

West Calcasieu Airport Managing Board Meeting Minutes

February 4, 2020

I. Call to order

Chairman Dalton Langford called to order the regular meeting of the West Calcasieu Airport Managing Board at approximately 4:30 p.m. on February 4, 2020, at the offices of Southland Executive Airport, Conference Room, 7000 Southland Field Road, Sulphur, Louisiana.

II. Invocation

Wilmer Dugas led the invocation.

III. Pledge of Allegiance

Pledge led by Jackson Schrupf and recited by all board members and guests.

IV. Roll call

The following persons were present:

- ✓ Chairman Dalton Langford
 - ✓ Wilmer Dugas
 - ✓ Don Chamblee
 - ✓ Joe Palermo
- (R. K. Levens was absent.)

(Others also present at the meeting were: Tim LaFleur, Jackson Schrupf, Chuck Stutes, Darla Perry and Sheila Burton.)

V. Approval of minutes of the January 7, 2020 regular monthly meeting

Chairman Langford entertained a motion to approve the minutes of the January 7, 2020 regular monthly meeting. Wilmer Dugas made a motion to approve the minutes of the January 7, 2020 regular monthly meeting, 2nd by Joe Palermo. No opposition. Motion carried.

VI. Contract Meyer and Associates (Signed)

Airport Director Tim LaFleur told the Board that the actual contract to hire Meyer & Associates has been approved. It now has to be signed. Chuck Stutes explained there normally is a resolution authorizing the president to sign the contract, and the DOTD is requesting a copy.

Wilmer Dugas made a motion for a resolution giving the Chairman authorization to sign the contract with Meyer & Associates, 2nd by Joe Palermo. No opposition. Motion carried._

VII. Mower Purchase Approval

Airport Director Tim LaFleur explained to the Board he had to get 3 quotes for mowers, and they are attached to the packets that were handed out for the Board's review. Tim said the 72" mower is beginning to give him issues where it is needing repairs continually. Tim recommended to the Board accepting the quote from TOP Equipment for the Scag 72" lawn mower for the price of \$10,800.

Wilmer Dugas made a motion to accept the quote from TOP Equipment to purchase the Scag 72" lawn mower for the price of \$10,800, 2nd by Joe Palermo. No opposition. Motion carried.

VIII. Additions/Deletions to Agenda

There were no additions or deletions to the agenda.

IX. Financial Report

Darla presented the Financial Report for July through December 2019. Darla reported the Airport is running \$5858.84 over budget, which is a good thing. Expenditures were \$4583.09 under budget, which is also good. Bottom line for the first 6 months of the year is \$21,560.34 better than budget.

Darla said she is currently working on some of the capital outlay finance reports and implementing some of the policies and procedures suggested by the auditor that she will bring to the Board next month for approval.

Chairman Langford entertained a motion to accept the Financial Report as presented. Wilmer Dugas made a motion to accept the Financial Report as presented, 2nd by Don Chamblee. No opposition. Motion carried._

X. Director's Report

Director Tim Lafleur told the Board he has a copy of the new capital outlay draft from DOTD, which is quite thick. One of the things listed in their proposal is the ramp expansion. Tim reminded the Board that they have to save their entitlement for several years in order to have enough money to do the expansion. Tim said the first portion is mainly the design, phase 1 of the ramp expansion for 2021. Phase 2 for 2021-2022 calendar year shows the ramp expansion of \$967,000 on the Federal Grant portion. Tim told the Board he received an operation memorandum from the Police Jury showing who the Airport's liaisons are. It lists Joe Andrepont and Judd Barcs. Darla Perry stated that Joe Andrepont told her that he is going to try to make several meetings a year.

Don Chamblee made a motion to accept the Director's Report as presented, 2nd by Wilmer Dugas. No opposition. Motion carried. _

XI. Engineer's Report

Chuck Stutes reported all of the frames are up on the T-hangar project. Most of the purlins have been installed. Their schedule is to be completely finished by the end of March. Chuck said they just received a contractor pay estimate a few days ago, and moneywise they are approximately 50% complete.

Chuck stated the runway B and T-hangar apron rehabilitation project is on a hold because they will not do the work until the T-hangar is finished since they have to address all of the T-hangar aprons. Chuck said they will probably be issuing a notice to proceed to them in February so they can start doing some testing and shop drawings to be ready when the T-hangar is completed. Chuck told the Board they only have 120 days total to do the work.

Chuck reported there is an entire group of projects now, some of which are State funded by small grants. Chuck said there is a \$40,000 grant to install LED centerline taxiway markers. Chuck told Tim he thinks they will need about 500 markers. Chuck said he will have those documents ready to be transmitting them to contractors for quotes. Only 3 proposals will be needed without having to go out for bids since it's under \$150,000.

Chuck told the Board there is another grant for \$75,000 to replace the ODALS on the north end of the runway and the REILS on the south end of the runway. Chuck stated they have made a couple of site visits, and the electrical engineer is working on it. The first task is going to be coming up with a construction cost estimate because there is some concern that the \$75,000 is probably not sufficient. Once that is determined, Chuck said they will get with the DOTD manager to see what the next step will be.

Chuck reported that there is another \$75,000 grant for the localizer building. That is to remove the equipment from the existing building, remove the existing building, put the new building in place and put the equipment back in. Chuck said actually changing out the equipment will be a project about 4 or 5 years down the road. Chuck stated they have been in contact with the concrete building manufacturer, and they will get some information on the buildings and put a packet together for that.

With regards to the apron expansion, Chuck explained that it is funded by both State and Federal; so, they will need to go through the full Federal process. Since it is a large project worth approximately \$1.1 million in total project costs, the Airport will need to save up entitlements for multiple years to be able to do the project. Chuck further explained the steps the Airport will need to take to go through the Federal process to get the grant money.

Chairman Langford entertained a motion to accept the Engineer's Report as presented. Wilmer Dugas made a motion to accept the Engineer's Report as presented, 2nd by Joe Palermo. No opposition. Motion carried.

XII. Old Business

There was no old business to come before the Board.

XIII. New Business

There was no new business to come before the Board.

XIV. Public Comments

There were no public comments.

XV. Chairman's Update

Chairman Langford asked Darla Perry if they are receiving rent payments from First Flight. Darla answered that she will know on the 7th.

Don Chamblee asked Tim LaFleur if he has heard anything more about the worker's village, if anything has changed. Tim answered he has not heard of any changes. Chairman Langford said he hopes things will kick off with one of the plants soon so they can utilize the airport to continue to make money.

Darla Perry announced the Airport has received the \$300,000 funding from Chennault, and it has already been placed into the savings account. Darla stated the Board will need to begin to think about how much they want to sponsor for the LAMA conference because it will be coming up in August. Darla said the Board donated \$2,000 last year.

XVI. Adjourn

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Chairman Langford entertained a motion to adjourn. Don Chamblee made a motion to adjourn the meeting, 2nd by Wilmer Dugas. Meeting adjourned at approximately 4:47 p.m.



Chairman



Acting Secretary