

MINUTES OF THE BOARD OF COMMISSIONERS  
REGULAR MEETING  
Thursday, July 18, 2024  
12:00 Noon  
CIAA Board Room/  
350 Sen. J. Bennett  
Lake Charles, LA 70615  
ATTENDANCE  
Commissioners Present:  
Mr. Noa Popillon, President  
Mrs. Twana Guillory-August, Vice President  
Mr. Kenneth B. Martin, Secretary/Treasurer  
Mr. Bill Hankins, Commissioner  
Mr. Charles K. Daigle, Commissioner  
Mrs. Denise Rau, Commissioner  
Mr. Lee W. Boyer, Commissioner  
Commissioners Absent:  
Others Present:  
Mr. Kevin Melton, Executive Director  
Mr. Robert Leinhardt, Legal Counsel  
Mr. Gerald Thurissen, Consultant  
Ms. Loretta Hanks, Director of Finance  
Ms. Andrea LaFleur, Director of Executive & Airport Affairs  
Mr. John McMullen, Director of Facilities & Maintenance  
Mr. Mitch O'Neal, Director of Operations  
Mrs. Desiree K. Daigle, Advisor, Specialist/Reading Secretary  
Mrs. Paige Eaves, Secretary/Receptionist  
Mr. Long Nguyen, Assistant Mechanic  
Mr. Brett Downer, OCC Chief  
Josh Arnold, Center  
Mr. Tyson Grenzbach, Landlocked Aviation Services  
Mr. Andy Hankins, Former CIAA Commissioner  
CALL TO ORDER  
President Popillon called the meeting to order at 12:00 noon. Following the Pledge of Allegiance, roll call was taken and a quorum was established as indicated above.  
President Popillon recognized and welcomed the newly appointed CIAA Commissioner, Mr. Lee W. Boyer.  
PROPOSED AGENDA  
President Popillon requested additions, deletions, and amendments to the proposed agenda and Mr. Melton announced the same; i.e. ADD: Item #15(A) - Discuss and take appropriate action to authorize the Executive Director to enter into a Letter of Agreement (LOA) between Chenault International Airport Authority and Calcasieu Parish Sheriff's Office. PRESIDENT POPILLON 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. HANKINS, SECONDED BY MR. MARTIN, AND CARRIED UNANIMOUSLY TO AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO A LETTER OF AGREEMENT (LOA) BETWEEN CHENNAULT INTERNATIONAL AIRPORT AUTHORITY AND CALCASIEU PARISH SHERIFFS OFFICE.  
CORRESPONDENCE  
Mr. Melton welcomed Mr. Lee W. Boyer, the newly appointed CIAA Commissioner to Chenault. Mr. Melton recognized and thanked Mr. Andy Hankins, former CIAA Commissioner for his faithful service to Chenault from 2015-2024. Mr. Andy Hankins thanked the CIAA staff for their hard work and commitment to excellence. Mr. Melton reported that he and Mr. Bill Hankins will be attending the Farm Rough Air and Trade Show July 21 - 26, 2024. Mr. Melton reported that the New CIAA-210 Entrance sign is complete and CIAA is working with the O'Carroll Group to fine tune the announcements that will be displayed on the LED screen at the marquee. Mr. Melton reported that Citadel is leasing what is now called the Logistic Center and has paid a portion of the new Citadel sign which is cohesive to the signage here at Chenault. Mr. Melton reported that the National Guard is nearly complete with the clearing and grubbing through the Innovative Readiness Training (IRT) project.  
Ms. LaFleur introduced Mrs. Paige Eaves, the new Secretary/Receptionist.  
Mr. Popillon reported that he was very pleased with the number of CIAA Tenants in attendance at the meeting with Governor Landry's Policy Team held on July 9, 2024. Mr. Popillon stated that Mr. Melton gave his briefing and allowed the tenants time to speak to the governor's staff and it was very enlightening. Mrs. Rau agreed that it was a very productive meeting. Mrs. Rau stated that the needs of Chenault and Chenault's tenants regarding infrastructure and the priority of funding to support continued growth were discussed.  
Mr. McMullen introduced Mr. Long Nguyen, the new Assistant Mechanic and noted that he is a National Guardsman. Mr. Melton gave a brief summary regarding Air Cargo opportunities in Mr. David Whitaker's absence.  
Mr. Brett Downer gave a brief summary of the ongoing public relations and marketing efforts.  
DWW - PROFESSIONAL SERVICES AGREEMENT RENEWAL  
Mr. Melton stated that this motion is to continue the agreement for six months vice a one year to allow possible leads to mature. Mr. Melton stated we will possibly continue to renew with board approval if we get some hits, but if we're stagnant, it may be time to cut loose. PRESIDENT POPILLON ASKED IF THERE WAS ANY INPUT FROM THE PUBLIC. LET THE RECORD SHOW THAT MR. TYSON GRENZBACH WITH LANDLOCKED AVIATION SERVICES ASKED HOW LONG HAS CHENNAULT BEEN WORKING WITH DWW AVIATION. MR. MELTON STATED A COUPLE OF YEARS. MR. TYSON GRENZBACH ASKED IF THE AIRPORT HAS RECEIVED ANY DEFINITIVE LEADS. MR. MELTON REPLIED NO WE HAVEN'T RECEIVED ANY DEFINITIVE LEADS. MR. MELTON STATED THAT WE SPENT OVER 4 MILLION DOLLARS ON THE AIR CARGO FACILITY AND HAVE INVESTED A LOT OF ENERGY. MR. MELTON STATED THAT IT IS MY DECISION AND ULTIMATELY THE BOARD'S DECISION MOVING FORWARD. MR. MELTON STATED THAT I THINK THIS IS THE BEST THING TO DO MOVING FORWARD AT THIS TIME. MOTION WAS MADE BY MRS. RAU, SECONDED BY MRS. GUILLORY-AUGUST, AND CARRIED UNANIMOUSLY TO AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT RENEWAL WITH DWW AVIATION ADVISOR PERTAINING TO AIR CARGO PROSPECTS, COMMENCING SEPTEMBER 15, 2024.  
CHENNAULT INTERNATIONAL AIRSHOW - 2025  
Mr. Melton stated that Board approval is needed in order to waive the lease fees for the 2025 Chenault International Airshow. Mr. Melton also stated that Stratigos Dynamics Inc. (SDI) will be taking over management of the security gates.  
PRESIDENT POPILLON ASKED IF THERE WAS ANY INPUT FROM THE PUBLIC. LET THE RECORD SHOW THAT MR. TYSON GRENZBACH WITH LANDLOCKED AVIATION SERVICES REQUESTED A LITTLE MORE COMMUNICATION FROM THE AIRSHOW REPRESENTATIVES WHEN THE AIRSHOW GETS CLOSER. MOTION WAS MADE BY MR. HANKINS, SECONDED BY MR. MARTIN, AND CARRIED UNANIMOUSLY TO AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO A SPECIAL EVENT LETTER OF AGREEMENT BETWEEN CHENNAULT INTERNATIONAL AIRPORT AUTHORITY AND CHENNAULT INTERNATIONAL AIRSHOW INC. FOR THE 2025 AIRSHOW AND WAIVE THE LEASE FEES.  
AIRCRAFT RESCUE FIREFIGHTING (ARFF) VEHICLE  
Mr. Melton stated that the new ARFF Truck will replace C-4, which is a 1996 Oshkosh ARFF Truck, that is past its useful life. Mr. Melton also stated that the build time for a new ARFF Truck is approximately 12-18 months. PRESIDENT POPILLON ASKED IF THERE WAS ANY INPUT FROM THE PUBLIC. LET THE RECORD SHOW THERE IS NO INPUT FROM THE PUBLIC. MOTION WAS MADE BY MRS. RAU, SECONDED BY MR. HANKINS, AND CARRIED UNANIMOUSLY TO AUTHORIZE THE EXECUTIVE DIRECTOR TO PREPARE SPECIFICATIONS FOR, ADVERTISE FOR, OPEN BIDS AND AWARD A CONTRACT FOR THE PURCHASE OF ONE NEW AIRCRAFT RESCUE FIREFIGHTING (ARFF) VEHICLE.  
LEGAL SERVICES AGREEMENT  
Mr. Melton stated that the legal services agreement expires September 30, 2024 and recommends renewing the agreement with the Calcasieu Parish District Attorney's Office.  
PRESIDENT POPILLON 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. HANKINS, SECONDED BY MR. MARTIN, AND CARRIED UNANIMOUSLY TO AUTHORIZE THE EXECUTIVE DIRECTOR TO RENEW AN AGREEMENT FOR LEGAL SERVICES WITH THE CALCASIEU PARISH DISTRICT ATTORNEY'S OFFICE FOR A ONE-YEAR PERIOD COMMENCING OCTOBER 1, 2024.  
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 POPILLON 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 MRS. GUILLORY-AUGUST, AND CARRIED UNANIMOUSLY TO ADOPT A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO PREPARE AND SUBMIT A CAPITAL OUTLAY BUDGET REQUEST FOR FISCAL YEAR 2025-2026 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.  
ENERGY - RIGHT OF WAY  
Mr. Melton stated that the Right of Way is required for Entergy to maintain guy wires, anchors, and other equipment on Chenault's property.  
PRESIDENT POPILLON 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. HANKINS, SECONDED BY MR. BOYER, AND CARRIED UNANIMOUSLY TO ADOPT A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A SERVICE AGREEMENT WITH ENTERGY TO GRANTING A RIGHT OF WAY, CONCERNING LOCATION, CONSTRUCTION, IMPROVEMENTS, REPAIRS, OPERATION, INSPECTION, PATROL, REPLACEMENT, AND MAINTENANCE OF GUY WIRES AND ANCHORS.  
AUGUST 2024 REGULAR BOARD MEETING DATE CHANGE  
Mr. Melton stated that the purpose of the change in the date for the Regular Board meeting is due to being out of the office.  
PRESIDENT POPILLON 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. BOYER, SECONDED BY MR. MARTIN, AND CARRIED UNANIMOUSLY TO CHANGE THE DATE OF THE AUGUST 2024 REGULAR BOARD MEETING OF THE BOARD OF COMMISSIONERS FROM AUGUST 15, 2024 TO AUGUST 14, 2024 AT NOON.  
SYSTEMS SURVEY & COMPLIANCE QUESTIONNAIRE  
Mr. Melton stated that a completed Systems Survey and Compliance Questionnaire is required by the Legislative Auditor and the questionnaire must be presented to and adopted by the Board of Directors (governing body) annually as part of the financial and compliance audit. PRESIDENT POPILLON ASKED IF THERE WAS ANY INPUT FROM THE PUBLIC. LET THE RECORD SHOW THERE IS NO INPUT FROM THE PUBLIC. MOTION WAS MADE BY MRS. RAU, SECONDED BY MR. HANKINS, AND CARRIED UNANIMOUSLY TO ADOPT A RESOLUTION TO APPROVE THE COMPLETED "SYSTEMS SURVEY & COMPLIANCE QUESTIONNAIRE" AND SUBMIT TO STUBB & ASSOCIATES FOR USE IN THE FINANCIAL STATEMENTS OF CIAA OF JUNE 30, 2024.  
PRESIDENTIAL APPROVAL  
PRESIDENT POPILLON 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 MRS. GUILLORY-AUGUST AND CARRIED UNANIMOUSLY TO APPROVE THE MINUTES OF THE JUNE 20, 2024 REGULAR MEETING.  
CALCASIEU PARISH SHERIFFS OFFICE  
PRESIDENT POPILLON 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. HANKINS, SECONDED BY MR. MARTIN AND CARRIED UNANIMOUSLY TO AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO A LETTER OF AGREEMENT (LOA) BETWEEN CHENNAULT INTERNATIONAL AIRPORT AUTHORITY AND CALCASIEU PARISH SHERIFFS OFFICE.  
ADJOURNMENT  
PRESIDENT POPILLON ASKED IF THERE WAS ANY INPUT FROM THE PUBLIC. LET THE RECORD SHOW THERE IS NO INPUT FROM THE PUBLIC. MOTION WAS MADE BY MRS. GUILLORY-AUGUST AND CARRIED UNANIMOUSLY TO ADJOURN THE MEETING. With no further business to come before the Commission, President Popillon called the meeting to a close at 12:52 p.m.  
MR. NOA POPILLON, PRESIDENT  
MR. KENNETH B. MARTIN, SECRETARY  
Sept 4  
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