

# **AIRPORT AUTHORITY OF AIRPORT DISTRICT NO. ONE**

## **CALCASIEU PARISH, LOUISIANA**

## **REGULAR MEETING MINUTES**

**November 12, 2025 – 4:00 PM**

**Department of Public Safety Conference Room**

### **1. Call to Order**

The regular meeting of the Airport Authority of Airport District No. One of Calcasieu Parish, Louisiana, was called to order at 4:00 PM on Wednesday, November 12, 2025, in the Department of Public Safety Conference Room by Mr. Hiram DuRousseau, II, President.

### **2. Roll Call**

Present:

Mr. Chris Dickson  
Mr. John Hixson  
Mr. Adam Gremillion  
Mrs. Emily Fenet Parker

Also Present:

Mr. Heath Allen  
Mr. Walt Jessen, Jr.  
Mr. Jimmy Grigus  
Mrs. Amelia Hebert

### **3. Pledge of Allegiance**

The Pledge of Allegiance was recited.

### **4. Approval of Minutes**

Motion: It was moved by Mr. Hixson, seconded by Mr. Gremillion, and carried unanimously to approve the minutes of the Regular Authority Meeting held on October 1, 2025.

### **5. Approval of Invoices**

Motion: Motion was made by Mrs. Parker, seconded by Mr. Dickson, and carried unanimously to approve the payment of all current invoices.

## **6. 2026 Budget Presentation**

Mr. Allen presented a draft of the proposed 2026 Operating Budget for review by the Board. It was advised that a public hearing on the proposed 2026 budget will be held at the Airport Authority meeting on December 3, 2025, and advertised accordingly.

## **7. Employee and Professional Recognition**

It was advised that Airport Fire Fighter Mark Lewis was honored by the Southwest Louisiana Mutual Aid Association by receiving the Responder Recognition of the Year award for his service to Lake Charles Regional Airport and as Assistant Chief of Ward 8 Fire Protection District No. 1 (Iowa, Louisiana).

It was further advised that Mrs. Amelia Hebert was honored by Louisiana Airport Managers and Associates (LAMA) with the Dedication of Service Award for her role as Secretary of the organization.

## **8. Authorization – Legislative Auditor Engagement**

Motion: It was moved by Mr. Gremillion, seconded by Mr. Hixson, and carried unanimously authorizing the Executive Director to execute a letter of engagement with the CPA firm of Steven M. Derouen & Associates to perform the 2025 Legislative Audit.

## **9. Airline Use and Lease Agreements**

Motion: It was moved by Mr. Dickson, seconded by Mrs. Parker, and carried unanimously to approve the Signatory Airline and Terminal Use Agreements with American Airlines and United Airlines.

## **10. Change Order – Passenger Parking Lot Phase II**

Motion: It was moved by Mr. Gremillion, seconded by Mrs. Parker, and carried unanimously to approve Change Order No. 4 and Final related to the PERC Development, LLC contract. Total cost of change order: Approximately \$226,498.42.

## **11. Updated Airport Policy Documents**

Drafts of Airport Rules and Regulations and Airport Rates, Charges, and Fees were presented for review.

## **12. Engineer's Report**

Mr. Walt Jessen, Jr., reported the Passenger Parking Lot Phase II project will be completed upon finalization of Change Order No. 4.

Loop Road Phases I and II are progressing well.

## **13. Monthly Airport Report – Executive Director**

Mr. Allen provided an update on the government shutdown and October passenger enplanements totaling 8,965.

## **14. Adjournment**

There being no further business, the meeting was adjourned.

Respectfully Submitted,

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Hiram DuRousseau, II, President

### CERTIFICATE

I, the undersigned, do hereby certify that the above is a true and correct copy of the minutes of the Airport Authority of Airport District No. One of Calcasieu Parish, Louisiana, convened in regular session on the 12th day of November 2025 and approved by said Authority on the 3rd day of December 2025.

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Emily Fenet Parker, Secretary