

West Calcasieu Airport Managing Board Meeting Minutes

September 1, 2015

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 September 1, 2015, at the offices of Southland Executive Airport, Conference Room, 7000 Southland Field Road, Sulphur, Louisiana.

II. Invocation

R. K. Levens led the invocation.

III. Pledge of Allegiance

Pledge led by Joe Palermo and recited by all board members and guests.

IV. Roll call

The following persons were present:

- ✓ Dalton Langford
- ✓ Don Chamblee
- ✓ Tim Dougherty
- ✓ R. K. Levens
- ✓ Joe Palermo

(Dana Keel was not present at the meeting.)

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

V. Approval of minutes of the August 4, 2015 regular monthly meeting and the August 25, 2015 special meeting

Chairman Dalton Langford entertained a motion to approve the minutes of the August 4, 2015 regular monthly meeting and the August 25, 2015 special meeting. R. K. Levens made a motion to approve the minutes of the August 4, 2015 regular monthly meeting

and the August 25, 2015 special meeting, 2nd by Tim Dougherty. No opposition. Motion carried.

VI. Additions/Deletions to Agenda

Mr. Jackson Schrupf requested adding to the agenda to discuss the First Flight contract to authorize Director Tim Lafleur or Chairman Dalton Langford to sign the escrow agreement. Mr. Schrupf explained how the lease provides for money to be set aside in case First Flight does not clean up the area after the contract is up. Tim Dougherty made a motion to add to the agenda to discuss the First Flight contract to authorize Director Tim Lafleur or Chairman Dalton Langford to sign the escrow agreement, 2nd by Don Chamblee.

Joe Palermo requested adding to the agenda to discuss the road cleanup. Joe Palermo made a motion to add to the agenda to discuss the road cleanup, 2nd by Tim Dougherty. Both motions carried with no opposition.

Director Tim Lafleur requested changing the wording from “authorizing the manager” to “authorizing manager or chairman” on the FAA/DOTD grant paperwork, depending on how the paperwork comes back from FAA and DOTD. Chairman Langford stated that could be addressed under the agenda item “Authorize manager to sign FAA/DOTD grant paperwork for Runway Rehabilitation and the Airport Lighting Rehabilitation.” Tim Dougherty made a motion to add to the agenda the request to change the wording from “authorizing the manager” to “authorizing manager or chairman” on the FAA/DOTD grant paperwork, depending on how the paperwork comes back from FAA and DOTD, 2nd by Don Chamblee. No opposition. Motion carried.

VII. Discussion of the First Flight contract

Director Tim Lafleur reminded the Board from the last meeting Joe Palermo wanted to place on the agenda for the September meeting to review the contract to make sure First Flight was adhering to everything agreed to in the contract. Mr. Palermo stated he just wanted everyone to read over the contract to see if there was anything in there they didn't like. There were no further comments regarding the contract.

VIII. Authorize manager to sign FAA/DOTD grant paperwork for Runway Rehabilitation and the Airport Lighting Rehabilitation

Jackson Schrupf explained there needs to be a resolution to authorize Director Tim Lafleur or Chairman Dalton Langford to sign FAA/DOTD grant paperwork for Runway Rehabilitation and the Airport Lighting Rehabilitation. Tim Dougherty made a motion to have a resolution to authorize Director Tim Lafleur or Chairman Dalton Langford to sign FAA/DOTD grant paperwork for Runway Rehabilitation and the Airport Lighting Rehabilitation, 2nd by Don Chamblee. No opposition. Motion carried.

IX. Authorize manager to execute utility easements to provide utilities for First Flight Holdings, LLC Lease

Joe Palermo made a motion to authorize manager to execute utility easements to provide utilities for First Flight Holdings, LLC Lease, 2nd by Tim Dougherty. No opposition. Motion carried.

X. Finance Report

Darla Perry reminded the Board June ends the fiscal year, so July 2015 will be the beginning of the new fiscal year. Darla reviewed the July 2015 Profit & Loss compared to budget without depreciation or interest expense. Darla reported the Airport took in \$90,313 for the month of July. Fuel sales were more than budgeted. Darla said the Airport is doing well with the gross profit on the fuel sales. Total expenses were close to budget at \$31,345.94. Net income for the month of July was \$29,740.72. Joe Palermo asked if it would have been in the black without the Chennault money, and Darla answered yes. Darla stated there are 3 payrolls and she only budgeted 2, so she will need to go back and revise the payroll budget.

Tim Dougherty made a motion to accept the financial report as presented, 2nd by Joe Palermo. No opposition. Motion carried.

XI. Director's Report

Director Tim LaFleur announced there are 3 dates available for the ALP update: September 28, 29 and 30. Tim asked the Board to give him dates that they would be available to meet for the ALP update. There was further discussion regarding the dates available. Chairman Langford stated they will work on a date and notify the Board.

Tim told the Board the Boys Village Field Trip will be on September 25th from 9:00 – 12:00 with approximately 16 kids attending. Everyone is invited to attend.

XII. Engineer's Report

Chuck stated he is still waiting on FAA/DOTD to furnish the grants on the runway rehabilitation and the airfield lighting projects. Chuck said once the grants are received, construction can begin on the projects.

Chuck mentioned Rhett Phillips of First Flight met with Kris Kelly at the offices of Meyer & Associates to decide on a floor plan for the new T hangar. Chuck said they will now move forward with doing more drawings, site plans, elevations and a revised floor plan. Once First Flight approves everything on the T hangar, they will then move forward with the project. Chairman Langford passed around a copy of the floor plan and told the Board the bus maintenance will be on one end with hangars 5 & 6 being utilized for First Flight's storage and then the Airport will get immediate access to the other 4 hangars.

XIII. Old Business

There was no old business brought before the Board.

XIV. New Business

Attorney Jackson Schrupf told the Board they will need to authorize either Chairman Langford or Director Tim Lafleur to sign the escrow agreement on behalf of the Airport. Mr. Schrupf stated that this was part of the lease agreement, and it requires First Flight to put up \$7500 per month up to a total of \$300,000 to cover any costs of removal of the facility when the contract is over. Mr. Schrupf stated the Airport and First Flight have agreed on an escrow agreement and using James Hopkins as a local attorney to be the escrow agent. Mr. Schrupf explained Mr. Hopkins has agreed to do this as a public, but there are bank fees that need to be recouped. Mr. Schrupf further explained that if there is a dispute at the end of the contract, Mr. Hopkins was told that he could charge court filing fees. There was a brief discussion regarding bank fees. Tim Dougherty made a motion to make a resolution to authorize either Chairman Langford or Director Tim Lafleur to sign the escrow agreement on behalf of the Airport, 2nd by Don Chamblee. No opposition. Motion carried.

Joe Palermo discussed the issue of the muddy road coming into the Airport. Mr. Palermo stated he feels the contractor needs to have a sweeper to take care of any dirt/mud that is placed on the road due to the current construction work being done around the Airport property. Darla Perry commented that that issue is probably addressed in the contract. Chad Brossett with First Flight stated he would address the issue with the contractor.

Joe Palermo stated that the issue of the grass cutting was supposed to be placed on the agenda for this month to discuss possibly rebidding the contract. Director Tim Lafleur stated the grass-cutting contract is on a month-to-month basis. There was further discussion regarding the grass cutting. Joe Palermo made a motion to rebid the grass-cutting contract and for Director Tim Lafleur to provide wording stating what area(s) needs to be cut so it can be placed in the bid, 2nd by R. K. Levens. No opposition. Motion carried.

There was a brief discussion regarding the contract for spraying trees that was voted on at the last meeting. Chairman Langford stated that Don and Tim had some dirt hauled in to some low places around the Airport, and the contractor has agreed to spread the dirt in the designated area. Chairman Langford thanked Don and Tim for taking care of the issue.

XV. Public Comments

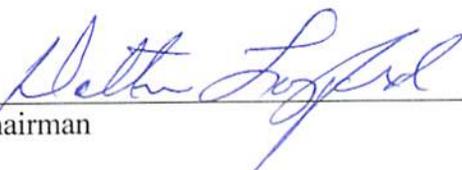
There were no public comments at this time.

XVI. Chairman's Update

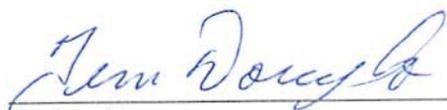
Chairman Langford stated he feels there is a good start to the project going on presently and there are good contractors working on the project. Mr. Langford said he feels Chad Brossett will make sure the issue is addressed and the road will be cleaned and that he, along with Tim Lafleur, will see to it that it is taken care of. Mr. Brossett assured the Board the issue would be addressed with the contractor quickly.

XVII. Adjourn

Chairman Langford entertained a motion to adjourn the meeting. R. K. Levens made a motion to adjourn the meeting, 2nd by Don Chamblee. No opposition. Meeting adjourned at approximately 5:00 p.m.



Chairman



Acting Secretary