

West Calcasieu Airport Managing Board Meeting Minutes

October 7, 2014

I. Call to order

Chairman Dalton Langford called to order the regular meeting of the West Calcasieu Airport Managing Board at approximately 4:06 p.m. on October 7, 2014, at the offices of Devall Towing, 2244 Swisco Road, Sulphur, Louisiana.

II. Invocation

R. K. Levens led the invocation.

III. Pledge of Allegiance

Pledge led by Darla Perry and recited by all board members and guests.

IV. Roll call

The following persons were present:

- ✓ Dalton Langford
- ✓ R. K. Levens
- ✓ Tim Dougherty
- ✓ Dana Keel (present for part of meeting)
- ✓ Don Chamblee

(Others also present at the meeting were: Tim LaFleur, Chuck Stutes, Oliver Schrumpf, Darla Perry, Mayor Chris Duncan and Sheila Burton.)

V. Approval of minutes of the September 2, 2014 regular monthly meeting

Chairman Dalton Langford entertained a motion to approve the minutes of the September 2, 2014 regular monthly meeting. R. K. Levens made a motion to approve the minutes of the September 2, 2014 regular monthly meeting, 2nd by Tim Dougherty. No opposition. Motion carried.

VI. Additions/Deletions to the Agenda

Darla Perry stated there needed to be an election of officers, but it could be done on November's agenda.

VII. Reports

FINANCIAL: Darla Perry stated she ran the budget to actual, taking off the depreciation per Oliver Schrupf's request. In doing that, the net ordinary income for August was \$802. Darla stated the reason the budgeted amount of \$4,206 wasn't met was due to sales being down. Darla said she and Tim LaFleur are trying to figure out what is causing the fuel sales issues and working on procedures. There was further discussion about the fuel tanks and sales issues. Darla reported that the Airport will be making the last payment to the Calcasieu Parish Police Jury for the T hangars.

DIRECTOR: Tim LaFleur reminded the board members about the field trip scheduled for October 17th at 1:00 p.m. Tim said that Gravity Drainage repaired all of the sump drains at the FBO, and he is still working with them to do grass cutting and ditches. Tim reported the Ford Explorer was brought to the City for auction, and it's on the website.

Tim reported that all of the paperwork for the grant was signed and sent back to FAA. Tim said he is waiting for the remainder of the bids for the beacon tower. Once the bids are in, Tim said he will present them to the Chairman for board approval.

Tim reported he discussed the proposed Employee Village with FAA and sent them a site diagram. Mr. Dawson from FAA sent back a reply that everything is fine. Tim stated he is now waiting on DOTD to approve their portion.

Don Rory with Fort Polk came to the airport to discuss doing a small contention of jumpers for the military at the airport. They will get a proposal together and let Tim know when they want to do it. Tim said it will be a low-level jump, between 800 and 1200 feet.

Tim said Omega Protein would like to place a trailer on site. Tim stated he and Don Chamblee discussed it, and Tim's recommendation is to place the trailer behind the maintenance barn. Tim said the wastewater treatment plant is there, utilities are there and all of the hook-ups are there. Omega Protein will pay for all utilities to be installed and activated in their name. Tim said they are looking at a brand-new 16 x 60 trailer with skirting and a porch. Tim stated it will be occupied 6 months out of the year. Chairman Langford asked who will be staying in the trailer. Tim answered their pilots will be staying there to sleep and down time. There was further discussion about the idea of placing a trailer on the airport property and the appearance of the trailer. Darla Perry said the airport will need to be compensated for the land rental since it is a public entity. Darla stated a fair market value analysis needs to be done to come up with a rental price, and a discount can be given for fuel sales. R. K. Levens asked when would Omega Protein need an answer, and Tim LaFleur answered they would like an answer as soon as possible. Chairman Langford said the board needed to set a fee for what the Airport

would charge Omega Protein and that he would recommend appointing a committee to discuss it further. There was continued discussion about Omega Protein's business at the airport. Chairman Langford suggested having a committee and asked for volunteers to be on the committee. Chairman Langford appointed Don Chamblee and Tim LaFleur to be on the committee. Darla Perry said they needed to give information to the other board members before it is voted on at a meeting. Don Chamblee assured the board they would have a recommendation no later than the next meeting.

Tim LaFleur stated he received information back from DOTD saying they have never received a signed resolution for the name change of the airport that was done last year. Tim said he has the resolution that needs to be signed, if that's what the Board still wants to do. Don Chamblee gave his opinion about the name of the airport. There was further discussion about changing the name of the airport. R. K. Levens made a motion that the Airport pursue grants under its legal entity name of West Calcasieu Airport Managing Board. Tim LaFleur said he would need to have a signed resolution for that to send back to DOTD for all of their documents. Tim Dougherty 2nd the motion. There was further discussion about the name change. Chairman Langford announced the motion was made by R. K. Levens that the Airport pursue grants under its legal entity name of West Calcasieu Airport Managing Board, 2nd by Tim Dougherty. No opposition. Motion carried.

Don Chamblee mentioned the fuel pricing and being more competitive in the pricing to increase the profit margin. Tim LaFleur reported the fuel prices at the airport compared to competitors' prices. There was further discussion about the fuel prices. Darla Perry stated since an analysis of the inventory will be done before the next meeting, she can do a recommendation of pricing to place on the agenda for the next meeting. There was continued discussion about the fuel pricing.

ENGINEER: Chuck reported that he is working with Tim LaFleur and Tina at DOTD on updating the 5-year CIP which has to be submitted November 1, 2014. Chuck said they will probably need to have a special board meeting to review it since it has to be submitted November 1st. Chuck said Tim LaFleur will be setting up the special board meeting. Chuck stated the Airport is in the current Capital Outlay bill, and he will know next Thursday if the Airport got included into the Bond Commission's cash money for 2014.

VIII. Old Business

There was no old business to come before the Board.

IX. New Business

There was no new business to come before the Board.

X. Public Comments

Oliver Schrumpf reminded the Board that the next meeting is November 4th, which is Election Day. Mr. Schrumpf encouraged everyone to go vote and announced he will not be at the November 4th meeting.

XI. Chairman's Update

There was no update given by the Chairman.

XII. Adjournment

Chairman Langford entertains a motion to adjourn. R. K. Levens makes a motion to adjourn the meeting, 2nd by Tim Dougherty. Meeting adjourns at approximately 4:44 p.m.



Chairman



Acting Secretary