

## AIRPORT AUTHORITY OF AIRPORT DISTRICT NO. ONE

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**CALCASIEU PARISH, LOUISIANA**

**REGULAR MEETING MINUTES**

**October 1, 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, October 1, 2025, in the Department of Public Safety Conference Room by Mr. Hiram DuRousseau, President.

### **2. Roll Call**

Present:

Mr. Chris Dickson

Mr. John Hixson

Mr. Adam Gremillion

Mrs. Emily Parker

Also Present:

Mr. Heath Allen

Mr. Cole Thompson

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 Mrs. Parker, seconded by Mr. Gremillion, and carried unanimously to approve the minutes of the Regular Authority Meeting held on September 3, 2025.

## **5. Approval of Invoices**

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

## **6. Change of Meeting Date**

Motion: It was moved by Mr. Dickson, seconded by Mrs. Parker, and carried unanimously to move the next Board meeting from Wednesday, November 5, 2025, to Wednesday, November 12, 2025, at 4:00 PM to avoid conflict with the Takeoff Air Service Development conference.

## **7. 2026 Budget and Capital Improvement Plan**

It was advised that the Airport's 2026 operating budget will be presented at the November meeting of the Airport Authority on November 12, 2025.

Mr. Allen presented a report relating to the Airport's proposed 2026 five-year capital improvement plan.

Motion: It was moved by Mr. Hixson, seconded by Mr. Dickson, and carried unanimously to adopt a resolution to adopt said Capital Improvement plan.

## **8. Authorization to Advertise for Engineering Services**

Motion: It was moved by Mr. Gremillion, seconded by Mrs. Parker, and carried unanimously to authorize the Executive Director to advertise a request for proposals for engineering services from qualified professional consulting firms for the following projects:

- Comprehensive update and rehabilitation of the Airport's airfield lighting and control systems (AIP and State funded)
- Study and design of an airport resiliency plan and micro electrical grid project (BRIC grant funded)

## **9. Authorization to Advertise for Construction Bids**

Motion: It was moved by Mr. Gremillion, seconded by Mr. Hixson, and carried unanimously, authorizing the Executive Director to advertise for sealed bids related to the following project(s):

- Airport Entrance Road Phase II

## **10. Engineering Services Agreement – Airfield Markings**

Motion: Motion was made by Mrs. Parker, seconded by Mr. Dickson, and carried unanimously to approve an engineering services agreement between the Airport and DW Jessen and Associates for the design of an Airfield Markings rehabilitation project.

## **11. State Capital Outlay Requests**

Motion: It was moved by Mr. Dickson, seconded by Mrs. Parker, and carried unanimously, authorizing the submission of a State Capital Outlay funding request relative to the following projects:

- Airport Entrance Road – \$1,000,000.00
- ARFF Expansion – EOC/Hardened Truck Bays – \$5,000,000.00

## **12. Change Order – Pat Williams Construction (Terminal Access Road – Phase I)**

Motion: It was moved by Mrs. Parker, seconded by Mr. Hixson, and carried unanimously, approving the recommended Change Order No. 3 relating to the Pat Williams Construction LLC contract for the Terminal Access Road and General Aviation Area Service Road – Phase I project, pending concurrence by Federal and State funding agencies:

- Extensive changes to wayfinding signage, including additional signs and larger signs

Total cost of change order: Approximately \$130,000.00

## **13. Engineer's Report**

Mr. Cole Thompson stated that the Terminal Parking Lot project will be completed after the punch list items are completed.

He also reported that the Loop Road Phase I roundabout should open within two weeks. The contractor for Phase II plans to begin work next week.

## **14. Monthly Airport Report – Executive Director Heath Allen**

- Mr. Allen reviewed the Capital Project report with the Board, showing enhanced detail on the Loop Road Project.
- Tailwind, the new food and beverage provider, is planning a soft opening on Friday and is awaiting a state liquor license.
- LCH will host the Louisiana Airport Managers and Associates (LAMA) conference next week at L'Auberge.
- TSA and air traffic control staff are continuing to work without pay during the federal shutdown. Mr. Allen is monitoring the situation.
- A draft of the revised Rules and Regulations will be sent to the Board for feedback, along with the updated Rates, Charges, and Fees document.
- Passenger numbers are currently on par with last year.

## **15. Executive Session**

Motion: It was moved by Mrs. Parker, seconded by Mr. Hixson, and carried unanimously to enter into executive session to discuss legal status/actions, as may be appropriate, and the taking of urgent legal or other action to address civil disturbances or lease violations caused by or related to a tenant of the Airport, and any other actions as may be necessary to guard the safety of the public relative to activities occurring on or near property leased to Caddyshack Icehouse, LLC.

Motion: It was moved by Mr. Hixson, seconded by Mr. Gremillion, and carried unanimously to exit the executive session.

## **16. Adjournment**

There being no further business, it was moved by Mrs. Parker, seconded by Mr. Dickson, and carried unanimously to adjourn the meeting.

Respectfully Submitted, 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 1st day of October 2025 and approved by said Authority on the 12th day of November 2025.

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Emily Fenet Parker, Secretary