

PROCEEDINGS OF THE LAFAYETTE AIRPORT COMMISSION MEETING OF THE LAFAYETTE REGIONAL AIRPORT OF LAFAYETTE, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING OF MARCH 14, 2018 HELD AT 200 TERMINAL DRIVE, LAFAYETTE, LA.

ATTENDANCE

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

ABSENT: Valerie Garrett (Chairperson)

ADMINISTRATIVE STAFF: Steven Picou (Executive Director), Stephen Oats (Legal Counsel), Daniel Elsea (Deputy Director), Rene Cotton (Properties Administrator), Mary Green (Financial Comptroller), Ashley Simon (Environmental Compliance Officer), Giles Menard (Operations Manager), Mark Thibodeaux (Facilities Manager), Catina Theriot (Secretary).

GENERAL AUDIENCE: Robert Callahan (Sides and Associates), Shelby Stach (CBRE-Heery), Terry Crownover (MSTC), Art Marullo (LPSO), Broutin Sherrill (RS&H), Nic Walts (The Picard Group), Christopher Crutch (LAC), Brandon Domingue (LAC).

I. CALL TO ORDER:

Vice Chairman Guilbeau called the Regular Commission Meeting of March 14, 2018 to order at 5:31 p.m.

II. PLEDGE OF ALLEGIANCE

III. INTRODUCTION/ROLL CALL

IV. APPROVAL of the Minutes of the Regular LAC Commission Meeting of February 14, 2018, the Internal Affairs Meeting of February 21, 2018, the Special Meeting of February 21, 2018, and the Strategic Committee of March 6, 2018.

Vice-Chairman Guilbeau stated the Strategic Committee Meeting minutes will not be approved since they are not completed.

RESOLUTION - 2018-3-R1-01: Approval of the Minutes of the Regular LAC Commission Meeting of February 14, 2018, the Internal Affairs Meeting of February 21, 2018, the Special Meeting of February 21, 2018, and the Strategic Committee Meeting of March 6, 2018:

MOTION: Commissioner Skinner moved the Lafayette Airport Commission accept minutes of the Regular LAC Commission Meeting of February 14, 2018, the Internal Affairs Meeting of February 21, 2018, the special Meeting of February 21, 2018, and with the exclusion of Strategic Committee Meeting of March 6, 2018. Commissioner Tabor seconded this motion and the vote was as follows:

AYES: Segura, Skinner, Tabor, Hebert, Cruse

NAYS: None

ABSENT: Garrett

MOTION CARRIES

V. CHAIRMAN'S COMMENTS: Vice - Chairman Guilbeau stated Chairperson Garrett was out on Family business and he would be running the meeting of March 14, 2018. Vice-Chairman Guilbeau read a statement from Chairperson Garrett. Chairperson Garrett stated regrettably this is the first meeting she would miss during her time as Chairperson. Chairperson Garrett stated she traveled to Fort Jackson South Carolina with her family to attend her son's Army graduation. Chairperson Garrett's son Specialist Adam Garrett completed his first phase of boot camp. Specialist Garrett will then go to AIT (Advanced Individual Training) then to Officer Training. Specialist Garrett is on active duty and he will serve upon completion of his training as assistant Chaplain. Vice-Chairman Guilbeau extended his congratulations to the Garrett family. Vice-Chairman Guilbeau addressed a concern of Commissioners receiving calls on their cell phones for airport business. Some Commissioners would

rather the airport business go through the airport business office. If any Commissioners would not like their cell phone numbers to be given out please send an opt out or do not hand out cell phone number memo to airport staff otherwise cell phone numbers will be given out upon request.

VI. COMMISSIONER'S COMMENTS: None

VIII. PUBLIC COMMENTS: None

VIII. DIRECTOR'S REPORT:

1. Recognition of LAC Staff and Commissioner's March Birthdays
John Hanna – Operations Specialist – 3/5
Jennifer Comeaux – Asst. Property & Accounting – 3/8
Christopher Crutch – Operations Specialist – 3/16
Wayne Breaux - Maintenance Worker – 3/22
2. LAC New Hires
Brandon Domingue – Maintenance Worker *Executive Director Picou stated Mr. Domingue is from Youngsville/Lafayette, LA area and has small engine repair knowledge. He is now part of the maintenance group and he was welcomed to the team.*
Christopher Crutch – Operations Specialist *Executive Director Picou stated he is originally from Houston area and comes from South Bend Indiana. Mr. Crutch graduated from Texas Southern University Magna Cum Lade with a Bachelor's Degree in Aviation Science. Mr. Crutch worked for AAIE and holds his certificates for ACE Airport Certified Employee, Airport Operations, and Airport Security. Mr. Crutch is working on his CM currently and will be joining Mr. Giles Menard in the Operations group. Executive Director Picou welcomed him to the team and Vice-Chairman Guilbeau welcomed both gentleman to the team.*
3. Alcohol and Drug Screening - *Executive Director Picou stated the LAC had it's first alcohol and drug screening test. Executive Director Picou volunteered to be the first employee to partake, but he also got selected. Everything went well and no one failed. These tests will be randomly performed through SECON.*
4. Full Scale Tri-Annual Exercise - *Executive Director Picou stated the airport is mandated every three years to perform this exercise in the event there is a crash. This event is scheduled for Friday, March 16, 2018 weather permitting. The event will start at 9:30 a.m. and all Commissioners are invited to attend.*
5. Audit – March 19th through March 23rd – Wright, Moore, Dehart et al. - *Executive Director Picou stated this is the airport's annual audit that will occur in the conference room at Jet Ranger X Drive.*
6. Southern Sweets, Inc. – Contract Termination – Staff received correspondence from Southern Sweets stating they will not renew the contract for gumball vending at the end of the current term May 31, 2018. Staff will reach out to the current 1st floor vendor regarding opportunities to increase their services in this area.
7. PHI – 118 Shepard Drive – Lease Termination – PHI's lease for 118 Shepard Drive will expire on June 30, 2018; PHI has provided notice that it does not wish to exercise the option term. Executive Director Picou stated this lease is shared with SLCC and they have shown interest in the space in the past. The airport has reached out to SLCC to see if they are interested in the space.
8. Bayou Vermilion District – Update on Water Research Project – LAC received notice that the FAA has approved the BVD's request for their Watershed Education Building. Staff will await further discussion with BVD regarding their project.
9. Marine Corps Reserve Facility – Security Upgrades & Erosion Repairs – The Marines have provided information for security upgrades and drainage repair plans (*which will address erosion problems*) for the facility located on Surrey Street. All upgrades and repairs will be at the tenant's cost.
10. Avis – Update *Executive Director Picou stated Avis had some hydrocarbons at a site they needed to clean up across from maintenance facility. The LAC will assess a charge for the lack of use of the*

location for collection of rents in the amount of \$144,549.07. Commissioner Segura asked why were rents not collected during the three years this area could not be used. Commissioner Segura asked who caused the hydrocarbons and Executive Director Picou stated this was an agreement that was made a few years back. Commissioner Skinner asked if Avis knows about this invoice coming to them. Executive Director Picou stated they are aware of this invoice but not the whole dollar amount that will be invoiced. Commissioner Segura stated if Avis caused the contamination they should also be responsible for the rents. Ashley Simon, Environmental Compliance Officer, stated the contamination was from an underground gas tank leak and it was a liability for anyone to occupy the space. Executive Director Picou stated the LAC never gave any indication that Avis was not responsible for the rent. This will be discussed with Avis' corporate office to manage the payment of the rents that are in arrears.

11. Bomb Threat – Update Executive Director Picou asked Sergeant Art Marullo to give an update on this item. Sergeant Marullo stated the bomb threat of June 22, 2017 is still being investigated by Lafayette City Police and ATF. Currently, the case is in suspended mode due to subpoena returns from Verizon for the phone that was used. There are no suspects at this time and as soon as something comes up, Detective David Mouton with the Lafayette City Police will contact the airport. Commissioner Skinner asked if it normally takes this long for subpoena records. Sergeant Marullo stated normally three to six months but in this case a burner phone was used and they are hard to track. Vice-Chairman Guilbeau asked who the lead agency in the investigation was and Sgt. Marullo stated it is Lafayette City Police along with ATF.
12. Environmental Assessment – Update Executive Director Picou stated the Environmental Assessment in reference to the terminal and terminal project. This has been going on for a while and back in August 2017 the FAA allowed the SHPO to provide comment that the hangar next to the terminal was historic. The LAC received communication of the letter that was sent to the SHPO office on March 5, 2018 was sent to a person that no longer works at the SHPO office and the letter is being tracked down. This has been a venture for the airport and Nic Walts and The Picard Group are working with Lieutenant Governor Nungesser to aide in tracking down the letter and moving the LAC forward with the Environmental Assessment. The letter will go back to the FAA and the FAA will issue the letters and the airport will combine all pertinent information. From there, the airport will receive a finding of no significant impact from the FAA and then the bids will be released for the enabling project to start taking these buildings down.
13. Informative Meeting – March 12, 2018 – Update -Executive Director Picou stated this was an information meeting with General Aviation group to go over some updates on things going on at the airport.
14. Transportation Security Clearinghouse (Fingerprinting system) – Automatic Renewal – The contract for the fingerprinting system to process security threat assessments will automatic renew for one-year term beginning April 13, 2018 – April 12, 2019. Scanning fee is \$3.00 per transaction.
15. Fly Lafayette/Passenger Statistics/Sides & Associates Report - Executive Director Picou mentioned the airport received a letter from Service Industry Advertising Awards stating your institution had been selected as a winner in the Fifteenth Annual Service Industry Advertising Awards. Sides & Associates has been awarded the Gold Award for Total Public Relations Campaign and DBE and the New LFT Airport. Executive Director Picou congratulated Mr. Callahan on behalf of Sides & Associates.
Mr. Callahan stated in February there were 31,669 passengers. Load factors were American 97.3%, Delta 81.1%, and United had 74.8%. The Fly Lafayette Club currently has 9,980 members with 14 winners out of 478 entries. A list of winners is in the Commissioners' packets.
16. Financials - Due to audit prep and financial year not closed out there will be no financials this month. Next month there will be January and February financials in the Commissioners' packets.

Vice-Chairman Guilbeau asked Executive Director Picou to say a little something about the good deed he helped with for the Lafayette Regional Airport and to say something about his son Mason

Picou. Executive Director Picou mentioned he had been working with Colonel Stout from the Lafayette Parish Sheriff's office. The airport received a letter from Sheriff Garber referencing cost sharing on a K-9-unit, officer, and vehicle. Executive Director Picou stated through emails and phone calls he was able to connect the Sheriff's office with Department of Homeland Security (DHS). They are in negotiations on getting a dual-purpose K-9 unit (EOD and narcotics) free of charge a cost of \$20k - \$25K asset. Executive Director Picou has not met with Colonel Stout but there is email communication and last communication was Colonel Stout was contacting someone at Lackland Airforce base to go look at the animals offered. Executive Director Picou stated he is out of the equation as of now and when he receives more information he will let the Commission know. Executive Director Picou stated his son Mason Picou was accepted in the Naval Academy Preparatory school. Mason will attend the preparatory school for ten months then from there he will go into the Navy Academy. Executive Director Picou was congratulated by members of the Commission.

IX. Scheduled Business - Discussion Items

1. Internal Affairs Committee Meeting – February 21, 2018 – Discussion/Action – Executive Director Picou stated there were a few items to be considered by the Internal Affairs. The first item was to have a title change for Maintenance Supervisor to Facilities Manager. This position is held by Mr. Mark Thibodeaux and with this comes moving him from hourly to a salary position. There were conversations in Internal Affairs to recommend Mr. Thibodeaux match the steps in pay and this number is in the Commissioners' packets. This position will now be a non-exempt a position. The second item is to have another Full Time Employee as an Operations Specialist I. Executive Director Picou read some advantages to having another Operations Specialist such as easier transition when one leaves. There will be a budget amendment when someone is hired but that will be determined when someone has an official hire date. This will come back to the Commission for the exact budget amendment. Also, in the packet for the Commissioners is an updated organizational chart. The last item is for the Security Coordinator job position. The job position has been re-written and this is a sensitive job position and this is why it was presented to the Internal Affairs committee. This is now a degree held position and the individual will need to get their ASC Airport Security Coordinator within thirty (30) days of being hired.

RESOLUTION - #2018-3-R1-02 – Scheduled Business – Internal Affairs Committee Meeting – February 21, 2018 – Discussion/Action:

MOTION: Commissioner Skinner moved to accept the Internal Affairs committee items as recommended. The motion was seconded by Commissioner Segura and the vote was as follows:

AYES: Segura, Skinner, Tabor, Hebert, Cruse

NAYS: None

ABSENT: Garrett

MOTION CARRIES

Commissioner Skinner left the meeting after voting on the Motion.

2. Strategic Committee Meeting – March 6, 2018 – Discussion /Action **Vice – Chairman Guilbeau pulled this item indefinitely.**
3. Dailey's Landscape Management – Exercise of 4th Contract Option – Discussion/Action – Executive Director Picou stated the LAC is in receipt of correspondence from Dailey's Landscape Management requesting to exercise the contract's fourth and final option term for the period May 1, 2018 – April 30, 2019. The annual contract cost is \$64,899.00 (5,408.25/month). Dailey's is requesting a 3.17% contract price increase. The new contract rate would be \$66,960.00 (5,580.00/month). The contractor has

undertaken a few repair issues associated with the irrigation system during the term of the contract. Staff recommends approval.

RESOLUTION - #2018-3-R1-03 – Scheduled Business – Daily’s Landscape Management – Exercise of 4th Contract Option – Discussion/Action:

MOTION: Commissioner Hebert made a motion to approve the staff’s recommendation for the increase in contract costs. The motion was seconded by Commissioner Cruse and the vote was as follows:

AYES: Segura, Tabor, Hebert, Cruse

NAYS: None

ABSENT: Garrett, Skinner

MOTION CARRIES

X. Scheduled Business – Consensus Items

4. Louisiana Compliance Questionnaire – LAC FY 2017 – Audit - Approval
5. RS&H WO #47 Environmental Site Assessments and Environmental Surveys - Approval
6. 2018 Cajun Man Triathlon Annual Event – September 9, 2018 – Approval
7. Master Services Agreement – Amendment #1 – HEERY International, Inc. – Sale & Name Change – Approval
8. Siemens Security PM – Contract Award - Approval
9. 2018 Administrative Vehicle – Bid Award - Approval
10. Avionics Solutions Lease Agreement – 112B Borman Drive Lean 2 – Approval Executive Director Picou stated this is being worked through with Avionics Solutions. The LAC has addressed concerns by the tenant with Legal Counsel. Commissioner Segura asked what is being asked for this tenant. Executive Director Picou stated this will allow Avionics Solutions to move into the Lean 2 that belongs to the airport. The Lean 2 was going to be torn down for expansion for Air Med but Mr. Babineaux is no longer in need of expansion so this give the opportunity for the airport to lease the space.

RESOLUTION - #2018-3-R1-04 – Scheduled Business - Consensus Item(s)

MOTION: Commissioner Cruse moved to accept Consensus Items 4 through 10. The motion was seconded by Commissioner Tabor and the vote was as follows:

AYES: Segura, Tabor, Hebert, Cruse

NAYS: None

ABSENT: Garrett, Skinner

MOTION CARRIES

XI. Reports

11. The Picard Group – Monthly Report- *In the Commissioners’ packets. Mr. Walts, The Picard Group, stated during the Special Legislative session. Mr. Walts stated there are twenty-eight bills that were filed and sent to Executive Director Picou. There are five bills that have to do with Capital Outlay. There is one bill about Human Trafficking online that needs to be posted on airport grounds. House Bill 2 has not been released yet and this is the Capital Outlay bill that the airport project is in. Mr. Walts discussed the different legislative sessions that will go on and he will keep the airport updated on anything that would change the terminal project etc. Mr. Walts explained the SHPO letter that was addressed to someone that no longer works at the office and if the letter isn’t found the process of getting signatures starts again due to the fact there were original documents mailed to the SHPO office. Report available on airport website.*
12. DBE Program Report – *Mrs. Cotton stated the airport’s updates on uniform reporting (airports dollar commitments and payments reported to the FAA) were as follows: DBE Uniform report for 2017 would be submitted on March 15, 2018 and the ACDBE uniform report for 2017 was submitted to the FAA and approved on February 28, 2018. The airport continues to work through ACDBE goals for 2018-2020. The overall DBE goal for 2016-2018 which was revised will be*

submitted to the FAA along with uniform reports on March 15, 2018. On Thursday, March 8, 2018 – Lemoine/Manhattan held the Prime Contractor’s Outreach and the participation was great. Over 35 companies were represented and over 55 participants were present., An Overview of the Construction Program, Progress Schedule and the DBE Program requirements for both the airport and Lemoine were discussed. Lemoine sent out a packet of information from the meeting on March 14, 2018 and this will be forwarded to everyone. The next Lemoine Outreach will be for the DBE Subcontractor community and will be held on April 5 & 7, 2018 at the Clifton Chenier Center. This session ill be to familiarize the DBE Subcontractors with compliance requirements for upcoming projects. Commissioner Segura asked out of the 35 companies were they potential candidates to perform the work. Mrs. Cotton stated there were companies in attendance for all aspects of the project.

13. Terminal Program Report – Heery Mrs. Stach, CBRE - Heery, stated the Environmental Assessment with the FAA still states the Record of Decision should be received in March 2018. The airport with the Project Management team is going to Fort Worth at the end of March to discuss the CMAR, CIP, discretionary funds for FY 2018, and they will meet with the RTR relocation team. LADOTD met on March 12, 2018 and the terminal program is within their Priority Programs. The airport and the project management team met with FP&C and came up with a strategy to procure equipment that will be provided to CMAR for installation. There is a continuation for EDA grant application with local EDA groups. The TSA is in discussion with the 30% design and then it will move forward with the grant. With CMAR a review of 30 % estimate reconciliation is being reviewed and putting real costs to designs. The airport met with CMAR about cash flow strategy with grants and when they can be applied and how they can be applied. Last Friday, March 9, 2018 the airport submitted RTR/RVR/ASR relocation plans to the FAA. This is one of the major steps before construction. The QTA is at 90% design and the airport is currently coordination with the rental cars to make sure the layout looks good. The demo package is 100% like Executive Director Picou stated and the airport is waiting on the Environmental Assessment. Looking ahead in April there will be a progress presentation once the Environmental Assessment has come back to the airport. Vice-Chairman Guilbeau asked on the QTA design when is the 100% forecast to be. Mr. Sherill, RS&H, stated the QTA is at 100% but the airport is going through a couple of things with the car wash and the airport is getting final permitting from the city. Commissioner Segura asked when will the airport be at the point the builder can give a cost estimate. Mr. Sherrill stated the 60% package is when the real estimate happens and it might be at the end of the summer. Commissioner Segura asked about the SHPO letter if the airport will need to start form scratch. Mr. Walts, The Picard Group, stated the letter was sent to the wrong person listed on the national database but the letter is being located. Executive Director Picou stated if the letter is not located then the process starts again. Commissioner Segura asked why the letter has to be found. Executive Director Picou stated FAA states it has to be original signatures and the SHPO office is the last to sign.
14. LFT Airport Monthly Fiscal Review (February) — Report available on airport website www.lftairport.com. Executive Director Picou stated Fiscal Review is in the packet as well.

XII. Project Updates

15. Runway 11-29 Rehabilitation (Michael Baker International)
16. I-49 Support Services (Michael Baker International)
17. Master Plan (DSA) – Update
18. Runway 29 EMAS Installation Work Order 8 (AECOM) – Update
19. Cargo Facility (MBSB) – Update

Vice-Chairman Guilbeau asked for item 15 Runway 11-29 Rehabilitation if the item is not complete for April 2018, please have a representative at the April meeting to explain why it is complete because the report has been consistent for the past three months. Executive Director Picou stated the airport reached out to the consultant through legal counsel. The airport is working through a process to have presented to either the

Strategic Committee, Legal Committee, or to hear the process of negotiations that are ongoing and to have them presented to the full Commission.

XIII. Other Business: Executive Director Picou stated he would like to present Taxiway Foxtrot Improvements – Phase I Award of Bid that is in the Commissioners’ packets for approval.

RESOLUTION - #2018-3-R1-05 – Approval to add to the Agenda

MOTION: Commissioner Segura made a motion to add item concerning the Taxiway Foxtrot Improvements - Phase I Award of Bid to Other Business on the Agenda. The motion was seconded by Commissioner Cruse and the vote was as follows:

AYES: Segura, Tabor, Hebert, Cruse

NAYS: None

ABSENT: Garrett, Skinner

MOTION CARRIES

Executive Director Picou stated presented for review and consideration is the Bid Tabulation and Engineer’s recommendation from Domingue, Szabo, and Associates for Taxiway Foxtrot Improvements – Phase I project. There were four responsive bidders, with the proposed lowest bidder as Cecil Perry Improvements. Base Bid: \$4,242,144.50 Alternate#1: \$641,685.00 Alternate #2: \$856,470.00 Total Bid with Alternates: \$5,740,300.00. The projects as scoped was included in the State DOTD’s Aviation Priority Program for 2016 and 2017 for the following: 2017: \$2.9M 2016: \$2.8M. Costs associated with the project, including engineering and construction, are to be paid through grants and budgeted the LAC’s Capital Improvements Plan appropriations. Staff recommends approval of Engineer’s recommendation and award of bid. Further contract approval will be contingent upon receipt of grants.

RESOLUTION - #2018-3-R1-06: Commissioner Segura made a motion to accept the bids.

Commissioner Cruse seconded this motion and the vote was as follows:

AYES: Segura, Tabor, Hebert, Cruse

NAYS: None

ABSENT: Garrett, Skinner

MOTION CARRIES

XIV. Adjourn

RESOLUTION - #2018-3-R1-07 – Adjourn

MOTION: Commissioner Segura made a motion to Adjourn. The motion was seconded by Commissioner Hebert and the vote was as follows:

AYES: Segura, Tabor, Hebert, Cruse

NAYS: None

ABSENT: Garrett, Skinner

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.