



INTERNATIONAL AIRPORT

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

**Wednesday, August 15, 2018**

**5:00 p.m.**

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

**ATTENDANCE**

**Commissioners Present:**

Mr. Andrew D. Hankins, President  
Mrs. Denise Rau, Vice President  
Mr. Charles K. Dalgleish, Commissioner  
Mr. Bill Hankins, Commissioner  
Mr. Tad Martin, Commissioner

**Commissioners Absent:**

Mr. Rico Guillory, Sr., Secretary/Treasurer  
Mr. James G. Gobert, Commissioner

**Others Present:**

Mr. Kevin Melton, Executive Director  
Mr. Robert Kleinschmidt, Legal Counsel  
Mr. Gerald Theunissen, Consultant  
Ms. Loretta Hanks, Director of Finance  
Mr. John McMullen, Director of Maintenance  
Ms. Andrea LaFleur, Director of Executive & Airport Affairs  
Mr. Mitch O'Neal, Director of Operations  
Mr. Keith Johnson, Citadel  
Mr. Michael Flatt, Northrop Grumman  
Mr. Josh Arnold, Centerra Group  
Mr. Byron Owens, CI2  
Ms. Pam Doucet, O'Carroll Group  
Mr. Joe Torres, Million Air  
Mr. Peter O'Carroll, O'Carroll Group  
Mr. Jonathan Farmer, KSA  
Mr. Joel Davidson, NAI Latter & Blum  
Ms. Emily Fontenot, O'Carroll Group  
Mr. Tony Guillory, CPPJ  
Mr. Damon Balch, Landlocked Aviation Services LLC

**CALL TO ORDER**

President A. Hankins 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 A. Hankins requested additions, deletions, and amendments to the proposed agenda and Mr. Melton announced the same; i.e. **ADD: Item #14 (A)** – Discuss and take appropriate action to adopt a Resolution authorizing the Executive Director to sign a Quitclaim Deed and a Cooperative Endeavor Agreement between the City of Lake Charles, the Calcasieu Parish Police Jury, Chennault International Airport Authority, and the State of Louisiana for the use and benefit of the Board of Supervisor of the Louisiana Community and Technical College System. **PRESIDENT A. HANKINS 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. DALGLEISH, SECONDED**

**BY MRS. RAU, AND CARRIED UNANIMOUSLY TO APPROVE THE PROPOSED AGENDA AS AMENDED.**

***ANNOUNCEMENTS/REPORTS***

Mr. Melton reported that we had a great meeting with Governor Edwards and our local delegators. Mr. Melton reported that we expect the runway to open on Thursday, August 16, 2018 and the FOD walk will be done in the morning prior to the runway opening. Mr. Melton reported that Mr. Andy Hankins will be the first to land on the runway with potential media in tow. Mr. Melton reported that we are working to get more General Aviation activity at the airport. Mr. Melton reported that the McNeese Football Team will be flying out of Chennault on Friday, August 31, 2018. Mr. Melton reported that there will be a Legislative Breakfast held in next month or two.

Mr. Theunissen reported that we had a great meeting with the Governor and discussed the importance of Chennault to the State of Louisiana. Mr. Theunissen reported that we also discussed the Chennault Projects that are in Capital Outlay. Mr. Theunissen reported that Mr. Melton and I had a breakfast meeting with Chuck Kleckley to discuss the Adams and Reese contract and we decided to discuss the contract face to face with Jeff Brooks in Washington, DC.

Ms. Fontenot gave a brief summary as to the media coverage that has been updated on Facebook and LinkedIn. Ms. Fontenot reported that they are preparing a flyer to send out stating that the runway is open. Ms. Fontenot reported that KPLC wants to do a story on all of the tenants at Chennault.

***MINUTE APPROVAL***

**PRESIDENT A. HANKINS 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. DALGLEISH, SECONDED BY MR. B. HANKINS, AND CARRIED UNANIMOUSLY TO APPROVE THE MINUTES OF THE JULY 31, 2018 REGULAR MEETING.**

***LEGAL SERVICES AGREEMENT***

Mr. Melton stated that the legal services agreement expires September 30, 2018 and recommends renewing the agreement with the Calcasieu Parish District Attorney's Office. **PRESIDENT A. HANKINS 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 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, 2018.**

***BUILDING 3101/3104 HVAC CONTROLS UPGRADE***

Mr. Melton stated that two bids were received. Mr. Melton stated that the low bidder is Calcasieu Mechanical Contractors, Inc., in the amount of \$69,670.00 for Building 3101/3104 Air Condition Controls Upgrade. **PRESIDENT A. HANKINS 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. DALGLEISH, SECONDED BY MRS. RAU, 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 \$69,670.00 FOR BUILDING 3101/3104 AIR CONDITION CONTROLS UPGRADE.**

***HANGAR "F" HVAC CONTROLS UPGRADE***

Mr. Melton stated that two bids were received. Mr. Melton stated that the low bidder is Calcasieu Mechanical Contractors, Inc., in the amount of \$43,370.00 for Hangar "F" Air Condition Controls Upgrade. **PRESIDENT A. HANKINS 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. DALGLEISH, SECONDED BY MRS. RAU, 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 \$43,370.00 FOR HANGAR F AIR CONDITION CONTROLS UPGRADE.**

***HANGAR “D” PARKING LOT***

Mr. Melton stated that Citadel Completions LLC is requesting a 150 space parking lot near Hangar “D”. **PRESIDENT A. HANKINS 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. DALGLEISH, SECONDED BY MR. MARTIN, AND CARRIED UNANIMOUSLY TO AUTHORIZE THE EXECUTIVE DIRECTOR TO PREPARE PLANS AND SPECIFICATIONS, TO ADVERTISE, AND OPEN BIDS FOR HANGAR “D” PARKING LOT.**

***AIRSHOW ALCOHOL SELL AUTHORIZATION***

Mr. Melton stated that the purpose of this Resolution is to grant permission for alcoholic beverages to be sold at the airshow. Mr. Melton stated that the permission is one of the requirements for the airshow’s application for the permit to sell liquor, beer, and wine. **PRESIDENT A. HANKINS 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. DALGLEISH, SECONDED BY MRS. RAU, AND CARRIED UNANIMOUSLY TO ADOPT A RESOLUTION AUTHORIZING THE PRESIDENT TO GIVE WRITTEN AUTHORIZATION FOR THE CHENNAULT INTERNATIONAL AIRSHOW, INC. TO SELL OR DISTRIBUTE ALCOHOLIC BEVERAGES OF HIGH AND LOW ALCOHOL CONTENT AT THE AIRSHOW, MAY 10 – 12, 2019 AT CHENNAULT INTERNATIONAL AIRPORT.**

***CREDIT CARD***

Mr. Melton stated that Capital One Bank, CIAA’s fiscal agent, requires that a Resolution be adopted authorizing the issuance of a credit card for the Director of Executive & Airport Affairs and Director of Operations. Mr. Melton stated that the individual would use this credit card when traveling on CIAA business. **PRESIDENT A. HANKINS 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. DALGLEISH, AND CARRIED UNANIMOUSLY TO ADOPT A RESOLUTION AUTHORIZING THE ISSUANCE OF A CAPITAL ONE CREDIT CARD.**

***DOTD – FOD BOSS***

Mr. Melton stated that the resolution will authorize the Executive Director to accept the grant, submit reports, and sign reimbursement requests for the FOD BOSS. **PRESIDENT A. HANKINS 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. DALGLEISH, AND CARRIED UNANIMOUSLY TO ADOPT A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ACCEPT A GRANT OFFER FROM THE LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT FOR THE FOD BOSS, AND TO SIGN ALL APPLICATIONS, FORMS, GRANT AGREEMENTS, ASSURANCES, REPORTS AND REIMBURSEMENT REQUESTS ASSOCIATED WITH THE GRANT.**

***RUNWAY 15 SSALSR – DESIGN ONLY***

Mr. Melton stated that the Task Order is to prepare the plans and specifications for the Runway 15 SSALSR. Mr. Melton stated that the scope of work is the replacement of the existing Medium Intensity Approach Lighting System with Runway Alignment Indicator Lights (MALSR) with a Simplified Short Approach Lighting System with Runway Alignment Indicator Lights (SSALSR). **PRESIDENT A. HANKINS 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. DALGLEISH, AND CARRIED UNANIMOUSLY TO AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO TASK ORDER**

WITH KSA ALLIANCE FOR THE DESIGN PHASE OF THE RUNWAY 15  
SSALSR.

***QUITCLAIM DEED &  
COOPERATIVE ENDEAVOR AGREEMENT***

Mr. Melton stated that the purpose of the Resolution is for the Quitclaim Deed and the Cooperative Endeavor Agreement that will allow SOWELA to overlay a portion of Merganser Street within the SOWELA campus. **PRESIDENT A. HANKINS 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. DALGLEISH, SECONDED BY MR. GUILLORY, AND CARRIED WITH A MAJORITY VOTE TO ADOPT A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO SIGN A QUITCLAIM DEED AND A COOPERATIVE ENDEAVOR AGREEMENT BETWEEN THE CITY OF LAKE CHARLES, THE CALCASIEU PARISH POLICE JURY, CHENNAULT INTERNATIONAL AIRPORT AUTHORITY, AND THE STATE OF LOUISIANA FOR THE USE AND BENEFIT OF THE BOARD OF SUPERVISORS OF THE LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM WITH MR. B. HANKINS ABSTAINING.**

***ADJOURNMENT***

**PRESIDENT A. HANKINS 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. DALGLEISH, SECONDED BY MR. GUILLORY, AND CARRIED UNANIMOUSLY TO ADJOURN THE MEETING.** With no further business to come before the Commissioners, President A. Hankins declared the meeting adjourned at 5:37 p.m.

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MR. ANDREW D. HANKINS, PRESIDENT

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MR. RICO GUILLORY, SECRETARY