

Minutes of the Managing Board  
of the West Calcasieu Airport Regular Meeting Tuesday, June 4, 2013

The regular monthly meeting of the West Calcasieu Airport Managing Board met at 5:00 p.m. at 7000 Southland Field Road, Sulphur, Louisiana.

Present: Tim Dougherty, Chairman; Bill Hankins; Dalton Langford; Scott Foreman; R.K. Levens were present as Board members. Absent: Joseph R Palermo, Jr. Also present: Mayor Chris Duncan of Sulphur; Darla Perry, CPA; Oliver "Jackson" Schrupf, attorney/secretary; Chuck Stutes, Engineer; Mike McDougal, Manager; and representatives of the public: George Simon, Rick Nelson, and Kip Coltrin.

Tim Dougherty gave the invocation; Scott Foreman led the Pledge of Allegiance.

Bill Hankins moved to approve the minutes as revised and distributed to the Board members by email. The motion was seconded and passed.

Dalton Langford moved to add to new business to the agenda, the Chennault Air Show sponsorship. The motion was seconded and passed.

Darla Perry gave the financial report for April. The written report is attached hereto and incorporated herein. In summary she said the April report is more than \$20,000 over budget because of multiple repairs which occurred to the runway, the AWOS, and other items. She said some of these repairs will be 50% reimbursed to us from grants. She also reported that she is consulting with Louisiana Companies about the possibility of lowering the cost of coverage; Dalton Langford suggested that the manager, Mike McDougal, contact the airport representatives in Jennings, LeGros Airport in Crowley, and New Iberia, to ask questions about their insurance coverage and suppliers so that we may consider other options.

On old business the question of grass mowing and weed abatement came up. The manager reported that only Moore Land Management, Inc., had supplied a request for proposals in the format requested, but that he had not had a chance to provide the format to one other person who had prepared a non-conforming proposal; on motion of R.K. Levens, the time for receipt of requests for proposals extended for one week to a special meeting to be held at 5:00 p.m. on Tuesday, June 11, 2013, at Southland Field Conference Room. The manager will attempt to provide the request for proposals from to all interested persons so that proposals may be considered at that meeting. This motion was duly seconded and passed.

Under old business the 25 year anniversary of the airport celebration was considered. Tim Dougherty appointed himself, R.K. Levens, Mike McDougal and Dalton Langford to serve on the committee to attempt to set up a celebration to be held at the airport.

R.K. Levens reported that Jack Hebert has agreed to supply a courtesy car to the airport. Tim Dougherty appointed Oliver Schrupf to contact Jack Hebert to inquire about the legal requirements so that this can be carried out. George Simon volunteered that he would be willing to put up money for prizes for a spotlight landing contest or flour bombing contest. R.K. Levens asked if airplane rides could be made available to youth. Dalton Langford and Oliver Schrupf assured him that EAA (Experimental Aircraft Association) could be contacted to supply airplane rides for youth as part of the young Eagles program.

#### MANAGER'S REPORT:

Mike McDougal reported that May 2013 was the best fuel sales in the last five years in one month. Fuel sales report is attached hereto and incorporated herein as part of this report.

Mike McDougal also reported that his attendance at Louisiana Airport Managers Association Meeting was very educational and informative.

He reported that new carpeting had been installed in the lobby of the airport terminal and he is in the process of obtaining furniture to replace the old. The old furniture will be moved upstairs and used for one of the rooms upstairs. The manager and board discussed reserving the upstairs meeting room for a corporate meeting area as an attraction to area businesses.

The manager advised that some light bulbs and/or light fixtures need to be replaced in the hangars.

Michael also reported that the new lineman, Brian Baker, is fully trained and will be replacing Brian Kitfield, who will be leaving soon. Michael McDougal advised that he is stressing to the linemen to greet arriving aircraft and to guide them to the ramp and to ask them how we can help when they exit their planes.

George Simon volunteered that nitrogen and oxygen services are now available and that the airport is very close to being a "full service" airport.

#### DISCUSSION OF REPAIRS NEEDED TO ONE OF THE CARTS:

Chris Duncan requested that Mike McDougal contact Paul with the City of Sulphur to see if the City could help with the flat repair as part of the joint service agreement with the City.

Michael advised that he intends to hire another part-time employee to work up to 20 hours per week.

Finally, Michael proposed that the airport consider changing its name from Southland Field/West Calcasieu Airport to "Southland Executive Airport". R.K. Levens moved that the name change be considered at the next special meeting to be held June 11, 2013. The motion was seconded and passed.

#### ENGINEERS REPORT:

Chuck Stutes advised that the Fire Marshall is currently reviewing shop drawings on fuel tank work and that the airport manager should make plans to contact the fuel supplier to provide a fuel truck for temporary service for two to three weeks while the jet fuel tanks are inoperable.

NEW BUSINESS:

Bill Hankins moved that the West Calcasieu Airport purchase \$1,000 (Flying Tiger Level) sponsorship in the 2013 Chennault International Air Show. This motion was seconded and passed unanimously.

CHAIRMAN'S UPDATE:

Tim Dougherty reported that negotiations have been ongoing with FAA and DOTD regarding a demand by FAA and DOTD for reimbursement of alleged overpayment of engineering fees due to an alleged failure to properly request approval of engineering in 2008. Darla Perry suggested that we need to incorporate into our procedures a policy which is required for approval of engineering on each project. Mike McDougal provided the contact information for the State contacts for DOTD namely, Bradley R. Brandt, PO Box 94245, Baton Rouge, LA 70804-9245, email [brad.brandt@la.gov](mailto:brad.brandt@la.gov) and Richard Nelson, PO Box 94245, Baton Rouge, LA 70804-9245, email [richard.nelson@la.gov](mailto:richard.nelson@la.gov).

On motion of Bill Hankins, duly seconded and approved, Mike McDougal was authorized to set up a meeting with LA DOTD prior to the next special meeting to be held next week. The meeting with DOTD should include Mike McDougal, Chuck Stutes, and Oliver "Jackson" Schruppf, as well as, at least two board members who are to be told to see who can attend.

PUBLIC COMMENTS:

George Simon stated that once we become a full service FBO we will need to do something to let pilots know because those pilots who have landed here before knew that we were not full service. George said that we are losing 20-29 aircraft per month to Lake Charles who are actually doing business in the Sulphur area. Darla Perry mentioned that Joe Palermo had said that we can get the tail number of each aircraft that flies through our airspace and send them a postcard.

Chris Duncan suggested that we contact Southwest Convention and Tourist Bureau about obtaining new brochures.

Kip Coltrin of KCTE, Inc., addressed the board and said that his company is interested in the proposal for weed abatement at the airport. A form for the request for proposals and the attached map were provided to Kip Coltrin at this meeting and he was asked to make his proposal and if he had any addenda or changes to add them as separate proposals to be attached to his response which is to be received by the board next week June 11, 2013.

On motion of Dalton Langford, duly seconded and approved, the evaluation of performance of Michael McDougal was set to be part of a personnel executive session to be held at the meeting set for June 11, 2013.

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

Date: June 4, 2013

  
Oliver Schruppf, Ad hoc Secretary

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# Southland Field – West Calcasieu Airport

May 28, 2013

## AGENDA

The regular meeting of the West Calcasieu Airport Managing Board will be held in the conference room at Southland Field on Tuesday, **June 4, 2013**. The meeting will begin at 5:00P.M. The agenda for the meeting follows:

**THE WEST CALCASIEU AIRPORT MANAGING BOARD REQUESTS THAT ALL CELL PHONES BE SET TO VIBRATE OR TURNED OFF FOR THE DURATION OF THE MEETING**

**CALL TO ORDER  
INVOCATION  
PLEDGE OF ALLEGIANCE  
ROLL CALL**

**APPROVAL OF MINUTES FROM THE May 7, 2013 MEETING**

**ADDITIONS / DELETIONS TO AGENDA**

**FINANCE REPORT – MRS. DARLA PERRY**

**OLD BUSINESS**

**Receive and take under advisement, or act upon, Requests for Proposals for Mowing and Weed Abatement**

**Consider and appoint committee to plan 25 year celebration**

**MANAGER'S REPORT – MICHAEL MCDUGALL (or by written report if not present)**

**ENGINEER'S REPORT – MR. CHUCK STUTES**

**NEW BUSINESS:**

**PUBLIC COMMENTS**

**CHAIRMAN'S UPDATE – Mr. Tim Dougherty**

**ADJOURN**

*West Calcasieu Airport  
Managing Board*

*Tim Dougherty, Chairman*

*Members*

*R. K. Levens*

*Bill Hankins*

*Scott Foreman*

*Dalton Langford*

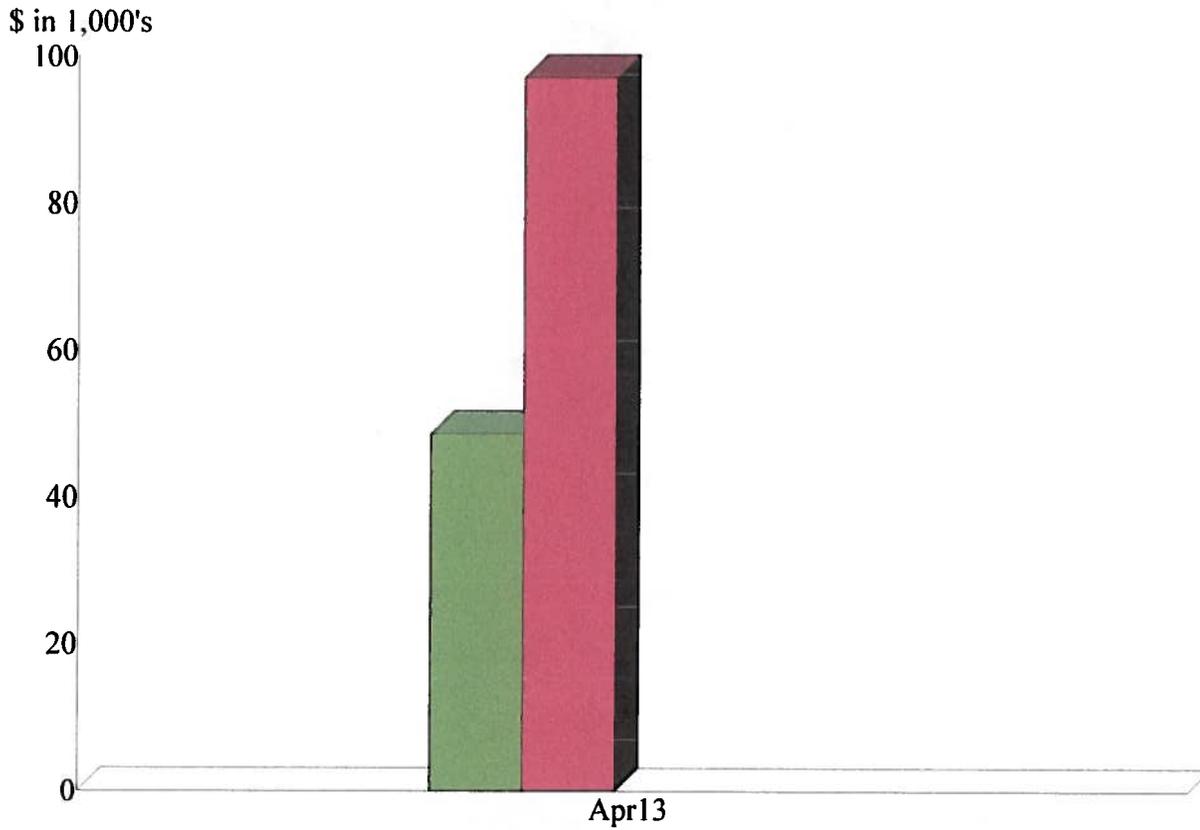
*Joseph R. Palermo Jr.*

*Manager:*

*Michael A. McDougall*

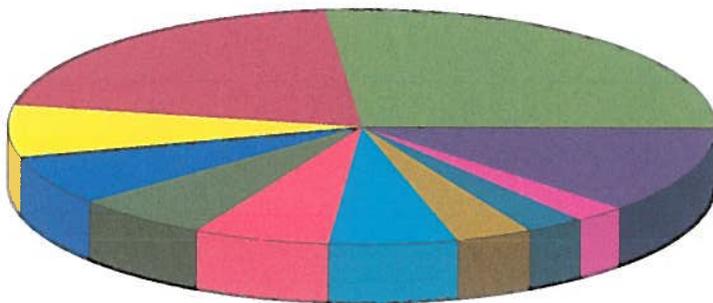
**Income and Expense by Month  
April 2013**

Income
Expense



**Expense Summary  
April 2013**

61100 · Depreciation Expense	26.87
40500 · Cost of Fuel & Supplies	20.38
61800 · Insurance	7.28
63600 · R & M - Grounds	6.91
63700 · R & M - Equipment	6.30
63400 · R & M - Runway	6.22
50600 · Salaries - Line Crew	5.93
62400 · Office Supplies	3.64
50500 · Salaries - Manager	2.85
63800 · Supplies	2.54
Other	11.08
<b>Total</b>	<b>\$97,295.03</b>



**By Account**

**SOUTHLAND AVIATION**  
**Budget vs. Actual YTD**  
July 2012 through April 2013

	Jul '12 - Apr 13	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
30500 · Sale of Fuels & Supplies	339,727.44	375,418.10	-35,690.66
30600 · Leases - Hangers & Offices	67,790.60	55,997.90	11,792.70
30800 · Vendor's Comp	45.17	166.40	-121.23
31000 · La DOTD Grant Revenue	1,112.30	0.00	1,112.30
31100 · Chennault Grant Revenue	166,666.67	166,666.67	0.00
<b>Total Income</b>	575,342.18	598,249.07	-22,906.89
<b>Cost of Goods Sold</b>			
40500 · Cost of Fuel & Supplies	256,174.08	279,873.18	-23,699.10
<b>Total COGS</b>	256,174.08	279,873.18	-23,699.10
<b>Gross Profit</b>	319,168.10	318,375.89	792.21
<b>Expense</b>			
50500 · Salaries - Manager	31,363.26	32,100.00	-736.74
50600 · Salaries - Line Crew	56,995.41	55,000.00	1,995.41
50850 · Contract Labor - Rec.Secretary	788.50	450.00	338.50
60500 · Advertising	3,728.98	3,830.11	-101.13
60700 · Bank Charges	4.27	59.99	-55.72
60750 · Credit Card Fees	4,015.10	3,847.70	167.40
61000 · Dues & Subscriptions	992.05	879.50	112.55
61100 · Depreciation Expense	261,469.20	285,503.30	-24,034.10
61400 · Business Relations	223.58	141.17	82.41
61650 · Equipment Lease	140.00	0.00	140.00
61700 · Fuel Expense	1,099.83	0.00	1,099.83
61800 · Insurance	55,485.75	45,553.30	9,932.45
61810 · Medical Insurance/Exp	918.43	0.00	918.43
62200 · Miscellaneous	3.62	0.00	3.62
62400 · Office Supplies	5,628.70	1,200.39	4,428.31
62500 · Pest Control	252.00	1,190.00	-938.00
62800 · Postage	1,077.38	822.88	254.50
62900 · Legal & Professional Fees	2,265.00	135.00	2,130.00
63000 · Accounting	11,800.00	10,495.00	1,305.00
63100 · Accounting - Audit Fees/Other	7,000.00	8,800.00	-1,800.00
63200 · R & M - Terminal	10,113.10	7,950.60	2,162.50
63400 · R & M - Runway	19,842.73	5,573.90	14,268.83
63500 · R & M - NDB/Localizer	3,500.00	4,291.70	-791.70
63510 · R&M - AWOS System	7,450.00	6,168.50	1,281.50
63550 · R&M Weather Radar	1,541.00	1,490.00	51.00
63600 · R & M - Grounds	8,227.22	8,691.90	-464.68
63700 · R & M - Equipment	22,260.61	10,950.50	11,310.11
63770 · Rent	125.64	0.00	125.64
63800 · Supplies	6,227.46	3,374.22	2,853.24
63900 · Taxes & Licenses	10.00	0.00	10.00
64000 · Telephone	7,299.37	6,899.93	399.44
64200 · Travel	5,232.87	2,422.70	2,810.17
64300 · Uniforms/Janitorial	4,964.03	3,294.11	1,669.92
64400 · Utilities	22,114.22	23,355.20	-1,240.98
64600 · Auto Expense	1,206.02	0.00	1,206.02
65600 · Payroll Tax Expense	7,491.06	6,888.00	603.06
<b>Total Expense</b>	572,856.39	541,359.60	31,496.79
<b>Net Ordinary Income</b>	-253,688.29	-222,983.71	-30,704.58
<b>Other Income/Expense</b>			
<b>Other Income</b>			
30900 · Interest Income	318.13	1,008.23	-690.10
65000 · Miscellaneous Income/Expense	0.00	482.77	-482.77
<b>Total Other Income</b>	318.13	1,491.00	-1,172.87
<b>Other Expense</b>			
64500 · Interest Expense	6,316.78	6,804.46	-487.68

**SOUTHLAND AVIATION**  
**Budget vs. Actual YTD**  
July 2012 through April 2013

	<u>Jul '12 - Apr 13</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Total Other Expense</b>	6,316.78	6,804.46	-487.68
<b>Net Other Income</b>	-5,998.65	-5,313.46	-685.19
<b>Net Income</b>	<u>-259,686.94</u>	<u>-228,297.17</u>	<u>-31,389.77</u>

May 2013

**SALES****AVGAS**

	2009	2010	2011	2012	2013 %	Last Year
January	3013	2475	1803	1540	1123	72.92%
February	2131	2871	1512	1532	1764.4	115.17%
March	2222	3655	1984	1358	1081.6	79.65%
April	5591	5420	4085	3986	2384.2	59.81%
May	9176	7966	7111	6318	3137.4	49.66%
June	11915	7014	6314	5227		
July	7969	6430	8302	5053		
August	9459	8095	8964	5123		
September	6994	6973	6103	6551		
October	3847	8144	7170	6354		
November	2039	1832	1894	1484		
December	1932	2048	711	1697		
TOTAL GAL						
<b>SOLD YTD:</b>	<b>66288</b>	<b>66288</b>	<b>62923</b>	<b>55953</b>	<b>9490.6</b>	<b>16.96%</b>

**JET-A FUEL**

	2009	2010	2011	2012	2013 %	Last Year
January	1792	3459	2095	5325	2662	49.99%
February	333	2005	637	2341	1065	45.49%
March	1919	2322	1235	2638	2836	107.51%
April	2252	2619	1271	3578	2349	65.65%
May	1823	1987	1815	6087	6401.4	105.17%
June	906	2869	1250	4453		
July	3104	888	2522	3823		
August	2322	2036	884	5327		
September	1709	2482	4123	3873		
October	2551	1468	3383	3783		
November	3438	6105	3157	3469		
December	958	66	3884	3984		
TOTAL GAL						
<b>SOLD YTD:</b>	<b>23107</b>	<b>23107</b>	<b>28306</b>	<b>26256</b>	<b>15313.4</b>	<b>58.32%</b>