

Southland Executive Airport-
West Calcasieu Airport

March 29, 2017

MEETING Notice & AGENDA

*Southland Executive Airport
West Calcasieu Airport
Managing Board*

Dalton Langford, Chairman

Members

R. K. Levens

Joe Palermo

Don Chamblee

Dana Keel

Wilmer Dugas

The regular meeting of the West Calcasieu Airport Managing Board will be held in the conference room at Southland Executive Airport, 7000 Southland Field Road, Sulphur, La., 70665, on **April 04, 2017**. The meeting will begin at **4:30 PM**. The agenda for the meeting follows:

THE WEST CALCASIEU AIRPORT MANAGING BOARD REQUESTS THAT ALL CELL PHONES BE SET TO VIBRATE OR TURNED OFF FOR THE DURATION OF THE MEETING

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF MINUTES FROM March 07, 2017

ADDITIONS / DELETIONS TO AGENDA

Amend the fiscal budget FYE 6/30/2017

FINANCE REPORT – MRS. DARLA PERRY

DIRECTOR'S REPORT – MR. TIM LAFLEUR

ENGINEER'S REPORT – MR. CHUCK STUTES

OLD BUSINESS

NEW BUSINESS

PUBLIC COMMENTS

CHAIRMAN'S UPDATE

ADJOURN

West Calcasieu Airport Managing Board Meeting Minutes

March 7, 2017

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 7, 2017, 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 R. K. Levens and recited by all board members and guests.

IV. Roll call

The following persons were present:

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

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

V. Approval of minutes of the February 7, 2017 regular monthly meeting

Chairman Langford entertained a motion to approve the minutes of the February 7, 2017 regular monthly meeting. Wilmer Dugas made a motion to approve the minutes of the February 7, 2017 regular monthly meeting, 2nd by Don Chamblee. No opposition. Motion carried.

VI. Additions/Deletions to Agenda

Chuck Stutes asked to add to the agenda the substantial completion on the airfield lighting rehabilitation project. Chairman Langford entertained a motion to add the substantial completion on the airfield lighting rehabilitation project to the agenda. R. K. Levens made a motion to add to the agenda the substantial completion on the airfield lighting rehabilitation project, 2nd by Wilmer Dugas.

VI(a). Discuss and take action regarding the substantial completion on the airfield lighting rehabilitation project

Chuck explained to the Board that there was a formal substantial completion inspection on the airfield lighting project done on March 1st. Those present included the State and Alan Taylor from DOTD. Chuck said they were happy with all of the work; and when they saw the testing that was done, they were satisfied with everything they were shown. Chuck stated they are recommending that the Board make a resolution to accept the project as substantially complete. Chuck said there is a short punch list of 5 minor items but nothing significant.

R. K. Levens asked about liquidating damages. Chuck said he recommends the Board form a committee to look at the possibility of liquidating damages so the committee can speak with the DOTD and FAA reps to clarify the issues on liquidating damages and some of the change-order items and report back to the Board with specific recommendations. Chuck said they need to make sure whatever is done meets their approval since the project is fully funded by FAA and DOTD. There was further discussion explaining the liquidated damages. Chairman Langford entertained a motion to form a committee regarding close-out issues on the airfield lighting project. Wilmer Dugas made a motion to form a committee regarding close-out issues on the airfield lighting project, 2nd by Dana Keel. No opposition. Motion carried. Chairman Langford announced that he has asked Darla Perry, Jackson Schrupf and Airport Director Tim Lafleur to serve on the committee, along with his self being a stand-in when someone is absent.

Don Chamblee made a motion to have a resolution to accept the airfield lighting project as substantially complete, 2nd by Wilmer Dugas. No opposition. Motion carried.

VII. Finance Report

Darla Perry said the budget vs. actual is July 2016 through January 2017. Darla said the bottom line is a little misleading because they haven't amended the budget on the repair and maintenance - terminal. Darla stated that it was capitalized as an asset. Darla said instead of \$100,000 to the good, they are probably around \$30,000 ahead over the year-to-date budget. Darla said the repair and maintenance has been higher than normal. Darla told the Board the Airport is doing better on the fuel sales. The rental income includes the head count for First Flight, so the \$83,000 will not be cash. Darla said the Airport will not see it in dollars because First Flight gets to offset it against infrastructure;

however, if it exceeds what the infrastructure improvements will be, then the Airport will receive cash. Darla said she still does not have the validation of what the infrastructure cost is, but she knows it's more than \$83,000.

Darla reported the fuel sales for the month of January were lower than budgeted, but the repair and maintenance – equipment was \$3500 more than budgeted. Darla said the bottom line for January was lower than budgeted, but the year-to-date is still ahead of budget. Darla told the Board she is still working with FEMA, and it's looking good. Darla said she would like to pursue any future projects with the Parish Endowment Fund since the Airport was rejected on the T hangars. Darla said she will be happy to make another application on something smaller to try to get funds from the Parish.

Chairman Langford asked Darla if First Flight was paying their rent. Darla answered that their rent is due on the 5th, and she hadn't received their payment yet. Darla said she called them today and was told that she will either have a check in the morning or a wire. Darla said they are also behind 2 months on the trust fund payments. There was a brief discussion regarding the amounts owed. Don Chamblee asked what the head count is presently. Darla answered 400 to 480. There was a brief discussion regarding the current construction going on in Cameron Parish and the parking lot issues in the area. Chairman Langford entertained a motion to accept the financial report as presented. R. K. Levens made a motion to accept the financial report as presented, 2nd by Wilmer Dugas. No opposition. Motion carried.

VIII. Director's Report

Airport Director Tim Lafleur announced that there was a field trip in February and one is scheduled March 17th with a home school group and then another one will be scheduled for July with Vincent Settlement. There was a brief discussion regarding the school field trips. Chairman Langford entertained a motion to accept the Director's report as presented. R. K. Levens made a motion to accept the Director's report as presented, 2nd by Dana Keel. No opposition. Motion carried.

IX. Engineer's Report

Chuck reported that the other project in close-out is the airfield rejuvenation of the runway. Chuck said they passed all of their tests, so it is just a matter of closing out the project. Chuck explained to the Board that the T hangar project made their 2nd pour and the final pour on the actual foundation. Chuck said at this point they will be waiting for the metal building to be delivered. Chuck said that once that is delivered, he feels it could all be finished in 6 weeks, if the weather holds out. Chuck told the Board that the other project they are working on, which is the next FAA/DOTD project on CIP, is the rejuvenation of the taxiway and the large aircraft parking apron. Chuck said they submitted 50% of the plans, which is required by FAA; and the final plans should be ready in May. Chuck stated that the budget is about \$270,000 on the project. 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 Don Chamblee. No opposition. Motion carried.

X. Old Business

There was no old business addressed at this time.

XI. New Business

There was no new business addressed at this time.

XII. Public Comments

There were no public comments at this time.

XIII. Chairman's Update

Chairman Langford commended Director Tim Lafleur on the job he has done on promoting the airport. Chairman Langford stated that he was supposed to get a check from Darla to bring to Rob to get a photo taken. Chairman Langford mentioned that R. K. Levens told the Board at the last meeting that he thought a photo should be taken in front of a Southland Airfield sign; however, there aren't that many to choose from. The Board mentioned the large sign out front, but Chairman Langford mentioned that it needed to be painted. Chairman Langford said that Rob told him that he would try to accommodate them on anything they may need.

XIV. Executive Session

There was no executive session.

XV. Adjourn

Chairman Langford entertained a motion to adjourn. R. K. Levens made a motion to adjourn the meeting, 2nd by Don Chamblee. No opposition. Motion carried. Meeting adjourned at approximately 4:54 p.m.


Chairman


Acting Secretary