



***MINUTES OF THE
BOARD OF COMMISSIONERS
REGULAR MEETING
Thursday, June 27, 2019
12:00 noon***

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

ATTENDANCE

Commissioners Present:

Mrs. Denise Rau, Vice President

Mr. James G. Gobert, Commissioner

Mr. Bill Hankins, Commissioner

Mr. Tad Martin, Commissioner

Commissioners Absent:

Mr. Andrew D. Hankins, President

Mr. Rico Guillory, Sr., Secretary/Treasurer

Mr. Charles K. Dagleish, Commissioner

Others Present:

Mr. Kevin Melton, Executive Director

Mr. Gerald Theunissen, Consultant

Mr. Robert Kleinschmidt, Legal Counsel

Ms. Loretta Hanks, Director of Finance

Ms. Andrea LaFleur, Director of Executive & Airport

Affairs

Mr. Mitch O'Neal, Director of Operations

Mr. Donald Brinkman, CSRS, Inc.

Mr. Jay Lucas, Cushman & Wakefield

Mr. Gary Collett, Cushman & Wakefield

Ms. Pam Doucet, O'Carroll Group

Mr. Wejee Lechtenberg, Lechtenberg Consulting

Mr. Reed Friese, LandLocked Aviation Services

Ms. Emily Fontenot, O'Carroll Group

CALL TO ORDER

Vice President Rau called the meeting to order at 12:00 noon. 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 reported that the Chennault staff attended the FAA conference in Fort Worth. Mr. Melton reported that the Chennault team (Kevin Melton, Jay Lucas, and Gary Collett) supported Louisiana Economic Development at the Paris Air and Defense Trade Show. Mr. Melton reported that Chennault hosted the AAAE Basic Airport Safety & Operations School.

Mr. Theunissen reported that Senator Johns, Mark Moses, Facility Planning & Control, and Commissioner Jay Dardenne were instrumental in getting \$2.1 million into Priority 1 of Capital Outlay for the Air Cargo Facility.

Ms. Fontenot reported that Chennault received thousands of views of Airforce One on social media. Ms. Fontenot reported that we posted on social media that more than two dozen Northrop T-38 Talons from Vance Air Force Base, Oklahoma, took shelter at Chennault Airport due to severe weather in Oklahoma. Ms. Fontenot reported that the O'Carroll Group is working on a new video for the airport.

Mr. Collett gave a summary of the activities and events at the Paris Air and Defense Trade Show. Mr. Collett reported that the value of attending the Paris Air and Defense Trade Show may take several months to evaluate the significance of attending the trade show.

Mr. Lucas reported that they met with Mr. Melton on Tuesday to brief him on where they are with developers. Mr. Lucas reported that they have five developers that they are working with for possible development of the Chennault sites. Mr. Lucas reported that they gave a tour of the facility to a potential investor, Western LLC Company. Mr. Lucas reported that on the actual prospect side of it, we shared with Mr. Melton some of the prospects that are interested in Chennault. Mr. Lucas reported that one of the most important things that we have done is expose Chennault Park and Lake Charles to various companies.

VEHICLE – STATE CONTRACT

Mr. Melton stated that this vehicle will double as a passenger carrier and cargo carrier. Mr. Melton stated that the staff will be able to use it for local administrative runs to offset the need to use personal vehicles and subsequently pay mileage for use of their personal vehicles. Mr. Melton also stated that it provides a back-up capability to those Directors who currently have to use personal vehicles to access the airfield/runway since the radio communication is degraded because of the use of handheld radios which do not have the required wattage to reach the tower from the North, South and East side of the airfield, which is concern for safe operations. **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 AUTHORIZE THE EXECUTIVE DIRECTOR TO PURCHASE A FORD EXPEDITION SSV FROM THE LOUISIANA STATE CONTRACT.**

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. **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 ADOPT A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE DOCUMENTS REQUIRED BY THE UNITED STATES DEPARTMENT OF AGRICULTURE FARM SERVICE AGENCY.**

SWLA IMPACT FOUNDATION – SWLA BALLOON FESTIVAL – ALCOHOL PERMIT

Mr. Melton stated that the purpose of this Resolution is to grant permission for alcoholic beverages to be sold at the balloon festival. Mr. Melton stated that the permission is one of the requirements for the balloon festival's application for the permit to sell liquor, beer and wine. **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 OR REPRESENTATIVE TO GIVE WRITTEN AUTHORIZATION FOR THE SWLA IMPACT FOUNDATION TO SELL OR DISTRIBUTE ALCOHOLIC BEVERAGES OF HIGH AND LOW ALCOHOL**

CONTENT AT THE SWLA BALLOON FESTIVAL , JULY 19 – 21, 2019, AT CHENNAULT INTERNATIONAL AIRPORT.

***LEASE AMENDEMENT #1 –
TADLOCK PIPE, L.L.C.***

Mr. Melton stated that the Louisiana National Guard is requesting to add Section “Use” to the Sublease. Mr. Melton stated that the purpose of this section is to allow the Lessor, Louisiana Military Department, Architect and/or any party designated access to the leased area to perform any design and/or investigative services and preparation for the future Readiness Center. **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. B. HANKINS, AND CARRIED UNANIMOUSLY TO AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO AMENDMENT #1 TO THE SUBLEASE BETWEEN CHENNAULT INTERNATIONAL AIRPORT AUTHORITY, TADLOCK PIPE, L.L.C. AND LOUISIANA NATIONAL GUARD.**

***CHENNAULT ADMINISTRATION BUILDING
GENERATOR INSTALLATION - AWARD***

Mr. Melton stated that the purchase and installation of the generator at the Chennault Administration Building will allow administration to continue working 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. B. HANKINS, SECONDED BY MR. MARTIN AND CARRIED UNANIMOUSLY TO AUTHORIZE THE EXECUTIVE DIRECTOR TO AWARD A CONTRACT TO THE LOW SUCCESSFUL BIDDER, DOLLAR ELECTRIC, INC., IN THE AMOUNT OF \$93,545.00 FOR THE CHENNAULT ADMINISTRATION BUILDING GENERATOR INSTALLATION.**

***AUTOMATED WEATHER OBSERVING SYSTEM (AWOS)
UPGRADE – EQUIPMENT & INSTALLATION***

Mr. Melton stated that the upgrade will provide pilots and airport personnel with digital information and allow for faster transmission of this data. Mr. Melton stated that it will replace the current analog equipment, which is no longer supported. **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 AUTHORIZE THE EXECUTIVE DIRECTOR TO AWARD A CONTRACT TO THE LOW SUCCESSFUL BIDDER, DBT TRANSPORTATION SERVICES LLC, IN THE AMOUNT OF \$119,467.00 FOR THE AUTOMATED WEATHER OBSERVING SYSTEM (AWOS) UPGRADE – EQUIPMENT & INSTALLATION.**

***CHENNAULT FACILITY FIRE SUPPRESSION
SYSTEM UPGRADE***

Mr. Melton stated that the fire suppression upgrade scope of work will include Hangars “A”, “B”, “C”, “D”, “E”, “F”, “G”, Building 3007, and Building 3009. Mr. Melton stated that the suppression system is the original equipment from hangar construction and the parts are becoming obsolete. **VICE PRESIDENT RAU 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. MARTIN, AND CARRIED UNANIMOUSLY TO AUTHORIZE THE EXECUTIVE DIRECTOR TO PREPARE PLANS AND SPECIFICATIONS, ADVERTISE, AND OPEN BIDS FOR THE CHENNAULT FACILITY FIRE SUPPRESSION SYSTEM UPGRADE.**

***CSRS, INC. – PROJECT MANAGEMENT/OVERSIGHT
AGREEMENT***

Mr. Melton stated that the project management and oversight services are associated with the economic development initiatives of Chennault International Airport Authority. **VICE PRESIDENT RAU 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 ENTER INTO A PROJECT MANAGEMENT AND OVERSIGHT AGREEMENT WITH CSRS, INC.**

***ANNUAL LEAVE –
EXECUTIVE DIRECTOR***

Mr. Melton stated that he is requesting five additional days of annual vacation. **VICE PRESIDENT RAU 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 APPROVE AN INCREASE IN THE EXECUTIVE DIRECTOR’S ANNUAL LEAVE FROM 15 DAYS TO 20 DAYS EFFECTIVE JULY 1, 2019.**

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 \$5.55 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. **VICE PRESIDENT RAU 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. GOBERT, AND CARRIED UNANIMOUSLY TO DESIGNATE THE OFFICIAL JOURNAL FOR CIAA TO THE LAKE CHARLES AMERICAN PRESS FOR A ONE YEAR PERIOD COMMENCING JULY 1, 2019 AND ENDING JUNE 30, 2020 (R.S. 43:171).**

MEMBER AT LARGE

VICE PRESIDENT RAU 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. MARTIN, SECONDED BY MR. B. HANKINS, AND CARRIED UNANIMOUSLY TO NOMINATE DENISE RAU AS THE MEMBER AT LARGE OF THE CIAA BOARD OF COMMISSIONERS.

VICE PRESIDENT RAU 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. MARTIN, SECONDED BY MR. B. HANKINS, AND CARRIED UNANIMOUSLY TO CLOSE THE NOMINATIONS AND TO ELECT DENISE RAU AS THE MEMBER AT LARGE OF THE CIAA BOARD OF COMMISSIONERS.

ELECTION OF OFFICERS

VICE PRESIDENT RAU 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 RETAIN THE SAME SLATE OF OFFICERS – ANDREW HANKINS, PRESIDENT; DENISE RAU, VICE PRESIDENT; AND RICO GUILLORY, SECRETARY/TREASURER FOR THE FISCAL YEAR COMMENCING JULY 1, 2019 AND ENDING JUNE 30, 2020.

VICE PRESIDENT RAU 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 CLOSE NOMINATIONS FOR THE SLATED OF OFFICERS.

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. B. HANKINS, AND CARRIED UNANIMOUSLY TO APPROVE THE MINUTES OF THE MAY 16, 2019 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. GOBERT, 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 12:49 p.m.

MR. ANDREW D. HANKINS, PRESIDENT

MR. RICO GUILLORY, SECRETARY