

West Calcasieu Airport Managing Board Meeting Minutes

January 7, 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 January 7, 2020, 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 Jackson Schrupf and recited by all board members and guests.

IV. Roll call

The following persons were present:

- ✓ Chairman Dalton Langford
 - ✓ R. K. Levens
 - ✓ Wilmer Dugas
 - ✓ Don Chamblee
 - ✓ Joe Palermo
- (Dana Keel was absent.)

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

V. Approval of minutes of the December 3, 2019 regular monthly meeting

Chairman Langford entertained a motion to approve the minutes of the December 3, 2019 regular monthly meeting. Wilmer Dugas made a motion to approve the minutes of the December 3, 2019 regular monthly meeting, 2nd by Don Chamblee. No opposition. Motion carried.

VI. Audit Report from Steve Derouen

Chairman Langford invited Mr. Steve Derouen to present his audit report to the Board. Mr. Derouen gave his findings on the Audit Report for fiscal year June 30, 2019. Mr. Derouen stated the report was reviewed by Darla Perry and then submitted to the State by December 31, 2019. Mr. Derouen briefly reviewed the report with the Board and stated as the financial statements were presented in the packet, there were no modifications.

Mr. Derouen reported the total assets for 2019 totaled \$7,203,190 compared to \$6,372,945 the previous year. The total liabilities for 2019 totaled \$221,401 with a net position of \$6,981,789. Mr. Derouen briefly reviewed the Profit & Loss statement and the Cash Flows statement with the Board. Mr. Derouen briefly went over the "Independent Accountant's Report On Applying Agreed-Upon Procedures" with the Board. Mr. Derouen explained that the only finding was that the Board does not have a written Disaster Recovery/Business Continuity policy. Darla Perry further explained that this pertains to software that keeps records and gets backed up. Darla told the Board they do have procedures for this in place, but they are not written. Darla assured them that there would be written procedures before June 2020. Mr. Derouen further explained the reasons for the Agreed-Upon Procedures and stated he feels it has been a positive thing.

Mr. Derouen said the audit was submitted and will be reviewed by the State. If there are any issues, Mr. Derouen will be notified; but he doesn't expect any problems. Wilmer Dugas made a motion to accept the Audit Report for fiscal year June 30, 2019 by Steve Derouen as presented, 2nd by Don Chamblee. No opposition. Motion carried._

VII. Financial Report

Darla presented the Financial Report for July through November 2019. Darla explained there were a few items showing over budget, but they will be getting some insurance proceeds due to a plane that was damaged. Darla reported the Airport is \$24,710.46 better than budget for July through November.

Bottom line for the month of November 2019 was \$4,197.25 better than budget. Darla said she is awaiting the First Flight payment on the lease that should come in today or tomorrow. Darla said she will let the Board know if she does not receive it.

Wilmer Dugas made a motion to accept the Financial Report as presented, 2nd by Don Chamblee. No opposition. Motion carried._

VIII. Additions/Deletions to Agenda

There were no additions or deletions to the agenda.

IX. Director's Report

Director Tim Lafleur reported there was a runway LED light damaged by an aircraft. Tim explained that as soon as the aircraft hit the light, they went airborne. So, the Airport has no way of identifying the aircraft.

Wilmer Dugas 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 there are 2 projects under construction. All of the foundation work has been completed for the T-hangar project. The metal building is supposed to be delivered mid-January.

Chuck told the Board the taxiway B and T-hangar apron rehabilitation project is being closely coordinated with the T-hangar project. The taxiway B and T-hangar apron rehabilitation project is under contract; but the notice-to-proceed will not be issued until January or February, depending on the contractor's schedule.

Chairman Langford entertained a motion to accept the Engineer's Report as presented. Don Chamblee made a motion to accept the Engineer's Report as presented, 2nd by Joe Palermo. No opposition. Motion carried.

XI. Old Business

There was no old business to come before the Board.

XII. New Business

Darla Perry announced the oil spill excise tax has been re-implemented January 1, 2020 and will be added to your bill if you buy fuel at an airport.

Wilmer Dugas announced to the Board that the West Calcasieu Port Board accepted the resignation of Dana Keel and appointed Michelle (Missy) Amidon to the Southland Field Airport Board as West Calcasieu Port's representative on the Southland Field Airport Board. Chairman Langford stated since the port board approved the appointment at their meeting today, the Airport should have a new member present at the next board meeting.

XIII. Public Comments

Attorney Jackson Schrupf told the Board that if someone had told him 31 years ago when the Airport was started that the Airport would be sitting on the assets they have today, he wouldn't have believed it. Mr. Schrupf thanked the Board and told them they have done a wonderful job.

XIV. Chairman's Update

There was no Chairman's Update given at this time.

XV. Adjourn

- a.
 - i.
 - 1.

Chairman Langford entertained a motion to adjourn. Joe Palermo made a motion to adjourn the meeting. Meeting adjourned at approximately 4:55 p.m.



Chairman



Acting Secretary