

West Calcasieu Airport Managing Board Meeting Minutes

August 4, 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 August 4, 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 Missy Amidon 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

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

V. Approval of minutes of the July 7, 2020 regular monthly meeting

Chairman Langford entertained a motion to approve the minutes of the July 7, 2020 regular monthly meeting. Wilmer Dugas made a motion to approve the minutes of the July 7, 2020 regular monthly meeting, 2nd by Missy Amidon. No opposition. Motion carried.

VI. Approval of minutes of the July 23, 2020 special meeting

Chairman Langford entertained a motion to approve the minutes of the July 23, 2020 special meeting. Wilmer Dugas made a motion to approve the minutes of the July 7, 2020 regular monthly meeting, 2nd by Don Chamblee. No opposition. Motion carried.

VII. First Flight Holdings Lease

Attorney Jackson Schrupf explained how First Flight Holdings requested five 90-day extensions, and it was negotiated to do the extensions in 60-day increments. Mr. Schrupf stated the first extension ran from June 5 to August 5, and now the Board needs to decide whether they want to do a second extension. Mr. Schrupf explained how due to COVID, he doesn't feel it would benefit the Airport to go out for bids since he doesn't think there is any work available right now. Therefore, it would be in the Airport's best interest to continue every 60 days to look at the lease and give First Flight Holdings another extension until things change. Chairman Langford asked what the amount is per month on the lease. Mr. Schrupf answered the extension is \$1,000 per month; however, there will be an incremental scale when people start coming back in. There was a brief discussion regarding the extension and the maintenance of the grounds. Bobby Waters discussed the maintenance that First Flight Holdings is responsible for at the Airport under their lease and assured the Board it would be taken care of. There was further discussion regarding maintenance and the lease extension.

R. K. Levens made a motion to extend the First Flight Holdings lease to 60 days, 2nd by Don Chamblee. No opposition. Motion carried.

VIII. Additions/Deletions to Agenda

Bobby Waters introduced Chris Duhon to the Board and said he would be organizing the clean-up and handling the day-to day activities for First Flight on maintenance around the airport. Waters said they are going to be putting a budget together to see what it will take to get the clean-up done and will bring it back to the Board for their review.

Darla Perry stated an item needs to be added to the agenda regarding the change order for the LED taxiway reflectors. Wilmer Dugas made a motion to add to the agenda to address the change order for the LED taxiway reflectors, 2nd by Missy Amidon. No opposition. Motion carried. (Item will be addressed under the Engineer's Report.)

IX. Finance Report

Darla Perry told the Board she is working with the auditors on the year-end fiscal audit. Darla reported she had budgeted \$157,779 for the Airport for fiscal year July 2019-June 2020. Actual amount was \$159,391.98. Darla praised Airport Director Tim LaFleur and his staff for keeping the cost of expenditures down around the airport.

Darla stated she filed the CARES Act grant, and she expects \$30,000 to be coming in soon. Darla said she also submitted the supply reimbursement to DOTD, and she expects around nine to \$10,000 for that.

Darla announced the LAMA conference will be a one-day virtual conference held in November that she and Airport Director Tim LaFleur plan to participate in.

Wilmer Dugas made a motion to accept the Finance Report as presented, 2nd by R. K. Levens. No opposition. Motion carried.

X. Director's Report

Airport Manager Tim LaFleur reported the new T hangars were completed and accepted. Tim stated every T hangar is now occupied, except for one. Tim expects by this Thursday they will all be fully occupied. Tim told the Board they are in the process of moving 2 or 3 airplanes from the older T hangars due to the sweating on the floor, and they are upgrading them to the newer T hangars. Chairman Langford asked Chuck Stutes what causes the sweating. Chuck replied some type of waterproofing would need to be done, such as Visqueen. Tim stated they may have to put down some kind of coating because it is an issue in the old T hangars in Hangar E.

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

XI. Engineer's Report

Chuck Stutes reported the plans and specs are completed on the ODALS and REILs project and have been sent to DOTD. Chuck stated they received some comments back from DOTD that are being addressed, and then the project will go out for bids.

Chuck said the next project to be discussed is the item that was added to the agenda: the change order on the pavement rehabilitation and rejuvenation of Taxiway B and the T hangar aprons. Chuck explained the State had given the Airport a grant to put solar LED pavement markers down the center line of all taxiways. Chuck said since they had 2 different projects going, they wanted to wait until both were finished to put all of the LED pavement markers down at one time. The proposed change order would take care of Taxiway A, the large parking apron and Taxiway B. Chuck stated they will not do the aprons for the T hangars for various reasons, one of which is to save money. Chuck explained the DOTD grant is for \$40,000 for construction purposes. The change order cost is \$46,087.70. Chuck said he spoke with Darla, and the Airport will need to pay the amount that is over the \$40,000 grant amount. Chuck explained the Board needs to approve the change order since the Airport is having to spend their own money on a portion of the project. Chuck said he recommends the Board approve the proposal.

Don Chamblee made a motion to approve the change order in the amount of \$46,087.70 for the solar LED pavement markers for Taxiway A, the large parking apron and

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Don Chamblee made a motion to approve the change order in the amount of \$46,087.70 for the solar LED pavement markers for Taxiway A, the large parking apron and Taxiway B, 2nd by Missy Amidon. No opposition. Motion carried.

Chuck announced the FAA grant is now executed for the large apron expansion, and they will be proceeding on the planning. Chuck explained the grant in the amount of \$124,000 only covered planning: geotechnical surveying, miscellaneous preliminary costs and engineering. The overall cost for the project is \$1.2 million. Chuck stated the State and FAA are going to need to come up with more funding and have promised to push for more. Chuck said it was recommended to him to get the engineering done now so that construction can begin next year.

Chairman Langford asked for the dimensions. Chuck replied that it proceeds southerly by approximately 300 feet. Airport Director Tim LaFleur explained it would be the same dimensions as the other apron coming out. Chuck stated it would accommodate roughly 2 new large hangars, if the Airport ever chose to do that. Chuck reminded the Board that this is one of the recommendations that was part of the airport layout plan that was done several years ago.

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

XII. Old Business

There was no old business to come before the Board.

XIII. New Business

There was no new business to come before the Board.

XIV. Public Comments

There were no public comments.

XV. Chairman's Update

Chairman Langford commented that the road coming into the airport is getting bad. Don Chamblee asked if the road has been accepted as a parish road. Attorney Jackson Schrupf replied that he believes the Calcasieu Parish Police Jury accepted it in either 1987 or 1988. There was a brief discussion regarding the road coming into the airport. Chuck Stutes told the Board that the Parish has a continuing overlay program where every year they do "X" amount of overlays. Chuck suggested contacting someone with the police jury to get on the schedule.

Chairman Langford told the Board that he does not remember the Mayor or any of the city councilmen coming out to the Airport to visit to see how the airport is operating. Darla Perry stated that she has extended invitations to the city council members and the Mayor.

Chairman Langford said he would like the engineer to check on putting another hangar on the north end so that it meets the requirements of not interfering with the AWOS. Darla Perry asked whether he was thinking of a T hangar or a big hangar. Chairman Langford answered, "One just like we built." Chairman Langford said he feels the Airport needs more income coming in.

Chairman Langford stated that his long-range plan is to extend the runway on the south side to enable airplanes to come in with a full load and leave with a full load. Chairman Langford said he would like the Board to be thinking about it and get with counsel to see what would need to be done to acquire clearances on both sides. There was a brief discussion about extending the runway. Airport Director Tim LaFleur explained that all of the large jets that have come into the airport have had no problems getting in or out. Chuck Stutes explained that the FAA would have to approve it, whether they fund it or not. There was continued discussion regarding extending the runway. Tim told the Board that he and Chuck were told that they are supposed to be getting an upgrade on the AWOS, but it needs to be relocated if any extensions get done. Chuck stated the current ALP addresses the extension, but it's in the next 10-year plan with the amount estimated to be \$3 million. Chuck said the challenge will be to get FAA to agree and support the Airport. Without their support, it would be almost impossible to do.

Tim shared with the Board that one of the guys that just came to the Airport to get into a hangar is from Lake Arthur. Tim said he tried at Regional, Chennault, Jennings and is currently in Opelousas but will be moving to Southland Field. Another guy is coming from Houston on Thursday with an SR22 because people are having a hard time finding hangar availability. There was a brief discussion regarding the expansion of T hangars.

Bobby Waters addressed the Board and told them final decisions need to be made on what the Airport would like to keep or get rid of regarding areas around First Flight Holdings' lease space. There was a brief discussion on keeping the ball field and the back wooden fence. Airport Director Tim LaFleur recommended taking down the front fence. Mr. Waters asked the Board to feel free to give their opinions now while they are all together or to go ride around the Airport to see what needs to be kept or removed and report it back to him. Tim confirmed the basketball court and the cookout areas will remain. Mr. Waters confirmed the 2 buildings, front and back, will go and things will be cleaned up; roads will remain; all gates will come down; guard shack will come down. Chairman Langford said he and Don Chamblee will ride around the airport with Tim tomorrow.

XVI. Adjourn

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Chairman Langford entertained a motion to adjourn the meeting. Don Chamblee made a motion to adjourn the meeting, 2nd by Missy Amidon. Meeting adjourned at approximately 5:15 p.m.


Chairman


Acting Secretary