

West Calcasieu Airport Managing Board Meeting Minutes

March 3, 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 March 3, 2020, at the offices of Southland Executive Airport, Conference Room, 7000 Southland Field Road, Sulphur, Louisiana.

II. Invocation

R. K. Levens led the invocation.

III. Pledge of Allegiance

Pledge led by Don Chamblee and recited by all board members and guests.

IV. Roll call

The following persons were present:

- ✓ Chairman Dalton Langford
- ✓ Wilmer Dugas
- ✓ R. K. Levens
- ✓ Don Chamblee
- ✓ Joe Palermo
- ✓ Missy Amidon

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

V. Approval of minutes of the February 4, 2020 regular monthly meeting

Chairman Langford entertained a motion to approve the minutes of the February 4, 2020 regular monthly meeting. Wilmer Dugas made a motion to approve the minutes of the February 4, 2020 regular monthly meeting, 2nd by Joe Palermo. No opposition. Motion carried.

VI. Discuss Grant on Replacing ODALS and REILS

Airport Director Tim LaFleur reminded the Board that the Airport received a grant from the State for \$75,000 to replace the ODALS and REILS. Tim said after meeting with Chuck and the electrical engineer, they also felt the wiring needs to also be replaced; but it will not be covered under the grant. Tim said he spoke with Alan Taylor with the State to request additional funding, and they have no more funding for it.

Chuck Stutes explained the estimated cost to do the whole project, including all of the wiring, is approximately \$132,000. Chuck said the Board needs to make a decision whether they want to just replace the ODALS and REILS or if they want to also include replacing the wiring at an approximate additional cost to the Airport of \$60,000. Chuck stated if only the ODALS and REILS are replaced, there's no guarantee that won't present problems since the wiring is 20 to 25 years old and could cause some issues.

R. K. Levens asked Tim if he could explain what the ODALS and REILS are. There was a brief explanation and discussion regarding the ODALS and REILS. Tim announced to the Board that as he was checking the lights this morning, he noticed another REIL went out again. Tim said the last time it was replaced, it cost 8- or \$9,000. Darla stated so far they have spent \$28,000 replacing the ODALS and REILS. R. K. Levens asked if doing the whole job would eliminate the problem; and Tim answered, "It should."

Darla Perry volunteered to ask the Police Jury Economic Fund to give the Airport half of what the Airport would need to pay out of pocket. Darla reminded the Board that the Police Jury just gave the Airport \$15,000 for the tug they just bought, but she could still ask for help in the funding. Wilmer Dugas asked if the Airport has the money; and Darla answered, "We have the money." Wilmer Dugas recommended doing the whole project, not to exceed \$130,000. There was a brief discussion regarding the project.

Chuck explained to the Board that this \$132,000 project is in the CIP, but it's 4 or 5 years down the road. At the rate the Airport is having problems with the equipment, they will spend way in excess of that in 4 or 5 years. Attorney Jackson Schrupf asked if it could be placed in the specifications that no underground connections be done. Chuck stated there will need to be some, but they can be made minimal. Chuck explained how the old wire has been spliced through the years. There was a brief discussion regarding the wiring and the lights. Tim explained that the new system that the Airport has the grant for will be LED REILS with less voltage used. Chuck stated the equipment will be a better technology than what is there now. Don Chamblee asked Tim if, before the new lighting system was put in, there was a real problem with those particular lights. Tim answered he had some issues every now and then but nothing like he has now. There was further discussion regarding the lighting and wiring issues.

Tim told the Board that he reached out to the State to inform them of the issues with the lights, and they were going to check with other agencies to see if they had similar problems. Tim said he feels they must have found other issues since the State is giving the Airport the \$75,000 grant. There was continued discussion regarding the lighting and wiring issues.

Wilmer Dugas made a motion to proceed with the grant on replacing ODALS and REILS and for going out for bid to replace the wiring, 2nd by Joe Palermo. No opposition. Motion carried._

VII. Task Order and ODO (Approve signing the Task Order pending approval of the IFE- Independent Fee Analysis)

Airport Director Tim LaFleur explained the estimates are lower than the IFE. So, it has been forwarded to Danielle. Tim stated the only other thing needed is the task order itself, which is the extension of the existing apron by 300 feet southeasterly, from the southern edge of the existing apron. Tim said that will be forwarded to Richard Tollefson with the FAA, then they will be ready to proceed forward with the first portion of this. Chuck explained they will be doing a design-only grant. Since the total cost of the project will be \$1 million, they will budget the first \$150,000 for planning only and then start banking \$150,000 per year thereafter. Chuck said an environmental review is still pending. A letter was sent to the FAA several weeks ago for them to review a categorical exclusion because the property is within the active operating area of the airport.

Chuck stated, in his opinion, there are no environmental issues involved in that piece of property; but the way the FAA works, because it is Federal money, you have to either do an environmental assessment or they will grant a categorical exclusion and it has to be issued by the FAA. Chuck explained once it is approved, they will need to do geotechnical, surveying and other preliminary things to get the project going and then do some actual design work. Chuck said it could still be a couple years before the project is bid because they have to build up the money on the construction grant. Chairman Langford asked how many years the \$150,000 has been building up. Chuck answered that this is the first year. Darla Perry told the Chairman that they have been using up the \$150,000 every year.

Don Chamblee asked what an independent fee analysis is. Chuck explained that there are agencies that publish fee curves in the engineering profession, and you can use a fee curve based upon the amount of construction. The FAA, because they are Federal, they will not let you do engineering costs based on a percentage of construction. They want an hourly estimate. Chuck stated they provided the FAA with an hourly estimate; however, since FAA does not have the staff in-house to analyze the estimate, they make the airport hire an independent engineering firm to come up with an independent fee estimate. Darla further explained basically the Airport had to hire an engineer to tell the Airport if their engineer is charging them the right price that the FAA said they were going to set at the very beginning.

Chairman Langford entertained a motion to approve the signing of the Task Order pending approval of the IFE (Independent Fee Analysis). Airport Director Tim LaFleur told the Board that he has the IFE now. Tim said he had to do it prior to the board meeting and submit it to get the Independent Fee Analysis. Chuck told the Board that once this is approved, they will be able to continue. The next hurdle will be the categorical exclusion. Once that hurdle is jumped, they will then issue a planning-only grant in the magnitude of \$120,000 – which is within the \$150,000. Chuck said the money is available. You just have to jump through a lot of hoops to get the money. Don

Chamblee asked if the money was mostly for engineering fees. Chuck answered it is for administrative costs, geotechnical, surveying and the full engineering fee all the way through construction and some inspection during construction.

Joe Palermo made a motion to approve the signing of the Task Order pending approval of the IFE (Independent Fee Analysis), 2nd by Wilmer Dugas. No opposition. Motion carried.

VIII. Additions/Deletions to Agenda

There were no additions or deletions to the agenda.

IX. Financial Report

Darla Perry presented the Financial Report for July 2019 through January 2020. Darla reported the total income is \$22,916.27 better than budget with the bulk of it being the grant for the tug from the Calcasieu Parish Police Jury. Darla told the Board the reason the expenses are running over budget is due to the ODALS and REILS. The repair and maintenance expenses ran \$5,269.05 over budget. Interest income is still running over budget. Darla reported bottom line income, to date, is \$138,338. That is \$47,134.50 better than budget.

Darla told the Board after reviewing the contract with Chennault on the joint venture agreement, they can review the property tax roll of the assessor every 3 years. After reviewing the tax roll, there was bigger than a 3% jump. That means Chennault has to go back and pay the Airport an additional 3% for the past 3 years. Darla said she received the payment of \$27,000 last week. There was a brief conversation regarding the payment from Chennault. Darla stated she will also pursue the economic hotel tax grant for half. Darla said she will tell the Police Jury that the Airport will put up half of the difference on the wiring if they will pay the other half.

Darla told the Board she has copies of the full financials if anyone would like to review them. 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 R. K. Levens. No opposition. Motion carried._

X. Director's Report

Director Tim Lafleur announced that the new mower has arrived, and it is in the hangar if anyone would like to see it. Tim said it is very heavily made, and it should last several years. R. K. Levens asked if all of the grass gets mowed. Tim answered that there is still a contract to have the middle area and the back mowed by Ed Hudson. Chairman Langford asked when the contract is up. Tim said he thinks it is in September. Tim told the Board Mr. Hudson is doing an excellent job.

Chairman Langford entertained a motion to accept the Director's Report as presented. Wilmer Dugas made a motion to accept the Director's Report as presented, 2nd by R. K. Levens. No opposition. Motion carried._

XI. Engineer's Report

Chuck Stutes reported the T-hangar project is coming along very well. The foundation and frame are up. Since the last meeting, the purlins and girts, personnel doors, aircraft doors and the inner walls have been done. Roofing should begin once the weather clears. Chuck said he feels by the next meeting they should be finished or close to being finished with the project.

Regarding the taxiway b and T-hangar apron pavement rejuvenation project, Chuck stated they are issuing a notice to proceed effective this week. Chuck said the contractor, Keiland Construction, should be able to get out there in April to finish the work. There was a brief discussion regarding the contractor.

Chuck reported they are working on the localizer building. Chuck stated they had contact with the building manufacturer. If the name brand building that was spec'd ends up being the building that is bid, then this crane company does their work in Louisiana. Chuck said they wanted to get the crane company in because they have quite a heavy load to get in on a small road with a gravel driveway at the end of the taxiway. Chuck stated the crane company took a look at it, and they confirmed that they will need to do some temporary matting for the 18-wheeler and the crane. Chuck explained that is a State-only grant in the magnitude of \$75,000; and the money will be very tight.

Chairman Langford asked if there was any reason they couldn't continue to go north and build another hangar. Airport Director Tim LaFleur said they would need to look at the AWOS location to see if there is enough clearance. Chuck stated the current location of the AWOS would probably be a problem. There was a brief discussion regarding the AWOS and finding a location for building a new hangar.

Chairman Langford told the Board he received a call from the FAA while he was on vacation telling him that they were getting inaccurate readings on the AWOS because there was too much water standing around it. Tim explained that he, Shawn and Chuck looked at the AWOS the other day, and the problem is that the ditches are higher than where the AWOS is sitting. Tim said they have tried digging out ditches as much as they can, but there is still an issue of water sitting at the base of the AWOS station. Tim said they looked at it with Danielle and discussed possibly relocating the AWOS, and he thinks it was placed in the CIP for a future project. R. K. Levens asked if the project could be pushed up. Tim explained the projects have to be placed in priority. There was a brief discussion regarding relocating the AWOS.

Chairman Langford entertained a motion to accept the Engineer's Report as presented. Don Chamblee made a motion to accept the Engineer's Report as presented, 2nd by Wilmer Dugas. 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

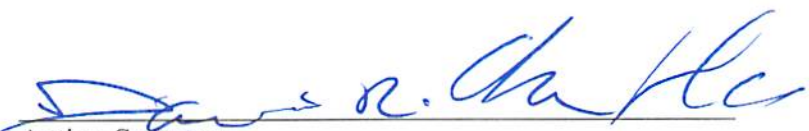
Chairman Langford announced that First Flight will possibly begin in April renting out space for potential tenants coming in. They have just paid 2 months' rent. There was a brief discussion about the potential tenants coming in. Chairman Langford told the Board that the guard shacks will be taken down. Chairman Langford said there were very few negative comments regarding First Flight's presence at the airport, and everything ran pretty smoothly. Chairman Langford praised the Board, First Flight and Airport Director Tim LaFleur for doing such a great job.

XVI. Adjourn

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Chairman Langford entertained a motion to adjourn. Joe Palermo made a motion to adjourn the meeting, 2nd by Don Chamblee. Meeting adjourned at approximately 5:05 p.m.


Chairman


Acting Secretary