operations Specialist), Catina Theriot (Secretary).

**GENERAL AUDIENCE:** Robert Callahan (Sides and Associates), Jack Bourgeois (Airport Police), Jon Pope (Heery), Michael Hixson (Michael Baker Int'l), Keith Broussard (KCB Capital Management), Wilfred Pierre (3FJ), Barry Harper (ARFF), Mark Stielper (MBSB), Broutin Sherrill (RS&H), Cheryl Campbell (3FJ), Mike Michot (The Picard Group), Nic Walts (The Picard Group), Mitch Andrus (Royal Engineering), William Lemoine (The Lemoine Company), Quan Charles (behalf of Phil Swan United Airlines), Sam Pierre (3FJ).

**I. CALL TO ORDER:**

Chairperson Garrett called the Regular Commission Meeting of July 12, 2017 to order at 5:30 p.m.

**II. PLEDGE OF ALLEGIANCE**

**III. INTRODUCTION/ROLL CALL**

**IV. APPROVAL of the Minutes of the CMAR Pre-Bid Meeting of June 1, 2017, the Special Meeting of June 7, 2017, and the Regular LAC Commission Meeting of June 14, 2017.**

RESOLUTION - 2017-7-R1-01: Approval of the Minutes of the CMAR Pre-Bid Meeting of June 1, 2017, the Special Meeting of June 7, 2017 and the Regular LAC Commission Meeting of June 14, 2017:

**MOTION:** Commissioner Segura moved the Lafayette Airport Commission accept Minutes of the CMAR Pre-Bid Meeting of June 1, 2017, the Special Meeting of June 7, 2017, and the Regular LAC Commission Meeting of June 14, 2017. Commissioner Guilbeau seconded this motion and the vote was as follows:

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

**NAYS:** None

**ABSENT:** None

**MOTION CARRIES**

**V. CHAIRMAN'S COMMENTS:** Chairperson Garrett stated since the last meeting of June 14, 2017 she has participated in several events at the airport. The airport has had several inquiries as to the professional services contracts from KPEL's Carol Ross. The Commission needed to be informed of several Public Information requests coming to the airport about Professional Services contracts specifically about Sides and Associates, The Picard Group, and the airport's Legal service contract. The airport has answered all of the Public Information Requests and the airport has stated the position it takes as it pertains to the law and the airport's obligation not necessary to go out for bid for Professional

Service contracts.

With the recent event of a bomb threat at Lafayette Regional Airport on June 22, 2017, Robert Callahan with Sides and Associates headed to the airport late in the evening. Anytime there is an incident in which, Sides and Associates needs to be at the airport Mr. Callahan is always there. Chairperson Garrett thanked Mr. Callahan and Sides & Associates for all the work they do for the airport. During the time of the bomb threat there were planes in route to LFT, leaving LFT, one plane had just landed and another turned back around to Dallas, TX. Mr. Callahan coordinated with Executive Director Picou and the staff to get the airport back into safe operating status.

Chairperson Garrett stated Executive Director Picou gave a “State of the Airport Address” at the City Council meeting on June 20, 2017 and it was held on the same night as the Eat Lafayette event.

Chairperson Garrett stated the General Aviation community has not been forgotten and Executive Director Picou is working diligently along with Mr. Callahan in a positive way to make sure that the airport’s contact is appropriate and equalized for the General Aviation population. Chairperson Garrett thanked Commissioners Skinner, Segura, and Cruse because they have the pulse of the General Aviation community. Chairperson Garrett noticed when GA tenants call Executive Director Picou makes sure the airport is equal with everyone and she thanked him for that.

Chairperson Garrett mentioned for the new Cargo Facility the ribbon cutting will be August 3, 2017 at 10:00 a.m. and the Governor will be in attendance. This is not a public event, but the Commissioners are invited to attend. Chairperson Garrett thanked the Picard Group for doing a great job of getting the airport Federal funds along with State funds.

Chairperson Garrett mentioned the Lafayette Regional Airport has been asked by Tyron Picard to participate in an amicus brief of expropriation. Mr. Oats, Legal Counsel, stated the information coming from The Picard group is the council for St. Bernard Airport is asking all the ports and airports to file an amicus brief. The St. Bernard Airport is asking that other ports and airports to file individual briefs to acquire property when necessary for public purpose. Chairperson Garrett stated for the Commission to participate in this it will require a Commission vote. This is not on the Agenda but it can be added to give the Chairperson the authority to have Legal Counsel file the brief.

Chairperson Garrett is requesting the Internal Affairs committee meet to discuss evaluations and try to meet before the next Commission meeting on August 9, 2017.

**VI. PUBLIC COMMENTS:** None

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

**VIII. DIRECTOR’S REPORT:** Executive Director Picou stated those accomplishments that are accomplished with his team and staff is because of a very “well-oiled” machine at the Lafayette Regional Airport with the Commission allowing the staff to do their jobs. Executive Director Picou stated he appreciated the Commission working with the staff.

1. Recognition of LAC Staff and Commissioner’s July Birthdays *Executive Director Picou stated there are no July birthdays, but he failed to mention in June Commissioner Tabor had a wedding anniversary of thirty-one (31) years on the night of the Commission meeting. Executive Director Picou introduced John Hanna, LAC’s newest Operations Specialist; Mr. Hanna is a graduate of the University of Oklahoma. Mr. Hanna is originally from Queens, New York then was a resident of North Carolina, Oklahoma, and now here in Louisiana. Mr. Hanna stated he is pleased to be here and is looking forward to working here at Lafayette Regional Airport.*
2. GA Outreach – *Executive Director Picou stated on June 16, 2017, a GA Outreach was held at Signature Aviation, in which four (4) people were in attendance.*

3. *Courtesy Phones –Courtesy Phones are installed and operational in the terminal building. There is a placard on the wall stating to dial “9” to get an outside line and only local call. Long distance calls will need a credit card or a calling card. The Pay Phones have been removed since the airport was not receiving any revenue; it was actually costing the LAC to have the pay phones in the terminal. Executive Director Picou mentioned in the Commissioners’ packets there is a CIP updated list as per Commissioner Guilbeau’s request.*
4. *Part 139 Inspection – Executive Director Picou stated the inspection was held June 14-15, 2017. Annually the Airport must undergo an inspection conducted by the FAA to insure compliance with FAR Part 139. This year the Airport received zero discrepancies. In Director Picou’s twenty years in aviation this was the second inspection in which he received zero discrepancies. Chairperson Garrett gave an at-a-boy to Executive Director Picou and his team.*
5. *Tourism Conference – Executive Director Picou attended the tourism conference held at the Lafayette Convention Visitor Commission. Ben Bertholet asked Executive Director Picou to attend and he met with Lieutenant Governor Nungesser and Congressman Higgins. The discussions were about PFC and open skies. The U.S. is in favor of increasing its PFC from its current rate of \$4.50.*
6. *Eat Lafayette – Executive Director Picou stated this coincides with the “State of the airport” address given at City Council. One gentleman had a few questions about Runway 11-29 and the displacement of the runway due to I-49. The gentleman’s information and questions have been forwarded to Michael Baker International, which is the firm representing the airport through the process.*
7. *Delta Airline – Executive Director Picou and Deputy Director Elsea met with Delta Air Lines in which Delta indicated a change in equipment specifically with regard to the Boeing 717. At the time of the meeting, Delta Air Lines indicated they will stop servicing LFT with the B717 at the end of 2017 or the first of 2018. Delta Air Lines will operate only CRJ 900’s at LFT. Currently Delta offers twelve (12) First- Class seats and two hundred ten (210) Coach seats out of Lafayette, LA. With the change in aircraft, Delta will provide thirty-six (36) First-Class seats and two hundred twenty-eight (228) Coach seats. This change, will provide additional seats both in first class and coach. Commissioner Skinner asked if Delta will add flights and Executive Director Picou stated the number of flights per day will stay the same. Executive Director Picou reported UPS is operating out of the new Cargo Facility as of July 10, 2017. There are minor growing pains and UPS is learning their boundaries in their new location. FedEx has indicated they will start operations at the facility no later than September 19, 2017. The LAC is working with FedEx on moving some things around before they start operating in the new location.*
8. *Bomb Threat – Executive Director Picou stated as Chairperson Garrett mentioned there was a bomb threat on June 22, 2017 at the Lafayette Regional Airport. Approximately 8:40 p.m. there was a call received in stating there was a bomb in the building and it would go off in twenty (20) minutes. The airport and Lafayette Police are working with the FBI to find out who the caller was with subpoenaed phone records. This was a nonspecific bomb threat and the whole area was evacuated and searched. American had one flight return to Dallas, while United took a slight delay, and Delta Air Lines had the B717 on the ground during the incident. Passengers remained on the B717 approximately 60 minutes prior to deplaning. Executive Director Picou mentioned Jack Bourgeois Sergeant with Lafayette Parish Sheriff’s Office indicated he will be moving on to another position patrolling and kind of search and*

*rescue on the water. The date is to be determined on Mr. Bourgeois' last day with the Lafayette Regional Airport.*

*Executive Director Picou mentioned CFC, Customer Facility Charge, in which the airport received its first payment in the amount of \$9K from Avis and \$7,500 from Hertz, and still awaiting on money from Enterprise. The airport is expected to make \$33-\$35K/month in CFC charges. Those charges will be used to facilitate the QTA Rental Car facility.*

9. *Public Street Update – Executive Director Picou mentioned Grissom, Shepard, and Borman have all been paved by LCG. The roads look and ride great. A big thank you to LCG for providing these paved roads and to Commissioner Guilbeau for heading this project for the airport.*
10. *ANTN Digicast: Automatic Renewal – 1 year (8/1/17 – 7/31/18) Automatic Renewal – 1 year (8/1/17 – 7/31/18) –Training software for all areas of airport operations. Annual cost after 5% discount - \$1,710.00.*
11. *Janitorial Services - Request for Proposals (RFP) 2017 The RFP for 200 Terminal Drive and 222 Jet Ranger X Drive Janitorial Services is currently being advertised and proposals are due Monday, July 24, 2017 by 4:00 p.m. The primary term of the contract will be 9/18/17 – 12/31/18.*
12. *Fly Lafayette/Passenger Statistics/Sides & Associates Report Mr. Callahan stated in June there were 36,556 passengers. Load factors were Delta 81.6%, United 78.0%, and American had 65.0%. The Fly Lafayette Club currently has 9,782 members with 14 winners out of 560 entries. The next GA Outreach "Coffee Call" will be on Friday, August 18, 2017 at 8:30 a.m. and will probably be held at Signature Flight. Mr. Callahan asked if any Commissioners have people they want invited to send their email addresses to him for an invite. Commissioner Skinner suggested having the GA Outreach on a different date other than a Friday due to possible GA tenants leaving for the weekend. Chairperson Garrett asked for a date to be decided upon between Commissioner Skinner and Mr. Callahan and have that date sent out to the Commissioners by email for planning purposes. Mr. Callahan announced Aviation Fun Day and Career Day will be held Saturday, October 21, 2017 at the ARFF station on Jet Ranger X Drive, Lafayette, LA. In addition, to the kids' activities like normal there will be a Career/Education Expo that will be held in the parking lot before heading into the ARFF station. Chairperson Garrett stated the airport wanted to include General Aviation to show people that General Aviation has quality flights. Commissioner Skinner stated he does not think the Aviation Fun Day is a suitable time to have the Career Day and not at the ARFF station, but Chairperson Garrett mentioned it was the best suitable time and place to accomplish what the Commission wanted. Chairperson Garrett asked if Commissioner Skinner would continue to work with Mr. Callahan on the planning for Aviation Fun Day and Career Day it would be appreciated.*
13. *Financials – In the Commissioners' packets for review.*

#### **IX. Scheduled Business - Discussion Items – None**

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

1. 114 Borman Drive (Hangar 7) High Tail Reroof and Exterior Upgrades – Final Acceptance – Crown Architectural Metal Co, LLC (MBSB) -Approval
2. Air Traffic Control Tower Chiller Upgrades Change Order #2 – Bernhard Mechanical (MBSB) – Approval
3. Cajun Man Triathlon Annual Event – Approval
4. 114 Borman Drive – John Fallis – Lease Extension

5. 113 Borman Drive – Avionic Solutions – Lease Extension *Commissioner Skinner asked if this was the building or the hangar. Executive Director Picou stated it is the building and Commissioner Skinner asked what will be the impact with the terminal development. Executive Director Picou stated there will not be any impact with the new terminal but that area will be used as people will be moved around. The flexibility needs to be available due to not knowing how the parking lot behind the building and the parking in front of Hangar 7 will fall out. Executive Director states no one wants to continue on a month to month basis and the airport's intention is to have a long-term lease. Chairperson Garrett mentioned it is not the norm to have month to month lease but it is the place the airport finds itself in until the new terminal.*
6. Passenger Facility Charge (PFC) Impose & Use Application Submission – Terminal Program – Approval
7. Bank Signatory – Update - Approval

RESOLUTION - #2017-7-R1-02 – Scheduled Business - Consensus Item(s)

MOTION: Commissioner Skinner moved to accept Consensus Items 1 through 7. The motion was seconded by Commissioner Cruse and the vote was as follows:

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

NAYS: None

ABSENT: None

MOTION CARRIES

**XI. Reports**

8. The Picard Group – Monthly Report- *Mr. Michot stated the Legislature just completed its second Special session. The Legislature has been having a hard time with the budget. The Legislature went through the session without passing a budget, but they held a Special session beginning thirty (30) minutes after the Regular session ended lasting ten (10) days to come up with a budget and a Capital Outlay bill. There is more partisanship in the legislature now more than ever. As the legislature went home and the House bill won the appropriations bill and the Capital Outlay bill were passed the Picard Group was working with local delegation to make sure the airport projects did not get vetoed. Mr. Michot stated Senator Boudreaux is in a key position and instrumental in making sure the airport's project was included in HB2 and with the help of Senator Cortez they made sure the project did not get vetoed. Mr. Michot asked if anyone comes in contact with legislators or Senator Boudreaux or Senator Cortez to thank them for the support of the airport's project. Mr. Walts stated there were twenty-one (21) pieces of legislature being monitored for the airport and of those twenty-one (21) only eight (8) ended up passing. Priority One has \$1.3 million and Priority Five has \$8.2 million and that is how the bill was reintroduced at the 2016 Regular session. Through the Senate committee and the help of Senator Boudreaux and Senator Cortez they were able to add \$2 million to Priority Two Which would allow The Picard Group to bond the money out and additional \$2 million to Priority Five which would get the project back to the total cost of \$13.5 million that was being sought from the State. In addition, \$1.15 million for the Cargo construction is included in the bill and will be presented at the Bond Commission meeting on July 20, 2017. There was an issue with FP&C with the use of CMAR. FP&C's interpretation was not being included in conversations on the RFQ with the airport. There were two issues with the RFQ: it didn't meet the thirty (30) day requirement and FP&C was not included from the beginning. Conversations with Mark Moses, whom overseas Facility Planning and Control, gave reason to pull back the CMAR*

*RFQ until the airport gets approval and meets the thirty (30) day time frame window. John Richard is awaiting the final hard copy of the RFQ. A meeting request for July 20<sup>th</sup> or 21<sup>st</sup> was requested with Commissioner Jay Dardenne on the same week Bond Commission meets to get approval from FP& C on the RFQ and get it re-released. With a thirty (30) day window on the RFQ a selection could be done by the end of August. Chairperson Garrett clarified meeting dates with FP&C and asked if by the end of July could the airport have an answer on the RFQ being released. Mr. Walts stated if an amendment was put out for the RFQ it was possible state funding could have been pulled. The meeting with Mr. Moses, The Picard Group, Executive Director Picou, and Mr. Richard that was suggested should give the time for all details to be discussed referencing the RFQ. Commissioner Guilbeau asked after the July 20, 2017 Bond Commission meeting how much monies would the airport be getting approved and when could the funds be available for use. Mr. Walts stated there would be \$1.3 in Priority One that could begin drawing from that and the trailing money of 8.2 would be available year two. This would leave 2 million in Priority Five and 2 million in Priority Two that would have to be on the August or October Agenda for approval. Commissioner Guilbeau thanked The Picard Group for the informative email that was sent and Commissioner Segura thanked The Picard Group for the past legislature session that was difficult to get money that the airport is lucky to get and not entitled to.*

*Report available on airport website.*

- 9. DBE Program Report – Mrs. Cotton stated on June 12, 2017 the FAA received the DBE Policies and Procedures and there has been no feedback from the FAA. The policies are posted on the airport’s website. The DBE Outreach that was scheduled for July has been postponed until after CMAR is advertised and the Pre-Bid conference is scheduled. The next meeting is between Prime contractors and Sub Contractors. Chairperson Garrett stated there is a lot of back and forth with the FAA on getting a DBE Program and sometimes there are requests for information as it relates to DBE. Chairperson Garrett stated Mrs. Cotton, Heery, and staff work diligently to accomplish those tasks and requests. Mrs. Cotton stated there are a number of requests that are getting answered in a timely manner.*
- 10. Terminal Program Report – Heery Mr. Pope gave updates on all the aspects of the projects that are ongoing with the new terminal program. The Environmental Assessment is moving along and the draft comments were received from the FAA. There have been discussions on how the comments will be addressed and getting ready for the permission to release the final submittal for the Final Public meeting. The date of the meeting sets the final record of decision. The RTR Signal Assessment has been reviewed with RS&H and the LAC doesn’t expect and impacts and can move ahead with construction. On the Design Development, Hangar Demolition is anticipated to be wrapped up and available to bid as soon as the Final Record of Decision on the Environmental Assessment is received. This project has gotten a substantial amount of money on a Brownsfield grant and will help on the overall project finances. The QTA Rental car design 30% design was received at the end of June. The main terminal design is on track for 30% design draft to be submitted in August. The September Commission meeting should have RS&H presenting the progress on the terminal design. There have been a number of meetings on the terminal development internally and with stake holders such as LCG and LUS on infrastructure impacts and the improvements that will be needed for the implementation of the new terminal. There will be upcoming meetings with TSA, car rental agencies, and the airlines to advance the design with their expectations. Mr. Pope stated that in the CMAR Procurement RFQ it will be specified in the solicitation the DBE Outreach meeting will be scheduled on the same day as the Pre-Bid meeting.*

11. LFT Airport Monthly Fiscal Review (May) — Report available on airport website [www.lftairport.com](http://www.lftairport.com). *Executive Director Picou stated Fiscal Review is in the packet as well.*

Executive Director Picou mentioned Commissioner Guilbeau's picture has been replaced downstairs in the terminal. There have been comments about the missing picture and it is now replaced with a new picture.

## **XII. Project Updates**

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

## **XIII. Other Business: None**

## **XIV. Adjourn**

RESOLUTION - #2017-7-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, Skinner, Cruse, Segura, Tabor

NAYS: None

ABSENT: None

MOTION CARRIES

**A recorded copy of the Minutes of the Regular Meeting can be obtained by contacting the Lafayette Airport Commission, 222 Jet Ranger X Drive, Lafayette, LA 70508. 337.266.4401.**