

AGENDA  
City of Monroe

LEGAL & REGULAR SESSION – NOVEMBER 26, 2024, 6:00PM  
CITY COUNCIL CHAMBERS CITY HALL

I: ROLL CALL AND DECLARE QUORUM:

II: INVOCATION & PLEDGE OF ALLEGIANCE – MR. McFARLAND:

III: COMMUNICATIONS & SPECIAL ANNOUNCEMENTS:

1. Mr. Harvey
2. Mrs. Ezernack
3. Ms. Woods
4. Mr. McFarland
5. Mr. Muhammad
6. Mayor Ellis

IV: APPROVE MINUTES OF THE LEGAL AND REGULAR SESSION OF NOVEMBER 12, 2024:  
(PUBLIC COMMENTS)

V: PRESENTATION:  
NONE.

VI: PUBLIC HEARINGS:  
NONE.

PROPOSED CONDEMNATIONS:  
(Public Comment)  
None.

VII: ACCEPTANCE OR REJECTION OF BIDS:

(Public Comment)

(a) Adopt a Resolution authorizing a contract with AHAYAH Community Development Corp for the Monroe Transit Parking Lot Extension Project and further providing with respect thereto.

VIII: RESOLUTIONS AND MINUTE ENTRIES:

1. Council:

Public Comment:

(a) Adopt a Resolution confirming the appointment of Capt. Daniel Overturf as Fire Chief for the City of Monroe.

2. Department of Administration:

Public Comment:

(a) Consider twenty-two (22) Renewal Applications for a New 2025 Class A Alcoholic Beverage Permit. The Monroe Police Department has no disqualifying records and Sales Tax has been approved.

(b) Consider sixteen (16) Renewal Applications for a New 2025 Class B Alcoholic Beverage Permit. The Monroe Police Department has no disqualifying records and Sales Tax has been approved.

(c) Consider two (2) Renewal Applications for a New 2025 Class C Alcoholic Beverage Permit. The Monroe Police Department has no disqualifying records and Sales Tax has been approved.

(d) Consider one (1) Renewal Application for a New 2025 Class E Alcoholic Beverage Permit. The Monroe Police Department has no disqualifying records and Sales Tax has been approved.

(e) Consider one (1) Renewal Application for a New 2025 Class G Alcoholic Beverage Permit. The Monroe Police Department has no disqualifying records and Sales Tax has been approved.

3. Department of Planning & Urban Development:

Public Comment:

None.

4. Legal Department:

Public Comment:

None.

5. Mayor's Office:

Public Comment:

(a) Adopt a Resolution approving a Cooperative Endeavor Agreement with the Northeast Louisiana Arts Council, Inc. and further providing with respect thereto.

6. Department of Public Works:

Public Comment:

(a) Adopt a Resolution accepting the RFQ Response by Kutchins and Groh L.L.C. to provide consulting services for the Monroe Regional Airport and further providing with respect thereto.

(b) Adopt a Resolution approving the Monroe Regional Airport's Title VI Plan and further providing with respect thereto.

(c) Adopt a Resolution approving the Monroe Regional Airport's Three-Year Airport DBE Goal (2025-2027) and further providing with respect thereto.

7. Department of Community Affairs:

Public Comment:

None.

8. Police Department:

Public Comment:

(a) Adopt a Resolution declaring certain police equipment surplus property and authorizing its donation to the Town of Rayville/Rayville Police Department and further providing with respect thereto.

9. Fire Department:

Public Comment:

None.

10. Engineering Services :

Public Comment:

(a) Consider request from Holyfield Construction for a Major Conditional Use Permit authorizing the use of this location (2252 Tower Dr., Ste. 103) to allow the sale of alcohol for consumption off-premises in the B-3 (General Business/Commercial) District. This will be an added use to an existing gift shop (The Trove). The Comprehensive Zoning Ordinance allows this as a Major Conditional Use in the B-3 (General Business/Commercial) District. Major Conditional Uses are

uses that require another level of approval; therefore, this request comes before the City Council for their approval in addition to that of the Planning Commission.

(b) Consider request from D&H Monroe, LLC for a Major Conditional Use Permit authorizing the use of this location (6010 DeSiard St./104 Kansas Ln.) to allow the sale of alcohol for consumption off-premises in the B-2(Neighborhood Business) District. The applicant proposes to construct a new convenience store/gas station at this location. The Comprehensive Zoning Ordinance allows this as a Major Conditional Use in the B-2 (Neighborhood Business) District. Major Conditional Uses are uses that require another level of approval; therefore, this request comes before the City Council for their approval in addition to that of the Planning Commission.

BREAK IF NEEDED:

IX: INTRODUCTION OF RESOLUTIONS & ORDINANCES:

Public Comment:

(a) Introduce an Ordinance approving an application by Crest Construction to rezone certain property (5.47 acres), amending the Zoning Map for the City of Monroe, and further providing with respect thereto.

X: RESOLUTIONS AND ORDINANCES FOR SECOND READING AND FINAL ADOPTION AND SUBJECT TO PUBLIC HEARING:

NONE.

XI: CITIZENS PARTICIPATION:

XII: ADJOURN.

City Hall, Monroe, Louisiana  
November 12, 2024  
6:00p.m.

The Honorable Chairman Juanita G. Woods, called the meeting to order. She then asked the clerk to call roll.

There were present: Mr. Harvey, Mrs. Ezernack, Ms. Woods, & Mr. McFarland

There was absent: Mr. Muhammad

Chairman Woods announced that a quorum was present, and that the Invocation and the Pledge of Allegiance would be led by Ms. Woods or her designee.

The Invocation was led by Pastor AB Johnson Sr., Rose of Sharon Baptist Church

Ms. Woods thanked everyone who came out this evening. She said they could have been doing a lot of things but chose to come share in the business and the good work of their city. She noted the Council need all cell phones on vibrate or silence and to reframe from talking. She said as citizens come to the podium to speak on an item they will be given one time only to talk about that item. She said at citizen's participation they have exactly three minutes. She said the Council will be leaving tomorrow morning headed to the National League of Cities in Tampa, FL. She further noted the Mayor is there already, and they will be joining him on tomorrow.

COMMUNICATIONS & SPECIAL ANNOUNCEMENTS:

(1.) Mr. Harvey noted it's that time of year for District 1 community meetings. He said the first one will be next Monday at Grace Episcopal at 6pm and the second will be a St. Alban's on next week. He said he will have the dates on social media later this week.

(2.) Mrs. Ezernack thanked everyone for being here this evening and she said she hopes they have a blessed week.

(3.) Mr. McFarland stated he would like to go back to the employee breakfast because during that time the Council was selected to speak, and he failed to recognize three he needed to recognize. He recognized the Council Clerk Carlous Riley, Ms. Ileana Murray, and Ms. Yolanda Washington, who work very hard for the Council. He said don't ever think that he doesn't appreciate them, and he appreciates them all to the highest. He said it was through their efforts, tutoring, and giving guidance in order to help him be as far as he is today. He thanked Ms. Marie Brown who is now working for the City Council and he said she has been on the job for about a week now. He thanked all city employees and attorneys. On another note, he thanked those that shared in his 35<sup>th</sup> Pastoral Anniversary on this past Sunday at the Greater Free Gift Baptist Church. He said they were glad to have the Mayor and his lovely wife, others from different organizations, and City officials. He said after the fellowship he had to go to urgent care and by the Grace of God he is still here. He said the doctor gave him clearance to go on the Tampa trip and he is going on this trip because he wants to learn all that he can to help the City. He thanked the Mayor and Reverend Morgan for helping them move the Winnsboro Road project along and everything they do with and for the Council. He said they are looking for some great things to happen and he appreciated him helping this project move forward. He said he pray and hope they could do some other great things on the Southside as well as the entire City of Monroe. Lastly, he noted at the last meeting his father in law was in the hospital and he is out doing well.

(4) Ms. Woods apologized for not being at the anniversary on Sunday. She stated she had something to do at her church and she couldn't get there. She dittoed the thank you to the Council staff and she said because without them the Council couldn't do it. She said she appreciated Ms. Carlous Riley she said she gives her the blues, but she is certain she gives her the blues right back. She thanked Ms. Ileana Murray, and she stated she was struggling in her previous life on flyers but she right there on spot every time. She further stated Mrs. Yolanda is a jewel in keeping the Council up to date with finances and the Council have a perfect staff. She said the lady that has been doing the work without pay is now on staff and that's Ms. Marie Brown. She welcomed Ms. Brown to the City Council staff, and she said she hit the ground running. On another note, she said since the Council last met they had Transit here and she had the opportunity to ride the bus. She said there are some things they definitely need to do, and she had some conversations with General Manager

Marc Keenan. She said he understands how they need to make sure regular riders have some type of protection from the elements as they are waiting for the bus. She said she had conversations with Mr. Tolliver as well and those issues are going to be put to rest. She said the other issues with the administration and the workers at Transit she has asked that they start having those conversations. She said she asked Mr. Creekbaum to be apart of it and everyone knows Mr. Creekbaum is getting married on the 23<sup>rd</sup>. She said she would be fine not to call him, and he said his wife to be already told him he can't take her calls.

Upon motion of Mr. Harvey and seconded by Mrs. Ezernack, and the minutes of the Legal and Regular session of October 22, 2024, were unanimously approved. (There were no public comments.)

Proposed Condemnations:

(1) 603 Benton Ave. (D4) – owner – Larry Davis and Lisa Williams. Notice to show cause was served. Photographic evidence was presented. There was no one present. Upon motion of Mr. McFarland, seconded by Mr. Harvey and unanimously approved, the building was condemned, and the property owner given 30 days in which to bring the structure into compliance with the Code or demolish the Structure and clean the lot. (There were no public comments.)

Mr. Tommy James, Code Enforcement Officer, stated this is a dilapidated burnt structure and they are asking the property owner be given 30 days to bring the structure in compliance.

Mr. McFarland motion to condemn the property giving the owner 30 days to bring the structure into compliance with code.

ACCEPTANCE OR REJECTION OF BIDS:

(a) Upon motion of Mr. McFarland, seconded by Mr. Harvey and unanimously approved Resolution No. 8840 accepting the RFQ Response by Halff Associates, Inc. to provide Engineering Services for the Monroe Regional Airport Offsite Drainage Improvements Project and further providing with respect thereto. (There were no public comments.)

Ms. Woods said this project is in District three and the City calls it the Regional Airport offsite drainage improvement project. She said for those that live in Booker T this is the ditch at the end of White Street where several resident homes are falling in the ditch. She said it is finally on here and the City is going to do something about it. She noted she is the most excited person in the world she is just not standing, screaming, and running around because she did that already. She thanked Mr. McCallister who has worked tirelessly with this, and she thanked the Mayor. She further noted she had everybody in the ditch looking at it and she thanked them all. She thanked Senator Jackson, Representative Pat Moore, Representative Adrian Fisher, and the whole legislative delegation. For the record, she is excited.

Mrs. Ezernack said if Ms. Woods is excited she is excited and she knows how long this has been going on.

(b) Upon motion of Mrs. Ezernack, seconded by Mr. Harvey and unanimously approved Resolution No. 8841 accepting the Base Bid of Amethyst Construction, Inc, in the amount of \$3,544,294.95 and Alternate No. 1 in the amount of \$71,250.00, for the DeSiard Street Improvements (S. Grand St. to N. 6<sup>th</sup> St.) Phase 2 Project and further providing with respect thereto. (There were no public comments.)

Mr. McFarland wanted to know the DBE on this project.

Mr. Morgan McCallister, City Engineer, stated the goal was calculated by DOTD through the DBE website at 13.4% and the City set a 15% goal for this project.

Mr. McFarland wanted to know if DOTD is partnering with the City on this project.

Mr. McCallister said no sir, for clarification the City use the DOTD formula and their DBE certification information and search the area for a number of DBEs who are certified, willing, and able to bid on these projects.

Mr. McFarland said they were trying to get this up to at least 20% and this project is 3.5 million.

Mr. McCallister noted roughly 3.6 when you add in alternate number one which is CIPP lining.

Mr. McFarland wanted to know if it was saying the goal or is it saying it shall be.

Mr. McCallister said when the City set goals for City of Monroe projects it's a minimum. He said the minimum on this project will be 15%.

Mr. McFarland wanted to know what they could do to get it up to 20%. He said he knows what the word goal means but again he assured him that the word goal means it shall be.

Mr. Brandon Creekbaum, City Attorney, noted the normal standard specifications will include terminology that says if the contractor fails to meet the goal then the percentage that they fail to meet is withheld from the final payment.

Mr. McFarland wanted to know if they can do something about the percentage being 20% instead of 15%. He said he is not comfortable with 3.6 million and they say you can only cap it at 15% for DBEs. He said he wanted that raised to at least 20% and he doesn't know who to ask.

Mr. McCallister said legally he doesn't know that they could do that, however, the item on the agenda is to accept or reject. He said if the Council reject they would have to find grounds for rejection based on the information that was put out to bid all the requirements were met. He said phase one the goal that was set was 12.74% and they had a 100% participation on that project. He noted the way in which they were able to meet that 100% was because the responsible low bidder was a DBE contractor. He said a 100% woman owned contractor and by awarding that contract they exceeded the goal. He said this particular project was advertised at 15%. They are under budget and the original estimate for this project was 4.6 million and the bid opening resulted in 3.6 million. He stated he is not saying the Council is in a corner to accept the bid but to reject the bid based off of a DBE goal at this point he doesn't know if that is an option.

Mr. McFarland stated the Council can reject the bid and if the motion fails then this is dead. He said then the City can go back and rebid it with 20%.

Mr. Creekbaum stated under the bid law Louisiana revised statute 38:22:14 subsection B of that statute. He said it says the public entity may reject any and all bids for just cause. Just cause for the purpose of the construction of public works is defined, but is not limited to the following circumstances: the public entity's unavailability of funds sufficient for the construction of the proposed public works, the failure of any bidder to submit a bid within an established threshold of the preconstruction estimates for that public work as part of the bid specifications, substantial change by the public entity prior to the award in the scope or design of the proposed public work, a determination by the public entity not to build the proposed public work within twelve months of the date for the public opening and reading of bid, and the disqualification by the public entity of all bidders.

Mr. McFarland said this is a hard one for him because again he doesn't like the percentage. He said before he got here the percentage was low and now he is here, and he wants the percentage up. He said if it comes before the Council you can't force feed the Council to vote for it if that was the case they wouldn't need to bring it before the Council. He wanted to know if Mr. Creekbaum is saying that the Council have to vote for it.

Mr. Creekbaum noted the statute allows the Council to reject it and he is not saying the Council have to accept or reject this project. He further noted that he is saying that the statute provides a list of enumerated reasons, and it includes language that says including but not limited too. He said when these matters come before the Council to bid there is a set scope for the project and it comes on the authority to bid the project based on the plans and specifications as they are drawn up at that time. He said the backside is more of administrative approval or disapproval once the bids come in the amounts and the kind of work Mr. McFarland is talking about goes in on the front end before bids are solicited. He said if the Council rejects it, they must have just cause and then in this case the particular question would be is a desire to increase a DBE goal just cause sufficient to warrant rejecting bids under the public bid law.

Mr. McFarland wanted to know if Mr. Creekbaum is saying, it's not a just cause if the Council wants to up the percentage. He asked if that wouldn't be a just cause for women and minorities to have a better fight to get part of this 3.6 million.

Mr. Creekbaum noted he thinks a just cause must be akin and the Attorney General's bear that out to the statutory reasons that are listed in there that or something like it. He said this would be more in line with there has been a change in scope or design of the project. He said he doesn't know if those are literal changes in scope or design. He said he thinks this is a change in nature of what is required to be eligible to bid on this project an assessment of what the goal should be.

Mr. McFarland stated hearing from Mr. Creekbaum he is taking in every word he is saying. He wanted to know when bids go out do the Council write the specifications before it goes out.

Mr. Creekbaum said no, the Council doesn't personally write them.

Mr. McFarland stated he is not going to go through this at each Council meeting with them interjecting the percentage without Council saying this is what they want. He said maybe the Council need to have it on the next agenda what the DBE goal shall be, so it won't be no misunderstanding in future contracts. He said he can prevent it the next go around and future contracts that come before this Council by making sure before any bids go out that the goal of 20% is in there. He noted he may be jumping the gun, but he thought there was a resolution coming from Mr. Muhammad on this matter, but he hasn't seen that resolution being brought forward. He further noted that the Council need to have a resolution that the DBE goal shall be 20% then they won't have this fight, and everybody will know before they even bid on it that this the goal that the City of Monroe is going with, and they are not going to deviate from that.

Mr. Creekbaum said that is certainly away to handle that and he said he and Mr. Muhammad have discussed the preparation of an ordinance not a resolution and it is not a matter of one size fits all goal. He said there are federal projects where the City must adhere to the federal criteria in centering those goals. He said him and Mr. Muhammad discussed trying to look at what goal would make sense with city projects and other types of project.

Mr. McFarland wanted to know how long they have been working on it.

Mr. Creekbaum stated he met with Mr. Muhammad maybe 3 to 4 weeks ago and gave him a copy of the ordinances.

Mr. McFarland noted for Mr. Creekbaum to send him a copy because it's too much procrastination for him. He said they need to move forward, and a simple resolution could solve the problem. He said anything outside of federal contracts the Council want to make sure women and minorities will have a shot at the project percentage. He stated he has said to others who have tried to be dogmatic about contracts if you can't get the whole pie at least share a piece of the pie and that's his philosophy. He said he is voting in favor but after this the Council is going to fix these bids and make sure that contractors bidding know what the Council is looking for.

(c) Upon motion of Mr. Harvey, seconded by Mr. McFarland and unanimously approved Resolution No. 8842 accepting the Base Bid of Amethyst Construction, Inc. in the amount of \$804,646.30 for the Barbados & West Deborah Drive Drainage Improvements Project and further providing with respect thereto. (There were no public comments.)

#### RESOLUTIONS AND MINUTE ENTRIES:

##### Council:

(a) Upon motion of Ms. Woods, seconded by Mr. Harvey and unanimously approved Resolution No. 8843 appointing Sean Christian to the Board of Commissioners for the Downtown Economic Development District.

Ms. Woods stated the Council received a list of names that St. Francis would like to consider for the Downtown Economic Development District. She motion to adopt the name Sean Christian.

Ms. Kenya Roberson wanted to know a breakdown of the appointments for the board.

Mr. Creekbaum said there are two members appointed by the Mayor, two members appointed by the City Council, two members appointed by the Monroe Chamber of Commerce, and three members appointed by the City Council from a list of the three largest assessed property owners in the Downtown Economic Development District. He said each one of those assessed property owners gets at least one appointment to the board.

Ms. Roberson wanted to know how long the appointment is for.

Mr. Creekbaum said a three year term.

Mr. McFarland wanted to clarify that the City Council have appointments on this board.

Mr. Creekbaum said yes, there are two appointments by the City Council.

Mr. McFarland wanted to know has the Council appointed anyone.

Mr. Creekbaum stated the current appointments are Mr. Ivan Thomas and Mr. Kerricko Holmes.

(b) Upon motion of Mrs. Ezernack, seconded by Mr. McFarland and unanimously approved Resolution No. 8844 appointing Melissa Saye and Stanlanda Butcher to the Board of Commissioners for the Downtown Economic Development District. (There were no public comments.)

Ms. Woods stated the Council received a list appointing two people from the Monroe Chamber and they recommended Ms. Melissa Saye and Ms. Stanlanda Butcher to be their representatives on the Downtown Economic Board. She wanted to know if this is for the three largest businesses downtown.

Mr. Creekbaum noted it is the three largest assessed property owners.

Ms. Wood wanted to know the three property owners.

Mr. Creekbaum stated in the last cycle of appointments he believe the three were AT&T, St. Francis, and third was either Skent & Dent or Vantage.

Department of Administration:

(a) Upon motion of Mr. Harvey, seconded by Mr. McFarland and unanimously approved to consider twenty-five (25) Renewal Applications for a New 2025 Class A Alcoholic Beverage Permit. The Monroe Police Department has no disqualifying records and Sales Tax has been approved. (There were no public comments.)

Ms. Woods noted these are businesses that already have a liquor license, and they are applying for their new 2025 license.

Mr. McFarland wanted to know if there is anywhere in the charter that prohibit the Council from having a consent agenda.

Mr. Creekbaum stated the Charter just requires a favorable vote of the majority of the Council to pass any Ordinance or Resolution. He said if the consent agenda were adopted he doesn't think that would compose a problem. He further stated the current Council's rules and procedures would have to be changed.

Mr. McFarland said if it was under the consent agenda the Council is still voting on each and every item. He said if one of the members of the board had a problem with it they would pull that out of the consent agenda then that would save them some deliberation time. He said all that they are about to do are just renewals, and he doesn't an issue with any renewals.

Ms. Woods noted these are under different classifications of licenses.

(b) Upon motion of Mrs. Ezernack, seconded by Mr. Harvey and unanimously approved to consider twenty-six (26) Renewal Applications for a New 2025 Class B Alcoholic Beverage Permit. The Monroe Police Department has no disqualifying records and Sales Tax has been approved. (There were no public comments.)

Ms. Woods stated this is a Class B and each of these classes have different classifications as to what type of business they are.

(c) Upon motion of Mr. Harvey, seconded by Mrs. Ezernack and unanimously approved to consider one (1) Renewal Applications for a New 2025 Class C Alcoholic Beverage Permit. The Monroe Police Department has no disqualifying records and Sales Tax has been approved. (There were no public records.)

(d) Upon motion of Mr. Harvey, seconded by Mr. McFarland and unanimously approved to consider one (1) Renewal Applications for a New 2025 Class D Alcoholic Beverage Permit. The



Monroe Police Department has no disqualifying records and Sales Tax has been approved. (There were no public records.)

(e) Upon motion of Mr. McFarland, seconded by Mr. Harvey and unanimously approved to consider one (1) Renewal Applications for a New 2025 Class E Alcoholic Beverage Permit. The Monroe Police Department has no disqualifying records and Sales Tax has been approved. (There were no public records.)

(f) Upon motion of Mr. Harvey, seconded by Mr. McFarland and unanimously approved to consider one (1) Renewal Applications for a New 2025 Class G Alcoholic Beverage Permit. The Monroe Police Department has no disqualifying records and Sales Tax has been approved. (There were no public records.)

Department of Planning & Urban Development:

Before moving to the next agenda item with no objection from the Council, Ms. Woods stated for the record there will be a Public Hearing for the Department of Planning and Urban Development this Thursday, November 14<sup>th</sup> at 5:30pm at the Public Safety Center. She said they are asking everyone to come out and tell them what they would like to see done in their city over the next five years. She said again that date is November 14<sup>th</sup> Thursday 5:30pm at the Public Safety Center on 165 and she said please govern yourselves accordingly.

Engineering Services:

(a) Upon motion of Mr. McFarland, seconded by Mr. Harvey and unanimously approved Resolution No. 8845 approving Close-Out Change Order No. Two (2) for the Lee Ave. Street Improvement Project and further providing with respect thereto. (There were no public comments.)

Ms. Woods stated it is always good when you can get a decrease in the money that's spent and it's a decrease in the amount of \$198,600.00.

(b) Upon motion of Mr. McFarland, seconded by Mr. Harvey and unanimously approved Resolution No. 8846 approving Change Order No. One (1) for the Louisiana Purchase Exhibition Phase 1 the Swamp Project and further providing with respect thereto. (There were no public comments.)

(c) Upon motion of Mr. McFarland, seconded by Mrs. Ezernack and unanimously approved Resolution No. 8847 approving Change Order No. Two (2) for the North 6<sup>th</sup> St. Improvements (Louisville Ave. to Stubbs Ave.) Project and further providing with respect thereto. (There were no public comments.)

(d) Upon motion of Mr. Harvey, seconded by Mr. McFarland and unanimously approved Resolution No. 8848 accepting as substantially complete work done by Don. M. Barron Contractor, LLC for the Lakeside Dr. Water Improvements Project and further providing with respect thereto. (There were no public comments.)

(e) Upon motion of Mrs. Ezernack, seconded by Mr. Harvey and unanimously approved Resolution No. 8849 approving a Professional Services Agreement with Meyer, Meyer, Lacroix, & Hixon for the West Parkview Drainage Improvements Project and further providing with respect thereto. (There were no public comments.)

(f) Upon motion of Mrs. Ezernack, seconded by Mr. Harvey and unanimously approved Resolution No. 8850 approving Close-Out Change Order No. Three (3) for the Saul Adler Recreation Center Parking Lot Improvements Project and further providing with respect thereto. (There were no public comments.)

(g) Upon motion of Mrs. Ezernack, seconded by Mr. Harvey and unanimously approved Resolution No. 8851 accepting as substantially complete work done by Benchmark Construction Group of Louisiana, LLC for the Saul Adler Recreation Center Parking Lot Improvements Project and further providing with respect thereto. (There were no public comments.)

(h) Upon motion of Mr. McFarland, seconded by Mrs. Ezernack and unanimously approved Resolution No. 8852 approving Change Order No. Two (2) for the South Grand Street Improvements Project and further providing with respect thereto. (There were no public comments.)

(i) Upon motion of Mr. McFarland, seconded by Mr. Harvey and unanimously approved Resolution No. 8853 approving Professional Services Agreement with Frye Magee, LLC for the Monroe Regional Airport Offsite Drainage Improvements Project and further providing with respect thereto. (There were no public comments.)

Ms. Woods stated once again this is her project that she is super excited about, and she is happy to see this project moving forward.

RESOLUTIONS AND ORDINANCES FOR SECOND READING AND FINAL ADOPTION AND SUBJECT TO PUBLIC HEARING:

The Chairman Open the Hearing and seeing no on come forward the Hearing was Closed.

(a) Upon motion of Mrs. Ezernack, seconded by Mr. McFarland and unanimously approved Ordinance No. 12,249 repealing Ordinance No. 12,192 re-approving an Administrative Reorganization and further providing with respect thereto. (There were no public comments.)

Mr. McFarland stated the Mayor is already in Tampa waiting on the Council's arrival, but this ordinance was one that the Mayor and him agreed on. He said they came to a happy medium for them to all walk away happy about the language that they are not tampering with the charter. He said Mr. Creekbaum is a witness that this is something that the Mayor and he agreed on to show unity that they are trying to work together for the same common cause.

Ms. Woods noted she did have an opportunity to speak with the Mayor and Mr. Creekbaum it was just a matter of changing a word in the previous one and they all agreed on it.

Mr. Harvey stated he hasn't talked to anybody since the last time this made its way to the Council. He wanted to know what happens if the Council repeals this Ordinance.

Mr. Creekbaum noted the ordinance vetoed by the Mayor was a straightforward repeal of the prior ordinance approving the administrative reorganization. He said the compromise was that this would repeal the prior ordinance but then simultaneously re-approve the reorganization using the most bear language possible. He said it is saying they are not trying to undo it they are re-approving it.

The Chairman Open the Hearing and seeing no on come forward the Hearing was Closed.

(b) Upon motion of Mr. McFarland, seconded by Mr. Harvey and unanimously approved Ordinance No. 12,250 amending Section 36-20 (Tap Fees) of the City of Monroe Code and further providing with respect thereto. (There were no public comments.)

The Chairman Open the Hearing and seeing no on come forward the Hearing was Closed.

(c) Upon motion of Mrs. Ezernack, seconded by Mr. Harvey and unanimously approved Ordinance No. 12,251 amending Sections 24-7 (Penalties) and 24-8 (Costs) of the City of Monroe Code and further providing with respect thereto. (There were no public comments.)

Before moving to the next agenda item with no objection from the Council, Ms. Woods took the opportunity to announce on Tuesday, November 19<sup>th</sup> the OMCAP organization will host their 59<sup>th</sup> Banquet at 6:00 pm at the B.D. Robinson conference at the Monroe Civic Center. She said if you are available and would like to come out they still have tables for \$300 and individual tickets are \$30. She said she would also like to take the opportunity to invite everyone next Wednesday to her monthly Chat & Chew at the Powell Street Community Center November 20<sup>th</sup> at 10am until noon. She said that this is the opportunity to Chat & Chew with yours truly.

Ordinance Vetoed by the Mayor: Return of vetoed Ordinance (Ord. No. 12, 243)

Ms. Carolus S. Riley, Council Clerk, read the following into the Minutes:

Madame Chairwoman and Councilmembers:

The Mayor vetoed Ordinance No. 12,243 and returned it to the Council on October 23, 2024, at 7:47 a.m. The Mayor's veto, along with his veto message, was delivered to the Council on October 23, 2024, at 8:13 a.m. The veto and veto message for the Ordinance will be maintained in the Council records.

Citizen's Participation:

(1) Ms. Kenya Roberson, Northeast Black Chamber of Commerce, thanked the Council persons who participated in their Annual Local Government Meetup. She said of course everyone didn't

understand the reasoning behind it but if you were there it was sold out and they had over 170 people there. She said it allowed the residents and business owners to hear the updates and the visions that the Council have set forth for the upcoming year of 2025. She said hopefully next year they will have everyone to participate because it is a platform that she thinks is needed.

Ms. Woods thanked Ms. Roberson, and she stated that it should have been apart of her announcements because it was amazing. She said not only did they learn a lot about everybody because it was regional and that was very appreciative. She said the food was amazing and the decorations were nice.

(2) Mr. Clifton Lewis, 115 Memorial Drive, stated on August 6, 2013, the City of Monroe brought some furnished property under the duration of Mayor Jamie Mayo. He said the property is on Bernstein Park Drive and the Mayor at that time had a vision of making an entrance into the Monroe City Zoo to be a three lane. He said March of this year he went to the Monroe Street Department to see about them fixing 1713 Bernstein Drive and he was told they would do a work order on it. He noted he understands it takes a while to do work orders, and he came back in October and asked again. He wanted to know what he needed to do for the City to fix the property since they brought it from him.

Ms. Woods said she would put him together with Mr. Creekbaum for them to work it through.

There being no further business to come before the council, the meeting was adjourned at 7:09 p.m., upon motion of Mr. McFarland and it was seconded by Mr. Harvey.

Ms. Juanita G. Woods  
Chairman

Ms. Carolus S. Riley  
Council Clerk

Ms. Ileana Murray  
Staff Secretary

For extended details on the council meeting please call the Council Clerk Monday-Friday at 318-329-2252 to schedule an appointment to listen to the minute recording.

**RESOLUTION**

**STATE OF LOUISIANA  
CITY OF MONROE**

**NO.** \_\_\_\_\_

The following Resolution was offered by Mr. /Ms. \_\_\_\_\_ who moved for its adoption and was seconded by Mr. /Ms. \_\_\_\_\_.

**A RESOLUTION AUTHORIZING A CONTRACT WITH AHAYAH COMMUNITY DEVELOPMENT CORP FOR THE MONROE TRANSIT PARKING LOT EXTENSION PROJECT AND FURTHER PROVIDING WITH RESPECT THERETO.**

**WHEREAS**, in accordance with the Purchasing and Bidding Procedures for the City of Monroe (Ord. No. 12,225) and the City’s Administrative Purchasing Manual, the City of Monroe solicited quotes for the Monroe Transit Parking Lot Extension Project;

**WHEREAS**, AHAYAH Community Development Corp. submitted the lowest quote in the amount of \$68,882.30;

**WHEREAS**, Resolution No. 8183 requires Council authorization for specific public works projects, and the City desires to contract with AHAYAH Community Development Corp. for the Monroe Transit Parking Lot Extension Project.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Monroe, in its legal and regular session convened, that Stacey Rowell, Director of Administration, is hereby authorized and empowered to enter into a contract with AHAYAH Community Development Corp. for the Monroe Transit Parking Lot Extension Project on behalf of the City of Monroe; and

**BE IT FURTHER RESOLVED** that the City of Monroe shall make designations in accordance with state law for sales tax-exempt purchases on this project.

This Resolution was submitted in writing and was then submitted to a vote as a whole, the vote thereon being as follows:

**AYES:**

**NAYS:**

**ABSENT:**

And the Resolution was declared **ADOPTED** on November 26, 2024.

\_\_\_\_\_  
**CHAIRPERSON**

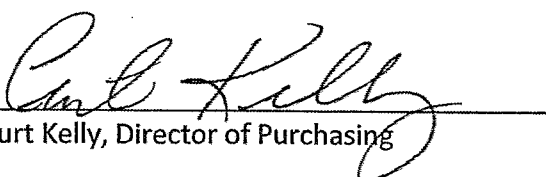
\_\_\_\_\_  
**CITY CLERK**

**Quote Summary Tabulation**  
**Quote No. 24MTS003**  
**Monroe Transit Parking Lot Extension**  
**Quote Opening Date: October 3, 2024**

**Project Estimate: \$50,000.00**

<b>Contractor</b>	<b>Contractor's License No.</b>	<b>Quote Amount</b>
Ahayah Community Develop Corp Monroe, LA	64091	\$68,882.30
Bentz Construction Group, LLC	64911	\$74,164.00
Grindstone Construction, LLC	63774	No Quote
318 Construction, LLC	69004	No Quote

I certify this Quote Summary is a true and accurate tabulation of the quotes received.

  
Curt Kelly, Director of Purchasing

**RESOLUTION**

**STATE OF LOUISIANA  
CITY OF MONROE**

**NO.** \_\_\_\_\_

The following Resolution was offered by Mr. /Ms. \_\_\_\_\_ who moved for its adoption and was seconded by Mr. /Ms. \_\_\_\_\_.

**A RESOLUTION CONFIRMING THE APPOINTMENT OF CAPT. DANIEL OVERTURF AS FIRE CHIEF FOR THE CITY OF MONROE.**

**WHEREAS**, the Mayor notified the Monroe City Council of his appointment of Capt. Daniel Overturf as Fire Chief for the City of Monroe on November 20, 2024;

**WHEREAS**, under Section 4-01 of the Monroe City Charter, the appointment of all heads of department are subject to confirmation by the Council; and

**WHEREAS**, in accordance with Section 7-10 of the Monroe City Charter, the Council desires to act on the matter of confirmation and to confirm the appointment of Capt. Daniel Overturf as Fire Chief for the City of Monroe.

**NOW, THEREFORE BE IT RESOLVED** by the City Council of the City of Monroe, Louisiana; in legal and regular session convened, that the appointment of Capt. Daniel Overturf as Fire Chief is hereby confirmed.

This Resolution was submitted in writing and was then submitted to a vote as a whole. The vote thereon being as follows:

**AYES:**

**NAYS:**

**ABSENT:**

And the Resolution was declared **ADOPTED** on the November 26, 2024.

\_\_\_\_\_  
**CHAIRPERSON**

\_\_\_\_\_  
**CITY CLERK**



OFFICE OF THE MAYOR

P.O. Box 123  
Monroe, LA 71210-0123  
office: 318-329-2200  
fax: 318-329-2280

November 20, 2024

VIA EMAIL AND HAND DELIVERY  
Ms. Carolus Riley, Council Clerk  
Monroe City Council

Re: Appointment of Fire Chief for the Monroe Fire Department

Dear Ms. Riley:

In accordance with the Municipal Fire and Police Civil Service Law and Sections 4-01, 4-05, and 7-10 of the Monroe City Charter, I am notifying you that I am appointing Captain Daniel Overturf as Fire Chief for the Monroe Fire Department.

Captain Overturf has worked for the Monroe Fire Department for almost twenty-five years and has demonstrated his dedication to service, training, and development. Captain Overturf has strong leadership skills, excellent communication abilities, superior leadership qualities, and a deep understanding of fire tactics. I am confident that Captain Overturf has ability to maintain – and enhance – the Monroe Fire Department's outstanding service.

I look forward to working closely with Captain Overturf and the City Council to provide the high-quality fire service that our citizens deserve. Please notify the Council of this appointment.

Sincerely,

A handwritten signature in black ink, appearing to read "Friday Ellis", with a large, stylized flourish at the end.

Friday Ellis



**CITY OF MONROE**  
TAXATION & REVENUE  
MAYOR- COUNCIL GOVERNMENT

**MEMO**

**To:** Carolus Riley  
City Council

**From:** Tim Lewis  
Director of Taxation & Revenue

**Re:** Alcohol Renewals (For November 26, 2024, Council Meeting)

**Date:** November 20, 2024

---

CLASS A - \$500 RESTAURANTS (LIQUOR)      CLASS E- \$500 PRIVATE CLUBS  
CLASS B- \$500 CONVIENCE STORES (LIQUOR)      CLASS G-\$500 WHOLESALE (LIQUOR ONLY)  
CLASS C- \$75 (BEER ONLY)      CLASS H- \$100 WHOLESALE (BEER ONLY)  
CLASS D- \$60 (BEER- OFF PREMISES)

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**RENEWAL ALCOHOL LICENSE**

**CLASS A (22)**

1. TownePlace Suites by Marriott - 4919 Pecanland Mall Drive, Owner-Intermountain Management LLC
2. Flying Tiger Brewery LLC -506 North 2<sup>nd</sup> Street , Owner-James Simpson
3. Aramark Educational Services LLC- 4201 Bon Aire Drive, Owner-Aramark Educational Services LLC
4. Monago's Fieldhouse -1510 Sterlington Rd., Owner- William Trappey
5. Aramark Educational Services LLC-322 Stadium Drive ,Owner- Aramark Educational Services LLC
6. Chunkt Axe Games of Monroe -1812 Tower Drive, Owner- Stak Investments LA LLC
7. The Siesta- 515 North 3<sup>rd</sup> Street, Owner-Kid Buck LLC
8. Cooter Bay Downtown- 209 Olive Street , Owner: CBAY LLC
9. Mustang Sally- 207 Olive Street, Owner- ALD Holdings LLC
10. Earl's TBJ's LLC- 2011 Roselawn Ave., Owner- Charles Wade Wyatt
11. Aramark Educational Services LLC- 308 Warhawk Way, Owner- Aramark Educational Services LLC
12. Mohawk Tavern Inc- 704 Louisville Ave., Owner- Mohawk Tavern Inc.
13. Taco Bandido- 2127 Forsythe Ave., Owner-Tyler Moses
14. Melvyn's Restaurant Inc- 1128 Oliver Road, Owner-Melvyn McCoy
15. Warehouse No.1- One Olive Street, Owner -Olive Street Corp
16. Waterfront Grill- 5201 Desiard Street, Owner- Waterfront Grill LTD



17. *Shanahigans III- 717 North 6<sup>th</sup> Street, Owner- Anderbohn LLC*
18. *Portico Bar & Grill- 2230 Tower Drive, Owner- Lindsay Leavitt*
19. *Butter A Louisiana Bakery LLC- 2001 Tower Drive, Owner- Patrick Adam Jones*
20. *Ronin Steakhouse and Sushi House- 4681 Pecanland Mall Drive, Owner- Zhongying You*
21. *Parlor 5 LLC- 428 Desiard Street, Owner- Christopher Sledge*
22. *Don Tomas Restaurant- 614 North 6th Street, Owner- Thomas R. Hardy*

**CLASS B (16)**

1. *Brookshire's Grocery Store #22-7920 Desiard Street, Owner-Brookshire's Grocery Company*
2. *Brookshire's Grocery Store #56- 4070 Sterlington Road, Owner-Brookshire's Grocery Company*
3. *Brookshire's Grocery Store #34-1801 N. 18th Street, Owner-Brookshire's Grocery Store*
4. *Now Save #8- 513 Winnsboro Road, Owner-WGG LLC*
5. *Delta Mini Mart #3- 1115 South 2<sup>nd</sup> Street, Owner-Samir Abdullah*
6. *South 2<sup>nd</sup> Hop In- 1201 South 2<sup>nd</sup> Street, Owner-GX Louisiana LLC*
7. *Super 1 Grocery Store #607- 2810 Louisville Ave., Owner-Brookshire's Grocery Company*
8. *Delta Mini Mart #10- 2103 Desiard Street, Owner- Mukhtar Qassem*
9. *Hop In- 301 Louisville Ave., Owner- AFAQ 3 LLC*
10. *Joey's Stop & Go- 2400 Old Sterlington Road, Owner- Gaffer Mafhahi*
11. *E-Z Mart #4460- 338 Hwy 594, Owner-GPM Southeast LLC*
12. *Smokers Paradise & Spirits- 3412 Desiard Street, Owner- AFARE LLC*
13. *Raceway 6863- 104 S College Street, Owner-Naina Inc.*
14. *Quick & Easy #2- 502 Winnsboro Road, Owner- Aziz Mana*
15. *Rush Hour- 1009 Winnsboro Road, Owner- Theab Corporation*
16. *Quick & Easy- 2000 Jackson Street, Owner- Abdullah Mohammed Salem*

**CLASS C (2)**

1. *Johnny's Pizza House #9- 1600 North 18th Street, Owner- Johnny's Pizza House Inc*
2. *Riverside Coney Island Inc.-710 Walnut Street, Owner- Thomas R. Hardy*

**CLASS E (1)**

1. *Amvets 66- 2915 Armand Street, Owner- Amvets Post 66*

**CLASS G (1)**

1. *Choice Brands Inc- 310 Powell Ave., Owners-Frank Elkins III, Christine Elkins Evans, Jeffrey A. Elkins*

**RESOLUTION**

**STATE OF LOUISIANA  
CITY OF MONROE**

**NO.** \_\_\_\_\_

The following Resolution was offered by Mr. /Ms. \_\_\_\_\_ who moved for its adoption and was seconded by Mr. /Ms. \_\_\_\_\_.

**A RESOLUTION APPROVING A COOPERATIVE ENDEAVOR AGREEMENT WITH THE NORTHEAST LOUISIANA ARTS COUNCIL, INC. AND FURTHER PROVIDING WITH RESPECT THERETO.**

**WHEREAS**, the Northeast Louisiana Arts Council nurtures a vibrant regional arts culture through support, promotion, and education, and strives to be a transformative force for the community by encouraging a passion for the arts, promoting partnerships and collaboration, and ensuring access to the arts for all;

**WHEREAS**, the Arts Council's efforts to establish positive relationships with the business community, educational system, tourism industry, and local governments within our region serve to strengthen our community and its ties to the arts;

**WHEREAS**, the Arts Council is the coordinating agency for the regional development of the arts and is supported by the Louisiana Division of Arts;

**WHEREAS**, Article VII, Section 14(c) of the Constitution of the State of Louisiana provides that, "For a public purpose, the state and its political subdivisions or political subdivisions or political corporations may engage in cooperative endeavors with each other, with the United States or its agencies, or with any public or private association, corporation, or individual;"

**WHEREAS**, the providing funds under a CEA will serve a public purpose by increasing economic development through tourism, promoting and enhancing the arts within our community, and providing unique opportunities for education and development;

**WHEREAS**, the City will receive commensurate value by ensuring that the Arts Council can continue to offer valuable services and to provide resources and educational opportunities to our region; and

**WHEREAS**, a copy of the Cooperative Endeavor Agreement between the City of Monroe and The Ouachita African American Historical Society is attached hereto and made part hereof.

**NOW, THEREFORE BE IT RESOLVED** by the City Council of the City of Monroe, Louisiana, in legal session convened, Stacey Rowell, Director of Administration, is hereby authorized to enter into and execute the attached Cooperative Endeavor Agreement with the Northeast Louisiana Arts Council, Inc.

This Resolution was submitted in writing and was then submitted to a vote as a whole, the vote thereon being as follows:

**AYES:**

**NAYS:**

**ABSENT:**

And the Resolution was declared **ADOPTED** on November 26, 2024.

\_\_\_\_\_  
**CHAIRPERSON**

\_\_\_\_\_  
**CITY CLERK**

## COOPERATIVE ENDEAVOR AGREEMENT

### NORTHEAST LOUISIANA ARTS COUNCIL, INC.

This Cooperative Endeavor Agreement (“CEA”) is made, entered into and effective as November \_\_\_, 2024 (the “Effective Date”), by and between the City of Monroe (“City”), a Louisiana political subdivision, and the Northeast Louisiana Arts Council, Inc. (“Arts Council”), a Louisiana nonprofit corporation recognized by the Internal Revenue Service as a 501(c)(3) nonprofit organization.

#### RECITALS

**WHEREAS**, the Northeast Louisiana Arts Council nurtures a vibrant regional arts culture through support, promotion, and education, and strives to be a transformative force for the community by encouraging a passion for the arts, promoting partnerships and collaboration, and ensuring access to the arts for all;

**WHEREAS**, the Arts Council’s efforts to establish positive relationships with the business community, educational system, tourism industry, and local governments within our region serves to strengthen our community and its ties to the arts;

**WHEREAS**, the Arts Council is the coordinating agency for the regional development of the arts and is supported by the Louisiana Division of Arts;

**WHEREAS**, Article VII, Section 14(c) of the Constitution of the State of Louisiana provides that, “For a public purpose, the state and its political subdivisions or political subdivisions or political corporations may engage in cooperative endeavors with each other, with the United States or its agencies, or with any public or private association, corporation, or individual;”

**WHEREAS**, this CEA and the provision of funds hereunder will serve a public purpose by increasing economic development through tourism, promoting and enhancing the arts within our community, and providing unique opportunities for education and development which are not otherwise available;

**WHEREAS**, the City receives commensurate value under this CEA by ensuring that the Arts Council can continue to offer valuable services and provide resources and educational opportunities to our region.

#### AGREEMENT

**NOW, THEREFORE**, for and in consideration of the mutual covenants and agreements herein contained, the City and the Arts Council do hereby covenant and agree as follows:

##### **I. Term and Termination**

This CEA shall terminate one year from the Effective Date. If the Arts Council breaches any of its obligations or commitments under this CEA and fails to cure any such breach within five (5) days after receiving written notice, the CEA shall be terminated, and the Arts Council shall return all funds disbursed under this CEA to the City.

##### **II. Arts Council’s Obligations**

The Arts Council shall:

1. Make available, through various mediums, information on local art and cultural activities and historical sites in Northeast Louisiana, including all museums located within the City of Monroe;
2. Provide staffing for Arts Council’s operations;
3. Seek funding from state agencies to assist in the promotion and development of local cultural activities and promotion and preservation of historical sites;

4. Seek funding from both private and public sources within Louisiana and nationally to enhance the arts culture in Northeast Louisiana;
5. Develop and administer a small grants program for the benefit of local artists and arts organizations;
6. Provide operating support to local arts organizations to benefit the development of those organizations;
7. Partner with organizations to develop the arts within the City, and more particularly within the areas comprising Monroe's certified Louisiana Cultural Districts;
8. Provide the City with a quarterly report of the Arts Council's activities, due within ninety (90) days after receipt of the funds hereunder and quarterly thereafter, identifying:
  - a. The opportunities, services, and programs made available to City residents during the previous quarter; and
  - b. The funds spent during the quarter in compliance with the commitments set forth in this CEA.
9. Recognize the City as a sponsor of major Arts Council events;
10. Promote the Arts Council and other historical sites, art and cultural events which occur in Ouachita Parish and the Northeast Louisiana area through advertising, including social media outreach;
11. Encourage tourism and cultural development of the arts in the City of Monroe and Northeast Louisiana.

### **III. City's Obligation**

City shall disburse the budgeted amount of \$25,000 for use by the Arts Council under this CEA. No part of the funds received by the Arts Council may be spent on salaries and/or operating expenses for the Arts Council. The City shall have no further obligations to the Arts Council.

### **IV. Indemnity**

The Arts Council shall hold defend, indemnify, exempt and hold harmless the City, its officials, agents, employees, and insurers (the "City Indemnitees"), to the extent allowed by general law, from and against any and all claims, demands, suits, judgments, costs and expenses asserted by any person or persons (including agents or employees of City) from any and all liability, loss, damages, claims, or causes of action, including reasonable legal fees and expenses that may be incurred by the City, arising out of or related to this Agreement or the performance or breach of any of Museum's obligations under this Agreement. Arts Council's agreement to defend and indemnify the City Indemnitees is contractual in nature and should be construed broadly and to the fullest extent permitted by law. Arts Council's indemnity obligations shall survive the termination of this CEA.

### **V. Auditor's Clause**

The Louisiana Legislative Auditor and City of Monroe auditors, both internal and external, shall have the option of auditing all accounts, expenditures, receipts, and invoices related to this CEA. Arts Council shall promptly comply with all requests for information, accounts, expenditures, receipts, and invoices under this CEA.

IN WITNESS whereof the parties have executed this Agreement as of the date first set forth above.

**WITNESSES:**

\_\_\_\_\_  
\_\_\_\_\_

**CITY OF MONROE**

BY: \_\_\_\_\_  
Stacey Rowell, Director of Administration

**WITNESSES:**

\_\_\_\_\_  
\_\_\_\_\_

**NORTHEAST LOUISIANA ARTS  
COUNCIL**

BY: \_\_\_\_\_  
Barry Stevens, President

**RESOLUTION**

**STATE OF LOUISIANA  
CITY OF MONROE**

**NO.** \_\_\_\_\_

The following Resolution was offered by Mr. /Ms. \_\_\_\_\_ who moved for its adoption and was seconded by Mr. /Ms. \_\_\_\_\_.

**A RESOLUTION ACCEPTING THE RFQ RESPONSE BY KUTCHINS AND GROH L.L.C. TO PROVIDE CONSULTING SERVICES FOR THE MONROE REGIONAL AIRPORT AND FURTHER PROVIDING WITH RESPECT THERETO.**

**WHEREAS**, the City of Monroe issued a Request for Qualifications (RFQ) from qualified firms to provide consulting services for the Monroe Regional Airport; and

**WHEREAS**, Kutchins and Groh L.L.C. submitted a response to the RFQ, and the City has determined that the response is responsive to the RFQ and that Kutchins and Groh L.L.C. is a responsible provider, possessing the necessary skills, expertise, and judgment to perform the identified services.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Monroe, in its legal and regular session convened, that the RFQ response by Kutchins and Groh L.L.C. to provide consulting services for the Monroe Regional Airport, be and at the same is hereby accepted; and

**BE IT FURTHER RESOLVED** that Stacey Rowell, Director of Administration, be and is authorized and empowered to execute a contract with Kutchins and Groh L.L.C. on behalf of the City of Monroe for said services.

This Resolution was submitted in writing and was then submitted to a vote as a whole, the vote thereon being as follows:

**AYES:**

**NAYS:**

**ABSENT:**

And the Resolution was declared **ADOPTED** on November 26, 2024.

\_\_\_\_\_  
**CHAIRPERSON**

\_\_\_\_\_  
**CITY CLERK**

**CITY OF MONROE**  
**REQUEST FOR QUALIFICATIONS**  
**AIRPORT CONSULTING SERVICES**  
MONROE REGIONAL AIRPORT





*Proudly Serving our Clients  
Since 2003*

September 17, 2024

Curt Kelly, Director of Purchasing  
City of Monroe Purchasing Division  
1014 Grammont Street  
Monroe, LA 71201

RE: Request for Qualifications for Airport Consulting Services  
for the Monroe Regional Airport (RFQ Ref No. 2025-

Dear Mr. Kelly:

Thank you for the opportunity to present the Kutchins & Groh (K&G) Team's Statement of Qualifications for your evaluation. We have assembled a well-qualified team of airport professionals to assist you with the Consulting Services outlined in your Request for Qualifications. Our team provides years of expertise in airport planning and development, with direct experience at Monroe Regional Airport.

K&G is a full service planning and management-consulting firm specializing in aviation-related consultant services, with experience at over 100 different airport facilities in all facets of airport planning and development. This includes Program Implementation Services, management of Capital Improvement Programs, the preparation of Airport Master Plans and Airport Layout Plans, and management of Airport Disadvantaged Business Enterprise (DBE) Programs.

K&G has assisted the Monroe Regional Airport with various planning tasks since 2004. Among our first assignments was the management of the MLU Passenger Facility Charge Program. We continue to offer our support to MLU on its PFC Program, and we continue to assist with the development of the annual Airport Capital Improvement Plan (ACIP) and grant administration. K&G has also been responsible for the management of the Disadvantaged Business Enterprise (DBE) Program and Airport Concessions Disadvantaged Business Enterprise (ACDBE) Program for the Airport. This includes annual accomplishment reports, triennial goals and updates to the Overall DBE Program and the Overall ACDBE Program. We are very proud of our service to the Airport and look forward to continuing our relationship for many years to come.

If selected for this assignment, K&G will serve as the prime consultant. Joining us will be The Aviation Planning Group (APG), Jaedicke Consulting LLC, KSA Engineers Inc., Newhouse & Associates LLC, and NV5 Geospatial Inc. During preparation of the Master Plan Update, The Aviation Planning Group will provide planning support to K&G, Jaedicke will prepare the forecast of aviation activity, KSA will prepare cost estimates for the recommended projects, Newhouse will provide planning support to K&G, and NV5 will provide AGIS/aerial photogrammetry services.



*Curt Kelly, Director of Purchasing*  
*Page 2*

Both Jaedicke and Newhouse are certified Disadvantaged Business Enterprises (DBE) in Louisiana. K&G is committed to the Airport's Disadvantaged Business Enterprise goals for meaningful participation by DBE firms. We are very proud of and excited to continue our long-standing relationship with Jaedicke and Newhouse.

Please find enclosed our completed SF-330 forms and Statement of Qualifications.

On behalf of the entire K&G Team, let me again thank you for this exciting opportunity. If you have any questions or need any additional information, please let me know.

Very Truly Yours,

KUTCHINS & GROH, LLC



Bradley C. Kutchins, PE  
Managing Principal

Enclosure: Four (4) printed copies of our Statement of Qualifications and the completed SF-330 forms and one (1) jump drive containing our Statement of Qualifications and the completed SF-330 forms .

# CITY OF MONROE

## SF-330 Forms



## ARCHITECT-ENGINEER QUALIFICATIONS

### PART I - CONTRACT-SPECIFIC QUALIFICATIONS

#### A. CONTRACT INFORMATION

1. TITLE AND LOCATION *(City and State)*

Monroe Regional Airport Consulting Services (Monroe, Louisiana)

2. PUBLIC NOTICE DATE

07/25/2024

3. SOLICITATION OR PROJECT NUMBER

RFQ Reference No. 2025-0000001

#### B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

Brad Kutchins, PE, Managing Principal

5. NAME OF FIRM

Kutchins & Groh, LLC

6. TELEPHONE NUMBER

(682) 518-0681

7. FAX NUMBER

(504) 799-4096

8. E-MAIL ADDRESS

brad@kutchins-groh.com

#### C. PROPOSED TEAM

*(Complete this section for the prime contractor and all key subcontractors.)*

(Check)				9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	JV	PARTNER/ SUBCON- TRACTOR			
a.	✓			Kutchins & Groh, LLC  <input type="checkbox"/> CHECK IF BRANCH OFFICE	7 Trailside Court Mansfield, Texas 76063	Prime Consultant for On-Call Planning Services
b.			✓	The Aviation Planning Group, LLC  <input type="checkbox"/> CHECK IF BRANCH OFFICE	7694 W Quarto Avenue Littleton, Colorado 80128	Planning Support
c.			✓	Jaedicke Consulting, LLC  <input type="checkbox"/> CHECK IF BRANCH OFFICE	92 Webster Street Arlington, Massachusetts 02474	Aviation Forecast
d.			✓	KSA Engineers, Inc.  <input type="checkbox"/> CHECK IF BRANCH OFFICE	1111 Hawn Avenue Shreveport, Louisiana 71107	Cost Estimates
e.			✓	Newhouse & Associates, LLC  <input type="checkbox"/> CHECK IF BRANCH OFFICE	14152 Jaime Drive Carmel, Indiana 46033	Planning Support
f.			✓	NV5 Geospatial, Inc.  <input type="checkbox"/> CHECK IF BRANCH OFFICE	45180 Business Court Suite 700 Dulles, Virginia 20166	Aerial Photogrammetry, AGIS

#### D. ORGANIZATIONAL CHART OF PROPOSED TEAM

(Attached)



**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

*(Complete one Section E for each key person.)*

12. NAME <b>Bradley Kutchins, PE</b>	13. ROLE IN THIS CONTRACT <b>Principal-In-Charge</b>	14. YEARS EXPERIENCE	
		a. TOTAL <b>39</b>	b. WITH CURRENT FIRM <b>21</b>
15. FIRM NAME AND LOCATION <i>(City and State)</i> <b>Kutchins &amp; Groh, LLC (Dallas/Fort Worth Metroplex, TX)</b>			
16. EDUCATION <i>(Degree and Specialization)</i> <b>Bachelor Of Science in Civil Engineering, Texas A&amp;M University</b>		17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i> <b>Texas Professional Engineer (#73513)</b>	

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*  
**Member, American Association of Airport Executives, American Institute of Architects, and Louisiana Airport Manager's Association, Tau Beta Pi National Engineering/Chi Epsilon Civil Engineering Honor Societies**

**19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
a. <b>Monroe Regional Airport (MLU) Master Plan &amp; ALP Update (Monroe, LA)</b>  (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Principal-In-Charge of 2015 Master Plan and ALP Update, including inventory of existing conditions, forecast, alternatives, Recommended Development Plan, and environmental overview. Fee for Master Plan and ALP Update: \$592,000	2015	N/A
<input checked="" type="checkbox"/> Check if project performed with current firm		
b. <b>Houma-Terrebonne Airport (HUM) Master Plan Update (Houma, LA)</b>  (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Principal-In-Charge of 2013 Master Plan Update, including inventory, forecast of aviation activity, airfield alternatives, facilities assessment, RDP, ALP, CIP for selected projects, and public involvement process. Fee for Master Plan Update: \$658,000	on-going	N/A
<input checked="" type="checkbox"/> Check if project performed with current firm		
c. <b>Baton Rouge Metropolitan Airport (BTR) Supplemental EA (Baton Rouge LA)</b>  (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Principal-In-Charge of Supplemental Environmental Assessment to provide a standard RSA and RPZ for Runway 31. The FONSI was issued by the FAA in March of 2023. Fee for Supplemental EA: \$774,500	2023	N/A
<input checked="" type="checkbox"/> Check if project performed with current firm		
d. <b>Lake Charles Regional Airport (LCH) Master Plan &amp; AGIS (Lake Charles, LA)</b>  (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Principal-In-Charge of 2024 Master Plan Update and AGIS, including inventory of existing conditions, forecasting, facilities assessment, airfield alternatives, CIP development, and public involvement process. Fee for Master Plan and AGIS: \$1,588,000	on-going	N/A
<input checked="" type="checkbox"/> Check if project performed with current firm		
e. <b>Shreveport Regional Airport (SHV) EA for Relocated ATCT (Shreveport, LA)</b>  (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Principal-In-Charge of preparation of Environmental Assessment to explore alternatives to relocate the Airport Traffic Control Tower; Fee for EA preparation: \$406,330	on-going	N/A
<input checked="" type="checkbox"/> Check if project performed with current firm		

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

*(Complete one Section E for each key person.)*

12. NAME <b>George Groh, AIA</b>	13. ROLE IN THIS CONTRACT <b>Planning Support</b>	14. YEARS EXPERIENCE	
		a. TOTAL <b>42</b>	b. WITH CURRENT FIRM <b>21</b>
15. FIRM NAME AND LOCATION <i>(City and State)</i> <b>Kutchins &amp; Groh, LLC (New Orleans, LA)</b>			
16. EDUCATION <i>(Degree and Specialization)</i> <b>Bachelor Of Architecture, University of Louisiana at Lafayette</b>		17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i> <b>Louisiana Registered Architect (#3747)</b>	

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*  
**Member, Florida Airports Council, American Association of Airport Executives, American Institute of Architects, Southeast Chapter of the American Association of Airport Executives and Louisiana Airport Manager's Association**

**19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION <i>(City and State)</i> <b>New Orleans Lakefront Airport (NEW) On-Call/MP (New Orleans, LA)</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES <b>on-going</b>	CONSTRUCTION <i>(If applicable)</i> <b>N/A</b>
a. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>Principal-In-Charge of On-Call contract and Master Plan preparation (including inventory, forecast of aviation activity, facilities assessment, airfield alternatives, Recommended Development Plan, ALP, and CIP/financial plan for identified projects.) Master Plan cost: \$75,000</b>		
(1) TITLE AND LOCATION <i>(City and State)</i> <b>Executive Regional Airport (APS) On-Call Planning (Reserve, LA)</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES <b>on-going</b>	CONSTRUCTION <i>(If applicable)</i> <b>N/A</b>
b. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>Principal-In-Charge of On-Call contract for Port of South Louisiana Exec. Regional Airport, including Master Plan, environmental planning, DBE Program, Independent Fee Estimates, grant management, and misc. planning tasks. Average annual fee for on-call services: \$65,000</b>		
(1) TITLE AND LOCATION <i>(City and State)</i> <b>Natchez Regional Airport (HEZ) On-Call Planning (Natchez, MS)</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES <b>on-going</b>	CONSTRUCTION <i>(If applicable)</i> <b>N/A</b>
c. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>Principal-In-Charge of On-Call contract for Natchez Regional Airport, including Master Plan, environmental planning, DBE Program, Independent Fee Estimates, grant management, and misc. planning tasks. Average annual fee for on-call services: \$50,000</b>		
(1) TITLE AND LOCATION <i>(City and State)</i> <b>Richmond International Airport (RIC) On-Call Planning (Richmond, VA)</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES <b>on-going</b>	CONSTRUCTION <i>(If applicable)</i> <b>N/A</b>
d. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>Principal-In-Charge of On-Call contract for Richmond International Airport, including Master Plan, Independent Fee Estimates, CIP/Financial planning, and misc. planning tasks. Average annual fee for on-call services: \$75,000</b>		
(1) TITLE AND LOCATION <i>(City and State)</i> <b>Lafayette Regional Airport (LFT) On-Call Planning, Program Implementation (Lafayette, LA)</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES <b>on-going</b>	CONSTRUCTION <i>(If applicable)</i> <b>N/A</b>
e. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>Principal-In-Charge of Planning and Construction Implementation Services, including CIP planning, project budget models and schedules, Master Plan and coordination with consultants, contractors, and FAA. Cost for K&amp;G services: \$100,000</b>		

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

*(Complete one Section E for each key person.)*

12. NAME		13. ROLE IN THIS CONTRACT		14. YEARS EXPERIENCE	
Lisa Lawson, RLA		Planning, Environmental, DBE Program		a. TOTAL 37	b. WITH CURRENT FIRM 14
15. FIRM NAME AND LOCATION <i>(City and State)</i> Kutchins & Groh, LLC (New Orleans, LA)					
16. EDUCATION <i>(Degree and Specialization)</i> Bachelor Of Landscape Architecture, Mississippi State University			17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i> Louisiana Registered Landscape Architect (#14-0612)		
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i> Member, American Association of Airport Executives					

**19. RELEVANT PROJECTS**

	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
a.	Chennault International Airport (CWF) Documented CATEX for Fire Suppression System (Lake Charles, LA)	on-going	N/A
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Airport Planner: prepared Documented CATEX for expansion of the Fire Suppression system, including preparation of a Coastal Use Permit and coordination with the floodplain office. Fee for environmental planning services: \$12,000		
b.	Executive Regional Airport (APS) On-Call Planning (Reserve, LA)	2023	N/A
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Planner for Master Plan; Planner for On-Call Planning contract for environmental planning, DBE Program, grant management, and misc. planning tasks. Average annual fee for on-call services: \$39,000		
c.	Houma-Terrebonne Airport (HUM) Master Plan Update (Houma, LA)	on-going	N/A
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Manager for Master Plan Revision, including inventory, forecasts of aviation activity, facilities assessment, airfield alternatives, Recommended Development Plan, ALP, and CIP/financial plan for identified projects. Master Plan Revision cost: \$658,000		
d.	Lake Charles Regional Airport (LCH) Master Plan (Lake Charles, LA)	on-going	N/A
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Airport Planner for Master Plan preparation, including inventory, forecasts of aviation activity, facilities assessment, airfield alternatives, and CIP/financial plan for identified projects (sub-consultant). Cost for K&G Master Plan and AGIS services: \$1,588,000		
e.	Acadiana Regional Airport (ARA) Master Plan & On-Call Planning (New Iberia LA)	2020	N/A
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Airport Planner: prepared DBE Program, multiple triennial DBE goal reports and annual DBE accomplishment reports. Also assisted in preparation of Master Plan Update. Average annual fee for on-call services: \$20,000		

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**  
(Complete one Section E for each key person.)

12. NAME Darren Persick	13. ROLE IN THIS CONTRACT Airport Planner	14. YEARS EXPERIENCE	
		a. TOTAL 17	b. WITH CURRENT FIRM 13
15. FIRM NAME AND LOCATION (City and State) Kutchins & Groh, LLC (New Orleans, LA)			
16. EDUCATION (Degree and Specialization) Bachelor Of Science in Aviation, University of Louisiana at Monroe; Master of Aeronautical Science (in progress) Embry-Riddle		17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) Member, American Association of Airport Executives			

**19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
a. New Orleans Lakefront Airport (NEW) Master Plan & On-Call Planning (New Orleans, LA)	On-Going	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Manager for On-Call Planning Services, including Master Plan, ALP, CIP/Financial Planning, Environmental Planning, and Grant Management. Master Plan fee: \$320,000; Average annual fee for on-call services: \$80,000 <input checked="" type="checkbox"/> Check if project performed with current firm		
b. Port of South Louisiana Executive Regional Airport (APS) Master Plan & On-Call Planning (Reserve, LA)	On-Going	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Manager for On-Call Planning Services, including Master Plan, ALP, CIP/Financial Planning, Environmental Planning, and Grant Management. Master Plan fee: \$285,000; Average annual fee for on-call services: \$20,000 <input checked="" type="checkbox"/> Check if project performed with current firm		
c. Natchez-Adams County Airport (HEZ) Master Plan & On-Call Planning (Natchez, MS)	2020	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Airport Planner for Master Plan preparation, including airfield alternatives, Recommended Development Plan, ALP, CIP for identified projects, and Pavement Management Plan. Master Plan cost: \$345,000 <input checked="" type="checkbox"/> Check if project performed with current firm		
d. Richmond International Airport (RIC) Master Plan & On-Call Planning (Richmond, VA)	2021	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Airport Planner for Master Plan preparation, including airfield alternatives, Recommended Development Plan, ALP, and CIP for identified projects. Master Plan cost: \$260,000 <input checked="" type="checkbox"/> Check if project performed with current firm		
e. Stennis International Airport (HSA) Airport Layout Plan (Kiln, MS)	2021	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Airport Planner preparing Airport Layout Plan, including airfield alternatives, Recommended Development Plan and a complete set of ALP plans in accordance with FAA requirements. ALP cost: \$165,000 <input checked="" type="checkbox"/> Check if project performed with current firm		



**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**  
(Complete one Section E for each key person.)

12. NAME Christopher Groh, MBA	13. ROLE IN THIS CONTRACT Airport Planner	14. YEARS EXPERIENCE	
		a. TOTAL 11	b. WITH CURRENT FIRM 10

15. FIRM NAME AND LOCATION (City and State)  
Kutchins & Groh, LLC (New Orleans, LA)

16. EDUCATION (Degree and Specialization)  
Bachelor of Science in Business Administration,  
University of Louisiana at Lafayette;  
Master of Business Administration,  
University of Louisiana at Lafayette

17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)  
Member, American Association of Airport Executives  
Member, Transportation Research Board Aviation System Planning Committee  
Member, Louisiana Airport Managers and Associates

**19. RELEVANT PROJECTS**

a.	(1) TITLE AND LOCATION (City and State) Shreveport Regional Airport (Shreveport, LA)	(2) YEAR COMPLETED	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Manager for the Airport's terminal modernization program, including programming scopes of work and studies to facilitate the program, identifying funding sources, developing funding plans, managing FAA funds, and coordinating with funding stakeholders. EA fee: \$406,330	PROFESSIONAL SERVICES on-going	CONSTRUCTION (If applicable) N/A
		<input checked="" type="checkbox"/> Check if project performed with current firm	
b.	(1) TITLE AND LOCATION (City and State) Stennis International Airport (HSA) On-Call Planning (Kiln, MS)	(2) YEAR COMPLETED	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Manager for On-Call Planning contract, including ALP, IFEs, DBE Program, grant management, CIP/financial planning, environmental planning, and other related planning tasks. Average annual fee for on-call services: \$25,000	PROFESSIONAL SERVICES on-going	CONSTRUCTION (If applicable) N/A
		<input checked="" type="checkbox"/> Check if project performed with current firm	
c.	(1) TITLE AND LOCATION (City and State) Lafayette Regional Airport (LFT) Program Implementation (Lafayette, LA)	(2) YEAR COMPLETED	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Manager for Program and Construction Implementation Services, including CIP planning, project budget models and schedules, and coordination with consultants, contractors, and FAA; Current contract amount: \$600,000 (not to exceed)	PROFESSIONAL SERVICES on-going	CONSTRUCTION (If applicable) N/A
		<input checked="" type="checkbox"/> Check if project performed with current firm	
d.	(1) TITLE AND LOCATION (City and State) Mobile International Airport	(2) YEAR COMPLETED	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Manager assisting the Mobile Airport Authority with Terminal Funding and Grant Management services, including developing financial plans, conducting eligibility studies, developing cash flow analyses, and coordination with the development team. Consultant fee: \$525,000 (not to exceed)	PROFESSIONAL SERVICES on-going	CONSTRUCTION (If applicable) N/A
		<input checked="" type="checkbox"/> Check if project performed with current firm	
e.	(1) TITLE AND LOCATION (City and State) Chennault International Airport	(2) YEAR COMPLETED	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Manager assisting the Airport with managing funds and applying for grants to continue development and meet growth demands as part of the on-call planning contract. Fee for on-going Grant Management Services: \$107,500	PROFESSIONAL SERVICES on-going	CONSTRUCTION (If applicable) N/A
		<input checked="" type="checkbox"/> Check if project performed with current firm	

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

*(Complete one Section E for each key person.)*

12. NAME <b>Gregory Groh</b>	13. ROLE IN THIS CONTRACT <b>Project Manager</b>	14. YEARS EXPERIENCE	
		a. TOTAL <b>7</b>	b. WITH CURRENT FIRM <b>7</b>
15. FIRM NAME AND LOCATION <i>(City and State)</i> <b>Kutchins &amp; Groh, LLC (New Orleans, LA)</b>			
16. EDUCATION <i>(Degree and Specialization)</i> <b>Bachelor of Science in Business Administration, University of Louisiana at Lafayette</b>		17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i>	
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i> <b>Member, American Association of Airport Executives</b>			

**19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION <i>(City and State)</i> <b>Lake Charles Regional Airport (LCH) On-Call Planning and Master Plan (Lake Charles, LA)</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES on-going	CONSTRUCTION <i>(If applicable)</i> N/A
a. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>Airport Planner assisting with grant management and preparation of annual CIP packets. Preparing building inventory and providing general planning support for Master Plan Update. MP Update consultant fee: \$1,588,000</b>		
(1) TITLE AND LOCATION <i>(City and State)</i> <b>Baton Rouge Municipal Airport (BTR) On-Call Planning (Baton Rouge, LA)</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES on-going	CONSTRUCTION <i>(If applicable)</i> N/A
b. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>Airport Planner assisting with On-Call Planning and On-Call Project Implementation Services, including CIP/financial planning and grant management. Average annual fee for on-call services: \$30,000</b>		
(1) TITLE AND LOCATION <i>(City and State)</i> <b>Acadiana Regional Airport (ARA) On-Call Planning (New Iberia, LA)</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES on-going	CONSTRUCTION <i>(If applicable)</i> N/A
c. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>Project Manager for On-Call Planning and On-Call Project Implementation Services, including CIP/financial planning and grant management. Average annual fee for on-call services: \$20,000</b>		
(1) TITLE AND LOCATION <i>(City and State)</i> <b>Louisiana Regional Airport (REG) Master Plan (Gonzales, LA)</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2023	CONSTRUCTION <i>(If applicable)</i> N/A
d. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>Airport Planner for GA Master Plan preparation - preparing building inventory and providing general planning support. (sub-consultant). Cost for K&amp;G services: \$150,000</b>		
(1) TITLE AND LOCATION <i>(City and State)</i> <b>Natchez Adams County Airport (HEZ) On-Call Planning (Natchez, MS)</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES on-going	CONSTRUCTION <i>(If applicable)</i> N/A
e. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>Airport Planner assisting with On-Call Planning and On-Call Project Implementation Services, including CIP/financial planning and grant management. Average annual fee for on-call services: \$20,000</b>		

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

*(Complete one Section E for each key person.)*

12. NAME <b>Dawn Buffington</b>		13. ROLE IN THIS CONTRACT <b>Graphic Support</b>		14. YEARS EXPERIENCE	
				a. TOTAL <b>20</b>	b. WITH CURRENT FIRM <b>14</b>
15. FIRM NAME AND LOCATION <i>(City and State)</i> <b>Kutchins &amp; Groh, LLC (Mansfield, TX)</b>					
16. EDUCATION <i>(Degree and Specialization)</i> <b>Bachelor of Science in Interior Design The University of Texas at Austin</b>			17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i>		
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i> <b>Member, American Association of Airport Executives</b>					

**19. RELEVANT PROJECTS**

	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
a.	<b>Houma-Terrebonne International Airport (HUM) PHI Development CATEX (Houma, LA)</b>	<b>2023</b>	<b>N/A</b>
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <b>Planner assisting with the preparation of exhibits and forms for the HUM PHI Development Categorical Exclusion Project. Fee for CATEX: \$8,000</b>			
<input checked="" type="checkbox"/> Check if project performed with current firm			
b.	<b>Lake Charles Regional Airport (LCH) Terminal Access Loop Road CATEX (Lake Charles, LA)</b>	<b>2023</b>	<b>N/A</b>
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <b>Planner assisting with the preparation of exhibits and forms for the LCH Terminal Access Loop Road Categorical Exclusion Project. Fee for CATEX: \$5,000</b>			
<input checked="" type="checkbox"/> Check if project performed with current firm			
c.	<b>Shreveport Regional Airport (SHV) Environmental Assessment for ATCT Relocation (Shreveport, LA)</b>	<b>on-going</b>	<b>N/A</b>
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <b>Airport Planner for preparation of an Environmental Assessment to Relocate the Airport Traffic Control Tower. EA fee: \$406,330</b>			
<input checked="" type="checkbox"/> Check if project performed with current firm			
d.	<b>Lake Charles Regional Airport (LCH) South Apron Expansion CATEX (Lake Charles, LA)</b>	<b>on-going</b>	<b>N/A</b>
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <b>Planner assisting with the preparation of exhibits and forms for the LCH South Apron Categorical Exclusion Project. Fee for CATEX: \$7,000</b>			
<input checked="" type="checkbox"/> Check if project performed with current firm			
e.	<b>Lake Charles Regional Airport (LCH) North Apron &amp; Access Taxiway CATEX (Lake Charles, LA)</b>	<b>2023</b>	<b>N/A</b>
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <b>Planner assisting with the preparation of exhibits and forms for the LCH North Apron &amp; Access Taxiway Categorical Exclusion Project. Fee for CATEX: \$7,000</b>			
<input checked="" type="checkbox"/> Check if project performed with current firm			

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

*(Complete one Section E for each key person.)*

12. NAME <b>Hannah Solis</b>		13. ROLE IN THIS CONTRACT <b>Airport Planner</b>		14. YEARS EXPERIENCE	
				a. TOTAL <b>2</b>	b. WITH CURRENT FIRM <b>1</b>
15. FIRM NAME AND LOCATION <i>(City and State)</i> <b>Kutchins &amp; Groh, LLC (Dallas/Fort Worth Metroplex, TX)</b>					
16. EDUCATION <i>(Degree and Specialization)</i> <b>Bachelor of Arts in Communication with a Minor in Urban Planning and Master of Urban Planning in the School of Architecture, Texas A&amp;M University</b>			17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i>		
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i> <b>Member, American Association of Airport Executives</b>					

**19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION <i>(City and State)</i> <b>Lake Charles Regional Airport (LCH) On-Call Planning and Master Plan (Lake Charles, LA)</b>		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES <b>on-going</b>	CONSTRUCTION <i>(If applicable)</i> <b>N/A</b>
a.	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <b>Airport Planner assisting with On-Call Planning and On-Call Project Implementation Services, including CIP/financial planning and grant management. As well as Master Plan preparation such as writing and project tracking. Cost for K&amp;G Master Plan and AGIS services: \$1,588,000</b>		
<input checked="" type="checkbox"/> Check if project performed with current firm			
(1) TITLE AND LOCATION <i>(City and State)</i> <b>Louisiana Department of Transportation (LADOTD) Economic Opportunities Report</b>		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES <b>on-going</b>	CONSTRUCTION <i>(If applicable)</i> <b>N/A</b>
b.	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <b>Airport Planner analyzing the forecast growth in Louisiana's industrial and other business districts near the airports. K&amp;G fee \$370,000</b>		
<input checked="" type="checkbox"/> Check if project performed with current firm			
(1) TITLE AND LOCATION <i>(City and State)</i> <b>Richmond International Airport (RIC) Passenger Facility Facility Charge Application (Richmond, VA)</b>		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES <b>on-going</b>	CONSTRUCTION <i>(If applicable)</i> <b>N/A</b>
c.	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <b>Assist in the approval to impose and collect Passenger Facility Charges from passengers to fund airport infrastructure projects and improvements. K&amp;G fee: \$65,000</b>		
<input checked="" type="checkbox"/> Check if project performed with current firm			
(1) TITLE AND LOCATION <i>(City and State)</i> <b>Louis Armstrong New Orleans International Airport (MSY) Master Plan (New Orleans, LA)</b>		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES <b>on-going</b>	CONSTRUCTION <i>(If applicable)</i> <b>N/A</b>
d.	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <b>Airport Planner for Master Plan preparation - preparing building inventory chapter. K&amp;G fee: \$85,000</b>		
<input checked="" type="checkbox"/> Check if project performed with current firm			
(1) TITLE AND LOCATION <i>(City and State)</i> <b>South Lafourche Airport (GAO) Disadvantaged Business Enterprise (DBE) Program (Galliano, LA)</b>		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES <b>on-going</b>	CONSTRUCTION <i>(If applicable)</i> <b>N/A</b>
e.	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <b>Assisting in implementing all aspects of the DBE program. Project cost: \$10,000</b>		
<input checked="" type="checkbox"/> Check if project performed with current firm			

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

*(Complete one Section E for each key person.)*

12. NAME <b>Nikki Vidos</b>	13. ROLE IN THIS CONTRACT <b>Airport Planner</b>	14. YEARS EXPERIENCE	
		a. TOTAL <b>11</b>	b. WITH CURRENT FIRM <b>1</b>
15. FIRM NAME AND LOCATION <i>(City and State)</i> <b>Kutchins &amp; Groh, LLC (New Orleans, LA)</b>			
16. EDUCATION <i>(Degree and Specialization)</i> <b>Bachelor of Arts in Anthropology and Geography, Louisiana State University</b>		17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i>	
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i> <b>Member, American Association of Airport Executives Member, WTS International</b>			

**19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION <i>(City and State)</i> <b>Lafayette Regional Airport (Lafayette, LA)</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES <b>On-going</b>	CONSTRUCTION <i>(If applicable)</i> <b>N/A</b>
a. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <b>Senior Associate for Program and Construction Implementation Services, including CIP planning, project budget models and schedules, and coordination with consultants, contractors, and FAA; Current contract amount: \$600,000 (not to exceed)</b>	<input checked="" type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION <i>(City and State)</i> <b>Mobile International Airport (Mobile, AL)</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES <b>On-going</b>	CONSTRUCTION <i>(If applicable)</i> <b>N/A</b>
b. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <b>Senior Associate assisting the Mobile Airport Authority with Terminal Funding and Grant Management services, including developing financial plans, conducting eligibility studies, developing cash flow analyses, and coordination with the development team. Consultant fee: \$525,000 (not to exceed)</b>	<input checked="" type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION <i>(City and State)</i> <b>Chennault International Airport (Lake Charles, LA)</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES <b>On-going</b>	CONSTRUCTION <i>(If applicable)</i> <b>N/A</b>
c. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <b>Senior Associate assisting the Airport with managing funds and applying for grants to continue development and meet growth demands as part of the on-call planning contract. Fee for on-going Grant Management Services: \$107,500</b>	<input checked="" type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION <i>(City and State)</i> <b>Shreveport Regional Airport (Shreveport, LA)</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES <b>On-going</b>	CONSTRUCTION <i>(If applicable)</i> <b>N/A</b>
d. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <b>Senior Associate for the Airport's terminal modernization program, including programming scopes of work and studies to facilitate the program, identifying funding sources, developing funding plans, managing FAA funds, and coordinating with funding stakeholders. EA fee: \$406,330</b>	<input checked="" type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION <i>(City and State)</i> <b>Stennis International Airport (Kiln, MS)</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES <b>On-going</b>	CONSTRUCTION <i>(If applicable)</i> <b>N/A</b>
e. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <b>Senior Associate for On-Call Planning contract, including ALP, IFEs, DBE Program, grant management, CIP/financial planning, environmental planning, and other related planning tasks. Average annual fee for on-call services: \$25,000</b>	<input checked="" type="checkbox"/> Check if project performed with current firm	

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

*(Complete one Section E for each key person.)*

12. NAME <b>Leah Whitfield</b>	13. ROLE IN THIS CONTRACT <b>General Aviation Planner</b>	14. YEARS EXPERIENCE	
		a. TOTAL <b>16</b>	b. WITH CURRENT FIRM <b>4</b>
15. FIRM NAME AND LOCATION <i>(City and State)</i> <b>The Aviation Planning Group (Fredericksburg, VA)</b>			
16. EDUCATION <i>(Degree and Specialization)</i> <b>MS - Aeronautical Science Management BS - Applied Meteorology Minor - Air Traffic Control</b>		17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i>  <b>N/A</b>	

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*  
 AAAE and ACC member, various state aviation organization member, TRB AV020 Standing Committee Chair, DOWL Project Excellence Award 2015, Wyoming Airport Operators Association Aviation Achievement Award, Certified Member- AAAE, Airport Certified Employee in Operation -AAAE

**19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION <i>(City and State)</i> <b>Olympia Regional Airport Master Plan Update (Turmwater, WA)</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES <b>ongoing</b>	CONSTRUCTION <i>(If applicable)</i>
a. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <b>Leah serves as the principal and project manager for this master plan update. The project is focused on meeting taxiway design standards, simplifying the airfield configuration, creating a pavement management plan development of hangars, sustainability and electrification initiatives, a Part 139 feasibility study, Section 163 determinations, and identifying the best use for airport land. \$651,000</b>	<input checked="" type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION <i>(City and State)</i> <b>United Airlines On Call Planning (Chicago, IL)</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES <b>2021 and ongoing</b>	CONSTRUCTION <i>(If applicable)</i>
b. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <b>Leah serves as the principal for this on-call planning contract. APG served in this role from Aug 2020-2021 and then received a second contract from United Airlines. The planning activities includes terminal planning and gate planning. \$250,000 annually</b>	<input checked="" type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION <i>(City and State)</i> <b>Steamboat Springs Airport Master Plan and On Call Planning (Steamboat Springs, CO)</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES <b>2021</b>	CONSTRUCTION <i>(If applicable)</i>
c. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <b>Leah served as project manager for this master plan, ALP update, and AGIS study. Steamboat Springs serves a variety of small fixed week aircraft, firefighting and medivac support aircraft, and private jets. The project focused on maximizing limited land for hangar development, creating land use zoning regulations, standardization of lease agreements, revising rules and regulations and minimum standards, and public outreach.</b>	<input checked="" type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION <i>(City and State)</i> <b>Tacoma Narrows Landside Planning Study (Gig Harbor, WA)</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES <b>2021</b>	CONSTRUCTION <i>(If applicable)</i>
d. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <b>Leah served as lead planner for this landside planning study focused on redevelopment of the eastside flightline while simultaneously developing the westside of the airport separating the larger jets from the smaller fixed wing aircraft. APG developed a public open house website for public input throughout the study. \$50,000</b>	<input checked="" type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION <i>(City and State)</i> <b>Fairbanks International Airport Eastside Master Plan (Fairbanks, AK)</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES <b>2019</b>	CONSTRUCTION <i>(If applicable)</i>
e. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <b>Leah served as a planner for this general aviation focused planning study. The previous master plan did not solve the GA problems at FAI. This planning study focused on how to increase safety and security while continuing a welcoming environment for GA pilots, apron redevelopment and determining the taxiway access to the GA runway and floatplane lake. ~\$700,000</b>	<input type="checkbox"/> Check if project performed with current firm	

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

(Complete one Section E for each key person)

12. NAME		13. ROLE IN THIS CONTRACT		14. YEARS EXPERIENCE	
Seth Young		Aviation Planner		a. TOTAL	b. WITH CURRENT FIRM
				25	< 1
15. FIRM NAME AND LOCATION (City and State)					
The Aviation Planning Group, Long Beach, NY					
16. EDUCATION (Degree and Specialization)			17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)		
Ph.D. Civil & Environmental Engineering, Transportation University of California Berkeley, 1998 MS. Operations Research, University of California Berkeley, 1991 BA Applied Mathematics, University at Buffalo, 1990					
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)					
Accredited Airport Executive (AAE), Certified Flight Instructor (CFI), Commercial Pilot - Instrument Rating. Author, Airport Planning & Management (ISBN 978-1260143324), co-Author, Planning & Design of Airports (ISBN 978-0071446419)					
19. RELEVANT PROJECTS					
a.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	System Capacity & Demand Analysis Port Authority of New York & New Jersey, New York, NY		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)	
			2024		
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input type="checkbox"/> Check if project performed with current firm		
Performed a review and analysis of current and future airport system capacity and demand, analyzed airport and airspace infrastructure, market demand, airline network strategies, etc. Role: Project Manager for subconsultant under Prime contractor, oversaw technical analysis, presentation development, and staff resource management in project. 6 month period of performance, overall budget \$1.3M.					
b.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Procurement Management, Parking Operations Port Authority of New York & New Jersey, New York, NY		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)	
			2024		
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input type="checkbox"/> Check if project performed with current firm		
Managed procurement program for parking operations and commercial management services for the airports of the Port Authority of New York & New Jersey, 18 month period of performance, budget \$600,000. Role: Project Manager, reported to client, oversaw team of in-house staff and multiple subconsultants.					
c.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Vertiport Design Development Federal Aviation Administration, Atlantic City, NJ		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)	
			2024		
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input type="checkbox"/> Check if project performed with current firm		
Developed guidelines for the design of eVTOL vertiport facilities, incorporated into FAA Engineering Brief 105: Vertiport Design. 12 month period of performance, budget \$250,000, Role: Principal for subconsultant under Prime Contractor.					
d.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Capital Program Strategy Development Sacramento International Airport, Sacramento, CA		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)	
			2023		
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input type="checkbox"/> Check if project performed with current firm		
Supported the creation of a capital development program management strategy to coordinate the simultaneous design and construction of multiple landside development projects, including a new multi-level parking garage, landside-airside pedestrian bridge, and ground transportation center. 3 month period of performance, budget \$50,000. Role: Technical support reporting to prime consultant.					
e.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	ATCT Siting TTN Mercer Airport, Trenton, NJ		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)	
			2023		
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input type="checkbox"/> Check if project performed with current firm		
Siting of a proposed relocation of the ATCT at Trenton Mercer County Airport, per FAA order 6480.4B. Reached recommended ATCT site based on Visibility Performance requirements, Height limitation requirements per 14 CFR Part 77 and FAA Order 8260.3E, and local environmental and land use consideration. Received approval for further design study and environmental assessments. Awarded Federal Bipartisan Infrastructure Law funding for further design work. Budget: \$225,000, Role: Principal in Charge					

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**  
(Complete one Section E for each key person.)

12. NAME <b>Elizabeth Jaedicke</b>	13. ROLE IN THIS CONTRACT <b>Aviation Activity Forecaster</b>	14. YEARS EXPERIENCE	
		a. TOTAL <b>20</b>	b. WITH CURRENT FIRM <b>6</b>
15. FIRM NAME AND LOCATION (City and State) <b>Jaedicke Consulting LLC, Arlington, MA</b>			
16. EDUCATION (Degree and Specialization) <b>B.A. History with a minor in Math, Texas A&amp;M University, 2001 Masters in Public Administration/International Development, Harvard Kennedy School, 2003</b>		17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) <b>N/A</b>	

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)  
**Organization: Aviation Economics and Forecasting Committee (Transportation Research Board), 2015-present  
 Publication: Airports Cooperative Research Program Report 251: Creative Marketing Techniques to Improve Revenue  
 Generation Partnerships, 2023.**

**19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
<b>Aviation Activity Forecasts for Master Plan, Lake Charles, LA (LCH)</b>	<b>ongoing</b>	<b>n/a</b>
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>a. As a subcontractor to Kutchins &amp; Groh, Jaedicke Consulting has recently completed the aviation activity forecasts for Lake Charles Regional Airport's master plan update. A bottom-up forecast for the first five years was created for scheduled service. Long-term forecasts of operations were created based on interviews with the local FBO and air taxi operators. This forecast is currently undergoing FAA review.</b>		
<input checked="" type="checkbox"/> Check if project performed with current firm		
<b>Aviation Activity Forecasts for Master Plan, Houma, LA (HUM)</b>	<b>ongoing</b>	<b>n/a</b>
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>b. As a subcontractor to Kutchins &amp; Groh, Jaedicke Consulting has created aviation activity forecasts for Houma-Terrebone Airport's master plan update. These 20-year forecasts cover GA, helicopter operations serving the offshore energy market, and uncrewed aviation systems (UAS). In addition to the forecasts, Jaedicke Consulting is writing a report explaining the forecast methodology and presenting the results.</b>		
<input checked="" type="checkbox"/> Check if project performed with current firm		
<b>Aviation Activity Forecasts for Master Plan, Lafayette, LA (LFT)</b>	<b>ongoing</b>	<b>n/a</b>
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>c. As a subcontractor to Kutchins &amp; Groh, Jaedicke Consulting has recently started aviation activity forecasts for Lafayette Regional Airport's master plan update. The short-term forecasts for scheduled activity are being prepared based on carrier schedules and interviews. Jaedicke Consulting is currently analyzing historical socioeconomic trends and their role as market drivers of enplanements and aircraft operations.</b>		
<input checked="" type="checkbox"/> Check if project performed with current firm		
<b>Metropolitan Airport Systems Study, Mobile, AL (MOB)</b>	<b>2018</b>	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>d. While at VHB, Ms. Jaedicke conducted a metropolitan airport systems study to examine the feasibility of shifting commercial passenger service from Mobile Regional Airport to Mobile Downtown Airport. The study involved creating short-term traffic forecasts including estimations of leakage recapture due to the change in airport location. The cost-benefit of the relocation was also estimated in terms of tourism, taxes, and business receipts.</b>		
<input type="checkbox"/> Check if project performed with current firm		
<b>Aviation Activity Forecasts for Master Plan, Baton Rouge, LA (BTR)</b>	<b>2016</b>	
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>e. While at ICF, Ms. Jaedicke created demand forecasts in support of the Baton Rouge Metropolitan Airport's master plan, covering commercial traffic and operations, cargo, general aviation, and busy periods/peak hour. Ms. Jaedicke also wrote the corresponding forecast report. The forecasts were approved by the FAA. ICF was a subcontractor to Kutchins &amp; Groh on this project.</b>		
<input type="checkbox"/> Check if project performed with current firm		



**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**  
(Complete one Section E for each key person.)

12. NAME <b>Jonathan Farmer, P.E.</b>		13. ROLE IN THIS CONTRACT Project Manager		14. YEARS EXPERIENCE	
				a. TOTAL 18	b. WITH CURRENT FIRM 18
15. FIRM NAME AND LOCATION (City and State) KSA ENGINEERS, INC., Shreveport, LA					
16. EDUCATION (Degree and Specialization) Bachelor of Science in Civil Engineering, 2006, Louisiana Tech University			17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) Professional Engineer 2012/LA; 2011/TX; 2016/AR		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) American Society of Civil Engineers; Louisiana Engineering Society; Louisiana Airport Managers and Associates					

**19. RELEVANT PROJECTS**

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
a.	Monroe Regional Airport Rehabilitate Runway 4-22 Monroe, Louisiana	2022	2022
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE This project consists of rehabilitation of Runway 4-22 pavement by application of an emulsified asphalt seal coat. While the project has yet to be constructed it will include removal of all existing pavement markings, cleaning all pavement cracks of vegetation and foreign object debris, and sealing all cracks larger than 1/8" width. Following pavement preparation by the means previously described FAA Item P-608 and P-608R asphalt seal coats will be applied to the runway pavement and Runway 4-22 will receive new markings. To not interfere with operations on Runway 4-22, all seal coat application within the Runway 14-32 object free area will occur during nighttime hours. Furthermore, FAA Item P-608 Rapid Cure Seal Coat has been specified for application in this area to minimize closure of Runway 14-32. All Runway 4-22 pavement outside of the Runway 14-32 object free area will be treated with FAA Item P-608 Emulsified Asphalt Seal Coat. Role: Project Manager/Cost: \$580,061		
b.	Monroe Regional Airport Rehabilitate Airfield Lighting Monroe, Louisiana	2022	2024
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE KSA's services were engaged to determine the efficiency and effectiveness of the existing lighting system for Monroe Regional Airport. The following systems were evaluated: Vault's Electrical Power Distribution System; Vault's Regulators; Runway and Taxiway Edge Lights; Signage; Precision Approach Path Indicator (PAPI) System; Wind Cones; Rotating Beacon Tower; Airfield Lighting Control and Monitoring System (ALCMS); Airfield 5 KV Primary Loop Circuit Cables; Underground Electrical Ducts and Manholes. Following inspection of all listed airfield electrical infrastructure, KSA presented all assessment findings in a detailed Preliminary Engineering Report (PER) which gave specific recommendations for each electrical system and component analyzed. Role: Project Manager/Cost: \$674,975		
c.	Lake Charles Regional Airport Pavement Management Program Lake Charles, Louisiana	2024	2024
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE KSA completed a multifaceted Pavement Management Program (PMP) effort at Lake Charles Regional Airport (LCH). The PMP effort involved record collection, invasive and non-destructive methods of pavement analysis for determination of structural capacity and surficial condition, reporting of analysis results, and recommendation of Maintenance & Rehabilitation actions for the 20-year planning period. All analysis and testing was conducted in fall of 2023 and the finalized PMP report is in process with anticipated completion during fall of 2024. Role: Business Development/Cost: N/A		
d.	Shreveport Regional Airport Runway 6 & Taxiway C Extension Shreveport, Louisiana	2020	2020
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE The project includes extension of Runway 6 and Taxiway C with associated lighting and NAVAIDS and, because of this extension, the perimeter road must be relocated. The existing Taxiway Charlie west of Runway 14-32 as well as the Taxiway C extension will be reconstructed with a Portland Cement Concrete pavement section and the Runway 6 extension will be constructed with an HMA section. Role: Project Manager/Cost: \$8,741,777		
e.	Shreveport Regional Airport Pavement Management Program Shreveport, Louisiana	2023	2023
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE KSA completed a multifaceted Pavement Management Program (PMP) effort at Shreveport Regional Airport (SHV). The PMP effort involved record collection, invasive and non-destructive methods of pavement analysis for determination of structural capacity and surficial condition, reporting of analysis results, and recommendation of Maintenance & Rehabilitation actions for the 20-year planning period. All analysis and testing was conducted in fall of 2022 and the finalized PMP report was completed in fall of 2023. Role: Project Manager/Cost: N/A		

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

(Complete one Section E for each key person.)

12. NAME <b>Jacob Medus, P.E.</b>	13. ROLE IN THIS CONTRACT Design Engineer	14. YEARS EXPERIENCE a. TOTAL: 8 b. WITH CURRENT FIRM: 6
15. FIRM NAME AND LOCATION (City and State) KSA ENGINEERS, INC., Shreveport, LA		
16. EDUCATION (Degree and Specialization) Bachelor of Science in Civil Engineering, 2016, University of Louisiana at Lafayette	17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) Professional Engineer 2020/LA	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)		

**19. RELEVANT PROJECTS**

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
a.	<b>Monroe Regional Airport</b> <b>Rehabilitate Runway 4-22</b> <b>Monroe, Louisiana</b>	2022	2022
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE This project consists of rehabilitation of Runway 4-22 pavement by application of an emulsified asphalt seal coat. While the project has yet to be constructed it will include removal of all existing pavement markings, cleaning all pavement cracks of vegetation and foreign object debris, and sealing all cracks larger than 1/4" width. Following pavement preparation by the means previously described FAA Item P-608 and P-608R asphalt seal coats will be applied to the runway pavement and Runway 4-22 will receive new markings. To not interfere with operations on Runway 4-22, all seal coat application within the Runway 14-32 object free area will occur during nighttime hours. Furthermore, FAA Item P-608 Rapid Cure Seal Coat has been specified for application in this area to minimize closure of Runway 14-32. All Runway 4-22 pavement outside of the Runway 14-32 object free area will be treated with FAA Item P-608 Emulsified Asphalt Seal Coat. <b>Role: Design Engineer/Cost: \$580,061</b>		
b.	<b>Lake Charles Regional Airport</b> <b>Pavement Management Program</b> <b>Lake Charles, Louisiana</b>	2024	2024
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE KSA completed a multifaceted Pavement Management Program (PMP) effort at Lake Charles Regional Airport (LCH). The PMP effort involved record collection, invasive and non-destructive methods of pavement analysis for determination of structural capacity and surficial condition, reporting of analysis results, and recommendation of Maintenance & Rehabilitation actions for the 20-year planning period. All analysis and testing was conducted in fall of 2023 and the finalized PMP report is in process with anticipated completion during fall of 2024. <b>Role: Project Manager/Cost: N/A</b>		
c.	<b>Monroe Regional Airport</b> <b>Rehabilitate Airfield Lighting</b> <b>Monroe, Louisiana</b>	2022	2024
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE KSA's services were engaged to determine the efficiency and effectiveness of the existing lighting system for Monroe Regional Airport. The following systems were evaluated: Vault's Electrical Power Distribution System; Vault's Regulators; Runway and Taxiway Edge Lights; Signage; Precision Approach Path Indicator (PAPI) System; Wind Cones; Rotating Beacon Tower; Airfield Lighting Control and Monitoring System (ALCMS); Airfield 5 KV Primary Loop Circuit Cables; Underground Electrical Ducts and Manholes. Following inspection of all listed airfield electrical infrastructure, KSA presented all assessment findings in a detailed Preliminary Engineering Report (PER) which gave specific recommendations for each electrical system and component analyzed. <b>Role: Design Engineer/Cost: \$798,870</b>		
d.	<b>East Texas Regional Airport</b> <b>Airfield Pavement Study</b> <b>Longview, Texas</b>	2019	2019
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE KSA completed a multifaceted Pavement Management Program (PMP) effort at East Texas Regional Airport (GGG). The PMP effort involved record collection, invasive and non-destructive methods of pavement analysis for determination of structural capacity and surficial condition, reporting of analysis results, and recommendation of Maintenance & Rehabilitation actions for the 20-year planning period. All analysis and testing was conducted in fall of 2018 and the finalized PMP report was completed in winter of 2019. That report was ultimately used as the primary justification for the approximate \$20 million construction effort for rehabilitation of Runway 13-31 which is slated to commence during fall of 2024. <b>Role: Design Engineer/Cost: N/A</b>		
e.	<b>Tyler Pounds Regional Airport</b> <b>Pavement Management Program</b> <b>Tyler, Texas</b>	2021	2021
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE KSA completed a multifaceted Pavement Management Program (PMP) effort at Tyler Pounds Regional Airport (TYR). The PMP effort involved record collection, invasive and non-destructive methods of pavement analysis for determination of structural capacity and surficial condition, reporting of analysis results, and recommendation of Maintenance & Rehabilitation actions for the 20-year planning period. All analysis and testing was conducted in fall of 2019 and the finalized PMP report was completed in summer of 2020. That report was ultimately used as the primary justification for the approximate \$7 million construction effort for reconstruction of Taxiway Alpha which was completed in spring of 2024. <b>Role: Design Engineer/Project Cost: N/A</b>		

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**  
(Complete one Section E for each key person.)

12. NAME		13. ROLE IN THIS CONTRACT		14. YEARS EXPERIENCE	
Monica Newhouse, MBA		Environmental & Planning Support		a. TOTAL 27	b. WITH CURRENT FIRM 9
15. FIRM NAME AND LOCATION (City and State) Newhouse & Associates, LLC (Carmel, IN)					
16. EDUCATION (Degree and Specialization) Bachelor of Science in Aerospace Middle Tennessee State University; Master of Business Administration Specializing in Information Decision Sciences, University of Illinois at Chicago			17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) Indiana Ports Commission (appointed by Governor); Committee Member, ACI-NA Environmental Affairs Steering Committee; Chair, ACI-NA Land Use Working Group; Committee Member, ACI-NA Technical and Operations Committee					

**19. RELEVANT PROJECTS**

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
a.	New Orleans Lakefront Airport (NEW) Master Plan (New Orleans, LA)	2020	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Airport Planner for Master Plan - prepared forecasts of aviation activity and financial feasibility assessment for the proposed improvements; assisted with environmental coordination (sub-consultant). Master Plan cost: \$320,000		
	<input checked="" type="checkbox"/> Check if project performed with current firm		
b.	Natchez-Adams County Airport (HEZ) Master Plan (Natchez, MS)	2020	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Airport Planner for GA Master Plan preparation - prepared forecasts of aviation activity, environmental coordination, and financial feasibility assessment for the proposed improvements (sub-consultant). Master Plan cost: \$345,000		
	<input checked="" type="checkbox"/> Check if project performed with current firm		
c.	Miami International Airport (MIA) On-Call Planning Services (Miami, FL)	2023	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Preparation of aviation forecasts for the Supplemental Master Plan including documentation of socioeconomic/demographic trends; also managed the Runway Incursion Mitigation Program for the Corral area (sub-consultant). Newhouse project cost: \$600,000		
	<input checked="" type="checkbox"/> Check if project performed with current firm		
d.	Port Authority of New York/New Jersey, Airport Purchase Feasibility (New York, NY)	on-going	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Team Leader for environmental and cost considerations to analyze the overall impact of the purchase price for any prospective aviation facilities (sub-consultant). Newhouse project cost: \$100,000		
	<input checked="" type="checkbox"/> Check if project performed with current firm		
e.	Rickenbacker International Airport (LCK) Master Plan (Columbus, OH)	2018	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Prepared financial feasibility analysis for the proposed improvements identified during the Master Plan process; also prepared the CIP and identified funding sources (sub-consultant). Newhouse project cost: \$70,000		
	<input checked="" type="checkbox"/> Check if project performed with current firm		

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

12. NAME Marlin Zook, PLS, CP	13. ROLE IN THIS CONTRACT Production Manager	14. YEARS OF EXPERIENCE	
		a. TOTAL 48	b. W/CURRENT FIRM 48
15. FIRM NAME AND LOCATION (City and State) NV5 Geospatial, Dulles, VA		<b>NV5 GEOSPATIAL</b>	
16. EDUCATION (Degree and Specialization) AS, Civil Engineering, Pennsylvania State University, 1976 Certificate, FAA Integrated Distance Learning Environment (IDLE), Federal Aviation Administration, 2010	17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) ASPRS Certified Photogrammetrist #R920 Professional Land Surveyor: NC #L-4207 Land Surveyor Photogrammetrist: VA #408000029		

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)  
Marlin oversees all phases of the photogrammetric process for mapping projects including aerial triangulation, orthoimagery, planimetric mapping, feature attribution compilation, and digital edit. He is also responsible for directing the photo lab, quality control, and the survey team. Marlin's responsibilities include all in-house project planning and coordination of digital mapping, orthoimage production, and review of final delivery items to the client. He maintains the production schedule, oversees staffing assignments, and coordinates with the project manager. He has completed Integrated Distance Learning Environment (IDLE) Training in FAA AC 150/5300-16A, -17B, and -18B. Marlin has been involved in over 700 18B AGIS projects and submittals.

**19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)
a. (1) Monroe Regional Airport eALP Mapping Monroe, Louisiana	2018	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Production Manager. In support of Kutchins & Groh, NV5 Geospatial provided the services required for the eALP compliant aeronautical obstruction survey mapping. The project was done in compliance with AGIS policies and included an airport airspace analysis for vertically-guided operations for runways 4/22 and 14/32. For this project, NV5 Geospatial acquired new vertical stereo digital imagery at a physical image scale of 1"=1,905' of the obstruction surface areas and 1"=508' of the airport property. The aerial imagery covered all of the VG Airspace Analysis surfaces and was acquired using a high resolution digital mapping camera during leaf-on conditions. Total contracted work: \$204,630	<input checked="" type="checkbox"/> Check if project performed W/CURRENT firm	
b. (1) Hammond Northshore Regional Airport Aeronautical Obstruction Survey; Hammond, Louisiana	2021	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Production Manager. In support of Michael Baker International, NV5 Geospatial provided an airport layout plan and aeronautical obstruction survey. The project was completed in compliance with AGIS policies and included an airport airspace analysis for vertically-guided operations for existing Runways 13/31 and 18/36. NV5 Geospatial acquired new vertical stereo digital imagery at a physical scale of 1"=4,328' of the obstruction surface areas and 1"=1,122' of the airport property. The aerial imagery covered all of the VG Airspace Analysis surfaces using a high-resolution digital camera system during leaf-on conditions. Total contracted work: \$71,800	<input checked="" type="checkbox"/> Check if project performed W/CURRENT firm	
c. (1) Yazoo County Airport Aeronautical Obstruction Survey Yazoo County, Mississippi	2023	N/A
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Production Manager. In support of WCM Engineers, NV5 Geospatial provided an Airport Layout Plan update and aeronautical obstruction survey. The project was done in compliance with ADIP policies and included an airport airspace analysis for vertically guided operations for EXISTING Runway 17/35. NV5 Geospatial acquired new vertical stereo digital imagery at a physical image scale of 1"=2,500' of the obstruction surface areas and 1"=1,250' of the mapping limits. The aerial imagery covered all of the Airspace Analysis surfaces using a UltraCam Falcon Prime (UCFp) camera, or comparable, during leaf-on conditions. Total contracted work: \$74,517	<input checked="" type="checkbox"/> Check if project performed W/CURRENT firm	

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

12. NAME Doug Fuller	13. ROLE IN THIS CONTRACT Airport Solutions Manager	14. YEARS OF EXPERIENCE	
		a. TOTAL 61	b. W/CURRENT FIRM 49
15. FIRM NAME AND LOCATION (City and State) NV5 Geospatial, Dulles, VA		<b>NV5 GEOSPATIAL</b>	
16. EDUCATION (Degree and Specialization) Certificate, FAA Integrated Distance Learning Environment (IDLE), Federal Aviation Administration, 2010	17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) None		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) Doug is responsible for the estimating, flight planning, and quality assurance of new airport projects. His extensive experience is invaluable for controlling project costs. He communicates with the client, acquisition team, and production team as necessary to confirm that each project is done according to specifications using the best possible method. With his completed FAA IDLE training, he is qualified as a consultant to our airport clients in matters concerning the FAA regulations. Doug has been involved in over 700 18B AGIS projects and submittals.			

**19. RELEVANT PROJECTS**

a.	(1) TITLE AND LOCATION (City and State) Monroe Regional Airport eALP Mapping Monroe, Louisiana	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2018	CONSTRUCTION (If Applicable) N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Airport Solutions Manager. In support of Kutchins & Groh, NV5 Geospatial provided the services required for the eALP compliant aeronautical obstruction survey mapping. The project was done in compliance with AGIS policies and included an airport airspace analysis for vertically-guided operations for runways 4/22 and 14/32. For this project, NV5 Geospatial acquired new vertical stereo digital imagery at a physical image scale of 1"=1,905' of the obstruction surface areas and 1"=508' of the airport property. The aerial imagery covered all of the VG Airspace Analysis surfaces and was acquired using a high resolution digital mapping camera during leaf-on conditions. Total contracted work: \$204,630	<input checked="" type="checkbox"/> Check if project performed W/CURRENT firm	
b.	(1) TITLE AND LOCATION (City and State) Hammond Northshore Regional Airport Aeronautical Obstruction Survey; Hammond, Louisiana	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2021	CONSTRUCTION (If Applicable) N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Airport Solutions Manager. In support of Michael Baker International, NV5 Geospatial provided an airport layout plan and aeronautical obstruction survey. The project was completed in compliance with AGIS policies and included an airport airspace analysis for vertically-guided operations for existing Runways 13/31 and 18/36. NV5 Geospatial acquired new vertical stereo digital imagery at a physical scale of 1"=4,328' of the obstruction surface areas and 1"=1,122' of the airport property. The aerial imagery covered all of the VG Airspace Analysis surfaces using a high-resolution digital camera system during leaf-on conditions. Total contracted work: \$71,800	<input checked="" type="checkbox"/> Check if project performed W/CURRENT firm	
c.	(1) TITLE AND LOCATION (City and State) Yazoo County Airport Aeronautical Obstruction Survey Yazoo County, Mississippi	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2023	CONSTRUCTION (If Applicable) N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Airport Solutions Manager. In support of WCM Engineers, NV5 Geospatial provided an Airport Layout Plan update and aeronautical obstruction survey. The project was done in compliance with ADIP policies and included an airport airspace analysis for vertically guided operations for EXISTING Runway 17/35. NV5 Geospatial acquired new vertical stereo digital imagery at a physical image scale of 1"=2,500' of the obstruction surface areas and 1"=1,250' of the mapping limits. The aerial imagery covered all of the Airspace Analysis surfaces using a UltraCam Falcon Prime (UCFp) camera, or comparable, during leaf-on conditions. Total contracted work: \$74,517	<input checked="" type="checkbox"/> Check if project performed W/CURRENT firm	
d.	(1) TITLE AND LOCATION (City and State) Aeronautical Obstruction Survey – McGhee Tyson Airport (TYS); Knoxville, Tennessee	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2022	CONSTRUCTION (If Applicable) N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Airport Solutions Manager. NV5 Geospatial provided the services required for obstruction information for Runways 5L/23R and 5R/23L. The purpose of this project was to accomplish tree obstruction identification due to the FAA's report of tree penetrations. For the project, we used the previously collected imagery/data from the 20221 18B survey for CHA. The aerial imagery covers all of the surfaces. Total contracted work: \$114,555	<input checked="" type="checkbox"/> Check if project performed W/CURRENT firm	

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		<b>20. EXAMPLE PROJECT KEY NUMBER</b>  <b>KG-1</b>				
<b>21. TITLE AND LOCATION (City and State)</b>  <b>Monroe Regional Airport (MLU), Monroe, LA</b> <b>On-Call Planning Consultant Services</b>	<b>22. YEAR COMPLETED</b>  <table border="1"> <tr> <td>PROFESSIONAL SERVICES</td> <td>CONSTRUCTION (if applicable)</td> </tr> <tr> <td>On-Going</td> <td>N/A</td> </tr> </table>		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)	On-Going	N/A
PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)					
On-Going	N/A					
<b>23. PROJECT OWNER'S INFORMATION</b>						
<b>a. PROJECT OWNER</b>  City of Monroe	<b>b. POINT OF CONTACT NAME</b>  Charles Butcher Airport Director	<b>c. POINT OF CONTACT TELEPHONE NUMBER</b>  (318) 329-2461				
<b>24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Includes scope, size, and cost)</b>						

Kutchins & Groh, LLC currently serves MLU as its on-call planning consultant for general planning, grant management, and financial services. K&G has been assisting the Monroe Regional Airport with the management and implementation of its Passenger Facility Charge Program since 2004. This includes the analysis of the Airport's existing capital program and formulation of new PFC applications to assist with the funding of capital development.

K&G was the lead consultant for an update to MLU's Master Plan completed in 2015. This included an inventory of existing conditions, facilities assessment, development of airfield alternatives, formulation of a CIP, and preparation of an Airport Layout Plan (ALP).

In 2007 we were engaged to assist the Airport and its Terminal Designers with capital planning and implementation services. This involved the analysis of available funding sources and assembly of an overall funding plan for consideration by the Airport's governing body. We identified and analyzed all potential revenue sources with the goal of developing an achievable financial plan.

K&G assisted the Airport in airline negotiations for new rates & charges with the opening of its new terminal 2011. This included: an initial, detailed evaluation of the Airport's existing rate structure and revenue enhancement opportunities, particularly regarding parking revenues; development of the Airport's rates and charges model; alternative financial structures and sensitivity analyses; and airline negotiations.

K&G is also charged with grant management and administration of Federal and State funding programs. This includes grant application preparation, capital program management, preparation of grant reimbursement requests, identification of project eligibility and related funding actions. K&G is also responsible for the management and administration of the \$45 million Federal and State funded Airport Terminal Development project.

Project cost for Master Plan and ALP: \$592,000

Project cost for on-call services: \$30,000 (average annual fee)

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
	(1) FIRM NAME	(2) FIRM LOCATION	(3) ROLE
a.	Newhouse & Associates	Carmel, Indiana	Planning Support
b.	NV5 Geospatial	Dulles, Virginia	Aerial Photogrammetry
c.			
d.			
e.			

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects if not specified. Complete one Section F for each project.)</i>	<b>20. EXAMPLE PROJECT KEY NUMBER</b>  <div style="text-align: center; font-size: 1.2em; font-weight: bold;">KG-2</div>
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<b>21. TITLE AND LOCATION (City and State)</b>	<b>22. YEAR COMPLETED</b>	
Acadiana Regional Airport (ARA), New Iberia, LA On-Call Planning Consultant Services	<i>PROFESSIONAL SERVICES</i>	<i>CONSTRUCTION (if applicable)</i>
	On-Going	N/A

<b>23. PROJECT OWNER'S INFORMATION</b>		
<i>a. PROJECT OWNER</i>	<i>b. POINT OF CONTACT NAME</i>	<i>c. POINT OF CONTACT TELEPHONE NUMBER</i>
Iberia Parish Airport Authority	Maurice Songy Executive Director	(337) 365-7202

<b>24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Includes scope, size, and cost)</b>
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Kutchins & Groh currently serves the Acadiana Regional Airport (ARA) as its on-call planning consultant for general planning, grant management, and financial services. This includes general airfield planning studies management and administration of the Airport's capital and DBE Programs, grant administration, and Independent Fee Estimates (IFE).

In 2012, K&G was selected as the lead consultant for an update to ARA's Master Plan and Airport Layout Plan (ALP). The Master Plan Update included an inventory and analysis of existing conditions of the airfield, airspace, navigational aids, all on-airport structures, general aviation buildings, and areas, utility systems, and airport support facilities. An aviation demand forecast was prepared to document operational patterns at the airport. The final document included projects for short-term (five-year), intermediate-term (10-year), and long-range (20-year) operations.

The Master Plan Update also included the preparation of both aeronautical and non-aeronautical development alternatives with the primary goal of identifying opportunities for the Airport Authority to increase revenue from both aviation and non-aviation functions. From the various development alternatives, a Recommended Development Plan was established based on the needs and goals of the Airport as it progresses through the planning horizon. From these planning efforts, a Capital Improvement Program (CIP) was developed, which focused on actual needs of the Airport, available resources and activity levels. For all proposed Capital Improvements, the Master Plan Update included a project financing plan, which recommends financial mechanisms to accomplish the short and long term goals of the Airport Authority. The FAA approved the Master Plan in 2013.

Project cost for Master Plan: \$315,000  
 Project cost for on-call services: \$20,000 (average annual fee)

<b>25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT</b>			
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	(1) FIRM NAME	(2) FIRM LOCATION	(3) ROLE
a.	Newhouse & Associates, LLC	Carmel, Indiana	Planning Support
b.	NV5 Geospatial	Dulles, Virginia	Aerial Photogrammetry
c.			
d.			
e.			

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>	<b>20. EXAMPLE PROJECT KEY NUMBER</b>  <div style="text-align: center; font-weight: bold; font-size: 1.2em;">KG-3</div>
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<b>21. TITLE AND LOCATION (City and State)</b>	<b>22. YEAR COMPLETED</b>	
Baton Rouge Metro. Airport (BTR), Baton Rouge, LA On-Call Planning Consultant Services	<i>PROFESSIONAL SERVICES</i>	<i>CONSTRUCTION (if applicable)</i>
	On-Going	N/A

<b>23. PROJECT OWNER'S INFORMATION</b>		
<i>a. PROJECT OWNER</i>	<i>b. POINT OF CONTACT NAME</i>	<i>c. POINT OF CONTACT TELEPHONE NUMBER</i>
City of Baton Rouge and Parish of East Baton Rouge	Mike Edwards Director of Aviation	(225) 355-0333

<b>24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT</b> <i>(Includes scope, size, and cost)</i>
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Kutchins & Groh currently serves the Baton Rouge Metropolitan Airport (BTR) as its on-call planning consultant for general planning, grant management, and financial services. This includes the preparation of Passenger Facility Charge (PFC) applications and Independent Fee Estimates (IFE).

In 2016, K&G was selected as the lead consultant for an update to BTR's Master Plan and Airport Layout Plan (ALP). The team was tasked with furnishing all services required to supplement the Airport in the development and management of financing, planning, and design of its program. Included under this contract were: Airport Master Plan Update, including: inventory of existing conditions, aviation forecasting, aviation and non-aviation alternatives, Capital Improvement Programming, stakeholder coordination, and preparation of an updated ALP (complete); Airport Layout Plan Update (under FAA review); Benefit Cost Analysis associated with the proposed Plank Road Relocation/Runway Safety Area Project (in progress); and an Environmental Assessment for the proposed Plank Road Relocation/Runway Safety Area Project (in progress). The Master Plan was completed in 2018.

K&G was also selected in 2016 as the prime consultant for the BTR Program Management Services contract. Among the on-going assignments with which K&G is tasked are: management and administration of the Airport's Capital Improvement Program; administering the design, bidding and construction of various landside, terminal and airfield projects; coordination between designers, contractors, airlines, rental car companies, tenants, various federal agencies and Airport staff; coordination of all project letting and project progress efforts; and provision of resident inspection services.

Other K&G successes at BTR include: the preparation of an Environmental Assessment and Benefit Cost Analysis for the Airport's runway 4L/22R extension program; participation on the team to update the Airport's 2004 Airport Master Plan Update; FAA liaison services; a \$30 million Letter of Intent Application to fund the rehabilitation of a great deal of the Airfield Infrastructure; and a Federal Aviation Regulation Part 150 Update.

Project cost for Master Plan/ALP: \$802,000  
 Project cost for on-call services: \$45,000 annually

<b>25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT</b>			
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	(1) FIRM NAME	(2) FIRM LOCATION	(3) ROLE
a.	Newhouse & Associates, LLC	Carmel, Indiana	Environmental Support and Planning Support
b.	NV 5 Geospatial	Dulles, Virginia	Aerial Photogrammetry
c.			
d.			
e.			



<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>	<b>20. EXAMPLE PROJECT KEY NUMBER</b>  <div style="text-align: center; font-size: 1.2em; font-weight: bold;">KG-4</div>
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<b>21. TITLE AND LOCATION (City and State)</b>	<b>22. YEAR COMPLETED</b>	
Houma-Terrebonne Airport (HUM), Houma, LA On-Call Planning Consultant Services	PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>
	On-Going	N/A

<b>23. PROJECT OWNER'S INFORMATION</b>		
<i>a. PROJECT OWNER</i>	<i>b. POINT OF CONTACT NAME</i>	<i>c. POINT OF CONTACT TELEPHONE NUMBER</i>
Houma-Terrebonne Airport Commission	Myrden Pellegrin Executive Director	(985) 872-4646

**24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT** *(Includes scope, size, and cost)*

Kutchins & Groh Principals have served the Houma-Terrebonne Airport Commission in various roles for more than 20 years. This has included environmental planning, master planning, program management, and assistance with Federal Program compliance requirements. A recent assignment was the preparation of Categorical Exclusion (CATEX) documents for the construction of a new, partial parallel taxiway, which will include grading, drainage, paving, marking, and lighting. K&G was responsible for the preparation of the FAA's Standard Operating Procedures 5.00 CATEX Form, demonstrating that no "Extraordinary Circumstances" exist and that the "Proposed Action" was categorically excluded from further analysis under the National Environmental Policy Act (NEPA). This documentation addressed: DOT Act Section 4(f) and 6(f) Resources; Natural, Ecological, and Scenic Resources; Transportation; Noise; Air Quality; Water Quality; National Historic Preservation Act (NHPA) Resources; and Lighting, Visual, Hazardous Materials, and Construction Impacts. This resulted in the successful completion of the process, with the issuance of a CATEX by the FAA.

K&G prepared the 2013 Master Plan for HUM, which established the road map as it continues to develop and grow its role in the National System of Airports and we have just begun the 2024 Master Plan Update. Among K&G's responsibilities are the full component of forecasting, alternatives, Capital Improvement Program and an Updated Airport Layout Plan (ALP). K&G serves as the Airport's technical representative, managing all aspects of the process, including coordination with the FAA.

On an annual basis, we assist the Commission with the development of its Airport Capital Improvement Plan (ACIP). This document is required by the FAA and must be submitted annually for consideration of future funding resources. The document identifies projects and projected funding needs and sources over a three – five year period. Since 2003, K&G has assisted the Airport Commission with the management and administration of the Airport's Disadvantage Business Enterprise Program, including preparation of goal methodology documents, annual accomplishment reports, and management of the Airport's overall program.

Project cost for 2024 HUM MP and AGIS \$658,000  
 Project cost for on-call services: \$25,000 (average annual fee)

**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

	(1) FIRM NAME	(2) FIRM LOCATION	(3) ROLE
a.	Newhouse & Associates, LLC	Carmel, Indiana	Environmental Planning & Planning Support
b.	Jaedicke Consulting LLC	Arlington, MA	Aviation Forecast
c.	NV5 Geospatial	Dulles, Virginia	Aerial Photogrammetry
d.			
e.			

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		<b>20. EXAMPLE PROJECT KEY NUMBER</b>  <b>KG-5</b>				
<b>21. TITLE AND LOCATION (City and State)</b>  Lafayette Regional Airport, Lafayette, LA Program Management Services	<b>22. YEAR COMPLETED</b>  <table border="1"> <tr> <td>PROFESSIONAL SERVICES</td> <td>CONSTRUCTION (if applicable)</td> </tr> <tr> <td>On-Going</td> <td>N/A</td> </tr> </table>		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)	On-Going	N/A
PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)					
On-Going	N/A					
<b>23. PROJECT OWNER'S INFORMATION</b>						
<b>a. PROJECT OWNER</b>  Lafayette Airport Commission	<b>b. POINT OF CONTACT NAME</b>  Steven Picou, AAE Executive Director	<b>c. POINT OF CONTACT TELEPHONE NUMBER</b>  (337) 266-4401				
<b>24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Includes scope, size, and cost)</b>						

Kutchins & Groh, LLC has served the Lafayette Airport Commission for 14 years, providing various planning and consulting services. In 2016, we were selected as part of a team to provide comprehensive Program Management Services for the Commission's new terminal program. The funding plans for this \$115 million program are critical to the successful implementation of the project.

The first task K&G is performing is the review of available funding sources and capital planning for the project. One of the key resources is the Airport's Passenger Facility Charge (PFC) capacity. In support of the overall program, we are charged with preparing the PFC application to provide funding for eligible portions of the program. We are currently formulating the application requirements and this program element includes:

- Coordination directly with the Airport and the FAA in the identification of projects for inclusion in the PFC;
- Review of budgets for determination of project eligibility;
- Assistance with the coordination and filing of required Airspace actions with the FAA;
- Preparation of Airport Layout Plan updates;
- Coordination of environmental actions required for approval of the PFC application;
- Analysis and management of cash flow associated with the PFC for the airport; and
- Preparation of all application and amendment documents, consultation packages and other required information.

Following the approval of the PFC application, we will be managing the capital needs and overall controls of the program as well as serving the Airport Commission as its 'eyes and ears' throughout the terminal development through commissioning and initial operation.

Project cost for Program Management Services: \$130,000

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
	(1) FIRM NAME	(2) FIRM LOCATION	(3) ROLE
a.	Newhouse & Associates, LLC	Carmel, Indiana	Environmental Planning and Planning Support
b.			
c.			
d.			
e.			

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>	20. EXAMPLE PROJECT KEY NUMBER
	KG-6

21. TITLE AND LOCATION (City and State)	22. YEAR COMPLETED	
Lake Charles Regional Airport (LCH), Lake Charles, LA On-Call Planning Consultant Services	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
	On-Going	N/A

23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
Airport District 1 Calcasieu Parish	Heath Allen, Executive Director	(337) 477-6061

**24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (includes scope, size, and cost)**

Kutchins & Groh Principals have been actively involved in all facets of planning, financial, and environmental work for the Lake Charles Regional Airport for well over 20 years, including the preparation of all recent Capital Improvement Programs, Project Justification documentation and all PFC Program Actions.

Having served as the lead consultant in the preparation of the 2006 and 2012 comprehensive Master Plan Updates, K&G was selected in 2023 to prepare an update to the previous Master Plan. This document will set forth the road map that the Airport Commission will embark upon as it continues to develop and grow its role in the National System of Airports. Among K&G's responsibilities are the full component of inventory of existing conditions, aviation forecasting for the 20-year planning horizon, development of aviation and non-aviation alternatives, Capital Improvement Programming, and preparation of an updated Airport Layout Plan.

The firm is currently engaged by the Airport as its On-Call Planning Consultant for general planning and capital programming issues. This includes assistance with the management of all of its funding sources and uses for its Terminal and Airfield Development Program; Coordination of FAA projects, grants, and funding requests; environmental documentation for development projects; Passenger Facility Charge Application Actions; and other related planning tasks.

Project cost for 2024 Master Plan and ALP: \$1,588,000

Project cost for on-call services: \$30,000 (average annual fee)

**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

	(1) FIRM NAME	(2) FIRM LOCATION	(3) ROLE
a.	Newhouse and Associates, LLC	Carmel, Indiana	Environmental Support and Planning Support
b.	Jaedicke Consulting, LLC	Arlington, Massachusetts	Aviation Forecast
c.	NV5 Geospatial	Dulles, Virginia	Aerial Photogrammetry
d.			
e.			

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		<b>20. EXAMPLE PROJECT KEY NUMBER</b>  <b>KG-7</b>
<b>21. TITLE AND LOCATION (City and State)</b>  New Orleans Lakefront Airport (NEW), New Orleans, LA On-Call Planning Consultant Services	<b>22. YEAR COMPLETED</b>  PROFESSIONAL SERVICES On-Going	
<b>23. PROJECT OWNER'S INFORMATION</b>		
<b>a. PROJECT OWNER</b>  Lakefront Management Authority	<b>b. POINT OF CONTACT NAME</b>  Bruce Martin Director of Aviation	<b>c. POINT OF CONTACT TELEPHONE NUMBER</b>  (504) 874-0498
<b>24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Includes scope, size, and cost)</b>		

Since 2017, Kutchins & Groh, LLC has served as the On-Call Planning consultant for the New Orleans Lakefront Airport (NEW). Among the tasks with which we have been assigned are: assistance with grant management, assistance with the Capital Improvement Program (CIP), management and administration of NEW's Disadvantaged Business Enterprise (DBE) Program, preparation of Independent Fee Estimates (IFE), and an update to the Airport's Master Plan and AGIS.

As part of the grant management task, K&G is assisting the Airport with analyses of available capacity to finance upcoming projects. This information will be utilized as a guide in determining the scope and level of proposed development projects. Our tasks include: preparation of grant application documents including Overall Development Objective (ODO) forms and grant applications; preparation of grant administrative documents (such as SF-271 Reimbursement Request Documentation for electronic payment requests, sponsor certification documents, close-out reports, and budget and payment tracking tools).

K&G is also assisting in prioritizing its Capital Improvement Program (CIP). Among our tasks are: validation of identified needs; identification of programmatic needs; assignment of proposed funding to projects; updating of project budgets to reflect cost adjustments, escalation, etc.; and preparation of the annual CIP packet suitable for submission to the FAA.

Among the DBE services we are providing are: preparation of an updated DBE Program; triennial goal submissions to the FAA; annual DBE accomplishment reports; development of standard specification language for incorporation into capital projects to maintain compliance with the Federal requirements; and monitoring and reporting accomplishments of contractors and consultants as required by the FAA.

Project cost for Master Plan and ALP: \$320,000

Project cost for on-call services: \$25,000 (average annual fee)

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
	(1) FIRM NAME	(2) FIRM LOCATION	(3) ROLE
a.	Newhouse & Associates, LLC	Carmel, Indiana	Environmental Support and Planning Support
b.	NV5 Geospatial	Dulles, Virginia	Aerial Photogrammetry
c.			
d.			
e.			

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>	<b>20. EXAMPLE PROJECT KEY NUMBER</b>  <div style="text-align: center; font-size: 1.2em; font-weight: bold;">KG-8</div>
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<b>21. TITLE AND LOCATION (City and State)</b>	<b>22. YEAR COMPLETED</b>	
South Lafourche Airport (GAO), Galliano, LA On-Call Planning Services	PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>
	2024	N/A

<b>23. PROJECT OWNER'S INFORMATION</b>		
<i>a. PROJECT OWNER</i>	<i>b. POINT OF CONTACT NAME</i>	<i>c. POINT OF CONTACT TELEPHONE NUMBER</i>
Greater Lafourche Port Commission	Serena Bruce	(985) 632-1108

<b>24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT <i>(Includes scope, size, and cost)</i></b>
--

Kutchins & Groh has served the Greater Lafourche Port Commission since 2014 as the on-call planning consultant for general planning, grant management, and financial services at South Lafourche Leonard Miller Jr. Airport. This includes general airfield planning studies management and administration of the Airport's capital and DBE Programs, grant administration, and Independent Fee Estimates (IFE).

In 2021, K&G was the lead consultant in the preparation of a Wildlife Hazard Management Plan for GAO. The plan identified wildlife attractants, outlined measure to minimize wildlife populations in and around the Airport, and identified personnel to implement the plan.

In 2019, K&G assisted GAO in the preparation of a Request for Proposal for a fuel provider at GAO.

Since 2015, K&G has prepared 4 Independent Fee Estimates (IFE) for the design of Runway 18-36 strengthening, preparation of a Stormwater Management Plan, Runway Seal Coat and Pavement Markings, and Obstruction Removal.

In 2014, K&G assisted in the consultant selection process at GAO for an On-Call Engineering contract.

Since 2014, K&G has managed the Airport's DBE Program, including annual accomplishment reports, triennial goal methodology reports, and the overall DBE Program.

Project costs for on-call services: \$20,000 (average annual fee)

<b>25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT</b>			
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	(1) FIRM NAME	(2) FIRM LOCATION	(3) ROLE
a.	Newhouse & Associates, LLC	Carmel, Indiana	Planning Support
b.	NV5 Geospatial	Dulles, Virginia	Aerial Photogrammetry
c.			
d.			
e.			

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency) or 10 projects, if not specified. Complete one Section F for each project.</i>	<b>20. EXAMPLE PROJECT KEY NUMBER</b>
	<b>KG-9</b>

<b>21. TITLE AND LOCATION (City and State)</b>	<b>22. YEAR COMPLETED</b>	
<b>Port of South LA Executive Regional Airport (APS) Reserve, LA; On-Call Planning Services</b>	<i>PROFESSIONAL SERVICES</i>	<i>CONSTRUCTION (if applicable)</i>
	On-Going	N/A

<b>23. PROJECT OWNER'S INFORMATION</b>		
<i>a. PROJECT OWNER</i>	<i>b. POINT OF CONTACT NAME</i>	<i>c. POINT OF CONTACT TELEPHONE NUMBER</i>
Port of South Louisiana	Brian Cox Chief Operating Officer	(985) 652-9278

**24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Includes scope, size, and cost)**

Kutchins & Groh, LLC was selected in 2010, and again in 2013 and 2023, to provide On-Call Planning and Implementation Consulting Services for the Port of South Louisiana Executive Regional Airport (APS) in Reserve, Louisiana. Among the services included in this contract are: Environmental Planning, Grant Management, Land Use Planning, Program Management Services, Capital Planning, Disadvantaged Business Enterprise (DBE) Program, and Independent Fee Estimates (IFE).

In 2014 the Port engaged K&G to prepare and complete an Airport Layout Plan (ALP) update for the Airport. An ALP serves as a critical planning tool that depicts both existing facilities and planned development for an airport. Our work on the ALP included a complete aeronautical survey in accordance with FAA Advisory Circulars 150/5300-16A, 150/5300-17C and 150/5300-18C. The project resulted in a 15-sheet set of airport plans, including the ALP drawings, airspace drawings, approach and departure surface drawings, a terminal area plan, a land use plan, and the airport property map. Additionally, K&G assisted the Port in updating the approved approach procedures. The ALP was completed in 2017.

K&G also prepared an Airport Action Plan and a Runway End Siting Analysis. One of the short term objectives identified for the Action Plan was an extension of existing Runway 17-35 with a goal of providing an additional 1,000 feet for north and south-bound take off operations. Through a series of planning charrettes, future facility requirements were identified and development alternatives were prepared. This resulted in a Recommended Development Plan which was adopted by the owner, the Port of South Louisiana, as its preferred alternative. The K&G team then developed a list of proposed projects to support the selected alternative, established a logical development progression, and assigned rough order of magnitude costs. The Action Plan was completed and approved in 2011.

- Project cost for ALP: \$254,000
- Project cost for Action Plan: \$164,000
- Project cost for on-call services: \$20,000 (average annual fee)

**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

	<i>(1) FIRM NAME</i>	<i>(2) FIRM LOCATION</i>	<i>(3) ROLE</i>
a.	Newhouse & Associates, LLC	Carmel, Indiana	Environmental Support and Planning Support
b.	NV5 Geospatial	Dulles, Virginia	Aerial Photogrammetry
c.			
d.			
e.			

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>	<b>20. EXAMPLE PROJECT KEY NUMBER</b>  <div style="text-align: center; font-weight: bold; font-size: 1.2em;">KG-10</div>
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<b>21. TITLE AND LOCATION (City and State)</b>	<b>22. YEAR COMPLETED</b>	
Thibodaux Municipal Airport (L83) On-Call Planning Services, Thibodaux, LA	PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>
	On-Going	N/A

<b>23. PROJECT OWNER'S INFORMATION</b>		
<i>a. PROJECT OWNER</i>	<i>b. POINT OF CONTACT NAME</i>	<i>c. POINT OF CONTACT TELEPHONE NUMBER</i>
City of Thibodaux	Sarah Arceneaux Airport Manager	(985) 446-7606

<b>24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT</b> <i>(Includes scope, size, and cost)</i>
--

As a sub-consultant to an engineering firm, Kutchins & Groh served on the On-Call Engineering, Planning and Implementation Services consultant team for the Thibodaux Municipal Airport from 2011 to 2016. Among the tasks assigned to K&G during this period were preparation of an Airport Layout Drawing, an Environmental Assessment for Obstruction Removal, DBE Program Management Services, and general capital planning.

K&G continues to assist the airport with the management of its Disadvantaged Business Program (DBE.) This includes preparation of the overall DBE Program, triennial DBE goal updates, and annual DBE accomplishment reports.

K&G also continues to assist the airport with grant management services.

Project cost for on-call services: \$20,000 (average annual fee)

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
	(1) FIRM NAME	(2) FIRM LOCATION	(3) ROLE
<i>a.</i>			
<i>b.</i>			
<i>c.</i>			
<i>d.</i>			
<i>e.</i>			

**G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS**

26. NAMES OF KEY PERSONNEL (From Section E, Block 12)	27. ROLE IN THIS CONTRACT (From Section E, Block 13)	28. EXAMPLE PROJECTS LISTED IN SECTION F (Fill in "Example Projects Key" section below before completing table. Place "X" under project key number for participation in same or similar role.)									
		1	2	3	4	5	6	7	8	9	10
Brad Kutchins, PE (K&G)	Principal-In-Charge	X	X	X	X		X	X	X		X
George Groh, AIA (K&G)	Airport Planner		X	X		X		X		X	
Greg Groh (K&G)	Airport Planner	X	X	X	X	X	X	X	X	X	X
Darren Persick (K&G)	Airport Planner	X	X	X	X		X	X	X	X	X
Chris Groh, MBA (K&G)	Airport Planner	X	X			X	X	X	X		
Lisa Lawson, RLA (K&G)	Airport Planner	X	X	X	X	X	X	X	X	X	X
Hannah Solis (K&G)	Airport Planner	X		X	X	X	X		X		X
Dawn Buffington (K&G)	Graphic Design	X	X	X	X	X	X	X	X	X	X
Nikki Vidos (K&G)	Airport Planner		X			X					
Leah Whitfield (APG)	Airport Planner										
Seth Young, PhD, AAE (APG)	Airport Planner										
Elizabeth Jaedicke (Jaedicke)	Airport Planner				X		X				
Jonathan Farmer, PE (KSA)	Engineering Support										
Jacob Medus, PE (KSA)	Engineering Support										
Monica Newhouse-Rodriguez	Airport Planner	X	X	X	X	X	X	X	X		
Marlin Zook (NV5)	Aerial Photogrammetry	X	X	X	X		X	X	X	X	
Doug Fuller (NV5)	Aerial Photogrammetry	X	X	X	X		X	X	X	X	

**29. EXAMPLE PROJECTS KEY**

NUMBER	TITLE OF EXAMPLE PROJECT (From Section F)	NUMBER	TITLE OF EXAMPLE PROJECT (From Section F)
1	Monroe Regional (MLU) On-Call	6	Lake Charles Regional (LCH) On-Call
2	Acadiana Regional (ARA) On-Call	7	New Orleans Lakefront (NEW) On-Call
3	Baton Rouge Metropolitan (BTR) On-Call	8	South Lafourche (GAO) On-Call
4	Houma-Terrebonne (HUM) On-Call	9	Executive Regional (APS) On-Call
5	Lafayette Regional (LFT) On-Call	10	Thibodaux Municipal (L83) On-Call



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H. ADDITIONAL INFORMATION

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30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

**Kutchins & Groh, LLC (K&G)** is a consulting firm dedicating its practice to the airport and aviation industry - it's all we do. K&G offers a wide range of expertise and experience in all aspects of airport management consulting services including Airport Master Planning, Capital Programming, Facility and Business Planning, as well as Program Implementation. The firm's members have experience at over 100 different airport facilities in all facets of airport planning and development.

The firm's principals, Brad Kutchins, PE, and George Groh, AIA, have successfully established relationships with industry stakeholders, and their win-win approach continually results in successful capital planning and implementation of many programs. The firm has successfully prepared Capital Development Programs for clients at both air carrier and general aviation airports across the country with the primary objective being the development and implementation of short- and long-term Capital Improvement Programs.

Over the course of their careers, the principals of the firm have honed their planning capabilities, including overseeing development of the Capital Improvement Program, projecting demand-based capacity requirements, and providing airports with funding options for the proposed projects. Our contacts at both the state and federal levels have been instrumental in securing state Department of Transportation funding and United States Congressional support for FAA funding.

We have in-house technical expertise in the preparation of short- and long-term Capital Facility Programs for development of physical and functional project descriptions, project cost estimates, financing plans and implementation schedules. K&G also provides contractual, procedural, and technical information to project design engineers and architects, along with program implementation, consultant selection, and contracting processes for several of our clients.

The firm's principals have been directly responsible for the development, management, and implementation of various funding applications including PFC's and amendments for our airport clients. In the formulation of Capital Improvement Programs, we have prepared project-funding strategies including federal, state, and local funding sources. We are proud of the fact that each program that we have prepared has received the FAA's approval. This success is accomplished through thorough knowledge of Airport Improvement and Passenger Facility Charge Program requirements and effective communication with FAA personnel.

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I. AUTHORIZED REPRESENTATIVE

*The foregoing is a statement of facts.*

31. SIGNATURE

**Bradley C. Kutchins**

Digitally signed by Bradley C. Kutchins  
DN: cn=Bradley C. Kutchins, o, ou, email=brad@kutchins-groh.com, c=US  
Date: 2024.09.11 11:41:48 -0500'

32. DATE

9/11/2024

33. NAME AND TITLE

**Brad Kutchins, PE, Managing Principal**

**ARCHITECT-ENGINEER QUALIFICATIONS**

1. SOLICITATION NUMBER (If any)

2025-00000016

**PART II - GENERAL QUALIFICATIONS**

(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (or Branch Office) NAME <b>Kutchins &amp; Groh, LLC</b>			3. YEAR ESTABLISHED <b>2003</b>	4. UNIQUE ENTITY IDENTIFIER <b>13-457-9866</b>
2b. STREET <b>7 Trailside Court</b>			5. OWNERSHIP	
2c. CITY <b>Mansfield</b>	2d. STATE <b>TX</b>	2e. ZIP CODE <b>76063</b>	a. TYPE <b>Limited Liability Company</b>	
6a. POINT OF CONTACT NAME AND TITLE <b>Brad Kutchins, PE, Managing Principal</b>			b. SMALL BUSINESS STATUS <b>N/A</b>	
6b. TELEPHONE NUMBER <b>(682) 518-0681</b>		6c. EMAIL ADDRESS <b>brad@kutchins-groh.com</b>		
8a. FORMER FIRM NAME(S) (If any)			8b. YEAR ESTABLISHED	8c. UNIQUE ENTITY IDENTIFIER

**9. EMPLOYEES BY DISCIPLINE**

**10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS**

a. Function Code	b. Discipline	c. Number of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
02	Administrative	1		P06	Houma-Terrebonne On-Call	1
06	Architect	1		P06	Baton Rouge Metropolitan On-Call	1
12	Civil Engineer	1		P06	Acadiana Regional On-Call	1
16	Construction Manager	1		P06	Houma-Terrebonne Master Plan	4
47	Planner: Airport	6		P06	Lafayette Regional On-Call	1
				P06	Lake Charles Regional On-Call	1
				P06	Lake Charles Reg Master Plan	5
				P06	NO Lakefront On-Call	1
				P06	Executive Regional On-Call	1
				P06	Monroe Regional On-Call	1
				P06	Natchez-Adams County On-Call	1
				P06	Richmond International On-Call	1
	Other Employees					
<b>Total</b>		<b>10</b>				

**11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS**

**PROFESSIONAL SERVICES REVENUE INDEX NUMBER**

(Insert revenue index number shown at right)

a. Federal Work	1
b. Non-Federal Work	5
c. Total Work	5

- Less than \$100,000
- \$100,000 to less than \$250,000
- \$250,000 to less than \$500,000
- \$500,000 to less than \$1 million
- \$1 million to less than \$2 million
- \$2 million to less than \$5 million
- \$5 million to less than \$10 million
- \$10 million to less than \$25 million
- \$25 million to less than \$50 million
- \$50 million or greater

**12. AUTHORIZED REPRESENTATIVE**

The foregoing is a statement of facts.

a. SIGNATURE <b>Bradley C. Kutchins</b>	b. DATE <b>9/11/2024</b>
c. NAME AND TITLE <b>Brad Kutchins, PE, Managing Principal</b>	

Digitally signed by Bradley C. Kutchins  
DN: cn=Bradley C. Kutchins, o=, email=brad@kutchins-groh.com, ou=,  
Date: 2024.09.11 11:42:08 -0500

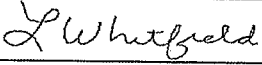
**ARCHITECT-ENGINEER QUALIFICATIONS** 1. SOLICITATION NUMBER (if any)

**PART II - GENERAL QUALIFICATIONS**  
*(If a firm has branch offices, complete for each specific branch office seeking work.)*

2a. FIRM (or Branch Office) NAME <b>The Aviation Planning Group LLC</b>			3. YEAR ESTABLISHED <b>2020</b>	4. UNIQUE ENTITY IDENTIFIER <b>071598397</b>
2b. STREET <b>7694 W Quarto Ave</b>			5. OWNERSHIP	
2c. CITY <b>Littleton</b>	2d. STATE <b>CO</b>	2e. ZIP CODE <b>80128</b>		
6a. POINT OF CONTACT NAME AND TITLE <b>Leah Whitfield, President</b>			a. TYPE <b>LLC</b>	
6b. TELEPHONE NUMBER <b>307-267-9670</b>			b. SMALL BUSINESS STATUS <b>Yes</b>	
6c. E-MAIL ADDRESS <b>leah@theaviationplanninggroup.com</b>			7. NAME OF FIRM (If Block 2a is a Branch Office)	
8a. FORMER FIRM NAME(S) (if any) <b>None</b>			8b. YEAR ESTABLISHED <b>2020</b>	8c. UNIQUE ENTITY IDENTIFIER <b>071598397</b>

9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. Number of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
12	Civil Engineer	2		A05	Airports	4
08	CADD Technician	1				
47	Planner	10				
02	Administrative	3	1			
Other Employees						
<b>Total</b>		<b>16</b>	<b>1</b>			

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS <i>(Insert revenue index number shown at right)</i>		PROFESSIONAL SERVICES REVENUE INDEX NUMBER			
a. Federal Work		1. Less than \$100,000	6. \$2 million to less than \$5 million	7. \$5 million to less than \$10 million	8. \$10 million to less than \$25 million
b. Non-Federal Work	5	3. \$250,000 to less than \$500,000	8. \$10 million to less than \$25 million	9. \$25 million to less than \$50 million	10. \$50 million or greater
c. Total Work	5	4. \$500,000 to less than \$1 million	5. \$1 million to less than \$2 million		

12. AUTHORIZED REPRESENTATIVE <i>The foregoing is a statement of facts.</i>	
a. SIGNATURE 	b. DATE <b>8/27/2024</b>
c. NAME AND TITLE <b>Leah Whitfield, President</b>	



# ARCHITECT-ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER (If any)

2025-0000016

## PART II - GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)

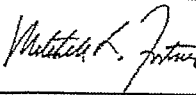
2a. FIRM (or Branch Office) NAME KSA Engineers, Inc. – Shreveport			3. YEAR ESTABLISHED 1978	4. UNIQUE ENTITY IDENTIFIER K2LPSKBLNCQ5
2b. STREET 1111 Hawn Avenue			5. OWNERSHIP	
2c. CITY Shreveport	2d. STATE LA	2e. ZIP CODE 71107	a. TYPE Corporation	
6a. POINT OF CONTACT NAME AND TITLE  Jonathan N. Farmer, P.E., Aviation Practice Leader			b. SMALL BUSINESS STATUS N/A	
6b. TELEPHONE NUMBER 318.221.7501			6c. E-MAIL ADDRESS jfarmer@ksaeng.com	
8a. FORMER FIRM NAME(S) (If any) Alliance, Inc.; KSA Alliance, Inc.			8b. YEAR ESTABLISHED 1978	8c. UNIQUE ENTITY IDENTIFIER
			KSA Engineers, Inc.	

9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. Number of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
12	Civil Engineer	44	4	H07	Highways; Streets; Airfield Paving;	9
08	CADD Technician	4	3	A06	Airports; Terminals; & Hangers; Fre	8
47	Planner: Urban/Regional	4		W03	Water Supply; Treatment and Distri	8
15	Construction Inspector	13		S04	Sewage Collection, Treatment & Di	8
02	Administrative	28	1	S10	Surveying; Platting; Mapping; Flood	7
06	Architect	3		P02	Petroleum and Fuel (Storage and D	7
21	Electrical Engineer	1		C10	Commercial Building; (low rise); Sh	6
38	Land Surveyor	15		A05	Airports; Nav aids; Airport Lighting;	6
48	Project Manager	7		D02	Dams (Earth; Rock); Dikes; Levees	5
58	Technical/Analyst	4	1	P06	Planning (Site, Installation and Proj	6
	Design Technician	7		I01	Industrial Buildings; Manufacturing	5
15	Construction Inspector	13		E03	Electrical Studies and Design	5
				T02	Testing & Inspection Services	5
				E02	Educational Facilities; Classrooms	5
				B02	Bridges	5
				S01	Safety Engineering; Accident Studi	5
				E09	Environmental Impact Studies, Asse	4
				R04	Recreational Facilities (Parks; Mari	4
				S02	Security Systems; Intruder & Smok	4
				P05	Planning (Community, Regional, Are	4
				U02	Urban Renewals; Community Devel	4
	Other Employees	14	1	T03	Traffic Transportation Engineering	4
	<b>Total</b>	<b>158</b>	<b>10</b>			

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS (Insert revenue index number shown at right)		PROFESSIONAL SERVICES REVENUE INDEX NUMBER			
a. Federal Work	0	1. Less than \$100,000	6. \$2 million to less than \$5 million		
b. Non-Federal Work	8	2. \$100,000 to less than \$250,000	7. \$5 million to less than \$10 million		
c. Total Work	8	3. \$250,000 to less than \$500,000	8. \$10 million to less than \$25 million		
		4. \$500,000 to less than \$1 million	9. \$25 million to less than \$50 million		
		5. \$1 million to less than \$2 million	10. \$50 million or greater		

### 12. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts. 1

a. SIGNATURE 	b. DATE 08/28/2024
c. NAME AND TITLE Mitchell L. Fortner, P.E., President	



**ARCHITECT-ENGINEER QUALIFICATIONS**

1. SOLICITATION NUMBER (If any)

**PART II - GENERAL QUALIFICATIONS**

(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (or Branch Office) NAME NV5 Geospatial, Inc.			3. YEAR ESTABLISHED 2022		4. UNIQUE ENTITY IDENTIFIER M9NKUAD212J5	
2b. STREET 45180 Business Court			5. OWNERSHIP			
2c. CITY Dulles			2d. STATE VA	2e. ZIP CODE 20166		
6a. POINT OF CONTACT NAME AND TITLE Dan Casey, Director of Operations			a. TYPE C- Corporation			
6b. TELEPHONE NUMBER 920-457-3631			b. SMALL BUSINESS STATUS N/A			
6c. E-MAIL ADDRESS dan.casey@nv5.com			7. NAME OF FIRM (If Block 2a is a Branch Office) NV5 Geospatial, Inc.			

8a. FORMER FIRM NAME(S) (If any) Aero-Metric, Inc.; Air Survey Corporation		8b. YEAR ESTABLISHED 1946	8c. UNIQUE ENTITY IDENTIFIER
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**9. EMPLOYEES BY DISCIPLINE**

**10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS**

a. Function Code	b. Discipline	c. Number of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
02	Administrative	42	0	A02	Aerial Photography; Airborne Data	9
03	Aerial Photographer	47	0	C01	Cartography	5
04	Aeronautical Engineer	4	0	C03	Charting	1
14	Computer Programmer	28	1	D05	Digital Elevation & Terrain Dev	9
18	Cost Estimator	6	0	D06	Digital Orthophotography	8
29	GIS Specialist	126	6	E10	Enviro.&Natural Resource Mapping	5
38	Land Surveyor (Certified PLS)	13	3	G03	Geodetic Surveying	5
38	Land Surveyor	18	0	G04	GIS Services	8
45	Photo Interpreter	92	8	G05	Geospatial Data Conversion	5
46	Photogrammetrist	15	2	H13	Hydrographic Surveying	1
48	Project Manager	52	0	L02	Land Surveying	1
49	Remote Sensing Specialist	159	0	P03	Photogrammetry	7
58	Technical/Analyst	156	0	R07	Remote Sensing	7
				S10	Surveying; Platting; Mapping; Flood	6
				T04	Topographic Surveying & Mapping	5
	Other Employees					
<b>Total</b>		758	20			

**11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS**

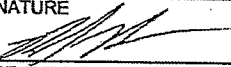
**PROFESSIONAL SERVICES REVENUE INDEX NUMBER**

(Insert revenue index number shown at right)	
a. Federal Work	10
b. Non-Federal Work	10
c. Total Work	10

1. Less than \$100,000
2. \$100,000 to less than \$250,000
3. \$250,000 to less than \$500,000
4. \$500,000 to less than \$1 million
5. \$1 million to less than \$2 million
6. \$2 million to less than \$5 million
7. \$5 million to less than \$10 million
8. \$10 million to less than \$25 million
9. \$25 million to less than \$50 million
10. \$50 million or greater

**12. AUTHORIZED REPRESENTATIVE**

The foregoing is a statement of facts.

a. SIGNATURE 	b. DATE 08/27/2024
c. NAME AND TITLE Robert Vander Meer, Vice President	

# CITY OF MONROE

## Project Approach & Evaluation Criteria





## K&G EXECUTIVE SUMMARY

Kutchins & Groh, LLC (K&G) is a full-service planning and management-consulting firm that specializes in aviation-related consultant services. It's all we do. K&G offers a wide range of expertise and experience in all aspects of airport planning and development. The team's members have experience at over 100 different airport facilities and bring to the Monroe Regional Airport unparalleled expertise in: Capital Improvement Planning and Implementation, Program Implementation Services, Airport Master Plans, Passenger Facility Charge (PFC) Programs, and Disadvantage Business Enterprise Programs.

The provision of On-Call Planning Services is one of K&G's strongest practice areas. Our team approach to these efforts allows us to provide our clients with a wide array of technical services on a day-to-day basis in support of their professional staff. We like to think of ourselves as an extension of your staff, available whenever you need us. Our corporate philosophy is to provide our clients with value added services. In order to accomplish this, we respond to our clients' needs rather than attempt to create work. Our approach will be to develop specific tasks as requested by the Airport to assist it in meeting its planning and development goals.

The K&G Team has served numerous airports across the country with On-Call Planning Services. Our Managing Principal, Brad Kutchins, is intimately involved with the successful funding and implementation of many major airport development programs in Arkansas, Louisiana, and Texas. These successes are directly attributable to his knowledge and experience with Federal and State grant programs, their funding requirements, and the needs of each individual Airport development program. Coupled with our technical capabilities, this allows us to better support your overall program, resulting in a facility that is better equipped to serve your customers.

Through the use of financial analysis documents, computer-based presentations, federal funding applications, multiple planning scenarios and related documents, we will work as an integral part of your team in its planning efforts and ultimately, in the procurement of federal funding for your development initiatives.

Throughout our careers, we have prided ourselves on working closely with our clients. Whatever the task may be, we have and continue to stand ready to assist you in any way necessary. This philosophy has afforded us the unique opportunity to develop positive, long-lasting relationships, which are paramount to our success.

## K&G APPROACH TO TASKS OUTLINED IN THE RFQ

Our most effective means of carrying out potential assignments identified in the Request for Qualifications will be to work directly as an extension of the Airport's staff. In this capacity, we will be able to quickly react and provide support as required on an as-needed basis. The following pages contain a detailed plan of action for the specific items identified in the RFQ as potential assignments under this engagement.

**1. Assistance in the Administration of the Airport's Capital Program:**

This on-call service is critical to the Airport's success in attracting Federal funding. It is through the annual Capital Improvement Program (CIP) that the FAA makes its funding determinations. The funding cycle decisions are generally made during the year preceding the proposed grant. Our extensive knowledge and experience with this planning effort have resulted in well over one billion dollars of grant funding for our Airport Clients. Under this task, the K&G Team will work with the Airport to Identify and Prioritize its CIP. This will include:

- Meeting with Airport staff to review existing CIP plans and historical funding receipts
- Validation of identified needs
- Identification of new programmatic needs
- Assignment of proposed funding to projects
- Updating of project budgets to reflect cost adjustments, escalation, etc.
- Preparation of a CIP document suitable for submission to the FAA

**2. Coordination with Design Consultants, Contractors, and Governmental Organizations:**

Close coordination is imperative to the successful completion of any large capital improvement program. We understand this coordination effort and have worked successfully with aviation facilities throughout the country. Communication is needed not only during the planning stages of the project, but also throughout all stages of project implementation, construction and through to completion. Airport projects involve many different coordination efforts from funding issues to environmental and traffic impacts that must be orchestrated together to assure a successful project. Our approach involves:

- Early identification of stakeholders;
- Consistent communication methods and messages; and
- Open and frank discussions about the development efforts.

**3. Management and Administration of the Airport's DBE Program:**

The K&G Team is committed to the meaningful participation of the DBE Community in all of our efforts. This is not only exhibited by the professionals that are a part of our consulting team, but by the way we work to find opportunities for DBE participation for all of our clients. One of the K&G practice areas is the Management and Administration of DBE Programs for a number of our clients. We stand ready to assist the Airport with its efforts in this arena. All Airport Sponsors that anticipate Federal Funding in an amount of \$250,000 or more per year are required to develop and maintain a DBE Program in accordance with FAR Part 26. Our approach includes:

- Preparation of DBE Program documents for submission to and approval by the FAA
- Preparation of annual DBE Goal submissions to the FAA for approval

- Preparation of annual accomplishment reports
- Development of standard specification language for incorporation into capital projects to maintain compliance with the federal requirements
- Monitoring and reporting accomplishments of contractors and consultants

**4. Provision of Program Implementation Services:**

Program Management Services typically involve the coordination of multiple ongoing, and usually inter-dependent, airport projects. The responsibilities run the gamut from planning to design to construction. In order to be successful, every improvement project must consider the Airport as a whole rather than focusing on the specific task at hand. It is imperative to fully understand airport operations and management. A strong working relationship with the FAA and other stakeholders is mandatory. We believe that, as your On-Call Consultant, we must play an integral role in all facets of airport improvement in order to maximize funding and minimize impacts to airport operations.

**5. Preparation of Independent Fee Estimates:**

The K&G Team has extensive experience in the preparation of all aspects of scopes of work and project descriptions for airport capital programs and consultant selection processes. We have prepared Independent Fee Estimates for a variety of project elements from basic design services to full program management services. This has included the design components of simple runway extensions and airfield lighting rehabilitation projects as well as the full management of multi-million dollar programs. The K&G Team understands the requirements that the FAA mandates to assure the consultant fees associated with airport capital improvement programs are eligible for federal funding.

**6. Preparation of General Planning and Environmental Documents:**

At the onset of any planning effort, we will work closely with the Airport to define the specific task scope so that it meets the expectations of the Airport. This will enable us to tailor the defined needs of the Airport to meet the requirements of the FAA. Any project accomplished on an airport subject to FAA Assurances must receive environmental clearance from the funding agency, prior to initiating construction. For many facilities, this simply requires coordination with Federal, State and Local resource agencies (such as the Corps of Engineers, Fish and Wildlife Service, State Historic Preservation Offices, etc.) to ensure that their areas of interest are not compromised. Others can be more complex.

Under this task, the K&G Team will present a review and analysis of the potential environmental impacts that could occur from the development of the Airport in accordance with the FAA's Regulations and the National Environmental Policy Act (NEPA). The purpose of this analysis is to identify potentially significant environmental issues. This defines critical resources that would need to be addressed in order to obtain an environmental determination from the FAA.

This determination could be in the form of a Categorical Exclusion (CE), meaning it is excluded from further environmental review. Categorical Exclusion refers to a group of actions which do not individually or cumulatively have a significant effect on the human environment and, therefore, do not require more detailed analysis, either in the form of an Environmental Assessment (EA) or an Environmental Impact Statement (EIS). Kutchins & Groh has the full capability to submit the documentation required to apply for a Categorical Exclusion for any Airport projects, should they be required.

If a Categorical Exclusion cannot be obtained, an Environmental Assessment may be required. An EA is a comprehensive process undertaken by the airport Sponsor to clear the project for construction. An EA evaluates the possible positive or negative impacts that a proposed project may have on the environment, in terms of the physical environment and certain social and economic aspects. Kutchins & Groh can assist the Airport in the preparation of an Environmental Assessment for the Airport, should it become necessary.

If it is determined that significant impacts will result, the preparation of an Environmental Impact Statement (EIS) may be required. The purpose of an EIS is to assist public officials in making informed decisions that reflect a thorough understanding of environmental consequences and the alternatives available. An EIS must be prepared by a Federal Agency.

#### **7. Preparation of Benefit Cost Analyses:**

The K&G Team has successfully helped its clients complete Benefit Cost Analyses (BCAs) that have been submitted to and approved by the FAA. All projects that will require over \$10 million in FAA discretionary funds require a positive benefit-to-cost ratio to justify receiving federal funds. Innovative approaches to determining the benefits of projects to not only the airport, but to the communities they serve, is essential to maximizing the benefits of any project.

Because we understand the specifics of airport projects and how they benefit not only the users of airports but the local economy, the K&G Team is able to determine the maximum benefits a project can provide to the Airport and the local community. Our approach includes:

- Identifying the proposed development requiring the BCA
- Working with the Airport and the FAA to document the relative benefits and costs in a fashion that meets the Federal Requirements
- Preparing the required documentation to obtain the FAA's approval of the BCA and ultimate funding of the project

#### **8. Airport Operational Planning:**

One of the keys to continuing your success as a first class airport is to periodically look at your operational processes in an effort to improve the services and facilities that you offer.

This is best done by reviewing your processes against industry practices and looking for new and better ways of providing services. Our approach to this effort is to respond to your needs as they materialize. This will include:

- Documenting issues that may improve your operation
- Searching out industry best-management practices that might be a good fit for your facility
- Assisting you with the development of procedures to:
  - Improve inspection efforts of the airfield
  - Monitor the efforts to maintain the airport systems

In these capacities, we see our Team being an extension of your staff and available as you need us for specific efforts. Then, when your operational requirement is satisfied, we will consider the task complete. This methodology affords you access to technical expertise on a just-in-time basis without the administrative requirement of maintaining a full time employee for an occasional assignment.

**9. Coordination and Assistance in updates to the ALP and eALP:**

The Federal Aviation Administration requires all Airport Sponsors applying for Federal Assistance under the Airport Improvement Program to maintain a current Airport Layout Plan. K&G has prepared many ALPs for our clients. Each has been approved by the Federal Aviation Administration and has resulted in significant Federal Investment. Under this task, the K&G Team will prepare the complete set of airport plans in accordance with the requirements set out in the Airport Design and Master Plan Advisory Circulars, AC Nos. 150/5300-13 & 150/5070-6B.

The K&G Team will adhere to the specific guidelines for preparation of the Airport Layout Plan, which are contained in the FAA's Airport Design and Master Plan Advisory Circulars. After these documents are prepared, they will be submitted to the airport for review and comment. Following the Airport's approval, a set will be submitted to the FAA Program Manager for initial review and comment. The K&G Team will incorporate the initial comments into the documents and submit seven sets for airspace review and approval, in accordance with the Agency's requirements. After the FAA completes its review and approval process, the K&G Team will prepare the required number of final ALPs and submit them to the Airport and the FAA for signature and distribution.

As your representative, we will assume the responsibility of management and implementation of the Airport's participation in the FAA's Electronic Airport Layout Plan (e-ALP) program. K&G will serve as the Airport's technical representative, managing all aspects of the process including coordination among the Airport, its consultants, and the FAA. The FAA has established a pilot program to translate the existing Airport Layout Plan (ALP) into

'live' Geographic Information System (GIS) data as a way to both track and maintain obstructions on and around the Airport.

The goal of an e-ALP is to combine data into a single system for electronic storage and update of all ALP information as well as approach/obstruction survey work. The e-ALP will be a combination of very high quality aerial photogrammetry, ground surveying, and extraction and attribution of airport features (airfield pavement, lighting, buildings, etc.). Ultimately the data will be uploaded into the FAA and National Geodetic Survey computer systems, where it will be independently verified due to its safety critical nature for approach design and implementation.

#### **10. Airport Rates and Charges:**

The key element in rates and charges analyses is to ensure that the airport operator's financial objectives are being implemented, which includes managing the concerns and constraints of each of the airport's stakeholders. The K&G Team has conducted rates and charges analyses for a number of airports across the country. We understand that each airport is unique. It is important to keep certain standard core principles in mind while performing these services. Our approach will include such things as:

- Striving to develop models that help the airport achieve full-cost recovery
- Maximizing aviation and non-aviation revenue and discretionary revenue sources
- Ensuring fair and equitable rate structures for various classes of Airport users
- Establishing a healthy debt service coverage ratio
- Allowing for the successful implementation of the Airport's capital program while maintaining reasonable over-all rates and charges

#### **11. Preparation of Airport Master Plan with FAA AGIS Survey:**

An Airport Master Plan must identify an airport configuration that conforms to current FAA standards and operational requirements. In the preparation of your Airport Master Plan and AGIS Survey, the K&G Team will tailor our approach to the specific needs and expectations of the City of Monroe and the FAA. This will include the establishment of working tenant/user groups. The K&G Team will assist the Airport in the establishment of standing committees that will set the framework of the planning process and serve as a sounding board for development concepts and plans throughout this assignment.

There are three major stakeholder groups that will be involved: the Project Working Group (PWG), the Technical Advisory Committee (TAC), and the Community Advisory Committee (CAC). The Project Working Group is the core management team that will direct the preparation of the Master Plan. Its members should include City and Airport staff and the K&G Team of consultants. The Technical Advisory Committee generally includes fixed base operators (FBO), concessionaires, Federal Aviation Administration personnel, and other tenants that operate at the Airport and have a personal stake in the development and

improvement of the facility. This group will serve as a sounding board for each of the working elements of the plan. The Community Advisory Committee usually consists of community officials, neighborhood representatives, and other key citizens who will serve as a conduit to the community, providing information and updates about the Master Plan.

We will begin the in-depth planning process with the identification of the existing conditions of the airfield, airside, and landside components in the form of an Inventory of Existing Conditions. The Forecast of Aviation Activity will examine past/existing/future levels of airport operations and develop short-term (5-year), intermediate (10-year) and long-range (20-year) forecasts of operations.

We will then utilize both of these studies to determine the capability of the Airport to accommodate the forecasted air/landside demand. This will be followed by the development of multiple alternatives, with input from the City and the working tenant/user groups, to illustrate the Airport's ability to accommodate projected requirements for future airfield, terminal, landside, and support facilities. From these concepts, the team will select a preferred development plan, which will be further refined into the Recommended Development Plan (RDP.)

The Airport Master Plan will also include a chapter devoted to the environmental overview process, which will analyze the potential impacts that could occur from the proposed development projects identified during the planning process. This will include coordination with federal, state and local resource agencies (such as the U.S. Corps of Engineers, U.S. Fish and Wildlife Service, State Historic Preservation Officer, and the State Department of Natural Resources) to ensure that their areas of interest are not compromised.

To implement any master plan, a sound financial/business plan is needed. We will accomplish this by examining a variety of financial avenues to implement the proposed capital improvements identified in the RDP. This will result in a financial analysis of the economic feasibility of each project, which will then recommend proposed financial mechanisms to accomplish each, along with a phasing plan that will separate potential projects into near term, intermediate term, and long term priorities.

Finally, a complete set of Airport Layout Plan (ALP) drawings will be prepared in accordance with the requirements set out in the Airport Design and Master Plan Advisory Circulars, AC Numbers 150/5300-13A & 150/5070-6B. Toward the end of the planning process, the ALP drawing set will be submitted to the City of Monroe and the FAA for review and comment. After the FAA completes its review and approval process, the team will prepare the required number of final ALPs drawing sets and submit them to the Airport and the FAA for signature and distribution.

K&G has prepared Airport Master Plans for 15 different airport facilities. For several of our long-term clients, such as Lake Charles Regional and Richmond International, we have

prepared second and even third generations of the Airport Master Plan since some fast-growing airports require an update every 8 to 10 years.

**12. Coordination and Assistance with Passenger Facility Charges & Customer Facility Charges:**

The FAA requires that all Passenger Facility Charge (PFC) applications include an overall Airport Capital Improvement Program (CIP) that projects the need and use of all federal, state, and local funds for use on airport development projects. K&G has extensive experience and capabilities in the development of Capital Improvement Programs with over \$1 Billion of capital funds programmed for our airport clients across the country. Our knowledge of capital planning coupled with our relationship with the Southwest Region of the Federal Aviation Administration (FAA) positions us to provide unparalleled service for this task. In addition to full descriptions and financial plans, the process requires that the proposed project have certain environmental and airspace approvals from the FAA prior to implementation. The FAA also requires that all PFC applications include an overall CIP that projects the need and use of all federal, state, and local funds for use on airport development projects. Also included are amendment packages, management and coordination of revenue received and disbursements made through the FAA's SOAR data system, and application close-out processes.

Our approach to Customer Facility Charge applications will involve detailed financial modeling, stakeholder consultations, and benchmarking against industry standards. By working hand in hand with the airport team, we aim to facilitate well-informed decisions regarding CFC rate adjustments, supporting the Airport's financial sustainability and operational goals. Our team will closely collaborate with Airport staff to evaluate the CFC rate and recommend any necessary changes. Leveraging our financial analysis expertise, we'll conduct a comprehensive assessment of the current rate structure, considering market trends, operational costs, and revenue projections. Through data-driven analysis and strategic insights, we'll provide informed recommendations to optimize revenue while ensuring competitiveness and regulatory compliance.

**13. Assistance with Airport Tenant Planning, Coordination, and Lease Negotiation:**

The planning and coordination required as the Airport negotiates with its tenants is multi-faceted. It is an integral element of the daily operation of the Airport and one in which the K&G Team is well-suited to assist you. Our understanding of the "airport business" both inside the terminal and around the airfield allows us to successfully work through the issues concerning all of the stakeholders in these efforts. We stand ready to assist you with outreach, planning, and the related tasks required to bring about a successful relationship between the Airport and its tenants. We envision this task will include:

- Identifying the key issues in the planning phase
- Coordinating with the existing and prospective tenants on issues such as space requirements, locations, infrastructure needs, and rates



- Supporting the Airport with its negotiation process including preparation of lease drawings, implementation management, and related planning efforts

#### **14. Financial Planning:**

The planning process brings together many elements of a program, but none is more critical than Financial Planning. The foundation of any program is not just the ideas and concepts, rather it is the ability to turn those concepts into something that the Airport and its customers can use and enjoy. The K&G team prides itself on the ability to deliver this to its clients. Our planning and implementation efforts are undertaken with the basic tenant that the plan must be sound from both a constructability and financially feasible perspective.

The K&G approach to financial planning involves a multi-step method. It begins with a thorough evaluation of the Airport's plans for grant funding, such as AIP Entitlements and AIP Discretionary requests, as well as any other potential grants that may cover a project's specific scope of work. This process includes researching traditional airport grants from the FAA and/or state aviation departments, as well as new or nontraditional grant opportunities. An analysis is also conducted of Airport funds dedicated to a specific project in order to confirm any match requirements or ineligible costs can be met. This sets the stage for a successful funding strategy that ensures grants can be received and acted upon quickly. If a short fall is anticipated and a project requires a financing component, K&G works with the Airport to compare anticipated revenue to forecast financing costs. With this financial foundation in place, we will fine tune the capital program to match the Airport's goals with available revenue.

Another aspect of a successful capital programming effort is coordinating with the appropriate stakeholders (e.g., federal and state agencies, tenants, elected officials, regional planning offices, etc.). Through our close relationship with the FAA, along with our planning and financial expertise, seamless partnerships are developed between the Airport and the cognizant agencies, resulting in the timely issuance of the required airspace approvals and environmental determinations.

As with any funding program, it is important to establish and implement programs to monitor and report the status of the funds – both project costs and funding disbursements. This must include confirmation and documentation of project cost eligibility; tracking of revenue collection and financial records associated with the accounts designated to hold generated revenue; and developing controls to manage the recordkeeping for the disbursements against each approved project. Serving almost as an extension of an Airport's staff, K&G works closely with all related personnel to ensure everyone is consistently kept up to date on projects. This also allows everyone to identify any potential problems that may arise, so that they are managing quickly and appropriately before any major issues begin.

**15. Obstruction/Hazard Mitigation:**

Obstruction/Hazard Mitigation is a set of practices that help ensure the safety of air navigation by identifying and evaluating the existing and potential obstructions to air navigation and to determine their effect on the safe and efficient use of an airport. As part of the process, obstruction and approach surveys are prepared utilizing aerial photogrammetry and remote sensing to gather data. Then an analysis that compares design surfaces with actual object data is prepared to determine what obstructions exist. Once these are identified, we will develop a plan to remove and/or mitigate the obstructions, along with a report. The report will include recommendations for treating identified obstructions, Obstruction Evaluation Drawings, and cost estimates for acquiring property interests and for removal of the obstructions as recommended.

**16. Compatible Land Use Study:**

The FAA requires that Airport Sponsors ensure the compatibility of airport land uses with the surrounding community. Land-Use planning includes an analysis of surrounding land uses to encourage compatibility with the airport environs, as well as planning for the development of airport-owned property. Our approach for this task will include an inventory of:

- all available property
- existing land uses and zoning
- existing zoning controls for the surrounding environs
- future land uses and zoning
- future zoning controls for the surrounding environs

**17. Pavement Maintenance:**

Pavement maintenance is a critical part of any airport's success in operations and growth. In order to evaluate the maintenance requirements for aircraft movement areas, a Pavement Management Plan (PMP) must be prepared to provide a comprehensive account of maintenance and rehabilitation activities aimed at optimizing the condition of the pavement network over time. It will establish a defined procedure for collecting, analyzing, maintaining, and reporting data about the system of airport pavements. This data will be collected in a consistent, repeatable, object manner, and will be used to predict the pavement's future condition and provide cost effective recommendations for Maintenance & Rehabilitation (M&R) processes and projects. The PMP will utilize the Pavement Condition Index (PCI) method for analysis of pavements. The PCI method consists of a visual inspection of the types and severity of pavement distresses to determine a numerical rating related to structural integrity and operational condition for the pavements.

## EVALUATION CRITERIA

### A. EXPERIENCE OF THE FIRM:

Kutchins & Groh, LLC (K&G) is a Management Consulting firm dedicating its practice to the Airport and Aviation Industry. K&G offers a wide range of expertise and experience in all aspects of airport management consulting services including airport master planning, capital programming, facility and business planning, program management and implementation. The firm's members have experience at over 100 different airport facilities in all facets of airport planning and development.

The firm's principals, Brad Kutchins and George Groh, have successfully established relationships with industry stakeholders, and their win-win approach continually results in successful capital planning and implementation of many programs. The firm has successfully prepared Capital Development Programs for clients at both air carrier and general aviation airports across the country with the primary objective being the development and implementation of short and long term Capital Improvement Programs.

Over the course of their careers, K&G principals have honed their planning capabilities, including overseeing development of the Capital Improvement Program, projecting demand-based capacity requirements, and providing airports with funding options for proposed projects. Our contacts at both the state and federal levels have been instrumental in securing state Department of Transportation funding and U.S. Congressional support for FAA funding.

We have in-house technical expertise in the preparation of short- and long-term capital facility programs for the development of physical and functional project descriptions, cost estimates, financing plans and implementation schedules. K&G also provides contractual, procedural, and technical information to project design engineers and architects, along with program management, consultant selection, and contracting processes for several of our clients.

K&G principals have been directly responsible for the development, management, and implementation of various funding applications including PFCs and amendments for our airport clients. In the formulation of Capital Improvement Programs, we have prepared project-funding strategies including federal, state, and local funding sources. We are proud of the fact that each program that we have prepared has received the FAA's approval. This success is accomplished through thorough knowledge of Airport Improvement and PFC Program requirements and effective communication with FAA personnel.

Throughout our experience in preparing Master Plan documents, Passenger Facility Charge applications, and managing capital programs, we have established effective working relationships with representatives of the FAA Headquarters Office, Regional Offices, and Airport District Offices. In addition to these planning services, we have assisted our airport clients with airline committee negotiations for rates and charges, master leases, and bond program structuring.

K&G principals offer a combined experience of over 75 years working in the aviation industry directly with air carrier and general aviation airports, as well as the Federal Aviation Administration. We are dedicated to providing our clients with high-quality service and value-added work at a fair and reasonable cost. Together, we bring you unparalleled experience in planning, developing, implementing, and managing airport Capital Improvement Programs.

**CLIENTS FOR WHOM WE PROVIDE ON-CALL PLANNING SERVICES:**

- Acadiana Regional Airport (New Iberia, LA)
- Baton Rouge Metropolitan Airport (Baton Rouge, LA)
- Houma-Terrebonne Airport (Houma, LA)
- Lafayette Regional Airport (Lafayette, LA)
- Lake Charles Regional Airport (Lake Charles, LA)
- Monroe Regional Airport (Monroe, LA)
- Natchez-Adams County Airport (Natchez, MS)
- New Orleans Lakefront Airport (New Orleans, LA)
- North Little Rock Municipal Airport (North Little Rock, AR)
- Port of South Louisiana Executive Regional Airport (Reserve, LA)
- Richmond International Airport (Richmond, VA)
- South Lafourche Airport (Galliano, LA)
- Thibodaux Municipal Airport (Thibodaux, LA)

**B. EXPERIENCE OF KEY PERSONNEL PROPOSED FOR THIS ASSIGNMENT:**

The following pages contain detailed resumes of the key staff members of Kutchins & Groh who we anticipate will have a role in the prosecution of this assignment if we are selected. Also included are resumes of the key staff members of our sub-consultants, The Aviation Planning Group (APG), Jaedicke Consulting LLC, KSA Engineers Inc., Newhouse & Associates LLC, and NV5 Geospatial Inc.

An organizational chart that illustrates the tasks to be assigned to each sub-consultant is included within the SF-330 forms of this document.

**Bradley Kutchins, PE, Managing Principal**



*Bachelor of Science in Civil Engineering, Texas A&M University - 1986*

*Professional Engineer – State of Texas*

*Member of the American Association of Airport Executives, Louisiana Airport Managers and Associates, Tau Beta Pi National Engineering/Chi Epsilon Civil Engineering Honor Societies*

Brad Kutchins has over 38 years of experience in aviation programming, planning, and design and program/construction management. He leads the firm's Federal Liaison, Environmental and Master Planning Service Practice efforts, as well as a significant number of K&G's Financial and Capital Development Practice, including many Rates and Charges Analyses and Passenger Facility Charge Actions for the firm's clients in Texas and Louisiana. He also has significant experience in the management and administration of eALP's. The Environmental and Master Planning efforts include general coordination of environmental clearance processes, Part 150 planning studies, and complete Master Plan development. His experience with DBE programs has consistently yielded Federal approvals for the firm's clients. His client base includes Dallas Love Field, Houma-Terrebonne, Baton Rouge Metropolitan, Abilene Regional, North Little Rock Municipal, and Lake Charles Regional Airports, as well as several other small primary and general aviation facilities across the Southern sector of the country.

Before forming K&G, Mr. Kutchins worked with the Mumphrey Group from 1998 – 2003, leading the firm's planning practice in Texas and Louisiana. During this period, he worked with multiple entities resulting in the implementation of several major capital development programs at New Orleans International and Baltimore/Washington International Airport.

From 1991 – 1998, Mr. Kutchins served as a Program Manager for the Federal Aviation Administration where he administered all federally-funded airport improvements, through the Airport Improvement Program, in Southeast Louisiana and Northwest Arkansas. This entailed the management of all facets of planning, engineering, and construction for a \$300,000,000 capital development program, as well as an \$110,000,000 Land Acquisition program for the New Orleans International Airport General Aviation and Air Cargo Development Program. Mr. Kutchins also served as the FAA's manager for the New Northwest Arkansas Regional Airport handling all aspects of the program including planning, design, and construction, as well as dealing with the public and media throughout the development of the airport. Under his direction, this 2,185-acre facility was constructed on time and brought in significantly under the original budget of \$145,000,000. During his career with the FAA, he was honored several times for Superior Accomplishment and Technical excellence.

Mr. Kutchins began his career and spent six years with AECOM (previously Day & Zimmermann, Inc.) in its transportation services group where he was in charge of daily resident management for the design and construction phases of both publicly and privately owned transportation and infrastructure projects. This included airfield construction and rehabilitation projects, aircraft maintenance facility construction, and landside development.

**In 2023, Brad was a co-recipient of the Louisiana Aviation Professional of the Year award.**



**George Groh, AIA, Managing Principal**

*Bachelor of Architecture, University of Louisiana-Lafayette - 1981  
Registered Architect - State of Louisiana*

*Member of the American Association of Airport Executives, American Institute of Architects, Florida Airports Council, and the Louisiana Airport Managers Association*



George Groh brings more than 40 years of experience in planning, design, project management, and construction management with over ten years of that in airport management. Mr. Groh has extensive experience in developing Airport Capital Improvements Programs. This includes implementing the airport's vision from the planning phases through project construction completion. Understanding the various governmental challenges of planning, funding, environmental and FAA processes is critical to implementing and successfully developing the airport program. Mr. Groh's Capital Planning and Program Management efforts include management and coordination of all facets of our clients' capital development programs.

Prior to forming Kutchins & Groh, Mr. Groh worked with the Mumphrey Group from 1998 – 2003 and led the firm's efforts on the Richmond International Airport's planning contract, including planning and management for the Airport's Terminal Improvement Program, as well as management of and preparation of the Airport's Passenger Facility Charge Application. At Louis Armstrong New Orleans International Airport, he managed the implementation of the Transportation Security Administration's security screening mandates. This involved the installation of all the new security equipment at the checkpoints, baggage-screening equipment, managing the TSA construction and the relocation of six major airlines.

Before working with the Mumphrey Group, Mr. Groh served as Deputy Director of Planning and Development for the Louis Armstrong New Orleans International Airport (MSY). He was directly responsible for the implementation of its \$850 million Capital Facilities Program. This program included the expansion and renovations of the main terminal building and concourses, renovation and expansion of the baggage systems, as well as all air- and land-side upgrades and expansions. Mr. Groh also managed the Airport's Planning, Noise Compatibility, and Land Acquisition Programs. In these capacities, he oversaw all aspects of the Airport's Programs from initial concept development through implementation. This also included securing all necessary local, state, and federal approvals as well as administering the multiple funding sources required to implement the program.

Mr. Groh began his career and spent six years as an architect at Harold Burns & Associates, working on the design and implementation of numerous municipal, commercial, and industrial projects in the State of Louisiana. These projects included schools, office buildings, hotels, apartments, and various warehouse facilities.

**In 2023, George was a co-recipient of the *Louisiana Aviation Professional of the Year* award.**



**Lisa Lawson, RLA, Project Manager**

*Bachelor of Landscape Architecture, Mississippi State – 1987*  
*Registered Landscape Architect – State of Louisiana*  
*Member of the New Orleans Horticultural Society*



Lisa Lawson has 37 years of experience as a planner and has expertise in both aviation and land planning. Since joining Kutchins & Groh, she has been involved in the following Airport Master Plan projects: Acadiana Regional, Baton Rouge Metropolitan, Houma-Terrebonne, Lake Charles Regional, Monroe Regional, Natchez-Adams County, and New Orleans Lakefront Airports. She has prepared Environmental Assessments for Richmond International Airport and Lake Charles Regional Airports and CATEX documentation for multiple projects at the Acadiana Regional, Baton Rouge Metropolitan, Houma-Terrebonne, Lake Charles Regional, Monroe Regional, New Orleans Lakefront, North Little Rock, and Port of South Louisiana Executive Regional Airports.

She serves as the Project Manager for the preparation of Disadvantaged Business Enterprise (DBE) Programs, Triennial DBE Goal Methodology Reports, and annual DBE Accomplishment Reports for multiple airport clients and has prepared Passenger Facility Charge Applications for Richmond International and Lake Charles Regional Airports. Ms. Lawson supervised the preliminary design phase of the Explosive Detection System (EDS) and In-Line Checked Baggage Inspection System (CBIS) for the New Orleans Louis Armstrong Int'l Airport.

Prior to joining Kutchins & Groh, LLC, Ms. Lawson was a Senior Landscape Architect and Planner with Kimley-Horn & Associates from 2001 – 2009 in the Southeastern Virginia office. She was responsible for site investigations, due diligence, preparation of rezoning, use permits, preliminary subdivision plats, master plans, and preliminary site plans. Among the types of projects with which she was involved were small and large scale commercial, industrial, streetscape design, single-family residential subdivisions, multi-family complexes, municipal developments, recreation facilities, reforestation of Chesapeake Bay Resource Protection Areas, and habitat restoration.

From 1990 – 2001 Ms. Lawson was a Senior Associate at LandMark Design Group in Virginia Beach, VA. She managed such projects as rezonings, industrial and commercial master plans, preliminary site plans, streetscape designs, recreation design, and single-family and multifamily residential design. She also served as Project Manager for the Virginia Beach Development Authority Annual Services Contract for 8 years while at LandMark, coordinating master plans and site plans for 3 City-owned aviation, commercial, and industrial parks.

Ms. Lawson began her career as a staff Landscape Architect with DPR Associates in Charlotte, North Carolina, where she was employed from 1987 – 1990. She assisted in the preparation of rezoning, subdivision, construction and utility plans utilizing AutoCAD. She also prepared construction details and hardscape plans.



**Darren Persick, Project Manager**



*Bachelor of Science in Aviation, University of LA at Monroe - 2007*  
*Masters of Aeronautical Science, Embry-Riddle - In Progress*

In his 17 years of experience, Mr. Persick has been engaged in various aviation planning projects at airports nationwide including Acadiana Regional Airport, Baton Rouge Regional Airport, Houma-Terrebonne Regional Airport, Lake Charles Regional Airport, Monroe Regional Airport, Richmond International Airport, and Louis Armstrong New Orleans International Airport. Each of these projects required a high level of organizational and management skills for its successful implementation. Mr. Persick understands the importance of pre-project planning, facility layouts, site compatibility, and functionality and demand/capacity analyses.

Since joining Kutchins & Groh, Mr. Persick has worked on several of the firm's ongoing projects. This includes assisting with the development of the Airport Master Plans and Airport Layout Plans for the Houma-Terrebonne Regional Airport, Lake Charles Regional Airport, Acadiana Regional Airport, and the Monroe Regional Airport. His responsibilities include preparation of airfield planning studies, ALPs, and eALPs. He provided support and coordination for the successful development and implementation of an Airport Action Plan at the St. John Airport in Reserve, Louisiana. Mr. Persick has also been involved in Program Management Services at the Lake Charles Regional Airport the Port of South Louisiana Executive Regional Airport, and the New Orleans Lakefront Airport. He has been integral in the development of programs and projects for the development of the Capital Improvement Programs at these facilities.

From 2009 – 2011, Mr. Persick worked as an Airport Operations Agent for the City of Midland, Texas at Midland International Airport. While employed by the City of Midland, Mr. Persick's job duties included implementing airfield safety procedures to ensure a safe operating environment for personnel and aircraft operation, coordinating communications between Air Traffic Control and maintenance personnel, planning and coordinating airfield construction, and ensuring the airport remained compliant with all Federal, State, and Local regulations. In addition to Mr. Persick's regular duties as an Airport Operations Agent, he was responsible for managing the Airport's Wildlife Plan and the Stormwater Pollution Prevention Plan while working closely with Airport tenants in order to resolve any maintenance issues they experienced.

Prior to joining Kutchins & Groh Mr. Persick worked with Jacobsen/Daniels and Associates from 2007 – 2009. During this period, he assisted with the development of the Capital Improvement Plan and Preferred Development Plan for Detroit Metropolitan Wayne County Airport in conjunction with the Master Plan Study. He also provided support and coordination for the successful development and implementation of the Federal Aviation Administration's Safety Management Systems Pilot Program at the Detroit Metropolitan Wayne County Airport and the Master Plan Update for Richmond International Airport.





**Christopher Groh, MBA, Project Manager**



*BS in Business Administration, University of Louisiana at Lafayette - 2011*

*Master of Business Administration, University of Louisiana at Lafayette - 2012*

Since joining Kutchins & Groh in 2013, Chris has been engaged in various aviation planning tasks including: the preparation of Rates and Charges Analyses; Grant Administration; Aviation Demand Forecasts; Independent Fee Estimates (IFE); Passenger Facility Charge (PFC) applications; and Benefit Cost Analyses. His education in Business Administration has been instrumental in the success of these projects.

Chris has conducted forecast studies for airports across the country, ranging from medium-hub Passenger Service airports to non-hub General Aviation airports. In 2014, Chris worked with the Richmond International Airport (Virginia) to update the Airport's forecast after the 2007 Master Plan forecast became outdated during the 2008 Recession. Chris worked with the Airport and the Virginia Economic Development Authority to collect historical data to establish a base line and, through a series of analyses, provided the Airport with a more reliable indication of future growth, allowing the Airport to better plan for future projects and development.

Chris has also worked with General Aviation airports, such as the Chris Crusta Memorial Airport and Thibodaux Municipal Airport, both in Louisiana, where extensive forecasts were not necessary. During the initial phase of each forecast study, it was determined that the Terminal Area Forecast (TAF) would be sufficient for the planning efforts. Once the TAF was adopted for each facility, Chris provided each Airport with a narrative summary to explain the growth shown and the type of development necessary to meet demand. Chris has also prepared aviation forecasts for the Monroe Regional Airport and the Baton Rouge Metropolitan Airport.

Chris has developed: multiple Independent Fee Estimates for Air Carrier and General Aviation airports across the Gulf Coast; an evaluation of responses to a Request For Proposals for Fixed Base Operator Services at Port of South Louisiana Executive Regional Airport in Reserve, Louisiana; a Benefit Cost Analysis for a Fixed Base Operator at Houma-Terrebonne Airport (Louisiana); a hangar fee analysis to determine a rate structure for a newly built hangar at the Stennis International Airport in Kiln, Mississippi; and a program staff analysis and a force account proposal for the Baton Rouge Metropolitan Airport. Chris has also been involved in the preparation of multiple PFC applications (including Richmond International in Virginia, Lafayette Regional in Louisiana, and Lake Charles Regional in Louisiana).

Prior to joining Kutchins & Groh, he served as Director of Institutional Partnerships at Noteboard, LLC, a communication firm that develops software to deliver relevant messages to university students both online and directly in the classroom.

**In 2023, Chris was among the top young professionals recognized by Airport Improvement Magazine's for its 40 Under 40 award.**



**Gregory Groh, Project Manager**



*Bachelor of Science in Business Administration, University of New Orleans –2018  
Member of the American Association of Airport Executives*

Since joining Kutchins & Groh in 2017, Greg has been engaged in various aviation planning tasks including: the preparation of Rates and Charges Analyses; Grant Administration Services; Airport Master Plans; Independent Fee Estimates (IFEs); and Capital Improvement Plans (CIPs).

Greg worked with the North Texas Regional Airport (GYI) and the Stennis International Airport (HSA) to update Rates and Charges Analyses for both facilities. He gathered information via surveys from surrounding airports to guide GYI and HSA in the development of their Rates and Charges updates.

Greg has also worked with multiple airports on grant applications, including Monroe Regional Airport (MLU), North Little Rock Airport (ORK), Lake Charles Regional Airport (LCH), and Houma-Terrebonne Airport (HUM). His work led to the success of each airport in obtaining grant approval from the FAA, with a total of over \$10 million of FAA and Louisiana State Aviation funds being distributed to these facilities.

As part of the Master Planning process, existing condition information is needed in order to prepare a complete inventory. Greg has assisted in preparing database information for several airports by working closely with the Engineers-of-Record to document existing conditions of the various airfield, terminal, and ancillary uses. Among the Master Plan projects for which Greg has prepared databases of existing conditions are the Louisiana Regional (REG), Natchez-Adams County (HEZ), New Orleans Lakefront (NEW), and Richmond International (RIC) Airports.

Greg has also worked on multiple Independent Fee Estimates for air Carrier and General Aviation airports across the Gulf Coast. Independent Fee Estimates are a requirement for all planning, design and construction projects that receive FAA Airport Improvement Program (AIP) funding. The types of projects for which Greg has prepared IFEs include design of airfield, terminal, and landside facilities. Greg has prepared IFEs for the following airports: Abilene Regional (ABI), College Station-Easterwood (CLL), Lafayette Regional (LFT), Lake Charles Regional (LCH), Lakeland Linder International (LAL), Monroe Regional (MLU), New Orleans Lakefront (NEW), Richmond International (RIC), and Sarasota-Bradenton International (SRQ).

Capital Improvement Programs (CIPs) are important planning tools for airports and are required to be submitted annually to the FAA. The FAA requires cost estimates and justification for each project listed in the CIP. Assembling this information in the required format is critical to receiving FAA approval. Greg has assisted in the assembly of CIPs for the following airports: Baton Rouge Metropolitan, Houma-Terrebonne, Lake Charles Regional, Monroe Regional, and Natchez-Adams County, Saint Tammany Regional, South Lafourche, and Thibodaux Municipal Airports.



**Dawn Buffington, Graphic Designer and Administrator**



*Bachelor of Science in Interior Design, University of Texas at Austin - 1989*  
*Member of the American Association of Airport Executives*

Dawn Buffington has over 19 years of experience in bookkeeping and has worked for Kutchins & Groh, LLC, since 2010. Her administrator responsibilities include managing accounts receivable and accounts payable, creating monthly accounting reports, and tracking employee expenses. She is proficient in Quickbooks Online and Microsoft Excel, which she uses to generate detailed spreadsheets used to manage large projects. She has significant experience with the ADP Run program and is responsible for generating payroll reports and processing bi-weekly payroll for K&G employees.

In addition to her administrative capabilities, Dawn is fluent in such programs as Affinity Designer, PowerPoint, MailChimp, and Squarespace and uses them to prepare a variety of graphic design documents. These include Master Plan cover graphics and brochures, CATEX exhibits, marketing documents, and company newsletters. She was also instrumental in the design and implementation of a company website using Squarespace.

Dawn is also responsible for general program management support across a variety of projects. Her duties include preparing schedules, tracking and recording project progress, and coordinating with subconsultants to ensure a smooth transfer of information.

Before joining Kutchins & Groh, Dawn worked for the custom builder, Maxben Homes, LLC, in Fort Worth, Texas, as the primary bookkeeper. She honed her Quickbooks Online skills as she managed accounts receivable and accounts payable processing. She was responsible for generating monthly billing reports and reconciling multiple company accounts associated with each project.

From 2004-2005, Dawn worked for Colour Basis in Fort Worth, Texas. There she learned and refined her Quickbooks Online skills managing accounts receivable and accounts payable processing and reconciling the company accounts. She became proficient in Microsoft Excel and managed inventory and generated order placement. Her marketing and communication skills were put to good use as she scheduled and managed product events and maintained client correspondence.

For 10 years prior to 2004, Dawn worked as a Commercial Interior Designer. She specialized in both public library spaces and corporate workplace design/space planning and became skilled at AutoCAD. She collaborated with architects and facilities managers to create unique and beautiful public library spaces and led teams of designers, product representatives, sales associates, and installers to implement functional workspace solutions.



**Hannah Solis, Associate**

*BA in Communication, Minor in Urban Planning, Texas A&M University –2021*  
*Master of Urban Planning in the School of Architecture, Texas A&M University –2023*  
*Member of the American Association of Airport Executives*



Since joining Kutchins & Groh in 2023, Hannah has been engaged in various aviation planning tasks including: the preparation of Passenger Facility Charge (PFC) Projects; Airport Master Plans; Reimbursement Requests; and Capital Improvement Plans (CIPs). Her education in Urban Planning has been instrumental in the success of these projects.

Hannah has also worked with multiple airports on grant applications and certifications, including Monroe Regional Airport (MLU), North Little Rock Airport (ORK), Lake Charles Regional Airport (LCH), Thibodaux Municipal Airport (L83), Baton Rouge Metropolitan Airport (BTR), Alexandria International Airport (AEX), South Lafourche Airport (GAO), and Houma-Terrebonne Airport (HUM).

Hannah is also assisting with an Economic Opportunities Analysis (EOA) for the Louisiana Department of Transportation. The purpose of the (EOA) is to analyze and forecast growth in Louisiana's industrial and other business districts near airports. Her work includes creating an interactive map using Geographic Information Systems (GIS). The map consists of General Aviation and Commercial Service Airports in the state of Louisiana with different characteristics surrounding said airports. Characteristics include runway information, surrounding Certified Site, Foreign Trade Zones, Opportunity Zones, and Colleges/Universities. Another task for the EOA is creating Airport Profiles for each Louisiana airport. The profile consists of runway characteristics and whether the airport is near a college that offers degrees in Professional Aviation or Aviation Maintenance Professional (AMP) certifications.

Hannah's prior work experiences have encompassed various fields, notably as an Aviation Planning Intern at Corgan Architecture. She gained proficiency in software such as AutoCAD Civil 3D, Bluebeam Revu, AviPlan, and Microsoft Office, facilitating contributions to aircraft parking, power-ins, pushbacks, jet blast analyses, luggage tug routes, concourse design, and flight schedule programming. They were involved in projects like the HOU West Concourse Expansion and BNA Terminal & Landside Area Planning, performing tasks like PDF plotting, Gantt Chart production, post-COVID-19 TSA Flight Numbers Data Analysis, Master Plan chapter editing, and Project Definition Document (PDD) editing.

During her internship at Ricondo & Associates Inc., she handled administrative duties, researched aviation regulations, and received 3D modeling training. Her internship at REMAX DFW Associates honed her organizational and communication skills.



**Nikki Vidos, Senior Associate**

*Bachelor of Arts in Anthropology & Geography, Louisiana State University - 2009*  
*Member of American Association of Airport Executives*  
*Member of WTS International*



Nikki Vidos is a seasoned project management professional with over a decade of experience in strategic planning, budget management, and executing complex projects. She has a proven track record in program management and developing effective strategies to ensure project efficiency and growth. Her background in marketing and advertising, combined with her ability to lead cross-functional teams, manage resources, and optimize processes, enables her to deliver successful project outcomes consistently.

As a Senior Associate at Kutchins & Groh, LLC, Nikki assists with aviation and airport planning projects, ensuring alignment with strategic goals and industry regulations. She assists in the planning and funding of projects, securing both traditional and nontraditional sources. She assists our Project Managers in managing project progress, timelines, budgets, and resources to ensure successful completion. Nikki has also taken a lead role in grant writing services offered by K&G to our airport clients.

Before joining Kutchins & Groh, Nikki excelled in marketing and strategic planning. As Marketing Director for Courtesy Automotive Group, she enhanced sales and brand awareness by directing marketing initiatives, analytics, and budgets. She aligned advertising campaigns with business objectives, drove customer engagement, ensured OEM compliance, and facilitated community engagement. As Director of Strategy for Potenza Inc., Nikki developed and executed marketing strategies and campaigns for diverse national clients.

Nikki is committed to community service and professional development. Among many appointments, she serves as the Strategic Planning Chair for the Vermilion Economic Development Commission and as a Commissioner for the Abbeville Planning & Zoning Commission. She chairs the Abbeville Development Ready (LDRC) Committee through Louisiana Economic Development and has served on the board of the American Advertising Federation Acadiana. Nikki has also organized multiple TEDx and pitch funding events for businesses and civic projects, showcasing her dedication to public engagement, discourse, and growth opportunities.

Nikki holds a Bachelor of Arts in Anthropology and Geography from Louisiana State University, providing insights into cultural dynamics and socio-geographic patterns. Her diverse skills extend to include stakeholder collaboration, data analysis, performance optimization, and public relations. Nikki's extensive experience, strategic insight, and dedication to excellence make her an asset in aviation planning and project management, consistently delivering results that drive growth and operational efficiency. With a strong foundation in business and a passion for innovation, Nikki is dedicated to making significant contributions to the aviation industry and beyond.





**Leah Whitfield, C.M., ACE**  
Senior Aviation Planner  
Fredericksburg, VA



#### EDUCATION

Masters of Science  
Aeronautical  
Management, 2009

Bachelor of Science  
Applied Meteorology  
and ATC Minor, 2007

Embry-Riddle  
Aeronautical  
University

#### ACCOMPLISHMENTS

Certified Member,  
AAAE

Airport Certified  
Employee -  
Operations, AAAE

#### BACKGROUND INFORMATION

Leah is the majority owner of APG, which she started in early 2020 after serving as a Senior Planner and Aviation Practice Lead for a civil firm overseeing both the planning and design staff. Previously, Leah served as Airport Manager and Projects & Programs Manager at two Part 139 certificated airports in Wyoming under the Denver ADO. Leah's planning and project management experience includes on-call planning contracts at DEN, DFW, and PDX as well as a variety of planning studies across the nation, such as airport master plans, aviation system planning, regional transportation plans, airport siting studies, land acquisition, airport land use studies, and security projects at general aviation and commercial services airports across the country. Leah takes an integrated approach to planning facility needs to minimize impacts to operations. Leah applies FAA and local design standards on all projects she completes ensuring that applying these standards does not result in operational issues and does not create future expansion constraints.

#### EXPERIENCE

##### United Airlines, On-Call Planning

Leah is the principal for an on-call planning contract with United Airlines. The contract supports United's Corporate Real Estate group with gate planning, analysis, design standards reviews, and terminal analysis. Work to date has included analysis at all United hub airports, including gate and terminal planning at DEN, and line stations across the country. Leah provides quality control reviews of deliverables, manages task schedules, and overall budget.

##### Chehalis-Centralia Airport Master Plan Update

Leah is the Project Manager for this master plan that is wrapping up this fall. The master plan forecasted advanced air mobility, incorporated sustainability and renewable energy elements, and planned an innovation hub. This airport is in a flood prone area which was taken into account for all planned development.

##### Martin State Airport Layout Plan

Leah is the APG project manager on this airport layout plan update with a narrative for this general aviation reliever airport.

##### Olympia Regional Airport (OLM) Master Plan Update

Leah is the Project Manager incorporating findings of the HCP examining environmental impacts and long-term sustainability. Leah has worked closely with at mitigating impacts of airfield and hangar development on wildlife.



**Seth B. Young, Ph.D., A.A.E., CFI**  
 Senior Vice President of Operations  
 Long Island, New York



#### EDUCATION

Ph.D., Civil and  
 Environmental  
 Engineering

University of California,  
 Berkeley, 1998

M.S., Industrial  
 Engineering / Operations  
 Research

University of California,  
 Berkeley, 1991

B.A. Applied  
 Mathematics

State University of New  
 York at Buffalo, 1990

#### CERTIFICATIONS

Commercial Pilot (ASEL,  
 ASES)

Certified Flight Instructor  
 (CFI)

Accredited Airport  
 Executive (AAE)

#### PROFESSIONAL BIO

Seth is the Senior Vice President of Operations and Principal Aviation Project Manager at APG, with nearly 30 years of experience in airport planning, operations, security, engineering, and project management. His recent projects have focused on airport master plans, obstruction evaluation and mitigation, capacity modeling, design of facilities for new aircraft entrants, and environmental programs. He has extensive experience with FAR Part 139 and AC 150/5300-13B (Airport Design). He has published numerous journal articles in the aviation field and is a co-author of several leading texts on airport planning and design. Seth is an accredited airport executive (AAE) with the American Association of Airport Executives (AAAE), a certified flight instructor, and holds an instrument-rated commercial airplane and seaplane pilot's certificate from the U.S. Federal Aviation Administration.

#### RELEVANT PROJECT EXPERIENCE

##### **Port Authority of New York & New Jersey, Aviation Division – On- Call Planning**

Seth has been a primary point of contact for on-call planning services for the Port Authority of New York & New Jersey Aviation Department. In this capacity, Seth has led several projects including managing procurement programs for airport parking and ground transportation services, supporting the development of "fly quiet" noise mitigation programs, performing studies to mitigate waste, managing large scale airport system capacity studies, and supporting the multi-billion-dollar redevelopment programs at Newark Liberty International, John F. Kennedy International, and LaGuardia Airports.

##### **National Academies', Airports Cooperative Research Program - Guidance on the Feasibility of Automated Dependent Surveillance Broadcast (ADS-B) for airport operations**

Seth is the principal investigator overseeing a study for the National Academies' Airports Cooperative Research Program (ACRP) to develop guidance for the airport community on the feasibility and applicability of leveraging Automated Dependent Surveillance-Broadcast (ADS-B) technology to support airport operations, planning, and design. Seth led all project tasks including literature review, testing of aircraft flight tracking applications that leverage ADS-B data, interviewing multiple airports on their operations tracking needs, building and deploying an in-house ADS-B data collection and analysis application at several airports throughout the United States. Project deliverables are targeted for Spring 2025.

##### **Solberg Airport, Readington TWP, New Jersey – Master Plan**

Seth was the principal overseeing a master plan and airport layout plan update for the Solberg Airport, a family-owned general aviation airport in central New Jersey. The plan focuses on future development of the airfield to accommodate increased piston and turbine based aircraft, including design of runways and taxiways to B-II critical aircraft design standards, enhancing of the main ramp, hangar facilities, and aircraft parking areas, and optimizing runway configuration to accommodate operations growth while maintaining crosswind requirements. Master plan completion scheduled for Q4 2025.

## ELIZABETH K. JAEDICKE

*Director, Jaedicke Consulting LLC*

Ms. Jaedicke is an aviation advisor with 20 years of experience helping clients understand future air traffic demand and its potential effects on revenue streams, infrastructure requirements and economic growth. She specializes in constructing forecast models to estimate long-term growth in passengers, cargo, and aircraft operations. Her expertise covers aviation traffic forecasting for multiple-airport systems, greenfield airports, national and regional airport system plans, and airports serving tourism-based economies. Models consist of consensus forecasts based on airport share models, econometrics, and trip propensity, among other forecast techniques. Her forecasts are often used to determine future infrastructure needs and as inputs to financial models in connection with airport privatization transactions. She has created forecasts for over 225 airports around the globe.

Ms. Jaedicke started her career at SH&E (later acquired by ICF), a boutique aviation consultancy. At SH&E for 13 years, she specialized in forecasting for airports. In this position, she worked on numerous airport privatization transactions including Rio de Janeiro Galeão, Bogotá El Dorado Airport, Juan Santamaria International Airport, and Quito International Airport - all in Latin America. Within the U.S., Ms. Jaedicke worked on privatization transactions at Chicago Midway, the Denver Great Hall, and the LaGuardia Central Terminal. In addition to forecasting for airport transactions, Ms. Jaedicke created forecasts for master plans (e.g., Baton Rouge Metropolitan Airport), economic impact analysis (e.g., Tampa International Airport), and regional system plans (e.g., New England).

In 2018, Ms. Jaedicke opened her own consulting practice, Jaedicke Consulting, which specializes in aviation activity forecasting. Since starting her own practice, Ms. Jaedicke has focused on aviation activity forecasting for U.S. airports in conjunction with the master planning process. Her master plan forecasting work covers U.S. airports of all sizes. She has recently created master plan forecasts for Pittsburgh International Airport (medium-hub), Westchester County (small-hub), Nantucket (non-hub), Lake Charles Regional (non-hub), and Houma-Terrebonne Airport (GA), among others. These forecasts cover enplanements, aircraft operations, cargo volumes, and peak hour metrics. In addition to a base case forecast needed for master plan approval by the FAA, Ms. Jaedicke typically creates conceptual scenarios to inform infrastructure planning. Such scenarios cover economic uncertainty, potential new routes or businesses operating at the airport, and market interruptions.

Ms. Jaedicke remains current on aviation forecasting techniques by attending conferences such as the Transportation Research Board (TRB)'s annual meeting, serving on TRB project panels, and reading academic articles. She has been a Friend of TRB's Aviation Economics and Forecasting Committee since 2015. Ms. Jaedicke is a regular user of aviation databases including US DOT DB1B ("O&D Survey") and T-100 onboard data; airline schedule data (OAG and other suppliers); FAA Opsnet; airline booking data (ARC, MIDT); and IATA AirportIS.

Ms. Jaedicke holds a B.A. in History from Texas A&M University and earned a Master of Public Administration in International Development (MPA/ID) from the Harvard Kennedy School. She has also taught courses covering aviation data sources and forecasting techniques for airports.

As part of a team, Ms. Jaedicke wrote and published a report for the Airports Cooperative Research Program (ACRP) in 2023 titled "Creative Marketing Techniques to Improve Revenue Generation Partnerships".





**Jonathan N. Farmer, P.E.**

Aviation Practice Leader

*Bachelor of Science in Civil Engineering, Louisiana Tech University – 2006*

*Professional Engineer – State of Louisiana*

*Professional Engineer – State of Texas*

*Professional Engineer – State of Arkansas*

*Professional Engineer – State of Mississippi*

**Professional Memberships:**

*Transportation and Development Institute*

*American Society of Civil Engineers (ASCE)*

*Louisiana Airport Managers and Associates*

Jonathan has eighteen years of experience in aviation programming, planning, design and program/construction management. He is KSA's Louisiana Aviation Practice Leader. One of Jonathan's primary roles is to ensure that KSA's clients receive exceptional customer service and engineering and planning projects that exceed the client's expectations. Our office focuses on airport improvements within the Southwest Region of the Federal Aviation Administration (FAA). Jonathan maintains professional, partnering relationships with the FAA and Louisiana Department of Transportation and Development (LaDOTD) Aviation Division.

Jonathan graduated from Louisiana Tech University with a Bachelor of Science degree in civil engineering in 2006 and has spent his entire 18-year professional career with KSA. He is a registered professional engineer, licensed in the states listed above. Jonathan's 18-year professional career has focused on aviation and airport improvements, planning and development. His design experience encompasses a broad range of airside facilities including pavement and drainage improvements for runways, taxiways, aprons and perimeter roads; electrical improvements for medium and high intensity runway edge lights, taxiway edge lights, airfield signage, Precision Approach Path Indicators (PAPIs), Runway End Identifier Lights (REILs), rotating beacons and lighted wind cones; various aircraft storage hangar styles; and terminal buildings.

Jonathan's airport experience encompasses a wide variety of airports from general aviation facilities to commercial service airports. He has extensive knowledge of FAA design standards, project scope development, land use planning, CIP development, land acquisition, pavement management, cost estimating, safety and phasing plans, preliminary and final design and construction administration. Jonathan has also been involved in the preparation of numerous Master Plans, Airport Layout Plans, airport business plans and airport development plans. All of his design and planning efforts have included the interpretation and application of FAA Advisory Circulars (ACs), FAA Memorandums for interim guidance, Code of Federal Regulations, airport approach plates and the numerous surfaces that impact development both on and off airport property. Jonathan is also very knowledgeable of LaDOTD Aviation requirements and policies.



**Jacob Medus, P.E.**

Project Manager

*Bachelor of Science in Civil Engineering, University of Louisiana at Lafayette – 2016*

*Professional Engineer – State of Louisiana*

*Professional Engineer – State of Mississippi*

*Professional Engineer – State of Texas*

**Professional Memberships:**

*Transportation and Development Institute*

*American Society of Civil Engineers (ASCE)*

*American Society of Civil Engineers-Louisiana Section*

*Louisiana Airport Managers and Associates*

Mr. Medus has six years of experience in aviation programming, planning, design and program/construction management. One of Jacob's primary roles is to ensure that KSA's clients receive exceptional customer service and engineering and planning projects that exceed the client's expectations. Our office focuses on airport improvements within the Southwest Region of the Federal Aviation Administration (FAA). Jacob maintains professional, partnering relationships with the FAA and Louisiana Department of Transportation and Development (LaDOTD), Aviation Division.

Jacob works as an Aviation Project Engineer/Project Manager as part of the KSA team in our Shreveport, Louisiana office. He is a native of Lafayette, Louisiana where he earned Bachelor of Science degrees in Biology and in Civil Engineering from the University of Louisiana at Lafayette. Jacob's lifelong interests in automotive mechanics and woodworking instilled a passion for problem solving which culminated in his decision to become a Civil Engineer.

Since beginning work at KSA, Jacob has been involved in the preliminary and final design of many airfield paving, lighting, and drainage projects. He has also gained valuable experience in airfield pavement inspections as related to development of airport Pavement Management Programs at East Texas Regional Airport in Longview, Texas, Tyler Pounds Regional Airport in Tyler, Texas, Denton Enterprise Airport in Denton, Texas, Shreveport Regional Airport in Shreveport, Louisiana, and Lake Charles Regional Airport in Lake Charles, Louisiana. Additionally, Jacob has been involved in construction management and oversight on several large-scale runway and taxiway extension and/or rehabilitation projects. Jacob is a driven individual who is intent upon continued learning.

Jacob is very knowledgeable of FAA and LaDOTD requirements and policies.



## Monica Newhouse-Rodriguez

*Managing Principal*

### Employment History

- Newhouse and Associates:  
2014-Present
- Bob Hope Airport: 2010-2014
- Houston Airport System: 2008-2010
- Environmental Science  
Associates: 2007-2008
- Sacramento County Airport  
System: 2003-2007
- Landrum & Brown: 1998-2003
- M4 Environmental: 1995-1997

### Education

- Bachelor of Science in  
Aerospace – Middle Tennessee  
State University
- Master of Business  
Administration Specializing in  
Information Decision Sciences –  
University of Illinois at Chicago

### Professional Affiliations

- ACI-NA Environmental Affairs  
Committee Member  
Steering Committee – 7 years
- ACI-NA Land Use Working  
Group Chair – 4 years
- ACI-NA Technical and  
Operations Committee Member

### Office Location

- Carmel, Indiana

### Professional Background

Monica Newhouse-Rodriguez is a Senior Aviation Executive with more than 25 years of experience in both the private and public sectors of Aviation. She has been involved in environmental analyses at more than 50 airports both in the United States and internationally. In every public position she has held, she has been responsible for the environmental programs in place for those airports.

Monica currently serves as the Managing Principal of Newhouse and Associates, LLC, a woman-owned certified DBE, WBE and WOSB Airport Consulting firm which provides a wide range of expertise and experience in airport planning and environmental planning including aircraft noise program and airport noise office support. Monica leads the environmental planning services for Newhouse and Associates and has managed Environmental Impact Statements, Environmental Assessments, and Documented Categorical Exclusions for airport development projects across the country.

Monica has served as the Deputy Executive Director of the Burbank Bob Hope Airport. In that role, she was responsible for the Airport's planning, design and construction, information and communication technology, as well as all environmental programs. Through these responsibilities, Monica oversaw The Airport Noise Office and Residential Sound Insulation Program, one of the most comprehensive sound insulation programs in the United States. She also oversaw all aspects related to planning and environmental review of a replacement terminal.

Mrs. Newhouse-Rodriguez has also served as the Assistant Director of Planning and Programming for the Houston Airport System. While at Houston, her responsibilities included airport planning, preliminary design and environmental programs for the George Bush Intercontinental, Houston Hobby and Ellington Airports. Oversight of the aircraft noise program was one of her responsibilities and she oversaw the sound insulation of a large subdivision near George Bush Intercontinental Airport. She was also responsible for successfully implementing Compatible Airport Land Use Planning Controls for the areas surrounding the Houston Airport System Airports.

Monica began her time at the Sacramento County Airport System as the Airport Noise Program manager. In that role she oversaw the implementation of the first Continuous Decent Approach to be continually used by an air carrier. Due to her involvement with this design of this program, she was invited to speak at the Aviation and Environment Summit in Geneva, Switzerland in 2006. While in Sacramento, Monica later grew into a senior executive position overseeing both Airport Planning and Environmental Divisions.

Monica has consulted with many airports throughout the country including high profile clients. She managed the Airport Noise and Operations Monitoring System for both Chicago O'Hare and Midway Airports early in her career and provided support to both the Chicago O'Hare and Midway Noise Compatibility Commissions. She has also contributed to a number of airport noise and land use planning efforts including FAR Part 150 Studies and providing Airport Noise and Operations Monitoring System installation support for airports around the United States.

## Marlin Zook, PLS, CP

Marlin oversees all phases of the photogrammetric process for mapping projects including aerial triangulation, orthoimagery, planimetric mapping, feature attribution compilation, and digital edit. He is also responsible for directing the photo lab, quality control, and the survey team. Marlin's responsibilities include all in-house project planning and coordination of digital mapping, orthoimage production, and review of final delivery items to the client. He maintains the production schedule, oversees staffing assignments, and coordinates with the project manager. He has completed Integrated Distance Learning Environment (IDLE) Training in FAA AC 150/5300-16A, -17B, and -18B. Marlin has been involved in over 700 18B AGIS projects and submittals.

### Project Experience

Monroe Regional Airport eALP Mapping, Monroe, LA. In support of Kutchins & Groh, NV5 Geospatial provided the services required for the eALP compliant aeronautical obstruction survey mapping. The project was done in compliance with AGIS policies and included an airport airspace analysis for vertically-guided operations for runways 4/22 and 14/32. For this project, NV5 Geospatial acquired new vertical stereo digital imagery at a physical image scale of 1"=1,905' of the obstruction surface areas and 1"=508' of the airport property. The aerial imagery covered all of the VG Airspace Analysis surfaces and was acquired using a high resolution digital mapping camera during leaf-on conditions.

Hammond Northshore Regional Airport Aeronautical Obstruction Survey, Hammond, LA. In support of Michael Baker International, NV5 Geospatial provided an airport layout plan and aeronautical obstruction survey. The project was completed in compliance with AGIS policies and included an airport airspace analysis for vertically-guided operations for existing Runways 13/31 and 18/36. NV5 Geospatial acquired new vertical stereo digital imagery at a physical scale of 1"=4,328' of the obstruction surface areas and 1"=1,122' of the airport property. The aerial imagery covered all of the VG Airspace Analysis surfaces using a high-resolution digital camera system during leaf-on conditions.

Yazoo County Airport Aeronautical Obstruction Survey, Yazoo County, MS. In support of WCM Engineers, NV5 Geospatial provided an Airport Layout Plan update and aeronautical obstruction survey. The project was done in compliance with ADIP policies and included an airport airspace analysis for vertically guided operations for EXISTING Runway 17/35. NV5 Geospatial acquired new vertical stereo digital imagery at a physical image scale of 1"=2,500' of the obstruction surface areas and 1"=1,250' of the mapping limits. The aerial imagery covered all of the Airspace Analysis surfaces using a UltraCam Falcon Prime (UCFp) camera, or comparable, during leaf-on conditions.



Project Assignment  
Production Manager

Education  
AS, Civil Engineering,  
Pennsylvania State University,  
1976  
Certificate, FAA Integrated  
Distance Learning  
Environment (IDLE), Federal  
Aviation Administration, 2010

Registrations  
ASPRS Certified  
Photogrammetrist #R920  
Professional Land Surveyor: NC  
#L-4207  
Land Surveyor  
Photogrammetrist: VA  
#408000029

Years of Experience  
48

Years with NV5 Geospatial  
48

## Doug Fuller

Doug is responsible for the estimating, flight planning, and quality assurance of new airport projects. His extensive experience is invaluable for controlling project costs. He communicates with the client, acquisition team, and production team as necessary to confirm that each project is done according to specifications using the best possible method. With his completed FAA IDLE training, he is qualified as a consultant to our airport clients in matters concerning the FAA regulations. Doug has been involved in over 700 18B AGIS projects and submittals.



Project Assignment  
Airport Solutions Manager

### Project Experience

Monroe Regional Airport eALP Mapping, Monroe, LA. In support of Kutchins & Groh, NV5 Geospatial provided the services required for the eALP compliant aeronautical obstruction survey mapping. The project was done in compliance with AGIS policies and included an airport airspace analysis for vertically-guided operations for runways 4/22 and 14/32. For this project, NV5 Geospatial acquired new vertical stereo digital imagery at a physical image scale of 1"=1,905' of the obstruction surface areas and 1"=508' of the airport property. The aerial imagery covered all of the VG Airspace Analysis surfaces and was acquired using a high resolution digital mapping camera during leaf-on conditions.

### Education

Certificate, FAA Integrated  
Distance Learning  
Environment (IDLE), Federal  
Aviation Administration, 2010

### Years of Experience

61

### Years with NV5 Geospatial

49

Hammond Northshore Regional Airport Aeronautical Obstruction Survey, Hammond, LA. In support of Michael Baker International, NV5 Geospatial provided an airport layout plan and aeronautical obstruction survey. The project was completed in compliance with AGIS policies and included an airport airspace analysis for vertically-guided operations for existing Runways 13/31 and 18/36. NV5 Geospatial acquired new vertical stereo digital imagery at a physical scale of 1"=4,328' of the obstruction surface areas and 1"=1,122' of the airport property. The aerial imagery covered all of the VG Airspace Analysis surfaces using a high-resolution digital camera system during leaf-on conditions.

Yazoo County Airport Aeronautical Obstruction Survey, Yazoo County, MS. In support of WCM Engineers, NV5 Geospatial provided an Airport Layout Plan update and aeronautical obstruction survey. The project was done in compliance with ADIP policies and included an airport airspace analysis for vertically guided operations for EXISTING Runway 17/35. NV5 Geospatial acquired new vertical stereo digital imagery at a physical image scale of 1"=2,500' of the obstruction surface areas and 1"=1,250' of the mapping limits. The aerial imagery covered all of the Airspace Analysis surfaces using a UltraCam Falcon Prime (UCFp) camera, or comparable, during leaf-on conditions.

Aeronautical Obstruction Survey – McGhee Tyson Airport (TYS), Knoxville, TN. NV5 Geospatial provided the services required for obstruction information for Runways 5L/23R and 5R/23L. The purpose of this project was to accomplish tree obstruction identification due to the FAA's report of tree penetrations. For the project, we used the previously collected imagery/data from the 20221 18B survey for CHA. The aerial imagery covers all of the surfaces.

### C. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE THE TEAM'S QUALIFICATIONS



Kutchins & Groh currently serves the Monroe Regional Airport (MLU) as its On-Call Planning Consultant for general planning, grant management, environmental planning, land use planning, DBE Program management, and financial services. K&G has assisted MLU with the management and implementation of its Passenger Facility Charge Program since 2004. This includes the analysis of the Airport's existing capital program and formulation of new PFC applications to assist with the funding of capital development.

K&G was the lead consultant for an update to MLU's Master Plan, completed in in 2016. This included an inventory of existing conditions, facilities assessment, development of airfield alternatives, formulation of a CIP, and preparation of an Airport Layout Plan (ALP). We were also tasked with preparing several non-aviation development alternatives, including a rail and bus depot owned by the city. Among the other commercial uses depicted on the development plan were a new General Aviation facility in the northwest quadrant of the airfield; an Aviation Park near the terminus of Runway 14-32 with areas to view aircraft; a new convention center and hotel development; a retail shopping center; a business park; multiple free-standing office buildings; and an industrial area to the southeast of the airfield.

As part of our On-Call Planning services for MLU, K&G is also charged with grant management and administration of Federal and State funding programs. This includes grant application preparation, capital program management, preparation of grant reimbursement requests, and identification of project eligibility. K&G is also responsible for the management and administration of the \$45 million Federal/State funded Airport Terminal Development project.

K&G assisted the Airport in airline negotiations for new Rates & Charges with the opening of its new terminal 2011. This included an initial, detailed evaluation of the Airport's existing rate structure and revenue enhancement opportunities, particularly regarding parking revenues; development of the Airport's rates and charges model; alternative financial structures and sensitivity analyses; and airline negotiations. In 2007, we were engaged to assist MLU and its Terminal Designers with capital planning and implementation services. This involved the analysis of available funding sources and assembly of an overall funding plan for consideration by the Airport's governing body, which identified all potential revenue sources with the goal of developing an achievable financial plan.

**Contact/Reference:**

Mr. Charles Butcher, Airport Director  
Monroe Regional Airport  
Room 200, Terminal Building, 5400 Operations Road, Monroe, Louisiana 71203  
(318) 329-2460  
[charles.butcher@ci.monroe.la.us](mailto:charles.butcher@ci.monroe.la.us)



Kutchins & Groh has assisted the Baton Rouge Metropolitan Airport (BTR) with planning and financial services since the inception of the firm in 2003. We currently serve as its on-call planning consultant for general planning, grant management, preparation of environmental documentation, and financial services. This includes the preparation of general planning studies, Grant Applications, Passenger Facility Charge (PFC) applications, and Independent Fee Estimates (IFE).

Since late 2016, K&G has also provided Program Management services to BTR, which involves the coordination of design and construction efforts for various airside and landside projects, with a total value of approximately \$115 million. This includes coordination with consultants, contractors, and government agencies; management of the master schedule, budget, and scopes of work; quality control reviews; preparation of preliminary cost estimates; coordination of all project-letting documents; provision of resident inspector services for construction projects; and preparation of monthly reimbursement reports and invoices.

K&G was selected as the lead consultant for the most recent update to BTR's Master Plan and Airport Layout Plan (ALP), which were completed in 2018. The team was tasked with furnishing all services required to supplement the Airport in the development and management of financing, planning, and design of its program. The Airport Master Plan Update included inventory of existing conditions, aviation forecasting, aviation and non-aviation alternatives, Capital Improvement Programming, stakeholder coordination, Benefit Cost Analysis associated with the proposed Plank Road Relocation/Runway Safety Area Project; and an Environmental Assessment (EA) for the proposed Plank Road Relocation/Runway Safety Area Project.

The EA was initiated in March 2017 and completed in July 2018. Among the tasks we performed were Agency Coordination; Development of the Purpose and Need Statement; Description of Alternatives; Affected Environment; Environmental Consequences; Administrative Draft of the EA; Documentation of Comments and Responses; Coordination and Documentation of the Public Involvement; Coordination and Documentation of Public Informational Meetings; and Coordination and Documentation of a Public Hearing. A supplemental EA is underway.

Other K&G work at BTR includes participation on the team to update the Airport's 2004 Airport Master Plan Update; FAA liaison services; a \$30 million Letter of Intent Application to fund the rehabilitation of a great deal of the Airfield Infrastructure; and an FAR Part 150 Update.

**Contact/Reference:**

Mr. Mike Edwards, Director of Aviation  
Baton Rouge Metropolitan Airport  
Suite 212, Ryan Terminal Building  
Baton Rouge, Louisiana 70807  
(225) 355-0333  
[medwards@brgov.com](mailto:medwards@brgov.com)



Kutchins & Groh Principals have served the Houma-Terrebonne Airport (HUM) in various roles for almost 25 years. This has included environmental planning, master planning, program management, and assistance with Federal Program compliance requirements. As HUM's current On-Call Planning Consultant, we assist HUM with the development of its CIP, management and administration of the DBE Program, including preparation of the overall program, goal methodology reports, and annual accomplishment reports.

K&G was selected to prepare an update to the airport's Master Plan in 2023 and that effort is underway. This will include both aviation and non-aviation development concepts, an inventory of existing conditions, and a forecast of aviation activity. K&G also prepared the 2013 Master Plan Update for the Airport, which established the road map for HUM as it continues to develop and grow its role in the National System of Airports. Among K&G's responsibilities were the full component of forecasting, alternatives, CIP, and an electronic Airport Layout Plan (e-ALP). K&G was also charged with the management and implementation of the Airport's participation in the FAA's e-ALP program. K&G served as the Airport's technical representative, managing all aspects of the process, including coordination among the Airport, its consultants, and the FAA.

A recent assignment was the preparation of Categorical Exclusion documents for the construction of the PHI North Project. This will result in the repositioning of existing helicopters so that all large helicopters will now operate from the existing west side location and all small helicopters will operate from the existing east side location. In addition to the CATEX, we were also required to coordinate with the Parish Floodplain Manager since the project site lies within the 100-year floodplain, and the Louisiana Department of Natural Resources since the site lies within the Louisiana Coastal Zone. Given that the FAA had no guidance in place to evaluate noise for drone activity, a noise study was required. The Noise Technical Report determined that the project would result in an increase in aircraft operations and nighttime operations, and a change in aircraft fleet mix. Among the other resources that had the potential to be affected by this development were historic, cultural, threatened and endangered species, coastal and marine sanctuaries, air quality and water quality. K&G was responsible for the preparation of the FAA's Standard CATEX Form, demonstrating that no "Extraordinary Circumstances" exist and that the "Proposed Action" was categorically excluded from further analysis under the National Environmental Policy Act (NEPA). We were also responsible for coordination with the parish for the issuance of a Coastal Impact Certificate.

**Contact/Reference:**

Mr. Mert Pellegrin, Executive Director  
Houma-Terrebonne Airport Commission  
10264 East Main Street, Houma, Louisiana 70363  
(985) 872-4646  
[mpellegrin@houma-airport.com](mailto:mpellegrin@houma-airport.com)





Kutchins & Groh, LLC (K&G) has served the Lafayette Airport Commission for 13 years, providing various planning and consulting services. In 2016, K&G was selected as a part of a Program Management team to provide funding analysis and grant management services to construct a new passenger terminal. The new terminal program is a \$150 million program that is comprised of 13 federal, state, and local funding sources.

Since the program started in 2016, K&G has assisted the Airport with numerous grant application efforts. These efforts not only include completing grant applications, but also collaborating with the various funding agencies and the Airport's U.S. Congressional and Louisiana State delegations.

In addition to soliciting outside funding, K&G assists the Airport with continuous grant management and on-going agency coordination to ensure all funding is properly allocated and all reimbursable expenses meet various agency regulations, including the Federal Aviation Administration, Economic Development Administration, and State of Louisiana Department of Transportation and Development.

Through this program, a comprehensive funding and payment tracking tool was developed to ensure each grant's draw requests were properly attributed to various invoices. Regular reports are also completed to ensure all funding stakeholders are kept informed. As the program reaches its ribbon cutting, the appropriate grant closeout documentation and reports are being prepared to ensure a smooth financial conclusion.

In addition to the financial management of the new terminal program, K&G serves as the liaison between the program's team and the Federal Aviation Administration. Consistent coordination between the FAA and the program has been necessary to ensure regulations are appropriately being followed and any additional requested information is provided.

**Contact/Reference:**

Mr. Steven Picou, AAE  
Executive Director  
Lafayette Airport Commission  
222 Tower Drive  
Lafayette, LA 70508  
(337) 266-4401  
[stevenp@lftairport.com](mailto:stevenp@lftairport.com)



Kutchins & Groh Principals have been actively involved in all facets of planning, financial, and environmental work for the Lake Charles Regional Airport for over 25 years, including the preparation of all recent Capital Improvement Programs, Project Justification documentation and all PFC Program Actions. K&G currently serves LCH as its On-Call Planning Consultant for general planning, grant management, and financial services. This includes assistance with the management of all of its funding sources and uses for its Terminal and Airfield Development Program; Coordination of FAA projects, grants, and funding requests; environmental documentation for development projects; Passenger Facility Charge Application Actions; preparation of all FAA-required DBE documents, including the overall program, triennial goal updates, and annual accomplishment reports, as well as other related planning tasks.

Having served as the lead consultant in the preparation of the 2006 and 2014 Master Plan Updates, K&G was selected again in 2023 to prepare an update to the previous documents. This effort is underway. Among K&G's responsibilities are the full component of inventory of existing conditions, aviation forecasting for the 20-year planning horizon, development of aviation and non-aviation alternatives, Capital Improvement Programming, and preparation of an updated Airport Layout Plan. Also included as part of the Master Plan process is the development of non-aviation concepts. In order to explore other avenues of potential revenue, the Airport is interested in determining the possible yield for commercial uses. K&G is preparing several conceptual plans to illustrate the highest and best use of the property, detailing industrial, office and commercial building sites.

An example of an environmental assignment was the preparation of a 2017 Environmental Assessment (EA) to construct 19,000 linear feet of security and wildlife control fencing on the airfield. A Wildlife Hazard Assessment recommended complete enclosure of the airfield by perimeter fencing to eliminate forested areas within the Airport Operation Area (AOA). Wetlands were identified in the project area, and K&G coordinated with the U.S. Army Corps of Engineers to identify any mitigation that may be required. K&G was also responsible for the preparation of the FAA's Standard Operating Procedures 5.00 CATEX Form, demonstrating that no "Extraordinary Circumstances" exist and that the "Proposed Action" is categorically excluded from further analysis under the National Environmental Policy Act (NEPA).

**Contact/Reference:**

Mr. Heath Allen, CM  
Executive Director  
Lake Charles Regional Airport  
500 Airport Boulevard, Suite 104  
Lake Charles, Louisiana 70601  
(337) 477-6051  
[hallen@flylakecharles.com](mailto:hallen@flylakecharles.com)





Since 2017, Kutchins & Groh has served the Lakefront Management Authority as the On-Call Planning Consultant for the New Orleans Lakefront Airport (NEW). Among the tasks with which we have been assigned are Program Management, assistance with grant management, assistance with the Capital Improvement Program (CIP), management and administration of the Disadvantaged Business Enterprise (DBE) Program, preparation of Independent Fee Estimates (IFE), and an update to the Master Plan.

K&G was the lead consultant for the most recent Master Plan Update, which included an inventory of existing conditions, aviation forecasting, aviation and non-aviation alternatives, CIP programming, stakeholder coordination, and preparation of an updated ALP. The Airport presents unique challenges given that it was constructed on a man-made peninsula that extends out over Lake Pontchartrain. Consequently, it has water on three sides. Along its southern boundary it has a seawall, which is one of the flood protection elements employed by the city of New Orleans and is prone to inundation during hurricanes and other storm events.

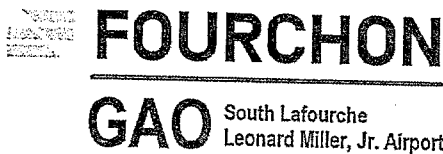
As part of the Program Management task, K&G assisted the Airport with: preparation of grant application documents including Overall Development Objective (ODO) forms and grant applications; preparation of grant administrative documents (such as SF-271 Reimbursement Request Documentation for electronic payment requests, sponsor certification documents, close-out reports, and budget and payment tracking tools); coordination with Design Consultants, Contractors, and Governmental Organizations; and preparation of Independent Fee Estimates.

Among the specific airfield projects that K&G was responsible for in the Program Management contract are: \$1 million design of rehabilitation of Runway 18L-36R; \$10 million construction of rehabilitation of Runway 18L-36R; and design of pavement rehabilitation for Taxiways B and C.

K&G is also assisting the Airport in prioritizing its Capital Improvement Program (CIP). Among our tasks are validation of identified needs; identification of programmatic needs; assignment of proposed funding to projects; updating of project budgets to reflect cost adjustments, escalation, etc.; and preparation of the annual CIP packet suitable for submission to the FAA. We also updated the Airport's DBE Program, prepared several triennial DBE Goal Updates, and prepared multiple annual DBE accomplishment reports.

**Contact/Reference:**

Mr. Bruce Martin, Director of Aviation  
New Orleans Lakefront Airport  
6001 Stars & Stripes Boulevard, Suite 243, Terminal Building  
New Orleans, LA 70126  
(504) 874-0498  
[bmartin@lakefrontairport.com](mailto:bmartin@lakefrontairport.com)



Since 2014, Kutchins & Groh has served the Greater Lafourche Port Commission as the On-Call Planning Consultant for the South Lafourche Airport (GAO.) Under the On-Call Planning contract, K&G assists the Airport with preparation of its annual Capital Improvement Plan (CIP) packet, environmental planning, grant management, preparation of Independent Fee Estimates (IFEs), management and administration of its Disadvantaged Business Enterprise (DBE) Program, and other related planning tasks.

K&G also served as the lead consultant in the preparation of a 2021 Wildlife Hazard Management Plan for GAO. The plan outlined measures to minimize wildlife populations on and around the Airport which pose a threat to aviation safety or to structures, equipment, and human health. It also identified personnel to implement the plan; identified hazardous wildlife attractants on or near the Airport; identified wildlife management techniques to minimize the hazard; prioritized appropriate management measures; recommended necessary equipment and supplies; and identified training requirements for Airport personnel.

In 2019, K&G assisted GAO in the preparation of a Request for Proposals (RFP) for a fuel provider at the Airport. We assisted in drafting the advertisement, terms and conditions, and prepared fuel markup criteria forms and other forms for bidders to submit with their proposals.

Since 2015, K&G has prepared 4 Independent Fee Estimates (IFEs) for the design of Runway 18-36 strengthening project, preparation of a Stormwater Management Plan, Runway Seal Coat and Pavement Markings, and Obstruction Removal.

In 2014, K&G assisted GAO in the consultant selection process as the Airport was soliciting Statements of Qualifications for an On-Call Engineering contract. We were responsible for the preparation of the advertisement, multiple forms for use by applicants, ranking forms for use by the selection committee, a summary of the responses and Request for Qualifications (RFQ) criteria, and draft letters to both the successful applicant and those firms not selected.

Since 2014, K&G has managed the Airport's Disadvantaged Business Enterprise (DBE) Program, including preparation of triennial DBE Goal Methodology Reports, all elements of the DBE Goal public involvement process, and annual DBE accomplishment reports.

**Contact/Reference:**

Ms. Serena Bruce  
Greater Lafourche Port Commission  
16829 East Main Street  
Cutoff, Louisiana 70345  
(985) 632-1108  
[serenab@portfourchon.com](mailto:serenab@portfourchon.com)



Since 2010, Kutchins & Groh has served the Port of South Louisiana as the On-Call Planning Consultant for the Executive Regional Airport, a General Aviation facility located in Reserve, Louisiana.

Under the On-Call Planning contract, K&G assists the Airport with environmental planning, grant management, capital planning, preparation of Independent Fee Estimates (IFEs), and management and administration of its Disadvantaged Business Enterprise (DBE) Program. This includes the preparation of triennial DBE Goal Methodology Reports and Annual DBE Accomplishment Reports.

In 2020, K&G was the lead consultant for the preparation of Minimum Standards for APS. The purpose of the report was to encourage, promote, and ensure the consistent provision of high-quality aviation services facilities at the Airport, high-quality aviation improvements and amenities, aviation safety and security, the economic health of aviation operators, and the orderly development of Airport property for aviation purposes.

In 2014 the Port engaged K&G to prepare and complete an Airport Layout Plan (ALP) update for APS. Our work on the ALP included a complete aeronautical survey in accordance with FAA Advisory Circulars 150/5300-16A, 150/5300-17C and 150/5300-18C. The project resulted in a 15-sheet set of airport plans, including the ALP drawings, airspace drawings, approach and departure surface drawings, a terminal area plan, a land use plan, and the airport property map. Additionally, K&G assisted the Port in updating the approved approach procedures.

In 2011 K&G was the lead consultant in the preparation of an Airport Action Plan and a Runway End Siting Analysis. One of the short-term objectives identified for the Action Plan was an extension of existing Runway 17-35 with a goal of providing an additional 1,000 feet for north and southbound take off operations. Through a series of planning charrettes, future facility requirements were identified, and development alternatives were prepared. This resulted in a Recommended Development Plan which was adopted by the owner as its preferred alternative. K&G then developed a list of proposed projects to support the selected alternative, established a logical development progression, and assigned rough order of magnitude costs. The proposed Development Plan resulted in a CIP for the Airport, which identified those projects that will enhance the safety, efficiency, and capacity of an airport over a period of 20 years.

**Contact/Reference:**

Mr. Chanse Watson, Airport Manager  
Port of South Louisiana  
355 Airport Road, Reserve, LA 70084  
(985) 536-1999  
[cwatson@portsl.com](mailto:cwatson@portsl.com)



As a sub-consultant to T. Baker Smith, LLC, Kutchins & Groh served on the On-Call Engineering, Planning, and Implementation Services consultant team for the Thibodaux Municipal Airport from 2011 to 2016. Among the tasks with which we assisted T. Baker Smith were preparation of an Airport Layout Drawing (ALD) Update, Environmental Assessment (EA) for Obstruction Removal, DBE Program Services, and general capital planning.

The Airport Layout Drawing (ALD) Update included a narrative report which addressed an aeronautical forecast through 2031, alternatives for proposed development, and a phasing plan and cost estimate for the preferred development plan. The development plan included a future Terminal Facility and associated apron, future General Aviation hangars, a future parallel taxiway, a future connector taxiway, rehabilitation of the perimeter fence, and obstruction removal.

An Environmental Assessment for Obstruction Removal was required to eliminate trees at the approach ends of Runway 8-26. K&G assisted T. Baker Smith with the documentation of the EA.

Kutchins & Groh has also assisted the Thibodaux Municipal Airport (L83) with the management and administration of its Disadvantaged Business Program (DBE) since 2012. Among the DBE services we provide to the Airport are the submission of annual DBE Accomplishment Reports and the preparation of triennial DBE Goal Methodology Reports, including a newly implemented and in-depth public involvement process required by the Federal Aviation Administration.

K&G also prepared an update to the Airport's DBE Program in 2014, which included: pertinent FAA regulations, a Bidder's List Form, a Sample Bidder's Report, Good Faith Efforts, an Executed Unified Certification Program Agreement, and a Bid Form. K&G was also responsible for the preparation of a Small Business Participation Plan (SBPP) for the Airport in 2014. A SBPP is an FAA-required document that calls for the inclusion of an element to structure contracting requirements to facilitate competition by Small Business Concerns (SBCs).

**Contact/Reference:**

Sarah Arceneaux  
Airport Manager, City of Thibodaux  
310 West Second Street  
P.O. Box 5418  
Thibodaux, Louisiana 70302  
(985) 446-7606  
[saraha@ci.thibodaux.la.us](mailto:saraha@ci.thibodaux.la.us)

#### **D. KEY PERSONNEL'S PARTICIPATION IN PAST PROJECTS**

Please see the 'Key Personnel Participation' matrix within the SF-330 forms for a listing of example projects and the key personnel from K&G and our sub-consultants firms.

#### **E. CURRENT WORKLOAD:**

Kutchins & Groh stands ready to draw upon the resources of our in-house staff, as well as that of our sub-consultants to immediately initiate the tasks outlined in your RFQ, should we be selected as your consultant. Collectively, the K&G Team brings 49 professionals of varied backgrounds in Planning, Engineering, Finance, Business Consulting, and Geospatial Mapping. While all firms maintain a healthy log of active projects and clients, we have the capacity to prosecute the elements of this contract in a timely and efficient manner. Having considered the current and projected workloads of our combined staff, as well as the potential tasks and projects identified in the Request for Statements of Qualifications, we hereby commit to the availability of all key and support personnel listed in Section E of the SF 330 Form and stand ready to commence work immediately upon selection.

#### **F. FIRM SIZE AS RELATED TO PROJECT MAGNITUDE:**

As a small consulting firm dedicated solely to the field of aviation, Kutchins & Groh has the unique ability to serve as an extension of your staff, providing "hands-on" and readily available assistance to your staff on an "as-needed" basis. Although the K&G current staff size is relatively small, with a total of 10 employees, we provide professional experience in varied backgrounds ranging from engineering to planning, environmental planning, business, and finance. The K&G corporate culture is rooted in our basic philosophy that the firm exists to provide our clients with value-added aviation consulting services. In order to accomplish this, we respond to the specific needs of our clients rather than attempting to create frivolous billable work. This is especially crucial for on-call consulting contracts. We begin every project with the development of precise tasks, in conjunction with airport staff, to assist the airport in meeting its planning and development goals in a timely and efficient manner.

#### **G. LOCATION OF OFFICE WHERE WORK WILL BE PERFORMED:**

K&G is a Texas-based consulting firm with offices in the Dallas/Fort Worth area and the cities of New Orleans, Baton Rouge, and Tampa. The Principal-In-Charge for this assignment, Brad Kutchins, is based in the Dallas/Fort Worth office, and several of our staff members are located in our downtown New Orleans office.

**Kutchins & Groh Headquarters:**  
7 Trailside Court  
Mansfield, TX 76063

**Kutchins & Groh New Orleans:**  
400 Poydras Street, Suite 1380  
New Orleans, LA 70130

## H. REFERENCES:

**Monroe Regional Airport (MLU)**, Monroe, LA; Mr. Charles Butcher, Airport Director; 5400 Operations Road, Monroe, LA 71203; (318) 329-2461; [charles.butcher@ci.monroe.la.us](mailto:charles.butcher@ci.monroe.la.us)

**Acadiana Regional Airport (ARA)**, New Iberia, LA; Mr. Maurice Songy, Executive Director; 1404 Hangar Drive, New Iberia, LA 70560; (337) 365-7202;net

**Baton Rouge Metropolitan Airport (BTR)**, Baton Rouge, LA; Mr. Mike Edwards, Director of Aviation; 9430 Jackie Cochran Drive, Baton Rouge, LA 70811; (225) 355-0333; [medwards@brgov.com](mailto:medwards@brgov.com)

**Houma-Terrebonne Airport (HUM)**, Houma, LA; Mr. Myrden Pellegrin, Executive Director; 10264 East Main Street, Houma, LA 70363; (985) 872-4646; [mpellegrin@houma-airport.com](mailto:mpellegrin@houma-airport.com)

**Lafayette Regional Airport (LFT)**, Lafayette, LA; Mr. Steven Picou, Executive Director; 222 Jet Ranger X Drive, Lafayette, LA 70508; (337) 266-4401; [stevenp@lftairport.com](mailto:stevenp@lftairport.com)

**Lake Charles Regional Airport (LCH)**, Lake Charles, LA; Mr. Heath Allen, Executive Director; 500 Airport Boulevard, Suite 104, Lake Charles LA 70607; (337) 477-6051; [hallen@flylakecharles.com](mailto:hallen@flylakecharles.com)

**New Orleans Lakefront Airport (NEW)**, New Orleans, LA; Mr. Bruce Martin, Director of Aviation; 6001 Stars & Stripes Boulevard, Suite 243, New Orleans, LA 70126; (504) 874-0498; [bmartin@lakefrontairport.com](mailto:bmartin@lakefrontairport.com)

**South Lafourche Airport (GAO)**, Galliano, LA; Ms. Serena Bruce, Legal/Projects Assistant, 16829 East Main Street, Cutoff, Louisiana 70345; (985) 632-1108; [serenab@portfourchon.com](mailto:serenab@portfourchon.com)

**Port of South Louisiana Executive Regional Airport (APS)**, Reserve, LA; Mr. Chanse Watson, Airport Director; 355 Airport Road, Reserve, LA 70084; (985) 536-1999; [cwatson@portsl.com](mailto:cwatson@portsl.com)

**Thibodaux Municipal Airport (L83)**, Thibodaux, LA; Ms. Sarah Arceneaux, Airport Manager; 310 West Second Street, Thibodaux, LA 70302; (985) 446-7606; [saraha@ci.thibodaux.la.us](mailto:saraha@ci.thibodaux.la.us)

## DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION

Kutchins & Groh is committed to utilizing our DBE partners, Jaedicke Consulting and Newhouse & Associates, for meaningful participation on your projects, and we will look for every opportunity to utilize their services on this contract. K&G has a proven track record of meeting our commitments by identifying significant opportunities to involve our DBE partners. K&G has teamed with both Newhouse and Jaedicke on multiple occasions, and we are proud to include them on our team for this contract. Both are certified DBEs in Louisiana.



**RESOLUTION**

**STATE OF LOUISIANA  
CITY OF MONROE**

NO. \_\_\_\_\_

The following Resolution was offered by Mr. /Ms. \_\_\_\_\_ who moved for its adoption and was seconded by Mr. /Ms. \_\_\_\_\_.

**A RESOLUTION APPROVING THE MONROE REGIONAL AIRPORT'S TITLE VI PLAN AND FURTHER PROVIDING WITH RESPECT THERETO.**

**WHEREAS**, the Monroe Regional Airport is eligible for United States Department of Transportation financial assistance through the Federal Aviation Administration;

**WHEREAS**, recipients of federal financial assistance from the FAA must comply with Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000d), are prohibited from engaging in discrimination based on race, creed, color, national origin, or sex (49 U.S.C. § 47123), and cannot discriminate on the basis of age ((42 U.S.C. § 6101);

**WHEREAS**, Title 49, Part 21, of the Code of Federal Regulations, also requires the FAA to ensure that recipients of financial aid provide equal opportunity and access in all programs and activities;

**WHEREAS**, as a condition of receiving federal aid, the Monroe Regional Airport must prepare a Title VI Plan to ensure compliance with applicable anti-discrimination laws, including Title VI of the Civil Rights Act of 1964, as amended;

**WHEREAS**, the Monroe Regional Airport's Title VI Plan is attached hereto and made part hereof.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Monroe, in legal and regular session convened, that the Monroe Regional Airport's Title VI Plan is hereby approved; and

**BE IT FURTHER RESOLVED** that Mayor Friday Ellis is hereby authorized to execute all documents necessary or required by Federal Aviation Administration to submit, file, or approve the Monroe Regional Airport's Title VI Plan.

This Resolution was submitted in writing and was then submitted to a vote as a whole. The vote thereon being as follows:

**AYES:**

**NAYS:**

**ABSENT:**

And the Resolution was declared **ADOPTED** on November 26, 2024.

\_\_\_\_\_  
**CHAIRPERSON**

\_\_\_\_\_  
**CITY CLERK**

## Monroe Regional Airport Sponsor Title VI Plan

### 1. Title VI Policy Statement<sup>1</sup>

Monroe Regional Airport assures that no person shall on the grounds of race, color, national origin (including limited English proficiency (LEP)), sex (including sexual orientation and gender identity), creed, or age, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 (PL 100.259), Section 520 of the Airport and Airway Improvement Act of 1982, and related authorities (hereafter, "Title VI and related requirements"), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity that receives U.S. Department of Transportation (DOT) funding. Title VI also prohibits retaliation for asserting or otherwise participating in claims of discrimination.

Monroe Regional Airport further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs are federally funded or not. The Airport Sponsor agrees, among other things, to understand the communities surrounding or in the flight path, as well as customers that use the airport. Anytime communities may be impacted by programs or activities the Monroe Regional Airport will take action to involve them and the general public in the decision-making process.

Monroe Regional Airport requires nondiscrimination assurances, as prescribed by FAA, from each tenant, contractor, and concessionaire providing an activity, service, or facility at the airport. Assurances must be included in any related lease, contract, or franchise agreement between Monroe Regional Airport and each tenant, contractor, and concessionaire, as well as in any similar agreements with their own sub-tenants and sub-contractors.

Shirley Stewart, available at 318-329-2460 and Shirley.Stewart@ci.monroe.la.us, is responsible for overseeing the Airport Sponsor's compliance with Title VI and the point of contact for all airport Title VI matters and related responsibilities, including those required by 49 CFR Part 21.

\_\_\_\_\_  
*Signature*  
**Charles Butcher, A.A.E.**  
**Airport Director**

\_\_\_\_\_  
**Effective Date**

  
**3-Year Expiration Date**

<sup>1</sup> This policy statement will be translated into languages other than English, upon request and based on patron and local language demographics.

## 2. Administration

The Monroe City Council has reviewed and adopted this Title VI Plan for Monroe Regional Airport. This plan will be updated no less than once every 3 years. The plan will not be re-adopted following minor changes, such as updating the *Airport Director* or Coordinator's name. Significant revisions to our policies or federal guidelines may warrant re-adoption by the Monroe City Council and resubmittal to FAA.

In addition to the coordinator and airport sponsor's leadership, the following people also assist with our Title VI program requirements:

Staff Supporting Title VI Program	Airport Sponsor Program / Office
<i>None</i>	

### Sub-Recipients

<i>None</i>
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As of the date of this plan, Monroe Regional Airport has the following pending applications for Federal financial assistance:

Federal Source	Grant Number	Amount
<i>None</i>		

In addition, Monroe Regional Airport sub-recipients have the following pending applications for Federal financial assistance (either directly from the FAA, or passed through the State DOT):

Federal Source	Grant Number	Amount
<i>None</i>		

Updated information for pending and awarded grant applications will be available through the following methods:

Federal Source	Grant Award Information Available at:
<i>FAA AIP</i>	<a href="https://www.faa.gov/airports/aip/">https://www.faa.gov/airports/aip/</a>

### **3. Grant and Procurement Assurances**

49 CFR § 21.7 (a)(1); 49 CFR Part 21 Appendix C (b)

Monroe Regional Airport will complete standard grant assurances for Title VI and related requirements, in the form prescribed by FAA. See [https://www.faa.gov/airports/aip/grant\\_assurances/#current-assurances](https://www.faa.gov/airports/aip/grant_assurances/#current-assurances).

#### **Clauses/Covenants**

- a. All contracts, leases, deeds, licenses, permits, and other similar instruments, must contain the contractual requirements and clauses, in the form prescribed by FAA. See [https://www.faa.gov/airports/aip/procurement/federal\\_contract\\_provisions/](https://www.faa.gov/airports/aip/procurement/federal_contract_provisions/). Note that unlike many other clauses, Civil Rights clauses are required in all contracts. Note also special clauses that are required for certain types of contracts, such as land acquisition.
- b. Monroe Regional Airport requires Civil Rights clauses to be included in solicitations and contracts for all subcontractors, subleases, and any other agreements.



### **4. Title VI Coordinator Responsibilities**

The Coordinator is responsible for ensuring that they and other staff supporting the Title VI are trained in Title VI requirements. Essential training topics include:

- Basic Title VI requirements
- Airport language assistance resources and practices
- Collecting and assessing demographic data
- Reporting Title VI complaints and other required FAA notifications.

See Training Section for more information for expected training for all staff.

Among other responsibilities, the coordinator:

- Proactively ensures that the Airport Sponsor is in compliance with nondiscrimination requirements of Title VI and reports to Monroe Regional Airport leadership on the status of Title VI compliances.
- Responds promptly to requests by FAA for data and records and for the scheduling of compliance reviews and other FAA meetings to determine compliance with Title VI and related requirements.
- Receives discrimination complaints covered by Title VI and related requirements, and forwards them to the FAA, within 15 days of receipt, together with any actions taken to resolve the matter.

- Provides the FAA with updates regarding its response and status of early resolution efforts to complaints concerning Title VI and related requirements (49 CFR Part 21, Appendix C(b)(3)), including resolution efforts.
- Annually reviews the airport's Title VI plan and disseminates information throughout staff and the Airport Sponsor's leadership.
- Coordinates data collection to evaluate whether racial or ethnic groups are unequally benefited or impacted by airport programs. The data will be regularly assessed and readily available upon request (49 CFR § 21.9(b) & (c)). Data collection methods will include optional demographic questions in: airport customer satisfaction surveys, customer complaints, airport event sign-in sheets, and bids/proposals for airport contracts, and other methods described in the airport Community Participation Plan (CPP).
- Maintains demographic data for members of appointed planning and advisory bodies for the airport. Identifies any disparities compared to the community. Provides information to the membership selecting official/committee, particularly when vacancies occur.
- Maintains a copy of 49 CFR Part 21 for inspection by any person asking for it during normal working hours (49 CFR 21, Appendix C (b)(2)(i)).

See Notice, Compliance reviews, Audits, Lawsuits, and Other Investigations, and Complaints Sections of this Plan.

The Coordinator has requested and received access to the Title VI portion of the FAA Civil Rights Connect System (<https://faa.civilrightsconnect.com/>).

## **5. Notice**

49 CFR Part 21 Appendix C(b)(2)(ii)

Monroe Regional Airport will conspicuously display the FAA-provided Unlawful Discrimination Poster in all public areas on airport property, including those with pedestrian activity. The coordinator ensures that these posters are visible, accessible,<sup>2</sup> and maintained. The poster template is available at [https://www.faa.gov/about/office\\_org/headquarters\\_offices/acr/com\\_civ\\_support/non\\_disc\\_pr/](https://www.faa.gov/about/office_org/headquarters_offices/acr/com_civ_support/non_disc_pr/) and a completed copy is attached. See Section 15 Appendix.

Monroe Regional Airport has posted the above Title VI policy statement at its administrative offices.

Monroe Regional Airport will distribute this Title VI Plan among its employees and airport contractors, concessionaires, lessees, and tenants. This plan will be distributed by tenant meetings, and Monroe Regional Airport website.

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<sup>2</sup> For more information about website accessibility, please visit [ADA.gov](http://ADA.gov).

Posters are displayed in the terminal and other areas on airport property, including the following public locations:

Terminal/FBO/Concessions/ Other Locations	Quantity in Pre-Security Area	Quantity in Post-Security Area	Additional Quantities
<i>Terminal</i>	2	2	
<i>Administration office</i>			1

Outreach to Affected Communities

The airport administration office ensures that notices for public meetings reach all segments of the impacted community. The Title VI coordinator will identify the effective media platforms to share announcement and notices. Announcements are made in social media, general circulation newspapers, community newspapers, email broadcast, and airport website. The airport administration office contacts leaders and representatives in Affected Communities directly to confirm effective media platforms to reach all Affected Communities<sup>3</sup> and provide important feedback on translated materials. The office maintains records of all such notices and the efforts made to reach each of the Affected Communities.

To ensure that the community is effectively informed of and able to participate in public hearings, the airport administration office includes public notices translated into appropriate languages, including for any language spoken by a significant number or proportion of the Affected Community population that has limited English proficiency (LEP). Such social media postings and notices will include direction for obtaining an interpreter, free of charge, for public hearings. 28 CFR § 42.405(d). See Limited English Proficiency (LEP) Section.

**6. Community Statistics**

Title VI regulations require Federal grant recipients to know their community demographics. See 49 CFR § 21.9(b). By knowing this information, MLU will be able to identify, understand, and engage with communities. In doing so, the Monroe Regional Airport needs to know about communities eligible to be served, actually or potentially affected, benefited, or burdened by Monroe Regional Airport program.

<sup>3</sup> We will not subject any persons to discrimination based on race, color, national origin, age, sex, or creed. The term “protected communities” is used within this Title VI Plan to highlight the requirements of Title VI, 49 U.S.C. § 47123, the Age Discrimination Act of 1975, and in some instances, includes low-income populations under Executive Order 12898.

Affected Communities <sup>4</sup>	Population
Monroe	45,162

(Hereafter, the above communities will be referred to collectively as “the Affected Communities”).

We have identified the following facts about the Affected Communities:

Low Income Communities<sup>5</sup>.

A low-income area is an identifiable group of persons living in geographic proximity, whose median household income is at or below the Department of Health and Human Services poverty guidelines. Pursuant to Executive Order 12898, “Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations,” Monroe Regional Airport is collecting information about affected and potentially affected low-income communities. According to *U.S. Census Report S1701: Poverty Status in the Past 12 Months*, the overall poverty level for the city remains similar compared with the rest of the state of Louisiana. The poverty rates for the specific Affected Communities are as follows.

Affected Communities	Poverty Rate
Monroe	35.1%

**Affected Community: Monroe**

Total Population                      45,162                      100%

White alone	14,536	32.19
Black or African American alone	27,564	61.03
American Indian and Alaska Native alone	43	0.1
Asian alone	625	1.4
Native Hawaiian and Other Pacific Islander alone	0	0
Some other race alone	945	2.1
Two or more races	534	1.18
Hispanic or Latino origin (of any race)	885	2

<sup>4</sup> “Affected communities” means any readily identifiable group potentially impacted by an airport project or operation, such as the community immediately surrounding a project or a community in the flight path.

<sup>5</sup> Low-income data must be collected to assist in our compliance with Environmental Justice requirements (not Title VI requirements). For example, this data will be utilized in our Community Participation Plan (CPP) to help ensure the meaningful involvement of low income communities in airport programs and activities.

Limited English Proficiency (LEP).

The goal of all language access planning and implementation is to ensure that Monroe Regional Airport communicates effectively with limited English proficient (LEP) individuals. Effective language access requires self-assessment and planning. The next table lists non-English languages<sup>6</sup> that are spoken in LEP households in the Affected Communities. The data source is the Census Bureau Table B16001 American Community Survey.

The threshold we have used for identifying the languages with significant LEP populations is the DOT LEP Policy Guidance safe harbor threshold, which is 5% or 1,000, whichever is less.<sup>7</sup> The safe harbor for our community is 1,000. Currently, no languages meet this threshold.

Languages Spoken by LEP Persons	A few times a year (12 or less days a year)	Several times a month (13 to 51 days a year)	At least once a week (52 to 364 days a year)	Every day (365 days a year)
<i>Spanish</i>	X			

**Additional Languages Spoken**

<i>None</i>
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This information is updated annually<sup>8</sup> through checking the following resources:

Data Sources for Languages Spoken in Affected Community	Website link to Data Source
<i>U.S. Census Bureau</i>	<i><a href="https://data.census.gov/cedsci/table?q=B16001&amp;tid=ACSDT1Y2019.B16001">https://data.census.gov/cedsci/table?q=B16001&amp;tid=ACSDT1Y2019.B16001</a></i>

Staff and Advisory Board Diversity.

Demographic information is collected from airport employees, customers, and businesses seeking businesses opportunities at the airport through voluntary disclosures.

<sup>6</sup> Recommend using language groups from the U.S. Census, and using data for the “Speak English less than ‘very well’” category for each language over the threshold.

<sup>7</sup> See the DOT LEP Policy Guidance at <https://www.federalregister.gov/d/05-23972/p-133>. The safe harbor provisions apply to the translation of written documents only; however, it provides a consistent starting point for identifying significant LEP populations.

<sup>8</sup> Data should be kept up-to-date, but this plan does not need to be updated for incremental data changes during the Plan’s 3-year period.



**Description of Employee and Advisory Board Demographic Information Collection Methods**

- Employees are asked to submit voluntary demographic information during badging process.

**7. Potential or Known Community Impacts**

Projects or services receiving federal financial assistance have the potential to touch so many aspects of American life. Thus, in general, no Monroe Regional Airport activity must have a discriminatory disparate impact on the basis of race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age. This means that policies or procedures that have a disparate impact would require a well-documented substantial legitimate nondiscriminatory justification, summarized below. Impacts to protected communities must be avoided or minimized to the extent possible. No project with a discriminatory impact on protected communities will be undertaken.<sup>9</sup>

The following airport facilities are already in use or under construction and expected to be in use within the next 3 years:

<b>Existing Airport Facilities</b>	<b>Affected Community Impacted by Operation of the Facility</b>
<i>Runway 04/22</i>	<i>71203</i>
<i>Runway 14/32</i>	<i>71203</i>
<i>Maintenance Building</i>	<i>None</i>
<i>ARFF Station</i>	<i>None</i>
<i>Terminal Building</i>	<i>None</i>

The following airport facility projects (including all alternatives) are in construction or expected to be in construction within the next 3 years:

<b>Airport Facility Construction Projects</b>	<b>Affected Community Impacted by Construction of the Facility</b>
<i>Taxiway Delta Realignment</i>	<i>None</i>
<i>Loading Bridges (4)</i>	<i>None</i>
<i>Airfield Drainage and Erosion</i>	<i>None</i>
<i>South GA Taxiway</i>	<i>None</i>
<i>Runway 14/32 Rehabilitation Project</i>	<i>None</i>
<i>Perimeter Road Rehabilitation Project</i>	<i>None</i>

We have analyzed the above existing facilities and facility construction projects for disparate impacts on the basis of race, color, or national origin (including LEP) in Affected Communities. The following have disparate impacts:

<sup>9</sup> In order to carry out an alternative with a discriminatory impact, the airport sponsor must demonstrate that there was a substantial legitimate justification for the decision. The sponsor must also show that alternatives with less discriminatory impacts were meaningfully considered and rejected for legitimate reasons.

<b>Facilities or Construction Projects with Disparate Impacts</b>	<b>Affected Community Impacted</b>	<b>Impact Can Be Eliminated?</b>
<i>None</i>		

**Justifications:**

<b>Facilities or Construction Projects</b>	<b>Justification</b>
<i>None</i>	

**8. Limited English Proficiency (LEP)**

Executive Order 13166

In creating a Language Assistance Plan, the Monroe Regional Airport will consider the volume, proportion, or frequency of contact with LEP persons in determining the appropriate language assistance to provide.

In Community Statistics section, we identified the following languages spoken by LEP persons in Affected Communities:

<b>Language</b>
<i>Spanish</i>

The Monroe Regional Airport also collects data for languages spoken by airport guests.<sup>10</sup> Data sources include:

<b>Data Sources for Languages Spoken by Airport Guests</b>	<b>Website link to Data Source</b>
<i>Assistance requests to airport information/security desks</i>	<i>N/A</i>

Based on the above data, the following additional languages have been identified as likely to be spoken by LEP airport guests:

<b>Language</b>
<i>None</i>

The Title VI Coordinator will also actively engage with community educators, community groups, places of work, business groups, social groups, and the like to confirm that translation and interpretation services are accurate and effective. Additionally, the Title VI Coordinator will inform leadership and staff of the Monroe Regional Airport of the responsibility to provide

<sup>10</sup> We aim to provide appropriate language assistance services to every LEP person encountered. This includes instances when LEP statistical data for a particular language was not available beforehand, or the safe harbor threshold for written translation was not met.

language access. We have made the following plans to provide translation services free of charge to ensure that individuals with LEP have access to the benefits of the airport:

**Translation Services:**

- All written notices contain a statement in the identified languages, when appropriate, of how to receive translated written materials.
- The following vendors have been identified for written translations:

Translation Vendors	Languages
<i>None</i>	

**Interpretation Services:**

- The following vendors have been identified for interpretation services:

Interpretation Vendors	Languages
<i>Google Translate</i>	<i>All above languages</i>

- 

Location for Interpretation Assistance	Languages
<i>Airport Administration Office</i>	<i>All above languages</i>
<i>Airport information/security desks</i>	<i>All above languages.</i>

**9. Transportation**

49 Part CFR 21 Appendix C (a)(1)(ix)

In the Community Statistics section of this plan, we identified Affected Communities and provided demographic and related data for the community populations. The minority and disadvantaged community areas located within the Affected Communities are identified below. Other minority and disadvantaged community areas that are near the airport but not within Affected Communities are also identified below.

We have coordinated with Monroe Transit to encourage them to provide transit service access between the airport and these areas.

The following chart identifies existing and planned transit services connecting the airport employment centers with the identified minority and disadvantaged community areas.

Minority and/or Disadvantaged Community Areas	Transit Service	Planned or Existing
Desiard	Fixed-route buses	Existing
Park Avenue	Fixed -route buses	Existing
Twin City Mall	Fixed-route buses	Existing
Pecanland Mall	Fixed-route buses	Existing
University	Fixed-route buses	Existing

### **10. Minority Businesses**

49 CFR 21 Appendix C (a)(1)(x)

Bids for airport business opportunities are solicited from area minority and woman-owned businesses through the following methods:

Airport Business Opportunity	Minority Business Outreach Methods
<i>Informal Solicitations</i>	<i>Where available, request quotes.</i>
<i>Formal Solicitations</i>	<i>Advertised through the City of Monroe website, and local and statewide newspapers.</i>

Selections are in compliance with Title VI, Part 21, and related requirements. Information on the award process and documentation for specific bid decisions is kept with the purchasing office with the City of Monroe.

### **11. Training**

New employee orientation may incorporate Title VI training. Topics include:

- Title VI and related laws prohibit discrimination on the basis of race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age.
- Title VI complaints must be forwarded to the coordinator.
- Protections against retaliation for filing civil rights complaints or related actions.
- Title VI notices must be displayed throughout the airport public facilities.
- All contracts must include Title VI clauses.
- Language interpretation and translation services
- Cultural and community relations sensitivity training
- Anti-harassment training

Refresher information will be provided annually.

## **12. Compliance Reviews, Audits, Complaints, Lawsuits, and Other Investigations**

**FAA Notification.** The coordinator will notify FAA of any pending investigations and reviews, including:

- Compliance reviews or audits concerning civil rights requirements<sup>11</sup>
- Complaints, lawsuits, or other investigations alleging noncompliance with civil rights requirements<sup>12</sup>

As discussed in the Title VI Complaints Section, Title VI complaints must be forwarded to FAA contacts within 15 days of receipt. For all other civil rights investigations, the Monroe Regional Airport must notify FAA contacts of any new investigations prior to grant execution.

At regular intervals, the coordinator will provide FAA contacts with status updates for the investigations and reviews, until completed. For each existing investigation or review completed within 5 years of this plan, the coordinator will also provide a statement about the outcome, unless previously provided.

## **13. Title VI Complaints**

49 CFR 21.11; 49 CFR 21 Appendix C (b)(3); 28 CFR 42.406(d)

**Scope.** These procedures are for complaints of discrimination under Title VI and related laws (hereafter “Title VI Complaints.” In order to be a Title VI Complaint, the complaint must:

1. Allege discrimination on the basis of race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age or violations administrative requirements under Title VI or related laws.
2. Not only be for employment matters<sup>13</sup>
3. Allege misconduct by the Monroe Regional Airport, including airport employees, contractors, concessionaires, lessees, or tenants.
4. Concerning an airport facility or actions by the Monroe Regional Airport including airport employees, contractors, concessionaires, lessees, or tenants.

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<sup>11</sup> Includes any Title VI, ADA, Sec. 504, Title VII/EEO, or other civil rights program compliance review or audit to be performed on the airport sponsor or any of its sub-recipients by any State, local or Federal agency.

<sup>12</sup> Includes allegations of discrimination based on race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age, whether because of actions of the airport sponsor itself, or its employees, contractors, or tenants. Includes noncompliance with related administrative requirements under civil rights laws.

<sup>13</sup> Complaints of employment discrimination must be addressed as required by EEOC and other applicable authorities with jurisdiction over employment matters. If an Airport sponsor employment activity is supported by FAA-provided financial assistance or it is alleged that the employment discrimination affects the broader airport program, complaints about that activity must also be reported to FAA.

Rights. Any person who believes that he or she has been subjected to discrimination on the basis of race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age has the right to file a complaint with the Monroe Regional Airport.<sup>14</sup> Alternatively, they can file a formal complaint with an outside agency, such as the U.S. Departments of Justice or Transportation, or the Federal Aviation Administration (FAA), or seek other legal remedies.

Receipt of Complaint. The coordinator will log in the complaint and promptly send copies of the complaint to the Airport Director

Complaints must be filed within 180 days of the discriminatory event, must be in writing, and must be delivered to:

Shirley Stewart, Marketing Director/ Title VI Coordinator  
5400 Operations Rd.  
Monroe, LA 71203  
318-329-2460  
Shirley.Stewart@ci.monroe.la.us

If a complaint is initially made by phone, it must be supplemented with a written complaint 180 days after the discriminatory event has passed. If a verbal complaint is received, the complainant should be given a copy of the Airport Discrimination Complaint Procedures and instructed to submit a written complaint. Accommodation will be provided upon request to individuals unable to file a written complaint due to a disability.

Initial Procedure. The coordinator may meet with the complainant to clarify the issues, obtain additional information, and determine if informal resolution might be possible in lieu of an investigation. If successfully resolved, the coordinator will issue a closure letter to the complainant, record the disposition in the complaints log, and report the resolution to FAA.

### **Discrimination Complaint Referral Procedure**

Internal Complaint Referral. All Title VI complaints must be promptly forwarded to the coordinator within 14 days.

Initial FAA Notification. A copy of each Title VI complaint will be forwarded to the FAA within 15 days of initial receipt (not the date that the coordinator was notified). The coordinator will forward a copy of the complaint and a statement describing all actions taken to resolve the matter, and the results thereof, to the FAA Civil Rights staff. (Note: complaints based on disability do not have to be forwarded to FAA.) To transmit complaint information to the FAA, the Coordinator will upload the information to the FAA Civil Right Connect System, which issues automated notifications to FAA staff. The coordinator will also seek technical assistance from FAA, as needed, throughout complaint intake, investigation and resolution process.

## **Investigation Procedure**

Assignment of Investigator. The coordinator will immediately begin the investigation or designate an investigator.

Cooperation with FAA. The coordinator will promptly investigate all Title VI complaints, including those referred by the FAA for investigation. If the FAA is investigating a complaint against the Monroe Regional Airport, the Coordinator will avoid interfering with the FAA investigation, cooperate with the FAA when needed, and share factual information with the FAA.

Prompt Investigation. The coordinator will make every effort to complete discrimination complaint investigations within 60 calendar days after the complaint is received. Some investigations may take longer with a justification for the delay and assurance that the investigation is being completed as quickly as possible.

Contact with Complainant. The coordinator will meet with the complainant to clarify the issues and obtain additional information, and also speak with community members and potential witnesses, as appropriate.

Investigation Report. After completing the investigation, the coordinator will prepare a written report.

Consultation with Legal Counsel. In each case, the coordinator will consult with Legal Counsel regarding the investigation and the report. Airport Legal Counsel will ensure that the report is consistent with the DOT and FAA Title VI nondiscrimination requirements.

Prompt Resolution of Disputes. The coordinator will emphasize voluntary compliance and quickly and fairly resolve disputes with complainants, or with contractors, tenants, or other persons, through negotiations and mediation.

Forwarding Report and Response to Complainant. At the completion of the investigation, the complainant and respondent will receive a letter of findings and determination of the investigation and any applicable resolution. The letter transmitting the findings and any applicable resolution will state the Monroe Regional Airport's conclusion regarding whether unlawful discrimination occurred and will describe the complainant's appeal rights. A summary of the investigation report, any appeal, or follow-up actions will be sent to the FAA via the FAA Civil Right Connect System.

Appeal Rights. The complainant must be notified of their right to appeal the findings or determinations, and of the procedures and requirements for an appeal:

- The complainant may appeal in writing to the Airport Director.
- The written appeal must be received within 10 business days after receipt of the written decision.
- The written appeal must contain all arguments, evidence, and documents supporting the basis for the appeal.

- The Airport Director will issue a final written decision in response to the appeal.

Avoiding Future Discrimination. In addition to taking action with respect to any specific instances of discrimination, the Monroe Regional Airport will identify and implement measures to reduce the chances of similar discrimination in the future.

Intimidation and Retaliation Prohibited. Monroe Regional Airport employees, contractors, and tenants will not intimidate or retaliate against a person who has filed a complaint alleging discrimination.

For information on filing a complaint with DOT/FAA, please contact Shirley Stewart.

This complaint procedure is shared with the public through the following methods:

**Website, In-person, and Other Distribution Methods**

*1 Airport website. Title VI page at [www.flymlu.com](http://www.flymlu.com)*



### 14. Population / Language Data

	Monroe city, Louisiana	
Label	Estimate	Margin of Error
Total:	45,544	±280
Speak only English	44,427	±380
Spanish or Spanish Creole:	513	±180
Speak English "very well"	403	±154
Speak English less than "very well"	110	±75
French (incl. Patois, Cajun):	122	±69
Speak English "very well"	122	±69
Speak English less than "very well"	0	±25
French Creole:	0	±25
Speak English "very well"	0	±25
Speak English less than "very well"	0	±25
Italian:	0	±25
Speak English "very well"	0	±25
Speak English less than "very well"	0	±25
Portuguese or Portuguese Creole:	0	±25
Speak English "very well"	0	±25
Speak English less than "very well"	0	±25
German:	11	±14
Speak English "very well"	11	±14

Speak English less than "very well"	0	±25
Yiddish:	0	±25
Speak English "very well"	0	±25
Speak English less than "very well"	0	±25
Other West Germanic languages:	0	±25
Speak English "very well"	0	±25
Speak English less than "very well"	0	±25
Scandinavian languages:	0	±25
Speak English "very well"	0	±25
Speak English less than "very well"	0	±25
Greek:	0	±25
Speak English "very well"	0	±25
Speak English less than "very well"	0	±25
Russian:	0	±25
Speak English "very well"	0	±25
Speak English less than "very well"	0	±25
Polish:	85	±122
Speak English "very well"	85	±122
Speak English less than "very well"	0	±25
Serbo-Croatian:	0	±25
Speak English "very well"	0	±25
Speak English less than "very well"	0	±25

Other Slavic languages:	0	±25
Speak English "very well"	0	±25
Speak English less than "very well"	0	±25
Armenian:	0	±25
Speak English "very well"	0	±25
Speak English less than "very well"	0	±25
Persian:	29	±46
Speak English "very well"	29	±46
Speak English less than "very well"	0	±25
Gujarati:	19	±31
Speak English "very well"	9	±16
Speak English less than "very well"	10	±15
Hindi:	0	±25
Speak English "very well"	0	±25
Speak English less than "very well"	0	±25
Urdu:	0	±25
Speak English "very well"	0	±25
Speak English less than "very well"	0	±25
Other Indic languages:	47	±54
Speak English "very well"	32	±51
Speak English less than "very well"	15	±22
Other Indo-European languages:	11	±18
Speak English "very well"	0	±25

Speak English less than "very well"	11	±18
Chinese:	26	±41
Speak English "very well"	26	±41
Speak English less than "very well"	0	±25
Japanese:	18	±31
Speak English "very well"	18	±31
Speak English less than "very well"	0	±25
Korean:	0	±25
Speak English "very well"	0	±25
Speak English less than "very well"	0	±25
Mon-Khmer, Cambodian:	0	±25
Speak English "very well"	0	±25
Speak English less than "very well"	0	±25
Hmong:	0	±25
Speak English "very well"	0	±25
Speak English less than "very well"	0	±25
Thai:	0	±25
Speak English "very well"	0	±25
Speak English less than "very well"	0	±25
Laotian:	0	±25
Speak English "very well"	0	±25
Speak English less than "very well"	0	±25
Vietnamese:	142	±122

Speak English "very well"	87	±84
Speak English less than "very well"	55	±59
Other Asian languages:	24	±35
Speak English "very well"	24	±35
Speak English less than "very well"	0	±25
Tagalog:	13	±20
Speak English "very well"	13	±20
Speak English less than "very well"	0	±25
Other Pacific Island languages:	0	±25
Speak English "very well"	0	±25
Speak English less than "very well"	0	±25
Navajo:	0	±25
Speak English "very well"	0	±25
Speak English less than "very well"	0	±25
Other Native North American languages:	0	±25
Speak English "very well"	0	±25
Speak English less than "very well"	0	±25
Hungarian:	7	±11
Speak English "very well"	0	±25
Speak English less than "very well"	7	±11
Arabic:	45	±51
Speak English "very well"	25	±32

Speak English less than "very well"	20	±23
Hebrew:	0	±25
Speak English "very well"	0	±25
Speak English less than "very well"	0	±25
African languages:	0	±25
Speak English "very well"	0	±25
Speak English less than "very well"	0	±25
Other and unspecified languages:	5	±8
Speak English "very well"	5	±8
Speak English less than "very well"	0	±25

	Monroe city, Louisiana					
	Total		Below poverty level		Percent below poverty level	
Label	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population for whom poverty status is determined	44,247	±150	15,545	±1,573	35.1%	±3.6
AGE						
Under 18 years	11,808	±885	5,794	±953	49.1%	±6.1
Under 5 years	3,390	±437	1,902	±445	56.1%	±10.2
5 to 17 years	8,418	±728	3,892	±702	46.2%	±6.7
Related children of householder under 18 years	11,759	±878	5,745	±956	48.9%	±6.2
18 to 64 years	25,747	±851	8,343	±936	32.4%	±3.7
18 to 34 years	9,862	±732	3,477	±565	35.3%	±5.1
35 to 64 years	15,885	±783	4,866	±621	30.6%	±4.0
60 years and over	9,128	±649	2,048	±313	22.4%	±3.5

65 years and over	6,692	±492	1,408	±233	21.0%	±3.6
SEX						
Male	20,755	±740	6,992	±881	33.7%	±4.3
Female	23,492	±717	8,553	±1,030	36.4%	±3.8
RACE AND HISPANIC OR LATINO ORIGIN						
White alone	14,536	±962	1,942	±562	13.4%	±3.7
Black or African American alone	27,564	±1,012	12,849	±1,518	46.6%	±4.7
American Indian and Alaska Native alone	43	±30	18	±21	41.9%	±37.2
Asian alone	625	±219	178	±205	28.5%	±27.8
Native Hawaiian and Other Pacific Islander alone	0	±30	0	±30	-	**
Some other race alone	945	±399	489	±390	51.7%	±31.0
Two or more races	534	±281	69	±53	12.9%	±11.1
Hispanic or Latino origin (of any race)	885	±373	374	±355	42.3%	±29.7
White alone, not Hispanic or Latino	14,364	±955	1,924	±561	13.4%	±3.8
EDUCATIONAL ATTAINMENT						
Population 25 years and over	28,862	±847	8,401	±884	29.1%	±3.2
Less than high school graduate	4,280	±615	2,217	±461	51.8%	±8.6
High school graduate (includes equivalency)	8,786	±959	3,223	±610	36.7%	±5.2
Some college, associate's degree	7,950	±736	2,479	±522	31.2%	±5.3
Bachelor's degree or higher	7,846	±676	482	±219	6.1%	±2.8
EMPLOYMENT STATUS						
Civilian labor force 16 years and over	19,433	±885	3,848	±638	19.8%	±3.4
Employed	17,365	±997	2,873	±531	16.5%	±3.0
Male	7,980	±721	1,028	±300	12.9%	±3.7
Female	9,385	±641	1,845	±409	19.7%	±4.0

Unemployed	2,068	±451	975	±319	47.1%	±12.1
Male	1,022	±303	396	±169	38.7%	±16.3
Female	1,046	±266	579	±232	55.4%	±14.3
WORK EXPERIENCE						
Population 16 years and over	33,614	±832	10,311	±1,038	30.7%	±3.2
Worked full-time, year-round in the past 12 months	12,384	±897	1,057	±275	8.5%	±2.2
Worked part-time or part-year in the past 12 months	6,548	±771	2,277	±553	34.8%	±6.9
Did not work	14,682	±838	6,977	±752	47.5%	±4.2
ALL INDIVIDUALS WITH INCOME BELOW THE FOLLOWING POVERTY RATIOS						
50 percent of poverty level	8,198	±1,231	(X)	(X)	(X)	(X)
125 percent of poverty level	18,185	±1,494	(X)	(X)	(X)	(X)
150 percent of poverty level	20,336	±1,429	(X)	(X)	(X)	(X)
185 percent of poverty level	22,747	±1,452	(X)	(X)	(X)	(X)
200 percent of poverty level	24,013	±1,521	(X)	(X)	(X)	(X)
300 percent of poverty level	29,514	±1,310	(X)	(X)	(X)	(X)
400 percent of poverty level	33,492	±1,170	(X)	(X)	(X)	(X)
500 percent of poverty level	36,767	±1,082	(X)	(X)	(X)	(X)
UNRELATED INDIVIDUALS FOR WHOM POVERTY STATUS IS DETERMINED	10,512	±867	4,728	±614	45.0%	±3.8
Male	4,848	±574	2,193	±380	45.2%	±5.7
Female	5,664	±651	2,535	±495	44.8%	±5.7
15 years	29	±34	29	±34	100.0%	±64.8
16 to 17 years	20	±32	20	±32	100.0%	±78.0
18 to 24 years	971	±313	638	±230	65.7%	±13.9
25 to 34 years	1,612	±401	673	±339	41.7%	±14.1



35 to 44 years	1,196	±299	493	±214	41.2%	±11.7
45 to 54 years	1,638	±351	703	±245	42.9%	±10.7
55 to 64 years	2,321	±368	1,228	±217	52.9%	±8.3
65 to 74 years	1,389	±236	567	±167	40.8%	±9.8
75 years and over	1,336	±342	377	±134	28.2%	±10.3
Mean income deficit for unrelated individuals (dollars)	8,442	±532	(X)	(X)	(X)	(X)
Worked full-time, year-round in the past 12 months	3,754	±498	383	±225	10.2%	±5.5
Worked less than full-time, year-round in the past 12 months	1,601	±344	832	±254	52.0%	±9.3
Did not work	5,157	±637	3,513	±480	68.1%	±5.3
Population in housing units for whom poverty status is determined	44,042	±150	15,387	±1,571	34.9%	±3.6

## 15. Completed Unlawful Discrimination Poster

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### **Unlawful Discrimination**

It is unlawful for airport operators and their lessees, tenants, concessionaires and contractors to discriminate against any person because of race, color, national origin, sex, creed, or disability in public services and employment opportunities. Allegations of discrimination should be promptly reported to the Airport Manager or:

Federal Aviation Administration  
Office of Civil Rights, ACR-1  
800 Independence Avenue, S.W.  
Washington, D.C. 20591

Federal regulations on unlawful discrimination are available for review in the Airport Manager's Office.

Coordinator: Shirley Stewart  
Phone: 318-329-2460  
Address: 5400 Operations Rd.  
Monroe, LA 71203

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### **Discriminación Ilegal**

Se prohíbe a los operadores de aeropuertos y a sus arrendatarios, inquilinos, concesionarios y contratistas discriminar contra cualquier persona por motivo de raza, color, nacionalidad de origen, sexo, creencias religiosas, impedimento físico o discapacidad en lo que respecta a servicios públicos y oportunidades de empleo. Las alegaciones de discriminación deberán ser dirigidas inmediatamente al Administrador del Aeropuerto o a:

Federal Aviation Administration  
Office of Civil Rights, ACR-1  
800 Independence Avenue, S.W.  
Washington, D.C. 20591

Los reglamentos sobre discriminación ilegal están a la disposición de los interesados para su examen en la oficina del Administrador del Aeropuerto.

Coordinador: Shirley Stewart  
Teléfono: 318-329-2460  
Dirección: 5400 Operations Rd.  
Monroe, LA 71203



U.S. Department of Transportation  
Federal Aviation Administration

#2-10018\*

**RESOLUTION**

**STATE OF LOUISIANA  
CITY OF MONROE**

NO. \_\_\_\_\_

The following Resolution was offered by Mr. /Ms. \_\_\_\_\_ who moved for its adoption and was seconded by Mr. /Ms. \_\_\_\_\_.

**A RESOLUTION APPROVING THE MONROE REGIONAL AIRPORT’S THREE-YEAR AIRPORT DBE GOAL (2025-2027) AND FURTHER PROVIDING WITH RESPECT THERETO.**

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**WHEREAS**, the Monroe Regional Airport is eligible for United States Department of Transportation financial assistance through the Federal Aviation Administration;

**WHEREAS**, under Title 49, Part 26, of the Code of Federal Regulations, entities that receive FAA grants for airport planning or development are required to have a disadvantaged business enterprise (“DBE”) program that complies with federal regulations;

**WHEREAS**, as a condition of funding, covered entities, including the Monroe Regional Airport, are required to set overall DBE goals for a three-year period in accordance with regulatory requirements;

**WHEREAS**, in accordance with 49 C.F.R 26.1, *et seq.*, the Monroe Regional Airport has developed a DBE goal of 7.43% for federally-funded construction projects;

**WHEREAS**, the Monroe Regional Airport’s DBE Goal Methodology is attached hereto and made part hereof.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Monroe, in legal and regular session convened, that the Monroe Regional Airport’s Three-Year Airport DBE Goal for 2025-2027 of 7.43% is hereby approved; and

**BE IT FURTHER RESOLVED** that Mayor Friday Ellis is hereby authorized to execute all documents necessary or required by the Federal Aviation Administration to submit, file, or approve the Monroe Regional Airport’s Three-Year Airport DBE Goal for 2025-2027.

This Resolution was submitted in writing and was then submitted to a vote as a whole. The vote thereon being as follows:

**AYES:**

**NAYS:**

**ABSENT:**

And the Resolution was declared **ADOPTED** on November 26, 2024.

\_\_\_\_\_  
**CHAIRPERSON**

\_\_\_\_\_  
**CITY CLERK**



***Monroe Regional Airport  
(MLU)***

**Monroe, Louisiana**

***Fiscal Years 2025 through 2027  
Revised DBE GOAL METHODOLOGY***

**Attachment**

**Sponsor: City of Monroe, Louisiana**

**For the period  
October 1, 2024, to September 30, 2027**

**DBE Point of Contact:**

**Charles Butcher, Airport Director  
Monroe Regional Airport  
5400 Operations Road, #201  
Monroe, LA 71203  
T – (318) 329-2461**

**[charles.butcher@ci.monroe.la.us](mailto:charles.butcher@ci.monroe.la.us)**

**Overall Goals and Methodology Report for  
Monroe Regional Airport (MLU)  
Update for FYs 2025 through 2027**

**OVERALL GOALS (§26.45)**

**Amount of goal:**

The overall goal for Monroe Regional Airport (MLU or the Airport) for Fiscal Years 2025 through 2027 (October 1, 2024, to September 30, 2027) is **7.43%** of the Federal financial assistance that it will expend in DOT-assisted contracts with DBE contractors.

**Number of Projects to be covered by this contract goal:**

The Airport expects to fund six (6) DOT-assisted contracts during FYs 2025-2027:

1. Construction of Taxiway D Realignment - Phase III (2025)
2. Loading Bridges (2025)
3. Runway Intersection Project (2025)
4. South GA Taxiway (2026)
5. Runway 14-32 Rehabilitation (2026)
6. Master Plan Update (2027)

The first project, Taxiway D Realignment Construction Ph III (FY 2025), involves engineering, trucking, pavement construction, electrical work, and pavement marking. The estimated value for this project is **\$6,955,996** (federal portion).

The second project, Loading Bridges, involves equipment purchase only and does not include design or construction services. The estimated budget for this project is **\$6,270,000** (federal portion.)

The third project, Runway Intersection Project, involves engineering, trucking, pavement construction, electrical work, and pavement marking. The estimated value for this project is **\$376,830** (federal portion.)

The fourth project, South GA Taxiway, involves engineering, trucking, pavement construction, electrical work, and pavement marking. The estimated value for this project is **\$1,456,039** (federal portion.)

The fifth project, Runway 14-32 Rehabilitation, involves engineering, trucking, pavement construction, electrical work, and pavement marking. The estimated value for this project is **\$2,700,000** (federal portion.)

The sixth project, Master Plan Update, involves planning services only, with an estimated budget of **\$1,580,435** (federal portion.)

The Airport has set a goal of expending **\$2,338,923** with certified DBE firms yielding a participation rate of **7.43%**.

**Market Area:**

MLU has historically used a multi-parish Market Area in calculating its triennial DBE Goal Update. These included the parishes of Avoyelles, East Carroll, Franklin, Madison, Morehouse, Ouchita, Richland, Tensas, Union, and West Carroll. In an effort to boost awareness of upcoming projects at MLU and to increase DBE participation, the Airport has decided to increase its DBE Market Area to include two (2) additional parishes in Louisiana, Jackson and Lincoln.

**Method:**

In accordance with the current FAA and DOT guidance, the Airport is utilizing a two-step process in setting its goals for FYs 2025-2027. The first step examines the relative availability of DBE firms in the established Market Area and the second step allows for adjustments to the relative availability based on:

- Information from available Disparity Studies
- Information gained from research and outreach with:
  - Organizations servicing or representing DBEs
  - Federal, State and Local agencies that procure services
  - Agencies charged with enforcing Civil Rights Law
  - State and Local Agencies responsible for minority/women's affairs
- Historical accomplishments of the Airport's DBE program

**Relative Availability:**

The following documents the relative availability for the proposed projects and will be used in the overall calculation of relative availability for FY 2025-2027 goal. The following is a summary of the method used to calculate this goal:

**Step 1:** The method used to calculate the relative availability of DBEs for Step 1 in this process is 26.45(c) (1) DBE Directories and Census Bureau Data. The base figure was determined by dividing the total DBE firms in the local market area by the total of all firms (both compiled according to the relevant NAICS/SIC project codes).

The following tables identify the components of the project broken down by trade with appropriate NAICS codes.

**Project No. 1 – Taxiway D Realignment Construction Ph III (2025)**

The first project, Taxiway D Realignment Construction Ph III (2025), involves engineering, trucking, pavement construction, electrical work, pavement marking, and should provide opportunities for DBE participation as documented in the following table:

NAICS code	Work Item	Weighting Factor <sup>1</sup>	DBEs in Market Area	All Available Firms	Relative Availability
541330	Engineering	10%	0	29	0.00%
484110	Trucking	10%	2	25	0.80%
237310	Pavement Construction	65%	4	19	13.68%
238210	Electrical Contractors	10%	1	62	0.16%
237310	Pavement Marking	5%	1	21	0.24%
	<b>Totals for this Contract</b>	<b>100%</b>	<b>8</b>	<b>156</b>	<b>14.88%</b>

<sup>1</sup> Weighting factor is based on % of total project costs in each category.

The estimate for the federally funded portion of this project is **\$6,955,996**. As identified in the above table, this project involves engineering, trucking, pavement construction, electrical work, pavement marking. Therefore, the baseline DBE goal for this contract should be weighted to reflect the potential DBE participation more accurately, as shown below.

$$\begin{aligned}
 \text{Base Figure} &= \% \text{ Engr} \times \frac{\# \text{ DBE} - \text{Local Market (0)}}{\# \text{ All Firms (29)}} + \% \text{ Truck} \times \frac{\# \text{ DBE} - \text{Local Market (2)}}{\# \text{ of All Firms (25)}} + \\
 &\quad \% \text{ Pvmt} \times \frac{\# \text{ DBE} - \text{Local Market (4)}}{\# \text{ All Firms (19)}} + \% \text{ Elec} \times \frac{\# \text{ DBE} - \text{Local Market (1)}}{\# \text{ of All Firms (62)}} + \\
 &\quad \% \text{ Marking} \times \frac{\# \text{ DBE} - \text{Local Market (1)}}{\# \text{ of All Firms (21)}}
 \end{aligned}$$

$$\text{Base Figure} = 10\% \times 0/29 + 10\% \times 2/25 + 65\% \times 4/19 + 10\% \times 1/62 + 5\% \times 1/21$$

This calculation provides a Base Figure of **14.88%**.

**Project No. 2 – Loading Bridges (2025)**

This project, Loading Bridges, involves the procurement of passenger loading bridges and should provide opportunities for DBE participation as documented in the following table:

NAICS code	Work Item	Weighting Factor <sup>1</sup>	DBEs in Market Area	All Available Firms	Relative Availability
333248	Other Industrial Manufacturing	100%	0	0	0.00%
	<b>Totals for this Contract</b>	<b>100%</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>

<sup>1</sup> Weighting factor is based on % of total project costs in each category.

The estimate for the federally funded portion of this project is **\$6,270,000**. As identified in the above table, this project involves manufacturing passenger loading bridges only. Therefore, the baseline DBE goal for this contract cannot be weighted.

$$\text{Base Figure} = \% \text{ Bridge} \times \frac{\# \text{ DBE} - \text{Local Market (0)}}{\# \text{ All Firms (0)}}$$

$$\text{Base Figure} = 100\% \times 0/0$$

This calculation provides a Base Figure of **0%**.



**Project No. 3 – Runway Intersection Project (2025)**

The third project, Runway Intersection Project, involves engineering, trucking, pavement construction, electrical work, pavement marking, and should provide opportunities for DBE participation as documented in the following table:

NAICS code	Work Item	Weighting Factor <sup>1</sup>	DBEs in Market Area	All Available Firms	Relative Availability
541330	Engineering	10%	0	29	0.00%
484110	Trucking	10%	2	25	0.80%
237310	Pavement Construction	65%	4	19	13.68%
238210	Electrical Contractors	10%	1	62	0.16%
237310	Pavement Marking	5%	1	21	0.24%
	<b>Totals for this Contract</b>	<b>100%</b>	<b>8</b>	<b>156</b>	<b>14.88%</b>

<sup>1</sup> Weighting factor is based on % of total project costs in each category.

The estimate for the federally funded portion of this project is **\$376,830**. As identified in the above table, this project involves engineering, trucking, pavement construction, electrical work, pavement marking. Therefore, the baseline DBE goal for this contract should be weighted to reflect the potential DBE participation more accurately, as shown below.

$$\begin{aligned}
 \text{Base Figure} &= \% \text{ Engr} \times \frac{\# \text{ DBE} - \text{Local Market (0)}}{\# \text{ All Firms (29)}} + \% \text{ Truck} \times \frac{\# \text{ DBE} - \text{Local Market (2)}}{\# \text{ of All Firms (25)}} + \\
 &\quad \% \text{ Pvmt} \times \frac{\# \text{ DBE} - \text{Local Market (4)}}{\# \text{ All Firms (19)}} + \% \text{ Elec} \times \frac{\# \text{ DBE} - \text{Local Market (1)}}{\# \text{ of All Firms (62)}} + \\
 &\quad \% \text{ Marking} \times \frac{\# \text{ DBE} - \text{Local Market (1)}}{\# \text{ of All Firms (21)}}
 \end{aligned}$$

$$\text{Base Figure} = 10\% \times 0/29 + 10\% \times 2/25 + 65\% \times 4/19 + 10\% \times 1/62 + 5\% \times 1/21$$

This calculation provides a Base Figure of **14.88%**.

**Project No. 4 – South GA Taxiway (2026)**

This project, South GA Taxiway, involves engineering, trucking, pavement construction, electrical work, pavement marking, and should provide opportunities for DBE participation as documented in the following table:

NAICS code	Work Item	Weighting Factor <sup>1</sup>	DBEs in Market Area	All Available Firms	Relative Availability
541330	Engineering	10%	0	29	0.00%
484110	Trucking	10%	2	25	0.80%
237310	Pavement Construction	65%	4	19	13.68%
238210	Electrical Contractors	10%	1	62	0.16%
237310	Pavement Marking	5%	1	21	0.24%
	<b>Totals for this Contract</b>	<b>100%</b>	<b>8</b>	<b>156</b>	<b>14.88%</b>

<sup>1</sup> Weighting factor is based on % of total project costs in each category.

The estimate for the federally funded portion of this project is **\$1,456,039**. As identified in the above table, this project involves engineering, trucking, pavement construction, electrical work, pavement marking. Therefore, the baseline DBE goal for this contract should be weighted to reflect the potential DBE participation more accurately, as shown below.

$$\begin{aligned}
 \text{Base Figure} &= \% \text{ Engr} \times \frac{\# \text{ DBE} - \text{Local Market (0)}}{\# \text{ All Firms (29)}} + \% \text{ Truck} \times \frac{\# \text{ DBE} - \text{Local Market (2)}}{\# \text{ of All Firms (25)}} + \\
 &\% \text{ Pvmt} \times \frac{\# \text{ DBE} - \text{Local Market (4)}}{\# \text{ All Firms (19)}} + \% \text{ Elec} \times \frac{\# \text{ DBE} - \text{Local Market (1)}}{\# \text{ of All Firms (62)}} + \\
 &\% \text{ Marking} \times \frac{\# \text{ DBE} - \text{Local Market (1)}}{\# \text{ of All Firms (21)}}
 \end{aligned}$$

$$\text{Base Figure} = 10\% \times 0/29 + 10\% \times 2/25 + 65\% \times 4/19 + 10\% \times 1/62 + 5\% \times 1/21$$

This calculation provides a Base Figure of **14.88%**.

**Project No. 5 – Runway 14-32 Rehabilitation (2026)**

This project, Runway 14-32 Rehabilitation, involves engineering, trucking, pavement construction, electrical work, pavement marking, and should provide opportunities for DBE participation as documented in the following table:

NAICS code	Work Item	Weighting Factor <sup>1</sup>	DBEs in Market Area	All Available Firms	Relative Availability
541330	Engineering	10%	0	29	0.00%
484110	Trucking	10%	2	25	0.80%
237310	Pavement Construction	65%	4	19	13.68%
238210	Electrical Contractors	10%	1	62	0.16%
237310	Pavement Marking	5%	1	21	0.24%
	<b>Totals for this Contract</b>	<b>100%</b>	<b>8</b>	<b>156</b>	<b>14.88%</b>

<sup>1</sup> Weighting factor is based on % of total project costs in each category.

The estimate for the federally funded portion of this project is **\$2,700,000**. As identified in the above table, this project involves engineering, trucking, pavement construction, electrical work, pavement marking. Therefore, the baseline DBE goal for this contract should be weighted to reflect the potential DBE participation more accurately, as shown below.

$$\begin{aligned}
 \text{Base Figure} &= \% \text{ Engr} \times \frac{\# \text{ DBE} - \text{Local Market} (0)}{\# \text{ All Firms} (29)} + \% \text{ Truck} \times \frac{\# \text{ DBE} - \text{Local Market} (2)}{\# \text{ of All Firms} (25)} + \\
 &\quad \% \text{ Pvmt} \times \frac{\# \text{ DBE} - \text{Local Market} (4)}{\# \text{ All Firms} (19)} + \% \text{ Elec} \times \frac{\# \text{ DBE} - \text{Local Market} (1)}{\# \text{ of All Firms} (62)} + \\
 &\quad \% \text{ Marking} \times \frac{\# \text{ DBE} - \text{Local Market} (1)}{\# \text{ of All Firms} (21)}
 \end{aligned}$$

$$\text{Base Figure} = 10\% \times 0/29 + 10\% \times 2/25 + 65\% \times 4/19 + 10\% \times 1/62 + 5\% \times 1/21$$

This calculation provides a Base Figure of **14.88%**.

**Project 6 – Master Plan Update (2027)**

This project, Master Plan Update, involves the services of airport planners and should provide opportunities for DBE participation as documented in the following table:

NAICS code	Work Item	Weighting Factor <sup>1</sup>	DBEs in Market Area	All Available Firms	Relative Availability
541990	Other Specialty Profess. Services	100%	0	13	0.00%
	<b>Totals for this Contract</b>	<b>100%</b>	<b>0</b>	<b>13</b>	<b>0.00%</b>

<sup>1</sup> Weighting factor is based on % of total project costs in each category.

The estimate for the federally funded portion of this project is **\$1,580,435**. As identified in the above table, this project involves engineering, trucking, pavement construction, electrical work, pavement marking. Therefore, the baseline DBE goal for this contract should be weighted to reflect the potential DBE participation more accurately, as shown below.

$$\text{Base Figure} = \% \text{ Plan} \times \frac{\# \text{ DBE} - \text{Local Market (0)}}{\# \text{ All Firms (13)}}$$

$$\text{Base Figure} = 100\% \times 0/13$$

This calculation provides a Base Figure of **0%**.

---

*Data Sources:*

- *DBEs in Local Market Area: State of Louisiana Department of Transportation and Development DBE directory for Federal Aid Projects in 10 Louisiana Parishes*
- *All Available Firms: Census Data from U.S. Census website*

**Weight Factors:**

Following the procedures to add weight factors based on the individual project estimates, an additional weight factor is applied based on each project's percentage of the total amount of anticipated award construction dollars.

Project	Amount of Estimate	% of Total / Weight Factor
1- Construction of Twy D Realignment - Ph III (2025)	\$6,955,996	36.0%
2-Loading Bridges (2025)	\$6,270,000	32.4%
3-Runway Intersection Project (2025)	\$376,830	1.9%
4-South GA Taxiway (2026)	\$1,456,039	7.5%
5-Rwy 14-32 Rehabilitation (2026)	\$2,700,000	14.0%
6-Master Plan Update	\$1,580,435	8.2%
<b>Total</b>	<b>\$18,039,300</b>	<b>100.0%</b>

**Overall Base Figure:**

The Overall Base Figure is calculated by multiplying each project's (contract) base figure by its weight factor and adding them together. Projects that involve equipment purchase only are not included in this calculation.

$$\text{Overall Base Figure} = (0.1488\% \times 0.36\%) + (0\% \times 0.324\%) + (0.1488\% \times 0.019\%) + (0.1488\% \times 0.075\%) + (0.1488\% \times 0.14\%) + (0.0\% \times 0.08.2\%) =$$

$$\text{Overall Base Figure} = 5.35\% + 0.0\% + 0.29\% + 1.12\% + 2.08\% + 0.0\% = \mathbf{8.84\%}$$

**Overall Base Figure = 8.84%**

## Step Two:

This second step is intended to adjust the “base figure” percentage from Step 1 so that it reflects as accurately as possible the DBE participation the recipient would expect in the absence of discrimination.

First, the Airport searched out the availability of information from Disparity Studies. This was unable to document the preparation of any disparity studies for the area over the course of the last seven years. To document this fact, the Airport first performed an internet search which yielded two databases of disparity studies – both of which are maintained by the DOT Office of Small and Disadvantaged Business Utilization:

Disparity Studies Performed Since 1998 and found at <http://osdbuweb.dot.gov/disparity/>

- Disparity Studies Performed Since 1998 and found at <http://osdbuweb.dot.gov/disparity/>
- Partial List of Disparity Studies conducted for State and Local Agencies and found at <http://osdbuweb.dot.gov/business/Dbe/disparit3.xls>

Finding no available data at either of these sites, the Airport contacted the following entities in July of 2024 and was unable to document any other documentation of disparity studies performed for the region:

- The North Louisiana Economic Partnership located in Monroe, LA
- The North Delta Regional Planning & Development District, located in Monroe, LA

### Historical DBE Accomplishments:

Since none of these sources was able to provide the Airport with any available disparity study information and with the lack of any disparity study being performed in the region, the Airport must then look to historical performance and DBE goal accomplishment under previous FAA grants for similar types of construction. The Airport reviewed its historical DBE participation achievement in order to ensure the goal's reasonableness. By averaging the median historical DBE participation rate with the relative availability calculated in Step 1, an adjusted DBE goal is calculated.

The projects anticipated for FYs 2025-2027 include design and construction. A review of the historic overall DBE goals accomplished at the Airport for similar work in recent years revealed that two projects were of the same nature. Therefore, they have been included in the median accomplishment calculation, as summarized below.

#### MLU Historical DBE Accomplishments for DOT-Assisted Contracts Projects

Fiscal Year	Goal	Accomplishment	Type of Work
FY 2023	8.31%	5.55%	Extend Rwy 14-32 Phase II Construction
FY 2023	8.31%	14.25%	Airfield Drainage
FY 2022	8.31%	6.50%	Extend Rwy 14-32 Phase I Construction
FY 2017	7.73%	4.60%	Runway 14-32 Design
		<b>6.03%</b>	<b>Median Accomplishments for all Projects</b>

The median percentage of accomplishment for all similar projects over recent years is therefore determined to be **6.03%**. When we compare this with the proposed base figure for FYs 2025-2027, we determine that our adjusted overall goal is: **7.36%**.

(Overall Base figure) **8.84%** + (Historical median) **6.03%** divided by 2 = **7.43%** (Adjusted Goal)

#### Breakout of Estimated Race-Neutral and Race-Conscious Participation:

The Airport will strive to meet the maximum feasible portion of its overall goal by using race-neutral means of facilitating DBE participation. The Airport uses the following race-neutral means to increase DBE participation: By arranging solicitations, times for the presentations of bids, quantities, specifications, and delivery schedules in ways to facilitate DBE, and other small businesses, participation (e.g., requiring and/or encouraging prime contractors to subcontract portions of work that they might otherwise perform with their own forces). Additionally, the Airport and its engineer provide all potential bidders with information about the State of Louisiana's Department of Transportation and Development web site for certified DBE contractors found at:

<http://www8.dotd.louisiana.gov/UCP/UCPSearch.aspx>

Over the history of data tracking, there have been few occasions when the Airport's annual goals were exceeded. As such, MLU intends to meet the entire goal through race-conscious means. When achievement exceeds the goal, MLU will be in a position to meet the goal through race-neutral means. However, since actual achievement has regularly fallen short of the goal, no race-neutral participation will be assumed.

#### **Contract Goals:**

Historically, MLU has struggled to meet its DBE Goal and has relied upon race-conscious measures to obtain its overall contract goals on federally assisted contracts. ***We estimate that, in meeting our overall adjusted goal of 7.43% we will obtain 0% from race-neutral participation and 7.43% from race-conscious measures (e.g., setting contract goals).*** The estimation of race-neutral participation and race-conscious measures percentages are based on past participation and established goals.

The Airport will use contract goals to meet any portion of the overall goal the Airport does not project being able to meet using race-neutral means. Contract goals are established so that, over the period to which the overall goal applies, they will cumulatively result in meeting any portion of the Airport's overall goal that is not projected to be met through the use of race-neutral means.

The Airport will establish contract goals only for those DOT-assisted contracts that have subcontracting possibilities. It is not necessary to establish a contract goal on every contract, and the size of contract goals will be adapted to the circumstances of each contract (e.g., type and location of work, availability of DBEs to perform the particular type of work).



### **Public Participation:**

The Airport encourages the participation of DBEs in its Development Program. In an effort to reach the available DBE community, seek out public input into the goal setting process, and to ensure wide distribution of the information contained in this document, the Airport makes copies of its DBE Program and Annual Goals Setting Document available to the local chapter of the Associated General Contractors, local architects and engineers, prospective bidders, and other interested parties. In order to encourage participation by Certified DBE firms, the Airport:

1. Provides prospective bidders with information on the State of Louisiana's certified list of DBE contractors.
2. Contacts the State of Louisiana to ascertain the availability of DBE contractors in the Market Area and work on ways to encourage participation.

To comply with Code of Federal Regulations Title 49, Part 26, Section 26.45(g)(1)(i), the Airport held a teleconference on DATE, to:

- Discuss opportunities for DBEs at Monroe Regional Airport
- Discuss the process to become a certified-DBE
- Address issues that contractors face with the DBE certification process
- Present the proposed DBE Goal for FYs 2025-2027
- Discuss proposed construction projects that are planned during this period

The following parties were invited to participate:

- NE Louisiana Regional Black Chamber of Commerce
- Monroe Chamber of Commerce
- Louisiana Black Chamber of Commerce
- North Louisiana Economic Council
- North Delta Regional Planning & Development
- Louisiana Minority Business Council
- Women's Business Enterprise Council
- Hispanic Chamber of Commerce of Louisiana
- Louisiana Small Business Development Center, Monroe Chapter
- Louisiana Association of General Contractors
- LA DOTD DBE/SBE Program Manager
- All Certified DBEs in the market area

Attached are the following appendices regarding the consultation teleconference:

- A – Email invitation to the DATE conference call
- B – PDF of the online presentation
- C – Questions/Comments
- D – Screenshot of MLU website notice

**Published Notice:**

The following is the notice of availability of the Airport's proposed goals and goal setting methodology. The notice was posted on DATE.

**WEBSITE PUBLIC NOTICE**

**Disadvantaged Business Enterprise (DBE) Goals for  
Federal Fiscal Years 2025-2027**

The Monroe Regional Airport hereby announces its fiscal years 2025-2027 DBE goal for airport construction projects. The proposed goal and goal setting methodology report are available for inspection between 8:00 a.m. and 3:30 p.m., Monday through Friday, for a period of 30 calendar days, in the offices of the Airport Director, 5400 Operations Road, Monroe, LA, 71203.

Comments can be sent to either of the following addresses:

Charles Butcher  
Airport Director  
5400 Operations Road #201  
Monroe, LA 71203

Federal Aviation Administration  
Civil Rights Staff, AWP-9  
PO Box 92007  
Los Angeles, CA 90009-2007  
Shaun Bouy  
[Shaun.A.Bouy@faa.gov](mailto:Shaun.A.Bouy@faa.gov)

## APPENDIX

### PUBLIC CONSULTATION DOCUMENTATION

- A – Email invitation to the DATE, conference call
- B – PDF of the presentation
- C – Questions/Comments
- D – Screenshot of MLU website notice

**RESOLUTION**

**STATE OF LOUISIANA  
CITY OF MONROE**

NO. \_\_\_\_\_

The following Resolution was offered by Mr. /Ms. \_\_\_\_\_ who moved for its adoption and was seconded by Mr. /Ms. \_\_\_\_\_.

**A RESOLUTION DECLARING CERTAIN POLICE EQUIPMENT SURPLUS PROPERTY AND AUTHORIZING ITS DONATION TO THE TOWN OF RAYVILLE/RAYVILLE POLICE DEPARTMENT AND FURTHER PROVIDING WITH RESPECT THERETO.**

---

**WHEREAS**, the Monroe Police Department has various police equipment, including ballistic vests, gun belts, cuff cases, magazine punches, mace holders, batons, ASP holders, belt keepers, flashlight holders, holsters, and radio holders, that are no longer required for the Monroe Police Department's use;

**WHEREAS**, a schedule of the equipment is attached hereto and made part hereof.

**WHEREAS**, the Town of Rayville/Rayville Police Department has identified a need for additional police equipment and has expressed interest in obtaining the items to enhance its law enforcement resources and operations;

**WHEREAS**, Article VII, Section 14(E) of the Louisiana Constitution permits the donation or exchange of movable surplus property between or among political subdivisions whose functions include public safety;

**WHEREAS**, the City of Monroe desires to donate said surplus police equipment to the Rayville Police Department, and the Rayville Police Department desires to accept said donation; and

**WHEREAS**, the Rayville Police Department agrees to accept the police equipment in "AS IS" condition and acknowledges that the City of Monroe makes no warranties, express or implied, regarding the condition or usability of the donated items.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Monroe, in legal and regular session convened, that the police equipment identified on the attached schedule, including certain ballistic vests, gun belts, cuff cases, magazine punches, mace holders, batons, ASP holders, belt keepers, flashlight holders, holsters, and radio holders, are hereby declared surplus property; and

**BE IT FURTHER RESOLVED** that Stacey Rowell, Director of Administration, is hereby authorized to sign all necessary documents and take all required steps to accomplish the donation of police equipment from the City of Monroe to the Town of Rayville/Rayville Police Department.

This Resolution was submitted in writing and was then submitted to a vote as a whole, the vote thereon being as follows:

**AYES:**

**NAYS:**

**ABSENT:**

And the Resolution was declared **ADOPTED** on November 26, 2024.

\_\_\_\_\_  
**CHAIRPERSON**

\_\_\_\_\_  
**CITY CLERK**

SEPTEMBER 6, 2024

MONROE POLICE DEPARTMENT  
1810 MLK JR., BLVD., SUITE B  
MONROE, LOUISIANA 71202

The following ballistic vests and old leather gear, which are no longer issued to our officers, are being donated to the Rayville Police Department:

Items:

- 16 Ballistic Vests
- 7 Gun Belts
- 16 Cuff Cases
- 10 Magazine Pouches
- 7 Mace Holders
- 10 ASP Batons
- 7 ASP Holders
- 40 Belt Keepers (sets of 4)
- 9 Flashlight Holders
- 11 Holsters
- 2 Radio Holders

Below is a list of the serial numbers for the front and back panels of each ballistic vest:

	FRONT	BACK
1.	20832955	20832954
2.	20436890	73224895
3.	11048792	12264709
4.	20215939	20215938
5.	11048808	12264707
6.	11048828	11048875
7.	20832947	20832946
8.	11048806	20215928
9.	14040589	20215930
10.	12264722	14094884
11.	19843571	11048787
12.	11048872	20458898

13.	11048860	11048861
14.	20458899	11048767
15.	14094887	14094886
16.	11048740	12264685

## Conditional Use Permit

(CUP 117-24)

Holyfield Construction

2252 Tower Drive, Ste. 103

Monroe, LA 71201

This is a major conditional use permit to allow the sale of alcohol for consumption off-premises in the B-3 (General Business/Commercial) District. This will be an added use to an existing gift shop (The Trove). The Comprehensive Zoning Ordinance allows this as a Major Conditional Use in the B-3 (General Business/Commercial) District. Major Conditional Uses are uses that require another level of approval; therefore, this request comes before City Council for their approval in addition to that of Planning Commission.

**Alcohol beverage sales, off-premises:** The retail sale of alcoholic beverages in the original sealed and labeled container in a business such as a grocery store, convenience store or liquor store for consumption off site.

Planning Commission recommends approval with a 5-0-1 majority vote.

### **REVIEW CRITERIA:**

The Planning Commission and the City Council **shall consider** the following criteria in approving or denying a major or minor conditional use permit:

- a. The proposed major or minor conditional use permit is consistent with the pertinent elements of the City of Monroe Comprehensive Plan and any other adopted plans.
  - Commercial/Urban: These are areas where there are predominantly commercial areas with access to arterial roads and highways that serve the City of Monroe as well as the surrounding areas, and includes large mixed-use development, large retail and shopping centers, restaurants, and entertainment establishments.
- b. The proposed development meets the requirements of this Ordinance.
- c. The proposed development will reinforce the existing or planned character of the neighborhood and the City.
- d. The major or minor conditional use permit complies with any specific use standards or limitations in Section VI (Supplementary Use Standards) of this Ordinance.
- e. Any adverse impacts on adjacent properties attributable to the major or minor conditional use have minimized or mitigated.

### ***Effect of Denial***

The final denial of a major or minor conditional use permit application shall ban the Subsequent application for the same or similar use at the same location for a period of Twelve (12) months.

### ***Appeal***

A final decision by the City Council on a major conditional use permit may be appealed to the 4<sup>th</sup> Judicial District Court within thirty (30) days of the City Council's decision (See Section 37-130.B.4 Appeals).

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**City of Monroe  
Planning Commission**

**CASE NO.:** CUP 117-24  
**NAME OF APPLICANT:** Holyfield Const./The Trove  
**ADDRESS OF PROPERTY:** 2252 Tower Drive, Ste. 103  
**COUNCIL DISTRICT:** 4

---

**REQUEST:** A **Major** Conditional Use Permit (CUP) to allow the sale of alcohol for consumption off-premises, in the B-3 (General Business/Commercial) District. The property is located at 2252 Tower Drive, Ste. 103.

**PURPOSE OF REQUEST:** The purpose of the request is to allow the applicant to sell alcohol for consumption off-premises at an existing gift shop (The Trove).

**SIZE OF PROPERTY:** 1.159-acres (more or less)

**PRESENT ZONING:** B-3 (General Business/Commercial) District

**PRESENT USE:** Retail gift shop

**MOST NEARLY BOUNDED BY (STREETS):** North of Louisville Avenue, south of Tower Drive, east of Oliver Road and west of Fulton Drive.

**SURROUNDING LAND USES:** The surrounding land use consists of commercial businesses, banks and eateries in all directions.

**ADVERSE INFLUENCES:** Increase in traffic for the area.

**POSITIVE INFLUENCES:** Increase retail sales taxes for the City.

**COMMENTS/  
RECOMMENDATIONS:** The applicant is requesting permission to sell alcohol for consumption off-premises for an existing gift shop. The applicant proposes to add wine sales to the retail establishment.

The applicant must obtain a certificate of occupancy and occupational license for this location.

There are no churches, schools, playgrounds, or library within a 300' radius of this property.



As per the Comprehensive Zoning Ordinance, this request does follow the guidelines for said request. The future land use for this area is geared towards urban mixed-use, which accommodates residential and commercial uses.

**OPTIONS:**

Approve the applicant's request as presented.

Approve the applicant's request with conditions.

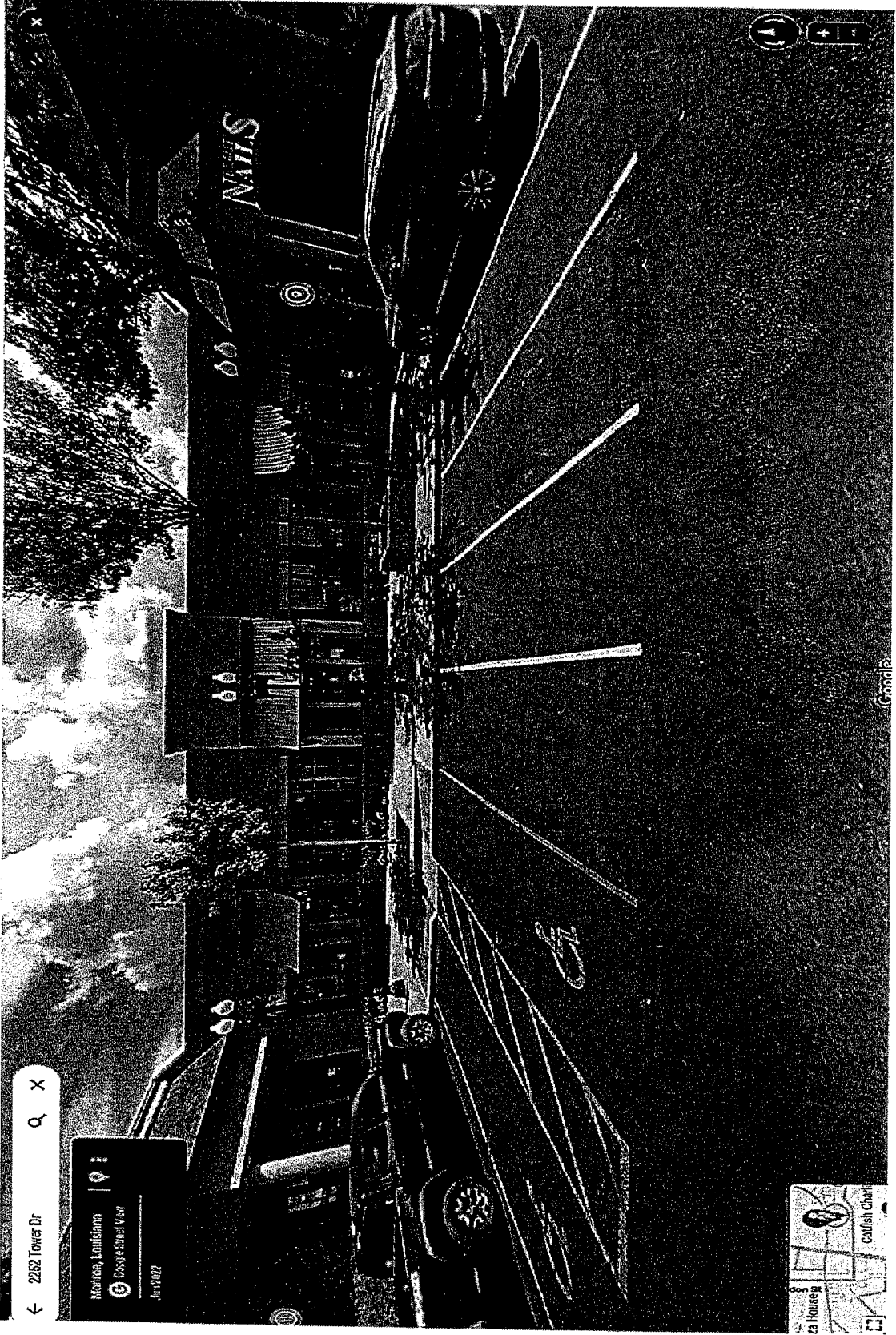
Deny the applicant's request as presented.

**Major and Minor Conditional Use Criteria**

These conditions may include, but are not limited to the following:

- 1) Stipulate the exact location as a means of minimizing hazards to life, limb, property damage, erosion or traffic.
- 2) Increase the required lot size or yard dimension.
- 3) Limit the height, size or location of buildings, structures and facilities.
- 4) Control the location and number of vehicle access points.
- 5) Increase the number of required off-street parking spaces.
- 6) Limit the number, size, location or lighting of signs.
- 7) Require additional fencing, screening, landscaping or other facilities to protect adjacent or nearby property.
- 8) Designate sites for open space.
- 9) Provide ease of access to major roadways; or
- 10) Assure that the degree of compatibility to the surrounding land use shall be maintained with respect to the particular use on the site and in consideration of other existing and potential uses within the general area in which the use is proposed to be located.





← 2852 Tower Dr

Monica, Louisiana  
Google Street View  
Jun 2022

Zal House  
Callish Chan

NHS



Holyfield Construction/The Trove

2252 Tower Drive, Ste. 103

## Conditional Use Permit

(CUP 116-24)

D & H Monroe, LLC

6010 DeSiard Street/104 Kansas Lane

Monroe, LA 71203

This is a major conditional use permit to allow the sale of alcohol for consumption off-premises in the B-2 (Neighborhood Business) District. The applicant proposes to construct a new convenience store/gas station at this location. The Comprehensive Zoning Ordinance allows this as a Major Conditional Use in the B-2 (Neighborhood Business) District. Major Conditional Uses are uses that require another level of approval; therefore, this request comes before City Council for their approval in addition to that of Planning Commission.

**Alcohol beverage sales, off-premises:** The retail sale of alcoholic beverages in the original sealed and labeled container in a business such as a grocery store, convenience store or liquor store for consumption off site.

Planning Commission recommends approval with a 4-1-1 majority vote, with the condition that distance requirements are met.

### **REVIEW CRITERIA:**

The Planning Commission and the City Council **shall consider** the following criteria in approving or denying a major or minor conditional use permit:

- a. The proposed major or minor conditional use permit is consistent with the pertinent elements of the City of Monroe Comprehensive Plan and any other adopted plans.
  - Commercial/Urban: These are areas where there are predominantly commercial areas with access to arterial roads and highways that serve the City of Monroe as well as the surrounding areas, and includes large mixed-use development, large retail and shopping centers, restaurants, and entertainment establishments.
- b. The proposed development meets the requirements of this Ordinance.
- c. The proposed development will reinforce the existing or planned character of the neighborhood and the City.
- d. The major or minor conditional use permit complies with any specific use standards or limitations in Section VI (Supplementary Use Standards) of this Ordinance.
- e. Any adverse impacts on adjacent properties attributable to the major or minor conditional use have minimized or mitigated.

### ***Effect of Denial***

The final denial of a major or minor conditional use permit application shall ban the Subsequent application for the same or similar use at the same location for a period of Twelve (12) months.

### ***Appeal***

A final decision by the City Council on a major conditional use permit may be appealed to the 4<sup>th</sup> Judicial District Court within thirty (30) days of the City Council's decision (See Section 37-130.B.4 Appeals).

---

**City of Monroe  
Planning Commission**

**CASE NO.:** CUP 116-24  
**NAME OF APPLICANT:** D & H Monroe, LLC  
**ADDRESS OF PROPERTY:** 6010 DeSiard Street/104 Kansas Lane  
**COUNCIL DISTRICT:** 4

---

**REQUEST:** A **Major** Conditional Use Permit (CUP) to allow the sale of alcohol for consumption off-premises, in the B-2 (Neighborhood Business) District. The property is located at 6010 DeSiard Street/104 Kansas Lane.

**PURPOSE OF REQUEST:** The purpose of the request is to allow the applicant to sell alcohol for consumption off-premises for a new convenience store/gas station.

**SIZE OF PROPERTY:** 0.93-acres (more or less)

**PRESENT ZONING:** B-2 (Neighborhood Business) District

**PRESENT USE:** Vacant land

**MOST NEARLY BOUNDED BY (STREETS):** North of Blanks Avenue, south of DeSiard Street, east of Arlington Drive and west of Kansas Lane.

**SURROUNDING LAND USES:** The surrounding land use consists of mini-warehouses to the west, apartments to the north and the LA Baptist Children's Home to the east.

**ADVERSE INFLUENCES:** Increase in traffic for the area.

**POSITIVE INFLUENCES:** Increase retail sales taxes for the City.

**COMMENTS/  
RECOMMENDATIONS:** The applicant is requesting permission to sell alcohol for consumption off-premises for a new convenience store/gas station. The site will be constructed to meet the minimum building requirements of the Comprehensive Zoning Ordinance.

The applicant must obtain a certificate of occupancy and occupational license for this location.

There are no churches, schools, playgrounds, or library within a 300' radius of this property.

As per the Comprehensive Zoning Ordinance, this request does follow the guidelines for said request. The future land use for this area is geared towards high-density residential, which accommodates new residential areas east of the airport.

**OPTIONS:**

Approve the applicant's request as presented.

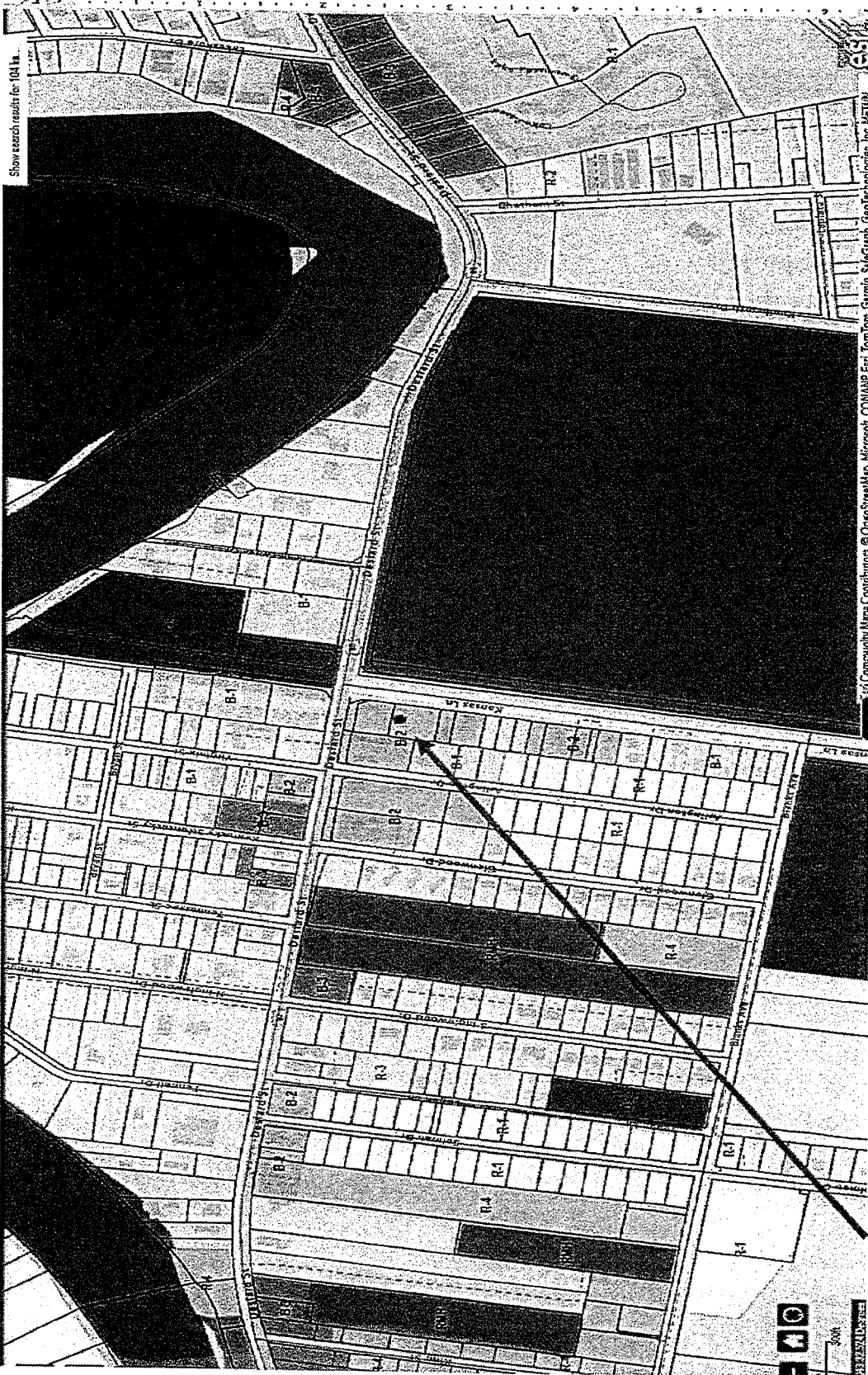
Approve the applicant's request with conditions.

Deny the applicant's request as presented.

**Major and Minor Conditional Use Criteria**

These conditions may include, but are not limited to the following:

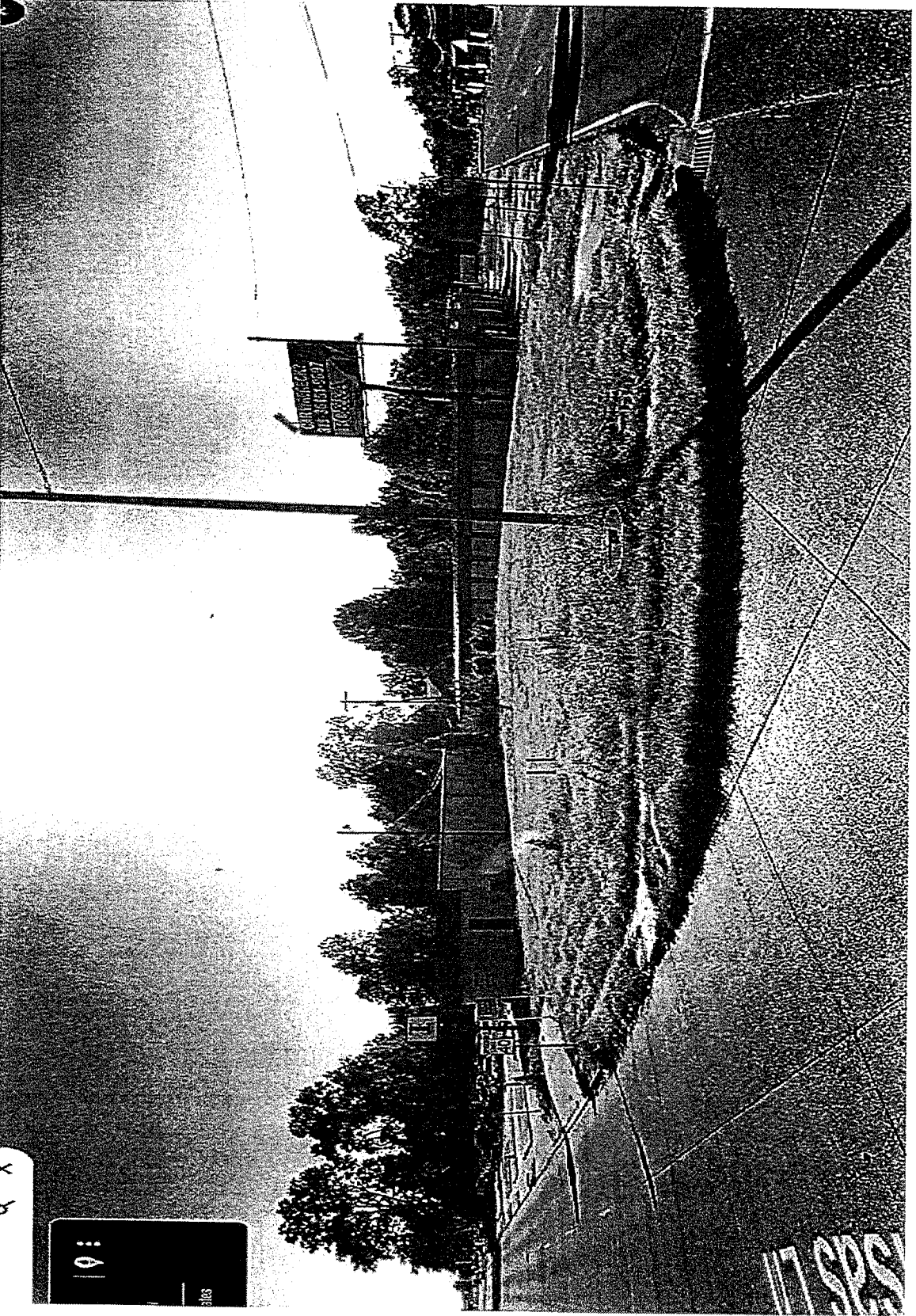
- 1) Stipulate the exact location as a means of minimizing hazards to life, limb, property damage, erosion or traffic.
- 2) Increase the required lot size or yard dimension.
- 3) Limit the height, size or location of buildings, structures and facilities.
- 4) Control the location and number of vehicle access points.
- 5) Increase the number of required off-street parking spaces.
- 6) Limit the number, size, location or lighting of signs.
- 7) Require additional fencing, screening, landscaping or other facilities to protect adjacent or nearby property.
- 8) Designate sites for open space.
- 9) Provide ease of access to major roadways; or
- 10) Assure that the degree of compatibility to the surrounding land use shall be maintained with respect to the particular use on the site and in consideration of other existing and potential uses within the general area in which the use is proposed to be located.



D & H Monroe, LLC

104 Kansas Lane/6010 DeSiard Street





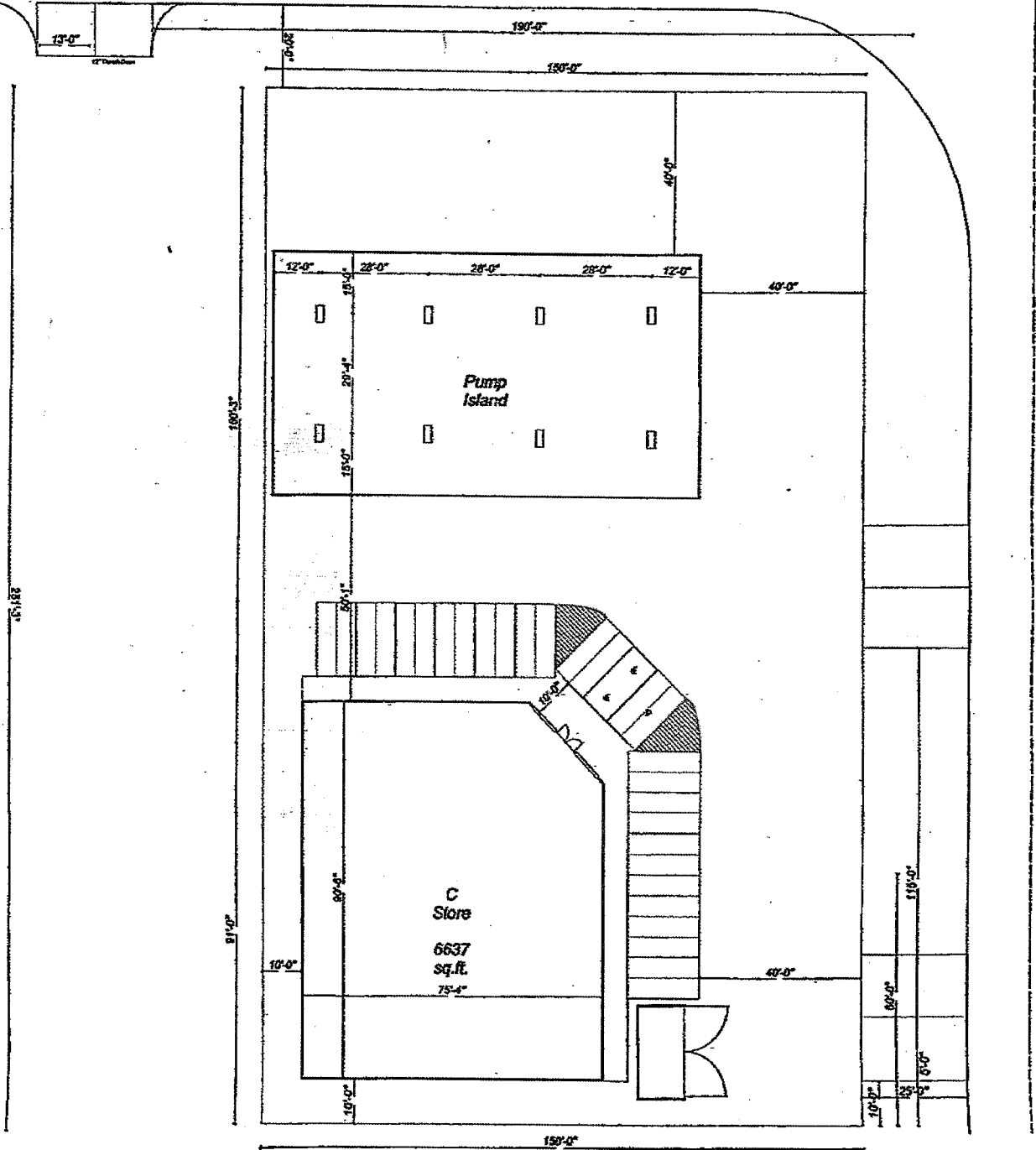
X X

19 |

SPS

Desiard Street

Kansas Lane



**Alyeasha Adams**

---

**From:** Kyle Knous  
**Sent:** Thursday, November 7, 2024 3:16 PM  
**To:** Brandon Creekbaum  
**Cc:** Alyeasha Adams; Shannon Futch  
**Subject:** Kansas Lane distance map  
**Attachments:** 104 Kansas Ln Distance.pdf

Attached is a map showing the measured distance from the entrance, provided by Mr. Bryant, of the proposed development to the property line of the Louisiana Baptist Childrens Home.

This was measured along sidewalks using the intersection where traffic stops as path of least resistance.

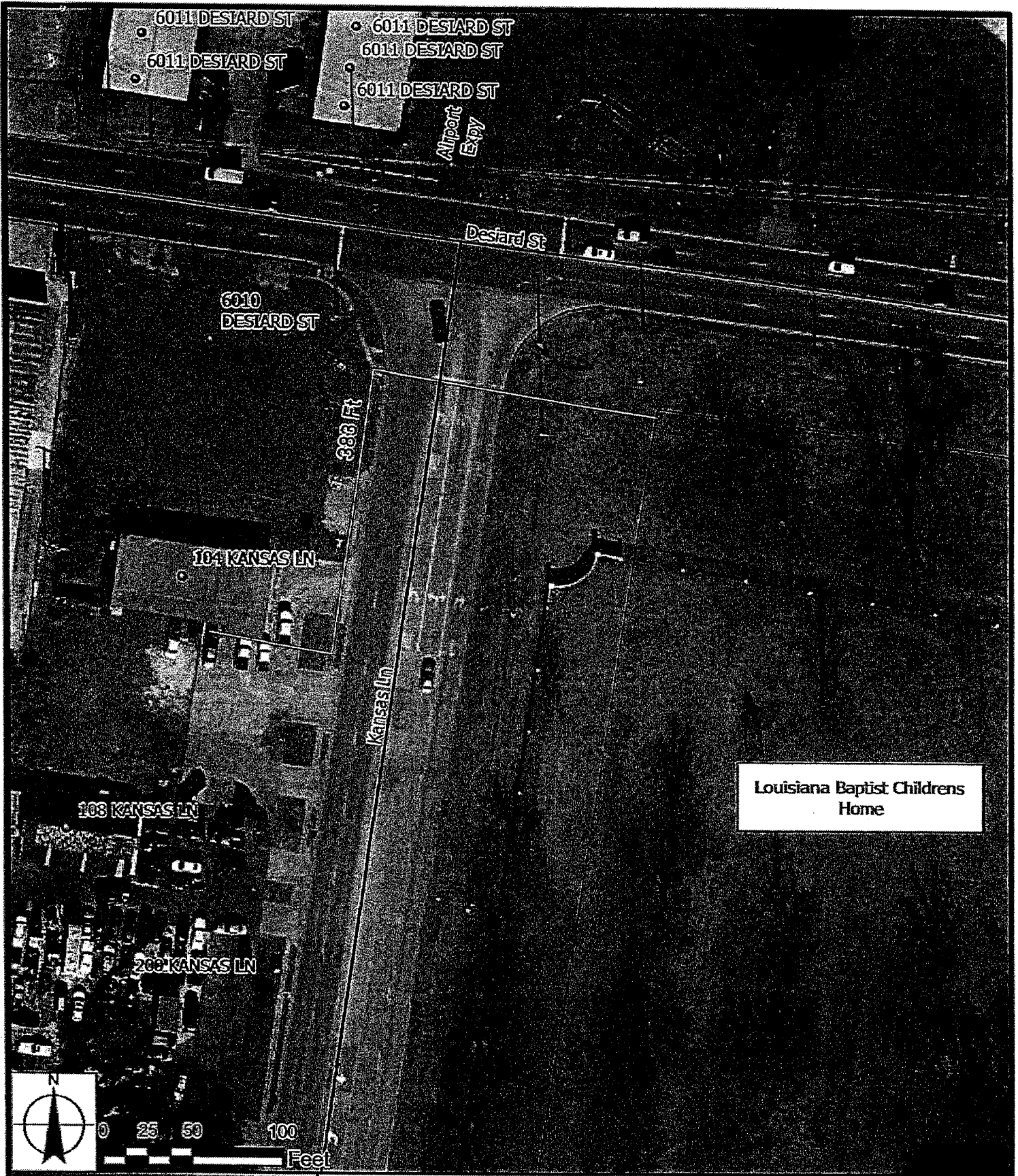
respectfully,



CITY OF MONROE

**Kyle Knous**

GIS Manager, FPA. Monroe Engineering  
Office: 318-329-2639 Cell: 318-355-3614



Louisiana Baptist Childrens Home



0 25 50 100 Feet

Legend

Parcel

MEASURED ROUTES

383'



Distance Report  
104 Kansas Ln

Sheet No.	1
Drawn By:	KPK
Checked by:	
Date:	11/7/2024



D & H Monroe, LLC

104 Kansas Lane/6010 DeSiard Street

**ORDINANCE**

STATE OF LOUISIANA  
CITY OF MONROE

NO. \_\_\_\_\_

The following Ordinance was introduced by Mr./Ms. \_\_\_\_\_ who moved for its adoption and was seconded by Mr./Ms. \_\_\_\_\_ :

**AN ORDINANCE APPROVING AN APPLICATION BY CREST CONSTRUCTION TO REZONE CERTAIN PROPERTY (5.47 ACRES), AMENDING THE ZONING MAP FOR THE CITY OF MONROE, AND FURTHER PROVIDING WITH RESPECT THERETO.**

**WHEREAS**, Crest Construction filed an application (MA 103-24) with the City of Monroe's Planning and Zoning Division to rezone a ±5.47-acre tract of land located at 4300 Loop Road, Monroe, LA, from an R-4 (High Density Multi-Family Residence) District to a B-4 (Heavy Commercial) District;

**WHEREAS**, the stated purpose of the application is to allow the applicant to remodel an existing vacant church building to become warehouses and/or mini-warehouses and office space;

**WHEREAS**, a copy of the application and proposed amendments to the Zoning Map are attached hereto and made part hereof; and

**WHEREAS**, the application was considered at a meeting of the Monroe Planning Commission on November 4, 2024, and the Monroe Planning Commission recommended **denial** of the application by a vote of 3-2-1;

**NOW THEREFORE, BE IT ORDAINED**, by the City Council, in legal and regular session convened, that that application filed by Crest Construction to rezone a ±5.47-acre tract of land located at 4300 Loop Road, Monroe, LA, from an R-4 (High Density Multi-Family Residence) District to a B-4 (Heavy Commercial) District is approved;

**BE IT FURTHER ORDAINED** that the Zoning Map of the City of Monroe and the boundaries thereof, which is described in Section 37-34 of the City of Monroe Comprehensive Zoning Ordinance and shows the Zoning Districts and Boundaries thereof, be and the same is hereby amended to rezone the ±5.47-acre described to the B-4 (Heavy Commercial) District as shown on the map, which is attached hereto and made a part hereof, and which integrated into the Zoning Map of the City of Monroe.

**This Ordinance** was introduced on November 26, 2024.

**Notice Published** on the \_\_\_\_\_ day of \_\_\_\_\_ 2024.

This Ordinance having been submitted in writing, introduced and published, was then submitted to a vote as a whole, the vote thereon being as follows:

**AYES:**

**NAYS:**

**ABSENT:**

And the Ordinance was declared **ADOPTED** on \_\_\_\_\_ day of December 2024.

\_\_\_\_\_  
**CHAIRPERSON**

\_\_\_\_\_  
**CITY CLERK**

\_\_\_\_\_  
**MAYOR'S APPROVAL**

\_\_\_\_\_  
**MAYOR'S VETO**

**ORDINANCE**

STATE OF LOUISIANA  
CITY OF MONROE

NO. \_\_\_\_\_

The following Ordinance was introduced by Mr./Ms. \_\_\_\_\_ who moved for its adoption and was seconded by Mr./Ms. \_\_\_\_\_:

**AN ORDINANCE APPROVING AN APPLICATION BY CREST CONSTRUCTION TO REZONE CERTAIN PROPERTY (5.47 ACRES), AMENDING THE ZONING MAP FOR THE CITY OF MONROE, AND FURTHER PROVIDING WITH RESPECT THERETO.**

**WHEREAS**, Crest Construction filed an application (MA 103-24) with the City of Monroe’s Planning and Zoning Division to rezone a ±5.47-acre tract of land located at 4300 Loop Road, Monroe, LA, from an R-4 (High Density Multi-Family Residence) District to a B-4 (Heavy Commercial) District;

**WHEREAS**, the stated purpose of the application is to allow the applicant to remodel an existing vacant church building to become warehouses and/or mini-warehouses and office space;

**WHEREAS**, a copy of the application and proposed amendments to the Zoning Map are attached hereto and made part hereof; and

**WHEREAS**, the application was considered at a meeting of the Monroe Planning Commission on November 4, 2024, and the Monroe Planning Commission recommended **denial** of the application by a vote of 3-2-1;

**NOW THEREFORE, BE IT ORDAINED**, by the City Council, in legal and regular session convened, that that application filed by Crest Construction to rezone a ±5.47-acre tract of land located at 4300 Loop Road, Monroe, LA, from an R-4 (High Density Multi-Family Residence) District to a B-4 (Heavy Commercial) District is approved;

**BE IT FURTHER ORDAINED** that the Zoning Map of the City of Monroe and the boundaries thereof, which is described in Section 37-34 of the City of Monroe Comprehensive Zoning Ordinance and shows the Zoning Districts and Boundaries thereof, be and the same is hereby amended to rezone the ±5.47-acre described to the B-4 (Heavy Commercial) District as shown on the map, which is attached hereto and made a part hereof, and which integrated into the Zoning Map of the City of Monroe.

**This Ordinance** was introduced on November 26, 2024.

**Notice Published** on the \_\_\_\_\_ day of \_\_\_\_\_ 2024.

This Ordinance having been submitted in writing, introduced and published, was then submitted to a vote as a whole, the vote thereon being as follows:

**AYES:**

**NAYS:**

**ABSENT:**

And the Ordinance was declared **ADOPTED** on \_\_\_\_\_ day of December 2024.

\_\_\_\_\_



**CHAIRPERSON**

---

**CITY CLERK**

---

**MAYOR'S APPROVAL**

---

**MAYOR'S VETO**

**PUBLIC HEARING**

**CITY OF MONROE ZONING COMMISSION**

November 4, 2024

City Hall

Monroe, Louisiana

**RE: MA 103-24**

**APPLICANT: Crest Construction**

**MOTIONED BY: Mrs. Pamela Hill**

**SECONDED BY: Mr. Charles Scott**

I move that the Zoning Commission advise the City Council that after Public Hearing, the Commission finds that changing conditions in the area *are not* sufficient to justify the above request to rezone a 5.47-acre tract of land, more or less, from R-4 (High Density Multi-Family Residence) District to B-4 (Heavy Commercial) District. This property is located at 4300 Loop Road. The commission recommends this application be denied.

The vote by the Monroe Planning Commission was 3-2-1 for denial.



## NOTICE OF APPEAL

To: Planning and Zoning Director

From: Crest Construction, 803 Stubbs Ave Ste A Monroe LA 71201

Decision Appealing: Rezoning 4300 Loop Rd. Monroe LA from R-4 to B-4

Date: 11/18/24

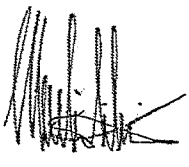
Let this notice serve as written appeal for the Planning and Zoning Boards decision to deny rezoning the property located at 4300 Loop Rd. Monroe LA 71201 from R-4 zoning to B-4 zoning.

Reason rezoning should be granted:

1. ***Planning and Zoning denied citing "we are worried you could put an adult use business here" – Sec 37-92-A prohibits this property being adult use because it is 1000' from residential zoning and 1500 feet from a school. A barroom is a permitted use of B-4 however the city could reject an Alcohol license and prohibit the bar from opening.***
2. No opposition from citizens nor surrounding residence at the rezoning meeting
3. Crest has full written support of Church board and family
4. Proposed new business: Phase 1 is a large climate controlled mini-storage business (see attachment 1.1 & 1.2). Phase 2 is office/warehouse space (see attachment 1.3). B-4 is the proper zoning for such projects
5. B-2 & B-3 zoning abuts the property currently. B-4 is not dissimilar from B-2 and B-3 zoning
6. A non-climate controlled mini-storage business abuts the east property line (see attachment 1.4)
7. This business development will bring a MASSIVE aesthetic upgrade to the area
8. This rezoning agrees with the City of Monroe 2013: Comprehensive Plan Update
  - a. ***Commercial Neighborhood – Predominately commercial areas that services nearby residential and mixed-use areas. – --- In Monroe, Commercial Neighborhood is a generalized future land use category that encourages development of commercial corridors that service nearby neighborhoods. Commercial uses should be compatible with surrounding development (both***

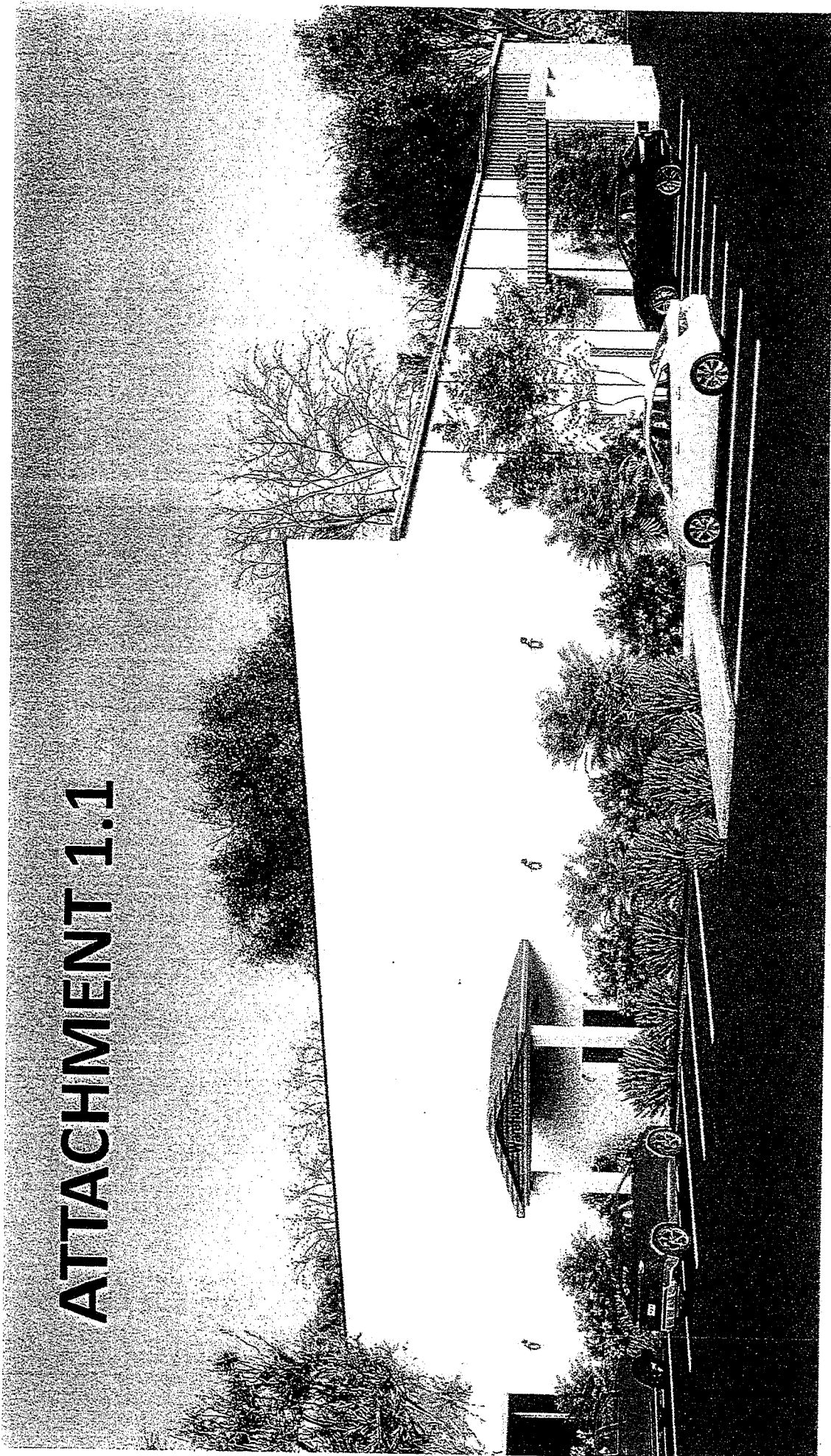
residential and commercial) in terms of scale and building design. Additionally, commercial uses should also utilize appropriate development guidelines for lighting, signage, traffic control and access, noise, and hours of operation that minimize impacts on nearby residential areas. Institutional uses that are compatible and complimentary to the surrounding neighborhood may be considered, such as churches, schools, libraries, and daycare facilities. Additionally, infill development for both residential and commercial uses should be encouraged.

9. The city of Monroe is experiencing excellent growth and this business development is crucial to service the community
10. The City of Monroe will generate increase in tax revenue
11. The property values of the surrounding similar commercial properties will increase
12. Crest Construction has met with the City Engineer and been advised that they do not see any initial problems with drainage, traffic, or any initial conflicts with the City of Monroe's comprehensive plan
  - a. Crest has been advised that they will be required to go through the standard planning, permitting, and engineering process required by the city for ALL construction projects
13. The city is quite familiar with the high quality product produced by Crest Construction on all projects
  - a. Centric Credit Union on 18<sup>th</sup> and Louisville
  - b. Buff City Soap at Pecanland Mall
  - c. Buff City Soap in Ruston LA
  - d. PJ's Coffee Shop Monroe LA
  - e. Cloyds Beauty School New Office on Ferrand

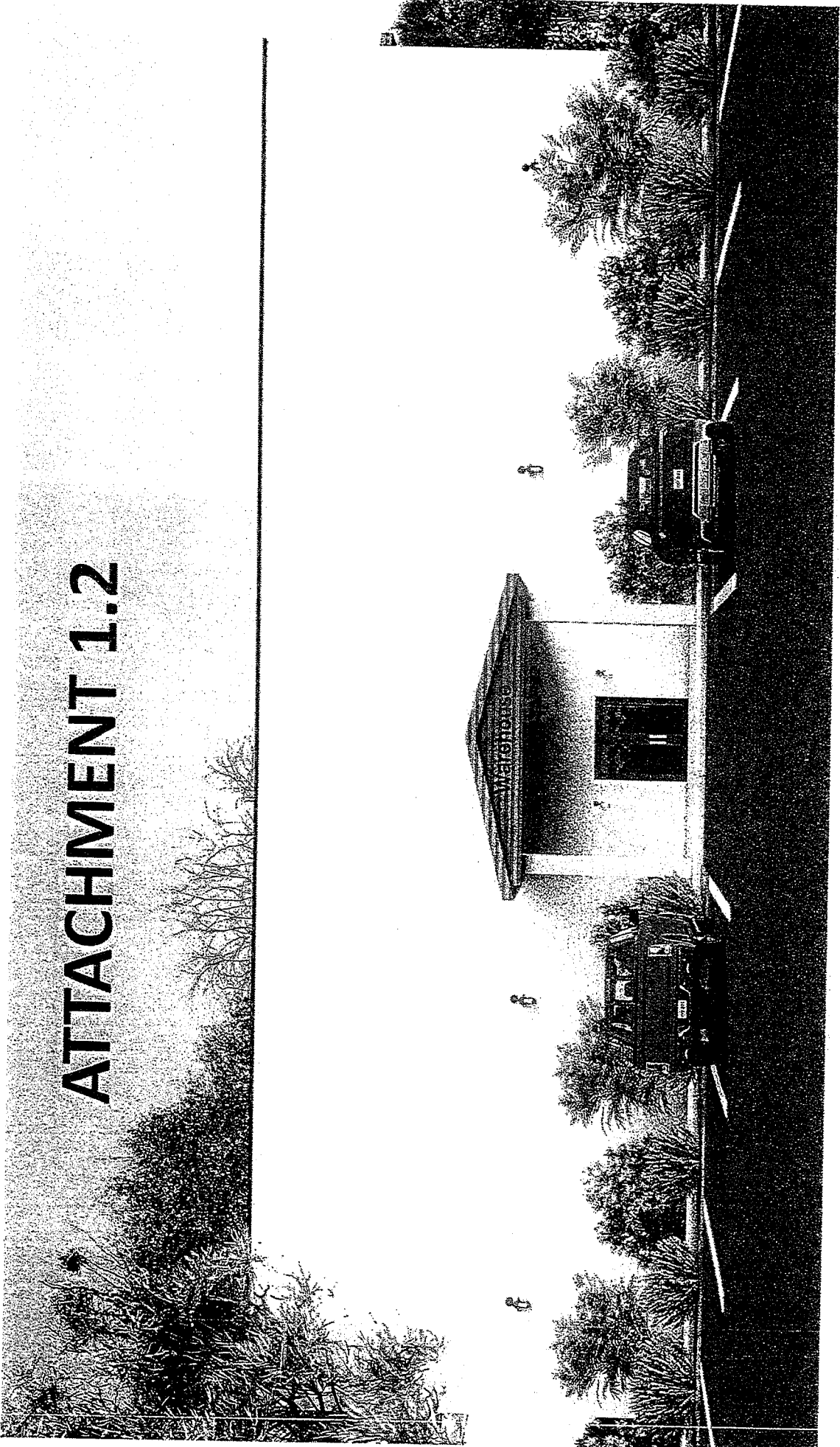
 11/18/24

Mark Hinton - Owner - Crest Construction

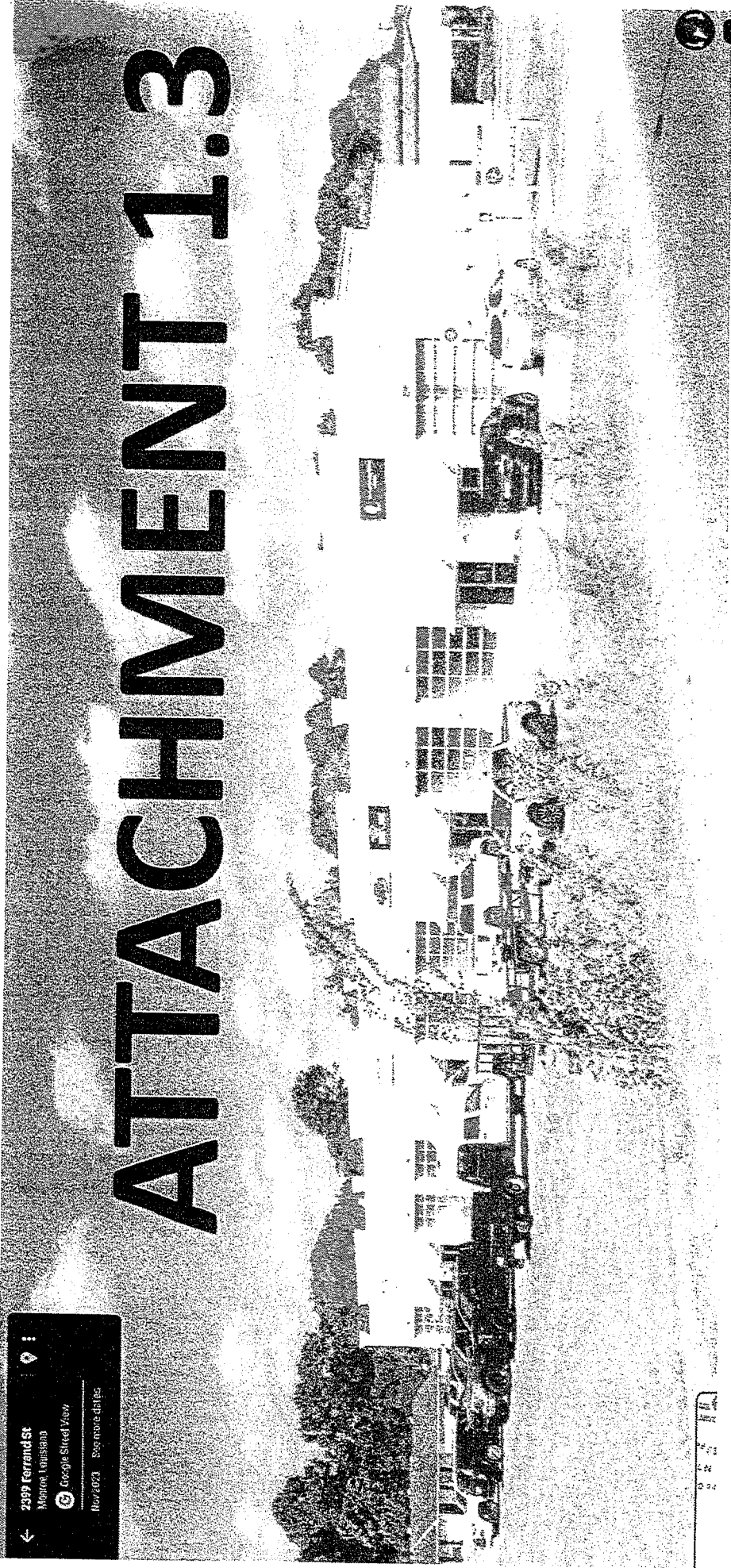
# ATTACHMENT 1.1



# ATTACHMENT 1.2

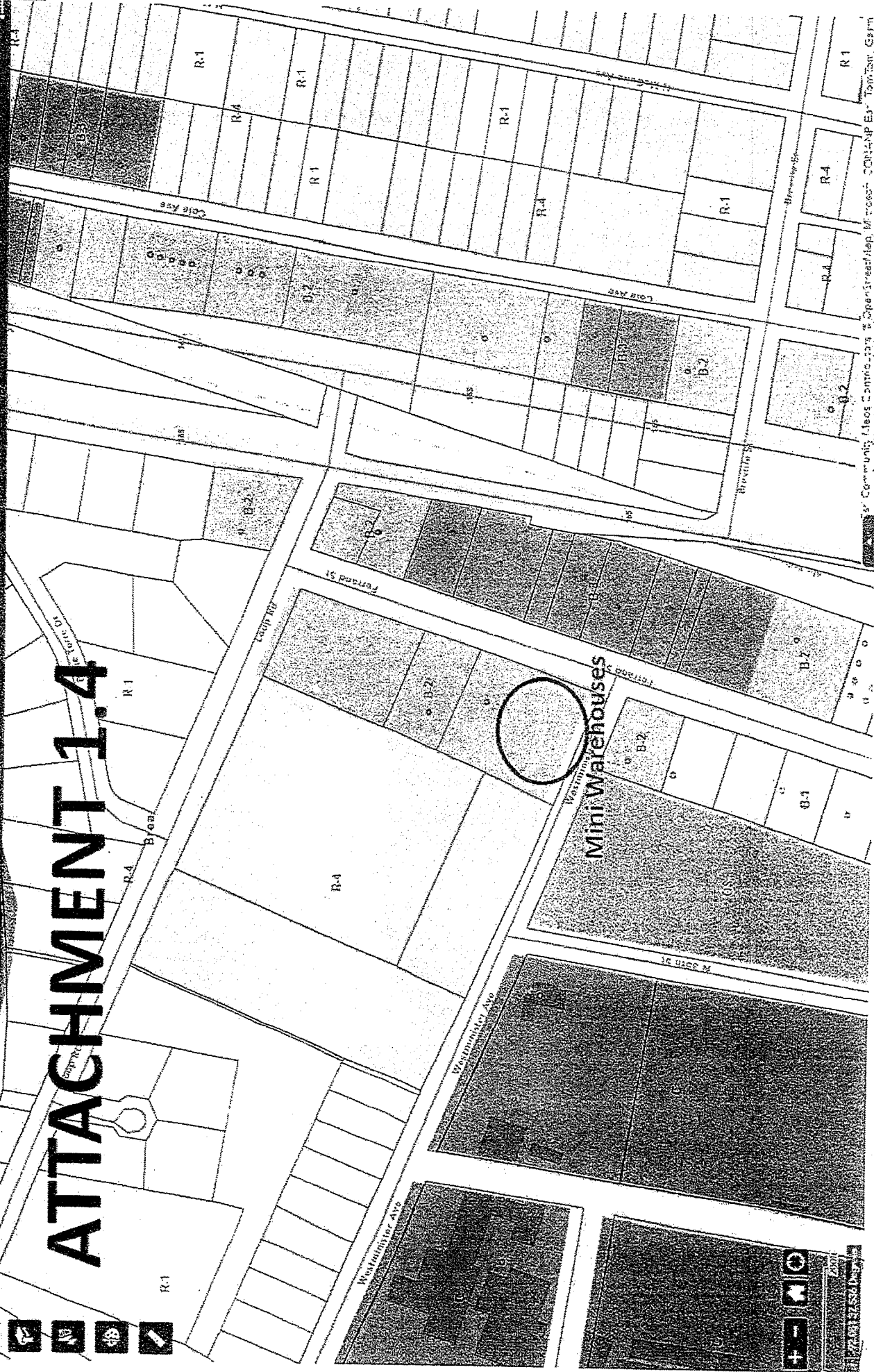


# ATTACHMENT 1.3





# ATTACHMENT 1.4



Mini Warehouses





**City of Monroe  
Planning Commission**

<b>Case No.:</b>	MA 103-24
<b>Name of Applicant:</b>	<b>Crest Construction</b>
<b>Address of Property:</b>	4300 Loop Road
<b>Size of Property:</b>	±5.47-acres
<b>Present Zoning:</b>	R-4 (High Density Multi-Family Residential) District
<b>Proposed Zoning:</b>	B-4 (Heavy Commercial) District
<b>Council District:</b>	2
<b>Future Land Use:</b>	Low Density Residential
<b>Consistent to the Comprehensive Plan:</b>	No

---

**REQUEST:** This is a request to rezone a 5.47-acre tract of land from the R-4 (High Density Multi-Family Residential) District to the B-4 (Heavy Commercial) District.

**PRESENT USE:** Vacant church building (old Piney Grove Church)

**MOST NEARLY BOUNDED BY (STREETS):** The property is located north of Westminster Avenue, south of Loop Road, east of Crowley Street and west of Ferrand Street.

**SURROUNDING LAND USES:** The surrounding land use consists of single and multi-family residential properties to the north and west, commercial businesses to the east and commercial businesses and St. Frederick's School to the south of the site.

**ADVERSE INFLUENCES:** The proposed request may increase traffic in the area.

**POSITIVE INFLUENCES:** The proposed request will allow the applicant to warehouse and office space to the public.

**COMMENTS/  
RECOMMENDATIONS:**

The applicant would like to rezone a 5.47-acre tract of land from the R-4 (High Density Multi-Family Residential) District to the B-4 (Heavy Commercial) District. The purpose of the request is to allow the applicant to remodel an existing vacant church space to become warehouse and office space. The existing parking area will be used for future expansion. A fence will be erected to surround the property, to separate the proposed business from the residential zone. The B-4 (Heavy Commercial) District designation will be the most appropriate zoning classification for the proposed use.

If this application is approved, the request will be forwarded for final approval by the Monroe City Council.

The **Future Land Use Classification** for this area is **Low Density Residential Use**. This area is typically the base of the city, offering residences in densities of between seven units per acre. These areas include the currently developed city. This request is not consistent with the comprehensive plan.

The Planning Commission and the City Council shall consider the following criteria in approving or denying a map amendment:

- a. The proposed map amendment is consistent with the pertinent elements of the City of Monroe Comprehensive Plan and any other adopted plans.
- b. The proposed map amendment is consistent with the adjacent zoning classifications and uses.
- c. The proposed map amendment will reinforce the existing or planned character of the neighborhood and the City.
- d. The site is appropriate for the development allowed in the proposed district.
- e. There are substantial reasons why the property cannot be used according to existing zoning.
- f. Public facilities and services including schools, roads, recreation facilities, wastewater treatment, water supply, storm water management, police and fire are adequate for the development allowed in the proposed district.
- g. The map amendment will not substantially or permanently injure the appropriate use of adjacent conforming properties.

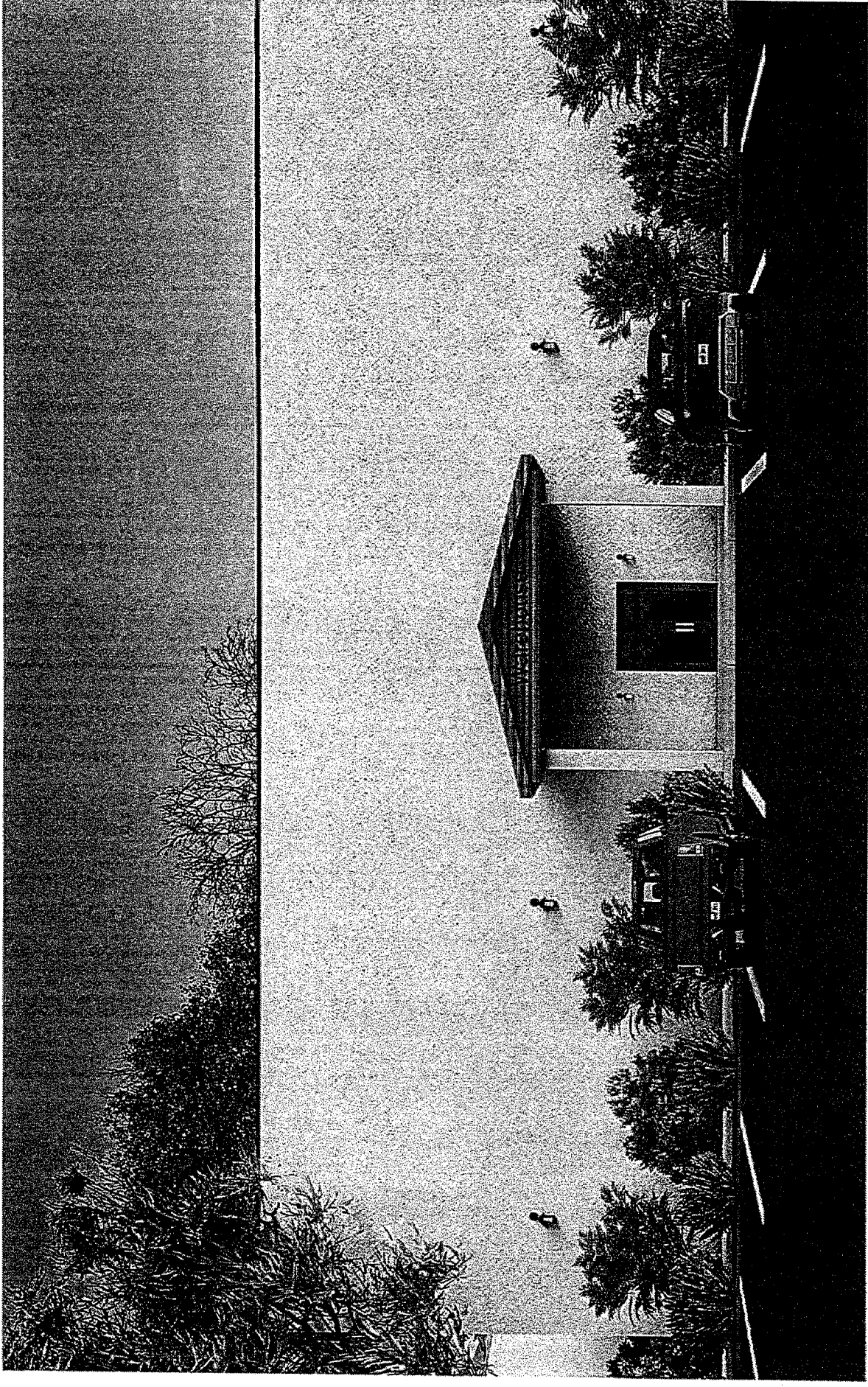
*Effect of Denial*

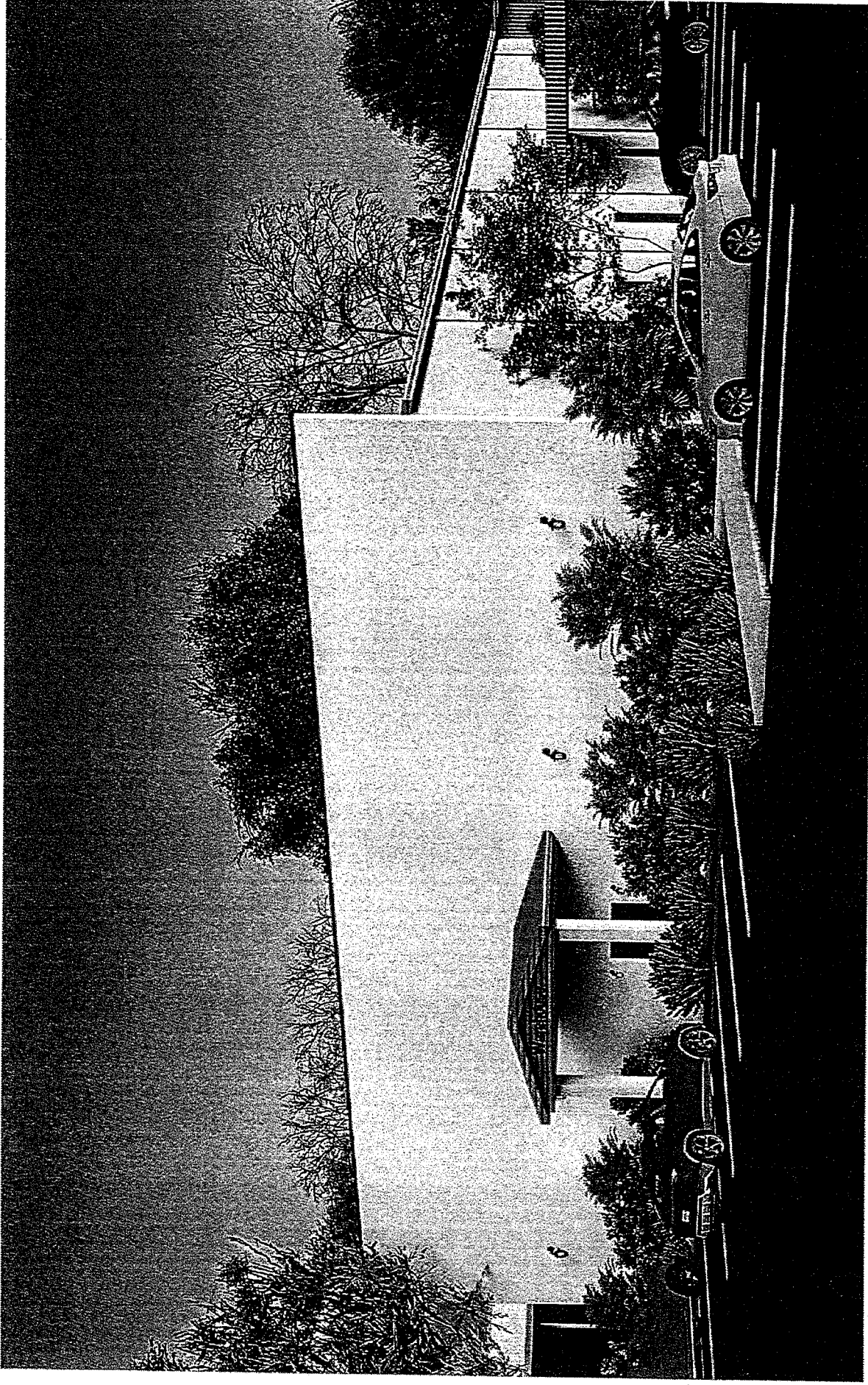
The denial of a map amendment application shall ban the subsequent application for the same or similar use at the same location for a period of twelve (12) months.

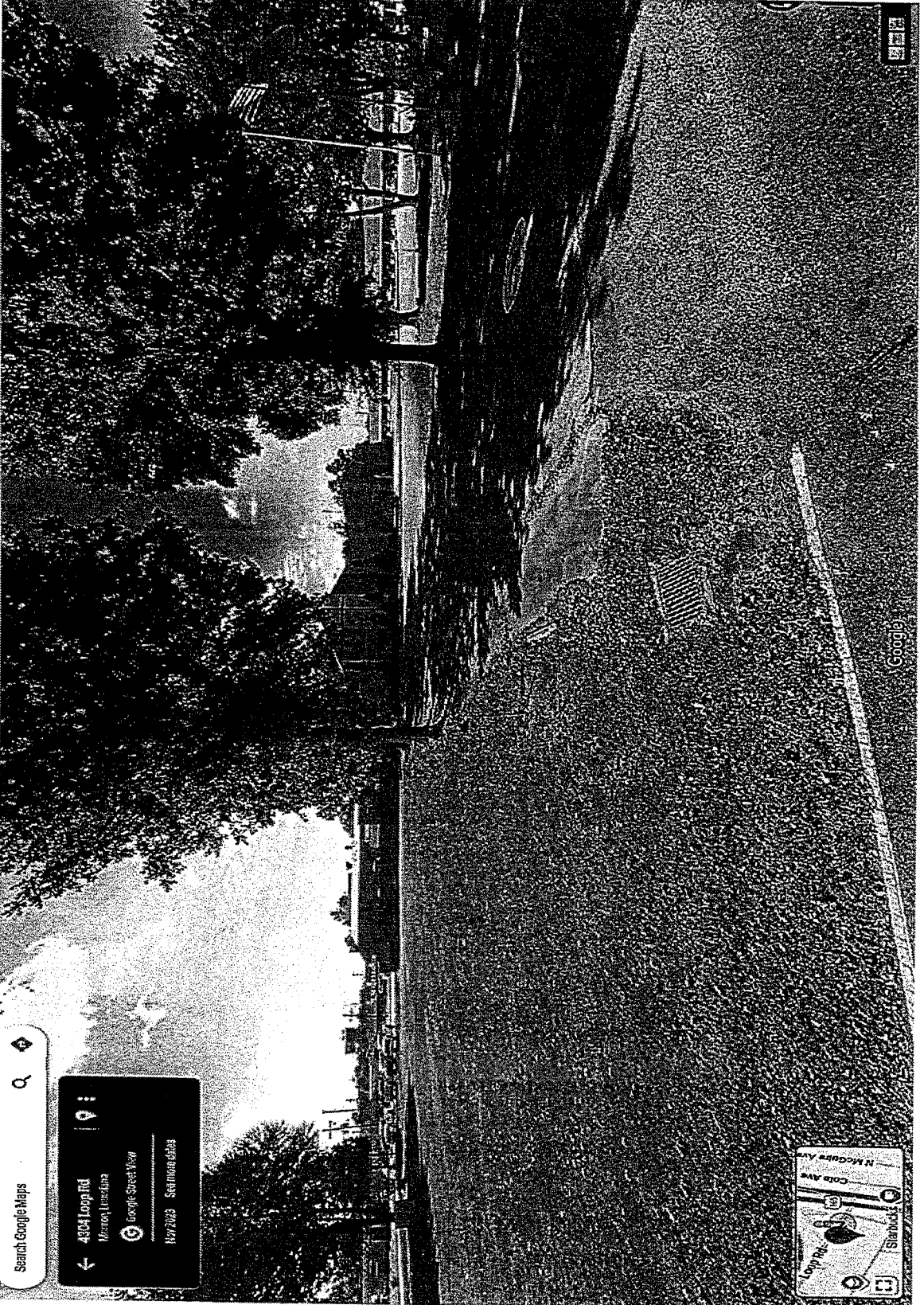
**OPTIONS:**

Approve the applicant's request as presented.

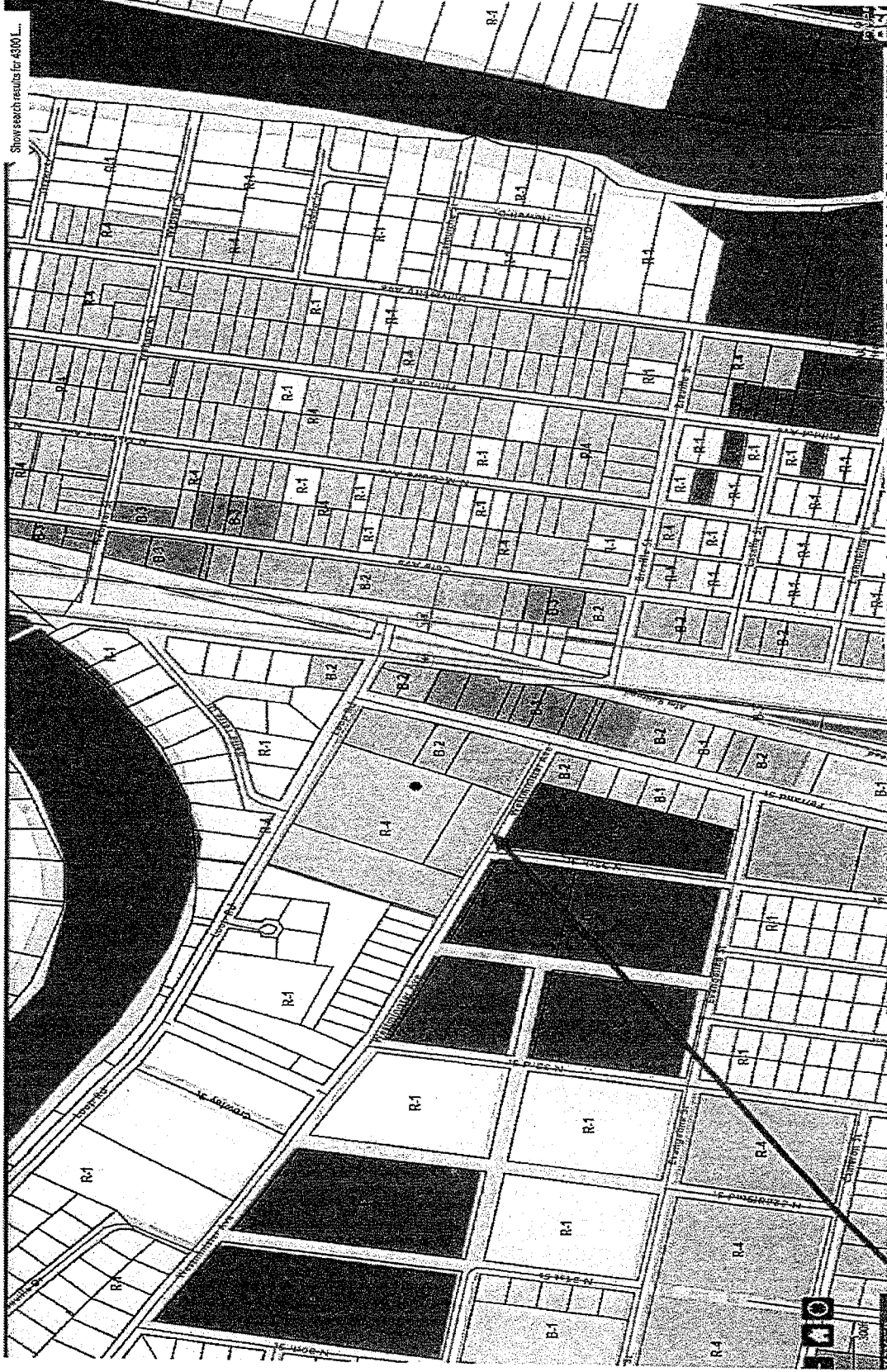
Deny the applicant's request as presented.







Show search results for 4300 L.



Crest Construction

4300 Loop Road

