

West Calcasieu Airport Managing Board Meeting Minutes

January 5, 2016

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 January 5, 2016, at the offices of Southland Executive Airport, Conference Room, 7000 Southland Field Road, Sulphur, Louisiana.

II. Invocation

Wilmer Dugas led the invocation.

III. Pledge of Allegiance

Pledge led by R. K. Levens and recited by all board members and guests.

IV. Roll call

The following persons were present:

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

(Others also present at the meeting were: Darla Perry, Tim LaFleur, Chuck Stutes, Jackson Schrupf, Francis Andrepont, Judd Bares, Kevin White, Mayor Chris Duncan, Chris Perry, Paul Perry, Denise Perry and Sheila Burton.)

V. Approval of minutes of the December 1, 2015 regular monthly meeting

Chairman Dalton Langford entertained a motion to approve the minutes of the December 1, 2015 regular monthly meeting. R. K. Levens made a motion to approve the minutes of the December 1, 2015 regular monthly meeting. Don Chamblee brought up Item IX, next to the last sentence, on the December 1, 2015 minutes.

The sentence reads: "...they will get a credit for moneys they spend on the T hangars and the road." Don Chamblee asked if there was a cap on the money. Rhett Phillips answered that First Flight will get 50% credit only on the additional rent. The road entails just the extension to Hwy. 27. Mr. Phillips stated that there is a cap on the hangar cost of \$625,000; and they will get credit on the additional rent for 80% of the \$625,000. Mr. Phillips explained that the additional rent is the rent that will be paid on a mandate basis and not the base rent. The base rent will always stay the same. The mandate is the number of days that a person stays times the number of people staying at the Worker Village. Mr. Phillips said the credit will only apply to the additional rent. Darla Perry asked if the Airport would be out of pocket if there are not enough funds to cover it with the additional rents. Mr. Phillips told the Board no, the Airport would not be out of pocket any money. Mr. Phillips said it would only be up to the amount that would have been paid in additional rent. Mr. Chamblee thanked Mr. Phillips for the clarification and said that that answered his question.

The motion was 2nd by Wilmer Dugas. No opposition. Motion carried.

VI. Additions/Deletions to Agenda

There were no additions or deletions to the agenda.

VII. Chris and Paul Perry – Presentation to the Board

Chairman Dalton Langford introduced Chris and Dr. Paul Perry and invited them to give their presentation to the Board. Chairman Langford also acknowledged Mrs. Denise Perry present at the meeting. Chris Perry introduced himself to the Board and explained that he is with Boy Scout Troop 83, Sulphur, Louisiana, and wanted to present his Eagle Scout project, the goal of which is to move up in rank and graduate from Boy Scouts. Chris proposed to the Board 2 project ideas. The first project is designing t-shirts and/or logo for the Airport to help promote the Airport's business. Chris passed out copies of his presentation to show examples of t-shirts and a duck blind model. Chris reviewed his t-shirt ideas with the Board.

Chris explained his second project idea as building a life-size duck blind model to place at the Airport to promote business and the hunting industry in the area.

Darla Perry asked Chris what these projects would do to help him become an Eagle Scout. Chris explained he has to get with his troop to accomplish a goal and he's always loved coming out to the airport, so he wanted to do a project with his troop at the airport. Dr. Paul Perry further explained Chris would have to do a project that would involve the troop and not just him by his self. Part of the project would be planning the costs, getting materials donated, lining up people to help, and working with the troop to get the project done. Chuck Stutes asked what the approximate cost would be for the duck blind. Dr. Perry answered approximately \$500 total. Dr. Perry also suggested having a better place for brochures and things for the airport and brochures to promote the area. Dr. Perry explained the t-shirt project is a good add-on project, but it will not qualify to be used as Chris's final project to become an Eagle Scout. Dr. Perry told the Board that

this will need to be approved first by the Airport Board to do these projects and then next get it approved by the Boy Scout Board before the projects could begin. The Board discussed the projects with Chris and Dr. Perry. Rhett Phillips stated First Flight will be happy to donate all of the materials for the duck blind project. Police Juror Judd Bares suggested contacting some of the hunting/fishing guide services in Hackberry to see if they would be willing to donate some supplies for the duck blind. Wilmer Dugas asked if the money had to come from the Airport or if individuals could just provide the money donation. Attorney Jackson Schrupf stated that the Board only had to approve the projects and that anyone could personally donate the money.

Wilmer Dugas made a motion to approve the projects presented by Chris Perry and Dr. Paul Perry to the Board not to exceed \$1,000; 2nd by R. K. Levens. No opposition. Motion carried.

VIII. Finance Report

Darla Perry said the November statement was in the packets the Board received before the meeting. Darla reported the budgeted bottom line was \$26,658.76; and they hit \$35,495.40, which put the Airport \$8,836 better than budget. Darla stated a lot of the extra November revenue was in fuel sales. Darla reported for the July through November 2015 Budget vs. Actual P&L, the budget bottom line was \$128,362.60 and the actual was \$166,585.82, which is \$38,223.22 better than budget. Darla said a large portion of that was the fuel sales and hangar leases.

Darla stated she is working with Chennault in getting the funds for the tax assessment of the joint services agreement. Darla said she noted that the Airport would go to 300,000 January of 2016, and Chennault's interpretation is that is January of 2017. Darla said she sent it to the two attorneys that worked on the tax support when they would start getting their increase. There was further discussion regarding the correct year the 300,000 amount would begin. Darla said she will get it clarified.

IX. Director's Report

Director Tim LaFleur stated the last page of the packet the Board received before the meeting is a proposal from Kaough & Jones on the PAPI upgraded lighting to LED. The proposed amount is \$24,274.00. Chuck Stutes told the Board that FAA will not pay for LED lighting, so the issue is that it will be an expenditure for the Airport. Chuck stated there is nothing wrong with the PAPI lighting that was specified. The LED lighting is just the most modern equipment available in the market today. Chuck said this will be the wish of the Board whether to leave the PAPI lights as they are, which are improvements to the existing PAPIs, or to upgrade to the LED. Darla Perry asked when it would be payable. Chuck said you pay for them at installation, which would be during the next 6 months. Don Chamblee asked if the cost was justifiable. Chuck Stutes said the only benefit is that they do not use as much electricity. Darla Perry asked if it was beneficial from a pilot's point of view. Joe Palermo answered no, it was not beneficial enough to pay the extra \$24,000. There was further discussion regarding the lighting.

Chuck Stutes said this was something he just wanted the Board to entertain because if it was something they did want to do, it would need to be done now. Chuck stated that this is just an option that is available, but to make it clear that FAA and the State will not pay for it. Chairman Dalton Langford stated that no action needed to be taken since the Board decided not to spend the extra money for the LED lighting.

Wilmer Dugas made a motion to approve the financial report as presented, 2nd by R. K. Levens. No opposition. Motion carried.

Wilmer Dugas made a motion to accept the Director's report as presented, 2nd by R. K. Levens. No opposition. Motion carried.

X. Engineer's Report

Chuck Stutes reported that all of the paperwork has been completed for FAA & DOTD on the 2 FAA projects that were bid several months ago. The projects have been awarded, so they are official construction projects. Chuck said the notice to proceed on the rehabilitation of the runway lighting is going to be issued on January 18th and that project will begin first. Chuck said Kaough & Jones has 6 months to complete the project, but they feel if everything goes well they should be able to complete it in a shorter period of time.

Chuck reported the rehabilitation of the runway surface project has been awarded, but they will delay the notice to proceed until the runway lighting project is near complete. Chuck said they should begin around June or July of this year.

Chuck said since all of the money has been used up on the 2 projects, they will not be bidding on any new projects this year because the Airport will need to accumulate another \$150,000 for the year. Chuck said they have completed the plans and specs on the T hangar project with First Flight and met with Rhett Phillips several times. Chuck said First Flight will be issuing a purchase order for the building itself soon so that they can get that started. Chuck said the first phase will be doing the actual shot drawings which need to be approved, and then the bid packages will be sent out to 4 or 5 contractors to get pricing. Chuck stated that since this is a private job, they do not have to go through the public bidding process, nor do they need to advertise or wait 30 days. Chuck reported that construction should begin sometime in the spring.

Wilmer Dugas made a motion to accept the Engineer's report as presented, 2nd by R. K. Levens. No opposition. Motion carried. Rhett Phillips asked if the plans for the hangar had to be approved by the Board before it was bid out. Jackson Schruppf stated that under the original document it said that any construction needed to be approved by the Board; however, he felt the Board could designate or appoint the engineer to approve it. Chuck proposed submitting a set of plans to Director Tim LaFleur for any of the Board members to review and then put an item on the agenda for the next board meeting to approve the plans. Chairman Langford asked Chuck if the T hangar was going to be similar to the buildings that were already on the property; and Chuck answered yes, that they will be very similar.

Chairman Langford entertained a motion to appoint Director Tim LaFleur as the overseer of the plans for the new T hangar. R. K. Levens made a motion to appoint Director Tim LaFleur as the overseer of the plans for the new T hangar, 2nd by Joe Palermo. No opposition. Motion carried.

XI. Public Comments

Police Juror Francis Andrepont introduced Judd Bares and Kevin White. Mr. Andrepont said Judd Bares was recently elected as Police Juror, and the airport is in his district. Mr. White was recently elected as Police Juror for the Moss Bluff area. Mr. Andrepont said he is looking forward to working with both gentlemen. Chairman Langford thanked them all for coming.

Mayor Chris Duncan mentioned Kaitlyn Gallegos, City of Sulphur's marketing and public relations employee, is in the process of putting together newcomer packets for residents coming to the city of Sulphur. Mayor Duncan said Southland Field is going to be listed with phone numbers and email, but the Mayor asked if the Airport had any brochures. Tim LaFleur answered yes. Mayor Duncan said he would get Ms. Gallegos to call Tim before the packets are printed so they can include whatever information they would like about the airport.

XII. Old Business

There was no old business brought before the Board.

XIII. New Business

There was no new business brought before the Board.

XIV. Chairman's Update

Chairman Langford reported that everything has been going well. Chairman Langford said this is the first time there have been 3 Police Jurors at a board meeting, and it is greatly appreciated. Rhett Phillips asked if he could speak and give an update, and Chairman Langford allowed him to speak.

Rhett Phillips announced they opened last night and thanked the Board for their patience. Mr. Phillips reported they have approximately 375 beds that are under power and fire marshal approved with everything to go. Mr. Phillips said the full-service kitchen is up and running, along with the rec rooms and laundry. Mr. Phillips said they will be adding to it over time, and it should be approximately 7-8 months before they are completely finished putting buildings in. Mr. Phillips announced they had made some commitments to the community to make best efforts to utilize local businesses. Mr. Phillips reported that 90% of the infrastructure dollars that were spent have been local. Some of the local businesses that worked on the project were: Sulphur Electric, Daigle, Kip Coltrin, MPB Vision. Mr. Phillips said they have met their commitment as far as using local businesses and bringing work to the community and the Board should be proud of their community

because they didn't have any problem finding qualified people that could handle the work and they all did a great job.

Mr. Phillips said he was questioned the other day about the \$50,000 donation that First Flight committed to per year. Mr. Phillips said the "per year" begins the effective date of the lease, which was June 4th or June 5th, 2015. Mr. Phillips suggested splitting the money up to give it to various groups and asked the Board for help in suggesting local educational, sporting, and youth-related organizations that the money could be donated to. Wilmer Dugas said there are a lot of schools and youth programs in the community that are in need, so he commended Mr. Phillips for suggesting to split the money up to help various groups. Mr. Phillips said he will take suggestions at the next meeting.

Mr. Phillips also invited everyone at the meeting to a dinner and a tour of the facilities once the meeting is adjourned. Mayor Duncan asked if photos could be taken and posted for the community to see. Mr. Phillips said they would like to do a ribbon cutting within a month and would like for the area to be cleaned up and have the fencing done before photos are posted. Darla Perry asked if there are occupants yet, and Rhett answered yes. There was further discussion regarding the Employee Village. The Board thanked Mr. Phillips for the update. Mayor Duncan asked Mr. Phillips who he would need to contact to get a monthly report on how many beds they have. Mr. Phillips said he could get that information from himself or Chad Brossett.

XV. Executive Session

Wilmer Dugas made a motion to go into Executive Session, 2nd by Don Chamblee. No opposition. Motion carried. The Board went into Executive Session at approximately 5:15 p.m.

R. K. Levens made a motion to come out of Executive Session at approximately 5:35 p.m., 2nd by Don Chamblee. No opposition. Motion carried.

Joe Palermo made a motion for Director Tim LaFleur to be given authority to work with Darla Perry under the budget that is set up for the employees to designate which employees receive the correct incomes and raises, along with adding 2 additional holidays to coincide with the City holidays, 2nd by Wilmer Dugas. No opposition. Motion carried.

XVI. Adjourn

Chairman Langford entertained a motion to adjourn the meeting. Don Chamblee made a motion to adjourn the meeting, 2nd by R. K. Levens. No opposition. Motion carried. Meeting adjourned at approximately 5:37 p.m.



Chairman

Denoted 2/2/14
Acting Secretary