

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

October 13, 2015

## **I. Call to order**

Chairman Dalton Langford called to order the regular meeting of the West Calcasieu Airport Managing Board at approximately 4:35 p.m. on October 13, 2015, at the offices of Southland Executive Airport, Conference Room, 7000 Southland Field Road, Sulphur, Louisiana.

## **II. Invocation**

Dana Keel 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
- ✓ Tim Dougherty
- ✓ R. K. Levens
- ✓ Dana Keel

(Joe Palermo was not present at the meeting.)

(Others also present at the meeting were: Kris Kelly, Darla Perry, Chris Funk, Jackson Schrupf, Bill McWard, Chris McWard, Kip Coltrin and Sheila Burton.)

## **V. Approval of minutes of the September 1, 2015 regular monthly meeting and the September 30, 2015 special meeting**

Chairman Dalton Langford entertained a motion to approve the minutes of the September 1, 2015 regular monthly meeting and the September 30, 2015 special meeting. R. K. Levens made a motion to approve the minutes of the September 1, 2015 regular monthly meeting and the September 30, 2015 special meeting, 2<sup>nd</sup> by Tim Dougherty. No opposition. Motion carried.

## **VI. Additions/Deletions to Agenda**

Darla Perry stated the agenda needed to be amended to consider the resolutions. R. K. Levens made a motion to amend the agenda for the Capital Improvement Plan and the resolutions for the grants, 2<sup>nd</sup> by Tim Dougherty. No opposition. Motion carried.

Chairman Dalton Langford requested adding to the agenda going into Executive Session. R. K. Levens made a motion to add to the agenda going into Executive Session, 2<sup>nd</sup> by Tim Dougherty.

## **VII. Finance Report**

Darla Perry said she sent the finance report to all board members and yielded to the auditor to present the audit report. Darla introduced Chris Funk of McMullen & Mancuso. Chris reported that the audit had no findings and no management letter comments and it was a good audit. Chris quickly reviewed the audit report with the Board. Chris noted the change in net position is \$13,213 positive, which is a first in many years. Chris also noted there was a net increase in cash/cash equivalents of \$100,678. Chris stated that on the Schedule of Findings it says there were no internal control deficiencies or material weaknesses, no compliance issues, and no management letter suggestions. Chris reiterated that it was an excellent audit with no findings, positive cash position, increase in net position, and positive income for the entity for the year end. Chris said that the use of Darla Perry and her firm is an added control that mitigates the risk of internal control issues. The Board briefly discussed the audit report with Mr. Funk. Mr. Funk said there needs to be a motion to accept the audit report, and then he will file it with the Legislative Auditor. R. K. Levens made a motion to accept the audit report as presented, 2<sup>nd</sup> by Tim Dougherty. No opposition. Motion carried.

## **VIII. Director's Report**

There was no report given at this time.

## **IX. Engineer's Report**

Kris Kelly reported that the airfield lighting and airfield runway rehab projects are going to contract right now with the construction contracts and structural drawings going to the contractors and setting up meetings. Kris said once the projects begin, the contractor will be reporting to Tim every day to let him know the progress and give a 2-week schedule of what they will be working on and the areas they will be working on, on the runway. There was a brief discussion about the projects. Kris said they will be limiting the workers to working at night on certain phases so the runway won't have to be shut down for the whole project. Kris also said that the lighting project will require shutting down at night, but it will be open during daylight hours. There was further discussion about the projects. Kris said for the whole duration of the contract, they are only allowed to shut the runway down for 7 days.

Darla Perry stated that one of the board members needs to move to adopt a resolution to request DOTD funding for the Capital Improvement Program application. Tim Dougherty made a motion to adopt a resolution to request DOTD funding for the Capital Improvement Program application, 2<sup>nd</sup> by R. K. Levens. Darla Perry stated the motion is that the sponsor formally request the LA DOTD provide funding for the Capital Improvement Program application for state financial assistance. No opposition. Motion carried.

Darla said there needs to be an adoption by a board member to adopt the resolution for the chairman to execute an agreement with DOTD for improvements at Southland Field for the pavement rehabilitation. Darla explained there are 2 separate resolutions: one for the pavement rehabilitation and one for the airfield lighting rehabilitation.

Dana Keel made a motion to adopt the resolution for the chairman to execute an agreement with DOTD for improvements at Southland Field for the pavement rehabilitation, 2<sup>nd</sup> by R. K. Levens. R. K. Levens made a motion to adopt the resolution for the chairman to execute an agreement with DOTD for improvements at Southland Field for the airfield lighting rehabilitation, 2<sup>nd</sup> by Tim Dougherty. No opposition. Motions carried.

Jackson Schrupf suggested using a numbering system with the year, month, day and then 01, 02, 03 for the 3 resolutions.

## **X. Old Business**

There was no old business at this time.

## **XI. Kip Coltrin (KCTE) to address the Board**

Chairman Dalton Langford invited Kip Coltrin to address the Board. Kip Coltrin told Chairman Langford that he needed to get his invoice signed. Darla stated that Tim Lafleur signs the invoices. Chairman Langford refused to sign the invoice and said he needed to get Tim to sign it. Mr. Coltrin stated that Tim already denied signing the invoice and that it is written on there. Mr. Coltrin explained that he came to the airport on that day and left after Tim denied signing the invoice. Mr. Coltrin said he then called Chairman Langford and went by Darla Perry's office and she wasn't there. Mr. Coltrin said he called Chairman Langford a second time and spoke to him, but nothing has been done to this day, two and a half weeks later. Mr. Coltrin stated that if you go back to his contract, it states that if he comes, he comes for 108 acres and comes for what's inside the fence, except for the courtesies he's extended over the years.

Mr. Coltrin said the issue is on September 23: "Tim called me and said – or text me – we're cutting around the localizer. The contract is month to month, and I have to get it done, just letting you know." Mr. Coltrin said Tim told him on September 17<sup>th</sup> the grass is ready. Mr. Coltrin told the Board to go back to everything discussed in his contract, that he had a week to respond. Mr. Coltrin said he was here on site and was across the fence. Mr. Coltrin said the problem was that the tractor that he uses to mow the Airport was hooked up to a tiller, and there were some engineering issues. Mr. Coltrin said he

and Tim conferred over a couple days. Mr. Coltrin said the next thing he knew, "Hey, we're cutting around the localizer."

Mr. Coltrin said, "Don't. We're moving the tractor this afternoon. It's here on site. We're taking it home. We're taking that tiller off and putting the bush hog on. We'll be right back." "Well, no, I've got a guy on it." "I said, well, whatever you want to do; but, understand, we respond, I come, I'm coming for a minimum."

Mr. Coltrin said they went ahead and cut, and he went back there to measure it. Mr. Coltrin stated the grass height on that day was 17 inches, and he has pictures of it if the Board would like to see it. Mr. Don Chamblee stated that he is not going to question what Mr. Coltrin is doing, but Tim Lafleur is not present and he feels he needs to be present when this matter comes before the Board since he is the only one that really knows what went on with Mr. Coltrin. Chairman Langford said he would take that into consideration. Mr. Chamblee said none of the Board really knows what went on. Chairman Langford said he knows a little bit of what is going on. Chairman Langford stated that if the grass gets up above 12 inches, it's a localizer and he gets a phone call at home from the FAA and they want to set the localizer down. Chairman Langford stated that they should probably discuss this with Mr. Coltrin and Tim Lafleur together. Mr. Coltrin said he was fine with that. Mr. Coltrin stated that he wanted the whole Board and anyone present to know that Tim is a good man and he has the utmost respect for Tim, but he felt they are kind of in an argument right now. Mr. Coltrin said he looks back at the contract and knows what he's bound by in the contract and knows he has money set on the table for services completed minus about 2 acres that he has a substantial amount of money being held in regards to that.

Chairman Langford said, "Unless you did something against his wishes, normally anybody that does any work at this airport gets paid for it." Mr. Coltrin said he understood that. Chairman Langford further stated, "But if he told you not to cut something and you cut it, then you might not get paid for it."

Mr. Coltrin further continued to explain his position to the Board. Chairman Langford stated he wants to defer this until a meeting can be scheduled with Tim Lafleur, and he will be happy to sit in on the meeting to get this handled. Mr. Coltrin asked Chairman Langford if he had all of the bids collected for the airport. Darla Perry stated she had them. Mr. Coltrin asked for his envelope. Darla stated she didn't think after a bid had been turned in that it could be released. Darla asked Mr. Coltrin if he was retracting his bid. Mr. Coltrin said he simply wanted to inspect his envelope. There was discussion about the bids being opened. Mr. Coltrin asked if the bids have been opened; and Jackson Schrupf answered yes, they have been opened. Mr. Coltrin said it was supposed to be a sealed bid. There was further discussion regarding the bids being sealed. Darla stated it is not a sealed bid, that it is an RFP (request for proposal). Jackson Schrupf said he didn't think Mr. Coltrin could take it back. Mr. Coltrin said that wasn't what he was questioning. Mr. Coltrin said he wanted to make sure the bids were still sealed, and they were not. Darla reiterated that it was an RFP and not a sealed bid. Mr. Coltrin stated the 25<sup>th</sup> was the day the bids were turned in and the bid closed at 4:00 o'clock that afternoon. Mr. Coltrin thanked the Board for their time and exited the meeting.

R. K. Levens asked if they were supposed to be sealed bids. Darla stated it is a Request for Proposal and not a bid. Chairman Langford said all of the bids (sic) are there, and they are all listed in accordance with what was in the bids (sic). There was further discussion about the mowing issue. Chairman Langford asked Don Chamblee to be on a committee. Chairman Langford said he would also be on the committee and then have Tim reside over the committee and that they need to be fair and impartial. Tim Dougherty reminded the Board that Mr. Coltrin's contract expired a long time ago and that he is on a month-to-month basis at the bidding of the director. Chairman Langford said the committee will take care of it.

## **XII. New Business**

There was no new business brought before the Board.

## **XIII. Public Comments**

Mr. Bill McWard stated that he, along with Chris McWard, was at the meeting in regards to the ground cutting. Darla Perry asked if he was one of the proposers. Mr. Bill McWard said he was there for Randy Hood. Darla said she has Hood Construction's packet. Mr. McWard asked when a decision would be made. Chairman Langford answered that they will try to notify them by next Friday and thanked them for coming. Both Mr. Bill McWard and Mr. Chris McWard thanked the Board and then exited the meeting. Chairman Langford thanked them again for coming.

Chairman Langford asked to adjourn the meeting for 5 minutes. At this time the meeting was adjourned at 5:05 p.m.

Chairman Langford called the meeting back into session at 5:10 p.m. and requested going into Executive Session. R. K. Levens made a motion to go into Executive Session, 2<sup>nd</sup> by Dana Keel.

## **XIV. Executive Session**

At this time the meeting went into Executive Session at 5:11 p.m.

R. K. Levens made a motion to go back into Regular Session, 2<sup>nd</sup> by Tim Dougherty. The meeting went back into Regular Session at 5:35 p.m. Chairman Langford asked Tim Dougherty if he waives the 24-hour notification rule, and Tim Dougherty nodded in agreement. Chairman Langford noted that Tim has waived the 24-hour notification rule. Chairman Langford stated that the Board is asking for Tim Dougherty to be replaced on the Board. Tim Dougherty stated that there needed to be a motion made. Chairman Langford entertained a motion to ask the West Calcasieu Port Board to send a replacement for Tim Dougherty. R. K. Levens made a motion to ask the West Calcasieu Port Board to send a replacement for Tim Dougherty, 2<sup>nd</sup> by Don Chamblee. No opposition. Motion carried. Chairman Langford thanked Tim Dougherty.

**XV. Adjourn**

Chairman Langford entertained a motion to adjourn the meeting. Don Chamblee made a motion to adjourn the meeting, 2<sup>nd</sup> by R. K. Levens. Meeting adjourned at approximately 5:37 p.m.

  
Chairman

  
Acting Secretary