

West Calcasieu Airport Managing Board Meeting Minutes

March 2, 2021

I. Call to Order

Chairman Dalton Langford called to order the regular meeting of the West Calcasieu Airport Managing Board at approximately 4:28 p.m. on March 2, 2021, at the offices of Southland Executive Airport, 7000 Southland Field Road, Sulphur, Louisiana.

II. Invocation

Wilmer Dugas 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 (via conference call)
- ✓ Wilmer Dugas (via conference call)
- ✓ Missy Amidon
- ✓ Tommy Little
- ✓ John Wells

Others also present at the meeting were: Tim LaFleur, Jackson Schrupf, Chuck Stutes, Darla Perry, Steven Derouen, Melissa Buchanan, Dwayne Buchanan, and Joanne Coleman.

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

Chairman Langford entertained a motion to approve the minutes of the February 2, 2021 regular monthly meeting. Tommy Little made a motion to approve the minutes of the January 5, 2021 regular monthly meeting, 2nd by Missy Amidon. No opposition. Motion carried.

VI. Additions/Deletions to the Agenda

The following items were added to the agenda:

1. Discuss and take action on an amendment to the Custom Homes lease.
2. Address the proposal from First Flight to take a partial draw for cleaning of the airport grounds.

Chairman Langford entertained a motion to add two items to the meeting agenda. Wilmer Dugas made a motion to add the two items listed to the meeting agenda, 2nd by Tommy Little. No opposition. Motion carried.

VII. Discuss and take action on an amendment to the Custom Homes lease

Darla reported that the DOTD has approved 500 cars out of the 812. Custom Homes is proposed a corresponding revenue reduction of 61.5% in the rent until they are able to get the cars to capacity. They also asked for a delay in rent until the permit is approved.

Chairman Langford entertained a motion to accept the proposed amendments to the Custom Homes lease. Tommy Little made a motion to accept the proposed amendments to the Custom Homes lease, 2nd by Missy Amidon. No opposition. Motion carried.

VIII. Address the proposal from First Flight to take a partial draw for cleaning of the airport grounds

Darla reported that First Flight has paid all rent due and has approximately \$140,000 remaining in escrow. They received an invoice for cleanup that needs to be paid and are requesting a draw from escrow to pay the invoice.

After a brief discussion, Chairman Langford entertained a motion to release \$60,000 to First Flight from escrow. Tommy Little made a motion to release \$60,000 to First Flight from escrow, 2nd by John Wells. No opposition. Motion carried.

IX. Approval of Fiscal Audit 6/30/2020

Steven Derouen, CPA, presented the 6/3/2020 annual Fiscal Audit.

After a brief discussion, Chairman Langford entertained a motion to approve the 6/3/2020 Fiscal Audit. Missy Amidon made a motion to approve the 6/3/2020 Fiscal Audit, 2nd by John Wells. No opposition. Motion carried.

X. Sponsorship of the Chenault Airshow

After a brief discussion, Chairman Langford entertained a motion to approve a \$5,000 sponsorship of the 2021 Chenault Airshow. Missy Amidon made a motion to approve a \$5,000 sponsorship of the 2021 Chenault Airshow, 2nd by John Wells. No opposition. Motion carried.

XI. Approval of Debris Contract

Darla Perry stated that CSRS had reviewed the debris removal contract with Cotten Linguistics and asked for a motion giving Tim LaFleur the authority to execute the contract and to approve Tetra Tech as the debris monitor.

After a brief discussion, Chairman Langford entertained a motion to approve giving Tim LaFleur the authority to execute the contract with Cotton Linguistics for debris removal. Tommy Little made a motion to approve giving Tim LaFleur the authority to

execute the contract with Cotton Linguistics for debris removal, 2nd by John Wells. No opposition. Motion carried.

Chairman Langford then entertained a motion to approve Tetra Tech as the debris monitor and to give Tim LaFleur the authority to execute the contract with Tetra Tech. Tommy Little made a motion to approve Tetra Tech as the debris monitor and to give Tim LaFleur the authority to execute the contract with Tetra Tech, 2nd by John Wells. No opposition. Motion carried.

XII. Airport Coronavirus Response Grant Program (ACRGP)

Darla Perry stated that more Cares Act money came out for general aviation. Tim LaFleur prepared and submitted an application.

No action needed.

XIII. Discuss and Approve an additional temporary office building and furnishings

Darla Perry reported that the additional office building will be approximately 90% funded by FEMA.

After a brief discussion, Chairman Langford entertained a motion to give Tim LaFleur authority to obtain a second temporary office building pending FEMA approval. Tommy Little made a motion to give Tim LaFleur authority to obtain a second temporary office building pending FEMA approval, 2nd by Missy Amidon. No opposition. Motion carried.

XIV. Approve and discuss Advertisement for RFQ for Design of Terminal/Hangars

Darla Perry reported that FEMA requires an advertisement for bids for the Terminal/Hangars design project. The ad is almost complete, we are just waiting on the timeline.

Chairman Langford entertained a motion to give Tim LaFleur authority to run and advertisement for RFQ for design of Terminal and Hangars. Missy Amidon made a motion to give Tim LaFleur authority to run and advertisement for RFQ for design of Terminal and Hangars, 2nd by John Wells. No opposition. Motion carried.

XV. Finance Report

Darla Perry gave the financial report for July through January 2021. Darla reported that, with the revenue down, the net ordinary income is down, but we are still in the positive. The year-to-date net income is \$349,000, which includes insurance money that wasn't budgeted. The lease income is down, but the Custom Homes lease will replace some of the lease income.

Chairman Langford entertained a motion to approve the Finance Report as presented. Tommy Little made a motion to approve the Finance Report as presented, 2nd by John Wells. No opposition. Motion carried.

XVI. Director's Report

Airport Director Tim LaFleur reported the lighting damaged in the hurricanes have all been repaired. The PAPI lights are now LED and operational. We did not have to pay for the PAPI light check because of the hurricane damage.

ODLS and REILS are the next project. Some of the lights were working prior to the storm, are no longer working, so we are trying to get some of the funding from FEMA.

Some of the hangar doors are still causing problems and we are having problems getting a contractor to work on the bifold doors.

Casey is coming back to look at the sewer plant. Mr. LaFleur also mentioned that we are saving money because we do not have CINTAS coming out at this time.

Chairman Langford entertained a motion to approve the Director's Report as presented. John Wells made a motion to approve the Director's Report as presented, 2nd by Missy Amidon. No opposition. Motion carried.

XVII. Engineer's Report

Chuck Stutes reported that the ODLS and REILS contracts have been executed and filed at the courthouse and they are ready to have a preconstruction meeting, which will be held in the next two weeks then they will be underway.

Chuck also reported the Apron expansion project with the FAA. They have submitted the preliminary plans for their review and comment and they will continue to proceed on preparing plans and specs. They will issue them a 90% set in April, then the FAA will give more comments. If everything goes well, we should be bidding the project in June or July. At this point the FAA is funding the engineering and planning 100%. Once it gets into construction, it's going to be 90% FAA and 10% DOTD.

Chairman Langford entertained a motion to accept the Engineer's Report as presented. A motion was made by Tommy Little to accept the Engineer's Report as presented, 2nd by John Wells. No opposition. Motion carried.

XVIII. Old Business

There was no old business to come before the Board.

XIX. New Business

Need to make a recommendation to the mayor for someone to replace Don on the Board.

XX. Public Comments

There were no public comments given at this time.

XXI. Chairman's Update

Chairman Langford commented that the airport is blessed to have a good board.

XXII. Adjournment

Chairman Langford entertained a motion to adjourn the meeting at approximately 5:16 p.m. A motion was made by Tommy Little to adjourn the meeting at approximately 5:16 p.m, 2nd by John Wells. No opposition. Motion carried.



President



Secretary