

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

December 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 December 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 Tim LaFleur 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
  - ✓ Dana Keel
- (Joe Palermo was absent.)

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

## **V. Approval of minutes of the November 1, 2016 regular monthly meeting**

Chairman Dalton Langford entertained a motion to approve the minutes of the November 1, 2016 regular monthly meeting. Wilmer Dugas made a motion to approve the minutes of the November 1, 2016 regular monthly meeting, 2<sup>nd</sup> by R. K. Levens. No opposition. Motion carried.

**VI. Additions/Deletions to Agenda**

There were no additions or deletions to the agenda.

**VII. Review the First Flight Lease Agreement**

Chairman Dalton Langford explained to the Board there are some discrepancies of what First Flight feels is in the Agreement and what the Board feels is in the Agreement. Chairman Langford stated that he is going to appoint a committee comprised of his self, Darla Perry and Airport Director Tim LaFleur to meet with First Flight representatives to get an understanding and bring it back to the Board. Wilmer Dugas asked if Attorney Oliver Schrupf should attend the meeting. Chairman Langford agreed that Mr. Schrupf should also be on the committee that will meet with First Flight.

Darla Perry reminded the Board that there were 3 items in question at the last meeting that the Board wanted to review with First Flight. Darla said the first item was the description of their infrastructure; and she did get a preliminary that was sent on to Chuck Stutes, on the road cost. Darla stated that Chuck has requested more details in the way of using diagrams or drawings on the road cost so they can document the portion that would apply to First Flight's offsetting credit. Darla said she has sent it on to First Flight. Darla explained the second item was how much acreage they are really using. Darla said they never received the survey as an attachment or addendum. Darla told the Board that First Flight hired Accu-Line and she received the description of the 6 plats from Accu-Line; but she hasn't received the diagram. Darla said she should be receiving it by next week. Darla reminded the Board that the third item was having the hangar built. Darla stated that at the April board meeting it was decided not to do the hangar but instead have First Flight pay the \$625,000. Darla explained that the lease wasn't amended, that it was just voted upon during the board meeting. The area of contention is when is the \$625,000 due, now or at the end of the contract or credits against the head count?

Wilmer Dugas made a motion to refer all items that were just laid out and discussed to the committee appointed by Chairman Dalton, 2<sup>nd</sup> by R. K. Levens. Darla stated that Rhett (Phillips) would be there tomorrow, so scheduling could be made at that time. No opposition. Motion carried.

**VIII. Finance Report**

Darla Perry presented the financial report for October. Bottom line without depreciation and interest was \$132,000. Budgeted amount was \$136,000. Darla said the things that threw them out of budget were the acct 63600 R & M – Grounds where it wasn't budgeted for Summit Group to cut in the month of October, plus there were some equipment repairs, like filters. There was a brief discussion regarding the lawn maintenance done by Summit Group. Darla explained another thing that threw the budget off was the year-to-date issue of the roofing repair in the budget on acct 63200 where it is a little misleading due to the fact it is really a capital expenditure; but when the money was spent, it had to be set up as a building improvement. Darla explained that the real budget, taking that amount out, would have been \$225,000; and the Airport is at \$256,000. So the Airport is still better than budgeted. There was a brief discussion

regarding the financial report and the lawn maintenance. Darla explained that the budget will have to be amended due to the fact that if you vary by more than 5%, you have to amend your budget.

Darla explained the new audit rules and regulations called SAUP (Statewide Agreed-Upon Procedures) that are now required due to fraud issues with various municipalities within the state. Darla told the Board that the Airport has always had good, clean audits; but places like Jefferson Parish and Beauregard Parish have had extreme fraud/embezzlement issues. Darla said the Airport has to implement the procedures of SAUP by January 1, 2017, on top of the generally-accepted accounting and auditing procedures. Darla explained that the Airport may need to engage a third-party CPA firm to write the Airport's policies and procedures to prove that they are in compliance with SAUP. Darla reassured the Board that she has no doubt the Airport can comply with the procedures, but it will just be additional compliance requirements. There was a brief discussion regarding the new procedures. Wilmer Dugas made a motion to accept the financial report as presented, 2<sup>nd</sup> by Dana Keel. No opposition. Motion carried.

**IX. Director's Report**

Director Tim Lafleur announced the roof repairs are almost complete on the FBO terminal. Tim said they just have some metal on the top that needs to be finished. Tim also told the Board the new T hangars have begun construction and the ground work has begun. 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.

**X. Engineer's Report**

Chuck Stutes reported that the hangar re-roofing project is now through the 45-day lien period, which means the project is finalized out, except any warranty items they may have for a year.

Chuck announced they had their notice to proceed and pre-construction meeting on the T hangar project. Construction has begun. Chuck said they have now finished the dirt work and should soon begin the foundation work. Chuck stated they submitted their shop drawings for Meyer & Associates to review. Chuck said their structural engineer is reviewing the drawings; and once the shop drawings have been reviewed and all of the anchor bolts are in the correct place, they can begin working on their foundation and place a vinyl order for the building once the structural engineer approves the building. Chuck said that all of this should be happening within the next week.

Chuck reported that the rejuvenation of the runway project has been completed. The final paperwork is being done. Chuck explained the punch list work has been done on the lighting project; however, when they were testing some of their wiring loops, some of the tests came back on the low side. Chuck said their electrical engineer and the electrical engineer from DOTD is reviewing the results. Once everything is worked out, the project should be completed. Chuck said they did the flight check a few weeks ago, and the new PAPIs were brought online.

Chuck told the Board they are beginning to start on the projects for next year, which will include the rejuvenation of the parallel taxiway in the main apron. Chuck said the project is around \$200,000, which is 2 years of the FAA money. Chuck stated the preliminary plans should be done early next year with the final plans being done around May of 2017 to send it out for bids. Darla Perry asked if the Airport was going to do anything with penalty pays or retainage regarding the runway lighting project. Chuck answered that they will definitely withhold the retainage after the substantial completion date for 45 days. Chuck said it will be at the Board's discretion whether or not they will want to assess liquidated damages. Chuck said that will probably have to be discussed with Airport Director Tim Lafleur and DOTD to get their opinion. R. K. Levens asked if there is any idea how much revenue the Airport has lost due to the lighting project. Tim Lafleur answered that he knows there were several weeks that they lost large aircraft because of the short runway and the closures. Chuck said he believes the Airport has the ability to assess about \$300 per day, but he doesn't know how many days. Chuck said he thinks it's between 60 to 90 days. Chuck suggested discussing it with DOTD first. There was further discussion regarding the lighting project issues.

Tim told the Board that Danielle (Gaylor) and her boss from DOTD were at the airport last week, and they were very impressed with all of the work going on at the airport. Tim said they were extremely grateful for the Police Jury's assistance with projects that they helped fund for the airport and were also very impressed with First Flight's facility. Tim stated that DOTD likes that the Airport is spending local money that it is earning from First Flight and putting it back into the Airport. Tim said it looks good for the Airport to request addition funds because it shows DOTD that the Airport is going to use the money wisely.

Chairman Langford told the Board that he and Don Chamblee went up for a flight, and there were a few days the PAPI lights were not working properly. Mr. Chamblee said they have been working fine the last few days, but there were a few days that there was one light out on each one. There was a brief discussion about the lights. Wilmer Dugas made a motion to accept the Engineer's Report as presented. No opposition. Motion carried.

Chairman Langford recognized Police Juror Francis Andrepont and stated that Mr. Andrepont has been a tremendous help to the airport. Chairman Langford thanked Mr. Andrepont for all of his assistance. Mr. Andrepont told the Board that any time they feel they need his assistance to call him. Chairman Langford told Mr. Andrepont that they have been spending their revenues and putting it back into the airport. Chairman Langford said the airport will need some assistance with the T hangar project. Mr. Andrepont acknowledged Attorney Jackson Schrupf and told the Board that if it wasn't for Mr. Schrupf stepping up to the plate several years ago regarding the taxing district, the Airport would not be receiving the money from the Chennault tax.

## **XI. Old Business**

Don Chamblee asked where he could get a copy of the bylaws for the airport. Mr. Schrupf stated he has a copy of the joint service agreement that he could give him. Mr. Chamblee said he feels there should be a copy available to the Board for them to look

at any time they need to. Darla Perry said there is also FAA regs and DOTD regs that add to it. There was a brief discussion regarding the joint service agreement.

Wilmer Dugas asked for an update on the gate. Mr. Andrepont told the Board that Senator John Smith is a State Senator that represents the area and suggested that the Board write him a letter to invite him to the airport to see the facility. Mr. Andrepont said that he works closely with Senator Smith, and he is very instrumental in getting money for the area. There was a brief discussion regarding Senator Smith's contributions to the area.

## **XII. New Business**

Don Chamblee said he was stopped by a gentleman today asking what was going on with the gates at the airport. Mr. Chamblee said the gentleman tried to come in one day this week with his wife and grandkids, and the person at the gate wouldn't let them through. Mr. Chamblee said this is beginning to be a problem. Chairman Langford asked what the Board would suggest. Mr. Chamblee said he isn't bringing up the issue to cause a problem, but he wants to fix the problem. Chairman Langford asked Director Lafleur if he could schedule a meeting with his self, Director Lafleur, Don Chamblee and Rhett Phillips to try to get the issue resolved. Mr. Chamblee said there was a sign that said "authorized personnel only" and he asked them to either cover it or take it down and they did that same day.

## **XIII. Public Comments**

Chuck Stutes invited everyone to their company Christmas party on Friday.

## **XIV. Chairman's Update**

There was no update at this time.

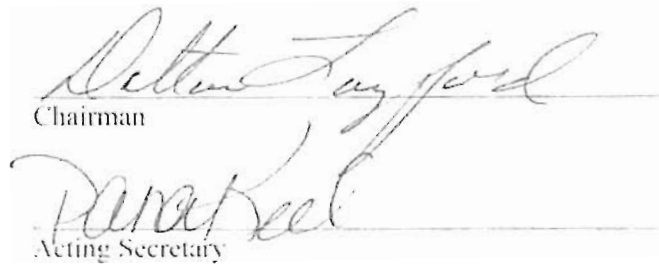
## **XV. Executive Session**

Chairman Langford entertained a motion to go into Executive Session. Dana Keel made a motion to go into Executive Session, 2<sup>nd</sup> by R. K. Levens. No opposition. Motion carried. Executive Session began at approximately 5:02 p.m.

R. K. Levens made a motion to go back into regular session, 2<sup>nd</sup> by Wilmer Dugas. No opposition. Motion carried. Regular Session resumed at approximately 5:21 p.m.

XVI. Adjourn

Chairman Langford adjourned the meeting at approximately 5:22 p.m.



Chairman  
Acting Secretary