

**West Calcasieu Airport**  
**Managing Board Meeting Minutes**  
7000 Southland Field Road, Sulphur, LA 70665  
December 7, 2021

**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 7, 2021 at Southland Field Airport, 7000 Southland Field Road, Sulphur, LA 70665.

**II. Invocation**

Wilmer Dugas led the invocation.

**III. Pledge of Allegiance**

Pledge led by Oliver Schrupf and recited by all board members and guests.

**IV. Roll Call**

The following persons were present:

- ✓ Chairman Dalton Langford
- ✓ Missy Amidon
- ✓ Wilmer Dugas
- ✓ John Wells

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

**V. Approval of minutes from November 2, 2021 regular monthly meeting**

Wilmer Dugas offered a motion to approve the minutes of the November 2, 2021 regular monthly meeting, 2nd by John Wells. No opposition. Motion carried.

**VI. Additions/Deletions to the Agenda**

Chairman Langford entertained a motion to add Approve advertisement for fencing repairs and Substantial completion for ODALS & REILS to the agenda. Wilmer Dugas offered the motion, 2<sup>nd</sup> by John Wells. No opposition. Motion carried.

**VII. Discuss and take action on FFH Escrow Funds**

Darla Perry reported that First Flight has said they have outstanding bills to pay and are requesting funds be released. \$75,000 of First Flight's funds are being held in Escrow for maintenance and repairs. Ganey Concrete did an assessment on repairing the sewer plant and reported there were two issues: there was some hurricane damage, which was mostly electrical, and the other issues were from not properly maintaining it. It hasn't even been pumped out. First Flight was supposed to maintain it, so it's reasonable to hold funds until the sewer plant is dealt with.

After a brief discussion, Wilmer Dugas offered a motion to not release any funds pending further review, 2<sup>nd</sup> by Missy Amidon. No opposition. Motion carried.

**VIIa. Approve advertisement for fencing repairs**

Chuck Stutes stated that they received a letter of approval from CSRS to bid the fencing repairs project.

John Wells offered a motion authorizing Tim Lafleur to advertise for bids for the fencing repairs project, 2<sup>nd</sup> by Missy Amidon. No opposition. Motion carried.

**VIIb. Substantial completion for ODALS & REILS**

Chuck Stutes reported that the ODALS & REILS are working properly and recommends the board accept substantial completion of the project.

Wilmer Dugas offered a motion accepting substantial completion of the ODALS & REILS project, 2<sup>nd</sup> by John Wells. No opposition. Motion carried.

**VIII. Finance Report**

Darla Perry reported that they are operating very close to budget. Income was budgeted at \$9,621 and actual was \$10,037. She has been doing significant work with the auditor to complete the June audit.

Additionally, Darla reported that they have a number of projects with FEMA approved. The terminal has still not been approved to be 50% damaged, but there is funding allocated for the T hangars and all the engineering and architect work for hangars A, B, & C. The debris removal, which was \$210,000, is close to being reimbursed.

John Wells offered a motion to accept the Finance Report as presented, 2<sup>nd</sup> by Wilmer Dugas. No opposition. Motion carried.

**IX. Director's Report**

Tim Lafleur reported that the shipment from the DOTD of the localizer equipment came in Friday. There was a discussion on verifying the state is paying for the equipment and that the airport did not need to do anything to satisfy the public bid law. Darla Perry stated she would review the grant.

Missy Amidon offered a motion to accept the Director's Report as presented, 2<sup>nd</sup> by Wilmer Dugas. No opposition. Motion carried.

**X. Engineer's Report**

Chuck Stutes reported that the estimated cost of the fencing project is approximately \$360,000. The third submittal was approved and is ready to go to bid.

Another project is the T hangars and the maintenance building. They have made two submittals and received comments from CSRS and will be making the third submittal this week.

Additionally, he reported that they had a kickoff meeting with CSRS and the DOTD for the terminal building project. They will be putting together a floor plan and price list for the first submittal to CSRS. He met with the Rostan representative on the consensus code review for the terminal building as required by FEMA, which should be complete by the end of December.

The geotech and survey for hangars A, B, & C have been authorized and should be complete in December. They have made the first submittal on the plans and specs, which was approved by CSRS, and they are now working on the second submittal. Current NFPA Code requires a 50' buffer between hangars, so the slabs have to be moved.

John Wells offered a motion to approve the Engineer's Report as presented, 2<sup>nd</sup> by Missy Amidon. No opposition. Motion carried.

**XI. Old Business**

No old business at this time.

**XII. New Business**

No new business at this time.

**XIII. Public Comments**

No public comments were given at this time.

**XIV. Chairman's Update**

Chairman Langford had nothing to report at this time.

**XV. Adjournment**

John Wells made a motion to adjourn the meeting at approximately 5:11 p.m, 2<sup>nd</sup> by Wilmer Dugas. No opposition. Motion carried.

  
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President

  
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Secretary