

Minutes of the West Calcasieu Airport Managing Board Regular Meeting
Tuesday, March 5, 2013

The regular monthly meeting of the West Calcasieu Airport Managing Board was called to order at 5:00 o'clock p.m. by Chairman, Tim Dougherty, on March 5, 2013, at the conference room of Southland Field, 7000 Southland Field, Road, Sulphur, Louisiana 70665.

Present: Tim Dougherty, Bill Hankins, Dalton Langford, Scott Foreman, Board Members, and Darla Perry, CPA, and Oliver Schrupf, Attorney/Secretary, Airport Manager Mike McDougal, and Airport Engineer, Chuck Stutes; audience members were George Simon, Nick Moore, Drew East, Rick Nelson, and Mayor Chris Duncan.

The invocation was lead by Tim Dougherty. The Pledge of Allegiance was lead by Dalton Langford.

Dalton Langford moved to accept the minutes as written for the previous meeting February 9, 2013. This motion was duly seconded and passed.

Darla Perry gave the financial report for January 2013. The report is incorporated herein. Fuel sales are lower than January 2012 and expenses are higher than budgeted. Darla commended Manager, Mike McDougal, regarding the cleanliness of the facilities.

Mike McDougal gave a report on fuel sales for February. The report is included herein. There were 1,764.4 gallons of Avgas sold for \$9,592.10 and 1,065 gallons of Jet A fuel sold in February. Mike McDougal also reported that the storage hangar and George Simon's hangar have been cleaned. Mike McDougal reported that he is currently working with Department of Transportation and Development regarding having signs saying "Southland Field" added to the airport signs and is confident that this will be accomplished within the next month. He also reported he is working with Randy with the City of Sulphur to have similar signs inside the city limits of Sulphur.

Mike McDougal reported that mowing is taking place every sunny day, and that he and Dalton Langford drove to DeRidder and spoke to Sam Wack regarding their mowing schedule.

Mike McDougal reported that a 3X5 foot red carpet has been acquired and is being used to welcome pilots as they disembark the aircraft at Southland Field.

Mike McDougal reported that the hangar door at George Simon's hangar is still in need of repair since Hurricane Rita. It will not close properly. The manager had obtained a quote from Schweiss for the repair of \$13,028.

The board reviewed this and the general consensus was that this price was to replace the entire door. But it was felt that the entire door does not need to be replaced and that an effort should be made to try to get bids just to make repairs to the door. Bill Hankins moved that the manager obtain three (3) bids for repair to George Simon's hangar door and have the manager use his judgment to accept the best proposal. The motion was seconded and passed. Dalton Langford recommended that H&H Metal be consulted and Tim Dougherty recommended that Ronnie Grant be consulted. Motion was seconded by Dalton Langford and approved unanimously.

Mike McDougal reported that Mike Winther has a Piper Cherokee in the public hangar which has not flown in ten (10) years; Winther lives in St. Petersburg, Florida, and does not want to fly the aircraft. Oliver Schrupf requested that Winther's lease agreement be provided to Schrupf for review to determine if any action can be taken. Bill Hankins moved that we require all aircraft to sign a new lease annually to make certain that all leases are up to date. There was no second and no vote on this motion.

Mike McDougal advised that he wants to rent a forklift or a man lift to replace light bulbs in the hangars. Board consensus was that the manager has authority to rent appropriate equipment for regular maintenance without Board action.

Mayor Chris Duncan volunteered to see if the City Fire Department could bring a ladder truck out and use it to change bulbs and to repair the flag pole and have some other elevation work done, such as, removing some boards. Mike McDougal will check with Carlyss Fire Department to see if they can supply a ladder truck. Mayor Duncan suggested that we allow the City Fire Chief to coordinate with Carlyss and McDougal. This could be a joint effort to practice in case there is ever a joint effort required for Fire Department work at the airport.

Mike McDougal advised the Board that he feels that we need another mower. Tim Dougherty volunteered to check with Les Farnum, Police Juror, regarding surplus property from Calcasieu Parish Police Jury. McDougal reported that two weed eaters had been sent to be repaired and were determined to be not worth repairing. Mayor Chris Duncan recommended that Paul at the City of Sulphur be called for any future repairs due to the joint service agreement in existence between the City of Sulphur and West Calcasieu Airport.

Dalton Langford mentioned that District 5, Ward 4 Gravity Drainage has been spraying chemicals in the ditches. Tim Dougherty recommended that we call the Police Juror, Les Farnum, and request the Police Jury assist with cutting or chemical spraying.

McDougal advised that he had switched the dumpster saving a large sum on the amount which we had been paying for a dumpster.

McDougal also advised he is working on a Power Point for marketing purposes.

George Simon reported that he and Mike McDougal are working on being a full service fixed based operation to attract corporate pilots. He said 29 corporate jets land at Lake Charles a month and that many of those then drive over the bridge to come to the industries in West Calcasieu.

Mike McDougal reported that the security and surveillance cameras are no longer functioning and he has received a quote from Security Depot for \$299.00 a month for 60 months with a \$1.00 purchase of the equipment thereafter. Darla Perry advised that the security system at the West Calcasieu Port Harbor and Terminal District cost \$25,000. Darla suggested that we investigate whether there may be a Homeland Security Grant available for this purpose. On motion of Bill Hankins, duly seconded and passed, the manager was authorized to obtain 3 bids for a security system and report back to the Board. Darla Perry advised that she will look into obtaining a Homeland Security Grant for security cameras.

McDougal reported that the employee, Brian Kitfield, is graduating from college in May and plans to resign. He has been working 14 hour weekends. McDougal is interviewing replacements and plans to change the hours for working. In fact he would like to have 4 part-time linemen rather than 1 lineman working 14 hours. Bill Hankins requested McDougal make a report to the Board next month as to what he would like to do and what it will cost.

McDougal also reported that at the end of May or beginning of June he will be taking a few days off to go back home for the wedding of a friend.

Chuck Stutes advised that the fuel farm rehab is underway, shop drawings are being reviewed, and the fuel farm will be out of service for 20 days. He suggested the airport may need a portable fuel system while the fuel farm is inoperable.

Chuck Stutes also reported that airfield lighting plans are in progress to be submitted to DOTD by the end of March.

McDougal reported that there is a problem with an animal rooting out a hole underneath the runway on the Westside of the runway about 1000 feet from the South end of the runway. He said this may need repair. Chuck Stutes will check into what will be required to make this repair.

Chris Duncan advised that the industry expansion which is currently in progress will require special confidentiality on the part of airport personnel. He said many of the industries will be flying into the area and do not want attention called to their presence, do not want the press or news to be alerted and do not want to have people asking too many questions. Just ask what we can do to help them.

Mayor Duncan requested that the West Calcasieu Airport Managing Board propose a resolution at its next month's meeting to request that the State of Louisiana five lane Highway 27 from I-10 to the Airport.

Tim Dougherty update: Managers recommendations are that we need to move as fast as possible to be a full service airport, including obtaining ice machines. Chris Duncan suggested Mike McDougal put together his wish list and be ready to request civic organizations make donations of such things as ice machines.

Tim Dougherty also introduced Nick Moore of Moore Land Management. Nick Moore advised that his company does a lot of airport work and has a lot of State Mowing Grants. He said there are grants available for reimbursement of 50% of fuel costs for mowing. His organization can mow an entire airport in one day as long as the weather cooperates. He estimated that on a strict cost basis we should use \$19.50 to \$21.00 per acre as a minimum cost to mow the airport. Nick Moore said he would assist the airport in putting together a "Scope of Work" language for a request for proposal.

George Simon introduced Rick Nelson, a former Air Traffic Controller for the FAA, and currently working on certification as an Aircraft and Power Plant Mechanic, who is purchasing a ½ interest in George's business. George advised he is 76 years old and is very impressed with Mike McDougal and asked the Board to assist him in carrying out his plans for the airport as he has good vision.

The previous grazing lease of Larry King was brought up. Mr. King had been paying \$10 per acre for grazing/hay lease. However, the lease expired and no action was taken to renew it. Oliver Schrupf advised that since it is a lease of property at the airport it will have to be advertised. Tim Dougherty appointed a committee of Mike McDougal, Chuck Stutes, Oliver Schrupf and Dalton Langford to work on a grass maintenance plan to report back to the Board.

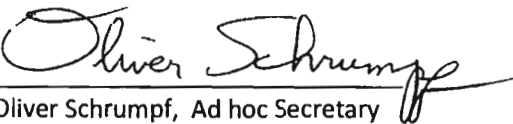
On motion of Bill Hankins, duly seconded, and unanimously approved, the Board went into executive session to discuss raises for line staff.

Mike McDougal recommended raises to Thomas Sonnier and Ronnie Denson. Discussion was had in executive session then on motion of Bill Hankins to return to open session, duly seconded and approved, the Board went back into open session. On motion of Bill Hankins, duly seconded and after vote approved, the Board advised the manager that he has authority to allocate raises to line staff up to \$3,200 gross wages annually.

On motion of Bill Hankins, duly seconded, and approved, the Board commends the manager, Mike McDougal, and linemen, Thomas Sonnier and Ronnie Denson and Brian Kitfield for the work they have been doing at the airport since McDougal came on board.

On motion of Bill Hankins, duly seconded, and approved, the meeting was adjourned.

Date: March 6, 2013


Oliver Schrupf, Ad hoc Secretary