

CHENNAULT

INTERNATIONAL AIRPORT

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

**Wednesday, September 19, 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. Rico Guillory, Sr., Secretary/Treasurer
Mr. Charles K. Dalgleish, Commissioner
Mr. James G. Gobert, Commissioner
Mr. Bill Hankins, Commissioner
Mr. Tad Martin, 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. Chad Abell, Abell Crozier
Mr. Josh Arnold, Centerra Group
Mr. Byron Owens, CI2
Mr. Jonathan Farmer, KSA
Mr. Joel Davidson, NAI Latter & Blum
Mr. Gary Collett, Cushman/Wakefield
Mr. Jay Lucas, Cushman/Wakefield
Ms. Emily Fontenot, O'Carroll Group
Ms. Pam Doucet, O'Carroll Group
Mr. Tyson Grenzebach, 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. **AMEND: Item #8** – Discuss and take appropriate action to authorize the Executive Director to award a contract to the responsible low bidder, Keiland Construction, LLC, in the amount of \$75,526.00 for Hangar “F” Insulation Replacement. **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. GOBERT, AND CARRIED UNANIMOUSLY TO APPROVE THE PROPOSED AGENDA AS AMENDED.**

ANNOUNCEMENTS/REPORTS

Mr. Melton reported that CSRS is conducting a Due Diligence Desk Top Study for Sites 4, 6, and 8. Mr. Melton reported that KSA is conducting an Environmental Assessment for

Mallard Cove, which is required by the FAA in order to incorporate the property into the Chennault Airport Layout Plan. Mr. Melton reported that he is pursuing opportunities to attract General Aviation and others to the airport. Mr. Melton reported that he met with Million Air CEO & COO pertaining to a self-serve AVGAS pump for General Aviation pilots. Mr. Melton reported that he met with Wildlife & Fisheries in regards to the possible relocation of their facility to Chennault.

Ms. Fontenot gave a brief summary as to the media coverage that has been updated on Facebook and LinkedIn. Ms. Fontenot reported that they blasted out a flyer for the Fly-In on October 13th. Ms. Fontenot reported that they are working with Cushman and Wakefield on the marketing of the Airport.

Mr. Davidson gave a brief summary pertaining to his meeting with CSRS, O'Carroll Group, KSA, and Chennault Tenants. Mr. Davidson reported that he is excited about the tremendous collaboration he has with all of his meetings.

Mr. Lucas gave a brief summary pertaining to the information they are gathering to prepare the marketing material and the offering memorandum.

Mr. Collett gave a brief summary pertaining to the timeline for the Marketing Initiatives for the Offering Memorandum.

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. GUILLORY, SECONDED BY MR. MARTIN, AND CARRIED UNANIMOUSLY TO APPROVE THE MINUTES OF THE AUGUST 15, 2018 REGULAR MEETING.

CAPITAL IMPROVEMENT PROGRAM (CIP)

Mr. Melton stated that the Resolution is required in order to participate in future projects funded by the FAA and DOTD. **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 AUTHORIZING THE EXECUTIVE DIRECTOR TO PREPARE AND SUBMIT A CAPITAL IMPROVEMENT PROGRAM (CIP) REQUEST TO THE FAA VIA DOTD.**

HANGAR "F" INSULATION REPLACEMENT

Mr. Melton stated that two bids were received. Mr. Melton stated that the low bidder is Keiland Construction, LLC, in the amount of \$77,526.00 for Hangar "F" Insulation Replacement. **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, KEILAND CONSTRUCTION, LLC, IN THE AMOUNT OF \$77,526.00 FOR HANGAR "F" INSULATION REPLACEMENT.**

RETRIPING OF RUNWAY 15/33 EDGE LINES

Mr. Melton stated that the restriping of the edge lines on the runway were not part of the Rehabilitation of the Runway scope. Mr. Melton stated that once the runway was repainted, the edge line looked faded and dirty. Mr. Melton stated that since Hi-Lite was on site for the runway project, we saw the need to have the edge lines repainted so we would not have a write up on our next FAA inspection and to have all the paint age at the same time. **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 RATIFY THE EXPENDITURE FOR THE RESTRIPING OF RUNWAY 15/33 EDGE LINES.**

SELF CONTAINED BREATHING APPARATUS (SCBA) EQUIPMENT

Mr. Melton stated that the Self Contained Breathing Apparatus (SCBA) Equipment exceeded its useful life and is in need of being replaced. **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 AUTHORIZE THE EXECUTIVE DIRECTOR TO PREPARE SPECIFICATIONS FOR AND ADVERTISE FOR AND OPEN BIDS FOR AND ISSUE A PURCHASE ORDER FOR THE PURCHASE OF SELF CONTAINED BREATHING APPARATUS (SCBA) EQUIPMENT.**

PROPERTY ACQUISITION

Mr. Melton stated that the proposed property to be purchased is owned by NGR Properties, LLC. Mr. Melton stated that the property acquisition will protect the south end of the runway from having any obstacles in the flight path. **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 WITH A MAJORITY VOTE TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE A PURCHASE/SALE AGREEMENT FOR THE PURCHASE OF 9.6± ACRES ALONG PRIEN LAKE ROAD JUST SOUTH OF CHENNAULT INTERNATIONAL AIRPORT AND TO ADOPT A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A PURCHASE/SALE AGREEMENT WITH MR. B. HANKINS ABSTAINING.**

Mr. Gobert left the Board Meeting at 6:18 p.m.

LEGAL SERVICES –

PROPERTY ACQUISITION

Mr. Melton stated that with Bob Kleinschmidt's concurrence, we would like to retain Skipper Drost for preparing the purchase/sale agreement and to provide the title search for the 9.6± acres along Prien Lake Road just south of Chennault International Airport. **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. DALGLEISH, AND CARRIED WITH A MAJORITY VOTE TO AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO AN AGREEMENT WITH SKIPPER DROST FOR PREPARING THE PURCHASE/SALE AGREEMENT AND PROVIDING THE TITLE SEARCH FOR THE 9.6± ACRES ALONG PRIEN LAKE ROAD JUST SOUTH OF CHENNAULT INTERNATIONAL AIRPORT WITH MR. B. HANKINS ABSTAINING.**

LEASE – TADLOCK PIPE

Mr. Melton stated that the lease premises shall be limited exclusively to storage of empty 20-foot and 40-foot containers. **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 MRS. RAU, AND CARRIED UNANIMOUSLY TO AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO A SUBLEASE BETWEEN CHENNAULT INTERNATIONAL AIRPORT AUTHORITY, TADLOCK PIPE, L.L.C. AND LOUISIANA NATIONAL GUARD FOR A ONE YEAR TERM COMMENCING OCTOBER 1, 2018.**

AGREEMENT – ADAMS AND REESE, LLC – TERMINATION

Mr. Melton stated that he is recommending terminating the agreement between Chennault International Airport Authority and Adams and Reese, LLP. Mr. Melton stated that he discussed with Mr. Theunissen the value of the service and both agreed to terminate. Mr. Melton also stated that we may at some point utilize Adams and Reese, LLP on a hourly basis, if the need arises. **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. B. HANKINS, AND CARRIED UNANIMOUSLY TO AUTHORIZE THE**

EXECUTIVE DIRECTOR TO TERMINATE THE CONTRACT BETWEEN CHENNAULT INTERNATIONAL AIRPORT AND ADAMS AND REESE, LLP.

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. GUILLORY, SECONDED BY MRS. RAU, AND CARRIED UNANIMOUSLY TO ENTER INTO EXECUTIVE SESSION TO DISCUSS PENDING LITIGATION AGAINST CHENNAULT INTERNATIONAL AIRPORT AUTHORITY AND STRATEGIC PLANNING FOR CHENNAULT INTERNATIONAL AIRPORT AUTHORITY. The commissioners began the Executive Session at 6:23 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. B. HANKINS, SECONDED BY MR. MARTIN, AND CARRIED UNANIMOUSLY TO RECONVENE THE REGULAR SESSION. The Regular Session was reconvened at 6:45 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. DALGLEISH, SECONDED BY MR. MARTIN, AND CARRIED UNANIMOUSLY TO ADJOURN THE MEETING. With no further business to come before the Commissioners, President A. Hankins declared the meeting adjourned at 6:45 p.m.

MR. ANDREW D. HANKINS, PRESIDENT

MR. RICO GUILLORY, SECRETARY