

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

**Wednesday, January 17, 2018**

**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. Bob Kleinschmidt, Legal Council  
Ms. Loretta Hanks, Director of Finance  
Mr. Madwight Gallien, Director of Operations  
Mr. John McMullen, Director of Maintenance  
Ms. Andrea LaFleur, Executive Assistant/Recording Secretary  
Mr. John Bradford  
Mr. Kristi Carter, Stulb & Associates  
Mr. Louis Todd, Todd & Associates

**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. **ADD: Item #6 (A)** – Receive and take appropriate action to approve the Annual Audit Report for Fiscal Year Ending June 30, 2017 as presented by Stulb & Associates. **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. GOBERT, AND CARRIED UNANIMOUSLY TO APPROVE THE PROPOSED AGENDA AS AMENDED.**

**ANNOUNCEMENTS/REPORTS**

Mr. Robb reported that the staff participated in a conference call January 9, 2018, with Kim Harris of Federal Aviation Administration and Danielle Gaylor of State DOTD to discuss objects to be removed affecting Alternate Runway 16/34 Runway Object Free Area on 16 Approach end. Mr. Robb reported that the freezing temperatures have caused a host of issues on the airport. Mr. Robb reported that one bay of LED lighting has been completed in Hangar “A” and Northrop Grumman is greatly impressed with the difference between the new lighting and the old. Mr. Robb reported that he met with Attorneys for all parties concerned with the Mallard Cove Relocation to finalize the CEA and the Escrow Agreement. Mr. Robb reported that he spoke with the site manager for a prospective tenant and they have a tentative site visit set up for January 31 – February 1, 2018.

**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. NABOURS, SECONDED BY MR. A. HANKINS, AND CARRIED UNANIMOUSLY TO APPROVE THE MINUTES OF THE DECEMBER 20, 2017 REGULAR MEETING.**

#### ***ANNUAL AUDIT REPORT***

Ms. Carter reported that the audit report is an unmodified opinion of financial statements for year ending June 30, 2017 and complied with auditing standards. Ms. Carter reported that there were no findings or questioned costs for the audit for the fiscal year ending June 30, 2017. Ms. Carter reported that this is the first year that an Independent Accountant's Report on Applying Agreed-Upon Procedures has to be completed. Ms. Carter reported that Chennault follows all the required procedures but Chennault does not have written policies and procedures and the State is mandating written policies and procedures. Ms. Carter reported that her firm will assist Chennault in writing the policies and procedures. **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. GUILLORY, SECONDED BY MR. GOBERT, AND CARRIED UNANIMOUSLY TO APPROVE THE ANNUAL AUDIT REPORT FOR FISCAL YEAR ENDING JUNE 30, 2017 AS PRESENTED BY STULB & ASSOCIATES.**

#### ***INSURANCE POLICIES***

Mr. Robb stated that the Request for Proposals insurance policies will be received on February 12, 2018. **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 MRS. RAU AND CARRIED UNANIMOUSLY TO APPOINT TODD & ASSOCIATES AS THE AGENT OF RECORD AND TO ADVERTISE FOR THE PURCHASE OF INSURANCE POLICIES FOR GENERAL LIABILITY, PUBLIC OFFICIALS LIABILITY, AUTOMOBILE, PROPERTY, AND WORKERS' COMPENSATION COVERAGES FOR THE YEAR COMMENCING MARCH 1, 2018.**

#### ***HEALTH INSURANCE COVERAGE***

Mr. Robb stated that the anticipated premium will decrease by 5.6%. Mr. Robb stated that this is the top benefit that is offered to the employees. Mr. Robb also stated that he requests to maintain the current employer and employee contribution ratio. **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 MRS. RAU, AND CARRIED UNANIMOUSLY TO AUTHORIZE THE RENEWAL OF THE EMPLOYEE GROUP HEALTH INSURANCE AT THE CURRENT COVERAGES FOR THE YEAR COMMENCING MARCH 1, 2018.**

#### ***SITE PREPARATION WEST OF THE EMERGENCY ACCESS ROAD (REBID)***

Mr. Robb stated that the scope of work is to level the property to enable proper drainage. Mr. Robb stated that the low bidder for the is Athletic Turf Solutions, LLC in the amount of \$137,497.80. **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 MRS. RAU, AND CARRIED UNANIMOUSLY TO AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH THE RESPONSIBLE LOW BIDDER, ATHLETIC TURF SOLUTIONS, LLC, IN THE AMOUNT OF \$137,497.80 FOR THE SITE PREPARATION WEST OF THE EMERGENCY ACCESS ROAD (REBID).**

#### ***EXECUTIVE SESSION***

**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 ENTER INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTERS.** The commissioners began the Executive Session at 5:22 p.m.

***REGULAR SESSION***

**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. GUILLORY, AND CARRIED UNANIMOUSLY TO RECONVENE THE REGULAR SESSION.**  
The Regular Session was reconvened at 6:12 p.m. with no action taken during the Executive Session.

***EXECUTIVE DIRECTOR***

**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 ACCEPT RANDY ROBB'S RETIREMENT REQUEST.**

***SEARCH COMMITTEE***

**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. GUILLORY, SECONDED BY MR. A. HANKINS, AND CARRIED UNANIMOUSLY TO ESTABLISH A SEARCH COMMITTEE.**

***PROFESSIONAL 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. GUILLORY, SECONDED BY MRS. RAU, AND CARRIED UNANIMOUSLY TO ENTER INTO A CONTRACT WITH AN EXECUTIVE SEARCH FIRM, LUCAS GROUP, TO INITIATE A SEARCH FOR A NEW EXECUTIVE DIRECTOR.**

***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 Dalglish declared the meeting adjourned at 6:15 p.m.

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MR. CHARLES K. DALGLEISH, PRESIDENT

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MRS. DENISE RAU, SECRETARY