



**MINUTES OF THE
BOARD OF COMMISSIONERS
REGULAR MEETING
Thursday, December 20, 2018
5:00 p.m.**

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

ATTENDANCE

Commissioners Present:

Mrs. Denise Rau, Vice President

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

Mr. Bill Hankins, Commissioner

Mr. Tad Martin, Commissioner

Commissioners Absent:

Mr. Andrew D. Hankins, President

Others Present:

Mr. Kevin Melton, Executive Director
Mr. Gerald Theunissen, Consultant
Mr. Robert Kleinschmidt, Legal Counsel
Ms. Loretta Hanks, Director of Finance
Mr. John McMullen, Director of Maintenance

Affairs

Ms. Andrea LaFleur, Director of Executive & Airport

Mr. Mitch O'Neal, Director of Operations
Mr. Kedrick Bernard, CIAA
Mr. David Pertle
Mr. Jay Delafield, Attorney at Law
Mr. Jonathan Farmer, KSA
Mrs. Kristi Carter, Stulb & Associates
Mr. Gary Collett, Cushman & Wakefield
Mr. Jay Lucas, Cushman & Wakefield
Mr. Keith Johnson, Citadel Completions, LLC
Mr. Michael Flatt, Northrop Grumman
Mr. Joel Davidson, NIA Latter & Blum
Mr. Vic Salvador, City Marshal Office
Mr. Kevin Reeves, City Marshal Office
Mr. Peter O'Carroll, O'Carroll Group
Mr. Ernest Mitchel, City Marshal Office
Mr. Byron Owens, CI2

CALL TO ORDER

Vice President Rau 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

Vice President Rau requested additions, deletions, and amendments to the proposed agenda and Mr. Melton announced that there were none to report

ANNOUNCEMENTS/REPORTS

Mr. Melton introduced the Construction Coordinator, Kedrick Bernard. Mr. Melton reported that Chennault has been approached for a possible Hot Air Balloon Festival and possible Air Race. Mr. Melton reported that he is requesting that the January 17, 2019 Regular Board of Commissioners meeting to be held at noon due to having to travel on the evening of 17th January. Mr. Melton introduced Marshal-elect Vic Salvador, Ernest Mitchel, and Kevin Reeves. Mr. Melton reported that we are continuing the investigation of self service fuel pump at Million Air. Mr. Melton reported that the cost of the complete Infrastructure Master Plan is \$115,000 which will be presented to the board for approval in January. Mr. Melton reported that the tree removal litigation cost Chennault a total of 680 man hours and legal fees of approximately \$50,000.00. Mr. Melton recognized Mr. Delafield and Tiffany for their great work and without them we would not have succeeded with the tree issue.

Mr. O'Neal reported that all trees in excess of 50 feet (approximately 27 trees) must be cut down and Mr. Reeves has until December 31, 2018 to remove the trees.

Mr. Theunissen reported that he and Mr. Melton will be attending the Washington Mardi Gras with Alliance Southwest Louisiana and McNeese State University group. Mr. Theunissen reported that they will be attending a huge economic development forum and will be visiting all of the Legislators at the Capitol.

Mr. O'Carroll gave a brief summary as to the ongoing efforts in developing a new website and website will be launching soon.

Mr. Lucas presented the Board with a draft of the proposed marketing material for comments and edits. Mr. Lucas presented the signage that will be placed in various locations advertising the available property.

Mr. Collett reported that the final draft of the marketing material will be available at the January 17, 2019 meeting. Mr. Collett reported that they met with the National Guard to see if there is any flexibility with the locations of their Readiness Center and there is no flexibility. Mr. Collett reported that they want to have an architectural and/or engineering firm to look at the entrance to the facility.

Mr. Davidson reported that the electronic marketing campaign will be live by January 17, 2019 and will give an update at the February meeting.

ANNUAL AUDIT REPORT

Mrs. Carter reported that the audit report is an unmodified opinion of financial statements for year ending June 30, 2018 and complied with auditing standards. Ms. Carter reported that there were two findings: (1) – it is not really a law that you should make a bank deposit every day – it is for best practices and there were a few times that the deposits were not done every day due to vacation and (2) – additional vacation day for Randy Robb – there was situation where the board in executive session three years ago had extended his vacation from three weeks to five weeks where it was approved but not documented so the current board allowed that additional vacation – the finding is that the vacation extension was not documented. Mrs. Carter stated that it was meant to happen from the executive session. Mrs. Carter gave an overview of the audit report. **VICE PRESIDENT RAU 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. DALGLEISH, AND CARRIED UNANIMOUSLY TO APPROVE THE ANNUAL AUDIT REPORT FOR FISCAL YEAR ENDING JUNE 30, 2018 AS PRESENTED BY STULB & ASSOCIATES.**

CATERPILLAR TL1055D TELEHANDLER

Mr. Melton stated that the purchase of the new Caterpillar TL1055D Telehandler (long reach forklift, 4-wheel drive) will allow Chennault to off load equipment off pavement and to assist with repairs of other equipment in the field. **VICE PRESIDENT RAU 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 AUTHORIZE THE EXECUTIVE DIRECTOR TO PURCHASE A CATERPILLAR TL1055D TELEHANDLER FROM THE LOUISIANA STATE CONTRACT.**

***FIREWATER PUMPHOUSE (FWPH) #1 & #2
INSPECTION AND RECOAT PROJECT***

Mr. Melton stated that the bid received on November 16, 2018 was over budget; therefore, the scope of work needs to be rescoped. **VICE PRESIDENT RAU 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 REJECT THE BID RECEIVED FOR FIREWATER PUMPHOUSE (FWPH) #1 & #2 TANKS INSPECTION AND RECOAT PROJECT; AND TO AUTHORIZE THE EXECUTIVE DIRECTOR TO RESCOPE THE WORK, ADVERTISE, AND OPEN BIDS FOR FIREWATER PUMPHOUSE (FWPH) #1 & #2 TANKS INSPECTION AND RECOAT PROJECT.**

DOTD – AWOS UPGRADE

Mr. Melton stated that the resolution will authorize the Executive Director to accept the grant, submit reports, and sign reimbursement requests to Upgrade the AWOS-3 P/T. **VICE PRESIDENT RAU 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 ADOPT A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ACCEPT A GRANT OFFER FROM THE LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT TO UPGRADE THE AWOS-3 P/T, AND TO SIGN ALL APPLICATIONS, FORMS, GRANT AGREEMENTS, ASSURANCES, REPORTS AND REIMBURSEMENT REQUESTS ASSOCIATED WITH THE GRANT.**

CHENNAULT EQUIPMENT STORAGE BUILDING

Mr. Melton stated that bids were received for the Chennault Equipment Storage Building and the low responsible bidder is John D. Myers & Associates, Inc., in the amount of \$336,700.00. Mr. Melton stated that it is the recommendation from Vincent & Shows to award the contract to John D. Myers & Associates. **VICE PRESIDENT RAU 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 AUTHORIZE THE EXECUTIVE DIRECTOR TO AWARD A CONTRACT TO THE LOW SUCCESSFUL BIDDER, JOHN D. MYERS & ASSOCIATES, INC., IN THE AMOUNT OF \$336,700.00 FOR THE CHENNAULT EQUIPMENT STORAGE BUILDING.**

***CHENNAULT ADMINISTRATION BUILDING
GENERATOR***

Mr. Melton stated that the purchase and installation of the generator at the Chennault Administration Building will allow for administration to continue operations during power outages. **VICE PRESIDENT RAU 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. MARTIN, SECONDED BY MR. GOBERT AND CARRIED UNANIMOUSLY TO AUTHORIZE THE EXECUTIVE DIRECTOR TO PREPARE PLANS AND SPECIFICATIONS, SOLICIT, AND OPEN BIDS FOR THE PURCHASE AND INSTALLATION OF THE CHENNAULT ADMINISTRATION BUILDING GENERATOR.**

VEHICLE PURCHASE

Mr. Melton stated that the purchase of the new truck will allow the Ford Ranger Pickup to be transferred from the Maintenance Department to the Operations Department. **VICE PRESIDENT RAU 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**

PURCHASE A NEW PICKUP TRUCK FROM THE LOUISIANA STATE CONTRACT.

CITADEL COMPLETIONS LLC – LEASE AMENDMENT #2

Mr. Melton stated that Amendment #2 is to add the additional square footage for the Storage Area and to increase the monthly rent by \$375.00 commencing January 1, 2019. **VICE PRESIDENT RAU 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 ADOPT A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO SIGN AMENDMENT #2 TO THE LEASE AGREEMENT BETWEEN CHENNAULT INTERNATIONAL AIRPORT AUTHORITY AND CITADEL COMPLETIONS, LLC.**

***COOPERATIVE ENDEAVOR AGREEMENT –
WARD 3 LAKE CHARLES CITY MARSHAL'S OFFICE***

Mr. Melton stated that the purpose of the Cooperative Endeavor Agreement allows the Marshal controlled access and use of a parking area west of the Chennault Fire Station to store/park two Marshal command units at this location to be used for police protection and law enforcement services. **VICE PRESIDENT RAU 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 ADOPT A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A COOPERATIVE ENDEAVOR AGREEMENT BETWEEN CHENNAULT INTERNATIONAL AIRPORT AUTHORITY AND WARD 3 LAKE CHARLES CITY MARSHAL'S OFFICE PROMOTING THE PUBLIC SAFETY AND WELFARE WITHIN WARD 3 OF CALCASIEU PARISH BY ALLOWING THE MARSHAL CONTROLLED ACCESS AND USE OF A PARKING AREA WEST OF THE CHENNAULT FIRE STATION.**

MINUTE APPROVAL

VICE PRESIDENT RAU 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. DALGLEISH, AND CARRIED UNANIMOUSLY TO APPROVE THE MINUTES OF THE NOVEMBER 14, 2018 REGULAR MEETING.

ADJOURNMENT

VICE PRESIDENT RAU 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, Vice President Rau declared the meeting adjourned at 6:55 p.m.

MR. ANDREW D. HANKINS, PRESIDENT

MR. RICO GUILLORY, SECRETARY