

**MINUTES OF THE  
BOARD OF COMMISSIONERS  
REGULAR MEETING**

**Wednesday, August 16, 2017**

**5:00 p.m.**

**CIAA Board Room/ 3650 Sen. J. Bennett Johnston Avenue/Lake Charles, LA 70615**

**ATTENDANCE**

**Commissioners Present:**

Mr. Charles K. Dalglish, President  
Mr. Andrew D. Hankins, Vice President  
Mrs. Denise Rau, Secretary/Treasurer  
Mr. James G. Gobert, Commissioner  
Mr. Rico Guillory, Sr., Commissioner  
Mr. Bill Hankins, Commissioner  
Mr. Kenneth W. Nabours, Commissioner

**Others Present:**

Mr. Randy Robb, Executive Director  
Mr. Gerald Theunissen, Consultant  
Mr. Robert Kleinschmidt, Legal Counsel  
Ms. Loretta Hanks, Director of Finance  
Mr. John McMullen, Director of Maintenance  
Ms. Andrea LaFleur, Executive Assistant/Recording Secretary  
Mr. Tommy Eastman, Flavin Realty  
Ms. Patricia Flavin, Flavin Realty  
Dr. Neil Aspinwall, SOWELA Technical Community College  
Mr. Jonathan Farmer, KSA Inc.  
Mayor Randy Roach  
Mrs. Nancy Roach  
Mr. Damon Balch, Landlocked Aviation Services  
Ms. Pam Doucet, O'Carroll Group  
Mr. Tony Guillory, CPPJ  
Mr. Jason Rivera, KPLC TV

**CALL TO ORDER**

President Dalglish called the meeting to order at 5:00 p.m. Following the Pledge of Allegiance, roll was called and a quorum was established as indicated above.

**PROPOSED AGENDA**

President Dalglish requested additions, deletions, and amendments to the proposed agenda and Mr. Robb announced the same; i.e. **AMEND: Item #14** – Discuss and take appropriate action to authorize the Executive Director to award a contract to the responsible low bidder, Kaough & Jones Electric Co., Inc., in the amount of \$292,879.00 for the Hangar “G” HVLS and LED Lighting Upgrade. **ADD: Item #18(A)** – Discuss and take appropriate action to authorize the Executive Director to enter into Amendment No. 2 to Task Order #E1430 with KSA Alliance for the Construction Administration, Construction Survey, Resident Project Representative, Construction Materials Testing, and Commissioning phases of the Runway 15/33 Rehabilitation Project. **Item #18(B)** – Discuss and take appropriate action to authorize the Executive Director to prepare plans and specifications for and advertise for and open bids for Hangar “E” Conversion to a Paint Hangar. **PRESIDENT DALGLEISH ASKED IF THERE WAS ANY INPUT FROM THE PUBLIC. LET THE RECORD SHOW THERE IS NO INPUT FROM THE PUBLIC. MOTION WAS MADE BY**

**MR. A. HANKINS, SECONDED BY MR. B. HANKINS, AND CARRIED UNANIMOUSLY TO APPROVE THE PROPOSED AGENDA AS AMENDED.**

***ANNOUNCEMENTS/REPORTS***

Mr. Robb reported that the Operations Department provided mandatory Federal Aviation Administration Part 139 Recurrent Driver Training for the Chennault airfield operators. Mr. Robb reported that the Operations Department started a dialogue with Roger Hammill of DBT (NAV-Aid Tech), Richard Middleton (FAA Cert Inspector), and U.S. Military Pilots (T-1, T-6, T-38) to determine if the Locator Outer Marker is still needed for training exercises due to the costly expense of repairing or replacing. Mr. Robb reported that the ongoing projects are progressing on schedule and within budget. Mr. Robb reported that he, John McMullen, and Shawn Welcome, LED, met with a potential tenant on August 11, 2017. Mr. Robb reported that the FAA grant application was submitted on August 10, 2017 for the Runway Rehabilitation project. Mr. Robb reported that we are moving forward with the State of Louisiana concerning submission of the \$7 million Bond proposal with the assistance of Jay Delafield.

Mr. Theunissen reported that October 14, 2017 is Election Day and the ballot will have constitutional amendments.

Mayor Roach gave a presentation on the process of establishing Chennault Industrial Airpark Authority. Mayor Roach also donated historical documents pertaining to the establishment of the Airpark.

***MINUTE APPROVAL***

**PRESIDENT DALGLEISH ASKED IF THERE WAS ANY INPUT FROM THE PUBLIC. LET THE RECORD SHOW THERE IS NO INPUT FROM THE PUBLIC. MOTION WAS MADE BY MR. GOBERT, SECONDED BY MR. B. HANKINS, AND CARRIED UNANIMOUSLY TO APPROVE THE MINUTES OF THE JULY 19, 2017 REGULAR MEETING.**

***NEW POSITIONS –***

***ADMINISTRATIVE CLERK & MECHANIC ASSISTANT***

Mr. Robb stated that the purpose of these positions is to greatly increase productivity in administration and maintenance organizations. **PRESIDENT DALGLEISH ASKED IF THERE WAS ANY INPUT FROM THE PUBLIC. LET THE RECORD SHOW THERE IS NO INPUT FROM THE PUBLIC. MOTION WAS MADE BY MR. A. HANKINS, SECONDED BY MR. B. HANKINS, AND CARRIED UNANIMOUSLY TO AUTHORIZE THE CREATION OF TWO NEW POSITIONS, ADMINISTRATIVE CLERK AND MECHANIC ASSISTANT AND AUTHORIZE THE EXECUTIVE DIRECTOR TO FILL THE POSITIONS.**

***ORGANIZATIONAL CHART***

Mr. Robb stated that the changes to the organizational chart represent the two new positions, the Administrative Clerk and Mechanic Assistant. **PRESIDENT DALGLEISH ASKED IF THERE WAS ANY INPUT FROM THE PUBLIC. LET THE RECORD SHOW THERE IS NO INPUT FROM THE PUBLIC. MOTION WAS MADE BY MRS. RAU, SECONDED BY MR. B. HANKINS, AND CARRIED UNANIMOUSLY TO ADOPT THE REVISIONS TO THE CIAA ORGANIZATIONAL CHART.**

***CHECKING ACCOUNTS***

Mr. Robb stated that Capital One Bank changed their requirements for the wording of the Resolution for public funds accounts. Mr. Robb stated that two signatures are required on checks for all accounts. Mr. Robb stated that the President, Secretary/Treasurer, Executive Director, and Director of Finance are the persons authorized to sign. Mr. Robb stated that this action will authorize the newly slated Secretary/Treasurer. **PRESIDENT DALGLEISH ASKED IF THERE WAS ANY INPUT FROM THE PUBLIC. LET THE RECORD SHOW THERE IS NO INPUT FROM THE PUBLIC. MOTION WAS MADE BY MR. B. HANKINS, SECONDED BY MR. GOBERT, AND CARRIED UNANIMOUSLY TO ADOPT THE CAPITAL ONE BANK PUBLIC RESOLUTION AUTHORIZING AND DEFINING PERSONS AUTHORIZED TO SIGN ON THE CHECKING ACCOUNTS AND TO OPEN CERTIFICATES OF DEPOSITS EFFECTIVE JULY 1, 2017.**

***SYSTEMS SURVEY & COMPLIANCE QUESTIONNAIRE***

Mr. Robb stated that a completed Systems Survey and Compliance Questionnaire is required by the Legislative Auditor and must be presented to and adopted by the Board of Directors (Commissioners) annually as part of the financial and compliance audit. **PRESIDENT DALGLEISH ASKED IF THERE WAS ANY INPUT FROM THE PUBLIC. LET THE RECORD SHOW THAT THERE IS NO INPUT FROM THE PUBLIC. MOTION WAS MADE BY MR. GOBERT, SECONDED BY MR. A. HANKINS, AND CARRIED UNANIMOUSLY TO ADOPT A RESOLUTION TO APPROVE THE COMPLETED “SYSTEMS SURVEY & COMPLIANCE QUESTIONNAIRE” & SUBMIT IT TO STULB & ASSOCIATES FOR USE IN ITS ANNUAL AUDIT OF THE FINANCIAL STATEMENTS OF CIAA AS OF JUNE 30, 2017.**

#### ***FLAVIN REALTY, INC. AGREEMENT***

Mr. Robb stated that Flavin Realty will provide real estate services to Chennault. Mr. Robb stated that the compensation to Flavin Realty will be six percent of the gross amount paid to Chennault for any lease of the Facility or Expansion Property. **PRESIDENT DALGLEISH ASKED IF THERE WAS ANY INPUT FROM THE PUBLIC. LET THE RECORD SHOW THERE IS NO INPUT FROM THE PUBLIC. MOTION WAS MADE BY MR. A. HANKINS, SECONDED BY MRS. RAU, AND CARRIED UNANIMOUSLY TO AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO AN AGREEMENT BETWEEN FLAVIN REALTY, INC. AND CHENNAULT INTERNATIONAL AIRPORT AUTHORITY.**

#### ***SITE PREPARATION WEST OF THE EMERGENCY ACCESS ROAD – RE-SCOPE***

Mr. Robb stated that the project scope has been revised to ensure proper drainage. **PRESIDENT DALGLEISH ASKED IF THERE WAS ANY INPUT FROM THE PUBLIC. LET THE RECORD SHOW THAT THERE IS NO INPUT FROM THE PUBLIC. MOTION WAS MADE BY MR. A. HANKINS, SECONDED BY MR. B. HANKINS, AND CARRIED UNANIMOUSLY TO AUTHORIZE THE EXECUTIVE DIRECTOR TO RE-SCOPE THE PLANS AND SPECIFICATIONS FOR AND SOLICIT FOR AND OPEN BIDS FOR THE SITE PREPARATION WEST OF THE EMERGENCY ACCESS ROAD.**

#### ***RUNWAY 15-33 REHABILITATION PROJECT***

Mr. Robb stated that five bids were received for the Runway 15-33 Rehabilitation Project. Mr. Robb stated that the responsible low bidder is Alfred Palma, LLC, in the amount of \$4,973,960.70 which is the Base Bid and Alternate #1. Mr. Robb stated that it is the recommendation of the engineer, KSA, Inc., to award the contract to Alfred Palma, LLC. Mr. Robb also stated that the award is contingent on funding and concurrence from the FAA. **PRESIDENT DALGLEISH ASKED IF THERE WAS ANY INPUT FROM THE PUBLIC. LET THE RECORD SHOW THAT THERE IS NO INPUT FROM THE PUBLIC. MOTION WAS MADE BY MR. GOBERT, SECONDED BY MR. B. HANKINS, AND CARRIED UNANIMOUSLY TO AUTHORIZE THE EXECUTIVE DIRECTOR TO AWARD A CONTRACT TO THE RESPONSIBLE LOW BIDDER, ALFRED PALMA, LLC, IN THE AMOUNT OF \$4,973,960.70 WHICH IS THE BASE BID AND ALTERNATE #1 FOR THE RUNWAY 15-33 REHABILITATION PROJECT WITH THE AWARD OF THE CONTRACT BEING CONTINGENT ON FUNDING AND CONCURRENCE FROM THE FAA.**

#### ***HANGAR “G” HVLS FANS AND LED LIGHTING UPGRADE***

Mr. Robb stated that six bids were received for the Hangar “G” HVLS Fans and LED Lighting Upgrade. Mr. Robb stated that the responsible low bidder is Kaough & Jones Electric Co., Inc., in the amount of \$292,879.00. Mr. Robb stated that it is the recommendation of the engineer, Liprie Engineering, LLC, to award the contract to Kaough & Jones Electric Co., Inc.. **PRESIDENT DALGLEISH ASKED IF THERE WAS ANY INPUT FROM THE PUBLIC. LET THE RECORD SHOW THAT THERE IS NO INPUT FROM THE PUBLIC. MOTION WAS MADE BY MR. A. HANKINS, SECONDED BY MRS. RAU, AND CARRIED UNANIMOUSLY TO AUTHORIZE THE EXECUTIVE DIRECTOR TO AWARD A CONTRACT TO THE RESPONSIBLE LOW BIDDER, KAOUGH & JONES ELECTRIC CO. INC., IN THE AMOUNT OF \$292,879.00 FOR THE HANGAR “G” HVLS FANS AND LED LIGHTING UPGRADE.**

#### ***CAPITAL IMPROVEMENT PROGRAM***

Mr. Robb stated that the Resolution is required in order to participate in future projects funded by the FAA and DOTD. **PRESIDENT DALGLEISH ASKED IF THERE WAS ANY INPUT FROM THE PUBLIC. LET THE RECORD SHOW THAT THERE IS NO INPUT FROM THE PUBLIC. MOTION WAS MADE BY MR. GOBERT, SECONDED BY MR. A. HANKINS AND CARRIED UNANIMOUSLY TO ADOPT A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO PREPARE AND SUBMIT A CAPITAL IMPROVEMENT PROGRAM (CIP) REQUEST TO THE FAA VIA DOTD.**

***AAR AIRCRAFT SERVICES INC. –  
LEASE TERMINATION***

Mr. Robb stated that AAR Aircraft Services Inc. requested to terminate their lease with Chennault International Airport Authority effective August 18, 2017. **PRESIDENT DALGLEISH ASKED IF THERE WAS ANY INPUT FROM THE PUBLIC. LET THE RECORD SHOW THAT THERE IS NO INPUT FROM THE PUBLIC. MOTION WAS MADE BY MR. A. HANKINS, SECONDED BY MR. NABOURS AND CARRIED UNANIMOUSLY TO ADOPT A RESOLUTION AUTHORIZING THE PRESIDENT TO TERMINATE THE LEASE AGREEMENT BETWEEN CHENNAULT INTERNATIONAL AIRPORT AUTHORITY AND AAR AIRCRAFT SERVICES INC.**

***LANDLOCKED AVIATION SERVICES – LEASE***

Mr. Robb stated that Landlocked Aviation Services requested to lease Hangars “E”, “F”, and “G”. Mr. Robb stated that Landlocked has been working as a painting subcontractor to AAR, but will now be painting based upon their own Part 145 License upon the departure of AAR from Chennault. **PRESIDENT DALGLEISH ASKED IF THERE WAS ANY INPUT FROM THE PUBLIC. LET THE RECORD SHOW THAT MR. BALCH STATED THAT LANDLOCKED AVIATION SERVICES BUSINESS PLAN IS TO EMPLOY 150 EMPLOYEES AND WILL BE USING LOCAL PEOPLE TO FILL THESE POSITIONS. MOTION WAS MADE BY MRS. RAU, SECONDED BY MR. GOBERT AND CARRIED UNANIMOUSLY TO ADOPT A RESOLUTION AUTHORIZING THE PRESIDENT TO ENTER INTO A LEASE BETWEEN CHENNAULT INTERNATIONAL AIRPORT AUTHORITY AND LANDLOCKED AVIATION SERVICES.**

***LEGAL SERVICES AGREEMENT***

Mr. Robb stated that the legal services agreement expires September 30, 2017 and recommends renewing the agreement with the Calcasieu Parish District Attorney’s Office. **PRESIDENT DALGLEISH ASKED IF THERE WAS ANY INPUT FROM THE PUBLIC. LET THE RECORD SHOW THERE IS NO INPUT FROM THE PUBLIC. MOTION WAS MADE BY MR. GOBERT, SECONDED BY MR. A. HANKINS, AND CARRIED UNANIMOUSLY TO AUTHORIZE THE PRESIDENT TO RENEW AN AGREEMENT FOR LEGAL SERVICES WITH THE CALCASIEU PARISH DISTRICT ATTORNEY’S OFFICE FOR A ONE-YEAR PERIOD COMMENCING OCTOBER 1, 2017.**

***KSA ALLIANCE – TASK ORDER #E1430 AMENDMENT #2***

Mr. Robb stated that the amendment to Task Order #1430 is for the Construction Administration, Construction Survey, Resident Project Representative, Construction Materials Testing, and Commissioning phases for the Runway 15-33 Rehabilitation Project. **PRESIDENT DALGLEISH ASKED IF THERE WAS ANY INPUT FROM THE PUBLIC. LET THE RECORD SHOW THERE IS NO INPUT FROM THE PUBLIC. MOTION WAS MADE BY MR. B. HANKINS, SECONDED BY MR. A. HANKINS, AND CARRIED UNANIMOUSLY TO AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO AMENDMENT NO. 2 TO TASK ORDER #E1430 WITH KSA ALLIANCE FOR THE CONSTRUCTION ADMINISTRATION, CONSTRUCTION SURVEY, RESIDENT PROJECT REPRESENTATIVE, CONSTRUCTION MATERIALS TESTING, AND COMMISSIONING PHASES OF THE RUNWAY 15/33 REHABILITATION PROJECT.**

***HANGAR “E” CONVERSION TO A PAINT HANGAR***

Mr. Robb stated that the conversion of Hangar “E” to a paint hangar is at the request of Landlocked Aviation Services.. **PRESIDENT DALGLEISH ASKED IF THERE WAS ANY INPUT FROM THE PUBLIC. LET THE RECORD SHOW THERE IS NO INPUT FROM THE PUBLIC. MOTION WAS MADE BY MR. GOBERT,**

**SECONDED BY MR. A. HANKINS, AND CARRIED UNANIMOUSLY TO AUTHORIZE THE EXECUTIVE DIRECTOR TO PREPARE PLANS AND SPECIFICATIONS FOR AND ADVERTISE FOR AND OPEN BIDS FOR HANGAR "E" CONVERSION TO A PAINT HANGAR.**

***ADJOURNMENT***

**PRESIDENT DALGLEISH ASKED IF THERE WAS ANY INPUT FROM THE PUBLIC. LET THE RECORD SHOW THERE IS NO INPUT FROM THE PUBLIC. MOTION WAS MADE BY MR. NABOURS, SECONDED BY MR. GOBERT, AND CARRIED UNANIMOUSLY TO ADJOURN THE MEETING.** With no further business to come before the Commissioners, President Dalgleish declared the meeting adjourned at 6:04 p.m.

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MR. CHARLES K. DALGLEISH, PRESIDENT

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MRS. DENISE RAU, SECRETARY