

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

October 3, 2017

## **I. Call to order**

Chairman Dalton Langford called to order the regular meeting of the West Calcasieu Airport Managing Board at approximately 4:05 p.m. on October 3, 2017, at the offices of Devall Towing, 2244 Swisco Rd., Sulphur, Louisiana.

## **II. Invocation**

Wilmer Dugas led the invocation.

## **III. Pledge of Allegiance**

Pledge led by Chairman Langford and recited by all board members and guests.

## **IV. Roll call**

The following persons were present:

- ✓ Chairman Dalton Langford
- ✓ Don Chamblee
- ✓ Wilmer Dugas
- ✓ Dana Keel
- ✓ R. K. Levens (arrived at meeting after in session)

Board Member Joe Palermo was absent.

(Others also present at the meeting were: Tim LaFleur, Jackson Schrupf, Darla Perry and Sheila Burton.)

## **V. Approval of minutes of the September 5, 2017 regular monthly meeting**

Chairman Langford entertained a motion to approve the minutes of the September 5, 2017 regular monthly meeting. Don Chamblee made a motion to approve the minutes of the September 5, 2017 regular monthly meeting, 2<sup>nd</sup> by Dana Keel. No opposition. Motion carried.

**VI. Additions/Deletions to Agenda**

Director Tim Lafleur stated he received the grant portion from the State on the rehab of the taxiway and aprons and asked the Board to add to the agenda the approval and resolution for CIP. Wilmer Dugas made a motion to add to the agenda the approval and resolution for CIP, 2<sup>nd</sup> by Dana Keel. No opposition. Motion carried.

**VI(a). Approval and Resolution for CIP**

Director Tim Lafleur explained that this is just in reference to the rehabilitation of the parallel taxiway A and the apron under State Project Number H.013139. Tim said there is a resolution that is attached to the paperwork from the State, and there needs to be a motion from the Board to approve the resolution for CIP. Chairman Langford entertained a motion to approve the resolution for CIP. Wilmer Dugas made a motion to approve the resolution for CIP, 2<sup>nd</sup> by Don Chamblee. No opposition. Motion carried.

(At this time, R. K. Levens entered the meeting.)

**VII. Award Taxi/Apron Rehabilitation Project**

Chuck Stutes explained that this is the current year 2017 CIP project, which is 5200 feet of parallel taxiway and the apron that is in front of the 3 big hangars. Chuck said the project was bid, and they received bids on September 21<sup>st</sup>. Chuck stated they only received 1 bid, which was from Sunbelt Sealing, Inc., in the amount of \$235,263. Chuck said there were several people that picked up plans and specs, but that was the only company that bid. Chuck explained that this is pretty specialized work, and there aren't really any local firms that do this type work. Chuck stated that this is the same company that did the runway, and they were very pleased with their work. Chuck told the Board that based on the price bid and the Airport's past experience with them, Meyer & Associates recommends awarding the construction contract to Sunbelt Sealing, Inc., in the amount of the total base bid of \$235,263 contingent upon approval by FAA and DOTD. Don Chamblee made a motion to award the construction contract to Sunbelt Sealing, Inc., in the amount of the total base bid of \$235,263 contingent upon approval by FAA and DOTD, 2<sup>nd</sup> by Wilmer Dugas. No opposition. Motion carried.

**VIII. Engineer's Report**

Chuck Stutes explained that the FAA now requires a 6-year plan instead of a 5-year plan, and it has to be submitted officially by the end of this month. Chuck stated that Tim, Kris Kelly and Danielle with DOTD had a phone conference with an FAA rep about a month ago, and that is how the 6 Year Capital Improvement Plan was created. Chuck explained the Airport will receive \$150,000 each year from FAA. Chuck briefly went over the future projects listed on the 6-year plan. Chuck told the Board that attached to the 6 Year CIP is a Resolution that says the West Calcasieu Airport Managing Board is accepting the 6 Year CIP and authorizes the plan. Chuck said the FAA requires that the Board accepts this officially. Wilmer Dugas made a motion to accept the Resolution by the West Calcasieu Airport Managing Board, the DOTD, and the FAA for the 6 Year CIP

and authorize the plan, 2<sup>nd</sup> by Don Chamblee. No opposition. Motion carried. R. K. Levens asked Chuck to explain what the entitlement is for. Chuck explained how the entitlement works to Mr. Levens. Chairman Langford thanked Tim Lafleur and all involved that put this 6-year plan together.

**IX. Authorize the Chairman to sign the engineering work project with Meyer & Associates, Rehabilitation Phase II (AvGas) Fuel Farm**

Chairman Langford entertained a motion to authorize the chairman to sign the engineering work project with Meyer & Associates, Rehabilitation Phase II (AvGas) Fuel Farm. Wilmer Dugas made a motion to authorize the chairman to sign the engineering work project with Meyer & Associates, Rehabilitation Phase II (AvGas) Fuel Farm, 2<sup>nd</sup> by Don Chamblee. No opposition. Motion carried.

**X. Finance Report**

Darla Perry presented the finance report for August 2017 and year to date for July and August. Darla explained the fuel sales came in higher than budgeted, which brought the bottom line \$11,000 better than budget for the 2 months. Darla said she is still working with FEMA. FEMA lost the insurance records when hangar C was repaired from Hurricane Rita; so Darla said she submitted those records again and will wait for their response. Wilmer Dugas made a motion to accept the finance report as presented, 2<sup>nd</sup> by Don Chamblee. No opposition. Motion carried.

**XI. Director's Report**

Airport Director Tim Lafleur announced that the new hangars are just about full. Tim said he is waiting on 2 occupants who are out of town; but other than that, they are full.

Chairman Langford asked the Board to vote on accepting the Director's Report and the Engineer's Report. No opposition. Reports were accepted as presented.

**XII. Old Business**

There was no old business addressed at this time.

**XIII. New Business**

Don Chamblee told the Board there is an issue at the airport regarding an old airplane on the ramp that cannot fly. Don said it has been sitting there for a year now. Don explained that the Airport does not currently have any rules or regulations about airplanes parked on the ramp permanently. Don said there has been a situation where it was said someone could park out there as long as they bought fuel, but this plane has never bought any fuel from the Airport. Don suggested the Board think about setting up a ramp charge for someone that is not buying fuel from the Airport. There was a brief discussion about

setting up some regulations for this type of situation. Chairman Langford suggested setting up a committee to take care of the issue. Attorney Jackson Schrumpf told the Board they need to have a policy in place to address the issue. Chairman Langford said he will appoint Don Chamblee and his self to serve on the committee to work with Attorney Jackson Schrumpf to set up a policy.

**XIV. Public Comments**

There were no public comments at this time.

**XV. Chairman's Update**

Chairman Langford said the Airport is looking good and everything is going great. R. K. Levens asked what the current population at First Flight is. Darla answered 1,087.

**XVI. Executive Session**

There was no Executive Session at this time.

**XVII. Adjourn**

Chairman Langford entertained a motion to adjourn. R. K. Levens made a motion to adjourn the meeting, 2<sup>nd</sup> by Don Chamblee. No opposition. Motion carried. Meeting adjourned at approximately 4:30 p.m.

  
Chairman

  
Acting Secretary