

# **West Calcasieu Airport Managing Board Meeting Minutes**

September 3, 2019

## **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 3, 2019, 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 Wilmer Dugas and recited by all board members and guests.

## **IV. Roll call**

The following persons were present:

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

(Others also present at the meeting were: Tim LaFleur, Kris Kelly, Darla Perry, Jackson Schrupf, Karen Wade, Dwayne O'Brien and Sheila Burton.)

## **V. Approval of minutes of the August 6, 2019 regular monthly meeting**

Chairman Langford entertained a motion to approve the minutes of the August 6, 2019 regular monthly meeting. Wilmer Dugas made a motion to approve the minutes of the August 6, 2019 regular monthly meeting, 2<sup>nd</sup> by R. K. Levens. No opposition. Motion carried.

## **VI. Policy for Aerial Application Equipment**

Director Tim LaFleur explained that the Airport does not have a policy in place, and one of the board members asked at the last board meeting to have it added to the agenda for this month. Chairman Langford asked if the Board had any suggestions. Tim explained that he, along with Don Chamblee, met with Dwayne O'Brien approximately 2 weeks ago to discuss ideas that would help the airport and O'Brien Flying Services. Tim explained to the Board how there were issues before the seal coat was done on the south end of the ramp, that some of the fertilizer from O'Brien Flying Services got into the cracks and had grass growing quite heavily. Tim stated they are trying to avoid that with the work that will be done soon on the north section and trying to alleviate the problem with any of the ramp areas. One suggestion by the engineers is to set up a lease where O'Brien would have a designated area where they would be utilizing and maintaining the area where they would be located. Tim explained the area where they are looking to be located is on the south side where there is already a culvert set, between the taxiway and the field area. Tim said there is also a gate access that comes off of the parking lot area where they could drive into. There was further discussion regarding the fertilizer issue and a designated place for O'Brien to access the airport.

Mr. Dwayne O'Brien explained their business operations and some of their clients that they service in the area. Mr. O'Brien told the Board that they only use the airport facilities when rain has made the surfaces wet and they are unable to put an aircraft or truck on their normal facilities. Mr. O'Brien stated they are looking for an area at the airport where they will be out of everyone's way. Mr. O'Brien admitted that they have had rye grass and fertilizer that has come up aggressively in the cracks at the airport, and they came back and sprayed weed killer to kill it back. Mr. O'Brien said he has no problem doing that in the future. Mr. O'Brien explained how his company has 2 or 3 mutual agreements with the Office of Emergency Preparedness and the Sheriff's Department. Mr. O'Brien stated that since the airport is in close proximity to the plants in the area, there's a contingency in place that if some or all of the plants were to catch on fire, the airport would be the primary loading site. Mr. O'Brien told the Board he has aerial tankers to put out the fires. Mr. O'Brien further explained the procedure on how his company would help put out fires at the plants along with other disasters that they could be called to work on. Mr. O'Brien briefly gave a history of some of the boards he sits on as well as regulations they are trying to put in place regarding drones.

Mr. O'Brien further explained the various services his company provides. Darla Perry asked Mr. O'Brien how many times they buy fuel from the Airport. Mr. O'Brien answered they haven't bought a lot of fuel from the Airport in the past, but what they can do is back-fuel their trucks in the future. R. K. Levens asked, besides buying fuel, what kind of revenue source would they get from O'Brien. Director Tim LaFleur explained it's more of the taxiways getting spillage from O'Brien's trucks and having them damaged by the vegetation that grows around the taxiways. Tim said he is mostly worried about having all of the work done and then having spillage not being cleaned up and it deteriorating the work that was just done. R. K. Levens said his question has not been answered yet regarding how much revenue is taken in by O'Brien Flying Services. Chairman Langford explained it goes towards the number of take-offs and landings that goes towards getting grant money from FAA and others. Attorney Jackson Schrupf explained that whatever agreement is decided upon needs to be done across the board and not exclusive to O'Brien Flying Services. It needs to be open to the public.

Ms. Karen Wade asked Mr. O'Brien if there was some way he could use his connections to various entities to possibly get grant money for improvements at the airport or to expand the facilities and operations. Mr. O'Brien answered there must be some way to get funding between the Police Jury, OEP or FEMA. R.K. Levens asked Mr. O'Brien how many planes he had. Mr. O'Brien answered 5 fixed-wing.

Chairman Langford asked if a committee should be appointed to look into the issue. Darla Perry asked what other airports do in this situation. Tim said he spoke with their sponsor in Baton Rouge, Danielle; and it varies upon some of the restrictions they have. Some of the options are to charge a usage fee, get the aerial applicators to spray, charge a lease fee for a certain area where the flying service is responsible for maintenance, or do not allow them access to the airport. Tim explained that the airplanes have all access to the airport, but the trucks and equipment can be turned away and not allowed access.

Chairman Langford said the Board needs to try to work with O'Brien to find a solution, and he is open to suggestions. There was continued discussion regarding options to look at regarding the fertilizer issue. Kris Kelly said they could work with O'Brien to come up with a simple lease agreement. There was continued discussion regarding the types of items that would need to be in a lease and the issues that are of concern regarding the fertilizer. Chairman Langford asked Director LaFleur to get with the Airport's attorney along with Kris Kelly to work with Mr. O'Brien to come up with a solution. Chairman Langford thanked Mr. O'Brien for coming to the meeting and speaking with them. Mr. O'Brien thanked the Board and said he would go ahead and leave the meeting if no one had any further questions. (Mr. O'Brien left the meeting at this time.)

## **VII. Quotes for new aircraft tug**

Director Tim LaFleur explained that the tug was purchased in 2008, and it has several thousand hours on it. Tim stated he spoke with the manufacturer of the tug, and their opinion is to have the tug refurbished. The cost of the refurbishment is \$30,000. Tim said he got quotes from other manufacturers. The first quote was for a new one like the Airport has now in the amount of \$65,000. They do not take a trade-in, and they have a 1-year warranty. Tim said he was told that to sell the 2008 tug outright, he could probably get around \$10,000 for it. The second quote was around \$42,000. They also did not take trade-ins, and they had a 1-year warranty. The third company said they would take a trade-in; and for \$30,000 the Airport could get a new tug. They had a 3-year warranty. Tim said the only difference between what they have now and the 3<sup>rd</sup> company's tug is that the tug the Airport has now is a mechanical winch, hydraulic; the other tug is a 2-speed crank. Tim said they really do not need a hydraulic winch since they are not moving planes too far. There was a brief discussion about the tugs.

Tim reminded the Board that the old tug acquired from All American Aviation was repaired by the City Shop, and it was less than \$500 to repair the tug. Tim said he just ordered a new tow bar system for the tug to be able to move certain aircraft.

Tim said if they keep expanding the airport, he feels they need to have the necessary equipment to service the clients. There was a brief discussion on the best way to move forward on the tug. Darla volunteered to speak with the Police Jury to try to get funds to help pay for a new tug. Darla stated they may be favorable for a 75/25% match. Don

Chamblee suggested looking into leasing equipment for the airport. There was further discussion regarding the tug.

Chairman Langford entertained a motion to purchase a new tug from Carolina Ground Service Equipment in the amount of \$30,152 with a trade-in. R. K. Levens made a motion to purchase a new tug from Carolina Ground Service Equipment in the amount of \$30,152 with a trade-in, 2<sup>nd</sup> by Wilmer Dugas. No opposition. Motion carried.

**VIII. RFQ for new contract for engineering firm**

Director Tim LaFleur explained that this is a Request for Qualifications stating that, "Notice is hereby given that Southland Field Airport, West Calcasieu Airport Managing Board is requesting submittal of qualification statements from engineering firms interested in performing engineering services for the following projects."

Tim stated that this is for a 5-year period; and the scope of projects entails airfield apron expansion, airfield lighting rehabilitation, airfield localizer antenna improvements, replace localizer that's in the building, obstruction removal, AWOS improvements and relocation and new aircraft hangars. Tim said the Board will have to form a committee that includes at least 3 people board members. Tim told the Board he has to send this information in to the State tomorrow. There was a brief discussion explaining the procedure. Chairman Langford appointed himself, R. K. Levens and Don Chamblee on the committee.

Chairman Langford entertained a motion to set a selection committee in place consisting of Chairman Langford, R. K. Levens and Don Chamblee, along with Tim LaFleur and Jackson Schrupf, to oversee the RFQ for new contract for engineering firm. Wilmer Dugas made a motion to set a selection committee in place consisting of Chairman Langford, R. K. Levens and Don Chamblee, along with Tim LaFleur and Jackson Schrupf, to oversee the RFQ for new contract for engineering firm; 2<sup>nd</sup> by Dana Keel. No opposition. Motion carried.

**IX. State Project No. H.013969 Rehab Taxiway B and T-Hangar Aprons**

Director LaFleur read the resolution as follows:

"A resolution authorizing the chairman to execute an agreement with the Louisiana Department of Transportation and Development for improvements at Southland Field Airport.

"WHEREAS, Act 451 of the 1989 regular session of Louisiana Legislature authorized the finance under certain areas of airport improvements for funds appropriated from the transportation trust fund.

"WHEREAS, the West Calcasieu Airport Managing Board is requesting assistance from LA DOTD for the rehabilitation of taxiway B and T hangar aprons.

“WHEREAS, the stated project has been approved by the Louisiana Legislature and LA DOTD.

“It’s agreeable to the implementation of this project and desires to cooperate with West Calcasieu Airport Managing Board according to its terms and conditions identified in the past agreement.

“WHEREAS, the LA DOTD will provide the necessary funding for the rehabilitated taxiway B and T-hangar apron and reimburse the sponsor up to \$14,765 of project costs.

“NOW, THEREFORE, be it resolved by the West Calcasieu Airport Managing Board that it does hereby authorize the chairman to execute an agreement for the project identified as AIP No. 3-22-0080-020-219 and SPNH.013969 more fully identified in the agreement attached hereto and to execute any subsequent-related documents including but not limited to amendments to said agreement.”

Tim explained that this was touched on at the last meeting, but they didn’t have the grant. The last meeting discussed the Federal portion. Tim stated that this pertains to the State portion. Wilmer Dugas made a motion to accept the Resolution as presented, 2<sup>nd</sup> by Don Chamblee. No opposition. Motion carried.

**X. Additions/Deletions to the Agenda**

There were additions or deletions to the agenda at this time.

**XI. Finance Report**

Darla Perry told the Board they are now looking at the first month in the new fiscal year. Darla reported she had budgeted \$50,000 in fuel sales; but the actual amount was \$37,139.44. Total expenses were \$39,424.32. Darla stated the interest accounts are still doing well and earned \$3,966.50 on the LAMP accounts. The net income shows the Airport is doing \$1818.42 better than budget.

Darla said she will make a request for a 75%/25% match from the Calcasieu Parish Endowment Fund for the tug. Darla told the Board she is also working with the new auditors on the June 19 fiscal audit.

Chairman Langford entertained a motion to accept the Finance Report. R. K. Levens made a motion to accept the Finance Report, 2<sup>nd</sup> by Wilmer Dugas. No opposition. Motion carried.

**XII. Director’s Report**

Tim announced that he received notification from the State that they will be receiving a grant in the amount of \$75,000 to replace the localizer building itself. All of the

equipment that is in the localizer building will be taken out and then put back in after it's been replaced. Tim said the equipment will be eventually upgraded. The grant is from the State only and will be 100%.

Chairman Langford entertained a motion to accept the Director's Report. Wilmer Dugas made a motion to accept the Director's Report, 2nd by R. K. Levens. No opposition. Motion carried.

### **XIII. Engineer's Report**

Kris Kelly reported that since the last meeting they have had the preconstruction conference going through all of the project requirements and set a notice to proceed for September 9<sup>th</sup> regarding the T hangar project. Kris said he knows one of the first things they will be doing is setting up the low-profile barricades to block off the work area.

Kris announced that once the grants are all executed for the pavement rehab, the preconstruction conference will take place; and they will set a start date for the project.

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

### **XIV. Old Business**

There was no old business to come before the Board.

### **XV. New Business**

There was no new business to come before the Board.

### **XVI. Public Comments**

There were no public comments.

### **XVII. Chairman's Update**


Chairman Langford reported that he had hauled a tug to the City Shop and went and picked it up from the City Shop once it was repaired.

**XVIII. Adjourn**

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Chairman Langford entertained a motion to adjourn. R. K. Levens made a motion to adjourn the meeting, 2<sup>nd</sup> by Dana Keel. Meeting adjourned at approximately 5:20 p.m.

  
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Chairman

  
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Acting Secretary