

West Calcasieu Airport Managing Board Meeting Minutes

October 1, 2019

I. Call to order

Vice Chairman R. K. Levens called to order the regular meeting of the West Calcasieu Airport Managing Board at approximately 4:40 p.m. on October 1, 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 Attorney Jackson Schrupf and recited by all board members and guests.

IV. Roll call

The following persons were present:

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

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

V. Approval of minutes of the September 3, 2019 regular monthly meeting

Vice Chairman R. K. Levens entertained a motion to approve the minutes of the September 3, 2019 regular monthly meeting. Wilmer Dugas made a motion to approve the minutes of the September 3, 2019 regular monthly meeting, 2nd by Don Chamblee. No opposition. Motion carried.

VI. State Project No. H.013281 Replace Localizer Building

Director Tim LaFleur announced that the grant came in for \$75,000. The next steps will be to get a resolution and have the grant signed.

VII. Vice Chairman R. K. Levens entertained a motion to prepare a resolution to accept the grant for State Project No. H.013281, Replace Localizer Building. Wilmer Dugas made a motion to approve the resolution to accept the grant for State Project No. H.013281, Replace Localizer Building, 2nd by Don Chamblee. No opposition. Motion carried.

VIII. Discuss and take action on Capital Outlay Request made by Meyer and Associates

Chuck Stutes explained the process of filing the annual capital outlay request. Chuck suggested requesting money for a new hangar since the whole process takes approximately 2 years to get fully funded, if successful. Vice Chairman Levens asked if there is a set dollar amount. Chuck said he's done some estimating. For a 12,500 sq. ft. hangar, which would be about the size of Hangar C, the total request would be for \$1.5 million; and they require the Airport match 25%, which is \$375,000. Chuck explained you have several years to save it up. Chuck asked the Board to authorize Meyer & Associates to prepare and submit the application by November 1.

Don Chamblee made a motion to authorize Meyer & Associates to prepare and submit the capital outlay application by November 1, 2nd by Joe Palermo. No opposition. Motion carried.

IX. Additions/Deletions to the Agenda

Joe Palermo requested to add to the agenda to discuss and take action regarding the re-appointments of R. K. Levens and Dana Keel to the Airport Board. There was a brief discussion regarding the addition to the agenda. Joe Palermo made a motion to add to the agenda to discuss and take action regarding the re-appointments of R. K. Levens and Dana Keel to the Airport Board, 2nd by Wilmer Dugas.

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X. Finance Report

Darla Perry reported the Airport is in its 2nd month of the fiscal year and is sticking very close or better than budget all the way down the line. Darla said she and Director LaFleur reviewed the expenses, and the only things that were a little higher were the costs for ant poison and the electricity. Budgeted amount for July-August was \$33,383; and the actual amount was \$41,550.79.

Darla announced that the Calcasieu Parish Police Jury has committed to paying ½ of the new tug that will cost a total of \$30,000. Darla thanked Police Juror Francis Andrepont for the recommendation and helping the Airport get the \$15,000. Don Chamblee commented that the Police Juror that is over the Airport had nothing to do with getting the Airport funds and has only been out to the airport once since he's been in office. The Board all agreed that Police Juror Francis Andrepont has been the only member of the

Police Jury that has supported and helped the airport and has committed to attending the meetings, and they thanked him for his service.

Vice Chairman Levens entertained a motion to accept the Finance Report. Wilmer Dugas made a motion to accept the Finance Report, 2nd by Joe Palermo. No opposition. Motion carried.

XI. Director's Report

Director Tim LaFleur announced the T-hangar project has begun and is going well. Tim told the Board that as he was doing an inspection yesterday, he noticed a pile of dirt located on the property belonging to the owner of Holly Beach Seafood. Tim explained the property is located next to runway 33. Upon further inspection, Tim said he noticed a wooden frame, and then on the east side there was a shooting stand. Tim told the Board that he called the Sheriff's Department to make them aware of the situation and hopes it will be remedied. The Board briefly discussed the potential dangers of having a shooting range pointed towards the airport runway.

Vice Chairman Levens asked if anything could be done regarding the mildew on the outside of the building. Tim said he also noticed it and bought some extension pieces to go on the pressure washer to take care of it.

Vice Chairman Levens entertained a motion to accept the Director's Report. Wilmer Dugas made a motion to accept the Director's Report, 2nd by Don Chamblee. No opposition. Motion carried.

XII. Engineer's Report

Chuck Stutes announced that the fuel farm project has been substantially completed. They are now in the project close-out phase with DOTD, giving them all of the documents necessary to close the project out. Chuck told Darla he knows they are still holding the final retainage, but they should be receiving all of the documents this week.

Chuck reminded the Board there was a pre-construction meeting on August 13 for the T-hangar project. The official start date was September 9. The dirt work has begun. Chuck explained they have 180 days to complete the project, which would put them finishing around March of next year.

Chuck reported that the construction contracts are officially complete and have been signed on the Taxiway B and T-hangar aprons. Chuck said he and Tim will be scheduling a pre-construction meeting in October. The project has a final completion time of 135 days, which should be around February or March of next year.

Chuck told the Board they are working on the annual CIP funded by FAA and DOTD. Director Tim LaFleur and Kris Kelly met with the DOTD program manager to go through the 6-year CIP and created a draft copy. DOTD requires that it be submitted by the end of this month. Chuck stated that there will need to be a special meeting held once

the program manager gives his comments and the final version is filed. The special meeting will be held to have the Board formally approve the final version by resolution. Chuck briefly reviewed the projects that will be listed in the 6-year CIP. Vice Chairman Levens entertained a motion to accept the Engineer's Report. Don Chamblee made a motion to accept the Engineer's Report, 2nd by Joe Palermo. No opposition. Motion carried.

XIII. Old Business

Joe Palermo asked the status of R. K. Levens and Dana Keel staying on the Board. R. K. stated that he will be on the Board until next June. He said he will be asking the Industrial Development Board to be re-appointed, but he doubts they will. There was a brief discussion regarding re-appointing R. K. Levens to the Airport Board. Joe Palermo made a request to Attorney Jackson Schrupf asking him to write letters to the Industrial Development Board, the Sulphur Mayor and the Sulphur City Council to let them know what a good board member Mr. Levens has been for the Airport, the time he has served on the Board, and to request that he be re-appointed. Mr. Schrupf said that if the Board authorizes it, he will write the letters.

Joe Palermo made a motion to authorize Attorney Jackson Schrupf to write letters to the Industrial Development Board, the Sulphur Mayor and the Sulphur City Council on behalf of Mr. Levens to request that he be re-appointed. Wilmer Dugas 2nd the motion. No opposition. Motion carried.

Vice Chairman Levens stated that Dana Keel cannot be re-appointed according to the current charter because she lives out of zone. Darla Perry told the Board that Mrs. Keel is currently out of district, and it is up to West Calcasieu Port to re-appoint someone. Mrs. Keel's term will expire July 1, 2020. There was a brief discussion regarding Mrs. Keel's appointment.

Joe Palermo asked the status of First Flight. Tim announced First Flight will be having an open house this month for potential clients. Tim said the buildings that are still on the property had the wrong windows installed, so they are in the process of getting them fixed. There was a brief discussion regarding First Flight and potential clients that could possibly be interested in the site.

XIV. New Business

There was no new business to come before the Board.

XV. Public Comments

There were no public comments.


XVI. Chairman's Update

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

XVII. Adjourn

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Don Chamblee made a motion to adjourn the meeting. Meeting adjourned at approximately 5:05 p.m.


Chairman


Acting Secretary