

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

**ATTENDANCE**

**COMMISSION:** Paul Segura (Chairman), Paul A. Guilbeau, Sr. (Secretary/Treasurer), John Hebert, Bryan Tabor, Lynn Guidry, Samuel Pierre

**ABSENT:** None

**ADMINISTRATIVE STAFF:** Steven L. Picou (Executive Director), Stephen Oats (Legal Counsel), Rene Cotton (Properties Administrator), Mary Green (Financial Comptroller), John Raedle (Security Coordinator), Catina Theriot (Secretary).

**GENERAL AUDIENCE:** Tim Murray (CBRE|Heery), Frank Malagarie, Robert Callahan (Sides and Associates), Paula Serrett (CBRE|Heery), Adam Thibodeaux (DSA), Chris Groh (CBRE|Heery), Rogee Clark (Clark Construction), Shelby Stach (CBRE|Heery), Michael Mondragon (RS&H), Michael Stropola (ARFF), Art Marullo (LPSO), Celestine Pierre (Samuel Pierre), Vincent Pierre (Samuel Pierre), Wilfred Pierre (Samuel Pierre), Julia Pierre-Simon (Samuel Pierre), Casey Zaunbrecher (CBRE|Heery), Broutin Sherrill (RS&H), Clayton Jenkins (Lemoine-Manhattan), Travis Priour (Lemoine-Manhattan), Mark Stielper (MBSB), Carla JeanBatiste (Interpersonal Healing), Karen Pierre (Samuel Pierre).

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

**II. INTRODUCTION/ROLL CALL**

**III. PLEDGE OF ALLEGIANCE-** Led by Chairman Paul Segura

Chairman Segura stated a new Commissioner was appointed two months ago and his appointment was effective November 1, 2019. Chairman Segura welcomed Mr. Samuel Pierre to the team.

**Oath of Office** – Mr. Stephen Oats, Legal Counsel, swore in Mr. Samuel Pierre as a LAC Commissioner in front of the public and current Commissioners.

Chairman Segura stated the LAC is looking forward to working with him and looking forward to his help on the Commission.

Commissioner Guilbeau welcomed Mr. Pierre to the Commission and wished a Happy Birthday to fellow Commissioner John Hebert.

**IV. APPROVAL of the Minutes of the Internal Affairs Committee Meeting of August 29, 2019, the Special Budget Meeting of September 11, 2019 and the Regular LAC Commission Meeting of September 11, 2019, and the Regular Meeting of October 9, 2019.**

RESOLUTION - 2019-11-R1-01 Approval of the Internal Affairs Committee Meeting of August 29, 2019, the Special Budget Meeting of September 11, 2019, the Regular LAC Commission Meeting of September 11, 2019, and the Regular Meeting of October 9, 2019:

MOTION: Commissioner Tabor moved the Lafayette Airport Commission accept minutes of the Internal Affairs Committee Meeting of August 29, 2019, the Special Budget Meeting of September 11, 2019, the Regular LAC Commission Meeting of September 11, 2019, and the Regular Meeting of October 9. Commissioner Guilbeau

seconded this motion and the vote was as follows:

AYES: Guilbeau, Hebert, Tabor, Guidry, Pierre

NAYS: None

ABSENT: None

MOTION CARRIES

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

1. Recognition of LAC Staff and Commissioner's November Birthdays  
Paul A. Guilbeau, Sr. – Vice Chairman – 11/4  
Todd Broussard – Assistant Maintenance Supervisor – 11/6  
Brandon Domingue – Maintenance – 11/11  
Austin Godin – Operations Specialist – 11/12  
John Hebert – Commissioner – 11/13  
George Groh – CBRE|Heery – 11/14
2. Aviation Fun Day – 30<sup>th</sup> Anniversary – October 12, 2019 – *Executive Director Picou stated the event was very well attended and received great reviews form parents. Executive Director Picou congratulated Mrs. Theriot on the event as it is her event to run form start to finish. Executive Director Picou stated Mrs. Theriot added face painting as a new event and it was big hit.*
3. Honor Air Flight – October 17, 2019 – *Executive Director Picou stated there were eleven (11) veterans from the Lafayette area on the flight sponsored by American Airlines and Brookshire's grocery store. The veterans are from WWII, Korea, Vietnam, and Desert Storm. The flight originated in Tyler, Texas with 10+ veterans on board and left Lafayette with a total of twenty-one (21) veterans onboard to visit the various memorials in Washington, DC. Commissioner Guilbeau stated he was questioned by a veteran's daughter about the space on the flight. Executive Director Picou stated there were only a few veterans from here in Acadiana since there were others on the flight from Tyler, Texas. Chairman Segura stated each Louisiana veteran received a flag that was flown over the US Capital.*
4. Veteran's Day – November 11, 2019 *Executive Director Picou thanked all the veterans that have served especially to Commissioner Guilbeau for his service.*
5. Safety Meeting – November 22, 2019 *Executive Director Picou stated the 4<sup>th</sup> Quarter safety meeting will be held on November 22, 2019 and an invitation will be sent to the Commissioners.*
6. Lafayette Regional Airport's 89<sup>th</sup> Birthday – November 29, 2019 – *Executive Director Picou stated Happy Birthday to the airport for eighty-nine (89) years.*
7. Awards – 2018 Award of Merit Southern Public Relations Federation -*Executive Director Picou stated the airport received a couple of awards. Executive Director Picou stated the airport received Award of Merit for Annual Report and DBE Outreach.*
8. No Shave November – *Executive Director Picou stated No Shave November is a \$20 entry fee and all the money goes to the American Cancer Society.*
9. Record Retention – Updates – *Executive Director Picou stated Commissioner Guilbeau was a big advocate for the electronic filing system. Executive Director Picou stated this project is ongoing and Mrs. Theriot had meetings scheduled to work through some contractual items. Commissioner Guilbeau asked if the LAC would be able to meet the deadline of terminal destruction and Executive Director Picou stated yes.*
10. Open Position – Operations Specialist – *Executive Director Picou stated Mr. Alec Hauber accepted a position at Louisville, Kentucky and he will be one of the first in Operations as they do not have an Operations department.*
11. Automatic renewals:
  - Flightview - OAG (FIDS Website) – The contract for Website Tracker ends on December 10, 2019 and will automatically renew for one year. The cost of this service is \$370.00/month.

- Windstream Communications – 11/15/19 – 11/14/20 – The contract for phone services (line and access) ends on November 14, 2019 and automatically renews for one year. All terms remain the same. Monthly fees vary. The average monthly cost is \$3,367.95.

*Executive Director Picou stated he is gathering information for and RFP to get another phone provider for the airport.*

12. Financials – *Executive Director Picou stated the September financials were in the Commissioners’ packets. Commissioner Guidry asked if the financials could be given to the Commission in advance. Executive Director Picou stated Mrs. Green gets the financials done as soon as she is able to get them. Executive Director Picou asked Commissioner Guidry how soon he was looking to receive the financials. Commissioner Guidry stated the Friday before the meeting with the agenda packet would be great. Commissioner Guidry stated the wording on the minutes stated there were no comments and this indicates a task of approval. Commissioner Guidry would like the financials sent out earlier for review.*
13. Fly Lafayette/Passenger Statistics/Sides & Associates Report - *Mr. Callahan stated in October there were 47,790 passengers. Mr. Callahan stated with only two months left in the year there were 74,349 passengers more over January through October of 2018. Mr. Callahan stated the load factors remained high with Delta at 94.2%, United at 73.6%, American at 68.5%, and Frontier at 66.4%. Mr. Callahan stated the Fly Lafayette Club currently has 11,041 members and there were 20 winners out of 610 entries. A list of winners was in the Commissioners’ Packets.*

Commissioner Guilbeau stated the 66.4% load factor for Frontier is on a 186 passenger plane. Mr. Callahan stated the last flight for Frontier was on Monday, November 11, 2019 and is suspended for the time being.

Executive Director Picou stated the airport has been approved by TSA to install the second lane. Executive Director Picou stated the airport is working with MBSB Group on getting bids and construction costs.

Executive Director Picou stated in the month of October Oakwells (Acadiana Tap House) had a rent payment of \$8,198.40. Executive Director Picou stated as Commissioner Guilbeau could attest in the past before the airport had a concessionaire with airport experience the income was only about \$12,000 and in one month the airport received over \$8,100. Executive Director Picou stated for the year 2019 the airport’s total revenue is \$73,137.69.

Commissioner Guidry asked Executive Director Picou to repeat the information on the second line for TSA. Executive Director Picou explained the machines are in New Orleans but the airport does not want to start construction until after the first of the year due to a busy travel holiday season. Commissioner Guilbeau asked when the airport would go out for bid. Executive Director Picou stated because of the dollar amount of the project the airport was adhering to the LAC’s purchasing policy and going with bonafide proposals. Mr. Mark Stielper, MBSB Group, stated a piece of the project was bid out and the costs were higher than anticipated so the airport is looking at other ways to cut costs. Executive Director Picou stated construction costs across the board are seeing higher prices than engineer’s estimates. Mr. Stielper stated the project will be night work and a short time frame and a few restrictions causing the high cost.

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

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

1. DBE Advisory Committee Guidelines Update – Approval
2. FP&C Bid Packages 2, 4b, 5, 6, and 7 – Authorization to Bid – Approval Commissioner Guidry asked why on one of the packages going out to bid is the Terminal Demolition. Ms. Shelby Stach, CBRE|Heery, stated for the FP&C process the PMCM had to go out and select specific packages that FP&C would deem reimbursable. Ms. Stach stated they worked with CMAR group to pull things from packages that

were physically constructed or deconstructed. Commissioner Guidry asked if the package is awarded will it have a start date a year from now. Ms. Stach stated yes that would be correct as long as it is within the CMAR schedule. Commissioner Guidry asked about the Triturator. Executive Director Picou stated a triturator is a LAV Dump that grinds up waste from the aircraft and allows for a product that could be processed easier by the waste company. Chairman Segura asked what is done with the waste now. Executive Director Picou stated now a vacuum truck comes every so often and picks the waste up.

3. Taxiway Foxtrot Phase II – Authorization to Bid – Approval
4. Taxiway Juliet Emergency Repair – Reject Bid – Approval
5. Taxiway Foxtrot Phase I – Change Order #6 – Siema Construction – Approval
6. QTA Facility - Change Order #4 – Southern Constructors – Approval Commissioner Guidry asked how far into construction is the airport and how much of the project is complete (what percentage). Executive Director Picou stated on the monthly report the airport is about 75% through the project with completion expected to be February 2020. Mr. Stielper, MBSB Group, stated they are two-thirds way through the contract days. Commissioner Guidry asked if the six (6) adverse weather days would hold up the project. Mr. Stielper stated they track the critical aspects of the project and those days go against the critical path items. Commissioner Guilbeau asked if the project would be completed within the contract time and Mr. Stielper stated it will be close but yes February 21, 2020.
7. Lemoine-Manhattan JV, Change Order #7 (Project 3 ) – Approval
8. LFT Noise Program Implementation Phase I – Work Order #5 Amendment #2 – RS&H – Approval Commissioner Guidry asked if the cost of over \$1million is for easements or what is that for. Mr. Broutin Sherrill, RS&H, stated that cost is for the company WD Schock that handled the noise mitigation program with people that liv around the airport. Chairman Segura explained about the runway study that was done and for people in the area closest to the runway to get money for them being affected. Commissioner Guidry asked if the \$1million was for fees and Mr. Sherrill stated that was for fess of WD Schock. Commissioner Guidry wants a report for how many people and for how long they were working to get paid over \$1 million. Mr. Sherrill stated the fees included appraisals and facilitation fees for WD Schock. Executive Director Picou stated each property that was affected had to have a title search with legal fees and assessment of the properties by Oats & Marino. Commissioner Guidry asked for a report on the fees associated with the \$1 million and Executive director Picou and Mr. Sherrill stated it is a FAA requirement. Mr. Sherrill stated they followed the plan laid out by the FAA. Commissioner Guilbeau asked if the property owners have a mortgage the money owed went to the mortgage holder. Chairman Segura stated the airport had to clear things with the mortgage holder to make sure the payment received by property owners did not go to paying off their mortgage. Executive Director Picou stated the airport also gets and Avigation Easement, which states when the property owners sell their home it is stated the property is located near an airport. Executive Director Picou stated there is no money from the airport being paid to this project and this was 90% Federal and 10% State. Mr. Sherrill stated the airport and the A&E firm did not seek to do this project, but the FAA reached out to have this completed. Mr. Sherrill stated the FAA approached the airport to implement the program.
9. LFT Noise Program Implementation Phase II – Work Order #37 Amendment #1 – RS&H – Approval
10. Electronic Protection Systems (EPS) – Contract – Approval
11. Facilities Lease Maintenance Evaluation Reports – Work Order #82 – RS&H – Approval Commissioner Guidry asked why the airport was using an outside company to do the thirty-three (33) inspections on local buildings. Mr. Sherill stated the contract is run through RS&H, but primarily it is MBSB Group that is doing the inspections. Mr. Sherrill stated most of the fees do go to MBSB and RS&H runs QC on the project. Commissioner Guidry asked if the money was local money and Executive Director Picou stated yes.

RESOLUTION - #2019-11-R1-02 – Scheduled Business - Consensus Item(s)

MOTION: Commissioner Tabor moved to accept Consensus Items 1 through 11. The motion was seconded by Commissioner Guilbeau and the vote was as follows:

AYES: Guilbeau, Hebert, Tabor, Guidry, Pierre  
NAYS: None  
ABSENT: None  
MOTION CARRIES

### VIII. Reports

1. DBE Program Report –Mrs. Cotton, DBELO, reported per earlier in this meeting the DBE Advisory Committee Guidelines will be updated one there will be one organization that will be added to the committee, which will be the Lafayette Women’s Chamber of Commerce. Mrs. Cotton stated the FAA approved Part 26 DBE Program for Lafayette. Mrs. Cotton stated the report was submitted back in December 2018 and usually takes 6-12 months for the program to be approved. Mrs. Cotton stated the ACDBE Program comment period ended on November 11, 2019 with no comments received, and the final submittal was made to the FAA. The car rental goal is 3.75% and the non-car rental goal is .19%. Mrs. Cotton stated the New Terminal Project Summary report was sent to the Commission by email on Friday, November 8, 2019. The DBE goal is 8.30% and the Projected DBE Commitment or Goal by Lemoine is 9.02%. The current DBE Attainment is 22.64%, but this number changes every month as the reports come in. Mrs. Cotton stated there are five (5) packages being advertised with three (3) projects having SBE goals. The bids are due on November 22, 2019 at 2 p.m.
2. Terminal Program Report –Mrs. Stach, 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 submitted requests for the FAA 2020 funding, which is a little bit left of terminal money that is discretionary money and leftover airfield money. Mr. Groh stated they are working with the grant of \$10.5 million that was awarded for the taxiway upgrade. Mr. Groh stated the airport is working with DOTD on the remaining \$12 million DOTD Aviation made to the entire terminal program. Mr. Groh stated with FP&C the Commission authorized earlier in the meeting to bid out the first package of FP&C projects, which is part of the \$10.2 million the legislature voted on and the Governor approved at the end of June 2019. Mr. Groh stated the EDA grant was received and the airport is working with them to get the money through Acadiana Planning Commission. Mr. Groh stated the airport is still working with TSA on the OTA grant. Mr. Groh stated they are still working with the airlines and the car rentals for coordination. Mr. Groh stated the bar graph slide shows where the airport is on funding. Mr. Groh went over the bar graph showing the monies awarded and still outstanding. Mrs. Stach gave an update on the work completed on the airport property. Mrs. Stach stated the QTA project is progressing and they started on the canopy and retaining wall. Mrs. Stach stated there were no substantial completions this month. Mrs. Stach went over several pictures from the new terminal project that have been completed and those that are ongoing. Mrs. Stach presented pictures of the terminal building itself with all metal framing complete except for the canopy. Mrs. Stach showed a 30-day mark on the work on the terminal building. Mrs. Stach showed pictures of the drone shots from September and October on the progress. Mrs. Stach stated FP&C packages will be collected at the end of the month and substantial completion will be based on what is part of the package. Mrs. Stach stated they are awaiting on FP&C approval for package 2. Commissioner Guidry had questions on the QTA costs for RPR estimates of \$300,000. Commissioner Guidry asked if the QTA project needed a full-time RPR. Mrs. Stach stated the soil is very unpredictable and the project is being monitored. Mrs. Stach stated everything is being tracked and accounted for with hours, billing, and invoices. Commissioner Guidry asked if this was a federal requirement to have a full-time person. Executive Director Picou stated the requirement is not for this project being referenced. Commissioner Guidry asked how long the QTA project was and Mrs. Stach stated 300 calendar day which is approximately ten (10) months. Commissioner Guidry stated it seems like a lot of money for ten months. Chairman Segura stated separate meetings could be held with the contractors if there are any further questions or if anything needs to be explained more elaborately. Commissioner Guidry stated he would like to have the contractors come to the Commission meeting and explain it to all of the Commissioners. Chairman Segura stated that

*could be done but if the questions are extensive enough separate meetings could be scheduled with contractors and staff. Chairman Segura stated he was offering solutions.*

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

Commissioner Guilbeau asked on the sales tax if there could be a spreadsheet showing what money the airport has and what it was spent on and update it monthly. Mrs. Green stated it is updated monthly and she will send it out to the Commissioners when it is updated. Commissioner Guilbeau stated that would be helpful to answer questions that are proposed to Commissioners.

#### **IX. Other Business:**

#### **X. Adjourn (6:29:00)**

RESOLUTION - #2019-11-R1-03 – Adjourn

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

AYES: Guilbeau, Hebert, Tabor, Guidry, Pierre

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.**