



INTERNATIONAL AIRPORT

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

**Wednesday, June 20, 2018
5:00 p.m.**

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

ATTENDANCE

Commissioners Present:

Mr. Charles K. Dalgleish, 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. Kevin Melton, Executive Director
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. Mitch O'Neal, Acting Director of Operations
Mr. Jonathan Farmer, KSA
Mr. Byron Owens, CI2
Mr. Josh Arnold, Centerra Group
Mr. Joel Davidson, NAI
Mr. Joe Bonita, Citadel Completions LLC
Ms. Emily Fontenot, O'Carroll Group
Mr. Michael Flatt, Northrop Grumman
Mr. Stuart Helo, CSRS

CALL TO ORDER

President Dalgleish 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 Dalgleish requested additions, deletions, and amendments to the proposed agenda and Mr. Melton announced the same; i.e. **ADD: Item #19 (A)** – Discuss and take appropriate action to adopt a Resolution authorizing the President to sign Amendment #1 to the lease agreement between Chennault International Airport Authority and Rampart Completions, LLC to change the company name to Citadel Completions, LLC. **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. Melton reported that we are continuing our media blitz with Facebook, LinkedIn and doing tenant spotlights. Mr. Melton reported that he has John McMullen, Director of Maintenance, working on the current assessment of all of facilities and what is our way ahead to insure that our facilities stay in good condition. Mr. Melton reported that he met

with DOT, IMCAL, Parish & City pertaining to the infrastructure at the airport. Mr. Melton reported that we have implemented monthly tenant meetings.

Ms. Fontenot gave a brief summary as to the public affairs activities.

Mr. Theunissen reported that \$30 million was cut from Capital Outlay. Mr. Theunissen reported that Chennault's two projects are still in the Capital Outlay bill.

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 MAY 16, 2018 REGULAR MEETING.

POSITION DESCRIPTIONS

Mr. Melton stated that the position descriptions have been updated to clearly describe each function of the directors. Mr. Melton stated that the new position, Director of Executive & Airport Affairs will replace the Executive Assistant position. **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 APPROVE THE POSITION DESCRIPTIONS FOR DIRECTOR OF OPERATIONS, DIRECTOR OF FINANCE, DIRECTOR OF MAINTENANCE, AND THE NEW POSITION OF DIRECTOR OF EXECUTIVE & AIRPORT AFFAIRS.**

PUBLIC HEARING

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 OPEN THE PUBLIC HEARING ON THE PROPOSED BUDGET FOR FISCAL YEAR COMMENCING JULY 1, 2018 AND ENDING JUNE 30, 2019.

Mr. Melton presented a brief overview of the proposed budget for the Fiscal Year ending June 30, 2019. There were no comments from the public pertaining to the budget.

PRESIDENT DALGLEISH SOLICITED PUBLIC COMMENTS AND THERE WERE NO COMMENTS FROM THE PUBLIC. MOTION WAS MADE BY MR. B. HANKINS, SECONDED BY MR. NABOURS AND CARRIED UNANIMOUSLY TO CLOSE THE PUBLIC HEARING ON THE PROPOSED BUDGET FOR FISCAL YEAR COMMENCING JULY 1, 2018 AND ENDING JUNE 30, 2019.

PROPOSED BUDGET

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 TO AUTHORIZE THE PRESIDENT TO SIGN A RESOLUTION ADOPTING THE PROPOSED BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2019, AUTHORIZING TRANSFERS TO CAPITAL PROJECTS FUND AND AUTHORIZING THE EXECUTIVE DIRECTOR TO MAKE CHANGES WITHIN THE DESIGNATED BUDGET CLASSIFICATIONS WITH THE FOLLOWING ROLL CALL VOTE:

YEAS:
CHARLES K. DALGLEISH
ANDREW D. HANKINS
DENISE RAU
JAMES G. GOBERT
RICO GUILLORY
BILL HANKINS
KENNETH W. NABOURS

NAYS: NONE

ABSTAINING: NONE

ABSENT: NONE

ORGANIZATIONAL CHART

Mr. Melton stated that the changes to the organizational chart are position title changes. Mr. Melton stated that the Executive Assistant/Recording Secretary title changes to Director of Executive & Airport Affairs and the Custodian title changes to Facility Maintenance 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 MR. GOBERT, SECONDED BY MR. NABOURS, AND CARRIED UNANIMOUSLY TO ADOPT THE REVISIONS TO THE CIAA ORGANIZATIONAL CHART.**

PERSONNEL & ADMINISTRATION POLICY MANUAL

Mr. Melton stated that the Personnel & Administration Policy manual has been completely rewritten to include an Anti-Harassment Policy and to update other policies within the manual. Mr. Melton stated that these changes and updates were made with the assistance of legal counsel. **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 ADOPT THE NEW PERSONNEL & ADMINISTRATION POLICY MANUAL.**

OFFICIAL JOURNAL

Mr. Melton stated that the only proposal solicited was from the American Press for the designation of the CIAA Official Journal since the American Press purchased the Southwest Daily News. Mr. Melton stated that the Lake Charles American Press presented a proposal of \$5.45 per square which is the same price as last year. Mr. Melton stated that the recommendation is to designate the American Press as the Official Journal. **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. NABOURS, SECONDED BY MRS. RAU, AND CARRIED UNANIMOUSLY TO DESIGNATE THE OFFICIAL JOURNAL FOR CIAA TO THE LAKE CHARLES AMERICAN PRESS FOR A ONE YEAR PERIOD COMMENCING JULY 1, 2018 AND ENDING JUNE 30, 2019 (R.S. 43:171).**

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 newly elected President. Mr. Melton stated that the individual would use this credit card when traveling on CIAA business. **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 MRS. RAU, AND CARRIED UNANIMOUSLY TO ADOPT A RESOLUTION AUTHORIZING THE ISSUANCE OF A CAPITAL ONE CREDIT CARD.**

CHECKING ACCOUNTS

Mr. Melton stated that Capital One Bank changed their requirements for the wording of the Resolution for public funds account. Mr. Melton stated that two signatures are required on checks for all accounts. Mr. Melton stated that the President of the Board, Secretary/Treasurer of the Board, Executive Director and Director of Finance are those authorized to sign on all accounts. Mr. Melton also stated that the adoption of the Resolution will authorize the newly slated President and 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. A. HANKINS, SECONDED BY MRS. RAU, 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, 2018.**

***UNITED STATES DEPARTMENT OF AGRICULTURE
FARM SERVICE AGENCY***

Mr. Melton stated that the resolution is necessary to execute all documents required by the United States Department of Agriculture Farm Service Agency for the farm property leased to Robert Leonards. **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 ADOPT A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE DOCUMENTS REQUIRED BY THE UNITED STATES DEPARTMENT OF AGRICULTURE FARM SERVICE AGENCY.**

***PROFESSIONAL SERVICES AGREEMENT –
REAL ESTATE MARKETING &
BROKERAGE SERVICES***

Mr. Melton stated that the intent of this agreement is for the Firm to connect CIAA with those developers and/or tenants interested in establishing new facilities in Lake Charles on the Chennault 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. GOBERT AND SECONDED BY MR. B. HANKINS TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND SIGN A PROFESSIONAL SERVICES AGREEMENT FOR REAL ESTATE MARKETING AND BROKERAGE SERVICES FOR CHENNAULT INTERNATIONAL AIRPORT AUTHORITY PROPERTIES; THEN A MOTION WAS MADE TO AMEND THE MOTION BY MR. NABOURS, SECONDED BY MR. GUILLORY, AND CARRIED UNANIMOUSLY TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND SIGN A PROFESSIONAL SERVICES AGREEMENT FOR REAL ESTATE MARKETING AND BROKERAGE SERVICES FOR CHENNAULT INTERNATIONAL AIRPORT AUTHORITY PROPERTIES WITH CUSHMAN & WAKEFIELD/NIA LATTER & BLUM.**

FLAVIN REALTY, INC. AGREEMENT

Mr. Melton stated that it is his recommendation to terminate the contract with Flavin Realty. Mr. Melton stated that with your concurrence, we will move forward with the 30-day notice of termination letter.. **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 TERMINATE THE AGREEMENT BETWEEN FLAVIN REALTY, INC. AND CHENNAULT INTERNATIONAL AIRPORT AUTHORITY.**

***GOVERNMENTAL RELATIONS SERVICES –
ADAMS & REESE, LLP***

Mr. Melton stated that the agreement with Adams & Reese, LLP has been re-scoped and re-negotiated at lower rate on a month to month basis. Mr. Melton stated that the scope of services will include assistance in assistance identifying federal funding for Chennault development; directly supports Chennault leadership with close out of PW's FEMA & GOSHEP; directly supports and drives efforts to reclassify Chennault Airport; and other miscellaneous items. Mr. Melton also stated that the agreement can be terminated by either party by giving a 30 day written notice. **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 AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO AN AGREEMENT WITH ADAMS & REESE, LLP FOR GOVERNMENTAL RELATIONS SERVICES.**

ELECTION OF OFFICERS

MR. DALGLEISH NOMINATED MR. ANDREW HANKINS FOR PRESIDENT, MRS. DENISE RAU FOR VICE PRESIDENT, AND MR. RICO GUILLORY FOR

SECRETARY TREASURER. 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. GUILLORY, SECONDED BY MR. A. HANKINS, AND CARRIED UNANIMOUSLY TO NOMINATE THE ELECTION OF MR. ANDREW HANKINS, PRESIDENT; MRS. DENISE RAU, VICE PRESIDENT; AND MR. RICO GUILLORY, SECRETARY/TREASURER FOR THE FISCAL YEAR COMMENCING JULY 1, 2018 AND ENDING JUNE 30, 2019.

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. NABOURS, SECONDED BY MR. GOBERT AND CARRIED UNANIMOUSLY TO CLOSE NOMINATIONS FOR THE SLATE OF OFFICERS.

***LEASE – AMENDMENT #1
CITADEL COMPLETIONS, LLC***

Mr. Melton stated that Amendment #1 is to change the company name from Rampart Completions, LLC to Citadel Completions, LLC and administrative changes. **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 AUTHORIZING THE PRESIDENT TO SIGN AMENDMENT #1 TO THE LEASE AGREEMENT BETWEEN CHENNAULT INTERNATIONAL AIRPORT AUTHORITY AND RAMPART COMPLETIONS, LLC TO CHANGE THE COMPANY NAME TO CITADEL COMPLETIONS, LLC.**

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 5:50 p.m.

MR. CHARLES K. DALGLEISH, PRESIDENT

MRS. DENISE RAU, SECRETARY