

**PROCEEDINGS OF THE LAFAYETTE AIRPORT COMMISSION MEETING OF THE LAFAYETTE REGIONAL AIRPORT OF LAFAYETTE, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING OF MARCH 13, 2019 HELD AT 200 TERMINAL DRIVE, LAFAYETTE, LA.**

**ATTENDANCE**

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

**ABSENT:** Coy Watson, Lynn Guidry

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

**GENERAL AUDIENCE:** Brenda Guidry (Housekeeping), Tracey Bourda (Housekeeping), Tim Murray (CBRE|Heery), Shelby Stach (CBRE|Heery), Larry Zeno (Housekeeping), Frank Malagarie, Ralph Hennessy (Michael Baker International), Daniel Diez (CBRE|Heery), Broutin Sherrill (RS&H), Chris Groh (CBRE|Heery/Kutchins & Groh), George Groh (CBRE|Heery/Kutchins & Groh), Keith Broussard (KCB Capital Mgmt), Michael Mondragon (RS&H), Art Marullo (LPSO), Ryan Owen (Jana King), Mark Stielper (MBSB), Robert Callahan (Sides and Associates), Leslie Bourgeois (Royal), Adam Thibodeaux (DSA), Travis Prioux (Lemoine-Manhattan), Larry Roberts (Kopter).

**I. CALL TO ORDER: ( 5 : 32 : 00 )**

**II. PLEDGE OF ALLEGIANCE-** Led by Chairman Segura

**III. INTRODUCTION/ROLL CALL**

**IV. APPROVAL of the Minutes of the Internal Affairs Meeting of February 13, 2019 and the Regular LAC Commission Meeting of February 13, 2019.**

RESOLUTION - 2019-3-R1-01 Approval of the Minutes of the Internal Affairs Meeting of February 13, 2019 and the Regular LAC Commission Meeting of February 13, 2019:

MOTION: Commissioner Tabor moved the Lafayette Airport Commission accept minutes of the Regular LAC Commission Meeting of February 13, 2019. Commissioner Guilbeau seconded this motion and the vote was as follows:

AYES: Guilbeau, Garrett, Hebert, Tabor

NAYS: None

ABSENT: Watson, Guidry

MOTION CARRIES

**V. EXECUTIVE DIRECTOR'S REPORT:**

1. Recognition of LAC Staff and Commissioner's March Birthdays  
Jennifer Comeaux – Asst. Property & Accounting – 3/8  
Christopher Crutch – Operations Specialist -3/16  
Wayne Breaux – Maintenance Worker – 3/22

2. Announcement of Kopter – *Executive Director Picou stated Kopter, a Swiss based helicopter company, will assemble helicopters here in Lafayette, LA. Mr. Larry Roberts, Kopter, was interested in viewing the Lafayette Airport Commission (LAC). Mr. Roberts stated he is very happy and excited to be in Lafayette, LA. Chairman Segura stated this is a big deal for the airport, the City of Lafayette, and the State of Louisiana. Chairman Segura stated it was a pleasure meeting Kopter’s management team. Chairman Segura stated this will be a great partnership for the airport. Commissioner Guilbeau stated Chairman Segura spent time on this project bringing it to Lafayette and if the airport didn’t have salespeople available it would have been tough to get this going. Commissioner Guilbeau thanked Executive Director Picou and the staff for all their hard work for bringing Kopter to Lafayette.*  
 In addition, Executive Director Picou added the airlines “see” something in Lafayette and as of April 1, 2019, American Airlines will add a flight at 2:12 p.m. on Tuesdays and Wednesdays. American Airlines will change their 4:00 p.m. to Sunday, Monday, Thursday, Friday. Executive Director Picou stated the aircrafts leaving from Lafayette are flying at capacity so the airlines are noticing and making necessary changes. Executive Director Picou stated Delta Air Lines is adding a new flight departing at 3:00p.m. to Atlanta. United Air Lines has no changes and Frontier Air Lines will operate their original schedule of Wednesdays and Saturdays. Audit – March 18<sup>th</sup> through March 22<sup>nd</sup> – Wright, Moore, Dehart et al. *Executive Director Picou stated this is an annual audit that will take place next week.*
3. Open Position: Operations Specialist – *Executive Director Picou stated there is one position that is open and after the interview process tallying was complete an offer will be made to an individual. Executive Director Picou stated she has verbally accepted and is excited. The Operations Specialist is scheduled to start April 15<sup>th</sup>.*
4. Landscape – Request for Proposals (RFP) 2019 – The RFP for Landscape Maintenance Program 2019 for Airport Campus lawn care is currently being advertised with proposals due by 3/21/19 @ 10:00 a.m. The primary term of the contract will be twenty (20) months with two one – Year additional option terms or until the new terminal is placed into service and will not transfer to the new terminal.
5. CITRIX (Sharefile) – Automatic Renewal – Program used to share and receive large files. The agreement will automatically renew on March 31, 2019 for one year. Contract is \$478.80 annually.
6. Financials – *Due to audit prep and the 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.*
7. Fly Lafayette/Passenger Statistics/Sides & Associates Report - *Mr. Callahan stated in February there were 37,320 passengers. Load factors Delta 84%, United 69.2%, American had 67.1%, and Frontier had 55.2%. The Fly Lafayette Club currently has 10,611 members with 14 winners out of 411 entries. A list of winners is in the Commissioners’ packets.*  
 Chairman Segura thanked Mr. Oats, Legal Counsel and Mr. Swartzendruber, Legal Counsel, for their participation in the agreements with Kopter.  
 Executive Director Picou presented a Gold Award winner to Sides & Associates for Total Public Relations Campaign for Disadvantage Business Outreach and a Bronze Award winner to Sides & Associates for Total Advertising Fly Lafayette Club. Executive Director Picou congratulated Mr. Callahan and Sides & Associates for these awards.

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

## VII. Scheduled Business – Consensus Items

1. Louisiana Compliance Questionnaire – LAC FY 2018 Audit – Approval
2. 2019 Cajun Man Triathlon Annual Event – September 8, 2019 – Approval
3. United Parcel Services (UPS) – 2201 – A SE Evangeline Thruway – Lease of Additional Area – Approval
4. Bayou Vermilion District – Lease Agreement – Approval
5. Janitorial Services (200 Terminal Drive and 222 Jet Ranger X Drive LAC Admin. Office) – Award of Contract – Approval
6. Lemoine-Manhattan JV, GMP Change Order #03 (Project 3) – Approval
7. Lemoine-Manhattan JV, Change Order #02 (Project 5) – Approval
8. Lemoine-Manhattan JV, Project 5 Phase 3B – Substantial Completion – Approval
9. CBRE Heery Task Order #15 – Amendment #1 - Approval

### RESOLUTION - #2019-3-R1-02 – Scheduled Business - Consensus Item(s)

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

AYES: Garrett, Guilbeau, Hebert, Tabor

NAYS: None

ABSENT: Guidry, Watson

MOTION CARRIES

## VIII. Reports

1. The Picard Group Monthly Report – *Report is included in Commissioners' packet.*
2. DBE Program Report – *Mrs. Cotton reported the airport has two programs that are still outstanding and being worked on are the SBE Program and the Title VI Program. Mrs. Cotton stated on the SBE Program the airport received comments from legal and the airport is waiting for the final copy from the consultant. Mrs. Cotton stated on the Title VI program comments were received from legal and the airport is still not complete with Title VI. The airport is working on the LEP which is part of the Title VI Program. Mrs. Cotton stated the 2018 ACDBE Uniform Report was submitted to the FAA on March 1, 2019. Non-Rental Cars had 0.09% goal and the Rental Cars had 4.35% goal that was met. Mrs. Cotton stated for the non- rental cars the airport will need to do a short fall analysis and as part of that the airport will do some outreach to try and raise the goal for non-rental car participation. Mrs. Cotton stated the estimated DBE commitment of all open contracts is 6.01% and current DBE attainment of all open contracts is 15.49%. The total DBE payments as of right now is \$1.9 million. Commissioner Garrett asked why is it taking so long to get Title VI completed when the airport was tasked to complete this last year. Mrs. Cotton stated it is a new program that legal has been working on this program and there is no consultant working on this. Commissioner Garrett stated FAA stated when they were here the airport could adopt what LCG had and change it to what the airport needed. Mrs. Cotton stated it was looked at and because of the difference between transportation and aviation it is a bit different and they don't mirror each other. Commissioner Garrett asked Mr. Oats, Legal Counsel, when would Title VI be completed. Mr. Oats and Mrs. Cotton stated it should be completed for the April 2019 meeting. Commissioner Garrett asked if the FAA had a deadline on this program and Mrs. Cotton stated there was no deadline. Commissioner Garrett stated for the DBE Advisory meetings if there are no updates the airport should give seven (7) days' notice instead of the day before. Commissioner Garrett stated if there is a seven day advance it gives the opportunity to committee members to get their questions answered as well as having the airport give information. Commissioner Garrett asked if there was a meeting with*

*the contractors for people to come that want to bid on jobs. Mrs. Cotton and Executive Director Picou stated there was no meeting they were aware of. Commissioner Guilbeau asked about the report the airport is waiting on and if the consultant was meeting the deadlines set by the airport. Mrs. Cotton stated on the SBE Program it was received back from legal and the comments were sent to the consultant. Mrs. Cotton is waiting to get the report back from the consultant.*

Executive Director Picou stated there was one blue card referencing the DBE. Executive Director Picou stated the card is from Keith Broussard on the subject of Uniform Report of DBE Commitments. Mr. Broussard, KCB Capital Management, congratulated Kopter on coming to Lafayette and it is a big success for the Commission and the staff. Mr. Broussard stated in December 2018 the Uniform Report on DBE commitments for the last three years were distributed. In 2018 the report stated the airport achieved 10.2% DBE commitment participation. The goal was only 4.51%, however, when the report is reviewed on line 11 ethnicity and gender of the 10.8% Black Americans women \$0.00 and men \$0.00. Mr. Broussard stated Black Americans has zero percent of what was achieved. On line 16, at the last meeting Mr. Broussard attended it was stated women were considered a minority. Mr. Broussard stated Commissioner Garrett stated that and the attorney agreed. The FAA report has on line 16 non-minority white females and they had over 5% of the contracts. Of the zero percent there was no DBE commitment for the Cargo Facility and now for 2018 there is zero percent Black American participation. Mr. Broussard asked the Commission and he will send to staff at the last community outreach The Lemoine Company stated they were achieving over 16% participation by DBEs. Mr. Broussard would like an answer by the next Commission meeting of how many of those DBEs participation was from Acadiana and how many were black companies form Acadiana.

3. *Terminal Program Report –Mr. Danny Diez, CBRE/Heery gave a presentation on the terminal program. Mr. Chris Groh, Kutchins & Groh/CBRE/Heery, gave the presentation on the terminal funding. Mr. Groh stated the airport was working with the FAA inspector inspecting the RTR Facility site. Mr. Groh stated the airport is managing its grants and they are getting ready for the next round of funding. Mr. Groh stated the airport is working with the state to manage their grants and looking at options to move that money as well. Mr. Groh stated Mr. Picou and other team members met with FP&C this month to discuss the bidding process to utilize FP&C funding going forward. Mr. Groh stated the EDA grant was approved and the airport will be getting approximately \$2 million which will be allocated towards the short-term and long-term parking lots. These were part of the project FAA monies could not go into because they are revenue producing projects. The TSA OTA application was approved 100% and the airport will get a status on the application submitted. Mr. Groh stated the airlines rates and charges will be kicked off to determine what the new rates will be. The QTA ready return lot is getting kicked off as well. Mr. Diez gave an update on the work completed on the airport property. The Enabling Demolition is complete and the airport is in the 45-day lien-free waiting period and final completion should be next month. Mr. Diez gave an update on the QTA and stated the NTP being in April 2019 and completed February of 2020. Mr. Diez stated the GMP1 projects 1, 2, 3, & 5 are scheduled to be completed in 2019. Mr. Diez stated GMP2 estimated completion on November 2019. Mr. Diez stated GMP3 is currently being bid and it should be back in May 2019 for approval of the work. Mr. Diez stated one manhole is being worked on for the RTR construction and then it will be ready for substantial completion. The RTR construction is moving along with the building up, roof in place, interior walls complete, and the foundations are ongoing. Mr. Diez stated the test piles should be starting and completed over the next couple of weeks. Mr. Diez*

*stated the rental car lot is now in front of the terminal and substantial completion of Phase 3B was just approved and is on target to be complete by the end of the month.*

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

**IX. Other Business: None**

**X. Adjourn (6:03:00)**

**RESOLUTION - #2019-3-R1-03 – Adjourn**

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

**AYES:** Guilbeau, Garrett, Tabor, Hebert,

**NAYS:** None

**ABSENT:** Watson, Guidry

**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.**