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West Calcasieu Airport Managing Board

August 7, 2012

The August meeting of the West Calcasieu Airport Managing Board was called to order by Mr. Tim Dougherty with the following members present: Mr. Dalton Langford, Mr. Matt Vincent, Mr. Bill Hankins, and Mr. Hardy. Also attending the meeting were Mrs. Darla Perry, Mr. Don Chamblee, Mr. Jerry Ware and Mr. Chuck Stutes

The invocation was offered by Mr. Dougherty followed by the pledge of Allegiance led by Mr. Hankins.

Mr. Vincent proposed accepting the minutes for the July meeting as written, seconded by Mr. Langford. The motion passed.

Mr. Dougherty asked if there were any additions or deletions to the agenda. Mr. Dougherty advised the board that Mrs. Perry had asked that monthly accounting fees be added to the agenda, Mrs. Perry also requested a resolution to authorize signature cards for the bank. Mr. Dougherty also asked for an executive session to discuss employees. Mr. Vincent proposed amending the agenda to reflect the above, seconded by Mr. Hankins. The motion passed.

Mrs. Perry gave the finance report. Mrs. Perry advised the board that the statement that she had given the members reflected the complete year. The airport did better than budget for the year. This was due to increased fuel sales. Maintenance costs were higher than budgeted. Mrs. Perry explained that the airport was in good financial shape. Mrs. Perry advised the board that she had received a proposal from McMullin and Mancuso for the annual audit. Mr. Langford moved that the board contract McMullin and Mancuso to conduct the annual audit. The motion was seconded by Mr. Vincent. The motion passed. Mrs. Perry advised the board that the bookkeeping fees for the airport had not been increased since 2007. Mrs. Perry asked that the fee be increased to \$1,200.00 per month. Mr. Vincent proposed increasing the fee to the requested amount, seconded by Mr. Hankins. The motion passed.

Mr. Larsh gave the Managers Report. Mr. Larsh advised the board that avgas sales were lower during the month of July. Mr. Larsh attributed the lower avgas sales to the reduction in Omega as well as weather. Mr. Larsh advised the board that Jet-A sales were substantially higher. Mr. Larsh informed the board that we had received \$5,000.00 from the city. The city is proposing an amended Joint Services Agreement where the city will assume the responsibility for maintenance for the airport equipment. Mr. Larsh advised that the air conditioner for the lobby has numerous Freon leaks and is not repairable. Mr. Larsh had received an estimate of \$5,975.00 from Mangrum AC for repair of the system. Mr. Larsh asked the board for the names of some other companies to get quotes from for repair. Mr. Vincent recommended researching solar screens to reduce the afternoon heating. Mr. Langford asked Mr. Larsh to email board members with the bids before a decision is made.

Mr. Stutes gave the Engineer report. Mr. Stutes advised the board that the fence project had been completed and that the final inspection had been scheduled. Mr. Stutes advised the board that he had contacted other companies concerning the fuel farm. Mr. Stutes explained the bid law requirements that limited the number of companies that would be interested in bidding on projects. Mr. Vincent asked how the project would be rebid. Mr. Stutes explained that the scope of the project would be reduced to one side of the fuel farm. Mr. Chamblee asked about the gaps in the fence. Mr. Larsh explained that the gaps in the fence were where the fence crossed the ditches. Mr. Vincent recommended that Mr. Larsh look into the possibility of "fence fingers" being used in the ditches. Mr. Langford questioned the feasibility of shooting the coyotes.

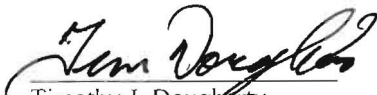
Mr. Jerry Ware addressed the board. Mr. Ware asked Mr. Larsh what the lineman's job description was. Mr. Ware questioned the job performance of the weekend lineman. Mr. Dougherty explained that job descriptions was a subject that he was concerned with. Mr. Dougherty visited with Mr. Allen at Lake Charles regional. He is preparing a set of job description used by his airport. Mr. Vincent discussed his feelings about the airport and land management. There was discussion concerning airport maintenance. Mr. Hankins discussed some type of action plan for grass mowing.

Mr. Vincent moved entering executive session, seconded by Mr. Langford. The motion passed. The board convened in executive session.

The board reconvened in regular session.

Mr. Dougherty appointed Mr. Langford, Mr. Vincent and Mr. Hankins to a committee to handle landscape management. Mr. Larsh was instructed to report to the committee on a regular basis concerning grass cutting on the field.

Mr. Dougherty advised the board that he had no further new business. Mr. Vincent proposed adjourning the meeting, seconded by Mr. Langford. The motion passed. The meeting was adjourned.



Timothy J. Dougherty
Chairman

8/8/12

Date



Sam H. Larsh
Recording Secretary