

**PROCEEDINGS OF THE LAFAYETTE AIRPORT COMMISSION MEETING OF THE LAFAYETTE REGIONAL AIRPORT OF LAFAYETTE, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING OF SEPTEMBER 13, 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

**ABSENT:** Paul Segura

**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:** Robert Callahan (Sides and Associates), Jon Pope (Heery), Mark Stielper (MBSB), Broutin Sherrill (RS&H), Terry Crownover (MSTC), Greg Ellison (The Lemoine Company), Shelby Stach (Heery), Erwin Williams (Heery), Haley Drago (WD Schock Company), Keely McGibboney (One Acadiana), Michael Hixson (Michael Baker Int'l), Robert P. Billeaud (J.B. Mouton, LLC), Nic Walts (The Picard Group).

**I. CALL TO ORDER:**

Chairperson Garrett called the Regular Commission Meeting of September 13, 2017 to order at 5:30 p.m.

**II. PLEDGE OF ALLEGIANCE**

**III. INTRODUCTION/ROLL CALL**

**IV. APPROVAL of the Minutes of the Internal Affairs Committee of August 9, 2017, the Regular LAC Commission Meeting of August 9, 2017, and the Internal Affairs Committee of August 24, 2017.**

RESOLUTION - 2017-9-R1-01: Approval of the Minutes of the Internal Affairs Committee of August 9, 2017, the Regular LAC Commission Meeting of August 9, 2017, and the Internal Affairs Committee of August 24, 2017:

MOTION: Commissioner Guilbeau moved the Lafayette Airport Commission accept minutes of the Internal Affairs Committee of August 9, 2017, the Regular LAC Commission Meeting of August 9, 2017, and the Internal Affairs Committee of August 24, 2017. Commissioner Tabor seconded this motion and the vote was as follows:

AYES: Guilbeau, Hebert, Skinner, Tabor, Cruse

NAYS: None

ABSENT: Segura

MOTION CARRIES

**V. CHAIRMAN'S COMMENTS:** Chairperson Garrett found it to be interesting the Lafayette Regional Airport had one of the largest aircrafts, the Illusion 76, land here before Hurricane Harvey hit the area. The aircraft was scheduled to pick up a PHI helicopter and some other equipment. Chairperson Garrett was able to see the aircraft along with Executive Director Picou and Robert Callahan with Sides and Associates.

**VI. PUBLIC COMMENTS:** Mr. Mason Picou, with Boy Scout Troop 271 in Lafayette, LA, a senior at Comeaux High School and also president of the Robotics team. Mr. Picou also enjoys other outdoor activities in south Louisiana. Mr. Picou has been in scouting for the past seven years starting out as a Wolf scout in Albuquerque, New Mexico. During the past years in scouting Mr. Picou has held many different roles of leadership and is currently holding the role of Senior Patrol Leader of Troop 271. Presently, Mr. Picou is ranked as a Life Scout and is working towards being an Eagle Scout. An Eagle Scout is the highest ranking you can achieve in Boy Scouts. A requirement for becoming an Eagle Scout is to plan and execute a service project that will benefit the community. Mr. Picou's project is the beautification of the First Baptist Church of Youngsville, LA. The project will entail removal of visqueen and woodchips from a previous playground area and reseed the area. The fellowship hall will be pressure washed and the gutters will be cleaned out. Doing these things will improve storm water quality, remove potential hazards, and remove shelters for pests, and beautify the church. The project dates are Saturday, September 23, 2017 and Saturday, September 30, 2017 from 8:00 a.m. to 4:00 p.m. both days. Chairperson Garrett asked if Mr. Picou was asking for the Commission to lend a hand with the mentioning of the dates and times of the project dates. Mr. Picou stated if anyone wanted to go and help the help would be welcomed.

**VII. COMMISSIONER'S COMMENTS:** Commissioner Guilbeau stated he wanted to congratulate one of the fellow Commissioners. Commissioner Guilbeau congratulated Commissioner Tabor for being elected and appointed as a Lafayette District Representative to the Plumbing, Heating, and Cooling contractors of Louisiana. Chairperson Garrett stated she always states she is proud to serve on the Commission. The Commission does a lot of work in the community and when people ask what the Commissioners get she states it is the good service that is provided for the community and volunteerism. The Commission gets no perks for serving and do the work they do. The Commission is happy to serve the community and the fellow Commissioners participate in lots of community activities and Chairperson Garrett is happy to serve along with her fellow Commissioners.

**VIII. DIRECTOR'S REPORT:**

1. Recognition of LAC Staff and Commissioner's September Birthdays  
Daniel Elsea – Deputy Director – 9/9  
Danny Richter – Maintenance Worker – 9/23  
Bryan Tabor – Commissioner – 9/26
2. Airport Badging – *Audit Executive Director Picou stated he wanted to give the Commissioners a heads up; the airport is going through a badge audit and to clear their schedules for Mr. McPherson to physically see and touch their badge. Also, if anyone is a key holder this will also need to be documented. This process is going on in phases by organizations and it is for every badge holder in the system. This is a requirement and is a way of checks and balances for the airport's security system.*
3. Hurricane Harvey- *Executive Director Picou stated as Chairperson Garrett indicated the Illusion 76 landed prior to the Hurricane's landfall in Texas. The biggest impact the airport suffered were flight delays and cancelled flights for United Air Lines, which flies only to Houston, TX. With Hurricane Irma made landfall in Florida and there were a few flights cancelled going to Atlanta, GA but not a big impact like the cancelled United Air Line flights to Houston. The airport since then is back to full operation with no cancelled or delayed flights.*
4. Cajunman Triathlon - *Executive Director Picou stated the Cajunman Triathlon took place on Sunday, September 10, 2017 with approximately 230 to 250 participants. Executive Director*

*Picou thanked Airport Operation, Maintenance, and ARFF that stood by and assisted with this event. This event consists of a mile and half swim in the airport's lake, a twenty mile bike ride, and a 5K on airport property.*

5. *Public Hearing – Budget 2018 – Executive Director Picou stated this is a reminder of the budget being approved at the October 11<sup>th</sup> regular meeting. The Commission went through the budget at an earlier meeting as a presentation. The budget will be presented to the full Commission at the October 11<sup>th</sup> meeting for full acceptance.*
6. *Aviation Fun Day – October 21, 2017 – Executive director Picou stated the airport is working with Sides and associates for this upcoming event. Mrs. Theriot is heading up this event and the date for open registration for 300 children is on Monday, October 2, 2017.*
7. *Request for Proposals Pest Control Services - The five-year contract for Pest Control Services for six (6) airport locations ends October 13, 2017. A Request for Proposals is currently being advertised and proposals are due on September 14, 2017. Service locations include: Terminal, ARFF Station, Maintenance building, ATCT, LAC Administration building, and 114 Borman Hangar. Executive Director Picou stated Commissioner Guilbeau will be helping with the scoring of these proposals. The proposals will be given to the individuals grading on Friday, September 15, 2017 and the results of each individual grading will be due the following Friday, September 22, 2017. An announcement will be forth coming from these dates.*
8. *DGS Ramp Area – Progress Report - LAC Staff has worked with DGS for the past year to have derelict items removed from the airport ramp. As of August 22nd, all items have been cleared. Executive Director Picou stated the area has been cleaned up and the assessed penalties have stopped. Delta Air Lines was billed for five (5) months at \$500 per month for the area that needed to be cleared on non-functioning equipment.*
9. *Delta Air Lines – B717 – Executive Director Picou stated about two months ago he reported the Boeing 717 was going to stop service and this has been rescinded and it will continue to service Lafayette Regional Airport until further notice.*
10. *Surplus Update – Executive Director Picou stated the items the airport has are listed on a public website and it can be found through the airport's webpage. The bids were originally due on September 15, 2017 and this has been extended by fifteen (15) days due to the fact there has been a lot of interest of people wanting to see the items. According to the information put out in the Public Notice the time has expired for viewing and this warrants an extension for viewing the items. An addendum for the extension has been publicized on the airport's website.*
11. *Staff Re-Organization – Executive Director Picou stated the organizational chart is in the Commissioners' packets and the only change is now Mrs. Comeaux is reporting to Mrs. Cotton. There are many times their lines of work crosses and it seems to make more sense due to the fact Mrs. Cotton works as the DBE liaison officer and runs the property side and Mrs. Comeaux works with tenants and properties. This is a better fit for the organization and makes better use of the airport's personnel.*
12. *IL-76 Visit – Executive Director Picou stated as Chairperson Garrett indicated on August 26, 2017 the Illusion 76 arrived here at Lafayette Regional Airport. The whole route of flight was Orlando, Lafayette, Houston, Honolulu, and Papa New Guinea. This route got changed with Hurricane Harvey and the route of flight changed to the aircraft coming in from the lesser Antilles, then Orlando, Lafayette, Phoenix, and then Pap New Guinea. A short video was viewed of the landing of the Illusion 76 and a couple of pictures were displayed.*

13. Classic Business Products – Business Center Copier (PM) – Automatic Renewal - Annual automatic renewal 10/1/17 - 9/30/18 for preventative maintenance at a one-year contract rate of \$250.00/year.  
*Executive Director Picou mentioned he sent an email to all the Commissioners of a tour of the Bell Helicopter facility on September 20, 2017 at 1:30 p.m. Executive Director Picou asked for those that didn't reply to let him know if they would be attending by September 18, 2017 because Bell Helicopter has a new security system and names have to be given for all attendees.*
14. Fly Lafayette/Passenger Statistics/Sides & Associates Report - *Mr. Callahan stated in August there were 32,604 passengers. Load factors were Delta 69.7%, American 60.3%, and United had 53.3%. United Air Lines numbers could be due to cancelled flights from Hurricane Harvey. The Fly Lafayette Club currently has 9,805 members with 14 winners out of 539 entries and the list of winners is in the Commissioners' packets. The next GA Outreach "Coffee Call" will be on Thursday, November 9, 2017 at 8:30 a.m. and will be held at Signature Flight. The airport has a table and the Commissioners arrive stating they are with the airport. 232-HELP is having their annual fundraiser on Thursday, October 5, 2017 at 6pm at RiverOaks off Kaliste Saloom Rd. Mr. Callahan stated there will be dinner provided by approximately six or seven restaurants. There will be entertainment by Beatlemania Now.*
15. Financials - *In the Commissioners' packets for review. Commissioner Guilbeau asked excluding all public agencies if all lease payments were up to date or within forty-five (45) days. Executive Director Picou stated they are all up to date.*

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

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

1. Air Traffic Control Tower Interior Upgrades - Substantial Completion –Acadiane Renovations Ltd (MBSB) – Approval
2. Main Terminal Chiller Compressor Replacement – Johnson Controls – Contract Award - Ratify Chairperson Action – Approval *Executive Director Picou stated there was a chiller downstairs that had some problems and went down. After conversations with Chairperson Garrett and receiving three bids the decision was ratified due to the urgency of the situation.*
3. Cargo Facility Project- Final Completion and Final Acceptance - Trahan Construction LLC - Approval *(Item was pulled)*
4. 2017 Terminal Enabling Demolition Package – Relocation of Ground-To-Air Radio Equipment and Electrical – Work Order #35 – RS&H – Approval
5. Terminal Program Environmental Assessment - Historic American Buildings Survey for Hangar 9 – Work Order #32 – RS&H – Approval *Executive Director Picou stated Mr. Walts, The Picard Group, gave an update on this item. This is dealing with the State Preservation Historic office. This will stay as is due to last minute details and will be updated with the Commission later on.*
6. General Environmental Services – Work Order #38 – RS&H – Approval *Executive Director Picou stated this should read General Engineering Services. This work order allows the airport to use RS&H to answer general engineering questions.*
7. Porter Services – Award of Contract – Approval

8. Approval to Apply for Grant – Construct New Terminal Building – Ph1 of 7; Coordinate Environmental and Preliminary Engineering Development – FAA and State DOTD – Ratify Chairperson Action – Approval
9. Acceptance of Grant – Construct New Terminal Building – Ph1 of 7; Coordinate Environmental and Preliminary Engineering Development – FAA and State DOTD – Approval
10. Acceptance of Grant – Noise Mitigation Implementation – Phase II – FAA and State DOTD – Ratify Chairperson Action – Approval
11. Executive Director Evaluation – Approval
12. Terminal Program – Design Bid Build – Request for Qualifications (RFQ) – Approval *Executive Director Picou stated this should read Request for Proposal Approval. The reason for this is due to FP&C not participating in the CMAR process and a way to keep this moving forward with The Picard Group is to carve out certain sections of the new terminal building that will be funded through FP&C. The airport will still ask for the same amount of money but will have to use a Design – Bid – Build methodology to use FP& C monies and this fulfills their requirements to move forward and release the RFQ for CMAR on September 14, 2017. Chairperson Garrett stated to the Commission even though she was granted authority to send out CMAR, she thought due to the nature of aggressive conversations with Mr. Walts, The Picard Group, and text messages with the governor. Chairperson Garrett didn't want the Commission to know the CMAR was released without knowing the pulling out of FP&C funds and carving out of portions of the CMAR and the process that went on to get CMAR released.*

*Chairperson Garrett stated the Executive Director's Evaluation got pushed aside due to the new terminal being at the fore front of everything. Chairperson Garrett thanked the Internal Affairs committee for working through some of the process. The evaluation that is in the Commissioners' packets is formatted better to be utilized by the Commissioners for the evaluation. Chairperson Garrett asked if the evaluation could be filled out as soon as possible and turned in due to a Special meeting having to be called for this to move forward. Commissioner Hebert mentioned in the Commissioners' packets there is a procedure the Internal Affairs Committee developed with the Commission's approval. Commissioner Hebert asked if the timeframe for the evaluations starts now as the procedure dictates within seven (7) days the evaluations need to be turned in. Chairperson Garrett stated the time starts now and the evaluations should be returned including weekends on September 20, 2017. Commissioner Hebert stated the evaluations should be turned into him since he is the Chairman of the Internal Affairs Committee and Chairperson Garrett stated she needs to be informed with the information turned in. Commissioner Tabor asked which form to use and Chairperson Garrett stated to use the one that was emailed out by Executive Director Picou. Commissioner Guilbeau asked for the form to be emailed out again. Commissioner Hebert asked to email out the form along with the instructions on the due dates etc.*

RESOLUTION - #2017-9-R1-02 – Scheduled Business - Consensus Item(s)

MOTION: Commissioner Skinner moved to accept Consensus Items 1 through 12 with the exclusion of item 3. The corrected motion due to Executive Director Picou stating the number 12 twice is Commissioner Skinner moved to accept Consensus Items 1 through 12 twice with the exclusion of item 3. The motion was seconded by Commissioner Hebert and the vote was as follows:

Commissioner Guilbeau asked if Mr. Walts could give his report at this time since it is involved in one of

the items included in the Consensus items.

Mr. Walts, The Picard Group, stated he would start off with the SHPO issue that they had. On September 1, 2017 Executive Director Picou reached out to The Picard Group with a letter that had been sent from the office of Historic Preservation, which fall under the Lieutenant Governor's office. There were four (4) buildings that were submitted to them that needed to be demoed in order to build the new terminal. Of the four (4), three (3) of the buildings were not an issue but Hanger 9 they felt met the qualifications to be considered on the National registry. The Historic Preservation office's mentality is the Hangar is a 1940's building and part of the WWII era. Although the hangar was not occupied by the military but had been at one point in time. On September 7, 2017, The Picard Group spoke with Kristen Sanders, Assistant Secretary for the Department of Cultural Recreation and Tourism which sent the letter to the Commission. The discussion included Hangar 10 's demolition and the rationale if it had significant upgrades, in which, Hangar 9 has had significant upgrades. The hangar was supposed to be demolished in 2005, but it wasn't demolished due to UPS having a presence in South Louisiana after Hurricane Katrina. Another topic of conversation was the comments came in after the comment section had already closed. The Historic Preservation office agreed to send a second letter stating the comments were sent outside of the comment period and the airport had permission to go ahead with demolition of that building. However, the FAA had correspondence with them and stated they do not feel this is sufficient enough and they are taking the first letter's comments seriously. There was a good faith agreement with the Office of Preservation for the airport to take high resolution photos of the Hangar before demolition but the airport did not want to go through the formal process which could have a six (6) month time delay. The FAA still had concerns and stated if SHPO would rescind their first formal letter and resubmit comments stating they did not have an issue then the FAA would feel comfortable moving forward without the formal process. There is a call scheduled for September 14, 2017 for Mrs. Sanders to get a clearer understanding of where the FAA is coming from to formulate how they are going to proceed. Mr. Walts stated on the CMAR verses Design-Bid-Build on the new terminal. The Picard Group has been going back and forth with Commissioner Jay Darden of the Administration and the governor's office. The mentality there is with the sales tax as a temporary revenue measure in the state that was passed in 2016 rolling off of January 2018 they feel the fiscal cliff of \$1.2 billion the state will be facing is too much of unknown in order to formally commit to the dollars that is currently in bond Commission. The most palpable thing The Picard Group is hearing is the administration might do a short-term extension of the sales tax. This has been split up because the CMAR process required the commitment of the Administration to move forward and without knowing what the funds are the airport would risk losing the entire \$13.5 million from the State if the airport elected to do CMAR on the entire terminal. IN the first conversation the Picard Group had with Executive Director Picou and Mr. Mark Moses of Faculty Planning & Control, they decided the project could be split into two projects. Design-Bid-Build could be done on the portion the state would be participating in, which they feel confident in doing so, and continue the CMAR as the airport wishes for the terminal that has alternative funding sources for. Executive Director Picou stated hats off to The Picard Group for all the late-night calls, texts, early morning calls etc. to get this accomplished. Chairperson Garrett stated as the Commission would push The Picard Group they would push forward with the governor's office to get this done. Again, Chairperson Garrett stated hats off to The Picard Group for getting the job done. Chairperson Garrett stated this isn't the totality the airport wanted but it gives the opportunity to move forward.

There was a motion by Commissioner Skinner and seconded by Commissioner Hebert.

AYES: Guilbeau, Hebert, Skinner, Tabor, Cruse

NAYS: None

ABSENT: Segura

MOTION CARRIES

## XI. Reports

13. The Picard Group – Monthly Report- *In the Commissioners’ packets.* Report available on airport website. Mr. Walts gave his report before the vote of the Consensus items.
14. DBE Program Report – *Mrs. Cotton stated on June 12, 2017 the airport submitted the DBE Program to the FAA and the airport is still waiting on comments or approval from the FAA. Mrs. Cotton is in contact with the FAA by emails and voicemails to see where the airport is on the program. At this time the airport does not have an answer on the status of the DBE Program to move forward. There was revision made to the annual report that was submitted to the FAA for the DBE and the airport is waiting on feedback from the FAA if there are any follow up questions. Currently, the airport is reviewing the goal methodology for the ACDBE goal for 2018-2020 and the updated goal for 2016-2018. There is a stakeholder’s focus group meeting scheduled for Tuesday, September 19, 2017 with the car rental agencies and the restaurant to discuss new goals and comments on those goals. Also, there is a Public Hearing scheduled for September 26, 2017 for a look at the goals. A public notice will be sent out on this meeting. At this time a fall outreach has not been scheduled.*
15. Terminal Program Report – *Heery Mr. Pope introduced extensions of his staff with Heery, Shelby Stach and Erwin Williams. With the new additions to his staff, the report looks nicer and there is a PowerPoint presentation to go through. Mr. Pope gave updates on all the aspects of the projects that are ongoing with the new terminal program. Mr. Pope stated the airport did get the AIP 49 Entitlements which is about \$2.3 million in Federal grants. The 5-year CIP is being updated to be submitted to the state on November 1, 2017. The State Outlay Program FP&C funding is going forward with no objections to the CMAR. Special items are being procured and it isn’t that the terminal will be divided up but some items will be procured in conjunction with the FP&C. The design development is 25% and there was a long session on September 12, 2017 with a look at where RS&H is with the development not only with the terminal building but the roads and cost estimates. The QTA is about 60% design by the end of the month. The demolition package is ready to go out once the EA is approved. For the remainder of the month there will be continued discussions on the CIP consultation with the FAA and DOTD. There will also be discussion with the FAA about the Environmental Assessment and the impacts of the SHPO requirements now and the RTR Signal relocation. Chairperson Garrett asked if CMAR is ready to go. Mr. Pope stated CMAR is ready to go and it is pre-loaded into the Central Auction House website and will be released at 2:00 p.m. on September 14, 2017. Commissioner Guilbeau asked if Mr. Pope could email a list of the date sequence and schedule of meetings. Unfortunately, the CMAR will not be approved in October due to the thirty (30) day reviews that are necessary. Whether or not the Public Bid Laws are applicable they are taken into account for all the dates and timelines for the meetings and there will be a thirty (30) day notice prior to all advertisements. The following schedule of dates and meetings for CMAR are:*

<i>RFQ Release</i>	<i>Sept 14, 2017</i>
<i>Pre-Proposal Meeting</i>	<i>Sept 26, 2017</i>
<i>End of RFQ Questions</i>	<i>Oct 11, 2017</i>
<i>3SOQ Due</i>	<i>Oct 18, 2017</i>
<i>Shortlist</i>	<i>Nov 1, 2017</i>
<i>Interviews</i>	<i>Nov 6-10, 2017</i>
<i>Recommendation &amp; Selection</i>	<i>Nov 15, 2017</i>

*Chairperson Garrett asked if this will be ready for the November meeting and the meeting happens the week before. A special meeting will need to take place for the recommendation and approval.*

16. LFT Airport Monthly Fiscal Review (August) — 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**

17. Runway 11-29 Rehabilitation (Michael Baker International)
18. I-49 Support Services (Michael Baker International)
19. Master Plan (DSA) – Update
20. Runway 29 EMAS Installation Work Order 8 (AECOM) – Update
21. Cargo Facility (MBSB) – Update
22. ATCT – Chiller Upgrades (MBSB) - Update
23. LRA, ATCT – Interior Upgrades – 2016 (MBSB) – Update
24. Sterile area Expansion Restaurant/Bar Build Out – Update *Executive Director Picou stated Mr. Stielper with MBSB will give an update. Mr. Stielper stated there are two contracts related to the work. Both contracts are through Oakwells with Mike Reily, American Glass work has progressed very well with minor items left. The only part left on their end is finishing the glass that separates the atrium area/bar area and take down the glass that separates the sterile area/bar area. The sticking point has been with Siemens putting the special lock on the door leading into the kitchen. As of September 12, 2017, the special lock was submitted to the fire marshal and rejected and asked for a re-submittal. MBSB is working with Siemens to get through some issues with the special lock. An anticipated approval for this week will lead into the work being done next week and the glass would be a day or two following. Mr. Stielper stated he is not sure if TSA needs to approve it before it is installed. Executive Director Picou stated there are two authorities that are both on Life Safety. The fire marshal takes it as immediate Life Safety and TSA looks at if someone goes through the door and gets on an aircraft and cause Life Safety issues at that point. The airport is currently working on this process. Commissioner Guilbeau asked if approximately fifteen (15) days everything could be completed. Mr. Stielper agreed on this timeframe.*

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

## **XIV. Adjourn**

**RESOLUTION - #2017-9-R1-03 – Adjourn**

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

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

**NAYS:** None

**ABSENT:** Segura

**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.**



**PROCEEDINGS OF THE LAFAYETTE AIRPORT COMMISSION MEETING OF THE LAFAYETTE REGIONAL AIRPORT OF LAFAYETTE, STATE OF LOUISIANA, TAKEN AT A SPECIAL MEETING OF SEPTEMBER 13, 2017 HELD AT 200 TERMINAL DRIVE, LAFAYETTE, LA.**

**ATTENDANCE**

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

**ABSENT:** Matt Cruse

**ADMINISTRATIVE STAFF:** Steven Picou (Executive Director), Stephen Oats (Legal Counsel), Mary Green (Comptroller), Catina Theriot (Secretary), Daniel Elsea (Deputy Director).

**GENERAL AUDIENCE:** Ashley Simon (Environmental Compliance Officer), Rene Cotton (Properties Administrator), Robert Callahan (Sides and Associates), R. Keith Broussard (KCB Capital Mgmt), Robert P. Billeaud (J.B. Mouton, LLC), Claudia Boutte (Three Frenchmen Janitorial).

**I. CALL TO ORDER:**

Chairperson Garrett called the Special Commission Meeting of September 13, 2017 to order at 4:51 pm.

**II. PLEDGE OF ALLEGIANCE**

**III. INTRODUCTION/ROLL CALL**

**IV. SCHEDULED BUSINESS**

A. 2018 Budget Review – Discussion/Action—

Executive Director Picou stated this is for the Commissioners' review and if there are questions Mrs. Green can answer them. The budget will not be voted on until the October LAC Regular Commission meeting. Mrs. Green has spent a copious amount of time preparing this budget and it looks like the LAC's budget is a healthy one. There are several projects to do and will be conducted with internal money with this upcoming year.

Mary Green presented three packets (2018 Proposed Budget, Additional Backup, and Unaudited Financials)

Mrs. Green start off this year's Annual Budget with a continuation of the Commission and staff's efforts over the last several years in anticipation of the terminal project to optimize this organization's financial health. Just like any prudent individual planning ahead the LAC has made conservative efforts to monitor expenses, develop and expand income sources, build reserves, and generally demonstrate sound fiscal decisions and policies with each annual budget. The LAC has been mindful of the financial criteria and benchmarks needed in the event the Commission may find it necessary to apply for and take on future debt in order to achieve the completion of the project and to make the best use of funding sources. These actions have been necessary to put the LAC in the best possible position to get optimal rates and terms as well as to confirm the LAC's ability to repay any additional debt within the current revenue structure and all with saving the

taxpayer's dollars in mind.

2018 Proposed Budget—First page is a summary that reflects a proposed budget that is balanced and adds and additional \$869,004.00 as seen on line 24. Total Operating Receipts there's a small 1% increase from 2016 to 2018. On line 16 there is a 10% increase from 2016 to 2018 for Total Operation Disbursements. There's a 3% increase to the budget from 2017 to 2018 budget estimates. For revenues with no change in expenses. Both segments are discussed in detail on the next pages of the summary. The 4% decrease shown on line 20 for other Income is a number that includes a budgeted decrease related the recent LCG council decision to not roll forward the millage of 1.71 and instead is using the 1.58 mils to calculate the budget for 2018. Line 22 shows the amount proposed to be spent on capital items and improvements in 2018 and will be discussed further in detail. The amount for Debt Service on line 23 for 2017 shows the LAC continues to have no debt.

Land rentals shows a very small percentage and dollar decreases as seen on line 25. This compares the 2018 Budget to both the 2016 Actual and the 2017 Budget. These small increases are largely due to annual CIP increases in their individual lease terms. Mrs. Green pointed out on lines 17 and 18 the Olivia Rae Farms is now under Blue Mountain Air.

Hangar rentals have very small changes from 2016 Actual and 2017 Budget on line 35. The drop in UPS revenue on line 29 due to the completion of the Cargo Facility and the resulting move in 2017 and these will show up in the building category. These are the only hangars the LAC receives rental income from and all the other increase are due to CIP increases in their individual lease terms.

Terminal rents show a 3% decrease comparing 2018 budget to Actual 2016 budget numbers as seen on line 51. However, when comparing to the 2017 budget there is a 4% increase. Airport terminal rents are controlled by the 92-1 ordinance, meaning overall airline rents (lines 37-39) will see a small increase as well as the rent car vendors (Lines 40-44) when comparing to the 2017 Budget. In addition, the 2015 rental car agreements updated with the minimum annual guarantee for each of the rent car vendors so the estimated revenues for 2017 are clearly confidently calculated. Line 45, Acadiana Tap House, shows an increase in revenue due to the inclusion of the bar and restaurant into the secure area the LAC will continue to conservatively calculate their rent based on the actual monthly revenues for the past year and the minimum annual guarantees stated in their lease. Other leases in the rent category remain the same or have small increases due to individual lease terms.

Building rents shows the largest dollar increase in revenues comparing the 2018 budget to both 2016 Actual and 2017 budget as seen on line 20. This result is almost entirely made up of the completion occupation of the new Cargo Facility by UPS and FedEx and Worldwide Services. In addition, while the LAC expected environmental issues for AVIS service facility on Line 12 will be completed this year the LAC is not accounting for the \$40,000 of additional revenue for the usage of the entire facility takes place. Other notable changes on line 2 is the increase in Moss Motors leases due to an updated appraisal and online 3 the 310 Shepard property is being vacated for demolition in 2018. Other leases remain the same or have small increases due to their individual lease terms.

Under Other Incomes, Total Fuel Flowage Fees continue to slowly decline (Line 28) over the last few years. For 2018, Mrs. Green lowered the budgeted amount slightly to align with the trend. The expected revenue for 2017 should be about the same as 2016 so this amount should provide the LAC with an accurate revenue position for 2018. Per LAC's Fuel Flowage Ordinance fuel rates are 10 cents per gallon received. Landing Fees show a 1% decrease for 2018 to 2016 Actual as seen on line 36. There

is a respectable 5% increase over 2017 budget number. This is about a \$49K increase that is largely governed by Ordinance 92-1. There are about four flights a day less than previous years, airlines are using larger aircrafts with larger capacity and combined with the Ordinance increase rates this revenue category will increase slightly for 2018. In addition, to the airlines Ordinance 92-1 have been applied to the cargo operators as well. For the remaining incomes on line 38, as you know in 2015 the short-term parking lot increased by 106 spaces, however, the 2017 enplanement numbers are lower than expected.

Based on the enplanement information, Line 37 Parking Tolls, shows a conservative drop of 3%. Line 38 Interest Income shows a notable increase in the rates and the LAC's current fund levels. There's no recognition that many additional interest related to the terminal tax fund account as that tax is not available for the LAC's operating budget. Line 39 Other Operating Income such as insurance reimbursements from tenants and commissions, continue to be level. The decrease in this category from the 2017 budget is largely due to a more conservative approach to the variable types of revenues. On line 42 the Ad Valorem millage projection amounts remain conservative estimated at or below the 2016 Actual levels but equal to the 2017 budget projections and as previously stated this takes in account the recent actions from LCG to not roll forward to the 1.71 millage. Line 43, overall the total revenue for 2018 is estimated to be about \$30K less than 2016 actual but is projected to be 3% more than 2017's budget which is about \$295K.

Chairman Guilbeau asked the LAC received the assessed value from Mr. Conrad Comeaux yet and Mrs. Green stated not yet. Commissioner Guilbeau asked where is it shown the daily rental car charges that are being charged for the design of the rental car facility. Mrs. Green stated those charges are PFC's and those are not budgeted items so they will not show up in the budget.

Expenditures are separated out by management and audit purposes into Administrative and General Maintenance categories. The payroll and on cost accounts under both categories, which is lines 3, 4, 5, and lines 24, 25, and 26 require specific notes. The difference between 2016 actual and 2016 budget numbers can be attributed to not being fully staffed for much of the year. There are several personnel changes and attrition movements along with a couple of new hires that starting pay positions all under the governance of the LAC ten year Pay Plan. The 2017 and 2018 budgets show a reset of those payroll positions and the on-cost budget numbers as well. For 2018 the LAC is budgeted as being fully staffed. In addition to the 2018 payroll amounts the Parochial Retirement accounts are lowered for 2018 as the rate has been lowered for 2018 to 11.5% from 12.5%. Line 22 Administrative cost will rise by 5% from 2016 actual figure but will actually be 1% higher than 2017 budget. On line 45 while General Maintenance is increasing by 20% from 2016 actual budget numbers there's only a 1% decrease to last year's budget number.

Significant differences and explanations include on lines 8 and 12 of the Administrative section that is the LAC's General Liability insurance and professional fees. You can see there is a an approximate \$40K decrease to our insurance cost due to a change in carriers while there is a \$40K projected increase in Professional Fees due to additional consulting and additional legal fees associated with construction projects.

Line 32 and 33 under General Maintenance- Obstruction Clearance this is for tree growth removal of airport and nearby property per FAA regulations. No costs were incurred in 2016 and the 2018 projection is just slightly higher than last year's projection. Line 33 Environmentals- the actual cost for 2016 were below budget and

part since environmental expenses that were expected did not materialize. The 2018 budget number is a baseline figure for annual groundwater monitor sampling, asbestos assessments, and other typical environmental issues indicted for 2018. Lines 47-50 other expenses are all budgeted from contracts. The 8% change on line 51 from 2016's actual number includes a new contract to ARFF, a 9% increase to the Leo officer contract with no real change to the janitorial cost as a result of an RFP last month. Parking Management fees on line 49 are calculated based on being 23% parking tolls budgeted revenue. The differences result in no percent or dollar change from the 2017's budget and other expenses. While all these changes result in an overall increase of 10% as seen on line 52 as compared to Actual 2016 Expenses there's actually a less than \$16K change

Page 5 is the Compensation Projections. This page shows the LAC employee positions and corresponding pay ranges according to the ten-year pay plan adopted by the Commission action in 2012 and the year 2018 will be the seventh year in the plan. The calculated increases are shown by position and uses the last column of the employee's anniversary month to show what is actually needed for 2018's budgeted purposes.

Page 6 is Major Capital Projects that have been submitted for approval and included in the 2018 budget. These have been included but it does not indicate their certainty in the plans. Full explanations of all these items were emailed out last week and they are included in detail in the Additional Information packet. Any questions need to be directed to Steven Picou.

Chairman Guilbeau gave an at-a-boy to maintenance for line 12, new John Deere tractor, if you read the supporting documents the tractor was a 1983 model.

**V. OTHER BUSINESS- None**

**VI. PUBLIC COMMENTS - None**

**VII. ADJOURN**

RESOLUTION 2015-9-R1-01: Commissioner Skinner moved to adjourn the Special Commission Meeting of September 13, 2017 at 4:51p.m. Commissioner Guilbeau seconded this motion and the vote was as follows:

AYES: Guilbeau, Hebert, Skinner, Tabor

NAYS: None

ABSENT: Cruse, Segura

MOTION CARRIES

*The Presentation is available in a digital and audio file at the Lafayette Airport Commission Office at 222 Jet Ranger X Drive. Lafayette. LA 70508.*

**PROCEEDINGS OF THE LAFAYETTE AIRPORT COMMISSION MEETING OF THE LAFAYETTE REGIONAL AIRPORT OF LAFAYETTE, STATE OF LOUISIANA, TAKEN AT A CMAR PRE-PROPOSAL MEETING OF SEPTEMBER 26, 2017 HELD AT 200 TERMINAL DRIVE, LAFAYETTE, LA.**

**ATTENDANCE**

**COMMISSION:** Valerie C. Garrett (Chairperson)

**ADMINISTRATIVE STAFF:** Steven Picou (Executive Director), Daniel Elsea (Deputy Director), Rene Cotton (Properties Administrator), Jon Pope (Heery)

**GENERAL AUDIENCE:** Jane Kulick (LA PTAC), R. Keith Broussard (KCB Capital Management), Romel J Charles (Romel Enterprises Inc.), William Lemoine (Lemoine Co.), Janine Coleman (Big Beakers Enterprises LLC), Ron Thomas (Thomas Branded Construction), Danny Kennerson (Bayou Tester), Myesha Brown (Envoy), Robert P. Billeaud (Holder – JB Mouton), Ian Trahan (Patriot), Ken Raymond (VTSI), Richard Fielding (Holder-JB Mouton), Stuart Billeaud (Holder – JB Mouton), Paul Dorsey (Manhattan Construction), Shelby Stach (Heery), Mike Rice (The Lemoine Co.), David St. Etienne (Ultimate Technical Solutions), Bryant Carter (BRC Construction Group, LLC), Paul Johnson (Phoenix Global Engineers & Construction, Inc.), Tiffany Thomas (Thomas Branded Construction), Greg Ellison (The Lemoine Co.), Van Champagne (The Lemoine Co.), Donald Cravins (Jackson & Tull), Debra Woods (CC Painting), Reginald Mangum (Custom Tint Solutions), Norisha Kirts (NRK Construction).

Executive Director Picou introduced himself and stated this is the CMAR Pre-Proposal meeting. Executive Director Picou introduced staff as Jon Pope, Heery International PMCM, RS&H as the Architectural and Engineering firm working with the airport on the design of the new terminal, Chairperson Garrett, Daniel Elsea, Deputy Director, Rene Cotton, DBE Liaison Officer, and Catina Theriot, Secretary. Chairperson Garrett welcomed everyone for coming and stated the airport appreciates everyone for being here at the meeting. Mr. Pope announced Mrs. Theriot will validate parking tickets for this meeting. Mr. Pope emphasized everyone needs to sign in and the sign in sheets will be incorporated into the addendum and will be available on the airport's webpage. This is a non-mandatory meeting this time and this is the CMAR Pre-Proposal meeting. Mr. Pope will address most of his concerns to the prime contractors (leading team members) in which will actually be submitting proposals. One key criteria the airport is looking for is demonstrated experience within the past five (5) years holding a prime contract for \$25 million terminal construction project. If you have not held this type of contract in the past five (5) years then you are a sub consultant, sub-contractor, or supplier. In this case the subs want to meet the prime contractors as they will be working for them and not directly for the airport. Mr. Pope stated luckily for those businesses there are other chances to meet with the prime contractors. There is a meeting at 5:00 p.m. for the Public Hearing of the DBE goals, and at 5:30 p.m. is the match making session for all business and individuals to meet the prime and sub-contractors.

Mr. Pope introduced members of his staff; Judith Dangerfield from Metro Source will be handling the DBE Program Development and monitoring for the program, and Shelby Stach with Heery.

Mr. Pope went over the overview of the airport property. Hangar 9 will be demolished and the vast majority of the new terminal building construction will take place in that area. QTA, Quick Turn Around will be developed for the rental car facilities. The roadway will be redesigned and there have been previous talks about a parking garage, but this item is deferred for now because of the parking demand. Included in this project is only surface parking which will increase from 850 to over 1000 spaces. A large part of the project will be repaving the taxiways and the ramp that will support the new facility.

The new terminal design was selected by the Commission and chosen by the public. The airport will be looking for concepts from constructors on how to finish out the look of the new terminal building.

Mr. Pope went into detail of the layout of the inside of the terminal and what the overall design should entail.

Terminal Program Schedule: The airport is awaiting on the Record of Decision from the FAA on the Environmental Assessment to move forward. This is anticipated in the first quarter of 2018. Once the Record of Decision is received there are two essential projects that will not be part of the CMAR process: Hangar Demolition and the Rental Car Facility. Some early contracts will clear the area for terminal work for roadways and parking and will be phased construction through the two-year duration of the terminal construction. There are different funding sources for the early packages. The airfield is a flexible portion of when it will be completed. The terminal building will be built and the old terminal will be demolished all while maintaining operations.

CMAR Procurement Schedule: the CMAR RFQ was released on September 14, 2017 and the Pre-Proposal Meeting/DBE Outreach happens September 26, 2017.

End of questions Oct 11, 2017; SOQ Due Oct 18, 2017; Shortlisted Firms Notified Nov 1, 2017; Interviews of Shortlisted Firms Nov 6-10, 2017; Selection Committee Makes a Recommendation Nov 15, 2017; LAC Selects CMAR Nov 15, 2017. There are revisions to the current solicitation documents compared the one released in May/June 2017. Mr. Pope went over the SOQ requirements that the airport will be looking for through the proposal and it should be a max of thirty (30) pages.

Mr. Pope went over the SOQ criteria and how the airport's selection committee will be scoring the packets. Mr. Pope mentioned it is about the management approach how the Prime contractors work with the LAC. It is noted the previous clients for reference projects will be contacted and the DBE compliance will be looked at in the scoring process. The match making session will be a good reference for prime contractors to have a list of the subs that were met with and had conversations with. It would be nice to state how the prime contractors followed up with them.

Heery will be doing the administrative paperwork and filling in the proper information for the selection committee.

The scoring matrix will be used and then the two will be combined for an overall score.

Mr. Pope announced following this meeting is the public Hearing and then the DBE Outreach Match Making session. Questions need to be sent in writing to Mr. Pope and the deadline is October 11, 2017.

**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.**

**PROCEEDINGS OF THE LAFAYETTE AIRPORT COMMISSION MEETING OF THE LAFAYETTE REGIONAL AIRPORT OF LAFAYETTE, STATE OF LOUISIANA, TAKEN AT A SPECIAL MEETING OF OCTOBER 12, 2016 HELD AT 200 TERMINAL DRIVE, LAFAYETTE, LA.**

**ATTENDANCE**

**COMMISSION:** - Valerie C. Garrett(Chairperson), Paul A. Guilbeau (Vice Chairman).

**ADMINISTRATIVE STAFF:** Steven L. Picou (Executive Director), Catina Theriot (Secretary), Rene cotton (Properties Administrator/DBELO/ACDBELO), Judith Dangerfield (Metro Source/Heery), Daniel Elsea (Deputy Director), Jon Pope (Heery), Shelby Stach (Heery).

**GENERAL AUDIENCE:** illegible (DK Enterprises), Elizabeth Abdulla (Abform Workwear), Damon Arceneaux (DK Enterprises), Kenneth Arvie (KWA), Robert Billeaud (Holder J.B. Mouton AJV), Stuart Billeaud (Holder J.B. Mouton AJV), Ralph Broussard (KCB Capital Management), Myesha Brown (Envoy), Robert Callahan (Sides & Associates), Alejandro Carrillo (Perfection Construction), Bryant Carter, Sr. (BRC Construction Group, LLC), Van Champagne (Lemoine Company), Romel Charles (Romel Enterprises, Inc.), Lori Cody (La First Title, LLC), Janine Coleman (Big Beavers Enterprises, LLC), Donald Cravins (Jackson & Tull), Samuel Dickson (KMAD), Paul Dorsey (Manhattan Construction), Ben Dye (Prime OCC Med), Janeen Elaine (Perfection Construction), Greg Ellison (Lemoine Company), Mary Field (Compliance Consultants, Inc), Stephen Field (Compliance Consultants, Inc.), Richard Fielding (Holder J.B. Mouton AJV), Peter Forest (Forest Photography, LLC), Joycelin Francis (Francis Janitorial), Lawrence Francs (Balthazar Electrils), Robin Francs (Balthazar Electrils), Trevor Gauthreaux (V Informatix), Robyn Hamilton (The Hamilton Experience), Paul Johnson (Pheonix Global Engineers and Construction, Inc), Danny Kennerson (Bayou Tester), Norisha Kirts (NRK Construction), Todd Kojis (Patriot), Jane Kulick (La PTAC), Jordan Landry (Line-X Acadiana), William Lemoine (Lemoine Company), Lenden Lewis (Lewis Services), Reginald Mangum (Custom Tint Solutions), Dalia Matthew (Global Market Enterprise), Dorthy Nairne (Delta Builds), Morgan Olivier (LR&A Companies), Jeff Ray (Abform Workwear), Ken Raymond (UTSI), Courtney Reynolds (Greater SWL Black Chamber of Commerce), Mike Rice (Lemoine Company), Larry Richard (Larry Richard and Associates), Trevor Richard (Scout Security), Rob Rush (La First Title LLC), Brooke Smith (LR&A), David St. Etienne (Ultimate Technical Solutions), TiffanyThomas (Thomas Branded Construction), Ron Allen (Thomas Branded Construction), Erica Tillman (DK Enterprises), Ian Trahan (Civil Design and Construction), Yvette Tudury (Vast Industries), Padma Vatsaval (V Informatix), Debra woods (CC Painting and Pressure Washing).

Executive Director Picou welcomed everyone and introduced himself. Executive Director Picou introduced Chairperson Garrett. Chairperson Garrett welcomed everyone and thanked them for coming to the meeting. Chairperson Garrett mentioned Commissioner Guilbeau was in attendance as well and the Commission is looking forward to working with everyone in the future. Executive Director Picou introduced Mrs. Cotton as the airport's DBE liaison officer and instrumental in the process. Executive Director Picou stated this is a great turn out and this is about the DBE goal that will be set for the airport next year and for the terminal project along with the ACDBE goal. Mrs. Judith Dangerfield, representing Heery will also address any questions later on.

Mrs. Cotton stated the purpose of this meeting is to take questions and comments on the goals as they are presented. The DBE goals are being updated for 2016-2017 and the current goal is 7.31% and the updated proposed goal is 8.3%. The goals for the ACDBE program, the airport does not have a concessions goal but the airport is looking at a 2.1% for the concessions and 1.22% for the rental cars which would stay the

same. The methodology for each goal is posted on the airport's website. The airport will be taking questions or comments on the proposed goals through November 3, 2017. Once answers to questions are compiled the answers will be posted on the airport's webpage by November 13, 2017. The information will also be sent to the FAA.

At that time questions were taken:

Q: When does the project start?

A: Mrs. Dangerfield stated these are overall goals for the airport and has to be submitted to the FAA. These are not specific to just the project and are overall for all DOT spending for the airport. Mrs. Cotton stated the current goal is 7.31% and the airport is proposing to change that to 8.3%.

Q: What is the date to change the goal?

A: Mrs. Cotton stated November 13, 2017 the answers to questions will be posted.

Q: Does the airport have an audit procedure in place to monitor and make sure all goals are met on each project?

A: Mrs. Cotton stated yes, the airport has one.

No more questions, Mrs. Cotton stated directly following the meeting is the DBE Match Making session located in the Main Conference Room located adjacent to the Sub Conference Room.

*The Presentation is available in a digital and audio file at the Lafayette Airport Commission Office at 222 Jet Ranger X Drive. Lafayette. LA 70508.*