

**PROCEEDINGS OF THE LAFAYETTE AIRPORT COMMISSION MEETING OF THE LAFAYETTE REGIONAL AIRPORT OF LAFAYETTE, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING OF OCTOBER 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, 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), Christopher Crutch (Operations Specialist), John Raedle (Sec. Coordinator), (Catina Theriot (Secretary).

**GENERAL AUDIENCE:** Erroll Babineaux (Air Med), Adam Thibodeaux (DSA), Shelby Stach (CBRE|Heery), Rodney Alexander (The Picard Group), Danny Diez (CBRE|Heery), Gregory Trahan (AECOM), R. Keith Broussard (KCB Capital Mgmt), Brian Smith (Michael Baker), Art Marullo (LPSO), Michael Stropola (ARFF), Keely Miller (One Acadiana), Michael Mondragon (R&H), Broutin Sherrill (RS&H), Lynn Guidry (Lynn Guidry Architect), Terry Crownover (MSTC), Claudia Boutte (Claudia's Cleaning Corp dba 3FJ), Marule B. (UL-Lafayette), Robert Callahan (Sides and Associates).

**I. CALL TO ORDER: ( 5 : 34 : 00 )**

Chairperson Garrett called the Regular Commission Meeting of October 10, 2018 to order at 5:34 p.m.

**II. PLEDGE OF ALLEGIANCE**

**III. INTRODUCTION/ROLL CALL**

**IV. Public Hearing 2019 Budget**

**V. APPROVAL of the Minutes of the Special Budget Meeting of September 12, 2018, the Regular LAC Commission Meeting of September 12, 2018, and the Special Meeting of September 25, 2018.**

RESOLUTION - 2018-10-R1-01 Approval of the Minutes of the Special Budget Meeting of September 12, 2018, the Regular LAC Commission Meeting of September 12, 2018, and the Special Meeting of September 25, 2018:

MOTION: Commissioner Segura moved the Lafayette Airport Commission accept minutes of the Special Budget Meeting of September 12, 2018, the Regular LAC Commission Meeting of September 12, 2018 and the Special Meeting of September 25, 2018. Commissioner Watson seconded this motion and the vote was as follows:

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

NAYS: None

ABSENT: None

MOTION CARRIES

**Public Hearing 2019 Budget**

Chairperson Garrett skipped over the Public Hearing 2019 Budget and it was read allowed at this time. Chairperson Garrett opened the Public hearing at 5:38 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 5:39 p.m.

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

## VII. PUBLIC COMMENTS: None

**VIII. COMMISSIONER'S COMMENTS:** Commissioner Guilbeau stated he wanted to address the TSA issues in the morning and the afternoon. Commissioner Guilbeau wanted to know what is the latest on the issue and if he were running the airport as a business, he would take it as a real concern on the loss of business. Commissioner Guilbeau stated the airport had the citizens of Lafayette Parish cooperate for the tax election. Commissioner Guilbeau stated he feels the airport is losing their confidence. Commissioner Guilbeau asked what will be done about the TSA issues. Chairperson Garrett stated when they visited the FAA in Washington, D.C. they met with the congressional delegation and they met with Congressman Higgins' staff. Chairperson Garrett stated they asked for assistance with TSA and gave them suggestions on some observations the airport had conducted. Chairperson Garrett stated the airport has asked the public to get to the airport in a timely manner and the airport has spent money on advertising for people to arrive ninety (90) minutes prior to their flight. The airport has also spent money on Sides and Associates to come and survey the TSA line. Chairperson Garrett stated since the airport cannot control the arrival of passengers or TSA, they have asked Congressman Higgins to step in and help and assist with TSA on the federal level. Chairperson Garrett stated the airport expressed to Congressman Higgins' staff the airport does not want to lose the flights or people coming through Lafayette especially with a new terminal being built. Executive Director Picou had nothing to add to those statements about TSA. Commissioner Guilbeau stated it is hard to change people's behavior and the way they act and this is an important issue that needs to be addressed in a quick manner. Commissioner Segura stated this is an issue that needs to be addressed and since September 11<sup>th</sup> there are more security measures. Commissioner Segura stated the expectation of a smaller airport is not to get there as early as you would for a larger airport. Commissioner Segura stated the issue is when there are two or three flights there is no way to get all those people through the TSA checkpoint with one lane and the design of this airport. Also, some issues are with the thing's passengers carry with them. Commissioner Segura stated with the issues the airport is facing there should be a meeting with TSA to discuss solutions because the airport is getting complaints and a passenger can drive to Baton Rouge to catch a flight in the time that is recommended on arriving at the Lafayette Regional Airport. Commissioner Segura stated the issues cannot be dismissed as just the time of passengers arriving at the airport. Chairperson Garrett stated the issues are not being dismissed by the arrival times of passengers, but the airport has asked the air lines to change their flight times. Chairperson Garrett stated the airport has asked for assistance with the congressional delegation and may be willing to come up with solutions. Chairperson Garrett stated when the topic of grant money came up the FAA stated there will be switching out older security measures but Lafayette Regional Airport was not on the list. This may happen by the time the new terminal is built and Chairperson Garrett stated they did push. Chairperson Garrett stated the airport has done all it can and now the airport is asking the congressional delegation for help.

## IX. EXECUTIVE DIRECTOR'S REPORT:

1. Recognition of LAC Staff and Commissioner's October Birthdays  
Alec Hauber – Operations Specialist – 10/8
2. Aviation Fun Day – October 20, 2018 – *Executive Director Picou encouraged the Commissioners to come out if they were available. The event registration is full and it filled up with 300 kids in two days.*
3. Cajunman Triathlon – *Executive Director Picou stated this even happens at the airport every year and it is very successful; however, the airport does not charge anything for operating on the airport. The airport will come to the Commission with something for a charge to cover the airport's costs.*
4. PHI – Update – *Executive Director Picou stated this was for Commissioner Guilbeau when he asked if PHI was up to date on all the environmental issues, concerns, and filling out proper forms. Executive Director Picou stated PHI is up to date on everything.*
5. Gate 11 – LUS Power – *Executive Director Picou stated Gat 11 has now switched over to LUS Power. This is one move closer to getting everyone the airport can control onto LUS power.*

6. Special Needs Tour – Update – *Executive Director Picou gave hats off to Mrs. Catina Theriot, Secretary, for doing a phenomenal job on working with those individuals. There were sixteen (16) individuals on this tour and there are more schools requesting Special Needs tours.*
7. FAA – Omnibus Funding – *Executive Director Picou stated the airport was not included in the Omnibus funding for 2018. Executive Director Picou stated while in Washington, D.C. they were told the airport will not be included in any Omnibus funding in 2019, however, the airport will be funded with other money that spends the same as the Omnibus. This was told to airport staff by Mrs. Winston, FAA Headquarters. Chairperson Garrett stated Mrs. Winston did say the airport needed to start spending the money in order to receive more money. Executive Director Picou and Deputy Director Elsea have communicated and everything was loaded up in the FAA system showing all monies and the airport will start drawing down on those monies.*
8. Christopher Crutch – Certified Member - *Executive Director Picou stated Mr. Crutch completed his Certified Member of AAEE. This is part of the steps to get his full accreditation. Executive Director Picou stated only 15% of the people completing a self-study are successful. Congratulations and applause were given at that time.*
9. Open Position – Operations Specialist - *Executive Director Picou stated since Mr. Botley moved on and took another job somewhere else it left a position open in the Operations department. This position is being advertised and there were thirteen (13) applicants and the job posting closes on Friday, October 12, 2018.*
10. CFC- Raise \$5.00 - \$5.50 - *Executive Director Picou stated with coordination of the rental cars and Kutchins & Groh the airport will raise the CFC from \$5.00 to \$5.50. This is still in the low range for the state and this will help with some of the costs for the QTA. This change was done by the authority given to the Executive Director to raise the CFC charge and it was with negotiations over eighteen (18) months.*
11. Terminix – Termite Program (200 Terminal Drive) – Automatic Renewal – 11/1/18 – 11/30/19. Annual charge is \$331.00/bldg.
12. GAT Airline Ground Support, Inc. – Porter Services – Automatic Renewal – One-year automatic renewal 1/1/19 -12/31/19 billable hourly rate: \$13.81 (straight time), \$20.72 (holiday time – New Year’s Day, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving, and Christmas); Management Fee: \$1,887.35 per month.  
*Executive Director Picou stated the airport received an email from Constant Contact through Sides & Associates of praise for Mr. Moses. Mr. Moses helped a gentleman when he was having a bad day and this compliment was passed on to Mr. Moses and his supervisor.*
13. KDM Sales & Services, Inc. – Automatic Renewal – 1/1/19 – 12/31/19 -The contract for preventative maintenance of seven (7) generators: (1) Vault (2) LAC Maintenance shop (3) ARFF (4) Terminal (5) Jet Ranger X Admin (6) LAC MX FF (7) Cargo Facility ends on December 31, 2018 and automatically renews for one year. All Terms and conditions remain the same. Cost is \$7,018.15.
14. Windstream Communications - Automatic Renewal – 11/16/18 – 11/15/19 – The contract for phone services (line and access) ends on November 15, 2018 and automatically renews for one year. All terms remain the same. Monthly fees vary. The average monthly costs are \$2,468.82.
15. Sugarland Exterminating & Chemical Company, Inc. (Pest Control Services) – Automatic Renewal 1/1/19 – 12/31/19. Monthly service rate is \$318.00 for six locations (Terminal, MX, ATCT, LAC Admin, ARFF, and rodent control for Hangar 7).
16. GCR, Inc. – ASOCS Software PM- Automatic Renewal – GCR provides preventative maintenance for the airport’s Airport Safety and Operations Compliance System software, the contract has an automatic renewal with a 3% increase. The current rate is \$4,371.32, the adjusted rate for 2019 is \$4,546.17.

*Executive Director Picou stated with Oats & Marino the airport has started the process of right of entry to remove trees; the top trees which are approach surfaces to the airport only in Lafayette Parish.*

*Chairperson Garrett stated with talking about TSA, Congressman Higgins' office has requested a list of TSA complaints for them to have for when they talk with TSA and this list will be provided to them.*

17. Fly Lafayette/Passenger Statistics/Sides & Associates Report - *Mr. Callahan stated in September there were 34,971 passengers. Load factors were fairly high with Delta 80.5%, American 73.2%, and United had 68.2%. Mr. Callahan stated Executive Director Picou already mentioned Aviation Fun Day and Chairperson Garrett mentioned the Ground-Breaking ceremony. The particulars were in the Commissioners' packets and Mr. Callahan stated the ground-breaking ceremony would be at 3:00 p.m. and the ceremony at 3:30 p.m. Mr. Callahan stated for Commissioner Guilbeau with the enplanement numbers; the airport may be down passengers with the TSA issues but for the year the airport is up by 25,000 passengers over this time last year. The Fly Lafayette Club currently has 10,368 members with 14 winners out of 573 entries. A list of winners is in the Commissioners' packets. Commissioner Skinner asked if the airport could see what they are losing. Executive Director Picou and Mr. Callahan stated yes and Mr. Callahan stated he can see the linkage numbers and there is no significant change of people choosing other airports over what they did before. Mr. Callahan looks at the data every other month. Mr. Callahan stated there is a 1%-2% shift and the shift is going to New Orleans not Baton Rouge.*
18. Financials

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

1. Runway 29 EMAS Project – Elliott Construction, LLC – Substantial Completion - Discussion/Action – Executive Director Picou stated Elliott Construction has substantially completed the Runway 11-29 EMAS project in accordance with the plans and specifications contained in the contract documents. This resolution authorized the Chairman of the Lafayette Airport Commission to execute an Act of Substantial Completion accepting the work as substantially complete, subject to the punch list items and have a copy of the Notice of Substantial Completion recorded in the Conveyance Records of the Parish of Lafayette. Staff Recommends Approval of Substantial Completion.

Commissioner Guilbeau asked if Executive Director Picou would address the punch list. Executive Director Picou stated the punch list was attached in the Commissioners' packets has been completed as of October 10, 2018. Executive Director Picou stated the catch basin has been installed but not inspected.

Commissioner Watson stepped out of the meeting during the discussion. Commissioner Guilbeau asked the contractor what was the total of contract days. Mr. Greg Trahan, AECOM, stated right now they are forty-seven (47) days over and there are some weather days to be accounted for. Mr. Trahan requested the information and will get a report out to the Commissioners.

#### RESOLUTION - #2018-10-R1-02 – Scheduled Business –Discussion – Runway 29 EMAS Project – Elliott Construction, LLC – Substantial Completion - Discussion/Action

Commissioner Guilbeau made a motion to approve the substantial completion. The motion was seconded by Commissioner Segura and the vote was as follows:

AYES: Guilbeau, Skinner, Segura, Hebert, Tabor

NAYS: None

ABSENT: Watson

MOTION CARRIES

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

1. 2019 Proposed Budget– Approval – Executive Director Picou stated there is a correction and it should read staff recommends item one (1) as presented, which is the 2019 Proposed Budget as presented on September 12, 2018 with a 2% Cola for LAC employees. Commissioner Guilbeau asked if this was in the budget and as usual at the December meeting there will be something on the agenda for the award of this item. Executive Director Picou stated yes there will be something on the agenda.
2. Airmed Services, LLC – 3<sup>rd</sup> Amendment to Lease – 112A Borman – Approval
3. Facilities Lease Maintenance Evaluation Reports – Work Order #58 – RS&H – Approval
4. Three Frenchmen Janitorial – 1<sup>st</sup> Option to Contract – Approval
5. Lafayette Hangar Improvements – Change Order #4 – SBCC, LLC – Approval
6. Runway 29 EMAS Project – Elliott Construction, LLC – Change Order #7 - Approval
7. North General Aviation Improvements Phase III – Final Acceptance – Elliott Construction, LLC – Approval
8. Terminal Project – GMP1 Construction Administration – Work Order #57 – RS&H – Approval
9. Taxiway Juliet Emergency Reconstruction – Work Order #62 – RS&H – Approval
10. 2019-2024 Capital Improvement Plan (CIP) – FAA/LADOTD – Approval
11. Customer Facility Charge – Amendment – Approval
12. Quick Turn Around (QTA) Facility Recommendation to Bid – Approval
13. Enabling Demolition – Change Order #3 – The Lemoine Company – Approval
14. Hub Enterprises, Inc. – Contract Adjustment – Approval
15. Mark T. Garber, Sheriff, Parish of Lafayette – Security Services – Contract Renewal – Approval
16. Mark T. Garber, Sheriff, Parish of Lafayette – Work Detail Program – Contract Renewal - Approval

### RESOLUTION - #2018-10-R1-03 – Scheduled Business - Consensus Item(s)

MOTION: Commissioner Skinner moved to accept Consensus Items 1 through 16. The motion was seconded by Commissioner Segura and the vote was as follows:

AYES: Guilbeau, Segura, Hebert, Skinner, Tabor

NAYS: None

ABSENT: Watson

MOTION CARRIES

## **XII. Reports**

1. The Picard Group – Monthly Report- *Mr. Rodney Alexander, The Picard Group, stated it was good to be here. Mr. Alexander stated four weeks from October 9, 2018 the midterms will take place. The needs of the airport seem to be in pretty good shape. Mr. Alexander stated Executive Director Picou mentioned the Omnibus bill that passed. The appropriations process has twelve different sections and when the House and the Senate fail to pass all twelve sections independently they usually lump it together in an Omnibus bill. Mr. Alexander talked about the funding and stated he encouraged Congressman Higgins to interject one of the mini bus bills as a stream of funding for TSA to ask local officials to help during peak travel times with TSA duties. Mr. Alexander stated the FAA knows Lafayette Regional Airport and wants to use Lafayette as a model with State, Federal, and local funding. Report available on airport website.*  
Chairperson Garrett stated there were many compliments of the Lafayette Regional Airport while being in Washington, D.C.  
Commissioner Watson returned to the meeting during this report at 6:05 p.m.
2. DBE Program Report – *Mrs. Cotton stated on October 9, 2018 the DBE Advisory Committee met and there were two topics of discussion. One topic was the airport provided additional resources the committee could take back with them to their organizations. The other topic was discussion in general about certifications to look at while the airport is developing the SBE program, which is the non-federal program approved by the Commission. Through CBRE/Heery the airport now*

*has one day a week a DBE compliance person through Metro Source works with Mrs. Cotton to go through contracts and other documents for DBE compliance. As part of that, Mrs. Cotton has revised the monthly DBE report and they have been meeting with contractors to make sure they understand how the DBE process works. Chairperson Garrett stated there is also a list of jobs from The Lemoine Company that will be given out. Chairperson Garrett also stated there will be another DBE outreach but not until after the ground-breaking and at that outreach there will be success stories of those that acquired DBE certifications.*

3. Terminal Program Report –*Mr. Danny Diez, CBRE|Heery gave a presentation on the terminal program. Mr. Diez stated regarding the FAA and LADOTD the airport is in the next fiscal year. The airport received over \$21 million in the 2018 fiscal year. The Commission approved the CIP for the next fiscal year and now the airport is looking for the 2019 future grants. Mr. Diez stated with the FP&C the airport continues working on the items to be purchased in 2019 and 2020. The EDA grant will be resubmitted before the end of the year. The TSA OTA application was submitted and the airport is waiting on feedback. The airlines approved the terminal design and the airport is working on finalizing rates and charges. The QTA bidding is planned for the end of this month. The QTA timeline is the commission approving the updated CFC on this agenda and in November construction bids are due. In December there will be award of contract and notice to proceed. Construction on the QTA should be complete in October 2019. Mr. Diez stated the enabling demolition is complete for the hangar, the Shepard building, the John Glenn building, and the tower and the vault. The fencing, material, and asphalt are in progress. Mr. Diez stated the GMP1 was approved a couple weeks ago and the preconstruction meeting was held this morning on October 10, 2018. Notice to proceed is expected next week. The schedule is October 2018 the RTR relocation and Enabling parking; November 2018 RTR Facility Construction; and January 2019 Terminal Foundation Construction. Commissioner Guilbeau asked January 2019 Terminal Foundation why so late. Mr. Diez stated the contractors need to clear out the demolition they just completed and finish the work on the pavement then they will start on the foundations. Mr. Diez stated the GMP2 which is the structural steel construction bids will be received in November with a December 2018 approval. Mr. Diez stated GMP3 design is ongoing and RS&H should have design complete in January 2019.*
4. LFT Airport Monthly Fiscal Review (September) — Report available on airport website [www.lftairport.com](http://www.lftairport.com). *Executive Director Picou stated Fiscal Review is in the Commissioners' packets.*

### **XIII. Project Updates**

1. Runway 11-29 Rehabilitation (Michael Baker International) - Update
2. I-49 Support Services (Michael Baker International) - Update
3. Master Plan (DSA) – Update
4. North GA Apron – Phase III (DSA) – Update
5. Taxiway Foxtrot – Phase I (DSA) - Update
6. Runway 29 EMAS Installation Work Order 8 (AECOM) – Update
7. Hangar Improvements/112B Borman & T-Hangars (RS&H) – Update
8. Hangar Development Guidelines (RS&H) - Update
9. GA Infrastructure Development (RS&H) - Update
10. Noise Program (RS&H) – Update
11. Noise Easement Implementation Program Phase II (RS&H) – Update
12. New Terminal Schematic Design (RS&H) – Update
13. New Terminal Building (RS&H) – Update
14. Airside Design (RS&H) – Update
15. Landside Design (RS&H) - Update
16. Taxiway J Repair (RS&H) – Update
17. RTR Facility Design (RS&H) – Update
18. Enabling Demo (RS&H) - Update

**XIV. Other Business:** None

**XV. Adjourn** (6:17)

RESOLUTION - #2018-10-R1-04 – Adjourn

MOTION: Commissioner Segura 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.**