



**MINUTES OF THE  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
Tuesday, July 31, 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  
Mr. Rico Guillory, Sr., Secretary/Treasurer  
Mr. James G. Gobert, Commissioner  
Mr. Bill Hankins, Commissioner  
Mr. Tad Martin, Commissioner

**Commissioners Absent:**

Mrs. Denise Rau, Vice President  
Mr. Charles K. Dalglish, Commissioner

**Others Present:**

Mr. Kevin Melton, Executive Director  
Mr. Robert Kleinschmidt, Legal Counsel  
Ms. Loretta Hanks, Director of Finance  
Mr. John McMullen, Director of Maintenance  
Ms. Andrea LaFleur, Director of Executive & Airport Affairs  
Mr. Mitch O'Neal, Acting Director of Operations  
Mr. Chad Abell, Abell Crozier  
Mr. Jay Lucas, Cushman/Wakefield  
Mr. Stuart Helo, CSRS  
Mr. Kenny Nabours  
Mr. Joel Davidson, NAI Latter & Blum  
Ms. Pam Doucet, O'Carroll Group  
Dr. Neil Aspinwall, SOWELA  
Mr. Joe Torres, Million Air  
Mr. Gary Collett, Cushman/Wakefield  
Mr. Byron Owens, CI2  
Mr. Jonathan Farmer, KSA  
Mr. Joe Bonita, Citadel Completions, LLC  
Mr. Jan Davidson, NAI Latter & Blum  
Mr. John Bradford, Attorney  
Mr. Josh Arnold, Centerra Group  
Ms. Emily Fontenot, O'Carroll Group

**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 that there were none to report.

**ANNOUNCEMENTS/REPORTS**

Mr. A. Hankins present Kenny Nabours a gift of appreciation for his service on the Board.

Mr. Nabours stated that it has been an honor to serve under a great leadership.

Mr. Melton reported that there will be Ribbon Cutting scheduled for the reopening of the runway. Mr. Melton reported that the infrastructure and access into the airport needs to be addressed and we are working with IMCAL on these issues. Mr. Melton reported that Chennault along with DeQuincy Airport, Lake Charles Regional Airport and Southland Field Airport is hosting the Louisiana Airport Managers Association conference in October 2018. Mr. Melton reported that Chennault will be hosting a General Aviation Fly-In on October 13, 2018.

Ms. Fontenot gave a brief summary at to the media coverage that has been updated on Facebook and LinkedIn.

Ms. Doucet gave a brief summary pertaining to the commercial that ran for three weeks building awareness of the activities happening at Chennault.

Mr. Theunissen reported that a tentative meeting is scheduled for August 14<sup>th</sup> with Governor Edwards. Mr. Theunissen reported that Chennault will be hosting a Legislative Breakfast for the SWLA Delegation in mid to late September.

#### ***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. GOBERT, SECONDED BY MR. B. HANKINS, AND CARRIED UNANIMOUSLY TO APPROVE THE MINUTES OF THE JUNE 20, 2018 REGULAR MEETING.**

#### ***SYSTEMS SURVEY & COMPLIANCE QUESTIONNAIRE***

Mr. Melton stated that the completed Systems Survey and Compliance Questionnaire is required by the Legislative Auditors and must be presented to and adopted by the Board of Directors (governing body) annually as part of the financial and compliance audit. **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 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, 2018.**

#### ***QUITCLAIM DEED***

Mr. Melton stated that the purpose of the Quitclaim Deed and the Cooperative Endeavor Agreement is to 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. GOBERT, SECONDED BY MR. GUILLORY, AND CARRIED WITH A MAJORITY VOTE TO AUTHORIZE 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.**

#### ***CAPITAL OUTLAY***

Mr. Melton stated that the Resolution authorizes the Executive Director to prepare and submit applications for State Capital Outlay projects, to execute Cooperative Endeavor Agreements for the Capital Outlay projects as well as request for reimbursements, certifying compliance with items listed on the Request for Facility Planning and Control Concurrence in Construction Contract Award form and other documents pertaining to a project. **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. GOBERT, AND**

**CARRIED UNANIMOUSLY TO ADOPT A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO PREPARE AND SUBMIT A CAPITAL OUTLAY BUDGET REQUEST FOR FISCAL YEAR 2019-2020 TO THE STATE DIVISION OF ADMINISTRATION AND TO ACT ON BEHALF OF THE CHENNAULT INTERNATIONAL AIRPORT AUTHORITY IN ALL MATTERS PERTAINING TO THE CAPITAL OUTLAY PROJECTS.**

***REQUEST FOR QUALIFICATIONS***

Mr. Melton stated that the request for qualifications is a requirement of the FAA for the architectural/engineering services to be reimbursable. **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. GOBERT, SECONDED BY MR. B. HANKINS, AND CARRIED UNANIMOUSLY TO AUTHORIZE THE EXECUTIVE DIRECTOR TO ADVERTISE FOR A REQUEST FOR QUALIFICATIONS FOR AIRPORT ARCHITECTURAL/ENGINEERING SERVICES FOR THE AIRPORT IMPROVEMENT PROJECTS PROPOSED TO BE PARTIALLY FUNDED BY THE FEDERAL AVIATION ADMINISTRATION.**

***DOTD – SSALR SYSTEM & DME - DESIGN***

Mr. Melton stated that the resolution will authorize the Executive Director to accept the grant, submit reports, and sign reimbursement requests for the design on the project to install the SSALR System and DME. **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. GUILLORY, SECONDED BY MR. B. HANKINS, 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 DESIGN OF THE PROJECT TO INSTALL A SSALR SYSTEM & DME, AND TO SIGN ALL APPLICATIONS, FORMS, GRANT AGREEMENTS, ASSURANCES, REPORTS AND REIMBURSEMENT REQUESTS ASSOCIATED WITH THE GRANT.**

***DIRECTOR OF OPERATIONS***

Mr. Melton stated that he is recommending Mitch O’Neal as the replacement for Madwight Gallien as Director of Operations. **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. GOBERT, SECONDED BY B. HANKINS, AND CARRIED UNANIMOUSLY TO AUTHORIZE THE EXECUTIVE DIRECTOR TO HIRE MITCH O’NEAL AS THE DIRECTOR OF OPERATIONS REPLACEMENT BEGINNING AUGUST 1, 2018.**

***EXECUTIVE SESSION***

**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. GOBERT, SECONDED BY MR. B. HANKINS, AND CARRIED UNANIMOUSLY TO ENTER INTO EXECUTIVE SESSION TO DISCUSS PENDING LITIGATION AGAINST CHENNAULT INTERNATIONAL AIRPORT AUTHORITY.** The commissioners began the Executive Session at 6:00 p.m.

***REGULAR SESSION***

**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. GOBERT, SECONDED BY MR. B. HANKINS, AND CARRIED UNANIMOUSLY TO RECONVENE THE REGULAR SESSION.** The Regular Session was reconvened at 6:39 p.m. with no action taken during the Executive Session.

***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. GUILLORY, SECONDED BY MR. GOBERT, AND CARRIED UNANIMOUSLY TO ADJOURN THE MEETING.** With no further business

to come before the Commissioners, President A. Hankins declared the meeting adjourned at 6:40 p.m.

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MR. ANDREW D. HANKINS, PRESIDENT

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MR. RICO GUILLORY, SECRETARY