

PROCEEDINGS OF THE LAFAYETTE AIRPORT COMMISSION MEETING OF THE LAFAYETTE REGIONAL AIRPORT OF LAFAYETTE, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING OF AUGUST 8, 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, Coy Watson

ABSENT: None

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

GENERAL AUDIENCE: Robert Callahan (Sides and Associates), Frank Malagarie, Brian Smith (Michael Baker International), Rob Chomiack (CBRE|Heery), George Groh (CBRE|Heery-Kutchins&Groh), Ralph Hennessy (Michael Baker Int'l), Art Marullo (LPSO), Michael Stropola (ARFF), R. Keith Broussard (KCB Capital Mgmt), Chuck Vincent (PAHL), Brian Nicholas (PHI), Linda Smith (CBRE|Heery), Adam Thibodeaux (DSA), Mark Stielper (MBSB), Patrick McIntire (Oats& Marino), Todd Swartzendruber (Oats & Marino), Todd Vincent (sellers & Assoc.).

I. CALL TO ORDER: (5 : 31 : 00)

Chairperson Garrett called the Regular Commission Meeting of August 8, 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 July 11, 2018, the Special Meeting of July 16, 2018, the ACDBE Stakeholders Focus Group Meeting of July 18, 2018, and the DBE Public Hearing of DBE/ACDBE Goals of July 19, 2018.

Chairperson Garrett stated the DBE Advisory Committee meeting summary does not get voted on by the Commission but a summary of the meeting has been provided to the Commissioners in their packets placed in front of each of them.

RESOLUTION - 2018-8-R1-01 Approval of the Minutes of the Regular LAC Commission Meeting of July 11, 2018, the Special Meeting of July 16, 2018, the ACDBE Stakeholders Focus Group Meeting of July 18, 2018, and the Public Hearing of DBE/ACDBE Goals of July 19, 2018:

MOTION: Commissioner Skinner moved the Lafayette Airport Commission accept minutes of the Regular LAC Commission Meeting of July 11, 2018, the Special Meeting of July 16, 2018, the ACDBE Stakeholders Focus Group Meeting of July 18, 2018, and the Public Hearing of DBE/ACDBE Goals of July 19, 2018. Commissioner Segura seconded this motion and the vote was as follows:

AYES: Guilbeau, Skinner, Segura, Hebert, Tabor, Watson

NAYS: None

ABSENT: None

MOTION CARRIES

V. CHAIRPERSON'S COMMENTS: None

VI. PUBLIC COMMENTS: Mr. R. Keith Broussard, KCB Capital Management, stated the DBE Goal for 2019-2021 was established at 6.91% which he has no issue with as it was done according to FAA rules. Mr. Broussard has a concern about what is written in the DBE Program for the airport. Mr. Broussard read

what is stated in the DBE Program, “The LAC will express contract goals as a percentage of the Federal share of a DOT-assisted contract. DBE goals will not be established on the non-federal share of a DOT assisted project.” Mr. Broussard interpreted this as meaning the only part that will have a goal is the federal part. Does anyone interpret this any different? Chairperson Garrett asked if Mr. Broussard looked at the agenda for the meeting which includes under Scheduled Business an item for Non-Federal Funds DBE Program Development that the Commission will vote on. Mr. Broussard appreciated the item being on the agenda. Mr. Broussard stated the non-federal dollars which was the sales tax was about \$30 million. Out of that money there was a 27% minority population that contributed to the sales tax money and Mr. Broussard reduced it to 20% and that is about \$6 million out of the minority community. Commissioner Hebert asked if Mr. Broussard had any evidence of the minority community putting the 20% into the sales tax money. Commissioner Hebert stated he understood Mr. Broussard was going off of the population but he asked if there was any evidence. Chairperson Garrett stated this will be referred to the airport’s Legal Counsel. Mr. Broussard asked if this item would be discussed with him and Mr. Oats, Legal Counsel, stated it will be discussed internally. Commissioner Guilbeau asked if the percentage is what all the projects are using. Executive Director Picou stated Mrs. Cotton would be able to answer the question. Mrs. Cotton, DBELO, stated the goal is being used on all projects, both federal and non-federal. Chairperson Garrett stated the question was brought up at the Public Hearing and Mrs. Dangerfield referred us to have legal counsel look into this because of the nature of what Mr. Broussard was requesting. Mrs. Cotton added that a percentage cannot be automatically added to funds. There are calculations that come into play with the use of trade and you cannot state 20% of the money goes to one area without using the calculations and methodology used to calculate the goal. Chairperson Garrett stated Mr. Broussard needs to put in writing what he is requesting and send it to Mrs. Cotton and then it will be sent to the airport’s Legal Counsel for review. Legal Counsel will give a response to Mrs. Cotton and she will coordinate with Mr. Broussard.

VII. COMMISSIONER’S COMMENTS: None

VIII. DIRECTOR’S REPORT:

1. Recognition of LAC Staff and Commissioner’s August Birthdays
Steven L. Picou – Executive Director – 8/13
Rene Cotton – Properties Administrator – 8/20
Art Marullo – LPSO Airport Police – 8/26
2. New LAC Employees –Alec Hauber *Executive Director Picou stated Mr. Hauber comes from Clarksville, IN and has a degree from Indiana State University in Aviation Management in Unmanned Systems. Mr. Hauber has worked at the Atlantic Aviation at Louisville International. Mr. Hauber is a new Operations Specialist and will assist Mr. Menard with Part 139 aspect of the airport operations.*
3. Alert 3 – 7-13-18 – *Executive Director Picou stated an Alert 3 means there is a crash at the airport. Executive Director Picou stated there was an aircraft when landed a rear wheel collapsed underneath. Executive Director Picou mentioned there was a General Aviation Outreach on the same day and within one-hour Airport Operations, Maintenance and ARFF had the aircraft up and off of the runway. The aircraft suffered some damage but was able to be lifted up and pushed off of the runway to the hangar for repair. Executive Director Picou gave an at-a-boy to Airport Ops, Maintenance, and ARFF for the quick response.*
4. ARFF – Update – *Executive Director Picou stated Chief Harper has retired for Rural Metro and interim Chief Stropola was present in the audience. Also, Captain Thibodeaux has taken a position closer to his home but still with Rural Metro. There have been several changes at the ARFF station and interviews for Captain will be held on August 9, 2018. Commissioner Guilbeau asked if the ARFF station as full staffed with the changes or if they were supplementing. Executive Director Picou stated Interim Chief Stropola is supplementing with overtime and no reduction in service.*

5. New Maintenance Tractor – *Executive Director Picou stated the tractor was purchased and is operational out on the airfield. Executive Director Picou thanked the Commission for approving the purchase and the budget.*
6. Security Checkpoint – Update – *Executive Director Picou stated this has been brought to the airport’s attention. The airport is working with TSA on this and the security checkpoint line was reconfigured. The airport is also working with the airlines on this issue. Executive Director Picou reached out to Delta Air Lines to possibly move their 6:00am flight to 5:45am and they indicated Delta’s President does not like to start flights before 6:00am. Delta Air Lines has started sending out 24-hour call outs as a reminder to get to the airport 90 minutes prior to your departure time and they get messages when checking in to proceed to the security checkpoint. Commissioner Skinner asked if baggage could be dropped off the night before, but Executive Director Picou stated the airlines do not want to take liability of the baggage prior to a passenger being at the airport. Baggage can be dropped off no more than four hours prior to a departure time. Chairperson Garrett asked that TSA and a representative from each airline be at the next Commission meeting.*
7. 3rd Quarter Safety Meeting – August 17, 2018 – *Executive Director Picou stated the 3rd Quarter Safety Meeting will be held at the fire station on August 17th and each Commissioner received an invitation.*
8. Federal Disadvantage Business Enterprise (DBE) and Airport Concession (ACDBE) Program Goals – *Executive Director Picou stated Mrs. Cotton would speak more on this item and it is mentioned the airport having a ACDBE goal is because of the financial stability of Oakwells. The funds Oakwells is making hits a goal that is in the FAA to require an ACDBE goal.*
9. Classic Business Products (Terminal Admin Copier) Preventative Maintenance – Automatic Renewal

Executive Director Picou stated the airport is working with Skywalker Aviation to build a hangar on the facility and the CATEX has been approved. This cleared the hurdle with the FAA for the general aviation development of the area, which includes some other hangars in the area. If others approach the airport for hangar space this step will not have to be completed.

Executive Director Picou stated with the short-term lending the airport has received seven (7) proposals from lending institutions. Executive Director Picou will meet with Chairperson Garrett to move forward with short-term financing.

Executive Director Picou stated the airport has applied for the Omnibus spending and this is a \$18 million grant from the Department of Transportation.

Executive Director Picou stated the airport was contacted by the FAA on August 3, 2018 for applying for an additional \$10 million for this year 2018 for discretionary funds. Executive director Picou stated this speaks volumes for the way the airport is being ran and for the level of confidence the FAA has in Lafayette as a group and how LFT manages its assets.
10. Fly Lafayette/Passenger Statistics/Sides & Associates Report - *Mr. Callahan stated in July there were 38,078 passengers. Load factors were higher in recent months with Delta 90.7%, American 78.7%, and United had 78.1%. The DBE Outreach was held on Tuesday, July 31, 2018 at 5:30 p.m. at the Clifton Chenier Center. The attendance was on par with recent efforts. A Special Needs tour will be held on Thursday, September 13, 2018 at 9:00am. This will be promoted on Facebook beginning next week. The Fly Lafayette Club currently has 10,265 members with 14 winners out of 608 entries. A list of winners is in the Commissioners’ packets. Mr. Callahan stated on July 20, 2018 two members of Sides & Associates staff came out at 3:15 am to observe what was happening with the TSA screening process, the airline counters, the restaurant, and the whole process. Mr. Callahan stated if passengers get to the airport ninety (90) minutes before their flight they will make their flight. No one missed their flight that was at the airport ninety (90) minutes prior to departure times. There were some Delta passengers that missed their flight but they were inside of the ninety-minute window. Mr. Callahan presented a report with timelines of*

passengers arriving at the airport and when they were processed through the TSA screening checkpoint. Mr. Callahan stated he agrees with Executive Director Picou if the airlines would make some adjustment even by a few minutes to their schedule it would relieve some of the issues being faced in the TSA screening checkpoint line. Commissioner Tabor asked if this report was on the airport's website. Mr. Callahan stated it will be put there with only the portion of the report talking about the number of people in line and how long it took to process passengers. Commissioner Segura stated there were over one hundred passengers in line at one point so say everyone is punctual and gets to the airport ninety minutes prior to departure time there might still be the issue of people missing their flights. Mr. Callahan stated if there were more seating for a redress area it would relieve some of the problem and if the airline were to adjust their schedule. American Air Lines will change their flight times when their season changes and this will alleviate some of the issue with flights close together. Chairperson Garrett asked if the information about the Special Needs tour would be sent to the schools and the Autism Society. Chairperson Garrett asked how the word would get out that this will be taking place. Mr. Callahan stated the information will be on the airport's Facebook page. Chairperson Garrett stated it doesn't take much to get the information into the schoolboard to go out to the various schools. Mr. Callahan referred to Mrs. Theriot if there was a number for tours. Mrs. Theriot stated there is a certain number of people allowed on the tours as she is the one giving the tour. Mr. Callahan stated he is willing to help on the tour and Chairperson Garrett stated she would be in attendance if she could with her work schedule. Mr. Callahan stated Executive Director Picou wanted to mention in the 008 Magazine there is a short article about Frontier Air Lines. Commissioner Guilbeau asked Mr. Callahan to send the 008 Magazine article to each Commissioner. Executive Director Picou stated the Delta Air Line manager is requesting a larger aircraft for the early flight to accommodate more passengers. The larger aircraft would alleviate passengers being left behind and this is being worked on my Delta Air Lines.

11. Financials - Executive Director stated the June and July 2018 financials are in the Commissioners' packets for review and there were no questions or comments.

IX. Scheduled Business - Discussion Items

1. Fee Proposal for Construction Project Manager – Construction Project Manager Program Management/Construction Management (PMCM) Services – Task Order #14 – Discussion/Action – Executive Director Picou stated with the start of construction on the enabling projects and the QTA Task Order 14 will add a full time Construction Project Manager to the team through the end of 2018 who will be located at the project site. Task Order #14 Projected Cost: \$97,959. Cost will be paid through the LAC and reimbursed through various future grants.
Commissioner Guilbeau requested Heery speak on this item. Mr. Rob Chomiak, CBRE|Heery, stated the plan was to initially have staff here at LFT during the design phase and once the project was in the construction phase to have more positions. Mr. Chomiack stated there has been someone here at LFT to help with the demolition project and the QTA Facility and once the terminal construction starts to have someone oversee that project. Chairperson Garrett stated the Commission wanted to see the overall plan with a flow chart. Chairperson Garrett stated the Commission has dealt with delays and the staffing flow charts needs to be completed and approved and sent to the Commission. Chairperson Garrett asked for a timeframe to have someone on staff here at LFT and pinpointed after Labor Day. Mr. Chomiack stated Mrs. Linda Smith is retiring in October 2018 and Mr. Danny Diez will be taking over. Chairperson Garrett asked if there will be a site a manger and Mr. Chomiack stated there has been communication with Mrs. Dangerfield to get someone on staff to help relive Mrs. Cotton of some of here duties.

Chairperson Garrett asked if the IFE would be more efficient for the staffing and planning. Executive Director Picou stated anything over \$100,000 with FAA participation requires an IFE and CBRE|Heery cannot do their own IFE so they are relying on Kutchins & Groh for this task. CBRE|Heery had to go out for their IFE which took longer. Commissioner Guilbeau asked if the boots on the ground person had been identified for the demolition. Mr. Chomiack stated the boots on the ground person the Commission just approved are candidates internal and external that will be approved in the next few days.

RESOLUTION - #2018-8-R1-02 – Scheduled Business –Discussion – Construction Project Manager Program Management/Construction Management (PMCM) Services – Task Order #14 - Discussion/Action

MOTION: Commissioner Skinner moved to accept Task Order #14. The motion was seconded by Commissioner Guilbeau and the vote was as follows:

AYES: Guilbeau, Skinner, Segura, Hebert, Tabor, Watson

NAYS: None

ABSENT: None

MOTION CARRIES

2. Fee Proposal for Performance of IFEs and Special Studies – Task Order #15 – Discussion/Action – Executive Director Picou stated the CBRE|Heery team sub consultants have been performing Independent Fee Estimates for Task Orders from RS&H. They are also working on a Rates and Charges study for the QTA facility. We would like to establish a separate CBRE|Heery Task Order #15 for these and other special similar tasks to be tracked and charged against. Task Order #15 is not to exceed \$30,000. Cost will be paid through LAC and reimbursed through various future grants.

RESOLUTION - #2018-8-R1-03 – Scheduled Business –Discussion – Fee Proposal for Performance of IFEs and Special Studies – Task Order #15 - Discussion/Action

MOTION: Commissioner Skinner moved to accept Task Order #15. The motion was seconded by Commissioner Tabor and the vote was as follows:

AYES: Guilbeau, Skinner, Segura, Hebert, Tabor, Watson

NAYS: None

ABSENT: None

MOTION CARRIES

3. Enabling Demolition Terminal Package – The Lemoine Company – Change Order #1 – Discussion/Action - *This item was pulled with Chairperson Garrett stating she can sign off on this item.*
4. Pending/Potential Litigation (Executive Session) *This item was moved to the end of the meeting.*
 - a. 15th Judicial District Court, Parish of Lafayette, State of Louisiana
Docket Number 2016-3405
Parties: Lafayette Airport Commission, Diamond B Construction, LLC, and URS Corporation
 - b. 15th Judicial District Court, Parish of Lafayette, State of Louisiana
Docket Number 2016-6858
Parties: Lafayette Airport Commission, Pavement Maintenance Unlimited, LLC, and URS Corporation
 - c. Negotiations – LAC Invoice
Parties: Lafayette Airport Commission and Avis Rent A Car System, Inc.
Prospective Litigation After Formal Written Demand

X. Scheduled Business – Consensus Items

1. Pelican Waste & Debris – Recycling Services – Contract - Approval
2. North General Aviation Improvements Phase III – Substantial Completion – Elliott Construction, LLC – Approval
3. RFP – Record Retention – Authorization to Advertise – Approval
4. Non-Federal Funds DBE Program Development – Approval
5. Approval to Apply for Grant – Construct New Terminal Building – Phase 2 of 5 – Approval
6. Approval to Apply for Supplement Appropriations Grant – Construct New Terminal Building – Approval
7. Private Aircraft Hangar of Lafayette – Lease Extension – Approval
8. OTA Grant Application - Approval

Chairperson Garrett asked Executive Director Picou for the approval to apply for grant is there something specific to be asked of the Commission. Executive Director Picou stated this is to proceed with the proper authority from the Commission for when the airport receives grant applications is it the wishes of the Commission that staff come back to the full Commission to receive approval to do the grant applications or does staff have the ability to apply for those and staff notify the Commission of application and then the Commission would approve the acceptance. Chairperson Garrett stated that is her understanding that is the Commission's request to get notified of application and get approval before acceptance. Commissioner Guilbeau asked Legal Counsel about Lafayette City Parish Government getting approval for all grant requests before filing. Mr. Oats, Legal Counsel, stated it is up to the discretion of the Commission on how they would like to handle grant applications or set guidelines for staff to go off on when applying for grants. Chairperson Garrett stated to the Commission the biggest concern was the length of time given for grant applications. Commissioner Guilbeau stated it could be announced under Director's Report of the grant application filings.

RESOLUTION - #2018-8-R1-04 – Scheduled Business - Consensus Item(s)

MOTION: Commissioner Skinner moved to accept Consensus Items 1 through 8. The motion was seconded by Commissioner Segura and the vote was as follows:

AYES: Guilbeau, Segura, Hebert, Skinner, Tabor, Watson

NAYS: None

ABSENT: None

MOTION CARRIES

XI. Reports

9. The Picard Group – Monthly Report- *Executive Director Picou stated the report is in the Commissioners' packets. Report available on airport website.*
10. DBE Program Report – *Mrs. Cotton stated during the months of July and August the airport conducted Stakeholders meeting and DBE/ACDBE Public meeting to go over the DBE goals. The DBE 2016-2018 goals were submitted to the FAA in April and the airport was asked to go back and look at the past performance of those goals. Once the past performance was looked at then the airport had to take out the projects that are in litigation. The airport's goal was 8.3% and once the litigation projects were taken out the DBE goal was the 4.51% and that is what was submitted to the FAA. For the DBE goals 2019-2021 the airport used the two-step method. The base goal looks at the upcoming projects for years 2019-2021 and also the availability of the need of the market. The second part looks at the historical past performance but it is up to the airport to submit that goal or not. The DBE goal was 5.91% and without the historical past performance the DBE goal was 6.91% and that is what was submitted to the FAA. As Executive Director Picou stated earlier in the meeting the airport has car rental and concessions goal which is ACDBE. The airport now has a threshold they are using and the department goals are Car Rentals at 2.65% and the Concessions at .49%. The goals and programs have been submitted to the FAA for review and the information is available on the airport's website. Once the airport receives feedback/approvals those items will be placed on the LAC's agenda for approval. The DBE Outreach as Mr. Callahan mention held on July 31, 2018 was on average*

with thirty (30) attendees. The airport is working with the CMAR compliance documents and bid documents. There is fine tuning with the airport's compliance process in accordance with the airport's program. Chairperson Garrett stated the contracts out currently have the 8.3% DBE goal because that is what was submitted to the FAA for approval. Mrs. Cotton stated that is what was submitted to the FAA and the airport did not get the response back from FAA until after the bid documents were submitted. Chairperson Garrett stated the non-Federal funds program was just approved and it will be used for all other projects. Mrs. Cotton stated the airport will follow as closely as possible to the FAA program. Commissioner Skinner asked why the projects were eliminated and Mrs. Cotton stated because the projects were not closed out yet.

11. Terminal Program Report –Mr. Rob Chomiack, CBRE|Heery gave a presentation on the terminal program with the help of RS&H and Kutchins & Groh. Mr. Groh, Kutchins & Groh, stated last month was a good month with news from the FAA on various funds. The airport put in place a PFC Passenger Facility Charge and the airport can collect it but not use it. Mr. Groh went over all the areas the airport is going about receiving funds for the new terminal. Mr. Groh stated if everything works out the airport could receive \$38 million this year instead of waiting over time for the funds. Mr. Groh stated the State should match all federal funds and there is a meeting this week to discuss the CIP. Mr. Groh stated there are currently twelve (12) different funding sources for the new terminal. The airport met with the airlines to review design presentation and talked about the rates for the new terminal. The QTA short-term financing is needed before going out to bid and notice to proceed may be given by the end of the year. Mr. Chomiack, CBRE|Heery, stated the enabling demo was issued late last month and the barriers were delivered to have around the construction site. Late August the abatement will begin. Mr. Chomiack stated the GMP 1 is out for bid and bids are due back August 21, 2018. GMP 1 construction package is scheduled to be presented to the Commission in September. Mr. Broutin Sherrill, RS&H, gave a presentation of the look and design of the new terminal building. Mr. Sherrill presented a presentation of the look of the new terminal from different views on airside and landside and a large overview. Mr. Sherrill explained the taxiways, taxi lanes, and the canopies of the ready return lot.
12. LFT Airport Monthly Fiscal Review (July) — Report available on airport website www.lftairport.com. Executive Director Picou stated Fiscal Review is in the Commissioners' packets.

XII. Project Updates

13. Runway 11-29 Rehabilitation (Michael Baker International) - Update
14. I-49 Support Services (Michael Baker International) - Update
15. Master Plan (DSA) – Update
16. Runway 29 EMAS Installation Work Order 8 (AECOM) – Update
17. Hangar Improvements/112B Borman & T-Hangars (RS&H) – Update
18. GA Hangar Development Guidelines (RS&H) – Update
19. GA Infrastructure Development (RS&H) - Update
20. Noise Program (RS&H) – Update
21. Noise Easement Implementation Program Phase II (RS&H) - Update
22. QTA Facility (RS&H) – Update
23. New Terminal Schematic Design (RS&H) -Update
24. New Terminal Building (RS&H) – Update
25. Airside Design (RS&H) – Update
26. Landside Design (RS&H) - Update
27. Taxiway J Repair (RS&H) – Update
28. RTR Facility Design (RS&H) – Update

XIII. Other Business: None

RESOLUTION - #2018-8-R1-05 – Scheduled Business – Go into Executive Session

MOTION: Commissioner Segura made a motion to go into Executive Session. The motion was seconded by Commissioner Guilbeau and the vote was as follows:

AYES: Guilbeau, Segura, Hebert, Skinner, Tabor, Watson

NAYS: None

ABSENT: None

MOTION CARRIES

RESOLUTION - #2018-8-R1-06 – Come out of Executive Session

MOTION: Commissioner Guilbeau made a motion to come out of Executive Session The motion was seconded by Commissioner Watson and the vote was as follows:

AYES: Guilbeau, Segura, Hebert, Skinner, Tabor, Watson

NAYS: None

ABSENT: None

MOTION CARRIES

XIV. Adjourn (7:31)

RESOLUTION - #2018-7-R1-07 – Adjourn

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

AYES: Guilbeau, Segura, Hebert, Skinner, Tabor, Watson

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.