

West Calcasieu Airport Managing Board Meeting Minutes

May 5, 2020

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 May 5, 2020, 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
 - ✓ Wilmer Dugas
 - ✓ R. K. Levens
 - ✓ Don Chamblee
 - ✓ Missy Amidon
- (Not present: Joe Palermo)

(Others also present at the meeting were: Tim LaFleur, Jackson Schrupf, Chuck Stutes, Darla Perry, Bobby Waters and Sheila Burton.)

V. Approval of minutes of the March 3, 2020 regular monthly meeting

Chairman Langford entertained a motion to approve the minutes of the March 3, 2020 regular monthly meeting. Wilmer Dugas made a motion to approve the minutes of the March 3, 2020 regular monthly meeting, 2nd by Don Chamblee. No opposition. Motion carried.

VI. Approval of Budget for July 2020-June 2021

Darla Perry reviewed the budget with the Board. Darla told the Board she used the data from the previous year on budgeting fuel sales, but it may need amending later. Darla stated she did not include the new hangars in the budget. Darla announced come January 2021 there will be an increase in the Chennault Grant money with the amount totaling \$375,000. Darla further reviewed the budget with the Board. Darla stated the current budget for July 2019-June 2020 is within the 5% budgeted amounts, so there was no need to amend the budget. Darla requested the Board to vote on the approval of the budget for July 2020-June 2021.

Don Chamblee asked why the income from First Flight is not in the budget. Darla explained the lease is up in June 2020. If First Flight renews the lease, the budget will need to be amended. R. K. Levens asked if the Airport will receive tax breaks regarding the Corona Virus Pandemic. Darla answered there are none as of yet. She stated there are some credits that the Airport may be able to take, but nothing has been decided yet.

Wilmer Dugas made a motion to accept the budget for July 2020-June 2021, 2nd by Don Chamblee. No opposition. Motion carried._

VII. First Flight Holdings to discuss Corona Virus Pandemic Impact

Bobby Waters with First Flight Holdings, LLC addressed the Board and told them he was trying to keep business afloat until Driftwood starts up, but then the Corona Virus Pandemic hit. Mr. Waters said he is now unsure of what is going to happen. Mr. Waters stated that ADCO would like to leave their buildings in place and are open to having people stay in the buildings on a monthly basis.

Mr. Waters asked the Board if he could get a 90-day relief on the lease to give him more time to put a plan together to get more business at the airport. Darla Perry asked Mr. Waters if he was asking for a 90-day deferral, and he answered yes. Darla asked what would happen if First Flight had some other project between now and the start-up of Driftwood. Mr. Waters stated they would take the deferral and add it onto the new lease and stretch out the payments over the next year. Mr. Waters told the Board he has heard that some of the plants in the area will be having 2 large turn-arounds, which could potentially bring in some business for First Flight. There was a brief discussion regarding the 90-day deferral.

Darla Perry asked Mr. Waters if First Flight qualified for any Major Cares funding. Mr. Waters explained he thought they would have qualified since he had a real business plan that was destroyed by the Pandemic, but as of yet they have not. Chairman Langford commended Mr. Waters on the good job First Flight has done at the airport and what a wonderful tenant they have been. Darla agreed. There was a brief discussion regarding ADCO's buildings staying on the property for the time being.

Chairman Langford stated he spoke with Airport Director Tim LaFleur to ask him to speak with Mr. Waters about getting rid of the unwanted cars in the parking lot, and Mr. Waters took care of it. Chairman Langford thanked Mr. Waters for doing what he asked.

Mr. Waters announced to the Board talks are still ongoing with the School Board regarding the tax issue. Mr. Waters stated they are about two-thirds done with clean-up. If they receive the deferral, Mr. Waters requested the Board to give him a list of items they would like to keep at the airport and things they want him to remove so that he can continue working on clean-up to make maintenance easier and making the airport look nicer. There was a brief discussion regarding the clean-up.

R. K. Levens made a motion to defer the rent payments from First Flight Holdings, LLC, for a 90-day period, 2nd by Wilmer Dugas. No opposition. Motion carried.

VIII. Review and Approve Accounting Policies – Add Policy on Data Recovery, Sexual Harassment and Drug Free/Alcohol Testing

Darla Perry explained there are 3 new policies that need to be added to the policies already in place. Darla told the Board the Airport had to add a data recovery policy for digital data. Darla stated there was already a backup of digital data in place, but the Legislative Auditor wanted a written data recovery policy adopted at a board meeting. Darla explained the accounting and digital data is backed up daily off-site onto an iCloud storage so it can be accessed anywhere. The accounting and digital data is also backed up weekly and placed in a safe, as well as backing up data to jump drives.

In addition to the data recovery, there will be written sexual harassment policies as well as an expansion of the drug free/alcohol testing policy. There was a brief discussion regarding the new policies. Don Chamblee made a motion to approve adding the new policies of data recovery, sexual harassment and drug free/alcohol testing to the accepted policies, 2nd by R. K. Levens. No opposition. Motion carries.

IX. Additions/Deletions to Agenda

There were no additions or deletions to the agenda.

X. Financial Report

Darla Perry presented the Financial Report for July 2019 through March 2020. Darla stated she did not budget for the Calcasieu Parish Police Jury grant. The CPPJ gave the Airport half of the cost of the tug. Darla explained the Chennault grant revenue over budget was due to the property tax base going up and they owed the Airport extra revenue, according to the contract. Darla reported the Airport is very close to budget on expenditures. Bottom line shows \$37,573.19 better than budget for the past 9 months.

Darla stated she has been working with Airport Director Tim LaFleur along with Chuck Stutes to get the grant revenue for the hangar project. In addition to that, the Airport will be receiving approximately \$30,000 from the Cares Act (part of the economic stimulus package on the Corona Virus) as a general aviation airport. Airport Director Tim LaFleur signed the application as the authorized representative. Darla told the Board the LAMA Conference is supposed to be in October, but she's not sure if that will change.

R. K. Levens asked why the leases on the hangars went down by \$6,000. Airport Director Tim LaFleur answered the community hangars went down due to some people moving their planes to Lake Charles after the bridge work began. Chairman Langford asked if any will be coming back, and Tim answered he didn't know at this time. Darla told the Board the budgeted amount for the T-hangars are still the same. There was a brief discussion regarding the T-hangars.

Chairman Langford entertained a motion to accept the Financial Report as presented. Wilmer Dugas made a motion to accept the Financial Report as presented, 2nd by R. K. Levens. No opposition. Motion carried._

XI. Director's Report

Airport Director Tim LaFleur reported they are still having issues with the ODALS on the north end and REILS on the south end. Tim stated 2 days after they were repaired, they went out again. Darla told the Board the last repair bill was \$2400. Tim added that since they were installed, the repair bills are now close to \$20,000 total.

Tim announced that the fuel sales went down during the Corona Virus Pandemic. In the last 2 ½ weeks, fuel sales have gone back up to normal. Tim stated fuel prices have also gone down. Darla added that the airport is probably the most competitive as far as fuel pricing on the advertised sites. Tim agreed that is for full service, with self-service being a few cents less.

Tim reported to the Board there were some guys that pulled up to the self-service and took the hose reel out of the fuel farm to fill their plane up. Even though you need a key to turn the pump on, the guys manipulated the pump to turn it on. Tim said he went to check it, and it did turn on without a key. Since it is under warranty, the company is going to send an electrician out to repair it.

Darla congratulated Tim on his new grandbaby. Wilmer Dugas made a motion to accept the Director's Report as presented, 2nd by Don Chamblee. No opposition. Motion carried.

XII. Engineer's Report

Chuck Stutes reported there has been an interruption with the construction projects because of the COVID19 situation and contractors having a hard time retaining all of their employees. The contractor doing the T-hangar was able to get enough people to finish the work, including the electrical work. Chuck said they are now waiting on Entergy to provide service. Due to COVID19, Entergy is a month behind on all of their service work. Chuck said they are on Entergy's schedule for next week.

Chuck told the Board the contractor for the pavement rehab project told him they are not working right now due to staffing issues but feel they should be going back to work this month. Chuck said he has his electrical engineer working on the lighting project, and they should be ready to proceed next month.

With regards to the apron expansion project, Chuck stated they have submitted all of the grant work. Chuck told the Board they have two-thirds of their staff working from home right now. The electrical engineer is in quarantine, but he is still able to work from home.

Chairman Langford entertained a motion to accept the Engineer's Report as presented. Don Chamblee made a motion to accept the Engineer's Report as presented, 2nd by R. K. Levens. No opposition. Motion carried.

XIII. Old Business

There was no old business to come before the Board.

XIV. New Business

There was no new business to come before the Board.

XV. Public Comments

There were no public comments.

XVI. Chairman's Update

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


XVII. Adjourn

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Chairman Langford entertained a motion to adjourn. Wilmer Dugas made a motion to adjourn the meeting, 2nd by Don Chamblee. Meeting adjourned at approximately 5:10 p.m.



Chairman



Acting Secretary