

Minutes of the Regular Monthly Meeting of the  
West Calcasieu Airport Managing Board for Tuesday, November 5, 2013

The regular monthly meeting of the West Calcasieu Airport Managing Board was called to order at 5:00 p.m. on November 5, 2013, at the Conference Room of Southland Executive Airport, 7000 Southland Field Road, Sulphur, Louisiana 70663.

Present: Bill Hankins, Dalton Langford, Joe Palermo, Jr., Tim Dougherty, Scott Foreman, and R. K. Levens.

Quorum was present.

Also present in the audience were Mayor Chris Duncan, Michael McDougal, Airport Director, Chuck Stutes, Airport Engineer, Rick Nelson and George Simon, Airport tenants, and Oliver Schrupf, Attorney/Secretary.

Not present: Darla Perry, CPA

Tim Dougherty opened with a prayer. Bill Hankins lead the Pledge of Allegiance.

On motion of Tim Dougherty, the minutes for the October 1, 2013, regular meeting were approved as read (duly seconded and passed). On motion of Dalton Langford to approve the minutes for the special meeting of October 22, 2013, duly seconded and passed, these minutes were also approved as written and distributed to members by email.

On motion of R.K. Levens, duly seconded and passed, an addition was made to the agenda to discuss brochures provided by Dana Keel of Citgo.

The finance report was not available as Darla Perry was not present.

Michael McDougal gave a Director's Report. The Director's Report was provided in writing by email to board members. Highlights include: he had obtained a bid of \$1,750 to repair a hangar door whereas a prior bid was \$45,000 to completely replace the door. Also the Omega spotting aircraft season ended Friday, November 1, 2013, and will not resume until April 21, 2014.

The T-hangars occupancy is currently 100% and there are two on the waiting list and all of the aircraft in the hangars are flyable.

Engineers Report:

Chuck Stutes reported that the FAA Capital Improvement Plan was approved by the board in a special meeting October 22, 2013, and has been turned in. He reported that he has also prepared a capital outlay plan including two requests to be sent to the State of Louisiana. The first requests was for \$600,000 of which \$150,000 would be required to be local funds, for T-hangar and fuel farm rehabilitation. The second was \$1.8 Million project of which \$450,000 would have to be local money, for an entrance road from Hwy 27 into the airport facility.

Chuck Stutes advised that no board action is required at this time and only if the State approves any of the requests would the board need to act on acceptance of the proposal.

Dalton Langford reported that he had shown the industrial development property east of the airport to a representative from Francis Drilling Fluids with the possibility of using it for parking of their trucks. The Chairman suggested that we place on the agenda for next month's meeting to evaluate the need for additional T-hangars.

R.K. Levens moved that we accept the brochure provided by Dana Keel and Citgo Corporation with minor changes including that the phone number be changed to 337-583-9144, and that the email and website address be added to the brochure and that certain language changes be made including that the word "Complex" in the middle section of the brochure be changed to Landscape and that the second time on that section "Thanks to" is used should be changed "due to". Michael McDougal suggested that we also mention that there are restaurant and hotel discounts available.

R. K. Levens motion was duly seconded and approved unanimously.

R.K. Levens moved that the board send a formal Thank You to Dana Keel and Citgo Petroleum for their support and efforts preparing the brochure. This was duly seconded and passed.

Chuck Stutes reported that it is now necessary for the airport to advertise and coordinate with the DOTD for an engineering consultant for the five year Capital Improvement Plan. An advertisement needs to be placed for statement of qualifications.

Bill Hankins appointed the same committee that served for the consultant selection for the lighting rehabilitation project to do the consultant selection for the five year Capital Improvement Plan, namely Bill Hankins, Oliver Schrupf, Michael McDougal, and Megan McClelland. Dalton Langford would serve as an alternate in the event one of the other members cannot serve.

Michael McDougal, Airport Manager/Director, reported that Tina Wilson is the new program manager for Louisiana Dept. of Transportation and Development for West Calcasieu Airport. Bill Hankins requested Michael McDougal prepare a letter to congratulate her and invite her to attend our future meetings.

Michael McDougal requested that the board look into purchasing an additional sign similar to the one at the entrance to the airport off Hwy 108 to be located where pilots can see it as they taxi up to the ramp.

Public comments: Rick Nelson spoke to the board and suggested that sometime in December near the 20<sup>th</sup> day of December, 2013, that a tenant/customer appreciation day be held. He said that he and George Simon would provide some refreshments and that pilots could be invited to fly in and tenants could register to win 20 gallons of fuel. The board authorized that Director/Manager to work with these tenants to put on this tenant/customer appreciation day and on motion of R.K. Levens duly seconded and passed the board authorized the expenditure of up to \$150 to prepare for this event.

Chris McDonald then spoke to the board regarding complaints of treatment of All American Helicopters, a major tenant of the airport. He advised that he is speaking on behalf of John Hedrick, a pilot. They had complaints about the dolly on which their helicopters are parked so that they can be

moved on the ground being moved while the helicopters were away and being moved without permission and being deposited too far away from their hangar. He complained that it has taken 7 months of complaints for spiders in their hangar to be adequately treated and that no action was taken until a spider bit someone. He complained that it took 6 months to get the lights repaired and there are still problems with the lights tuning off from the breaker panel whenever the door opens. He also complained that there was 3 times when they were unable to get fuel at Southland, two were because of mechanical problems with the fuel truck and once was because no one was present. And they complained that they want to park their helicopters on the first row away from the hangars and opposite the space between the two hangars. Bill Hankins requested that Mr. McDonald write his complaints and send them to the airport manager so that we could measure how quickly the response to these complaints is met and propose that he return at the next regular meeting to advise on the response.

George Simon stated that if there is a designated helipad then it must be lighted and meet other FAA and DOTD regulations and that there are other regulations not being adequately followed such as the logging and placarding of filter changes on the fuel tanks and trucks.

Chris Duncan advised that the Army National Guard would be present for an unveiling of Veteran's Blvd. located at the intersections of Ruth and Cypress Street at 2:00 p.m. on November 7, 2013.

On motion of Joseph R. Palermo, Jr., duly seconded and approved the board entered into executive session to discuss matters involving airport tenants who have not paid rent, and incidents that have occurred in attempting to collect the rent, to discuss the fuel farm incident in which the fuel tank over flowed, and to discuss the complaints of tenants which is All American Helicopters and George Simon.

During the executive session the board requested Chris Duncan address the board regarding potential liability problems, also requested the airport director, Michael McDougal respond to questions from the board, and requested John Hedrick make detailed responses to questions from the board.

On motion of R. K. Levens, duly seconded and passed unanimously, the board re-entered to regular session at 7:38 p.m. A break was taken by the board until 8:20 p.m. during which time Bill Hankins met privately with Michael McDougal.

Michael McDougal then re-entered the open meeting and the meeting resumed work at 8:20 p.m. Michael McDougal addressed the board and indicated that he would tender his resignation as Director/Manager of Southland Executive Airport, but was willing to continue as a consultant by telephone until the end of the year, December 31, 2013.

On motion of Joseph R. Palermo, Jr., duly seconded and approved unanimously, the board accepted Michael McDougal's resignation, authorized him to take one and a half (1 1/2) days to remove his personal effects and turn in his keys, passwords, and login information for any airport accounts, and that Michael McDougal would be authorized to continue receiving pay through December 31, 2013, provided he continued to act as a consultant by telephone to answer questions or cooperate in continued operation of the airport in good faith and any additional requests by Michael McDougal are to be submitted in writing to the board for consideration.

On motion of Dalton Langford, duly seconded and passed, the meeting adjourned at 8:48 p.m.

Date: November 5, 2013

  
Oliver Schrupf, Ad hoc Secretary