

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

January 8, 2019

## **I. Call to order**

Chairman Dalton Langford called to order the regular meeting of the West Calcasieu Airport Managing Board at approximately 4:33 p.m. on January 8, 2019, 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
  - ✓ Wilmer Dugas
  - ✓ Don Chamblee
- (Joe Palermo and Dana Keel were absent.)

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

## **V. Approval of minutes of the December 4, 2018 regular monthly meeting**

Chairman Langford entertained a motion to approve the minutes of the December 4, 2018 regular monthly meeting. Wilmer Dugas made a motion to approve the minutes of the December 4, 2018 regular monthly meeting, 2<sup>nd</sup> by R. K. Levens. No opposition. Motion carried.

**VI. Audit Report from McMullen and Mancuso**

Darla Perry told the Board that Chris Funk of McMullen and Mancuso could not attend the meeting today, so she would briefly go over the Audit Report with them. Darla reported that the total assets for the fiscal year were 6,372,945 – which is an increase from the previous year’s total of 5,683,696. Total net position was 6,162,037 compared to 5,490,074 from the previous year. Darla explained the gross revenue of 842,304 includes fuel sales, hangar rentals and First Flight money. Changes in net position after all expenditures and capital contributions totals 671,963.

Darla reported there were no current year findings; and it was a “present fairly” opinion, which is the best audit opinion you can get. Darla explained to the Board that from pages 27 all the way through to the end is the new State Agreed-Upon Procedures audit. Darla said there were no findings; but they had one recommendation: to have the board members sign off on the Policy and Procedures. Darla stated the Policy and Procedures will be presented before the fiscal year end for the board members’ signatures. Darla recommended that the Board make a motion to accept the audit from McMullen and Mancuso for the last fiscal year as presented. R. K. Levens made a motion to accept the audit from McMullen and Mancuso for the last fiscal year as presented, 2<sup>nd</sup> by Wilmer Dugas. No opposition. Motion carried.\_

**VII. Financial Report**

Darla Perry told the Board they had in their packet the July through November financials also compared to budget. Darla reminded the Board she had in the Airport’s bookkeeping file the balance sheet and any details the Board may want. Darla reported the Airport is doing better than budget. First Flight is caught up on their head count and their monthly rent. Darla said she will be invoicing for the 4<sup>th</sup> quarter, December, shortly; and she doesn’t expect it will be much since they have only been running around 300-350 people per day right now. Don Chamblee asked why the count was so low, and Darla explained it is probably due to the holidays.

Darla reported the Personnel Committee met and did a review for Airport Director Tim Lafleur and has a recommendation. Darla asked if the Board needs to go into Executive Session. Chairman Dalton Langford stated it will need to be added to the agenda.

**VIII. Additions/Deletions to Agenda**

Chairman Langford entertained a motion to amend the agenda to go into Executive Session to receive the recommendation by the Personnel Committee. Wilmer Dugas made a motion to amend the agenda to go into Executive Session to receive the recommendation by the Personnel Committee, 2<sup>nd</sup> by Don Chamblee. No opposition. Motion carried.

R. K. Levens asked to add to the agenda to discuss the amendment to the Joint Service Agreement. Chairman Langford entertained a motion to add to the agenda to discuss the

amendment to the Joint Service Agreement. Wilmer Dugas made a motion to add to the agenda to discuss the amendment to the Joint Service Agreement, 2<sup>nd</sup> by R. K. Levens. No opposition. Motion carried.

**IX. Director's Report**

Director Tim Lafleur reported they are still waiting on the punch list to be completed on the taxiway and the ramp rehab before the job is closed out. Tim announced there will be another home school field trip on February 5<sup>th</sup> if any of the board members would like to attend.

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.

(There was a brief discussion about the Financial Report not being accepted by the Board.) Wilmer Dugas made a motion to accept the Financial Report as presented, 2<sup>nd</sup> by R. K. Levens. No opposition. Motion carried.

**X. Engineer's Report**

Chuck Stutes confirmed Director Lafleur's previous statement, that the construction contract on the rejuvenation of the apron and the taxiway still has some punch list items that need to be done by the contractor. Chuck stated the other ongoing project is the fuel farm rehab, and they did receive shop drawings from the contractor on all of the equipment. There were a few issues sent back to the contractor, and they have been corrected. Chuck said they have now approved the shop drawings on all of the equipment, and the equipment has been ordered. Chuck estimates the project will be wrapping up in the spring.

Chuck explained to the Board there is still an old project that is still outstanding. The FAA put 2 projects together: the ALP and the lighting project. Chuck said they need to make sure this never happens again because it makes the accounting of all the costs extremely difficult. Chuck stated it was a nightmare, but it's pretty much all done and will be given to Darla shortly.

Chuck reported that Kris (Kelly) is wrapping up on the T hangar project, and they hope to get the drawings this month to DOTD so the formal approval can be given to go out for bids. Chuck stated there were issues with the project regarding the proximity of the proposed T hangar to the existing maintenance building. There was research done on all of the codes, and there needs to be a firewall placed on the T hangar because there can't be two buildings that have different occupancies that close together. Chuck said the structures will be roughly 4-5 feet apart, and there will be a firewall on the east end of the new T hangar. There was a brief discussion about the firewall and the T hangar project.

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.

**XI. Old Business**

There was no old business to come before the Board.

**XII. New Business**

Don Chamblee suggested sending a thank-you note to the Ninety-Nines, and especially Dr. Sandra Leder, for decorating the Christmas tree at the airport. Don said they spent a lot of time decorating it, and it is very unique. Chairman Langford asked Director Lafleur if he would write a thank-you note to the Ninety-Nines. Director Lafleur answered, "absolutely," and told the board members he had already posted pictures on the airport's Facebook page along with a thank-you to the Ninety-Nines and Dr. Leder for their efforts. Director Lafleur said he will do an actual letter on the Board's letterhead and send it to them.

**XIII. Public Comments**

There were no public comments at this time.

**XIV. Chairman's Update**

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

**XV. Discuss Joint Service Agreement**

R. K. Levens reminded the Board that this was discussed previously, and Attorney Oliver Schrupf drew up an Amendment to the Joint Service Agreement that all of the board members were given a copy of before the meeting to review. Mr. Levens stated that the amendment includes both the per diem and changing the residence restriction so that Dana Keel or whomever lives outside of Wards 4 and 7 plus the city limits of Westlake would be able to remain on the board. Mr. Levens said he spoke with Darla Perry, and Darla said the per diem will need to go to the State Legislature. Darla explained the Port had to get the State Legislature to pass a revised statute to give the Port board members the original \$100; and then when they increased to \$200, they had to pass another revised statute.

Attorney Oliver Schrupf explained that the Port is an organization of the State, and the Airport is a Joint Service Agreement between State agencies. Mr. Schrupf told the Board that everything that's been done at the Airport has been done through the Joint Service Agreement. There was a brief discussion regarding the Joint Service Agreement. R. K. Levens volunteered to get signatures from Sponsors West Cal Port, The Industrial Development Board and the Police Jury regarding the Amendment to the Joint Service Agreement. Mr. Schrupf stated he would like all 3 entities to sign one completed document so that it can be recorded at the courthouse. There was a brief discussion on the amount of the per diem per month.

Don Chamblee told the Board he is not voting for the per diem because he does not agree they should get a per diem. There was a brief discussion about the history of the Airport and the directors/members of the airport board, both past and present, who were unproductive at the Airport and who were instrumental in getting the Airport in the positive state it's in now and the reasons the Board deserves to get a per diem.

Mr. Schrumpf reminded the Board that there are 2 items that are proposed to be amended on this Amendment to the Joint Service Agreement: the per diem and changing the residence restriction so that Dana Keel or whomever lives outside of Wards 4 and 7 plus the city limits of Westlake would be able to remain on the board. Mr. Schrumpf told the Board that if they would like to separate these 2 out, he can make it 2 separate agreements; however, if it is only one vote against it, it will still pass as written.

Mr. Lafleur also reminded the Board that if this passes, board members do not have to accept the money. Darla told the Board that she appreciates active, good board members and she feels that the per diem shows appreciation to the Board for the job they do and could help pay their gas or other expenses they may incur coming to the meetings.

Mr. Lafleur also explained that there are times when he needs signatures from the Chairman and another board member during the month when there isn't a meeting that takes time away from their schedule. Darla stated she has the same issue when she needs checks signed.

Chairman Langford entertained a motion to accept the Amendment to the Joint Service Agreement. R. K. Levens made a motion to accept the Amendment to the Joint Service Agreement, 2<sup>nd</sup> by Wilmer Dugas. During the vote, there was one opposed vote by Don Chamblee. Majority of the Board voted for the Amendment to the Joint Service Agreement, so the motion passed.

Darla Perry asked Chairman Langford to appoint a Budget Committee -- continuing with the current committee members: Director Tim Lafleur, Wilmer Dugas, Chairman Langford and Darla Perry -- for the July 2019-June 2020 fiscal period. Chairman Langford re-appointed his self, Wilmer Dugas, Director Tim Lafleur and Darla Perry to the Budget Committee for the July 2019-June 2020 fiscal year.

There was continued discussion about how the signatures will be gathered by the Sponsors of the Joint Service Agreement.

#### **XVI. Executive Session**

Chairman Langford entertained a motion to go into Executive Session. Wilmer Dugas made a motion to go into Executive Session to discuss a personnel matter, 2<sup>nd</sup> by R. K. Levens. No opposition. Motion carried. Executive Session began at approximately 5:06 p.m.

Chairman Langford entertained a motion to come out of Executive Session. R. K. Levens made a motion to come out of Executive Session to discuss a personnel matter, 2<sup>nd</sup> by Wilmer Dugas. No opposition. Motion carried. Executive Session ended at approximately 5:18 p.m.

Chairman Langford announced that it was discussed during Executive Session to give Airport Director Tim Lafleur a 5% raise. R. K. Levens made a motion to give Airport Director Tim Lafleur a 5% raise, 2<sup>nd</sup> by Don Chamblee. No opposition. Motion carried.

**XVII. Adjourn**

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Chairman Langford entertained a motion to adjourn. Wilmer Dugas made a motion to adjourn the meeting. Meeting adjourned at approximately 5:20 p.m.

  
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Chairman

  
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Acting Secretary