

**West Calcasieu Airport
Managing Board Meeting Minutes**
7000 Southland Field Road, Sulphur, LA 70665
November 7, 2023

I. Call to Order

Dalton Langford called to order the regular meeting of the West Calcasieu Airport Managing Board at 4:30 p.m. on November 7, 2023 at Southland Field Airport, 7000 Southland Field Road, Sulphur, LA 70665.

II. Invocation

Mike Granger led the invocation.

III. Pledge of Allegiance

The Pledge of Allegiance was led by Oliver Schrupf and recited by all board members and guests.

IV. Roll Call

The following persons were present:

- ✓ Dalton Langford, Chairman
- ✓ Chad Guidry
- ✓ Missy Amidon
- ✓ Mike Granger
- ✓ Ted Thompson
- ✓ Tommy Little

Also present at the meeting were: Airport Director Tim LaFleur, Oliver Schrupf, Joanne Coleman, Chuck Stutes, and Darla Perry.

V. Approval of minutes from October 17, 2023

Ted Thompson offered a motion to approve the minutes of the October 17, 2023 special meeting, 2nd by Tommy Little. No opposition. Motion carried.

VI. Additions/Deletions to the Agenda

There were no additions or deletions to the agenda.

VII. Discuss/Approve Change Orders on T-Hangar Repairs and Hangars A, B, & C

Chuck Stutes reported that there were no change order requests for these projects. He asked the board to defer this item to next month.

Missy Amidon made a motion to defer Item VII Discuss/Approve Change Orders on T-Hangar Repairs and Hangars A, B, & C to the December meeting, 2nd by Tommy Little. No opposition. Motion carried.

VIII. Discuss/Take Action on Policy LA ACT 393 – Changes to Meetings Law

Darla Perry reported that the Louisiana Legislature passed ACT 393 which had to do with the Open Meetings Law. There were several provisions changed; most of it having to do with accessibility for people with disabilities, so the airport board needs to adopt an Open Meetings Policy and add it to the agenda. The following Open Meetings Policy will have to be added to the Policy Manual:

The purpose of this policy is:

1. Comply with Act 393 of the 2023 Louisiana Legislative Session.
2. Enact procedures for compliance with LA Revised Statute 42:14 and 42:17 for compliance with Americans with Disabilities Act applicable to the open meetings statutes.

Procedures

1. Provide required notification to qualifying members of board and the public (in accordance with the American Disabilities Act) to facilitate participation in meetings via teleconference or video conference by agenda notice or website notice.

After a brief discussion, Chad Guidry made a motion to adopt the Open Meetings Policy as stated above, 2nd by Ted Thompson. No opposition. Motion carried.

IX. Discuss/Take Action on Adopting an Official Journal of West Calcasieu Airport New LLA Detail

Darla Perry stated that according to a change in Louisiana Revised Statutes ACT 178's regulations, the airport needs to adopt an official journal of the West Calcasieu Airport.

After a brief discussion, Mike Granger made a motion to adopt the Lake Charles American Press as the official journal of West Calcasieu Airport, 2nd by Chad Guidry. No opposition. Motion carried.

X. Finance Report

Darla Perry reported that for July – September, the budget for income was at \$229,125 and the airport is currently at \$220,698. The total expenses are \$135,723; they budgeted \$186,396. They are progressing well according to this year's budget.

Ms. Perry also reported that FEMA is paying approximately 90% of approved costs. So far the airport has expended \$4.7 million, and has collected \$4.25 million. Turnaround time of reimbursement requests is down to around 35 days.

Mike Granger offered a motion to accept the Finance Report as presented, 2nd by Missy Amidon. No opposition. Motion carried.

XI. Director's Report

Tim LaFleur reported that the hangar work is still going along well. They are hanging the lights in Hangar A now. Once they finish all the electrical, they will move on to Hangar C. They are starting to hang the steel structures for Hangar B.

He also reported that Angelico Construction should be back at work soon.

Mr. LaFleur stated he had the new DOTD inspection report. The airport manager reviewed his response to the inspection including any needed corrections.

Additionally, he reported that the temporary buildings will be moved tomorrow.

After a brief discussion, Mike Granger made a motion to accept the Director's Report as presented, 2nd by Missy Amidon. No opposition. Motion carried.

XII. Engineer's Report

Chuck Stutes reported Angelico is approximately 65% complete on the T-Hangars, most of which has to do with the doors. They should be back to work in a few weeks and will hopefully be substantially complete in December or January. Hangars A & C are 93% complete and should also be complete in January. Hangar B was started later and is about 45% complete. The completion schedule requires the project to be complete in March 2024.

He also reported that the terminal building got a notice to proceed October 24 and are doing the dirt work for the foundation. Their required substantial completion date is January 16, 2025.

Mr. Stutes spoke to the HD Truck & Tractor on the FAA apron expansion project. The contractor is having issues getting the proper fill material, but the project should be kicked off soon.

Over the last several months they have been working on the Capital Improvement Plan. The FAA and DOTD both have all the paperwork they need for the CIP.

After a brief discussion, Ted Thompson offered a motion to accept the Engineer's Reports as presented, 2nd by Chad Guidry. No opposition. Motion carried.

XIII. Old Business/New Business

Dalton Langford stated that they had a committee meeting to discuss purchasing land and have decided to revisit it in six months.

XIV. Public Comments

There were no public comments at this time.

XV. Chairman's Update

There was no Chairman's update at this time.

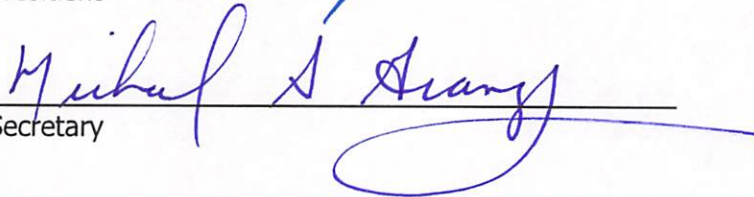
XVI. Adjournment

Ted Thompson offered a motion to adjourn the meeting, 2nd by Chad Guidry. No opposition. Motion carried.

The meeting was adjourned at approximately 5:07 p.m.



President



Secretary