

West Calcasieu Airport Managing Board Meeting Minutes

October 4, 2016

I. Call to order

Chairman Dalton Langford called to order the regular meeting of the West Calcasieu Airport Managing Board at approximately 4:00 p.m. on October 4, 2016, at the offices of Devall Enterprises, 2244 Swisco Road, Sulphur, Louisiana.

II. Invocation

Wilmer Dugas led the invocation.

III. Pledge of Allegiance

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

IV. Roll call

The following persons were present:

- ✓ Dalton Langford
- ✓ Don Chamblee
- ✓ Wilmer Dugas
- ✓ Dana Keel

(R. K. Levens and Joe Palermo were not present.)

(Others also present at the meeting were: Darla Perry, Tim LaFleur, Chuck Stutes, Kris Kelly, Francis Andrepont, Jackson Schruppf and Sheila Burton.)

V. Approval of minutes of the September 6, 2016 regular monthly meeting

Chairman Dalton Langford entertained a motion to approve the minutes of the September 6, 2016 regular monthly meeting. Wilmer Dugas made a motion to approve the minutes of the September 6, 2016 regular monthly meeting, 2nd by Don Chamblee. No opposition. Motion carried.

VI. Additions/Deletions to Agenda

Director Tim Lafleur asked to add the following items to the agenda for Kris Kelly to address after the Engineer's Report:

- 1) Discuss and take appropriate action to accept the Hangar A Roof Repair Project as being substantially complete
- 2) Discuss and take appropriate action to accept the Pavement Rehabilitation Project as being substantially complete
- 3) Discuss and take appropriate action to award a construction contract to Seth Priola Construction in the amount of \$443,000 for the T Hangar Improvements Project
- 4) Discuss and take appropriate action to adopt a resolution for the Airport's 2017-2018 Capital Improvement Plan submittal to LADOTD Aviation

Wilmer Dugas made a motion to add the above-mentioned items to the agenda for Kris Kelly to address after the Engineer's Report, 2nd by Dana Keel. No opposition. Motion carried.

VII. Finance Report

Darla Perry presented the financial report. Darla told the Board the biggest change to the Budget vs. Actual P&L without Depreciation/Interest is the Chennault Grant revenue. Darla said they will need to amend the budget, but they are not going to do that right now. Darla said the Airport was close to target on the revenue. Darla explained the \$43,000 variance under the R&M-Equipment is the payment for the abandonment of the water well. Darla said there were also costs for fuel farm filters and maintenance replacement. Darla said she is still working with FEMA to gather items for audit. Darla told the Board the Airport received \$100,000 this week from the Calcasieu Parish Police Jury Economic Fund on the hangar roof repairs. Darla reported the total cost of repairs is approximately \$146,000. Chairman Langford and the Board expressed their appreciation to Police Juror Francis Andrepont for his help in getting the funds for the hangar roof repairs. Dana Keel made a motion to accept the Finance Report as presented, 2nd by Wilmer Dugas. No opposition. Motion carried.

VIII. Director's Report

Director Tim Lafleur announced that they did the substantial walk-through for the hangar roof repair, and it's completed. Tim said the roof looks amazing. Tim also announced that the runway rehab is completed, and it also looks amazing. Tim told the Board that they are still working on the lighting project. Tim told the Board that Kris and Chuck will address the new T hangar bids. Tim stated he received a final letter back from the Office of Conservation on the water well abandonment stating the compliance order is hereby resolved. Tim reported that the fuel sales were down, but that was due to the runway being closed. Tim said that the State came and did their inspection, and the only issues they have found are problems with trees getting into the runway. Tim explained the trees are on other people's property, and he is trying to get things resolved. Tim said he has already submitted the required letter back to the State for acceptance within the 30

days given. Wilmer Dugas made a motion to accept the Director's Report as presented, 2nd by Dana Keel. No opposition. Motion carried.

IX. Engineer's Report

Chuck reported they are 2 months behind schedule on the lighting project. Chuck said that Tim and Kris have constantly reminded them of the issues that the Airport has with them. Chuck stated that Kris sent out another written notification today advising them of all of the items that still have to be completed. Chuck explained there were delays associated with the rain, but a lot of the problems had to do with scheduling and manpower. Chuck reminded the Board that they have the Capital Outlay deadline coming up. Chuck said that previously they had been submitting the T hangar project, but that no longer needs to be submitted. Chuck recommended submitting one project for \$200,000; but he will get with the Board later to discuss it.

1) Discuss and take appropriate action to accept the Hangar A Roof Repair Project as being substantially complete

Chuck explained Angelico has completed the project and did a very good job in a timely manner. Chuck stated the whole project went really well. Chuck said the Board needs to pass a resolution accepting that project as being substantially complete, and then they will follow up with all of the paperwork. Don Chamblee made a motion to accept the Hangar A Roof Repair Project as being substantially complete, 2nd by Wilmer Dugas. No opposition. Motion carried.

2) Discuss and take appropriate action to accept the Pavement Rehabilitation Project as being substantially complete

Chuck explained that this is a Federal/State project through FAA and DOTD. Chuck said the project is complete, and the contractor did a very good job and coordinated with the Airport extremely well. Chuck reported that the project has been inspected, and everything is in order. Chuck asked the Board to accept the Pavement Rehabilitation Project as being substantially complete. Don Chamblee made a motion to accept the Pavement Rehabilitation Project as being substantially complete, 2nd by Dana Keel. Wilmer Dugas asked if there are any penalties on the lighting project since the contractor has not finished. Chuck answered yes and that at some point the Board will need to make a decision whether to assess liquidated damages. There was a brief discussion regarding the lighting project. No opposition on the motion. Motion carried.

3) Discuss and take appropriate action to award a construction contract to Seth Priola Construction in the amount of \$443,000 for the T Hangar Improvements Project

Kris Kelly briefly explained the T hangar project and how the project was advertised all this past month and that bids were received on September 29th at the airport at 11:00 a.m. Kris said they received 3 competitive bids below the engineer's estimate. Kris stated the low bid was from Seth Priola Construction in the amount of \$443,000. Kris Kelly recommended Seth Priola Construction as the successful bidder. There was a brief discussion regarding the bidding process

and Seth Priola Construction. Wilmer Dugas made a motion to award a construction contract to Seth Priola Construction in the amount of \$443,000 for the T Hangar Improvements Project, 2nd Dana Keel. No opposition. Motion carried.

4) Discuss and take appropriate action to adopt a resolution for the Airport's 2017-2018 Capital Improvement Plan submittal to LADOTD Aviation

Kris Kelly explained that this is the updated 5-year list of projects and that this is this year's final submittal. Kris briefly went over the projects listed on the Capital Improvement Plan. Kris asked the Board to adopt a resolution for the Airport's 2017-2018 Capital Improvement Plan submittal to LADOTD Aviation and give permission to Chairman Dalton Langford to submit it to the State. Chairman Dalton Langford entertained a motion to accept the Airport's 2017-2018 Capital Improvement Plan submittal to LADOTD Aviation. Wilmer Dugas made a motion to adopt a resolution for the Airport's 2017-2018 Capital Improvement Plan submittal to LADOTD Aviation and give permission to Chairman Dalton Langford to submit it to the State, 2nd by Don Chamblee. No opposition. Motion carried. Chuck further explained the process of how the money from the FAA is disbursed each year.

X. Old Business

Jackson Schruppf stated he prepared some documents to let the Airport go forward to try to settle the issue with George Simon. Mr. Schruppf said he can report back on this issue at the next meeting.

XI. New Business

There was no new business to come before the Board.

XII. Public Comments

There were no public comments at this time.

XIII. Chairman's Update

There was no Chairman's Update at this time.

XIV. Executive Session

There was no Executive Session at this time.

XV. Adjourn

Wilmer Dugas made a motion to adjourn the meeting. No opposition. Motion carried. Meeting adjourned at approximately 4:35 p.m.



Chairman



Acting Secretary