

**Minutes of the Monthly Meeting of the Managing Board
of the West Calcasieu Airport for May 7, 2013,**

The regular monthly meeting of the Managing Board of the West Calcasieu Airport met at Southland Field Conference Room, 7000 Southland Field Road, Sulphur, Louisiana, on May 7, 2013.

Present: Chairman Tim Dougherty, and members, Dalton Langford, Joseph R. Palermo, Jr., R.K. Levins, and Scott Foreman. Not present: B. H. Hankins. Also present: Chuck Stutes, Engineer, Darla Perry, CPA, and Oliver "Jackson" Schrupf, attorney/secretary.

The meeting was called to order by Chairman Tim Dougherty at 5:03 p.m. Tim Dougherty gave the invocation and Dalton Langford lead the Pledge of Allegiance.

AMENDMENTS TO AGENDA:

On motion of Joseph R. Palermo, Jr., duly seconded and approved, the agenda was amended to add discussion of adding a sidewalk from the West side of the Airport terminal entrance to extend on the North side to meet the east terminal entrance walkway; and to discuss obtaining requests for proposals to cut the tallow trees.

On motion of R.K. Levins, duly seconded and approved unanimously, the agenda was amended to add a discussion of holding an open house in honor of the 25th Anniversary of the Airport's operation.

APPROVAL OF MINUTES:

On motion of Joseph R. Palermo, Jr., duly seconded and unanimously approved, the minutes of the April 2 and 25th meetings of the Managing Board were approved as written.

FINANCIAL REPORT:

Darla Perry gave the finance report. A copy of the finance report is attached hereto.

Darla Perry requested and Chairman Tim Dougherty appointed a special committee to be comprised of Darla Perry, Joseph R. Palermo, Jr., and Oliver "Jackson" Schrupf to review the Airport insurance requirements and costs.

Darla also reported that she is working with Michael McDougal to improve invoicing procedures at the Airport.

Darla also reported that it is time for the review and evaluation of Michael McDougal as Airport Manager. Tim Dougherty appointed Joseph R. Palermo, Jr., Dalton Langford, and Darla Perry to serve on the committee to review and evaluate Michael McDougal and to report back to the Board when ready.

OLD BUSINESS:

On motion of Joseph R. Palermo, Jr., duly seconded and unanimously approved after vote, Tim Dougherty was authorized to sign as Chairman on behalf of the West Calcasieu Airport Managing Board to accept the Louisiana Department of Transportation Grant for Project AIP #3-22-0080-015-2012 and SPN H.010023 being a grant for \$61,111.00 project cost for air field lighting rehabilitation, and Tim Dougherty was authorized to execute the resolution and agreement with Louisiana DOTD.

NEW BUSINESS:

On motion of Joseph R. Palermo, Jr., duly seconded and passed, a motion was made to construct a sidewalk extending the existing sidewalk from the West side of the terminal (entrance door from the ramp) to the North side of the terminal to connect to the sidewalk on the entrance on the east side of the terminal building. Tim Dougherty requested Chuck Stutes put together specifications for this sidewalk and that after specifications are completed that request for proposals be obtained.

Joseph R. Palermo, Jr., moved that requests for proposals be obtained from all interested parties to cut Tallow trees on Airport property. The motion was seconded but during discussion it was discussed that proposals are currently being received for grass cutting and weed abatement and that Tallow tree removal may not be necessary if the Tallow trees are removed by the grass cutting contractor. The matter was tabled for the time being to be brought up at any time on motion of any person.

R. K. Levins moved that the Airport Managing Board take action to set up an open house to invite the public to the Airport to celebrate the 25th Anniversary of the Airport, which originally opened in 1988.

On motion of Joseph R. Palermo, Jr., duly seconded and unanimously passed, the request for proposal for mowing and weed abatement which had been authorized in a special meeting April 25, 2013, and the request for proposals form prepared by Oliver Schruppf and sent to Board members May 6, 2013, was approved. The Manager is authorized to request proposals from interested parties to be obtained and presented to the next Board meeting June 4, 2013.

Engineers report: Chuck Stutes reported that Meyer & Associates is working on the Airport lighting project; that the project may not be funded this current year unless more funds become available; that the \$61,111 DOTD grant is for the planning grant (surveying and engineering). He said the construction is not likely to be funded until next year. Chuck said he is working with Richard Nelson at DOTD who is the replacement for Megan McLellan who formerly worked with La. DOTD.

Chairman's comments: Tim Dougherty advised that he is interested in setting up a meeting with the Airport Manager and Citgo Petroleum to see if there are any ways that the Airport and Citgo could work together to obtain additional business and to entice Citgo to begin using Southland Field Airport since we are so closely located to Citgo facilities.

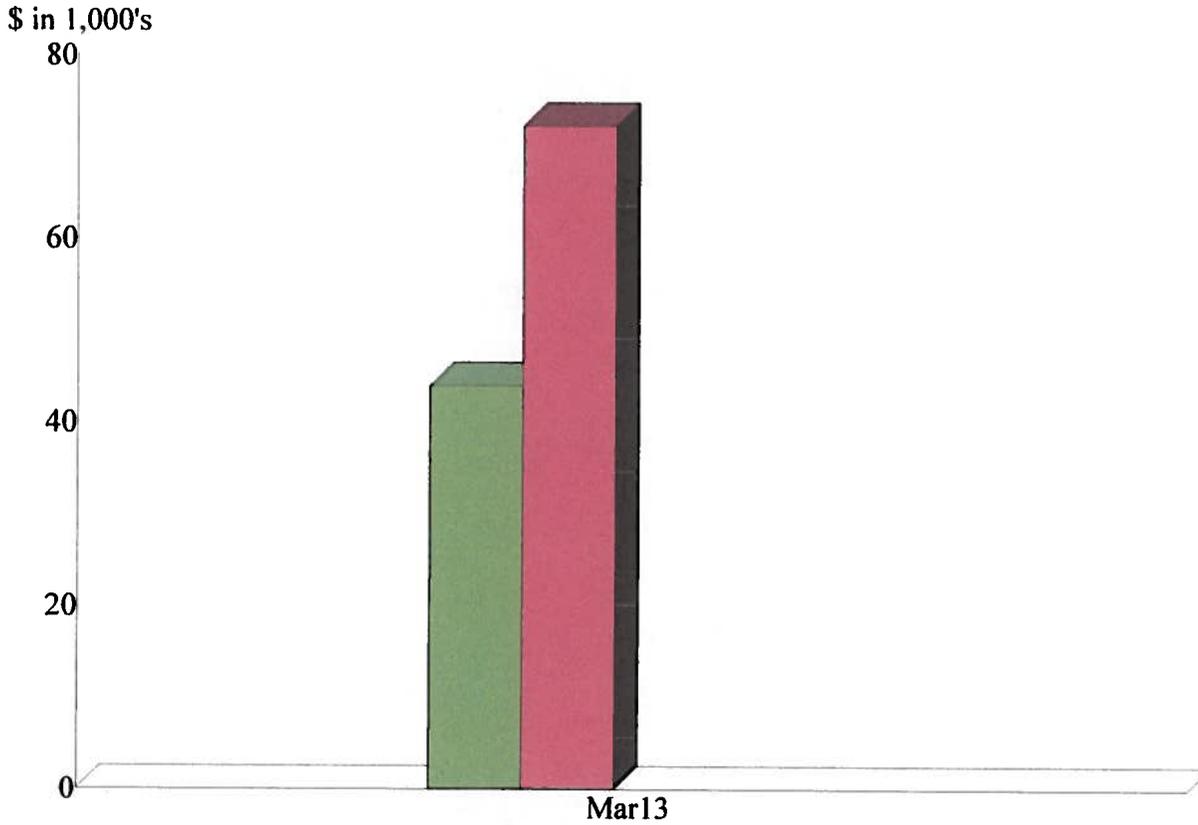
On motion of Dalton Langford, duly seconded and approved, the meeting was adjourned.

Date: May 7, 2013


Oliver Schruppf, Ad hoc Secretary

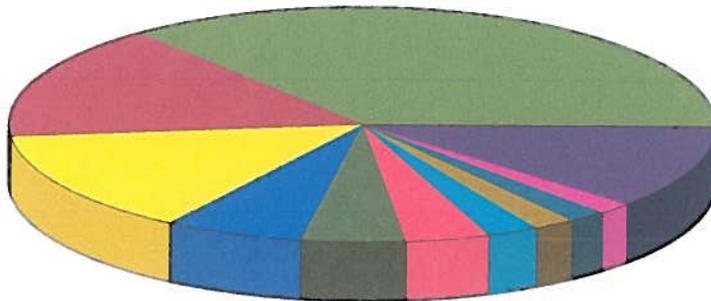
**Income and Expense by Month
March 2013**

Income
Expense



**Expense Summary
March 2013**

61100 · Depreciation Expense	36.12	%
40500 · Cost of Fuel & Supplies	16.03	
61800 · Insurance	14.12	
50600 · Salaries - Line Crew	6.51	
63400 · R & M - Runway	4.81	
50500 · Salaries - Manager	3.83	
64400 · Utilities	2.52	
63700 · R & M - Equipment	1.99	
64500 · Interest Expense	1.87	
63800 · Supplies	1.73	
Other	10.47	
Total	72,391.25	



By Account

SOUTHLAND AVIATION
Budget vs. Actual YTD
July 2012 through March 2013

	<u>Jul '12 - Mar 13</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Total Other Expense	4,134.17	3,250.68	883.49
Net Other Income	-3,821.92	-1,802.14	-2,019.78
Net Income	<u>-212,005.83</u>	<u>-209,264.32</u>	<u>-2,741.51</u>

SOUTHLAND AVIATION

Budget vs. Actual YTD

July 2012 through March 2013

	Jul '12 - Mar 13	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
30500 · Sale of Fuels & Supplies	315,380.73	334,673.44	-19,292.71
30600 · Leases - Hangers & Offices	59,963.36	51,001.78	8,961.58
30800 · Vendor's Comp	139.36	148.40	-9.04
31000 · La DOTD Grant Revenue	1,112.30	0.00	1,112.30
31100 · Chennault Grant Revenue	150,000.00	150,000.00	0.00
Total Income	526,595.75	535,823.62	-9,227.87
Cost of Goods Sold			
40500 · Cost of Fuel & Supplies	236,345.36	252,341.14	-15,995.78
Total COGS	236,345.36	252,341.14	-15,995.78
Gross Profit	290,250.39	283,482.48	6,767.91
Expense			
50500 · Salaries - Manager	28,594.02	29,182.00	-587.98
50600 · Salaries - Line Crew	51,224.92	50,000.00	1,224.92
50850 · Contract Labor - Rec.Secretary	788.50	450.00	338.50
60500 · Advertising	3,628.98	3,830.11	-201.13
60700 · Bank Charges	4.27	59.99	-55.72
60750 · Credit Card Fees	3,747.40	3,564.01	183.39
61000 · Dues & Subscriptions	977.05	879.50	97.55
61100 · Depreciation Expense	235,322.28	256,952.97	-21,630.69
61400 · Business Relations	223.58	141.17	82.41
61650 · Equipment Lease	140.00	0.00	140.00
61700 · Fuel Expense	1,049.83	0.00	1,049.83
61800 · Insurance	48,405.42	40,997.97	7,407.45
61810 · Medical Insurance	575.48		
62200 · Miscellaneous	3.62	0.00	3.62
62400 · Office Supplies	2,089.20	1,153.92	935.28
62500 · Pest Control	210.00	1,150.00	-940.00
62800 · Postage	872.24	786.02	86.22
62900 · Legal & Professional Fees	2,065.00	135.00	1,930.00
63000 · Accounting	10,600.00	9,495.00	1,105.00
63100 · Accounting - Audit Fees/Other	7,000.00	8,800.00	-1,800.00
63200 · R & M - Terminal	9,054.53	7,155.54	1,898.99
63400 · R & M - Runway	13,788.63	5,016.51	8,772.12
63500 · R & M - NDB/Localizer	3,500.00	3,862.53	-362.53
63510 · R&M - AWOS System	6,750.00	5,551.65	1,198.35
63550 · R&M Weather Radar	1,541.00	1,341.00	200.00
63600 · R & M - Grounds	1,502.22	7,822.71	-6,320.49
63700 · R & M - Equipment	16,133.53	9,855.45	6,278.08
63770 · Rent	125.64	0.00	125.64
63800 · Supplies	4,720.50	3,239.99	1,480.51
63900 · Taxes & Licenses	10.00	0.00	10.00
64000 · Telephone	6,551.13	6,322.36	228.77
64200 · Travel	5,097.72	2,422.70	2,675.02
64300 · Uniforms/Janitorial	4,597.17	2,919.31	1,677.86
64400 · Utilities	19,912.77	21,592.69	-1,679.92
64600 · Auto Expense	931.40	0.00	931.40
65600 · Payroll Tax Expense	6,696.27	6,264.56	431.71
Total Expense	498,434.30	490,944.66	7,489.64
Net Ordinary Income	-208,183.91	-207,462.18	-721.73
Other Income/Expense			
Other Income			
30900 · Interest Income	312.25	965.77	-653.52
65000 · Miscellaneous Income/Expense	0.00	482.77	-482.77
Total Other Income	312.25	1,448.54	-1,136.29
Other Expense			
64500 · Interest Expense	4,134.17	3,250.68	883.49