

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

November 1, 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 November 1, 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 Chamblce
- ✓ Wilmer Dugas
- ✓ R. K. Levens
- ✓ Joe Palermo
- ✓ Dana Keel

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

## **V. Approval of minutes of the October 4, 2016 regular monthly meeting**

Chairman Dalton Langford entertained a motion to approve the minutes of the October 4, 2016 regular monthly meeting. Wilmer Dugas made a motion to approve the minutes of the October 4, 2016 regular monthly meeting, 2<sup>nd</sup> by R. K. Levens. No opposition. Motion carried.

**VI. Additions/Deletions to Agenda**

Darla Perry requested adding the Audit Report to the agenda in place of the Financial Report. Wilmer Dugas made a motion to add to the agenda the Audit Report in place of the Financial Report, 2<sup>nd</sup> by R. K. Levens. No opposition. Motion carried.

**VII. Finance Report/Audit Report**

Darla Perry presented the financial report for the first quarter of July, August and September. Darla reported the year-to-date as being \$223,541. Darla stated the budgeted amount was \$109,000 and explained the misleading number is due to rental income being budgeted as \$85,000; however, at the end of the quarter, Darla said she invoiced the head count per day for First Flight, which boosted the amount over budget. Darla explained the Airport will not collect that amount as long as they have that much in infrastructure and improvements. Darla asked Attorney Jackson Schrupf if he would write a letter to First Flight requesting a copy of the full engineering cost detail on their infrastructure to date. Chris Funk told Mr. Schrupf they had requested a copy for their audit and wasn't provided with one. Darla stated that the Airport is not out any money, and First Flight is up to date on their rent; but it is something they need to have. Darla further reviewed the financial report with the Board. Darla reported she is still working on FEMA appeals that have been taking place since 2006. Darla briefly explained the reasoning for the FEMA appeals. Wilmer Dugas made a motion to accept the financial report as presented, 2<sup>nd</sup> by R. K. Levens. No opposition. Motion carried.

Chris Funk introduced himself to the Board and explained how McMullen and Mancuso just completed the June 30, 2016 audit for the Airport. Chris reported that the Airport received an unmodified opinion, which means they believe the financial statements contained no material misstatements. Chris briefly reviewed the financial statements and audit report with the Board. Chris pointed out the "Income (Loss) before Contributions" listed on page 9 in the amount of \$239,542. Chris stated the Airport has not seen a positive number like that in a great many years. Chris told the Board the statements look good. Chris continued to review the financial statements with the Board. Chris explained that even though it was a good audit and they issued an unmodified opinion, there was a compliance issue in the purchase of the fuel truck.

Chris read from the report on page 26, "The Airport made a purchase of equipment that met the requirements for the emergency exception to the Public Bid Law."

Chris explained that the Airport was supposed to give notice to the public by publishing in the official journal within ten days of the board meeting occurring when it was decided to buy the fuel truck, and the Airport failed to do that due to an oversight.

Chris continued to read, "The Public Bid Law will be followed for all subsequent purchases that meet the threshold requirements, and if the emergency exception is applied, all necessary requirements will be followed." There was a brief discussion regarding the purchase of the fuel truck. Chris told the Board he didn't think it was a problem and that all in all it was a good audit. Wilmer Dugas made a motion to accept the audit report as presented, 2<sup>nd</sup> by Don Chamblee. No opposition. Motion carried.

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

Director Tim Lafleur announced he received some bids on the main terminal roof repair. Tim stated he attached 3 bids to his Director's Report with the lowest being \$37,400 from All Purpose Roofing. The Board discussed the 3 bids submitted. Wilmer Dugas made a motion to accept the bid from All Purpose Roofing, 2<sup>nd</sup> by R. K. Levens. There was further discussion regarding the 3 bids submitted. Wilmer Dugas withdrew his motion. R. K. Levens made a motion to accept the bid of Ferguson Roofing in the amount of \$38,567, 2<sup>nd</sup> by Don Chamblee. Jackson Schrupf stated that he did not see in Ferguson's bid where they mention a warranty. There was a brief discussion regarding the warranty issue. No opposition to the motion. Motion carried.

Chairman Langford announced that First Flight has cut a third of their housing. Chairman Langford asked Director Tim Lafleur what is the Airport guaranteed as far as the income from First Flight. Tim answered that First Flight is leasing all of the property and that it doesn't mean it has to be occupied. However, Tim said there is extra income that comes per head that would be affected. Joe Palermo asked how many were occupied. Darla Perry answered 850. Chairman Langford stated that First Flight has enough units available for 1500.

Chairman Langford asked for an explanation on the hangar issue. Darla Perry explained that First Flight was going to build a hangar, and they were to pay a head count. Darla said that First Flight can offset up to \$650,000 of infrastructure on the hangar. Darla told the Board that now First Flight owes the Airport \$650,000 since they are not building the hangar, but there is a question of when that becomes due. There was a brief discussion regarding the money owed to the Airport for the hangar. Dana Keel asked if First Flight charges for the park and ride and if they have a permit to operate a park and ride. Director Tim Lafleur said he had no idea. Joe Palermo suggested that the board members read the First Flight lease before the next meeting so they can discuss their questions at the next meeting.

Don Chamblee made a motion to accept the Director's Report as presented, 2<sup>nd</sup> by Wilmer Dugas. No opposition. Motion carried.

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

Chuck Stutes reported that the hangar re-roofing project is completed and all of the paperwork has been filed at the courthouse. Chuck said as soon as they deliver a clear lien, they will close out the project. Chuck said the project went real well.

Chuck announced the runway rejuvenation project is also complete. Chuck said there were a couple of punch list items being completed; but the paperwork has been filed at the courthouse and they are waiting on a clear lien to be delivered for that project, also. Chuck stated the runway project also went extremely well.

Chuck reported that the lighting project is not substantially or legally complete, and they have several items they are trying to get resolved. Chuck said the State electrical engineer came down about 3 weeks ago and advised the Airport not to issue a substantial

completion because several items involving electrical were not complete or properly done. Chuck said until everything is properly done and completed, they will not do a substantial completion inspection. Chuck explained they are 3 to 4 months late on the project, but they are making progress.

Chuck reported that the contractor has returned all of the paperwork on the T hangar project, so they are ready to file it at the courthouse and get started. Chuck estimates the project should be under way in a couple of weeks. There was a brief discussion about the order of progress that will take place within the month on the project.

Chuck reported the Capital Outlay deadline is today, and the application was submitted yesterday. Chuck said they removed the T hangar and put just the fuel farm project on the application. Chuck stated the total came to \$264,000 while asking \$198,000 from the State and \$66,000 for local funding share. Chuck briefly explained the process of getting the Capital Outlay project in the bill for next year. Chuck encouraged the board members to contact their local representatives to push the project through for funding. R. K. Levens asked why the lighting project was taking so long. Chuck briefly explained it was mostly due to lack of manpower and weather. There was a brief discussion regarding the lighting project. Wilmer Dugas made a motion to accept the Engineer's Report as presented, 2<sup>nd</sup> by Don Chamblee. No opposition. Motion carried.

**X. Old Business**

There was no old business addressed at this time.

**XI. New Business**

There was no new business addressed at this time.

**XII. Public Comments**

There were no public comments at this time.

**XIII. Chairman's Update**

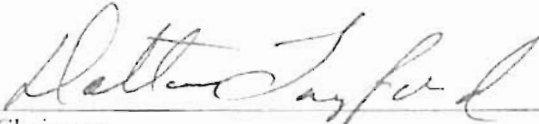
Chairman Langford requested each board member to bring any concerns they have about the airport to either himself or Director Tim Lafleur and not discuss any issues with tenants or contractors around the airport.

**XIV. Executive Session**

There was no executive session.

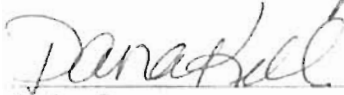
XV. Adjourn

Chairman Langford entertained a motion to adjourn. R. K. Levens made a motion to adjourn the meeting, 2<sup>nd</sup> by Wilmer Dugas. No opposition. Motion carried. Meeting adjourned at approximately 5:25 p.m.



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Chairman



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Acting Secretary