

West Calcasieu Airport Managing Board Meeting Minutes

January 2, 2018

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 January 2, 2018, at the offices of Southland Executive Airport, Conference Room, 7000 Southland Field Road, Sulphur, Louisiana.

II. Invocation

Wilmer Dugas led the invocation.

III. Pledge of Allegiance

Pledge led by Don Chamblee and recited by all board members and guests.

IV. Roll call

The following persons were present:

- ✓ Dalton Langford
- ✓ Don Chamblee
- ✓ Wilmer Dugas
- ✓ Dana Keel

(Board Members Joe Palermo and R. K. Levens were absent from the meeting.)

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

V. Approval of minutes of the December 5, 2017 regular monthly meeting

Chairman Dalton Langford entertained a motion to approve the minutes of the December 5, 2017 regular monthly meeting. Wilmer Dugas made a motion to approve the minutes of the December 5, 2017 regular monthly meeting, 2nd by Don Chamblee. No opposition. Motion carried.

VI. Approval of minutes of the December 21, 2017 special meeting (as corrected)

Chairman Dalton Langford entertained a motion to approve the minutes of the December 21, 2017 special monthly meeting (as corrected). Wilmer Dugas made a motion to approve the minutes of the December 21, 2017 special monthly meeting (as corrected), 2nd by Don Chamblee. No opposition. Motion carried.

VII. Additions/Deletions to Agenda

Director Tim Lafleur explained the issue regarding the policy on the dormant aircraft was addressed at the November 2017 meeting and was supposed to be voted on at the December 2017 meeting, but there were corrections that needed to be made. Tim stated that the policy is included in this month's packet and needs to be added to the agenda for a vote. Don Chamblee asked Tim if everything he needed was included in the policy. Tim answered yes. Don Chamblee made a motion to add to the agenda to discuss and take action on the new policy regarding dormant aircraft. No opposition. Motion carried.

VII(a). Discuss and take action on the new policy regarding dormant aircraft

Director Tim Lafleur explained that the changes made to the policy included removing the fuel requirement, and the wording was changed in 2 places: "any aircraft that is parked on the airport ramp, not in a hangar, not paying monthly hangar space rent, or which has not been flown for 30 days or more" and the part taken out where it spoke about the manager could determine if they met the requirements. Chairman Langford entertained a motion to approve the changes made on the new policy regarding dormant aircraft. Wilmer Dugas made a motion to approve the changes made on the new policy regarding dormant aircraft, 2nd by Don Chamblee. No opposition. Motion carried.

VIII. Finance Report

Darla Perry presented the financial report. On the Budget vs. Actual YTD, Darla reported the amount budgeted was \$52,848; and the actual is \$139,349.06 better than budget. Darla explained the head count for First Flight was not budgeted because it is a variable number that is not put into the budget that is given to the Legislative Auditor at the beginning of the fiscal year. Darla told the Board she sent First Flight a follow-up statement the first of December asking when payment of \$180,000 for the head count could be expected, and they have asked if they can pay it over a 3-month period with payments of approximately \$62,000 per month. Darla told the Board that carries their head count current through September (2017), and the October through December has not been billed because they do not have the head count audit numbers yet that Rhett sends. Darla told the Board she recommends accepting the 3-month pay-out from First Flight.

Darla explained to the Board that if they see a positive number under the Expense column that means the Airport spent more than budgeted. Darla told the Board the credit card

fees listed are people paying the Airport, which means there were more fuel sales than budgeted.

Darla reminded the Board that it was announced at the special meeting that she received payment from FEMA. Darla said FEMA approved the accounting fees of \$4,295; and she would like the Board to approve payment of those fees. Darla stated she believed the accounting fees for work on the FEMA issues were discussed in the September 2016 meeting. There was a brief discussion regarding the FEMA checks and what the payments of the 2 checks covered.

Don Chamblee asked how the head count payments are made from First Flight. There was a brief discussion explaining how and when the head count payments are made.

Wilmer Dugas made a motion to approve the payment to Perry & Company for the reimbursement of the accounting fees in the amount of \$4,295 for work done on the FEMA issues, 2nd by Don Chamblee. No opposition. Motion carried.

The Board further discussed First Flight's rent payments and how and when to accept the head count payments that are due. Darla reported the current head count is 607. Darla further explained to the Board that the monthly rent from First Flight is an auto pay, and the head count payments are set up to be paid quarterly. Wilmer Dugas made a motion to accept First Flight's request to pay the quarterly payments for July through September 2017 over a 3-month period with payments of approximately \$62,000 per month, providing they make their payments each month beginning January 2018, 2nd by Don Chamblee. No opposition. Motion carried.

Jackson Schrupf asked why the insurance payment had gone up so much on the financials. Darla explained it was a down payment on the annual, and the difference is \$343. Mr. Schrupf apologized because he was looking on the wrong line. Darla reassured the Board that the insurance amount is very close to budget.

IX. Director's Report

Director Tim Lafleur reported that he has 2 field trips scheduled this month, on the 12th and the 19th. Tim said that KPLC is supposed to come out for one of the field trips. Don Chamblee asked for an update on the parking lot ramp and taxiways. Tim explained that all paperwork has been submitted back to Chris, and there should be a preconstruction meeting scheduled for this month. Chuck Stutes told the Board they sent out all of the documents required to award a contract, and the contractor has signed everything and sent it back. So it is just a matter of filing it at the courthouse and having a preconstruction meeting. Chuck said the preconstruction meeting will take place in January, but it will be up to the contractor when he plans on starting construction.

Don Chamblee asked if the Airport ever received its money from FAA on the electrical contract. Chuck answered that the Airport has not received payment for either the lighting or the pavement rejuvenation from FAA. Darla reassured the Board that Sunbelt and Kaough & Jones have been paid by the Airport. Tim told the Board that Kaough & Jones has been doing quite well with maintenance on the lights because there have been several problems with the lighting. Tim said that Flashtech (the manufacturer) has stated

that they will work with Kaough & Jones even past the warranty on the lighting issues the Airport is having.

X. Engineer's Report

Chuck Stutes reported that the apron and parallel taxiway rejuvenation project is under contract and should be moving forward soon. Chuck said they have been working on the fuel farm, phase 2, project; and the electrical and mechanical engineers are in the drafting phase. So there should be plans within a few weeks. Chuck explained that the fuel farm project is being fully funded by the State.

Darla Perry asked Director Tim Lafleur if they needed to check back with Danielle or Dawson on the Federal moneys. There was a brief discussion regarding the reimbursement of the Federal moneys. Darla asked Tim to touch base with Danielle by email; and if that doesn't work, she will call John Dawson this week. Chairman Langford stated that they need to be reminded that the Airport has finished 2 projects that they have not been reimbursed on, and now they are about to begin a new project. Chuck told Tim to also inform them that the Airport cannot take care of all of these projects financially on their own.

XI. Old Business

There was no old business addressed at this time.

XII. New Business

There was no new business addressed at this time.

XIII. Public Comments

Mayor Chris Duncan told the Board that he has been reading the minutes, and everything seems to be going well.

XIV. Chairman's Update

There was no Chairman's Update at this time.

XV. Adjourn

Chairman Langford entertained a motion to adjourn. Wilmer Dugas made a motion to adjourn the meeting. No opposition. Motion carried. Meeting adjourned at approximately 4:50 p.m.

Nathan Taylor
Chairman

Dan Kuhl 2/6/18
Acting Secretary