

West Calcasieu Airport Managing Board Meeting Minutes

July 5, 2016

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 July 5, 2016, 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 Schrumpf and recited by all board members and guests.

IV. Roll call

The following persons were present:

- ✓ Dalton Langford
 - ✓ Don Chamblee
 - ✓ Wilmer Dugas
 - ✓ R. K. Levens
 - ✓ Dana Keel
- (Joe Palermo was not present.)

(Others also present at the meeting were: Darla Perry, Tim LaFleur, Chuck Stutes, Jackson Schrumpf, Francis Andrepont and Sheila Burton.)

V. Approval of minutes of the June 7, 2016 regular monthly meeting

Chairman Dalton Langford entertained a motion to approve the minutes of the June 7, 2016 regular monthly meeting. Wilmer Dugas made a motion to approve the minutes of the June 7, 2016 regular monthly meeting, 2nd by Dana Keel. No opposition. Motion carried.

VI. Additions/Deletions to Agenda

Chairman Dalton Langford added to the agenda to discuss the truck. However, Airport Director Tim Lafleur already had the item listed under his Director's Report. The item of the truck will be discussed under the Director's Report.

VII. Finance Report

Darla Perry reported on the Budget vs. Actual P&L without Depreciation/Interest for July 2015 to May 2016. Out of 11 months' operation, Darla reported the airport is doing better than budget by \$65,751.55. Darla said the bulk of that comes from the increased lease, fuel sales and the First Flight income. Darla stated they are starting to close out their books to submit to the auditors. Hopefully, June will be closed out in the next 3 weeks or so. Wilmer Dugas made a motion to accept the financial report as presented, 2nd by R. K. Levens. No opposition. Motion carried.

VIII. Director Report

Airport Director Tim Lafleur reported they have the new fuel truck up and running, and it is phenomenal. Tim said there is a company that is interested in leasing the old fuel truck. Tim said they would like to lease the truck for approximately a month from the airport, bring it to their site, and buy the fuel from the airport. Tim explained the situation further why this company is in need of the truck. Tim said he has spoken to the airport's distributor, and he told Tim it could easily be done. Tim stated they will fill the truck up at the airport before it leaves the property. The company will need to tow it to Cameron because it is not road worthy. Once they need more fuel, the distributor will make a supply to the airport and then go to Cameron and top off the fuel for them. Tim stated the fuel will be billed to the airport; and whatever fuel they use, they will pay the airport for it. Tim stated they have spoken with both insurance companies regarding the issue. The Board further discussed the issue. Don Chamblee made a motion to take the deal. Wilmer Dugas asked to make a stipulation that they will put the truck on a truck trailer. Tim asked if it could be a heavy duty wrecker. There was further discussion regarding the towing. Tim stated that it was agreed that the company asking to lease the truck would have to pay for the towing. The Board continued their discussion on the issue.

Darla told the Board the airport will have insurance and the company leasing the truck will have insurance and AV fuel also has a blanket policy. The Board further discussed the lease price and the pros and cons of leasing the truck versus selling it outright. Tim told the Board they could either do a monetary amount on the lease for the truck itself plus fuel at the regular cost or go up on the amount of fuel to an amount that they would want to cover both fuel and lease amount on the truck. Attorney Jackson Schrupf reminded the Chairman and the Board that there was a motion on the floor without a second. Chairman Langford announced that the motion died for lack of a second. Chairman Langford told the Board they needed to determine what kind of lease the Airport wanted to give them. There was discussion regarding the lease.

Wilmer Dugas made a motion to lease the truck for \$1200, at the least. Dana Keel asked Chairman Langford if she could ask a question. Wilmer Dugas told the Board he withdraws his motion. There was continued discussion on the issue. Wilmer Dugas made a new motion to charge \$1200 per month to lease the truck plus the fuel at the Airport's rate. There was no second for the motion. The Board further discussed the issue. Airport Director Tim Lafleur asked the Board if they would like him to go call the guy he has been in touch with to see if they would be interested in buying the fuel truck. Wilmer Dugas made a motion to take a 5-minute break, 2nd by R. K. Levens. No opposition. Motion carried. The meeting recessed at 4:50 p.m.

Chairman Langford brought the meeting back in session at 4:55 p.m. Airport Director Tim Lafleur told the Board that the guy he spoke with told him he would check with the owner and will text Tim as soon as he knows something. Tim said he told him a price of \$1200 plus cost of filters. R. K. Levens made a motion to give Airport Director Tim Lafleur the authority to approve or disapprove a deal to sell the truck for the price he gave them of \$1200 plus cost of filters. Darla said she needed to check to see if selling the truck would need to go out for public bidding. R. K. Levens told the Board he withdraws his motion. Chairman Langford suggested first seeing if the owner wants to buy the fuel truck. If he does want to buy it, the Board can figure out a price at that time. There was further discussion regarding selling the fuel truck. Chairman Langford suggested tabling the discussion until they hear back from the owner.

Tim told the Board that the Avgas fuel truck is older than what the jet fuel truck was. Tim said he got a price at Allstar for a flatbed dually, and he also spoke with Francis Andrepoint to see if the Parish had any surplus equipment that the Airport could get from them. Chairman Langford told the Board he just got off the phone with Christine, and she told him they could have the Allstar truck for \$16,000. Chairman Langford said that was a good price. Wilmer Dugas asked what kind of truck it was. Tim answered GMC 3500 1-ton. Don Chamblee stated it is a 2010 model. There was further discussion about the truck. Wilmer Dugas told the Board they could get a brand-new truck for 3 or \$4,000 more. There was further discussion about purchasing a truck. Wilmer Dugas said he could have his fleet manager give the Board a price by tomorrow.

Tim told the Board how well the ACE camp went and all of the positive feedback they have received from it. Tim said the kids were really well-behaved and did a great job. Tim told the Board there is a mock airport design out front in the lobby that the kids put together. The kids also had to take a portion of a private pilot test, and everyone scored in the high 90 percentile. Tim said he doesn't know if the Airport will be able to host the camp again next year due to State budget cuts. Tim said the teachers loved the room accommodations and the food that was supplied by First Flight. Wilmer Dugas asked how much it costs to put on the camp. Tim answered approximately \$3,000 total. Tim further explained how the camp worked and what they did. Darla stated that the instructors' costs were \$2400, and First Flight paid for that. Darla reported that First Flight also paid for the housing and food for the instructors during the week of the camp. Tim told the Board there was an article done on the camp printed in the American Press.

Attorney Jackson Schrupf read the following to the Board: Revised Statute 49:125 -- (paraphrasing) - any state board, agency or commission can sell surplus property at public auction, in addition to the other methods provided by law for such sales. There was further discussion regarding selling the fuel truck. Mr. Schrupf told the Board there

may be complications in selling the truck, but they can still try to lease it if the Board so chooses to. There was continued discussion on leasing the truck. R. K. Levens made a motion to lease the truck for \$1200 per month, if the company leasing the truck will also buy the fuel from the Airport at the Airport's sales price and pay for towing to and from the Airport, along with providing insurance. Wilmer Dugas 2nd the motion. Don Chamblee asked if the fuel truck would be empty both ways during towing; and R. K. Levens answered yes, he wants the truck to be empty. No opposition. Motion carried.

Tim reported they moved all of the aircraft out of hangar A. All supplies will be brought in the morning, and work will take place the following morning. Tim said there will be a 34-day window for the completion of that project. R. K. Levens asked if the planes will stay out the whole time. Tim answered they are not outside; they are in hangar C. Tim told the Board that Starbase Jet that has the Citation X+ sent him something showing that this will be their last month paying because they changed lease companies. Tim said it will be up to the new lease company whether they will continue the lease with the airport or not. Tim said they have up to the 17th, and it hasn't heard back from them yet. Tim stated they are still paying their rent, but he hasn't seen the plane in 7 months.

Tim told the Board the Airport does not actually have a policy manual. They have kind of mirrored the policy from the City of Sulphur; but, according to the auditors and the insurance company, the Airport has to have its own policy manual. Darla Perry said she would like to have a committee appointed to decide whether they want to adopt the City of Sulphur's policy manual or if they want to alter what their policy manual states to better address the needs of the Airport and then bring it to the next meeting for a vote. Wilmer Dugas recommended having Jackson Schruppf, Tim Lafleur and Don Chamblee being placed on the committee. There was a brief discussion regarding the policy manual. Chairman Dalton Langford volunteered to be on the committee. Darla said she will get the policy manual from the City in a PDF format, make comments, and then circulate it to the committee. Darla said she will work with the committee consisting of Chairman Langford, Tim Lafleur and Don Chamblee. Wilmer Dugas made a motion to accept the Director's Report, 2nd by Don Chamblee. No opposition. Motion carried.

IX. Engineer's Report

Chuck Stutes reiterated that the materials for the hangar A project will be showing up tomorrow, and hopefully will be completed in approximately 30 days. Chuck told Tim they are requesting to do a change order to fix the south wall; and the change order will need to be approved by the Board, unless the Board gives Tim authority to approve the change order up to a certain amount. Chairman Langford stated they gave Tim authority at the last meeting for approval to keep the total under \$150,000.

Chuck reported the lighting project was expected to be completed July 16th. They are running a few weeks behind and submitted a time extension request based on the amount of wet weather we have had. Chuck said it should be the beginning of August for that project to be completed. Chuck stated there haven't been any major problems, and everything is going well on the project.

Don Chamblee asked about the T hangar project. Chuck answered it is in design phase. Kris Kelly is working on it. R. K. Levens made a motion to accept the Engineer's Report, 2nd by Don Chamblee. No opposition. Motion carried.

X. Old Business

Don Chamblee asked the status of the water well. Chairman Langford said Tim is going to the next guy on the list to come cap it. Chairman Langford explained they had 3 bids. The first bid, Mr. Gearen's son has cancer; so he is out of business and can't cap it. Tim said he was holding off contacting the 2nd bidder because Don Chamblee had someone he was going to contact. Don stated that went away. So Chairman Langford said Tim will contact the next one on the list. Jackson Schrupf asked Tim to let him know as soon as it is capped so he can notify Richard Ieyoub, because the deadline is still August 4th.

XI. New Business

Don Chamblee read the following: "Please allow the holder of this letter full access to the Southland Field Airport. The holder of this letter has the Airport Manager's authorization to enter, exit the north entry gate." Darla said they let her in. Tim stated they had problems earlier in the day, so that was the reason for the letter. Tim said there are hang tags that are on order from First Flight that signifies the Airport. Once they come in, Tim said he will give them to everyone so it can be easily seen. Don said he has an issue with people wanting to come to the airport that don't have any connection with the airport. Don said this is a public building and a public road, and he doesn't feel they need permission from anyone to enter. Jackson Schrupf stated that you are not supposed to block a public road. Tim explained that is why there is a guard shack. There were issues taking place that needed to be addressed, including people coming on the property that didn't have business coming onto the property. Tim said putting a guard shack was the only way to address the issue. There was further discussion regarding the guard shack at the airport. Darla suggested putting a sign out front saying "All visitors check in at guard shack," or something to that effect. There was further discussion regarding the guard shack and traffic control on the roads.

XII. Public Comments


There were no public comments at this time.


XIII. Chairman's Update

There was no Chairman's Update at this time.

XIV. Adjourn

Chairman Langford entertained a motion to adjourn the meeting. R. K. Levens made a motion to adjourn the meeting, 2nd by Wilmer Dugas. No opposition. Motion carried. Meeting adjourned at approximately 5:30 p.m.


Chairman


Acting Secretary