

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

February 5, 2019

## **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 February 5, 2019, 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 Jackson Schrupf and recited by all board members and guests.

## **IV. Roll call**

The following persons were present:

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

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

## **V. Approval of minutes of the January 8, 2019 regular monthly meeting**

Chairman Langford entertained a motion to approve the minutes of the January 8, 2019 regular monthly meeting. R. K. Levens made a motion to approve the minutes of the January 8, 2019 regular monthly meeting, 2<sup>nd</sup> by Don Chamblee. No opposition. Motion carried.

## **VI. Additions/Deletions To Agenda**

Chairman Langford entertained a motion to add to the agenda the following 3 items:

- 1) A resolution to accept the Rehabilitation of the Taxiway "A" and Apron project as substantially complete
- 2) Authorization for the Airport Manager to prepare and advertise a Request for Qualifications Document for engineering services required for the Apron Expansion project
- 3) Authorization for the Board Chairman to execute a Work Authorization with Meyer & Associates, Inc. to provide engineering services associated with the CIP project for the Airfield Pavement Rehabilitation, Taxiway "B" and T-Hangar Apron

R. K. Levens made a motion to add to the agenda the 3 items listed by Chairman Langford, 2<sup>nd</sup> by Dana Keel. No opposition. Motion carried.

Dana Keel made a motion for a resolution to accept the Rehabilitation of the Taxiway "A" and Apron project as substantially complete, 2<sup>nd</sup> by R. K. Levens. No opposition. Motion carried. Chuck Stutes gave a brief explanation for the reason for the resolution and described which project it was for.

Dana Keel made a motion giving authorization for the Airport Manager to prepare and advertise a Request for Qualifications Document for engineering services required for the Apron Expansion project, 2<sup>nd</sup> by R. K. Levens. No opposition. Motion carried. Chuck Stutes gave a brief explanation of the project. Chuck said this is the project that the airport applied for Omnibus funding of approximately \$1 million. Chuck stated they have not responded back, so it is not formally a project yet. Chuck told the Board that DOTD (Danielle Gaylor) would like the Airport to go out for qualifications to get an engineering firm in place; and once the project is funded, they can start the planning and then construction. Chuck further explained the process of the RQD and future projects on the RFP. Chuck stated that once they finish building this last T-hangar, there will essentially be no other room for any other T-hangars. Therefore, the new apron will open up several hundred feet for other types of hangars. Chuck told the Board if they receive the Omnibus Grant, it will be paid for by FAA and DOTD.

Chuck Stutes explained to the Board that Item No. 3 is the last project on the current CIP. Chuck further explained the reasons for the authorization. Chairman Langford entertained a motion to authorize the Board Chairman to execute a Work Authorization with Meyer & Associates, Inc. to provide engineering services associated with the CIP project for the Airfield Pavement Rehabilitation, Taxiway "B" and T-Hangar Apron. Don Chamblee made a motion to authorize the Board Chairman to execute a Work Authorization with Meyer & Associates, Inc. to provide engineering services associated with the CIP project for the Airfield Pavement Rehabilitation, Taxiway "B" and T-Hangar Apron, 2<sup>nd</sup> by Joe Palermo. No opposition. Motion carried.

## **VII. Finance Report**

Darla Perry reported on the December 2018 Financial Report. Darla explained the reason the rental income of \$60,079.50 is higher than budget is due to the First Flight head count. Darla told the Board a REIL light on the runway went out, and it was \$7,000 to get it fixed because it was out of warranty. There was a brief discussion regarding the REIL lights. Darla briefly explained the rest of the expenses on the report. Net income for December was \$27,816.69, which was \$14,000 better than budget. Darla further reviewed the Financial Report. Darla said the insurances are coming up for renewal in July, so she is working on comparing quotes. Chairman Langford asked if there is a maintenance agreement that the Airport could buy to cover the REIL lights. The Board briefly discussed the issue. Don Chamblee asked about the head count numbers. There was a brief discussion about First Flight's head count and how it is calculated. Chairman Langford entertained a motion to accept the Finance Report. R. K. Levens made a motion to accept the Finance Report, 2<sup>nd</sup> by Dana Keel. No opposition. Motion carried.

## **VIII. Director's Report**

Director Tim Lafleur reported they are still waiting on the punch list to be completed by Sunbelt Sealing on the taxiway/ramp rehab. Chairman Langford asked if any of the parts have been sold from the helicopter company that the airport sued. Tim said he doesn't think any have been sold, but they are utilizing some of the parts. Chairman Langford entertained a motion to accept the Director's Report. R. K. Levens asked if the Airport is down on the fuel sales. Darla told him not to look at the difference report because it doesn't always reflect all of the sales. Darla briefly explained how the calculations are done for the fuel sales. Tim further explained how the fuel sales are calculated.

Tim told the Board that Phillip Guzzino of UTEC came out to the airport yesterday; and there is a holdup on the tank, but it shouldn't put it off for more than a week or so. R. K. Levens made a motion to accept the Finance Report, 2<sup>nd</sup> by Dana Keel. No opposition. Motion carried.

## **IX. Engineer's Report**

Chuck Stutes announced the shop drawings have been approved for the fuel farm, and the materials have been on order for 2 months now. Chuck said they are just waiting for all of the materials to come in and the contractors to change things out. 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.

## **X. Old Business**

There was no old business to come before the Board.

**XI. New Business**

Joe Palermo asked what happened to Amos. Director Tim Lafleur answered that he spoke with him and he came out to the Airport one day while he was at lunch and then he never heard from him again.

**XII. Public Comments**

There were no public comments at this time.

**XIII. Chairman's Update**

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

**XIV. Adjourn**

- a.
  - i.
    - 1.

Chairman Langford entertained a motion to adjourn. Don Chamblee made a motion to adjourn the meeting, 2<sup>nd</sup> by R. K. Levens. Meeting adjourned at approximately 4:55 p.m.

  
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Chairman

  
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Acting Secretary