

West Calcasieu Airport Managing Board Meeting Minutes

December 5, 2017

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 December 5, 2017, in the Conference Room of Southland Field Airport, 7000 Southland Field Road, Sulphur, Louisiana.

II. Invocation

Wilmer Dugas led the invocation.

III. Pledge of Allegiance

Pledge led by R. K. Levens and recited by all board members and guests.

IV. Roll call

The following persons were present:

- ✓ Chairman Dalton Langford
- ✓ Don Chamblee
- ✓ Wilmer Dugas
- ✓ Dana Keel
- ✓ R. K. Levens

Board Member Joe Palermo was absent.

(Others also present at the meeting were: Tim LaFleur, Jackson Schrumf, Darla Perry, Chuck Stutes, Rhett Phillips and Sheila Burton.)

V. Approval of minutes of the November 7, 2017 regular monthly meeting

Chairman Langford entertained a motion to approve the minutes of the November 7, 2017 regular monthly meeting. Wilmer Dugas made a motion to approve the minutes of the November 7, 2017 regular monthly meeting, 2nd by Don Chamblee. No opposition. Motion carried.

VI. Additions/Deletions to Agenda

Chuck Stutes asked to add to the agenda to discuss and take action on the fuel farm rehabilitation budget.

Attorney Jackson Schrumpf asked to add to the agenda to discuss a policy on dormant aircraft.

Chairman Dalton Langford recognized Chuck Stutes to discuss the fuel farm rehabilitation budget. Chuck explained how at the last meeting they didn't go into detail regarding the budget on the project, so that is why it needs to be added to the agenda. Chuck stated that this is a State-funded project, and there is no FAA money. The total budget is \$225,000 with \$205,000 is State money and \$20,000 would be the Airport's portion. Chuck said the Board needs to approve the official budget as \$225,000 total budget with a local match by the Airport of \$20,000. Wilmer Dugas made a motion to approve the fuel farm rehabilitation budget of \$225,000 with \$205,000 being State money and \$20,000 being the Airport's portion, 2nd by Don Chamblee. No opposition. Motion carried.

Chairman Langford recognized Attorney Jackson Schrumpf to discuss a policy on dormant aircraft. Mr. Schrumpf reminded the Board that he sent everyone a copy of the draft proposal for discussion. Director Tim Lafleur stated that everyone received copies and he received one back from Dana Keel and Don Chamblee sent his back with notes on his. Mr. Schrumpf asked if anyone had any changes they wanted to make to the proposal. Wilmer Dugas asked about the fees. Mr. Schrumpf stated the fees in the proposal are: first 30 days, single-engine, 50; multi, \$75; jet, \$100. Second 30 days are \$75, \$100 and \$150. The third 30 days and every 30-day period after that will be \$100, \$150 and \$175. There was a brief discussion regarding the wording of the draft proposal. Mr. Schrumpf said he will re-work the wording of the proposal and get back with the Board with a new draft.

VII. Tenant Lease Discussion

Mr. Schrumpf stated that he has had another discussion with Hayes Alexander about his proposed form of donation and amendment to the lease, and he has agreed to put language in the lease stating that they will continue to maintain the property improvements during the term of the lease. Mr. Schrumpf said they will be leasing back the improvements they will be donating to the Airport, but they will still be responsible for maintaining them. Mr. Schrumpf said he spoke to them about adding the piping because presently it just talks about the sewer plant, but the piping will be donated as well. There was a brief discussion regarding items needing to be covered in the lease. Darla Perry reminded everyone that the Airport is tax exempt. There was continued discussion regarding the lease. Chairman Langford announced that there will be a special meeting to vote on the proposal once the language has been fixed.

VIII. Finance Report

Darla Perry reminded the Board that they were given copies of the financials for the July through October budget. Darla reported the Airport is \$137,000 better than projected on budget because the head count was included in the budget. Darla said the Airport is following very close to budget on the expenses. Darla briefly reviewed the finance reports with the Board. Darla said she will need to have a board member sign off on the monthly bank reconciliations due to the new legislative auditor's State Agreed-Upon Procedures guidelines. Darla said the SAUP was completed today, and it is much more intensive than the regular audit. Darla said they want the Airport to have a written policy and procedures manual for everything that goes on at the airport. Darla said she responded that the Airport would comply with their recommendations. Darla further explained the SAUP guidelines and what they expect from the Airport.

Darla announced that she had an additional invoice she would like to present to the Board for approval for \$675 of additional time that is not bookkeeping time for the SAUP engagement. Wilmer Dugas made a motion to accept the invoice for \$675 of additional time that is not bookkeeping time for the SAUP engagement, 2nd by Dana Keel. No opposition. Motion carried. Wilmer Dugas volunteered to sign off on the monthly bank reconciliations.

Darla said she will also need a resolution to accept the legislative auditor's SAUP report. Wilmer Dugas made a motion to accept the legislative auditor's SAUP report as presented, 2nd by R. K. Levens. No opposition. Motion carried.

IX. Director's Report

Director Tim Lafleur reported that he has all of the paperwork signed for the rehabilitation. Chairman Langford asked Mr. Lafleur if he had to fire an employee, and Mr. Lafleur answered yes. Mr. Lafleur explained he had to let Jonathan Ellender go due to not showing up for work and other issues. Mr. Lafleur stated he has hired a new employee that is in training right now.

X. Engineer's Report

Chuck Stutes announced that Director Tim Lafleur has the grant from FAA on the current apron taxiway rehab project. Chuck said they have processed the construction contracts and sent them to the contractor. Chuck explained that once the contractor executes the documents and sends them back, they will have a pre-construction meeting; and the project will start.

Chuck reported the construction work is basically completed on the T-hangar project; but they are waiting for the clear lien certificate, which takes 45 days after it is filed with the Clerk of Courts office. Chuck explained that once they get the clear lien certificate, the contractor will give them the final pay estimate; and the retainage can be released if all of the punch list items are taken care of.

Chuck reported that all of the documents for the Kaough & Jones lighting project and the Sunbelt runway pavement rehab are still sitting at FAA waiting to be reviewed and approved. Chuck said it is his understanding that Sunbelt has been paid to date; but Kaough & Jones is still owed their retainage, which is approximately \$50,000. Darla Perry told Chuck that Kaough & Jones has been paid. Chuck said the paperwork has been at FAA since March. Chuck told the Board that the Airport Layout Plan that was finished almost 2 years ago was also sent to FAA, and it has been sitting there for almost 2 years. Chuck stated they did receive news from FAA that they were reassigning just the ALP review to another project manager. Chuck told the Board that Meyer & Associates was still owed money; but they used a sub, so the sub is actually out their money. There was a brief discussion about the issues with FAA.

Chuck reported that their electrical/mechanical engineers are wrapping the design up on the fuel farm project. Chuck stated that he will send the drawings on to Tim as soon as they are completed. Chuck said they will probably have one more meeting with Tim to make sure everything is okay and there are no issues before they are finalized and make a request to advertise for bids.

Don Chamblee asked if there was anything the Board could do to help the situation with the FAA. Chuck suggested having the DOTD project manager contact the FAA. Chuck stated that DOTD has been very timely and very helpful. There was a brief discussion about the frustrations with FAA and the contractors not being able to get paid.

Director Tim Lafleur told the Board that all of the improvements being made at the Airport, the State is taking notice that the Airport is spending its own money to do things that other airports are unable to do. Mr. Lafleur said it helps the airport when they are doing grants because the State is seeing the money is going to be used properly. Mr. Lafleur stated that that is why it was important to have in the CIP that there is a \$20,000 match by the Airport on the new set of T hangars that the State is willing to fund. Mr. Lafleur said it was clear in the CIP, but they just didn't elaborate on it at the last meeting. Chairman Dalton said they were sent a letter to that effect. Chairman Dalton explained that the State is going to pay 80% of the new T hangar.

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

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

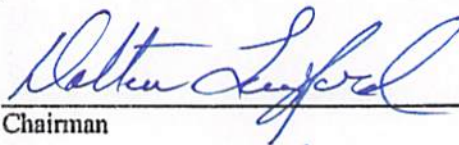
There were no public comments at this time.

XIV. Chairman's Update

There was no update given at this time.

XV. Adjourn

Chairman Langford entertained a motion to adjourn. R. K. Levens made a motion to adjourn the meeting, 2nd by Wilmer Dugas. No opposition. Motion carried. Meeting adjourned at approximately 5:10 p.m.



Chairman



Acting Secretary