

**PROCEEDINGS OF THE LAFAYETTE AIRPORT COMMISSION MEETING OF THE LAFAYETTE REGIONAL AIRPORT OF LAFAYETTE, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING OF MAY 9, 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:** None

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

**GENERAL AUDIENCE:** Robert Callahan (Sides and Associates), Shelby Stach (CBRE-Heery), Terry Crownover (MSTC), Pearly Lemaire (MSTC), Broutin Sherrill (RS&H), Linda Smith (CBRE|Heery), Frank Malagarie, Bryan O'Connor (Lemoine/Manhattan), David Leslie (RS&H), Brian Smith (Michael Baker International), Erroll Babineaux (Air Med), Rusty Bellard (Skywalker Aviation), Adam Thibodeaux (DSA), Levi LeBourgeois (Royal), Mitch Andrus (Royal), Bob Giles (Skywalker Aviation), Matthew Stuller (Skywalker Aviation), Marcus White.

**I. CALL TO ORDER: (5:30:00)**

Chairperson Garrett called the Regular Commission Meeting of April 11, 2018 to order at 5:30 p.m.

**II. PLEDGE OF ALLEGIANCE**

**III. INTRODUCTION/ROLL CALL**

**IV. APPROVAL of the Minutes of the Legal Committee Meeting of April 9, 2018, the Regular LAC Commission Meeting of April 11, 2018, and the Legal Committee Meeting of April 30, 2018.**

RESOLUTION - 2018-5-R1-01: Approval of the Minutes of the Legal Committee Meeting of April 9, 2018, the Regular LAC Commission Meeting of April 11, 2018, and the Legal Committee Meeting of April 30, 2018:

MOTION: Commissioner Segura moved the Lafayette Airport Commission accept minutes of the Legal Committee Meeting of April 9, 2018, the Regular LAC Commission Meeting of April 11, 2018, and the Legal Committee Meeting of April 30, 2018. Commissioner Skinner seconded this motion and the vote was as follows:

AYES: Guilbeau, Segura, Skinner, Tabor, Hebert

NAYS: None

ABSENT: None

MOTION CARRIES

**V. CHAIRMAN'S COMMENTS:** None

**VI. PUBLIC COMMENTS:** None

**VII. COMMISSIONER'S COMMENTS:** Commissioner Guilbeau stated the airport has both an engineering firm and a program/construction firm. Commissioner Guilbeau stated these two firms have sub-contractors working for them and he would like information about these sub-contractors sent to all the Commissioners. The information requested is who the subs are working for, the date of service, the amount of the service, and when the sub-contractors were paid. Executive Director Picou stated he would get staff to provide this information to the Commissioners.

**VIII. DIRECTOR'S REPORT:**

1. Recognition of LAC Staff and Commissioner's May Birthdays  
Aline Nelson – accounting Clerk – 5/5  
Chad Brown – Maintenance worker – 5/18  
Ashley Simon – Environmental Compliance Officer – 5/23  
Keith Theriot – Maintenance worker – 5/23  
Catina Theriot – secretary – 5/31
2. 1<sup>st</sup> Quarter Safety Meeting – *Executive Director Picou stated this occurred on Friday, April 20, 2018 at the Maintenance facility. This included the safety meeting for both the first and second quarters. Executive Director Picou thanked Commissioner Skinner, Guilbeau, and Garrett for attending this meeting.*
3. LAC Open Job Positions - *Executive Director Picou stated current job openings are the Security Coordinator and an FTE Operations Specialist. Mr. Menard is conducting ongoing Skype interviews for the Operations Specialist position. Security Coordinator position closed on May 19, 2018 and interviews for that position are scheduled for next week with Executive Director Picou and Deputy Director Elsea.*
4. Honor Flight – *Executive Director Picou stated the flight is scheduled for May 28 – 30, 2018. This Honor flight will carry WWII veterans to Washington, D.C. to visit various monuments. This flight is privately funded by Brookshires. The average person on this flight is ninety-three (93) years young. Commissioner Guilbeau asked if the airport could have something for these veterans from Sides & Associates. Executive Director Picou stated certainly when the veterans leave Lafayette Regional Airport on their way to Washington, D.C. the airport can have something for them. Chairperson Garrett suggested a little care package of goodies from the airport for these veterans traveling on this Honor Flight.*
5. TSA – Security Point Media - *Executive Director Picou stated TSA has new processing bins sponsored by Opelousas General Hospital. Opelousas General reached out to Security Point Media and requested to have their information on the new TSA processing bins. Each bin is tagged for processing through the x-ray machine and TSA employees can identify which bin needs to be checked. (Executive Director Picou held up one of the new bins as a prop to show the Commissioners and he stated Clear Channel was not contacted due to Security Point Media having a contract specifically with TSA).*

*Commissioner Guilbeau asked about the issues with TSA. Executive Director Picou mentioned there have been long lines in the early morning hours for the three airline flights which leave within a short time of each other. Executive Director Picou mentioned someone from TSA will be in the terminal on Thursday morning, May 10, 2018, to observe the TSA line and to try and identify the issues causing the passengers to miss their flights. Another issue causing problems is the Oakwells kiosk not being available for passengers to get coffee or something to eat. Oakwells' manager Mr. Reily has been in communication with Executive Director Picou about the issue. Oakwells is instructed to follow their lease agreement and open up the restaurant and the kiosk on the sterile side in a timely manner for passengers. Chairperson Garrett stated she had issues with Oakwells kiosk not being opened when she flew out last week. Chairperson Garrett has also received phone calls about the long TSA lines and explained the new procedures for screening passengers. Once the process was explained some understood the wait.*

6. Airport 101 Video – *Executive Director Picou stated this is an informational video being put together by Sides & Associates.*
7. K9 Training – *Executive Director Picou stated Sgt. Marullo in coordination with US K9 services and the Lafayette Parish Sheriff's Office will conduct limited K9 training in the airport.*
8. Employee Recognition – *Executive Director Picou awarded the LAC's receptionist, Cindy McDaniel, with a certificate of appreciation for all the hard work she has done in saving the airport money with new cellphones issued and with all the work she put in with answering the phones, handling work orders, ordering supplies, and helping the office run smoothly.*

9. Environmental Assessment – Update – *Executive Director Picou was happy to report the airport now has the Environmental Assessment in hand and there will be a legal notice put in the paper soon. The next step would be to have the demo package out for bid and things will move quick.*
10. Flightview (Mobile website) – Automatic Renewal – The contract for the mobile website will automatically renew 6/8/18 – 6/7/19. All terms remain the same. The cost if this service is \$110.00/month.
11. Flightview (Weather Map Display) – Automatic Renewal – The contract for the weather map display will automatically renew 6/13/18 – 6/12/19. All terms remain the same. The cost of this service is \$288.00/month.
12. Terminix – 114 Borman Drive – Termite Program \_ Automatic Renewal – One-year automatic renewal 6/2/18 – 6/1/19. Annual charge is \$306.00.
13. Fly Lafayette/Passenger Statistics/Sides & Associates Report - *Mr. Callahan stated in April there were 39,087 passengers. Load factors were higher in recent months with Delta 90.0%, American 78.1%, and United had 72.0%. The Fly Lafayette Club currently has 10,093 members with 14 winners out of 580 entries. A list of winners is in the Commissioners' packets.*
14. Financials - *Executive Director stated the April 2018 financials are in the Commissioners' packets for review and there were no questions or comments.*

Vice-Chairman Guilbeau asked Executive Director Picou to say a few words on the airport greeting and the LUS trucks. Executive Director Picou stated the airport has a greeting from Mayor Robideaux playing on the public-address system in the terminal. This greeting is a welcome address from Mayor Robideaux and there is communication of a French version being played as well. LUS trucks were on seen for the power outage that occurred on Monday, May 7, 2018. Executive Director Picou mentioned LUS trucks were seen across the airport property and restored power to the terminal in a short period of time.

**IX. Scheduled Business - Discussion Items**

1. O&M Ad Valorem – Airport Millage 2018– Discussion/Action – Executive Director Picou stated annually, the Lafayette Parish Tax Assessor’s Office provides information to levied millages for the current and upcoming year and requires the governing body to vote on its adoption. This information usually comes in June, but it is not expected to change since this is not a reassessment year. These O&M funds support LAC’s costs for Airfield Maintenance, ARFF, Security, Insurance, Environmental, and Utilities among other expenses. Staff suggests that the LAC maintain for 2018 the approved rate of 1.58mils and forward to the Lafayette Consolidated Government for action.
 

1997	1.46	1998	- 1.46	1999-	1.46
2000	1.41 (based on reassessment rate was lowered)				
2001	1.24 (based on special reassessment rate was again lowered) (November 2001 voters approved O&M rate of 1.71 mils)				
2002	1.41				
2003	1.71				
2004	1.59 (based on reassessment taxing agencies were required to roll-back the rate to 1.59)				
2004	1.71 (adjusted back to the prior year’s rate of 1.71 as approved by voters)				
2005	1.71				
2006	1.71				
2007	1.71				
2008	1.71				
2009	1.71(based on reassessment taxing agencies were required to roll-back the rate to 1.71)				
2009	1.71 (adjusted back to the prior year’s rate of 1.71 as approved by voters)				
2010	1.71				
2011	1.71				

2012	1.71
2013	1.71
2014	1.71
2015	1.71
2016	1.71 Proposed; Due to Reassessment year, all agencies required first to “roll-back” rate. For LAC, that was to 1.58 and LAC proposed “rolling forward” back to 1.71 rate. LCG Council approved the “roll-back” to 1.58 mils but failed to approve the “roll forward”. (Annual difference between 1.71 mils and 1.58 mils is approximately \$360,000)
2017	1.58
2018	1.58

RESOLUTION - #2018-5-R1-02 – Scheduled Business – O&M Ad Valorem – Airport Millage 2018 –

Discussion/Action:

**MOTION:** Commissioner Guilbeau moved to accept the O&M Ad Valorem Airport Millage for 2018 at 1.58 mils. The motion was seconded by Commissioner Skinner and the vote was as follows:

AYES: Guilbeau, Segura, Tabor, Hebert, Skinner

NAYS: None

ABSENT: None

MOTION CARRIES

2. Lease Policy – Legal Committee – Discussion/Action – Executive Director Picou stated the Legal Committee has met and vetted an updated Lease Policy for the Lafayette Airport Commission. Enclosed for your review are two versions of the policy (included in packet):

Version 1 – Appraisal 1, d. allows:

In the event lessee/applicant submits written notice of disagreement with LAC’s appraisal, with or without its own appraisal, LAC may negotiate with the lessee/applicant to attempt to reach a fair market rental amount agreeable to both parties.

Version 2 – Appraisal 1, d. allows:

In the event lessee/applicant submits written notice of disagreement with LAC’s appraisal, with or without its own appraisal, LAC may negotiate with the lessee/applicant to attempt to reach a fair market rental amount agreeable to both parties; but in no event will the negotiated amount be less than ninety percent (90%) of the highest appraised rental amount.

The following recommendations are presented:

1. It is recommended the threshold for an appraisal be set at \$25,000.00 of expected annual rent in order to capture all LAC improved properties.
2. Approve Version 2, with language: In the event of a disagreement between LAC and the lessee/applicant appraisals, in an attempt to reach a fair market rental amount agreeable to both parties, can negotiate, but not in an amount, less than ninety percent (90%) of the highest appraised rental amount.

**Motions for lease policy:**

Based on the recommendations, I motion that the LAC approve Version 2 of the Lease Policy with the following change.

- The threshold for an appraisal will be set at \$25,000.00 of expected annual rent.

Commissioner Segura had questions about the appraisals and stated the LAC is in the same boat and the same problems will occur with the ninety percent (90%) version. Commissioner Segura explained back and forth with Chairperson Garrett on his reasons why it wouldn’t work and Commissioner Skinner agreed on Commissioner Segura’s reasons. Commissioner Segura asked what the difference was in the versions that were in the electronic packet verses the copy that is printed in front of the Commissioners. Chairperson Garrett and Executive Director Picou stated the only difference was the wording of the paragraph for the appraisal fair market rental amount was not the same as discussed in the Legal Committee meeting. Chairperson Garrett asked why the LAC should

have a policy if the airport will allow negotiations on appraisals and the amount of rent. Chairperson Garrett stated there are two versions to decide on and the discussion went on further about the appraisals.

RESOLUTION - #2018-5-R1-03 – Scheduled Business – Lease Policy – Legal Committee – Discussion/Action:

MOTION: Commissioner Guilbeau made a motion to accept staff's recommendation for Version 2. The motion was seconded by Commissioner Tabor and the vote was held for discussion.

The vote was amended by Commissioner Skinner for version 2. Chairperson Garrett asked Mrs. Cotton to step up and talk about the appraisals and if the airport has had any problems in the appraisal process in the past. Mrs. Cotton stated negotiations in the past were received, reviewed, and forwarded to the tenant. The tenant would have paid for the appraisal or staff worked through a negotiation on the difference. Mrs. Cotton commented on the process during PHI appraisal in past years. Commissioner Segura stated in the past the PHI appraisal caused problems in the difference on the appraisals.

Commissioner Guilbeau asked Executive Director Picou why Version 2 was selected as a recommendation. Executive Director Picou stated version two removes the ability for certain tenants to receive better deals than other tenants by removing the ability for a tenant to lobby Commissioners for special rates not grounded in a document process. Version two would limit negotiations to 90% of the highest appraisal of said property.

RESOLUTION - #2018-5-R1-04 – Scheduled Business – Lease Policy – Legal Committee – Amend Motion:

MOTION: Commissioner Skinner moved to amend the previous motion to accept Version 2 with the exclusion of the ninety percent (90%) of the highest appraised rental amount. The motion was seconded by Commissioner Segura and the vote was as follows:

AYES: Segura, Hebert, Skinner

NAYS: Guilbeau, Tabor

ABSENT: None

MOTION CARRIES

Mr. Erroll Babineaux, Air Med, got up to tell the Commission it is important for this decision to be weighed upon carefully due to this impacts the tenants that are currently on airport property. Mr. Babineaux stated if the appraisal rental amount goes up on his property he will have to make a decision about staying on airport property.

RESOLUTION - #2018-5-R1-05 – Scheduled Business – Lease Policy – Legal Committee – Vote on Amended

Motion:

MOTION: Commissioner Skinner moved to amend the previous motion to accept Version 2 with the exclusion of the ninety percent (90%) of the highest appraised rental amount. The motion was seconded by Commissioner Segura and the vote was as follows:

AYES: Guilbeau, Segura, Hebert, Skinner

NAYS: Tabor

ABSENT: None

MOTION CARRIES

3. DBE Advisory Committee (Creation) – Discussion/Action – Executive Director Picou stated in an effort to increase community awareness of the airport's DBE program, after meetings with Staff, consultants and Chairperson, it is recommended an Advisory Committee be created for community organizations to participate as advisors for the DBE and ACDBE programs. Their participation would involve working with outreach, recruitment for certification and providing input to the airport's goal setting. Authorization is requested for creation of the DBE Advisory Committee and legal counsels' review of guidelines and waiver for final LAC approval. Chairperson Valerie Garrett gave a brief overview of the guidelines of the committee and advised that the Chairperson will be the Chairperson for the advisory committee.

Chairperson Garrett stated this committee would be comprised of members that would be selected to be on this advisory committee. Commissioner Hebert asked who decides who is on the committee. Chairperson Garrett stated eleven (11) people are selected for the committee from a wide range of organizations. Commissioner Tabor stated the committee could be left open to include more organizations than what is listed in the guidelines. Chairperson Garrett stated Mr. Swartzendruber, Legal Counsel, was currently reviewing the guidelines for this committee.

RESOLUTION - #2018-5-R1-06 – Scheduled Business – DBE Advisory Committee (Creation) – Discussion/Action:

MOTION: Commissioner Skinner moved to accept the creation of the DBE Advisory Committee. The motion was seconded by Commissioner Tabor and the vote was as follows:

AYES: Guilbeau, Tabor, Segura, Hebert, Skinner

NAYS: None

ABSENT: None

MOTION CARRIES

**X. Scheduled Business – Consensus Items**

1. Oakwells Commuter Rail – 1<sup>st</sup> Option – Renewal – Approval
2. Application to Lease – Skywalker Aviation, LLC – Approval – Mr. Bob Giles stepped up to state the area needed of land for the hangar would be 21,000 square feet.
3. Taxiway Foxtrot Improvements – Acceptance of LaDOTD Grant – Approval
4. Taxiway Foxtrot Improvements – Cecil Perry Improvements Contract – Approval
5. Taxiway Foxtrot Improvements – Request for Funding – Approval
6. Taxiway Foxtrot Improvements – Domingue, Szabo & Associates, Inc. Contract Amendment – Approval
7. Runway 29 EMAS Construction – Elliott Construction Change Order #2 – Approval
8. CBRE|Heery Work Order #7 – Phase III Runway 11/29 Safety Area Improvements – Runway 29 EMAS Resident Project Representative Services – Change Order #1 – Approval
9. Runway 29 EMAS Construction – Elliott Construction Change Order #3 - Approval

RESOLUTION - #2018-5-R1-07 – Scheduled Business - Consensus Item(s)

MOTION: Commissioner Guilbeau moved to accept Consensus Items 1 through 9. The motion was seconded by Commissioner Segura and the vote was as follows:

AYES: Guilbeau, Segura, Tabor, Hebert, Skinner

NAYS: None

ABSENT: Cruse

MOTION CARRIES

**XI. Reports**

14. The Picard Group – Monthly Report- *In the Commissioners' packets.* Report available on airport website.
15. DBE Program Report – *Mrs. Cotton stated past accomplishment reports final review are being submitted to the FAA. The overall DBE goal and ACDBE goals are being prepared for public notice. The airport is working with Legal Counsel on documents for the creation of the DBVE Advisory Committee. Mrs. Cotton stated Lemoine's matchmaking outreach is scheduled for June 7<sup>th</sup> at the Heymann Center form 1p – 4pm.*
16. Terminal Program Report – *Mrs. Linda Smith, Program Manager CBRE|Heery stated the airport has received the Environmental Assessment or Finding on no significant impact (FONSI). There are two small scale reimbursable agreements paid to the FAA. There has been a confirmed duration of the RTR Facility procurement/installation. There will be a meeting to discuss funding eligible items for the Terminal Program with LADOTD. The airport submitted procurement plan and packaging additional information based on comments from FP&C. With CMAR, the airport will schedule development construction phasing and procure the temporary RTR cable. The airport will review*

*cost reconciliation and design review/input. Under the design development the airport will review the terminal interior layout and review concession, parking, and ATO. The airport submitted an update on the RTR/RVR/ASR relocation plans to the FAA. The airport is waiting on city permitting for packages. There was a rental car properties group meeting to discuss the QTA with financing discussions. The airport has the demo package bid advertisement ready for publication. Commissioner Guilbeau asked when will the airport be at the sixty percent (60%) design level. Mr. Sherrill, RS&H, stated the plan is sixty percent (60%) in sixty (60) days.*

17. LFT Airport Monthly Fiscal Review (April) — Report available on airport website [www.lftairport.com](http://www.lftairport.com). Executive Director Picou stated Fiscal Review is in the Commissioners' packets.

## **XII. Project Updates**

14. Runway 11-29 Rehabilitation (Michael Baker International) – Update Commissioner Guilbeau questioned this item. Executive Director Picou stated he received an informational agreement on this and will send to all Commissioners and he stated this is in negotiations with Legal Counsel on all sides (Michael Baker, LAC, and Coastal Bridge).
15. I-49 Support Services (Michael Baker International) - Update
16. Master Plan (DSA) – Update
17. Runway 29 EMAS Installation Work Order 8 (AECOM) – Update
18. Cargo Facility (MBSB) – Update Commissioner Guilbeau asked what the completeness of this project is. Commissioner Guilbeau requested substantial completion on future projects such as this for the airport not to have a two-page punch list.
19. Hangar Improvements (RS&H) – Update
20. Lafayette Terminal Environmental Services (EA) (RS&H) – Update
21. Noise Program (RS&H) – Update
22. North GA Pavement Rehabilitation (RS&H) – Update
23. Groundwater Monitoring (RS&H) – Update
24. Brownfields Assist (RS&H) – Update
25. Enabling Demolition Package (RS&H) – Update
26. QTA Facility (RS&H) – Update
27. Encroachment Analysis (RS&H) – Update
28. New Terminal Schematic Design (RS&H) -Update
29. Evangeline & Shepard ESA (RS&H) – Update
30. New Terminal Building (RS&H) – Update
31. Facilities Maintenance Evaluation (RS&H) – Update
32. Enabling Demo (RS&H) – Update
33. Airside Design (RS&H) – Update
34. Landside Design (RS&H) - Update
35. Taxiway J Repair (RS&H) – Update
36. RTR Facility Design (RS&H) – Update
37. Misc. Engineering Services (RS&H) – Update

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

## **XIV. Adjourn (7:09:00)**

**RESOLUTION - #2018-5-R1-08 – Adjourn**

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

AYES: Guilbeau, Segura, Tabor, Hebert, Skinner

NAYS: None

ABSENT: None

MOTION CARRIES

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