

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

**Wednesday, February 21, 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. Gerald Theunissen, Consultant  
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. Joseph Delafield, Attorney  
Mrs. Brenda Delafield  
Mr. Jonathan Farmer, KSA Inc.  
Mr. Louis Todd, Todd & Associates  
Mr. Peter O'Carroll, O'Carroll Group  
Mr. Josh Arnold, Centerra Group  
Mr. Joe Torres, Million Air of Lake Charles  
Dr. Neil Aspinwall, SOWELA  
Mr. Tony Guillory, CPPJ  
Mr. Dennis Scott, CPPJ

**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 #17 (A)** – Discuss and take appropriate action to adopt a Resolution authorizing the President to enter into a lease agreement between Chennault International Airport Authority and a proposed MRO tenant which the name will be announced at a later date. **Item #17 (B)** – Motion to enter into Executive Session to discuss personnel matters. **Item #17 (C)** – Motion to return to Regular Session. **AMEND: Item #9** – Discuss and take appropriate action to authorize the purchase of insurance policies from Todd & Associates for general liability, public officials liability, automobile, workers compensation, and property and liability coverages for the year commencing March 1, 2018. **Item #12** – Discuss and take appropriate action to authorize the Executive Director to award a contract to the responsible low bidder, Air Conduit LLC, in the amount of \$51,288.00 for Hangar “G” Indoor Heater Equipment Installation. **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 PROPOSED AGENDA AS AMENDED.**

***ANNOUNCEMENTS/REPORTS***

Mr. Robb reported that the senior staff attended the FAA Annual Conference in Fort Worth, Texas and Chennault was selected as the 2017 Louisiana Airport of the Year. Mr. Robb reported that he and Mr. Theunissen attended the LABI Annual conference luncheon in Baton Rouge.

***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. GOBERT, AND CARRIED UNANIMOUSLY TO APPROVE THE MINUTES OF THE JANUARY 17, 2018 REGULAR MEETING.**

***EXCESS REVENUE CERTIFICATES OF INDEBTEDNESS, SERIES 2018***

Mr. Robb stated that at this time I would like to turn it over to Mr. Jay Delafield. Mr. Delafield stated that the Resolution in front of you is authorizing the issuance of the bonds. Mr. Delafield stated that he recommends the adoption of this resolution and we intend to close the transaction on March 1, 2018. Mr. Delafield stated that we will deliver the certificates of indebtedness to IberiaBank and at that time, we will fund \$6.6 million into a construction account, which will construct the new golf course. Mr. Delafield stated that immediately upon completion of that particular golf course, the old course will be shut down and title will be transferred to the Authority. **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 MRS. RAU, AND CARRIED UNANIMOUSLY TO ADOPT A RESOLUTION PROVIDING FOR ISSUANCE, SALES AND DELIVERY OF \$6,725,000 EXCESS REVENUE CERTIFICATES OF INDEBTEDNESS OF CHENNAULT INTERNATIONAL AIRPORT AUTHORITY, STATE OF LOUISIANA, SERIES 2018; CONFIRMING THE SALES THEREOF BY NEGOTIATION TO IBERIABANK; AND PROVIDING FOR PAYMENT OF PRINCIPAL THEREOF INTEREST THEREOF.**

***ESCROW AGREEMENT***

Mr. Robb stated the Escrow Agreement will assist the City, the Authority, MC Golf and Argent Trust with their respective privileges, duties and responsibilities in connection with the relocation of the City's public 18 hole golf course facility to the MC Golf Development. **PRESIDENT DALGLEISH ASKED IF THERE WAS ANY INPUT FROM THE PUBLIC. LET THE RECORD SHOW THAT MR. TONY GUILLORY ASKED IF ANY OF THIS IS ANY PART OF THE CITY TAX PAYER FUNDS. MR. ROBB STATED NO, THIS IS CHENNAULT'S BOND. MOTION WAS MADE BY MR. A. HANKINS, SECONDED BY MRS. RAU AND CARRIED UNANIMOUSLY TO ADOPT A RESOLUTION AUTHORIZING THE PRESIDENT TO ENTER INTO AN ESCROW AGREEMENT PURSUANT TO COOPERATIVE ENDEAVOR AND LOCAL SERVICES AGREEMENT AMONG THE CITY OF LAKE CHARLES AND CHENNAULT INTERNATIONAL AIRPORT AUTHORITY AND MC GOLF DEVELOPMENT L.L.C. AND ARGENT TRUST.**

***INSURANCE POLICIES***

Mr. Robb stated before I turn it over to Louis Todd, we did advertise and we received one input. Mr. Robb stated that Zurich has been a good partner and claim experience has been good in the past. Mr. Todd stated that there are a couple of things I would like to point out. Mr. Todd stated that in January, I gave renewal figures and they were based on the same numbers that were used in 2017. Mr. Todd stated that there has been a few changes to my numbers from what was proposed in January mostly because of the changes in the property values. Mr. Todd stated that he did get a quote from another carrier, Starr, for property insurance. Mr. Todd stated that Starr is a little less than Zurich and I did a comparison between the two companies. Mr. Todd stated that it is in the best interest of Chennault to stay with Zurich. Mr. Todd stated that he still collaborating with Mrs. Phyllis Thibodeaux. **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 MRS. RAU, SECONDED BY MR. B.**

**HANKINS AND CARRIED UNANIMOUSLY TO AUTHORIZE THE PURCHASE OF ALL INSURANCE POLICIES AS QUOTED AND ZURICH FOR THE PROPERTY INSURANCE FROM TODD & ASSOCIATES FOR GENERAL LIABILITY, PUBLIC OFFICIALS LIABILITY, AUTOMOBILE, PROPERTY, AND WORKERS' COMPENSATION COVERAGES FOR THE YEAR COMMENCING MARCH 1, 2018.**

***HANGAR "F" CHILLER PUMP/MOTOR REFURB***

Mr. Robb stated that three bids were received and Calcasieu Mechanical Contractors, Inc. is the responsible low bidder. Mr. Robb stated that it is the engineer's recommendation to award the contract to Calcasieu Mechanical Contractors, Inc. in the amount of \$74,960.00. **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. NABOURS, AND CARRIED UNANIMOUSLY TO AUTHORIZE THE EXECUTIVE DIRECTOR TO AWARD A CONTRACT TO THE RESPONSIBLE LOW BIDDER, CALCASIEU MECHANICAL CONTRACTORS, INC., IN THE AMOUNT OF \$74,960.00 FOR HANGAR "F" CHILLER PUMP/MOTOR REFURB.**

***RECONSTRUCT RUNWAY 33 BLAST PAD***

Mr. Robb stated that five bids were received and Williams Equipment Services, LLC is the responsible low bidder. Mr. Robb stated that it is the engineer's recommendation to award the contract to Williams Equipment Services, LLC in the amount of \$299,954.00. **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 EXECUTIVE DIRECTOR TO AWARD A CONTRACT TO THE RESPONSIBLE LOW BIDDER WILLIAMS EQUIPMENT SERVICES, LLC, IN THE AMOUNT OF \$299,954.00 FOR THE PROJECT TO RECONSTRUCT RUNWAY 33 BLAST PAD.**

***HANGAR "G" INDOOR HEATER EQUIPMENT INSTALLATION***

Mr. Robb stated that three bids were received and Air Conduit LLC is the responsible low bidder. Mr. Robb stated that it is the engineer's recommendation to award the contract to Air Conduit LLC. in the amount of \$51,288.00. **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. NABOURS, AND CARRIED UNANIMOUSLY TO AUTHORIZE THE EXECUTIVE DIRECTOR TO AWARD A CONTRACT TO THE RESPONSIBLE LOW BIDDER, AIR CONDUIT, LLC, IN THE AMOUNT OF \$51,288.00 HANGAR "G" INDOOR HEATER EQUIPMENT INSTALLATION.**

***LEASE – LUKE'S RV SALES & SERVICE***

Mr. Robb stated that Luke's RV Sales & Service is leasing the concrete slab at Site 1 and up to 100,000 square feet of surrounding grass area and would like to renew the lease for a one year period. Mr. Robb also stated that the National Guard is amenable to the non-military use of the property since there is an out clause written in the lease. **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. B. HANKINS, SECONDED BY MR. A. HANKINS, AND CARRIED UNANIMOUSLY TO ADOPT A RESOLUTION AUTHORIZING THE PRESIDENT TO ENTER INTO A LEASE AGREEMENT BETWEEN CHENNAULT INTERNATIONAL AIRPORT AUTHORITY AND LUKE'S RV SALES & SERVICE.**

***AUDIT SERVICES AGREEMENT***

Mr. Robb stated that we received a proposal from Stulb and Associates for a three year period at a rate of \$7,900.00 per year. Mr. Robb reported that it is the staff's recommendation to accept the proposal from Stulb and 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 MRS. RAU, SECONDED BY MR. B. HANKINS, AND CARRIED UNANIMOUSLY TO AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER**

**INTO AN AGREEMENT WITH STULB AND ASSOCIATES FOR THE AUDIT OF THE FINANCIAL STATEMENTS FOR A THREE YEAR PERIOD.**

***LANDLOCKED AVIATION SERVICES***

Mr. Robb stated that Landlocked Aviation Services is requesting a rent abatement commencing on February 1, 2018 for a six month period. Mr. Robb stated that the justification is that Landlocked renovated the floors, doors, walls and painted the Hangar "F" office spaces; utility bills ran well over budget due to heaters that were not operating properly; and unforeseen rental of additional portable heaters to keep up in the freezing weather. **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. GUILLORY, AND CARRIED UNANIMOUSLY TO AUTHORIZE THE EXECUTIVE DIRECTOR TO ABATE THE MONTHLY RENT PAYMENTS FOR LANDLOCKED AVIATION SERVICES FOR A SIX MONTH PERIOD BEGINNING FEBRUARY 1, 2018.**

***AIRCRAFT TUG - PURCHASE***

Mr. Robb stated that the purchase of a more compact tug is at the request of Landlocked Aviation Services. Mr. Robb stated that the current tug is too large for 737/A320 aircraft. Mr. Robb also stated that the current tug is part of the Hangar "H" equipment. **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. NABOURS, AND CARRIED UNANIMOUSLY TO AUTHORIZE THE EXECUTIVE DIRECTOR TO PREPARE SPECIFICATIONS FOR AND ADVERTISE FOR AND OPEN BIDS FOR THE PURCHASE OF A SMALL AIRCRAFT TUG.**

***AIRFIELD LIGHTING REHABILITATION – PROJECT #2  
CHANGE ORDER #2***

Mr. Robb stated that the scope of work for the change order is to add temporary PAPI-4 and Distance Remaining Signs to Taxiway Alpha serving as Temporary Runway 16-34 during the primary runway construction project. Mr. Robb stated that this a safety issue and recommends approval of the change order. **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 AUTHORIZE THE EXECUTIVE DIRECTOR TO APPROVE CHANGE ORDER #2 FOR THE AIRFIELD LIGHTING REHABILITATION – PROJECT #2.**

***LEASE – MRO TENANT***

Mr. Robb stated that the proposed lease with a MRO tenant will be for an initial term of ten years with three five year options for renewal. Mr. Robb stated that leased premises will be Hangar "D", Hangar "A", Administration Building, and the GSE Building. **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. GUILLORY, AND CARRIED UNANIMOUSLY TO ADOPT A RESOLUTION AUTHORIZING THE PRESIDENT TO ENTER INTO A LEASE AGREEMENT BETWEEN CHENNAULT INTERNATIONAL AIRPORT AUTHORITY AND A PROPOSED MRO TENANT WHICH THE NAME WILL BE ANNOUNCED AT A LATER DATE.**

***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. NABOURS, SECONDED BY MR. B. HANKINS, AND CARRIED UNANIMOUSLY TO ENTER INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTERS.** The commissioners began the Executive Session at 5:54 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. A. HANKINS, AND CARRIED UNANIMOUSLY TO RECONVENE THE REGULAR SESSION.**

The Regular Session was reconvened at 6:10 p.m. with no action taken during the Executive Session.

***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 6:10 p.m.

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MR. CHARLES K. DALGLEISH, PRESIDENT

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MRS. DENISE RAU, SECRETARY