

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

August 6, 2019

## **I. Call to order**

Chairman Dalton Langford called to order the regular meeting of the West Calcasieu Airport Managing Board at approximately 4:40 p.m. on August 6, 2019, at the offices of Southland Executive Airport, Conference Room, 7000 Southland Field Road, Sulphur, Louisiana.

## **II. Invocation**

Dalton Langford led the invocation.

## **III. Pledge of Allegiance**

Pledge led by Dana Keel and recited by all board members and guests.

## **IV. Roll call**

The following persons were present:

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

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

## **V. Approval of minutes of the July 2, 2019 regular monthly meeting**

Chairman Langford entertained a motion to approve the minutes of the July 2, 2019 regular monthly meeting. Wilmer Dugas made a motion to approve the minutes of the July 2, 2019 regular monthly meeting, 2<sup>nd</sup> by Don Chamblee. No opposition. Motion carried.

**VI. State Grant Project No. H.013669 (to be signed and a resolution)**

Chuck Stutes explained this is a resolution from the West Calcasieu Airport Managing Board authorizing the Chairman to execute an agreement with the Louisiana Department of Transportation & Development for improvements at Southland Field.

“Whereas, the West Calcasieu Airport Managing Board is requesting funding assistance from the Louisiana Department of Transportation & Development for the construction of a new T hangar. Whereas, the stated project has been approved by the Louisiana Legislature; and Louisiana DOTD is agreeable to implementation of the project. Whereas, the Louisiana DOTD provided the necessary funding for the construction of the new T hangars and will reimburse the sponsor up to \$514,000 in project costs. Now, therefore, be it resolved by the West Calcasieu Airport Managing Board that it hereby authorizes the chairman to execute an agreement for the project identified as State Project No. H-013669, to execute any subsequent or related documents and amendments to this said agreement.”

Chairman Dalton Langford entertained a motion to accept the resolution for the State Grant Project No. H-013669. Don Chamblee made a motion to accept the resolution for the State Grant Project No. H-013669, 2<sup>nd</sup> by Wilmer Dugas. No opposition. Motion carried.

**VII. Additions/Deletions to the Agenda**

Airport Director Tim LaFleur requested adding to the agenda AIP Grant No. 3-22-0080-020-2019 for Taxiway Bravo and the T hangar apron rehab. Wilmer Dugas made a motion to add to the agenda a resolution for AIP Grant No. 3-22-0080-020-2019 for Taxiway Bravo and the T hangar apron rehab, 2<sup>nd</sup> by Don Chamblee. No opposition. Motion carries.

Chuck Stutes told the Board they just received the grant on Monday. This was the project that was bid in late June to rehabilitate Taxiway B and the T hangar aprons. Chuck stated it is funded by FAA 90% and by the State 10%. The low bid contractor was Keiland Construction, and the resolution to award the contract to Keiland Construction was subject to FAA approval. Chuck said this is the actual grant that Chairman Langford will sign. The grant will be sent back to FAA. FAA will then fully execute it and send it back to Airport Director LaFleur. Once that happens, the grant will then be official. Chuck stated what he is requesting at this time is authorization for Chairman Langford to sign the grant offer. There was a brief discussion regarding the grant offer.

Dana Keel made a motion to authorize Chairman Langford to sign the grant offer for AIP Grant No. 3-22-0080-020-2019 for Taxiway Bravo and the T hangar apron rehab, 2<sup>nd</sup> by Don Chamblee. No opposition. Motion carries.

## **VIII. Finance Report**

Darla Perry told the Board they are now looking at the 12-month financial, July 2018 through June 2019. Darla reported the overall fuel sales were higher than budgeted. She explained that the reason the rental income was higher than budgeted was due to the head count for First Flight since the head count is not included in the budgeted amount. Darla told the Board this number does not include the April/May/June payment since she just received the certified occupancy numbers. That means an additional \$26,000 will be invoiced today to First Flight for the April/May/June payment. Darla reported that First Flight is up to date on all of their escrow and land rental payments.

Darla reported that the bulk of the expenses were due to repairs and maintenance, and that total went over budget by \$21,597.83. Bottom-line totals for the fiscal year July 2018 through June 2019: \$158,686 for budgeted amount and \$337,616.30 for actual amount.

Darla told the Board she renewed the insurances, and there was a small increase due to the Boeing 737 issue. Darla stated she had seen a lot of insurances in the airport industry go up by 30%, but the Airport's insurance increase was only around 8% to 12% on different policies. Darla said she is working with the new auditor on the audit, and it is going well. There was a brief discussion regarding the insurance.

Chairman Langford entertained a motion to accept the Finance Report. Wilmer Dugas made a motion to accept the Finance Report, 2nd by Dana Keel. No opposition. Motion carried.

## **IX. Director's Report**

Airport Director Tim LaFleur reported he had spoken with the program manager in Baton Rouge regarding the O'Brien's Flying Service issue; and she stated, after doing some research, that other airports have similar issues with agricultural planes. Tim explained some of the options given to him were to do an aerial spray that is a growth retardant for the grass in lieu of the Airport allowing them to use the ramp or charging a ramp fee to use the ramp area where they are doing their loading. Tim said he can speak with O'Brien's Flying Services to see which option they would like to choose. There was a brief discussion regarding O'Brien's Flying Services and the issues of the fertilizer overspray causing issues with the ramp. Tim said he will place this issue on the agenda for next month so that it can be properly addressed.

Tim reported the funding for the 2 grants total \$646,885. Tim announced the CIP meeting with the State will be coming up next week.

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

**X. Engineer's Report**

Chuck Stutes explained that both of the grant projects should be going to construction as soon as all of the grant paperwork is finalized. Chuck estimates the contracts should be awarded and construction should begin either the end of August or beginning of September. Chuck said they are still doing some close-out on the parallel taxiway and the apron, and Kris is supposed to get the final estimate to Darla sometime this week.

Chuck stated they have a meeting scheduled next week with DOTD project manager Danielle (Gaylor) to discuss the upcoming CIP, to go through the projects and get her input. Chairman Langford commented how helpful Danielle has been to the airport. Chuck explained that if it wasn't for Danielle's help, the airport would not have received the State funding for the fuel farm and T hangar projects.

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

**XI. Old Business**

Don Chamblee asked if the Board needed to make any decisions regarding issues discussed at the last meeting regarding First Flight. Chairman Langford answered no, because First Flight has a lease with the Airport; and they are complying with everything in the lease. There was a brief discussion reminding the Board what was discussed with First Flight at the last meeting.

Joe Palermo asked what the outcome has been regarding keeping Dana Keel on the Board. Chairman Langford expressed his disappointment with some of the people that appoint the Airport Board Members. Chairman Langford stated he feels that they have the best board that has ever been appointed at the airport since he has been here. Chairman Langford explained that most of the people who appoint the members of the board have never been out to a meeting at the airport and have no clue what goes on out here. Don Chamblee commented that some of these people didn't even know they had an airport at Southland Field. Darla Perry explained that the Airport's attorney interprets the document as stating that 2 out of the 3 members needs to sign off on the resolution. The West Calcasieu Port Board has already signed off in favor of the resolution. They are now waiting on the Sulphur Industrial Board to sign off, but Cade Cole with the City of Sulphur interprets the document differently. So that is the reason for the holdup.

Joe Palermo explained that Dana Keel brings a lot to the Board and works for one of the largest companies here in Southwest Louisiana, and there is no reason for her to not be on the Board no matter where she lives. There was a brief discussion regarding ways the issue could get resolved. Chairman Langford recommended that the two attorneys need to get together to get it resolved. There was further discussion regarding the differing opinions of the attorneys. Chairman Langford said they are working to get it resolved.

XII. New Business

There was no new business to come before the Board.

XIII. Public Comments

There were no public comments.

XIV. Chairman's Update

There was no Chairman's Update given at this time.

XV. Adjourn

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Chairman Langford entertained a motion to adjourn. Dana Keel made a motion to adjourn the meeting. Meeting adjourned at approximately 5:15 p.m.

  
Chairman

  
Acting Secretary