

West Calcasieu Airport
Managing Board Meeting Minutes
7000 Southland Field Road, Sulphur, LA 70665
March 1, 2022

I. Call to Order

Chairman Dalton Langford called to order the regular meeting of the West Calcasieu Airport Managing Board at 4:30 p.m. on March 1, 2022 at Southland Field Airport, 7000 Southland Field Road, Sulphur, LA 70665.

II. Invocation

Wilmer Dugas 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:

- ✓ Chairman Dalton Langford
- ✓ Missy Amidon
- ✓ Wilmer Dugas
- ✓ Tommy Little
- ✓ Ted Thompson

Others also present at the meeting were: Airport Director Tim LaFleur, Chuck Stutes, Oliver Schrupf, Joanne Coleman, Darla Perry, Jeanne LaFleur, Bobby Waters, and Steve Derouen via video conference call.

V. Approval of minutes from February 1, 2022 regular monthly meeting

Wilmer Dugas offered a motion to approve the minutes of the February 1, 2022 regular monthly meeting, 2nd by Missy Amidon. No opposition. Motion carried.

VI. Additions/Deletions to the Agenda

- 6a. Approve update on Airport Layout Plan
- 6b. Approve the audit for the fiscal year ended June 30, 2021

Missy Amidon offered a motion to amend the agenda, 2nd by Wilmer Dugas. No opposition. Motion carried.

6a. Approve update on Airport Layout Plan

Tim LaFleur reported that they were contacted by state asking to do an update on Airport Layout Plan. He contacted them, asking if they wanted a full ALP or just an update. They are waiting to hear back. A motion is needed to go out for a RFQ for updated ALP.

Missy Amidon offered a motion to go out for a Request for Qualifications for an updated Airport Layout Plan, 2nd by Wilmer Dugas. No opposition. Motion carried.

6b. Approve the audit for the fiscal year ended June 30, 2021

Steve Derouen presented the audit for the fiscal year ended June 30, 2021, summarizing that there were no instances of non-compliance or deficiencies for the last two years and the audit was submitted to the legislative auditor in December, 2021.

Ted Thompson made a motion to approve the audit for fiscal year ended June 30, 2021, 2nd by Tommy Little. No opposition. Motion carried.

VII. Bobby Waters (FFH Discussion about the sewer plant)

Bobby Waters stated that the sewer system has been sitting, so it may not be working; however it wouldn't take much to get it up and running. There is \$73K in escrow for First Flight to be used to get sewer system pumped out and back running. First Flight responsible for getting sludge out and get to 50% capacity.

If the lift station gets up and running again, it will slowly take care of itself and get down to a sludge level that needs to be dealt with. After that, Wastewater wants to make a deal with the airport board to clean the system and then use it for disposal.

After a brief discussion, it was determined that no action was needed at this time, but board welcomes a proposal for use of the lift station.

VIII. Employee Vacation Time Discussion (Policy Changes)

Airport Director Tim LaFleur reported that full time employees get ½ day per month accrued. Part time gets half that if they get 25 hours per week; however part-time employees only work 24 hours.

After a brief discussion, Missy Amidon offered a motion to amend the Employee Vacation Time Policy from 25 hours to 24 hours requirement for part-time employees, 2nd by Ted Thompson. No opposition. Motion carried.

IX. Discuss and Approve Amended Budget for FYE 06/30/2022

Darla Perry reported that the budget needs to be amended to make sure the board doesn't go out of variance: Fuel, rent and hangar leases are higher than budgeted, and salaries and the hurricane and grant management expenses need to be increased.

Ted Thompson made a motion to accept the amended budget for fiscal year ending June 30, 2022, 2nd by Wilmer Dugas. No opposition. Motion carried.

X. Finance Report

Darla Perry reported that from July – January revenue is better than budgeted, expenses are higher, with the biggest variance being grant management and hurricane Laura repair and maintenance. Bottom line, the airport is at \$169K net income with depreciation. Darla reminded board members they need to complete their Tier 2.1 reports.

Wilmer Dugas offered a motion to accept the Finance Report as presented, 2nd by Tommy Little. No opposition. Motion carried.

XI. Director's Report

Tim Lafleur reported that road repairs have been completed and \$10K was received from FEMA toward the repairs.

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

XII. Engineer's Report

Chuck Stutes reported that the fencing project has been bid and the contract was awarded to AFI out of Oakdale. Contracts have been received and are ready to be executed so the project can begin.

They are currently advertising for bids for the T-Hangars and should be ready to award at the next meeting.

He also reported that they been working on a floor plan for the Terminal Building. He has had two meetings with Tim and Darla to get input. They need get an approved floor plan, layout and cost estimate that everyone can agree on. It is expected to be a one story, efficient, user-friendly, terminal building.

They have made two submittals for Hangars ABC and are waiting on comments from CSRS, then they will resubmit before going out for bids on that project. They are approximately 3 months out on an RFP.

XIII. Old Business/New Business

Bobby Waters asked if the board had any objection to him working on getting the sewer plant running at his own expense. Oliver stated that as long as the airport isn't liable, there is no issue.

XIV. Public Comments

There were no public comments at this time.

XV. Chairman's Update


Chairman Langford had no update at this time.

XVI. Adjournment

Wilmer Dugas made a motion to adjourn the meeting at approximately 5:22 p.m, 2nd by Tommy Little. No opposition. Motion carried.



President



Secretary