

PROCEEDINGS OF THE LAFAYETTE AIRPORT COMMISSION MEETING OF THE LAFAYETTE REGIONAL AIRPORT OF LAFAYETTE, STATE OF LOUISIANA, TAKEN AT A SPECIAL MEETING OF NOVEMBER 16, 2021 HELD AT 200 TERMINAL DRIVE, LAFAYETTE, LA.

ATTENDANCE

COMMISSIONERS: Paul Segura (Chairman), Paul Guilbeau (Vice-Chairman), John Hebert (Secretary/Treasurer), Lynn Guidry, Samuel Pierre, Terry Hurd, Charles Schilling

ABSENT: None

ADMINISTRATIVE STAFF: Steven Picou (Executive Director), Todd Swartzendruber (Legal Counsel), Rene Cotton (Properties Administrator), John Raedle (Security Coordinator), Catina Theriot (Secretary).

GENERAL AUDIENCE: Robert Callahan (Sides & Associates), Kam Movassaghi,

I. CALL TO ORDER: (1:45 p.m.)

Chairman Segura called the Special Meeting of November 16, 2021 to order at 1:45 p.m.

II. Introduction/Roll Call

III. Pledge of Allegiance -Chairman Segura led the Pledge of Allegiance.

Chairman welcomed Commissioner Schilling as a new Commissioner and look forward to working with Mr. Schilling.

IV. Scheduled Business – Discussion Items

1. Request for Qualifications for General Architectural and Engineering Consulting Service (A&E) – Acceptance of Selection Committee Recommendation – Discussion/Action – Executive Director Picou stated the selection committee voted and has recommended to the LAC, RS&H as General Architectural and Engineering Consultant for a three (3) year term, with two (2) possible one (1) year extensions. The LAC accepts the recommendation of RS&H from the Selection Committee to continue in the RFQ process.

Chairman Segura asked what was the difference between items 1 & 2. Executive Director Picou stated item one is where the Commission accepts the Selection Committee’s recommendation and item two is where the Commission makes a final decision if they want to move forward with RS&H and the process of negotiations starts. Chairman Segura stated item one was merely to accept the committee’s recommendation and item two was for the commission to vote whether the Commission wanted to choose RS&H. Mr. Swartzendruber, Legal Counsel, stated usually there would be more than one firm that would apply and then a short-list would be recommended and then the Commission would make a recommendation. Chairman Segura stated the Commission seen the presentation, scored as a Commission, and now it is to formally accept the committee’s recommendation to make a selection for the A&E.

Executive Director Picou stated the airport has to go through negotiations with RS&H and once that is completed, they have to go through an IFE (Independent Fee Estimate) process. Executive Director Picou stated once that is completed it will come back in front of the Commission for full approval.

Commissioner Pierre asked what is included in the negotiations. Chairman Segura stated the Commission is agreeing to choose RS&H and now the airport has to work out the contract. Mr. Swartzendruber, Legal Counsel, stated thus far, no fees have been discussed in the process until now. Mr. Swartzendruber stated from now on fees become part of the process along with the contract for RS&H.

Commissioner Pierre asked who is involved in the negotiations with RS&H. Executive Director Picou stated in the past it has always been the Executive Director that discusses the negotiations and then whomever is the Chair, the information get relayed to the Chair. Chairman Segura stated the Executive Director and the Chair at the time does the leg work but ultimately the decision comes back to the Commission.

Commissioner Pierre stated as of now the Selection Committee is done, negotiations take place with the Executive Director, then the results of the negotiations get reviewed by the Commission before final decision. Executive Director Picou stated that is the structure and he always keeps the Chair in the loop of the negotiations.

RESOLUTION - #2021-11-SR1-01– Request for Qualification for General Architectural and Engineering Consulting Service (A&E) – Acceptance of Selection Committee Recommendation – Discussion/Action:

MOTION: Commissioner Pierre made a motion to accept the Selection Committee ‘s recommendation of RS&H as the A&E firm. The motion was seconded by Commissioner Guilbeau and the vote was as follows:

AYES: Guilbeau, Hebert, Guidry, Pierre, Hurd, Schilling

NAYS: None

ABSENT: None

2. Request for Qualification for General Architectural and Engineering Consulting Service (A&E) – Final Decision – Discussion/Action – Executive Director Picou stated based on the recommendations of the Selection Committee and the LAC’s review of relevant material and presentation by RS&H, the LAC accepts RS&H qualifications and awards contract to RS&H. Following resolution, RS&H will be notified to begin developing a Professional Services agreement, inclusive of a fee structure to be negotiated, as well as being verified with an outside entity and the FAA. Should the negotiations be mutually beneficial and concurrent with the aforementioned RFQ and FAA provisions, RS&H will present to LAC for legal review.

RESOLUTION - #2021-11-SR1-02– Request for Qualification for General Architectural and Engineering Consulting Service (A&E) – Final Decision – Discussion/Action:

MOTION: Commissioner Guilbeau made a motion to accept staff’s recommendation of RS&H as the A&E firm.

The motion was seconded by Commissioner Hurd and the vote was as follows:

AYES: Guilbeau, Hebert, Guidry, Pierre, Hurd, Schilling

NAYS: None

ABSENT: None

V. Other Business – Executive Director Picou reminded the Commission of the LAC’s 2022 Budget being in front of the council for approval at their meeting of November 16, 2021 at 5:30 p.m. Chairman Segura stated it is more of a formality for approval. Chairman Segura thanked Mr. John Raedle and Kam Movassaghi for serving on the Selection Committee. Chairman Segura stated it is a very important decision in the planning and the future of the airport. Commissioner Hurd stated the airport millage passed. Chairman Segura stated it was a great thing for the millage to get passed as it helps with expenses for operations and maintenance of the airport. Chairman Segura stated as a whole the airport got some support and the airport will continue to do a good job.

VI. Adjourn (1:56:00p.m.)

RESOLUTION - #2021-11-SR1-02– 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, Guidry, Pierre, Hurd, Schilling

NAYS: None

ABSENT: None

A recorded copy of the Minutes of the Meeting can be obtained by contacting the Lafayette Airport Commission, 222 Tower Drive, Lafayette, LA 70508. 337.703.4800

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ATTENDANCE

CONSULTANT SELECTION COMMITTEE: John Hebert, Lynn Guidry, John Raedle, Dr. Kam Movassaghi

ABSENT: Paul Segura

ADMINISTRATIVE STAFF: Steven Picou (Executive Director), Rene Cotton (Properties Administrator), Catina Theriot (Secretary).

GENERAL AUDIENCE: Robert Callahan (Sides & Associates), Paul Guilbeau (Commissioner), Samuel Pierre (Commissioner), Terry Hurd (Commissioner), Charles Schilling (Commissioner).

I. CALL TO ORDER:

Commissioner Hebert called the Special Meeting of November 16, 2021 to order at 1:32 p.m.

II. Introduction/Roll Call

III. Pledge of Allegiance

IV. Scheduled Business – Discussion Items

3. Request for Qualifications for General Architectural and Engineering Consulting Service (A&E) – Selection Committee Recommendations – Discussion/Action – Executive Director Picou stated the LAC approved advertisement of the Architectural and Engineering Services (A/E) – Request for Qualifications (RFQ) at its June 9, 2021 meeting. A Selection committee of five (5) members was approved to oversee the process (John Hebert, Lynn Guidry, Steven Picou, John Raedle, and Kam Movassaghi). There were sixteen (16) companies to request a proposal packet three (3) firms provided Letters of Intent: RS&H, Bielle architects, and US Systems. RS&H was the only firm to submit a Prequalification Packet. After consultation with the FAA and LAC legal, the A/E process was approved to proceed with one firm applying. RS&H submitted its SOQ packet on October 12, 2021 and it was reviewed by the selection committee and a presentation was presented on October 21, 2021. The

selection committee provided scores based on the SOQ and the presentation. The selection committee voted and is recommending the LAC approve RS&H to move forward.

RESOLUTION - #2021-11-SR1-01– Request for Qualification for General Architectural and Engineering Consulting Service (A&E) – Selection Committee Recommendations – Discussion/Action:

MOTION: Commissioner Guidry made a motion to recommend RS&H as the A&E firm to the full Commission.

The motion was seconded by John Raedle and the vote was as follows:

AYES: Hebert, Guidry, Raedle, Movassaghi, Picou

NAYS: None

ABSENT: None

V. Other Business – None

VI. Adjourn (1:35p.m.)

RESOLUTION - #2021-11-SR1-02– Adjourn

MOTION: Commissioner Guidry made a motion to Adjourn. The motion was seconded by Kam Movassaghi and the vote was as follows:

AYES: Hebert, Guidry, Raedle, Movassaghi, Picou

NAYS: None

ABSENT: None

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