

West Calcasieu Airport Managing Board Meeting Minutes

August 2, 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 August 2, 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 Tim Lafleur 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
 - ✓ Joe Palermo
- (Dana Keel was not present.)

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

V. Approval of minutes of the July 5, 2016 regular monthly meeting

Chairman Dalton Langford entertained a motion to approve the minutes of the July 5, 2016 regular monthly meeting. Wilmer Dugas made a motion to approve the minutes of the July 5, 2016 regular monthly meeting, 2nd by Joe Palermo. No opposition. Motion carried.

VI. Additions/Deletions to Agenda

Chuck Stutes asked to place an item on the agenda to authorize advertisement for receipt of bids. Joe Palermo asked to discuss the guard gate, if not previously discussed. Sheila Burton told Mr. Palermo it was discussed in the last board meeting, and he can read what was discussed in the minutes provided.

Chairman Langford told the Board that he telephoned everyone on the Board about buying a truck, and everyone agreed. Chairman Langford said the truck has been bought, but he needs a motion to affirm it stating that the Airport was approved to buy a truck for the fuel farm. R. K. Levens made a motion to approve the decision that was made to purchase a truck for the fuel farm, 2nd by Wilmer Dugas. No opposition. Motion carried.

VII. Approval of Audit Engagement for 6/30/2016

Darla Perry told the Board she has the proposed engagement. Darla said their fees are a little more than last year due to more procedures needing to be done this year required by the Legislative Auditors. Darla said the cost went up by \$500. Darla said there needs to be a resolution made so they can start on the audit. R. K. Levens made a motion for a resolution to approve the audit engagement with McMullen & Mancuso for 6/30/2016, 2nd by Wilmer Dugas. No opposition. Motion carried.

VIII. Finance Report

Darla Perry reported on the Budget vs. Actual P&L without Depreciation/Interest for July 2015 through June 2016. Darla said this is noted as a draft until they find out if there are any audit or adjusting entries. Darla reported the Airport ended up better than budget by \$134,000 due to expenditures running less than what was budgeted, insurance costs being lower, and revenue/rental income from First Flight being more than what was budgeted. Darla said they have received the \$100,000 Chennault payment. Darla said she is working with FAA and Tim on getting some supply reimbursement, and they also turned in FAA reimbursement where they will need to come inspect the runway for the new lighting project. Wilmer Dugas made a motion to accept the financial report as presented, 2nd by Don Chamblee. No opposition. Motion carried.

IX. Director Report

Airport Director Tim Lafleur told the Board the new fuel trucks look really good, and they are free to inspect them on the way out. Tim said he is having signs made with the airport logo to go on the sides of the truck. Tim reported that Westwood Helicopter has gone through a lot of fuel. Tim said they have sold 40,000 gallons of jet fuel this year so far, which is 15,000 gallons more than last year at this time. Tim stated Westwood Helicopter's fuel farm should be back up and running by next week.

Tim said he spoke with the State regarding the water well issue. They have asked for another extension, which will be good through September 3rd. Tim said work will begin on the well tomorrow morning. Chairman Langford entertained a motion to accept the

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

X. Engineer's Report

Chuck Stutes reported that the hangar A project is well under way. Chuck said they are preparing the steel rafters to be painted, and the work for the change order on the south wall still needs to be done. Chuck said they are making very good progress, but they are several weeks away from finishing.

Chuck reported that Kaough & Jones are probably several days away from having substantial completion on the lighting project. Chuck said that all of the equipment should be back online within days, and the airport will be able to reopen at night. Chuck stated the FAA will still need to do a flight check, and that will be scheduled within the next few weeks.

Chuck stated the other project that is still pending is the rejuvenation of the runway. Chuck said they are waiting to schedule it with the contractor once the lighting contractor is completely gone. Chuck said he has been keeping the runway contractor updated on the lighting project so he knows what is going on. Director Tim Lafleur said the lighting contractor has to do some more work tonight, but hopefully the temporary setup will be working to have the runway back open tomorrow night. Tim said they are hoping the full length runway will be open by next week.

XI. Old Business

Joe Palermo asked to be updated on the guard shack and gate. Mr. Palermo expressed his opinions about having the guard shack and gate and said he felt it was demeaning to have the guard shacks in place since this is a public airport and public road. Mr. Palermo stated that you cannot block a public road. Mr. Palermo said he is opposed to the guard shack and gate blocking the entrance to the airport. Chairman Langford explained the reasons for the guard shacks. Director Lafleur explained the traffic problems that have taken place on Hwy. 27 and the airport road and stated that the airport road is not a public road because the Parish doesn't maintain it. There was further discussion regarding the road and having a guard gate coming into the airport. Wilmer Dugas suggested tabling the discussion until the next meeting so that further information can be gathered. There was further discussion regarding tabling the issue until the next meeting. Wilmer Dugas made a motion to table the discussion regarding the guard gate until the next meeting. (No 2nd was noted.) No opposition. Motion carried, according to Chairman Langford. Joe Palermo suggested having a sign made to put by the guard gate to welcome guests to the airport until the next meeting. Chairman Langford stated that could be done.

XII. New Business

Don Chamblee asked if all of the wooden fences, stairs, platforms and covers between buildings will be removed once the First Flight contract is finished and the trailers have been removed. There was a discussion regarding the issue. R. K. Levens told the Board

that the contract states that it is First Flight's responsibility to take it back down to the ground and to get rid of all of the structures. Darla Perry explained that there is an escrow account set up where approximately \$15,000 is being added monthly. Darla said she is waiting on verification regarding the escrow amount. Darla said First Flight's occupancy is running about 800 residents per day. There was further discussion regarding the occupancy issue. Tim reported that First Flight has 1750 available for occupancy. Chairman Langford suggested Tim speaking with Rhett (Phillips) regarding how their business plan is being affected by the extra local labor available due to the slump in the oil and gas industry. R. K. Levens also explained how the project in Hackberry is not commanding a lot of workers right now, which will also affect the current low occupancy. Tim stated that once they begin the instrumentation phase, they will need a lot more workers. The Board discussed the work being done at the Hackberry project along with the local economy and its effects on the airport.

Chuck Stutes explained how the Board had previously authorized Meyer & Associates to prepare plans and specs on the T hangar project. Chuck said Kris Kelly has been doing the work on it, and at this point they are wrapping up the plans and specs and should be through by next week. Chuck said once the Board is ready, they will need a resolution to go out for advertisement to receive bids on the T hangar project. Chuck explained they have updated their estimate based on the current job, which is similar to the old T hangars. Chuck estimates the project will come in at \$500,000. There was further discussion regarding the process of going out for public bidding. Darla Perry asked Director Tim Laffeur if there was still a need for T hangars. Tim answered that he still has a waiting list with approximately 5 people wanting T hangars. Don Chamblee made a motion for a resolution to authorize Meyer & Associates to advertise to receive bids on the T hangar project, 2nd by R. K. Levens. No opposition. Motion carried. Chairman Langford verified with Chuck whether it was noted to put electrical plug-ins on both sides of the hangar. Chuck answered there are 2 in each bay and on opposite walls. Chuck also stated there will be LED lighting placed in the T hangar.

XIII. Public Comments

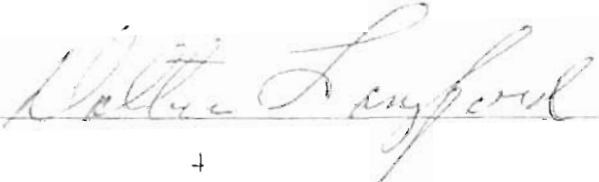
There were no public comments at this time.

XIV. Chairman's Update

There was no Chairman's Update at this time.

XV. Adjourn

Don Chamblee made a motion to adjourn the meeting, 2nd by R. K. Levens. No opposition. Motion carried. Meeting adjourned at approximately 5:15 p.m.



Walter Langford

Chairman

D. Annet Kael

Acting Secretary