

Southland Field - West Calcasieu Airport Managing Board  
Minutes of the Meeting convened Tuesday, November 6, 2012,

The regular monthly meeting was called to order at 5:03 p.m. by Chairman, Tim Dougherty, at the meeting room of the West Calcasieu Airport Terminal Building, 7000 Southland Field Road, Sulphur, LA. Pursuant to notice previously emailed to all Board Members and to Southwest Daily News and also posted more than 24 hours in advance on the door of the Terminal Building.

Present: Tim Dougherty, Dalton Langford, R.K. Levens, and Joseph R. Palermo, Jr., Randy Favre, arrived later as shown in the minutes. A quorum was present. Also present, Oliver Schrumphf, acting Secretary and Attorney, Darla B. Perry, CPA, Mayor Chris Duncan of the City of Sulphur, Chuck Stutes, Engineer, and Don Chamblee, pilot/instructor.

Invocation was provided by Tim Dougherty; Dalton Langford led the Pledge of Allegiance.

Joseph R. Palermo, Jr., moved to approve the Minutes of the October 2, 2012, meeting. The motion was seconded and unanimously approved.

No changes were made or offered to the agenda.

Darla Perry gave a financial report (see copy attached and incorporated into these minutes). Darla advised that the depreciation makes the financial report appear to be a loss, but without depreciation the facility is in the black. Darla said she may choose to use a different form for the financial report in the future to separate out the depreciation as a separate item to make it clear that the facility is operationally in the black. Dalton Langford thanked the City of Sulphur for assistance in tractor repairs. Chris Duncan requested that in the future a maintenance and repair log should be kept on each tractor and piece of equipment.

The manager's report was given by Darla Perry. See copy attached. October average gas was 6,354 gallons which is less than the 7,070 gallons from October of the previous year. However Jet A fuel sales were up 300% over the previous year.

Chuck Stutes gave the engineering report including the capital improvement plan. A copy of the report is attached. No action was required as the report was previously authorized by Resolution of the Board, September 4, 2012. He explained that the 2013 Improvements would require no local funds. It is being funded 90% by FAA grant and 10% by the State. However, in order to carry out the projects for the runway widening and overlay in 2015-2017 additional funds of nearly \$2 million dollars will be required. He suggests we start seeking State funds to cover these projects.

The current fuel farm improvement plans are ready and we need to set up a date for advertising and bid acceptance. The proposal is to bid one tank and one skid for this year plus an alternate for an additional tank and then bid the second tank and skid for next year.

Joseph R. Palermo, Jr., said that we should consider asking our current fuel suppliers to bid to make the fuel supply repair project in exchange for a fixed lease for a set period of time. At this time Randy Favre joined the meeting.

Discussion continued as to going forward with the fully funded State grant for fuel improvements or inviting current fuel suppliers to make a proposal. It was the consensus of the Board that whatever project goes forward we should consider adding a self service/credit card facility for times when no linemen are present. Chuck Stutes said this could be added as an addendum to the project. At this point no specific action was taken on making a proposal for fuel suppliers to bid on the project. The project currently planned is already funded by the State and the Chairman appointed Dalton Langford, Oliver Schrupf, and Chuck Stutes to meet to get their calendars to select a date for the bid acceptance.

The Chairman called for public comments. No one came forward to make any public comments.

The Chairman's update: Tim Dougherty said that we need to go forward with interviewing the manager applicants and/or decide whether to enter into a contract with a Fixed Base Operator. Darla Perry advised that 18 resumes have been received, but some of those have already taken jobs at other locations.

Joseph R. Palermo, Jr., said that he had been approached by Lee Shreve and Kathy Shreve about a Fixed Base Operator who might be interested in entering into an agreement with the West Cal Airport. Joseph R. Palermo, Jr., said in the interim we should go forward with interviewing for a manager and if an FBO proposal is made the Board can consider it at that time. It was discussed that a Fixed Base Operator would not be responsible for mowing the grass, and taking care of the runway and taxi way repairs and lights, etc. Darla Perry said that an FBO would remove employee costs and insurance in exchange for the fuel sales and supply sales. This would yield a rather low profit margin for a Fixed Base Operator. Discussion yielded a consensus that we would still need to have an Airport Manager and still be responsible for a number of items on the Airport including grass cutting. Oliver Schrupf reported that he researched the Transit (now Vision) Aviation lease with L.C. Regional, but L.C. Regional is an air carrier airport and can enter an FBO lease without advertising. West Cal Airport is not an air carrier airport and would have to advertise for bids for an FBO lease. The committee previously appointed October 2<sup>nd</sup> of Darla Perry, Joseph R. Palermo, Jr., and Dalton Langford will commence interviews and report back to the Board. Joseph R. Palermo, Jr., said he expects to hear a response from the interested FBO applicant next week and will report back to the Board.

No further business was brought up.

Joseph R. Palermo, Jr., moved to adjourn the meeting. The motion was seconded and unanimously approved.

Date: November 6, 2012

  
Oliver Schrupf, Ad hoc Secretary