

**PROCEEDINGS OF THE LAFAYETTE AIRPORT COMMISSION MEETING OF THE LAFAYETTE REGIONAL AIRPORT OF LAFAYETTE, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING OF JANUARY 10, 2018 HELD AT 200 TERMINAL DRIVE, LAFAYETTE, LA.**

**ATTENDANCE**

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

**ABSENT:** Matt Cruse

**ADMINISTRATIVE STAFF:** Steven Picou (Executive Director), Stephen Oats (Legal Counsel), Rene Cotton (Properties Administrator), Mary Green (Financial Comptroller), Catina Theriot (Secretary).

**GENERAL AUDIENCE:** Robert Callahan (Sides and Associates), Jon Pope (Heery), Art Marullo (LPSO), David Leslie (RS&H), Terry Crownover (MSTC), Ben Theall (MSTC), Claudia Boutte (3FJ), Madlyn Prudhomme (3FJ).

**I. CALL TO ORDER:**

Chairperson Garrett called the Regular Commission Meeting of January 10, 2018 to order at 5:30 p.m. Chairperson Garrett stated she hoped everyone enjoyed a wonderful holiday and experience great joy and prosperity in the new year. Chairperson Garrett stated the newly elected officers for 2018 year are as follows: Valerie Garrett – Chairperson, Paul Guilbeau – Vice Chairman, and Paul Segura – Secretary/Treasurer.

**II. PLEDGE OF ALLEGIANCE**

**III. INTRODUCTION/ROLL CALL**

Chairperson Garrett recognized Mr. Kevin Naquin and Mr. Bruce Conque as being elected Chair and Vice-Chair of the Lafayette City Parish Council. Also, Mrs. Liz Hebert and Mrs. Nanette Cook were recognized, particularly Mrs. Liz Hebert as Chairwoman of the Lafayette Public Utilities Authority. Chairperson Garrett congratulated all individuals.

**IV. APPROVAL of the Minutes of the Regular Meeting of December 13, 2017 and the Legal Committee Meeting of December 19, 2017.**

RESOLUTION - 2018-1-R1-01: Approval of the Minutes of the Regular Meeting of December 13, 2017 and the Legal Committee Meeting of December 19, 2017:

MOTION: Commissioner Segura moved the Lafayette Airport Commission accept minutes of the Regular Meeting of December 13, 2017 and the Legal Committee Meeting of December 19, 2017. Commissioner Skinner seconded this motion and the vote was as follows:

AYES: Guilbeau, Segura, Skinner, Tabor, Hebert

NAYS: None

ABSENT: Cruse

MOTION CARRIES

**V. CHAIRMAN'S COMMENTS:** Chairperson Garrett moved item 3 under Executive Director's Report to Consensus (2018 Maintenance Vehicle (Budget Item)) and pulled item A. 3 Frenchmen Janitorial Services from Consensus Items for another time. Chairperson Garrett stated the selection of 2018 Committee Members are as follows: Internal Affairs (Finance) – Chairman Bryan Tabor, Vice Chairman John Hebert, Member Paul Guilbeau, and Alternate Paul Segura. Chairperson Garrett stated this committee meet as soon as they can to evaluate the Executive Director, and review Home bank and Raymond James for the

airport's options with financing. Chairperson Garrett asked for all information be sent to the Internal Affairs Committee Chair for a meeting to be set up soon as possible. The Legal Committee (Leases & Contracts) has Chairman Paul Guilbeau, Vice Chairman Timothy Skinner, Member Paul Segura, and Alternate John Hebert. The Strategic (Public Affairs Planning & Projects) Committee has Chairman Paul Segura, Vice Chairman Matt Cruse, Member Bryan Tabor, and Alternate Timothy Skinner. Chairperson Garrett recognized and thanked Mr. Terry Crownover in the audience. Chairperson Garrett, Executive Director Picou, and Mr. Robert Callahan did unannounced site visits to some of the tenants during the cold days of December 27<sup>th</sup> & 28<sup>th</sup>, 2017. Mr. Crownover took the time to show Chairperson Garrett, Executive Director Picou, and Mr. Callahan around the property of the Marine Survival Training Center and invited all to a Coffee Call at the facility. Chairperson Garrett again thanked Mr. Crownover for attending and stated the Commission will take him up on his offer to have one of the Coffee Calls at his facility.

**VI. COMMISSIONER'S COMMENTS:** None

**VIII. PUBLIC COMMENTS:** None

**VIII. DIRECTOR'S REPORT:**

1. Recognition of LAC Staff and Commissioner's January Birthdays  
Jamie Pridgen – Maintenance Worker – 1/21  
Giles Menard – Operations Manager – 1/30
2. Giles Menard Earns ACE – *Executive Director Picou stated an email was sent to Commissioners on this and the certifies Mr. Menard as an Airport Certified Employee. Mr. Menard is one step closer to his full accreditation.*
3. 2018 Maintenance Vehicle (Budget Item) - Budgeted for 2018 is \$ 28,000 for a maintenance vehicle. The vehicle will be purchased from the LA state contract (#4400010205). The base cost for the Ram 1500 Series Crew Cab is \$ 24,512.00. Replaces 2010 Ford 150 with 107K miles. 2010 Ford F150 will be sent to surplus. *(Item moved to Consensus)*
4. Sugarland Exterminating Co. – 224 Tower Drive Termite Plan – Automatic Renewal - Automatic Renewal (2/1/18 – 1/31/19).
5. Central Auction House – Electronic Bidding Contract – Automatic Renewal - The agreement with CAH provides assistance with electronic bidding services by providing access to proprietary software for compliance with Act 590. The agreement will automatically renew on February 4, 2018 for one year. There is no charge to LAC.
6. OAG (FlightView, Inc.) – Mobile Web Site (Addendum) – Automatic Renewal - The Addendum for Enhanced Services for the mobile website will automatically renew for one year (2/10/18 – 2/9/19). The Monthly Subscription fee is \$200.00 (The account is registered to LAC, Sides pays \$200.00 monthly fee for enhanced services).
7. Envoy/Maintenance – *Executive Director Picou stated he received an email from Envoy/American Air Lines Station Manager dated December 28, 2017, thanked Mr. Thibodeaux in Maintenance for going out during odd hours to fix their door late at night.*
8. 310 Shepard Update – *Executive Director Picou stated this building was occupied by BP and PHI and it will be taken down with the terminal progress. The keys were turned in on January 10, 2018.*
9. TSA LEO Reimbursement – Update – *Executive Director Picou reported there was information from the Federal Security Director that all airports nationwide were going to lose their funding for Law Enforcement Officers at the Checkpoint. With continued resolutions and things happening in Washington, DC, the airport will receive funding through March 31, 2018 and possibly will continue through the remainder of 2018.*
10. State Bond Commission Update – *Executive Director Picou stated the airport is on the agenda for January 18, 2018 State Bond Commission meeting. The Picard Group and other*

*associates has indicated the resolution will be recommended for approval of the Short-Term Financing.*

11. *Year End Tenant Visits – Executive Director Picou stated Chairperson Garrett indicated some tenants were visited right after Christmas. The visits were unannounced and it was a pleasant way to get feedback and see some operations of those tenants visited. Continued visits will occur to various tenants.*
12. *Vandalized Christmas Decorations – Executive Director Picou reported Christmas Soldier decorations were vandalized in the airport. The video surveillance was not helpful with the position of the soldiers and Oakwells video did not capture the vandalization.*
13. *FAA Meeting Update – Executive Director Picou stated he attended a meeting in Dallas/Fort Worth on December 14, 2018 referencing Terminal Building Funding. The LAC was promised \$10M in discretionary funds and told the LAC would be made whole by the end of the project.*
14. *EDA Grant Update – Executive Director Picou stated the airport is in a grant application process for \$1.5M and the airport is the first organization in Lafayette to do this process online verses paper application. Mr. Pope stated a decision should be made before the end of the Fiscal year September 30, 2018.*
15. *113 Borman Drive - Avionic Solutions – Letter of Termination – LAC is in receipt of correspondence from Mr. Joey Calandra, President of Avionic Solutions, providing forty-five (45) day notice of termination. The lease ended on 8/31/17 and tenant is currently on month-to-month status. LAC Staff will coordinate exit inspection with tenant. Executive Director Picou stated Mr. Calandra is requesting the lien two and that will have to be brought before the Commission for approval.*
16. *Travel to Washington, D.C. – Executive Director Picou stated Chairperson Garrett and himself will be traveling at the end of January to Washington, DC to meet with the FAA and delegation. The purpose would be to give updates on where the airport is and give updates from the December 14, 2017 meeting.*
17. *Fly Lafayette/Passenger Statistics/Sides & Associates Report - Mr. Callahan stated in December there were 33,108 passengers. For the year, 2017, there has been a decrease of 14,692 passengers which is 6.89%. Load factors for the year were approximately 411,000 passengers. Load factors were Delta 87.5%, American 69.4%, and United had 61.9%. This year 2017 will probably end up close to last year's numbers meaning the economy has turned for the better and people will start flying more. The Fly Lafayette Club currently has 9,900 members with 14 winners out of 520 entries. A list of winners is in the Commissioners' packets. Mr. Callahan was working on scheduling the next GA Outreach which is scheduled for February 1, 2018 at 8:30a.m. at Bell Helicopter.*
18. *Financials - In the Commissioners' packets for review.*

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

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

- A. *3 Frenchmen Janitorial Services Contract – Assumption by Claudia's Cleaning Services, LLC – Approval Item was pulled per Chairperson Garrett.*
- B. *Bernhard Mechanical - Terminal & ATCT HVAC Preventative Maintenance - Exercise of Option 4 – Approval*
- C. *Uniform Program – Award of Contract - UniFirst – Approval Executive Director Picou stated Mr. Thibodeaux, Maintenance Supervisor, did a lot of homework/research on pricing different uniform companies and this will end up saving the airport several hundred thousands of dollars compared to Cintas.*
- D. *Marine Survival Training Center - Lease Extension – Month to Month - Approval*
- E. *2018 Administrative Vehicle (Authorization to Bid) – Approval – Executive Director Picou stated this is a Chevrolet Tahoe that is not on state contract and that is why it needs to go*

out for bid. Mrs. Cotton looked into a piggyback off of another contract but there are none at this time. Commissioner Guilbeau stated LCG just started advertising for their bid and maybe there is something the airport can piggyback off of.

F. Lafayette Airport Rates and Charges Study – Heery Task Order #10 – Approval – Executive Director Picou stated as the airport is moving through with the new terminal there needs to be an internal process for rates and charges verses ordinance base. The airlines will have input after this is essentially established.

G. Taxiway Foxtrot – Authorization to Bid – Approval

Item 3 2018 Maintenance Vehicle (Budget Item) - Budgeted for 2018 is \$ 28,000 for a maintenance vehicle. The vehicle will be purchased from the LA state contract (#4400010205). The base cost for the Ram 1500 Series Crew Cab is \$ 24,512.00. Replaces 2010 Ford 150 with 107K miles. 2010 Ford F150 will be sent to surplus. (This item was removed from Director’s Report and added to Consensus Items.

#### RESOLUTION - #2018-1-R1-02 – Scheduled Business - Consensus Item(s)

MOTION: Commissioner Skinner moved to accept Consensus Items B through amended item H (Item 3 from Director’s Report). The motion was seconded by Commissioner Guilbeau and the vote was as follows:

AYES: Guilbeau, Segura, Skinner, Tabor, Hebert

NAYS: None

ABSENT: Cruse

MOTION CARRIES

#### **XI. Reports**

- H. The Picard Group – Monthly Report- *In the Commissioners’ packets.* Report available on airport website. *Executive Director Picou stated the airport is still working with The Picard Group on the SHPO (State Historian Preservation Office) and the Environmental Process.*
- I. DBE Program Report – *Mrs. Cotton stated the airport has had discussions with the FAA in December 2017 on the reports that were submitted to them. Now the airport is working on the revisions that were provided by the FAA and the reports will be resubmitted to the FAA. The next couple of months there will be updated reports that will be submitted to the FAA. At this time there is no DBE Outreach scheduled, but there is a planning meeting scheduled next week with Lemoine/Manhattan and projected dates for the next outreach will be discussed. In the past, the month of April has been the first quarter target so that date may still be selected for the DBE Outreach. Chairperson Garrett asked what would be topics considered for this outreach. Mr. Pope stated it would be a true meet and greet with general contractors and the procurement schedule will be discussed at that time.*
- J. Terminal Program Report – *Heery Mr. Pope, Heery Program Manager, stated the FAA is the gatekeeper on the airport moving forward. The SHPO is being worked on with the FAA. It has been declared discretionary funds are available for FY 2018. Funding for the terminal project is underway through different funding sources. The Enabling Project were under review and once the Environmental Assessment comes back the airport can proceed with the first demolition project. The QTA project will fall right behind the first demolition with bids going out as soon as the Environmental Assessment is considered ok.*
- K. LFT Airport Monthly Fiscal Review (November) — 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**

- L. Runway 11-29 Rehabilitation (Michael Baker International)
- M. I-49 Support Services (Michael Baker International)
- N. Master Plan (DSA) – Update
- O. Runway 29 EMAS Installation Work Order 8 (AECOM) – Update

P. Cargo Facility (MBSB) – Update

**XIII. Other Business:** None

**XIV. Adjourn**

RESOLUTION - #2018-1-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, Segura, Skinner, Tabor, Hebert

NAYS: None

ABSENT: Cruse

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.**