

West Calcasieu Airport Managing Board Special Meeting Minutes

Meyer and Associates, 600 N. Cities Service Hwy., Sulphur, LA 70663
October 17, 2023

I. Call to Order

Dalton Langford called to order the Special Meeting of the West Calcasieu Airport Managing Board at 12:00 p.m. on October 17, 2023 at Meyer and Associates, 600 N. Cities Service Hwy., Sulphur, LA 70663.

This Special Meeting of the West Calcasieu Airport Managing Board was called because there was not a quorum for the October 3, 2023 Regular Monthly meeting.

II. Invocation

Mike Granger led the invocation.

III. Pledge of Allegiance

The Pledge of Allegiance was led by Oliver Schrupf and recited by all board members and guests.

IV. Roll Call

The following persons were present:

- ✓ Dalton Langford, Chairman
- ✓ Mike Granger
- ✓ Chad Guidry
- ✓ Tommy Little
- ✓ Ted Thompson

Also present at the meeting were: Airport Director Tim LaFleur, Oliver Schrupf, Darla Perry, Chuck Stutes, and Joanne Coleman.

V. Approval of minutes from September 5, 2023

With the correction to Item V that the motion to approve the August 1, 2023 minutes was 2nd by Chad Guidry, not Tommy Little, a motion was offered by Ted Thompson to approve the minutes of the September 5, 2023 regular monthly meeting, 2nd by Tommy Little. No opposition. Motion carried.

VI. Additions/Deletions to the Agenda

There were no additions or deletions to the agenda at this time.

VII. Discuss/Approve 2024 FAA/LDOTD Five Year Capital Improvement Plan including Resolution

Chuck Stutes stated that the Capital Improvement Plan was approved in August, but the FAA has a different deadline than the DOTD, so the Capital Improvement Plan needs to be approved again and submitted with the proper forms to the DOTD.

Ted Thompson made a motion to Approve 2024 FAA/LDOTD Five Year Capital Improvement Plan including Resolution, 2nd by Tommy Little. No opposition. Motion carried.

VIII. Discuss/Approve Change Orders for T - Hangars and Hangars A, B and C

Chuck Stutes stated there are no change orders that require approval at this time.

IX. Discuss/Appoint Committee for New Airport Tenant Lease

Darla stated that she would like a Committee to be appointed to handle lease issues for the Airport. Darla Perry, Tim LaFleur, Tommy Little and Jackson Schrupf volunteered.

X. Discuss/Authorizing the manager to authorize up to \$20,000 in Change Order Amounts

Darla stated that the delay for approval of change orders often makes progress difficult. She asked that Tim LaFleur be given authorization to approve change orders as recommended by the Airport engineers for up to \$20,000.

After a brief discussion, a motion was made by Chad Guidry authorizing the airport manager, Tim LaFleur, to authorize change orders up to \$20,000, as recommended by airport engineers, 2nd by Mike Granger. No opposition. Motion carried.

XI. Finance Report

Darla Perry reported that the income is running very close to budget. The total expenses are \$98,550; they budgeted \$124,000. They are under budget on expenses due to a cut back on grant management fees and lower insurance expenses than projected. The airport is doing better than budget by \$56,000 in two months.

Ms. Perry also reported that they are continuing to work on FEMA projects. On hangars A, B, & C, they are up to 9 pay requests and all but the last two have been paid. They have had several meetings with DOTD to receive training on a new system that is supposed to speed up the grant process.

Everything has been turned in to the auditor for the fiscal year end audit.

Ted Thompson offered a motion to accept the Finance Report as presented, 2nd by Tommy Little. No opposition. Motion carried.

XII. Director's Report

Tim LaFleur reported that all the hangar work is proceeding on time. Hangars A and C are erected. They are still working on interior work. They are welding on doors. Hangar B is formed and should be poured sometime this week. They are waiting on supplies from Angelico for Hangar E.

They had their DOTD inspection last week, but have not received the report yet. The DOTD did appreciate that the paperwork was ready.

After a brief discussion, Mike Granger offered a motion to accept the Director's Report as presented, 2nd by Chad Guidry. No opposition. Motion carried.

XIII. Engineer's Report

Chuck Stutes reported that the T Hangar project is basically through, except T Hangar E. They have been paid 65% of the contract amount and will hopefully be wrapped up in January.

Hangars A & C are 85% complete and should be finished in January. Hangar B is 35% complete, but he does not have an estimated completion date yet.

Mr. Stutes also reported that he reached out regarding the apron expansion project. He expects to have a preconstruction meeting at the end of the month or the beginning of next month.

A Notice to Proceed date of October 24 was issued to Russell J Stutes Construction for the Terminal Building. Their contract has been executed, but they have not yet provided a construction schedule.

After a brief discussion, Ted Thomson offered a motion to accept the Engineer's Reports as presented, 2nd by Mike Granger. No opposition. Motion carried.

XIV. Old Business/New Business

There was no old business or new business at this time.

XV. Public Comments

There were no public comments at this time.

XVI. Chairman's Update

There was no Chairman's update at this time.

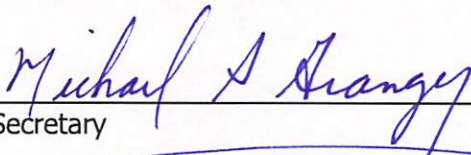
XVII. Adjournment

Ted Thompson offered a motion to adjourn the meeting, 2nd by Tommy Little. No opposition. Motion carried.

The meeting was adjourned at approximately 1:01 p.m.



President



Secretary

