

West Calcasieu Airport Managing Board Meeting Minutes

November 3, 2020

I. Call to order

In accordance with JBE 2020-30, the West Calcasieu Airport's meeting was held at 7000 Southland Field (Southland Airport), Temporary Building, Sulphur, Louisiana, via video/telephone conference for those not able to attend in person and in a manner that will allow for observation and input by members of the public, as set forth in the notice posted on November 1, 2020. All other Open Meetings Law requirements have been met.

Board Member Tommy Little called to order the regular meeting of the West Calcasieu Airport Managing Board at approximately 4:38 p.m. on November 3, 2020.

II. Invocation

Attorney Jackson Schrupf led the invocation.

III. Pledge of Allegiance

Pledge led by John Wells and recited by all board members and guests.

IV. Roll call

The following persons were present via video/telephone:

- ✓ Chairman Dalton Langford
- ✓ Wilmer Dugas
- ✓ Don Chamblee

The following persons were present in person:

- ✓ Tommy Little
- ✓ Missy Amidon
- ✓ John Wells

(Others also present at the meeting were: Tim LaFleur, Jackson Schrupf, Byron Racca, Darla Perry, Sheila Burton and Meredith Hoffpauir.)

V. Approval of minutes of the October 6, 2020 regular monthly meeting and ratify all actions taken at the October 6, 2020 regular monthly meeting

Attorney Jackson Schrupf explained to the Board they will need to ratify all of the actions taken at the October 6, 2020 regular monthly meeting. There was a brief discussion regarding the ratification of all actions taken at the October 6, 2020 meeting and who would need to make the motion.

Board Member Tommy Little entertained a motion to approve the minutes of the October 6, 2020 regular monthly meeting and ratify all actions taken at the October 6, 2020 regular monthly meeting. Wilmer Dugas made a motion to approve the minutes of the October 6, 2020 regular monthly meeting and ratify all actions taken at the October 6, 2020 regular monthly meeting, 2nd by Don Chamblee. No opposition. Motion carried.

VI. Approval of Grant H.014531 (Airfield Lighting & NAVAID's Repair)

Airport Director Tim LaFleur explained how the grant is 100% funded by the State (DOTD) to repair the lights damaged by Hurricanes Laura and Delta and replacing the PAPI lights from incandescent to LED. Tim stated the grant total is \$70,713.00. Tim told the Board there is a Resolution that is with the grant that will need to be signed. (Resolution is attached to the minutes.)

John Wells made a motion to approve Grant H.014531 (Airfield Lighting & NAVAID's Repair), 2nd by Missy Amidon. No opposition. Motion carried.

VII. FEMA Package

Airport Director Tim LaFleur explained how he would like the Board's approval for he and Darla Perry to put a package together to send to FEMA to be able to begin the debris and demolition process. Tim stated there isn't a monetary figure yet because it's an RFP that has to go out for advertisement and bids. Darla stated FEMA will be picking up 100% of the demolition. The deadline is November 26 for the Airport's application. There was a brief discussion regarding the application.

Darla told the Board she reached out to other accounting firms to get pricing and has a proposal for additional accounting services. Darla stated it's likely the Airport may need a grant manager and explained the process. Darla said the Airport needs to go out for quotes but does not need to go out for bids unless it's over \$250,000. There was a brief discussion regarding the grant manager.

Attorney Jackson Schrupf clarified that the motion that needed to be made was to authorize Airport Director Tim LaFleur and Darla Perry to proceed with the debris removal application. Missy Amidon made a motion to authorize Airport Director Tim LaFleur and Darla Perry to proceed with the debris removal application, 2nd by John Wells. No opposition. Motion carried.

VIII. Approval of Electrician to repair lighting system

Airport Director Tim LaFleur explained how Grant H.014531 for \$70,713 includes fees for the electrician. There are 3 quotes: Ernest Breau, \$14,972; Lake Charles Electric, \$12,900; Kaough & Jones, \$11,522. Tim recommended taking the Kaough & Jones bid since he is currently working with them and they have been helpful coming out quickly when called to fix problems due to hurricanes. Darla told the Board they have the lowest bid out of the three. There was a brief discussion regarding the lighting issues.

Tommy Little entertained a motion to accept Kaough & Jones as the lowest bidder in the amount of \$11,522. John Wells made a motion to accept Kaough & Jones as the lowest bidder in the amount of \$11,522; motion 2nd by Missy Amidon. No opposition. Motion carried.

IX. Additions/Deletions to Agenda

Airport Director Tim LaFleur requested adding to the agenda to approve the minutes of the Special Meeting held on October 30, 2020, and to add Darla's proposal for additional accounting services expenses for future FEMA work. Missy Amidon made a motion to add to the agenda to approve the minutes of the Special Meeting held on October 30, 2020, and to add Darla's proposal for additional accounting services expenses for future FEMA work; motion 2nd by John Wells. No opposition. Motion carried.

Wilmer Dugas made a motion to approve the minutes and to ratify all actions taken of the Special Meeting held on October 30, 2020; motion 2nd by Don Chamblee. No opposition. Motion carried.

Missy Amidon made a motion to approve Darla Perry's proposal for additional accounting services expenses for future FEMA work, 2nd by John Wells. No opposition. Motion carried.

X. Finance Report

Darla Perry gave the financial report for July through September 2020. Budgeted amount of total income was \$156,000 with actual amount being \$138,000. Budgeted net income amount was \$16,674 with actual amount being \$16,651. Darla stated she feels the finances are as good as can be expected considering what the Airport has been through with the 2 hurricanes.

Missy Amidon made a motion to accept the Finance Report as presented, 2nd by John Wells. No opposition. Motion carried.

XI. Director's Report

Airport Director Tim LaFleur told the Board the insurance adjuster came out to look at the damage from Hurricane Delta. Tim explained that the FBO had already been totaled out from the first hurricane, but more had fallen in since the first hurricane. Hanger E

sustained more damage from the second hurricane. Tim said FEMA has suggested to come up with a different type door on the rebuild. Tim stated he and Byron Racca will be looking at new types of doors for the hangars. Darla Perry said FEMA will give a 15-25% add-on to cover the cost of the new doors. There was a brief discussion regarding the rebuild.

Tim announced that on November 9, the State wants to come tour all of the area airports. FAA officials, DOTD commissioner and local officials will be attending. Tim stated he does not know what time the tour will begin at the airport, but everyone is welcome to attend. There was a brief discussion regarding the tour.

Tommy Little entertained a motion to accept the Director's Report as presented. John Wells made a motion to accept the Director's Report as presented, 2nd by Missy Amidon. No opposition. Motion carried.

XII. Engineer's Report

Byron Racca reported the Capital Improvement Plan was transmitted on Friday. Regarding the ODALs and REILs project that began before the hurricanes, the plans and specs had been sent to DOTD for review and there were some comments made. Byron stated the comments need to be addressed and then resubmitted.

The surveying and geotechnical services were just authorized for the apron expansion on the south end. Byron stated once the survey comes back, they can start the design process. Byron told the Board he feels it should be a pretty straightforward, standard project.

Byron announced the grant-funded localizer antenna has become one complete project where everything can be done at once. Tim told the Board that he asked Pete Talbot about the concerns the Board had with the slab height, and he was told that it has never flooded and that all of the equipment is elevated off of the slab.

Tim explained that the taxiway bravo rehab, the T-hangar aprons rehab and the LED lighting for the taxiway are all projects that have been placed on hold for now. There was a brief discussion regarding the projects on hold.

Tommy Little entertained a motion to accept the Engineer's Report as presented. John Wells made a motion to accept the Engineer's Report as presented, 2nd by Missy Amidon. No opposition. Motion carried.

XIII. Old Business

There was a brief discussion regarding the First Flight extended lease that will be up in December.

XIV. New Business

Sheila Burton introduced Meredith Hoffpauir to the Board. Tommy Little welcomed Ms. Hoffpauir to the meeting. Wilmer Dugas asked for prayer for Darla Perry as she prepares for knee surgery at the end of the week.

XV. Public Comments

There were no public comments.

XVI. Chairman's Update

Chairman Langford commended Director Tim LaFleur on the great job he does as a leader at the airport.

XVII. Executive Session

Attorney Jackson Schrupf told the Board there is no need to go into Executive Session.

XVIII. Adjourn

Tommy Little adjourned the meeting at 5:16 p.m.

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Chairman



Acting Secretary