

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

September 6, 2016

## **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 September 6, 2016, 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 Chairman Dalton Langford 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
  - ✓ Joe Palermo
- (Dana Keel was present via conference call.)

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

## **V. Approval of minutes of the August 2, 2016 regular monthly meeting**

Chairman Dalton Langford entertained a motion to approve the minutes of the August 2, 2016 regular monthly meeting. Don Chamblee made a motion to approve the minutes of the August 2, 2016 regular monthly meeting, 2<sup>nd</sup> by R. K. Levens. No opposition. Motion carried.

**VI. Additions/Deletions to Agenda**

Wilmer Dugas made a motion to add to the agenda going into Executive Session to discuss personnel, 2<sup>nd</sup> by R. K. Levens. No opposition. Motion carried.

Director Tim Lafleur requested adding to the agenda a resolution to sell surplus equipment and also add to discuss and take action on renewal of the mowing contract. Wilmer Dugas made a motion to add to the agenda a resolution to sell surplus equipment and to discuss and take action on renewal of the mowing contract, 2<sup>nd</sup> by Don Chamblee. No opposition. Motion carried.

**VII. Discussion about the Guard Shack on the north entry of Southland Field Road**

Chairman Dalton Langford asked Dana Keel if she would like to share her thoughts on the guard shack. Dana Keel expressed her feelings over the phone about the guard shack, explaining how she has had to go through an armed gate twice a day at work since 9/11 and understands the need for added security. Mrs. Keel also said she understood, being a female, how it felt to have the added protection at night at an airport having someone watching who is coming in and out. Mrs. Keel asked the Board how much time they expect Director Tim Lafleur to devote to traffic issues at the airport instead of devoting his time to other issues that need attention regarding the airport. Mrs. Keel acknowledged the problem with the traffic on Hwy. 27 and expressed concern about people trying to cut through and speeding through the airport road. Chairman Langford thanked Dana Keel for sharing her opinions with the Board.

Joe Palermo told the Board he feels this is First Flight's problem and not the Airport's problem. Mr. Palermo stated he has spoken with numerous people, including other airport boards, about the guard gate and feels that Southland Field is the only airport that has a guard gate to get to the FBO. Mr. Palermo said he feels it will be a deterrent for grandparents who want to bring their grandkids to the airport, or anyone else that wants to come out to the airport. Mr. Palermo stated he doesn't think it makes sense for someone to stop at a guard gate to go to a public facility such as an airport. Mr. Palermo made a motion for the guard gate to be moved immediately. Chairman Langford asked for a 2<sup>nd</sup> on the motion. Jackson Schrupf asked for clarification, whether Mr. Palermo means "moved" or "removed." Mr. Palermo clarified by saying it should be "removed." Mr. Schrupf asked Mr. Palermo if he wants both guard gates removed or just one. Mr. Palermo explained he doesn't have a problem with the gate near Hwy. 27. He said he just wants the gate at the entrance to the airport removed. Wilmer Dugas asked, by law, if there are any restrictions regarding the road. Jackson Schrupf answered that Southland Field Road from Hwy. 108 up to the parking area is a public road paid for with State money and met the requirements of Calcasieu Parish. Mr. Schrupf said he does not know about the road that goes out on Hwy. 27. Mr. Schrupf stated that his understanding of why the guard shack was put up was due to too much traffic on the airport road, and First Flight was trying to restrict the traffic. There was further discussion regarding the airport road and the guard shack.

Dana Keel asked Director Tim Lafleur if he has seen a reduction in business at the airport since the guard shack and gate were put up. Tim answered, "No." The motion on the table died due to no one making a 2<sup>nd</sup> on the motion. Tim reminded the Board that they

had previously discussed putting up a sign in front of the gate to make people feel welcome at the airport. Tim asked the Board to come up with some verbiage that could be put on a large sign at the gate entrance welcoming visitors to the airport. Tim also stated that he has told the people at the guard shack numerous times that if anyone comes up stating they want to go to the airport, they are to let them in with no questions asked; and they have been doing that. Darla Perry told the Board that the West Cal Port now has a gate with a sign due to the port falling under some sort of National Security, and it is a Parish road. There was further discussion regarding the public road.

#### **VIII. Roof Repair for the FBO Building**

Director Tim Lafleur reported that there have been some leaks on the main FBO roof, and he is in the process of replacing some of the ceiling tiles. Tim said the leaks were caused by the air-conditioner system along with the repairs that were being done on Hangar A. Tim told the Board that according to the people repairing the leaks, it looks like it's been 15-20 years since the roof has been checked. R. K. Levens stated that he would rather see the whole roof be replaced instead of trying to repair it. There was discussion regarding the roof repair. Tim stated the flashing that was on the roof wasn't even touching each other because it had deteriorated over the years, but the repair men did a temporary patch over it for now. R. K. Levens suggested getting a price to replace the roof. Tim said he wanted to make sure the Board was okay with getting bids on replacing the roof. He said he would get with Darla and then get back to the Board to let them know what the bids are. There was further discussion regarding the leaks and replacing the ceiling tiles. Chairman Langford entertained a motion to allow Director Tim Lafleur to get bids to replace the roof on the FBO building. R. K. Levens made a motion to allow Director Tim Lafleur to get bids to replace the roof on the FBO building, 2<sup>nd</sup> by Wilmer Dugas. No opposition. Motion carried.

#### **IX. Finance Report**

Darla Perry presented the financial report. Darla reminded the Board the Airport is starting a new fiscal year. Darla told the Board they had budgeted a net income of \$138,000; and they hit \$134,573. Darla said the Chennault Grant revenue for the extra \$100,000 was budgeted for July; and that's why the bottom line was budgeted so high. Fuel sales were more than budgeted. Repair maintenance on equipment included fuel filters on the trucks and the fuel farm. R. K. Levens asked what the rules were on changing fuel filters on the fuel trucks. Director Tim Lafleur answered that they are all supposed to be done annually. Darla said they need to have an inspection done annually with the filters being changed as needed. Darla told the Board that she expects a lot of expenditures in the months of August and September, one of which will be to pay for the well abandonment that cost \$37,000. Darla confirmed that First Flight is trusting \$7500 per month in the escrow account with their attorney in the event they leave and the Airport has to clean it up. Jackson Schrupf reported that currently the balance in the account is \$112,526.42. Darla explained that that money is only if First Flight leaves and the Airport has to clean it up. If First Flight cleans up before they leave, they will get their money back. Chairman Langford entertained a motion to accept the Finance Report. Wilmer Dugas made a motion to accept the Finance Report as presented, 2<sup>nd</sup> by R. K. Levens. No opposition. Motion carried.

**X. Director's Report**

Director Tim Lafleur announced that the water well update has been completed, and the Water Well Plugging and Abandonment Form will be mailed to the Louisiana Department of Natural Resources. Tim told the Board the well was capped at 28 feet. Tim said the well had collapsed on itself, so they couldn't get past the 28-foot mark. Tim said the water well wouldn't have been useful to the Airport. 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 R. K. Levens. No opposition. Motion carried.

**XI. Engineer's Report**

Kris Kelly gave an update on the Hangar A roof repairs. Kris said the contractor is pretty much done with the work. They just have one housekeeping item left to do before the substantial completion inspection can be done. Kris said the gutters across the south wall have been completed, so the substantial completion inspection will be set up soon for that. Kris said they plan on meeting with the contractor and Director Tim Lafleur to walk through the entire project to make sure everything is done to Tim's satisfaction.

Kris reported that the T Hangar project is out for bids right now. Kris stated they started advertising last Wednesday, August 30<sup>th</sup>. Kris said they should be able to open the bids and review them all before the next board meeting. Kris announced the bids will be opened at the airport on September 29<sup>th</sup> at 11:00 a.m. The Board does not need to be present. Don Chamblee asked how many contractors have picked up plans. Kris answered there are 8 sets out right now. R. K. Levens asked if they were all local. Kris answered yes, with the farthest one being Construction Zone out of Beaumont, Texas. There was discussion regarding the contractors bidding on the T Hangar project.

With regards to the lighting project, Kris explained that the contractor is scheduled to be out at the airport for the next 3 nights to finish up some work. Don Chamblee asked if the PAPI lights were working. Kris answered that the PAPI lights are working, but they cannot be turned on until the FAA inspection. There was a brief discussion regarding the lighting project. Kris announced that the runway project will begin tonight on phase 1. Kris said Tim has a notice that was issued for the runway to be closed from 9:00 p.m. at night until 5:30 a.m. so the contractors can do initial prep work of cleaning the pavement and getting the striping cleaned off, ready for new striping. Kris said that all of the prep work will be done at night. Once they are ready to do the striping and apply the seal coat, they will need to close the airport down for 7 days at 24/7. There was further discussion about the airport closure. Kris said they should be getting the schedule from the contractor today to finalize the dates of the closure. Chairman Langford entertained a motion to accept the Engineer's Report as presented. R. K. Levens made a motion to accept the Engineer's Report as presented, 2<sup>nd</sup> by Don Chamblee. No opposition. Motion carried.

## **XII. Old Business**

Don Chamblee told the Board that near the new sewer plant, before you get to the fire station, someone from CSI has a trash dump there. Mr. Chamblee said it looks horrible, and he feels like they need to clean it up to look like the rest of the airport. Chairman Langford said they have been contacted and have agreed to haul the trash dump off.

## **XIII. New Business**

Don Chamblee asked about all of the stuff around the airport that should have been disposed of over a year ago that is still around. Jackson Schrumpf stated that they received a bankruptcy notice, and the Airport cannot do anything from a judicial standpoint until that gets cleared up. There was a brief discussion regarding the bankruptcy notice. Joe Palermo suggested Mr. Schrumpf write a letter to the bankruptcy trustee and tell them the airport is going to start charging them a storage fee after 7 days if the property has not been removed. Mr. Schrumpf said he will look into it.

Director Tim Lafleur told the Board that the Airport has previously used the Government bid site that the City of Sulphur has on the Explorer that the Airport owned, and it worked out well. Tim suggested using that same site through the City of Sulphur to sell the old trucks. Chairman Langford entertained a motion to use the Government site through the City of Sulphur to sell the old trucks. R. K. Levens made a motion to use the Government site through the City of Sulphur to sell the old trucks, 2<sup>nd</sup> by Don Chamblee. No opposition. Motion carried.

Director Tim Lafleur explained to the Board that the mowing contract goes from September 31, 2015 through September 31, 2016. Tim stated the contract reads that if both parties agree, the contract can be extended up to a full year. Don Chamblee praised the man that is doing the mowing and said he is doing a great job, and he feels that the Airport should keep him on if he would like to continue to do the mowing. Chairman Langford entertained a motion to renew the mowing contract. Joe Palermo made a motion to renew the mowing contract, 2<sup>nd</sup> by Wilmer Dugas.

R. K. Levens suggested buying a new TV for the lobby area. Mr. Levens said he thinks the old one is dark and not attractive. R. K. Levens made a motion to buy a new TV for the lobby area, 2<sup>nd</sup> by Joe Palermo. No opposition. Motion carried.

## **XIV. Public Comments**

There were no public comments at this time.

## **XV. Chairman's Update**

There was no Chairman's Update at this time.

**XVI. Executive Session**

Chairman Langford entertained a motion to go into Executive Session. R. K. Levens made a motion to go into Executive Session, 2<sup>nd</sup> by Wilmer Dugas.

At this time the Board went into Executive Session at 5:22 p.m.

Wilmer Dugas made a motion to go back into Regular Session, 2<sup>nd</sup> by R. K. Levens. No opposition. Motion carried. At this time the Board went back into Regular Session at 5:38 p.m. Wilmer Dugas made a motion to give Director Tim Lafleur a 5% raise, 2<sup>nd</sup> by R. K. Levens. There was no opposition to the motion. Motion carried.

Wilmer Dugas made a motion to give Perry & Company a raise of \$150 extra per month, 2<sup>nd</sup> by R. K. Levens. There was no opposition to the motion. Motion carried.

Wilmer Dugas made a motion to give Sheila Burton a raise of \$50 extra per month, 2<sup>nd</sup> by R. K. Levens. There was no opposition to the motion. Motion carried.

**XVII. 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 5:41 p.m.

  
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Chairman

  
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Acting Secretary