

# **West Calcasieu Airport Managing Board Meeting Minutes**

March 6, 2018

## **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 6, 2018, 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:

- ✓ Dalton Langford
- ✓ Don Chamblee
- ✓ Wilmer Dugas
- ✓ R. K. Levens
- ✓ Dana Keel
- ✓ Joe Palermo

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

## **V. Approval of minutes of the February 6, 2018 regular monthly meeting**

Chairman Dalton Langford entertained a motion to approve the minutes of the February 6, 2018 regular monthly meeting. R.K. Levens made a motion to approve the minutes of the February 6, 2018 regular monthly meeting, 2<sup>nd</sup> by Don Chamblee. No opposition. Motion carried.

## **VI. Additions/Deletions to Agenda**

Airport Director Tim Lafleur announced to the Board that he received the letter from Attorney Jackson Schrupf that the Board wanted drafted to go to the School Board and requested that discussion of the letter be added to the agenda. Mr. Lafleur recommended having each board member sign the letter before he sends it to the School Board members. Joe Palermo asked whether only the letter should be sent or should the Airport Board request being placed on the School Board's meeting agenda and go to the meeting to express their concerns. R. K. Levens suggested doing both. The Board discussed their concerns on how this could harm First Flight's ability to stay in business. Mr. Palermo voiced his opinion on how he believes all of the good First Flight has done by creating economic growth at the airport, creating jobs for the community, and donating money to local schools far outweighs any taxes the School Board wants to collect. Mr. Palermo made the point that there are a lot of houses being rented to workers coming into the community. Mr. Palermo asked if the School Board also intends to tax all of these houses the same way for their home rentals as they are wanting to tax First Flight. The Board agreed that that is a good point to bring up with the School Board.

Don Chamblee made a motion to add to the agenda to discuss and take action regarding the proposed letter drafted by Attorney Jackson Schrupf on behalf of the Airport Board to the School Board. The motion was 2<sup>nd</sup> by R. K. Levens. No opposition. Motion carried. Chairman Dalton Langford stated that the item added to the agenda will be taken up during Old Business.

## **VII. Finance Report**

Darla Perry presented the financial report and told the Board that the budgeted amount on the Year-to-Date report was 82,055; but the actual amount is 287,716.55 – which includes the First Flight head count. Darla said she is expecting another payment for the head count this week. Darla told the Board she may amend the budget in April or May due to some repairs running over budget. Darla explained the accounting fees were for the FEMA accounting and the 2<sup>nd</sup> legislative audit. Don Chamblee asked how the head count fees are paid. Darla explained that the head count fees are paid quarterly. There was a brief discussion on the head count fees.

Darla told the Board that Entergy has proposed that if the Airport goes to a different rate chart they may be able to lower their annual electric bill. Darla said she is not familiar with the program but she will pursue it. Darla said she received a notice from Carlyss Waterworks 9 that all of the back-flow preventers on the housing had to be certified. Darla explained that is a First Flight maintenance issue and they have engaged the certified inspector and he has come out and done the inspection. Chairman Langford entertained a motion to approve the Finance Report as presented. R. K. Levens made a motion to accept the Finance Report as presented, 2<sup>nd</sup> by Wilmer Dugas. No opposition. Motion carried.

### **VIII. Director's Report**

Director Tim Lafleur announced there will be 2 field trips coming up at the end of the month, March 27<sup>th</sup> and March 28<sup>th</sup>. Tim introduced Karen Wade and explained how she assists with all of the field trips through her 99 Club. The Board thanked Ms. Wade for her assistance. Tim said he will have some stuff put together next month for the First Flight school donations. 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, 2<sup>nd</sup> by Don Chamblee. No opposition. Motion carried.

### **IX. Engineer's Report**

Chuck Stutes reported that the FAA project manager that the Airport has had for several years, John Dawson, has officially retired. A new project manager has not been appointed at this time. Chuck said due to this event, there has been no progress on the lighting project or the rehab of the pavement. Regarding the ALP, Chuck stated it has been temporarily assigned to a project manager; and he's made some comments. The Airport's consultant out of Denver has since responded to his comments. Chuck said it has taken 2 years for that progress to happen. Chuck reported that the current rehab of the taxiway and apron should get started fairly soon. The contractor stated at the preconstruction meeting that he wanted to wait until early March, so Chuck said he should be hearing from him soon.

Chuck reported there have been several developments on the fuel farm. Chuck said he was present at a meeting at the airport fuel farm with the mechanical engineer and the airport director to discuss the self-service pump. After viewing the area and discussing several issues and conflicts, it was decided to move the self-service pump to the opposite side (east side) of the fuel farm. Chuck explained some of the pros and cons of having a self-service pump at the airport. Chuck told the Board that the more modern the pumps get, the more self-contained they are. Chuck said that you order it with the size pump and size tank you want and then basically put the pump on a concrete pad and plug it in. Chuck explained the tank comes with a double wall, so you do not need containment walls around it. All you would really need is a curb for spill protection. Chuck stated he felt that would be a better way to go, but it would not be covered by the grant. Chuck explained it would have to be done by the Airport in the future. Chuck told the Board that the grant is limited to \$205,000. Chuck said the plans are being modified, and it should be a matter of days when they get a set of plans to Airport Director Tim Lafleur to give to the project manager at the State. Chuck reminded the Board that this is a State-funded project and not FAA-funded and should move a lot quicker. Joe Palermo asked why the airport needs self-service. Chuck explained that the Board had decided previously that it would be added as an alternate to the bid so that the option could be considered at a later date if the Board chose to put one in. There was a brief discussion about the pros and cons of having a self-service pump and the location where it might be placed at the airport. 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, 2<sup>nd</sup> by Wilmer Dugas. No opposition. Motion carried.

**X. Old Business**

**Discuss and take action regarding the proposed letter drafted by Attorney Jackson Schrumpf on behalf of the Airport Board to the School Board**

Airport Director Tim Lafleur told the Board that he would pass the letter around for all of the board members to sign. Don Chamblee asked if they could get a notice when the next School Board meeting would be held so that they could attend. Darla Perry explained that the School Board would need to add the discussion to the agenda regarding having the Airport Board speak on behalf of First Flight. Tim asked whether the Board wanted him to mail the letter now or wait and bring it to the School Board meeting. The Board requested having the letter sent immediately. Wilmer Dugas suggested sending the letter certified. Tim stated that he was sent the email addresses of each of the School Board members. Tim suggested scanning a copy of the letter and emailing a copy to each of the School Board members. The Board agreed with Tim's suggestion of email copies to each of the School Board members. Jackson Schrumpf also suggested including in the emails to ask to be added to the agenda at the next School Board meeting. The Board agreed, and Tim said he would include that in the email. Wilmer Dugas made a motion to allow Airport Director Tim Lafleur to handle sending the letter to the School Board members as discussed and agreed upon, 2<sup>nd</sup> by R. K. Levens. No opposition. Motion carried.

**XI. New Business**

There was no new business to come before the Board at this time.

**XII. Public Comments**

Karen Wade thanked the Board for allowing her to sit in at the meeting. Ms. Wade commended Airport Director Tim Lafleur on the job he has done with the field trips and bringing awareness to the youth in our community regarding aviation. Ms. Wade offered her help with the field trips and said she would like to be more involved with the program. Ms. Wade gave a brief explanation of her organization, the Ninety-Nines Club. Don Chamblee commended Ms. Wade and the Ninety-Nines Club on volunteering their time in helping with the field trips. Ms. Wade told the Board she is presently working on a program that can be used as a teaching tool during the field trips to educate the youth more about the aviation field. Tim explained that there will be approximately 50 kids per day on the 2 field trips scheduled at the end of March. Tim also told the Board that Hope Christian School is asking for auction donations for a fundraiser for their school, and 2 men have already offered airplane rides. Tim said to get with him if anyone would like to make a donation for the auction. Don Chamblee told the Board that they get a lot of good feedback from the schools on the field trips. Tim stated that it is also a good experience for the public to see firsthand how nice and well-managed the facilities are at First Flight since First Flight provides meals at their facilities during the field trips. Ms. Wade explained the importance of educating the community about the aviation field, especially since there is a huge shortage of pilots in the aviation field currently.

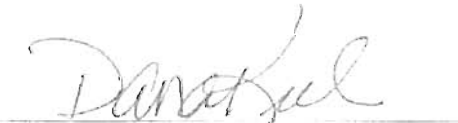
XIII. Chairman's Update

There was no Chairman's Update at this time.

XIV. Adjourn

Chairman Langford entertained a motion to adjourn. Wilmer Dugas made a motion to adjourn the meeting, 2<sup>nd</sup> by Don Chamblee. No opposition. Motion carried. Meeting adjourned at approximately 5:05 p.m.

  
Chairman

  
Acting Secretary