

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

ATTENDANCE

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

ABSENT: Bryan Tabor

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), Broutin Sherrill (RS&H), Terry Crownover (MSTC), Michael Hixson (Michael Baker Int'l), Natalie Graham (Michael Baker Int'l), Adam Thibodeaux (Domingue Szabo & Associates), Art Marullo (LPSO), Rodney Richard (Bayou Vermilion District), Emile Ancelet (Bayou Vermilion District), James H. Glasgow (Next Generation), Reid Sellers (Sugarland Exterminating), Alivia Vidrine (J&J Exterminating), Blake Borel (J&J Exterminating), Mike Imnel (Next Generation), Jeff Brevelle (Next Generation).

I. CALL TO ORDER:

Chairperson Garrett called the Regular Commission Meeting of October 11, 2017 to order at 5:30 p.m.

II. PLEDGE OF ALLEGIANCE

II. INTRODUCTION/ROLL CALL

III. PUBLIC HEARING 2017 BUDGET – Chairperson Garrett opened the Public hearing at 5:34 p.m. for questions or comments from the public. There were no questions or comments after three calls and the Public Hearing was closed at 5:35 p.m.

IV. APPROVAL of the Minutes of the Special Budget meeting of September 13, 2017, the Regular meeting of September 13, 2017, the CMAR Pre-Proposal Meeting of September 26, 2017, the Public Hearing of DBE Goals of September 26, 2017, and the Internal Affairs meeting of October 4, 2017.

RESOLUTION - 2017-10-R1-01: Approval of the Minutes of the Special Budget meeting of September 13, 2017, the Regular meeting of September 13, 2017, the CMAR Pre-Proposal Meeting of September 26, 2017, the Public Hearing of DBE Goals of September 26, 2017, and the Internal Affairs meeting of October 4, 2017.:

MOTION: Commissioner Guilbeau moved the Lafayette Airport Commission accept minutes of the Special Budget meeting of September 13, 2017, the Regular meeting of September 13, 2017, the CMAR Pre-Proposal Meeting of September 26, 2017, the Public Hearing of DBE Goals of September 26, 2017, and the Internal Affairs meeting of October 4, 2017. Commissioner Hebert seconded this motion and the vote was as follows:

AYES: Guilbeau, Hebert, Skinner, Segura, Cruse

NAYS: None

ABSENT: Tabor

MOTION CARRIES

V. CHAIRMAN'S COMMENTS: Chairperson Garrett recognized the re-appointment of Commissioner Cruse. Chairperson Garrett stated she is glad he is still with the Commission. Chairperson Garrett gave Executive Director Picou an at-a-boy for all his efforts in working sometimes in the early morning hours and some late evenings taking care of things for the airport.

VI. PUBLIC COMMENTS: Mr. Emile Ancelet, Bayou Vermilion District, presented a preliminary plan for improving their facilities and building a new building onsite. The plan is to circulate water from the Vermilion River and have it filter back into the Vermilion after remediation. There will be a cascading rock weir, a natural swamp area, fishing pier, pond, settling pond and then the water will go out into the river. Mr. Ancelet explained their plans for an Environmental facility along with a water analysis site. The (BVD) Bayou Vermilion District will work with Mrs. Simon, LAC Environmental Compliance Officer, on making sure this project follows the environmental processes. Commissioner Skinner asked if the water from the Vermilion will be cleaned up through the new filtration system. Mr. Ancelet stated they are working with LUS on grants to improve the water and the project will be a functioning exhibit that will serve as a cultural and environmental hub right next to the airport. Commissioner Guilbeau asked if the floor elevation of the new building will be higher than the ring levee. Mr. Rodney Richard stated the building will be one foot above the highest flood level in the area. Executive Director Picou stated with this new building it changes the airport layout and it triggers mechanisms inside of the FAA. The staff supports this and once BVD goes through the process with Mrs. Simon's help then the BVD will come back for full approval from the Commission. This was an informational presentation only.

Mr. Jeff Brevelle, Next Generation, asked for an amendment to their lease or some other negotiation to get repairs done to the building so operations can continue. Mr. Brevelle discussed several things that needed repair to the hangar. Mr. Brevelle provided pictures in a slide presentation. The most important item is the leaking roof that is causing mold. Mr. Brevelle stated the repairs are more than they can handle right now and are asking for help with improvements and repairs to the building. Chairperson Garrett stated Next Generation assumed the lease from American Aviation. Commissioner Guilbeau asked if legal counsel looked at the lease to see if the airport would be responsible for the work. Mr. Oats, Legal Counsel, stated the lease is standard and states repairs and maintenance are the responsibilities of the tenant. Chairperson Garrett stated it needs to be decided if it is repairs or improvements. Chairperson Garrett stated Next Generation needs to present what the needs are and then the Commission could be presented with the information and go forward. Commissioner Cruse stated in the past the LAC took on the repairs to the tenant's building repairs such as Acadian. Chairperson Garrett stated repairs were not covered by the LAC with regards to mold as there were extenuating circumstances that caused the mold and the airport did not take responsibility. Mr. Brevelle asked what happened to the roof assessment that happened at the airport for approximately twelve years. Mr. Brevelle asked what happened to those funds collected by the Commission. Executive Director Picou stated those funds were for specific tenants. Chairperson Garrett indicated Executive Director Picou will research the roof assessment and see if it could apply to Next Generation. Commissioner Segura stated the collected monies were about \$250.00. Chairperson Garrett stated there will be a separate inspection done by someone else for comparison; lease agreement will be looked over by legal counsel for an opinion on the lease agreement assumption. The objective is to get some resolve by the November Regular Commission meeting. Mr. Brevelle stated more work can be done but not until the current issues can get fixed. Mr. Brevelle also encouraged Commissioners to go to

the hangar and see the repairs needed as the pictures on the slide presentation don't do them justice. Commissioner Skinner asked if Mr. Brevelle has plans for improvements. Mr. Brevelle stated he has quotes lined up but has no concrete plans because they are stalled at this point. Mr. Brevelle sent those plans to Executive Director Picou and Chairperson Garrett met with Mr. Brevelle and Mr. Glasgow and discussed giving (30) thirty days before Next Generation would come and address the Commission. Chairperson Garrett stated she did go out to the hangar and see the things brought up by Mr. Brevelle and she agrees it is better to see in person than in the pictures. Chairperson Garrett encouraged the Commissioners to go out and look at the hangar and see the repairs needed. Commissioner Guilbeau stated when the lease was renewed, Mr. Richard gave a tour of the building and he did not point out any of the problems mentioned. Mr. Brevelle stated the inspections did not capture these problems either, and Executive Director Picou stated inspections captured some of the water leaks. Mr. Brevelle thanked the Commission.

VII. COMMISSIONER'S COMMENTS: Commissioner Guilbeau stated he wanted to congratulate Commissioner Cruse on his re-appointment for another four (4) years. Commissioner Guilbeau stated there has been a lot of publicity on the terminal costs of \$130 million. Commissioner Guilbeau stated he has received calls and has been accused of misrepresenting the sales tax presentation. Commissioner Guilbeau wants to assure the public the terminal costs is not \$130 million and the LAC is on budget within the \$90 million area. Commissioner Guilbeau requested there be a presentation at the next Regular meeting of the terminal project costs and all future released material needs to be the cost of the terminal and not the total cost of the project. Chairperson Garrett stated after the last press release there have been several inquiries about the cost of the terminal and Executive Director Picou addressed those inquiries. Chairperson Garrett stated Mr. Callahan will separate the terminal costs when putting out any more information about the terminal. Chairperson Garrett thanked Executive Director Picou and Mr. Callahan for participating in the Autism Society's "Think Tank" trivia night. Chairperson Garrett stated the autism society does a lot for the Acadiana area and she appreciated the airport's participation in this fundraising event.

VIII. DIRECTOR'S REPORT:

1. Recognition of LAC Staff and Commissioner's October Birthdays
There are No October birthdays.
2. Airport Badging – *Executive Director Picou stated the airport is conducting an audit and appreciates everyone for participating in the audit by presenting their badge.*
3. Aviation Fun Day – October 21, 2017 – *Executive Director stated the event is completely booked.*
4. Surplus Update – *Executive Director Picou stated as the airport closed the public auction there were several items that had winning bids. The vehicles on the auction did not meet the reserve and will be placed back on auction. Items that received zero bids will be disposed of.*
5. New Signage in Parking Lot - *Executive Director Picou gave an at-a-boy to Republic Parking for updating their signage providing a better look as you drive into the airport. Republic Parking paid for the new signage.*
6. Painting of Terminal - *Executive Director Picou gave an at-a-boy to the Maintenance department for painting the front of the terminal and the staircase on the west side of the terminal building was freshly painted with fresh maroon paint. This was done in-house.*
7. Records Retention - *Executive Director Picou stated the airport staff has cleaned up the "dungeon" file room and items have been separated for shredding. The LAC will shred documents once approval from the state comes back for shredding/disposal of documents.*

Mrs. Theriot has located three shredding companies and one with a low bid has been selected. The shredding company will take the items off site for shredding which is cost savings for the airport. Commissioner Skinner stated at one time a building was designated for the files. Executive Director Picou stated after the shredding and RFP will be put out for digital records retention.

8. Rene – DBE/ACDBE Certification Training - *Executive Director Picou gave an at-a-girl to Mrs. Cotton for receiving this DBE/ACDBE Certificate training which has not been received by anyone in the past.*
9. Oakwells Bar and Kiosk - *Executive Director Picou stated the bar is open and you can purchase alcoholic beverages on both the secure and non-secure side of the terminal. Passengers can also purchase hot food on the secure side and there have been a number of gathered passengers in the new area. There are communications with TSA on items getting scanned into the area. Oakwells will have signage put up notifying passengers or the public alcoholic beverages can be purchased on the restaurant side of the non-secure area of the terminal.*
10. Security Services – Terminal The one-year contract for Terminal Security Services will end on December 31, 2017. A Request for Qualifications (RFQ) is being advertised and qualifications are due on November 1, 2017.
11. Windstream Communications – Automatic Renewal – 11/16/17 – 11/15/18 – The contract for phone services (line and access) ends on November 15, 2017 and automatically renews for one year. All terms remain the same. Monthly fees vary. The average monthly cost is \$2,468.82.
12. Terminix – Termite Program – 200 Terminal Drive – Automatic Renewal – 12/1/17 – 11/30/18 with automatic renewals until 2019. Annual cost \$321.00.
Added items: Executive Director Picou mentioned on October 13-15, 2017 Festival Acadien is happening. The Atakapa Trail will be used on airport property and Legal Counsel helped with an indemnification to be filled out then the airport will receive copies.
Executive Director Picou stated in front of the Commissioners is a No Further Action document for the Avis site. This is the site Avis was cleaning up since 2002 which had contamination. The airport had negotiations with the rental cars a few years ago and this was one area that needed cleaning and the area is finally cleaned up. Commissioner Guilbeau stated once the airport receives the (NFA) notice of No Further Action he advises the Commission to proceed with collection of rentals from the time the contamination was approved until the date the airport received the letter.
Executive Director Picou stated in front of the Commissioners is a letter from FP&C stating Priority 2 monies were not funded and this was anticipated. The airport has the Priority 1 numbers and is working with The Picard Group on ensuring the airport heads in the right direction as it deals with FP&C Priority 1, Priority 2, and Priority 5 numbers, which is funding for the terminal building from the state.
Executive Director Picou mentioned himself, Mr. Elsea, and Mrs. Green would be traveling to Natchitoches to attend the LAMA conference Louisiana Airport Management association from Sunday, October 15, 2017 through Wednesday, October 18, 2017. Chairperson Garrett asked who would be running the airport and that would be Giles Menard, Operations Manager.
Executive Director Picou mentioned at the end of October Chairperson Garrett and he would be traveling to Washington, D.C. to meet with FAA headquarters and our delegation.
13. Fly Lafayette/Passenger Statistics/Sides & Associates Report - *Mr. Callahan stated in September there were 31,941 passengers. Load factors were Delta 68.5%, American 59.9%,*

and United had 58.6%. The Fly Lafayette Club had some maintenance done and found duplicate entries and currently has 9,776 members with 14 winners out of 550 entries. A list of winners is in the Commissioners' packets. The next GA Outreach "Coffee Call" will be on Thursday, November 10, 2017 at 8:30 a.m. and will be held at Signature Flight. The airport has the upcoming event of Aviation fun Day on October 21, 2017 and the event filled up in (12) twelve hours off of one Facebook post. Chairperson Garrett asked Mr. Callahan how long it will take to get to 10,000 members. Mr. Callahan stated he is hoping before the end of the 2017 year and there are ways to promote Fly Lafayette Club. Mr. Callahan stated it is a seasonal thing. Commissioner Cruse asked if a comparison to previous years could be included in the packet to know the trend of passenger activity. Executive Director Picou asked for Mr. Callahan to expand on what the ten thousandth member would receive. Mr. Callahan stated the member would be randomly selected from frequent users. The winner would win a prize from every sponsor in that month and be encouraged to attend the monthly Commission meeting to receive the prizes. Currently, new banners are hanging in the terminal promoting once a year a drawing for two free airline tickets to anywhere in the United States.

14. Financials - In the Commissioners' packets for review.

IX. Scheduled Business - Discussion Items

1. Executive Director's Performance and Compensation Evaluation – Discussion/Action – Commissioner Hebert stated the Internal Affairs Committee met on October 4, 2017 to review the tabulated results of the evaluation of the Executive Director. The evaluation came out very good on the superior side of excellent with 4.52 out of a 5.0 scale. After discussion, the committee recommended a 5% increase in salary for the Executive Director. Also, the committee recommended to the full Commission a few cosmetic revisions to the evaluation form that is in the Commissioners' packets.

RESOLUTION -2017-10-R1-2: Executive Director's Performance and Compensation Evaluation – Discussion/Action:

MOTION: Commissioner Guilbeau moved the Lafayette Airport Commission grant a merit salary increase of 5% as recommended by the Internal Affairs committee and be awarded to the Commission's Executive Director. Commissioner Guilbeau stated it is custom to grant a merit increase on the anniversary date of the Executive Director. Mr. Oats, Legal Counsel, stated it is written into the LAC Pay Plan on the anniversary date and that is how it was handled for the Executive Director's first year. Commissioner Skinner seconded this motion and the vote was as follows:

AYES: Guilbeau, Hebert, Skinner, Segura, Cruse

NAYS: None

ABSENT: Tabor

MOTION CARRIES

RESOLUTION -2017-10-R1-3: Executive Director's Performance and Compensation Evaluation – Discussion/Action:

MOTION: Commissioner Hebert moved the Lafayette Airport Commission approve the form as recommended by the Internal Affairs committee. Commissioner Segura seconded this motion and the vote was as follows:

AYES: Guilbeau, Hebert, Skinner, Segura, Cruse

NAYS: None

ABSENT: Tabor

MOTION CARRIES

X. Scheduled Business – Consensus Items

1. 2018 Proposed Budget – Approval
2. Pest Control RFP – Award of Contract – Approval
3. ARC DataExpert – Contract Renewal – Approval
4. Sheriff Mark Garber – Work Detail Inmate Program – Contract Renewal – Approval
5. University of Louisiana Lafayette (Marine Survival Training Center) – Lease Extension – Approval
6. 2018 Capital Improvement Program – LA DOTD Aviation – Approval
7. Runway 29 EMAS – Elliott Construction – Change Order #1 – Approval *Item was pulled due to incomplete information.*

RESOLUTION - #2017-9-R1-04 – Scheduled Business - Consensus Item(s)

MOTION: Commissioner Segura moved to accept Consensus Items 1 through 6 with the exclusion of item 7. The motion was seconded by Commissioner Skinner and the vote was as follows:

AYES: Guilbeau, Hebert, Skinner, Segura, Cruse

NAYS: None

ABSENT: Tabor

MOTION CARRIES

Executive Director Picou stated on the Pest Control RFP Award of Contract Approval – The LAC advertised for Request for Proposals for Pest Control Services and there were five (5) companies which submitted proposals. Contract period shall be for fourteen (14) months with four (4) one –year automatic renewals periods. After review by LAC Staff and Vice Chairman Guilbeau, LAC staff recommends award of contract to Sugarland Pest Control.

XI. Reports

8. The Picard Group – Monthly Report- *In the Commissioners’ packets*. Report available on airport website.
9. DBE Program Report – *Mrs. Cotton stated during the month of September the ACDBE goals and methodology for 2018-2020 were updated and submitted to the FAA on October 2nd. The Rental car goal is 1.2% up from the previous 1.04% and the concessionaire goal is set at 2.1%. A concessions managers meeting was held on September 21st to review the goals. Also, the DBE goals for 2016-2018 were updated as a result of new projects at the airport and also submitted to the FAA. The goal submitted is 8.3% up from the previous 7.31%. A public hearing was held on September 26, 2017 for both ACDBE and DBE goals. The LAC will receive public comments until Friday, November 3, 2017. Based on comments received the goals will be reviewed and/or recalculated if necessary. Following the public hearing was a matchmaking session where potential prime bidders met with DBE firms for exchange of information and matchmaking. There were two potential prime bidders JB Mouton and the Lemoine Company present. Also, representatives from ULL Small Business Development Center and (PTAC) Louisiana Procurement Technical Assistance participated in the matchmaking. There were sixty-two (62) DBE firms present for the session. The matchmaking session was held again on Saturday, October 7, 2017 and there were two*

DBEs in attendance. At this time there is no update on the DBE Policy approval from the FAA.

10. Terminal Program Report – Heery Mr. Pope, Heery Program Manager, stated the LAC and Heery would meet with the FAA at the LAMA conference in Natchitoches, LA. Executive Director Picou and Chairperson Garrett will be heading to Washington, D.C on November 1, 2017 and Mr. George Groh will be in attendance as well. The PFC's are scheduled to be collected by the airlines on November 1, 2017. Commissioner Guilbeau asked if the Commission would get a monthly report on the PFC. Executive Director Picou stated there will be a monthly report produced after airline's get this rolled out. Program Development – Matchmaking session was held on September 26, 2017 and a large number showed up in anticipation of meeting with the prime contractors. The terminal is currently at the 25% design level and will be at the 30% design level in November 2017. The QTA car rental design has its separate funding source and is moving a little faster. This project had its 60% design level meeting on October 10, 2017. The CIP will be submitted before November 1, 2017. The CMAR qualifications will be due October 18, 2017 and this will take a major part of Heery's time.
11. LFT Airport Monthly Fiscal Review (August) — Report available on airport website www.lftairport.com. Executive Director Picou stated Fiscal Review is in the packet as well.

XII. Project Updates

12. Runway 11-29 Rehabilitation (Michael Baker International) Commissioner Guilbeau asked if the substantial completion date listed in the report will still be a viable date. Mr. Michael Hixson, Michael Baker International, stated unfortunately on the last round of finalization the contractor had strips that don't meet specifications and work needs to be completed for the discoloration on the runway. The date will be extended due to these fixes and the contractor will adjust the cost.
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. ATCT – Chiller Upgrades (MBSB) - Update
18. LRA, ATCT – Interior Upgrades – 2016 (MBSB) – Update
19. Sterile area Expansion Restaurant/Bar Build Out – Update

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 Segura and the vote was as follows:

AYES: Guilbeau, Hebert, Skinner, Segura, Cruse

NAYS: None

ABSENT: Tabor

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.