

West Calcasieu Airport Managing Board Meeting Minutes

December 1, 2015

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 December 1, 2015, 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 Chamblee
- ✓ Wilmer Dugas
- ✓ R. K. Levens
- ✓ Joe Palermo

(Dana Keel was not present at the meeting.)

(Others also present at the meeting were: Darla Perry, Tim LaFleur, Jackson Schruppf, Judd Bares, Mayor Chris Duncan and Sheila Burton.)

Darla Perry stated that since Tim Dougherty was the secretary for the Airport Board and he is no longer on the Board, the Board will now need to elect a new secretary.

V. Approval of minutes of the October 13, 2015 regular monthly meeting

Chairman Dalton Langford entertained a motion to approve the minutes of the October 13, 2015 regular monthly meeting. Joe Palermo made a motion to approve the minutes of the October 13, 2015 regular monthly meeting, 2nd by R. K. Levens. No opposition. Motion carried.

VI. Additions/Deletions to Agenda

R. K. Levens asked to add to the agenda electing a new secretary for the Board. Chairman Dalton Langford suggested nominating Dana Keel for the position of secretary. R. K. Levens nominated Dana Keel for the position of secretary, 2nd by Wilmer Dugas. No opposition. Motion carried.

VII. Approval to purchase Honda 700 side by side

R. K. Levens asked what the Honda would be used for. Chairman Dalton Langford answered it would be used to pull helicopters in and out of the hangars and to also use it to spray along the fence lines and ditches. Chairman Langford told the Board that, according to the airport attorney, there needs to be comparisons on the price. There was further discussion about the Honda, and Tim LaFleur gave the Board a little background on the Honda. Tim reported that the bid prices were 11,500; 14,000; and 14,500. Joe Palermo asked if these were used or new, and Tim answered they are new. Joe Palermo asked what the price is for the Honda 700 side by side owned by Tim Lafleur, and Tim answered 11,000 with the accessories included. R. K. Levens asked what year model, and Tim answered 2014. Joe Palermo asked Attorney Jackson Schrupf if there would be a conflict of interest, and Mr. Schrupf stated no. Mr. Schrupf stated this purchase did not have to go out for bids because it is not enough money to acquire a bid, but it's good practice to make sure you compare it to others to make sure you are getting a good price and not showing favoritism. There was further discussion regarding the purchase of the Honda. Wilmer Dugas stated he wanted the record to reflect that he went to Attorney Oliver Schrupf and asked him if there would be any issue with buying the Honda from Airport Director Tim Lafleur, and Mr. Schrupf assured him that there was no conflict of interest. There was continued discussion regarding the issue of the Honda. Joe Palermo made a motion to buy the Honda side by side from Tim Lafleur for \$11,000; 2nd by R. K. Levens. No opposition. Motion carried.

VIII. Committee recommendation for Mowing Contract

Chairman Dalton Langford stated he met with Tim Lafleur and Don Chamblee on the mowing contract and recommended a company named The Summit Group that has already started doing work at the airport. Chairman Langford said that Tim has been well pleased with the work they are doing. Airport Director Tim Lafleur stated that 7 submitted bids (sic) originally, and one withdrew their bid (sic). Tim stated the companies ranged from \$23 per acre to \$32 per acre with some charging mobilization fees if they had a call-out and some did not. Tim stated the two main ones they were looking at did not charge call-out mobilization fees. Tim said the company they are recommending, The Summit Group, had a bid (sic) price of \$27.75 per acre for everything. Tim said they have already started doing the fence line and removing trees. Tim stated that, by contract, that was required; but it was not being fulfilled by the previous person that had the contract. Don Chamblee stated that the grass has not looked this good in the last 4 years. There was further discussion regarding the mowing contract. R. K. Levens asked how many acres will be cut. Don Chamblee and Darla Perry confirmed 108 acres.

Mayor Chris Duncan asked for clarification, whether these were actual bids. Darla Perry stated that these were Requests for Proposal. Mayor Duncan asked if everything has been settled with Kip Coltrin, because he called the Mayor's office and wanted addresses for the Industrial Board and West Cal Port Board. Chairman Dalton stated that the Airport paid him the money due him. Mayor Duncan said that Mr. Coltrin kept telling him that the Airport had "bids" for the mowing contract. Darla Perry stated that it was clarified on the record and that it was advertised as an RFP (Request for Proposal). Darla also stated that when Mr. Coltrin asked to withdraw his "bid" at the meeting, she clarified that it was not a bid, that it was a Request for Proposal. Mayor Duncan asked when this occurred. Darla answered that it was at the October 13, 2015 regular meeting of the West Calcasieu Airport Managing Board. There was a brief discussion regarding the issues with Mr. Coltrin.

Wilmer Dugas made a motion to give the mowing contract to The Summit Group, upon the Committee's recommendation, 2nd by R. K. Levens. No opposition. Motion carried. Wilmer Dugas asked the record to reflect that Joe Palermo was not present during the vote, that he stepped out to make a phone call. Chairman Langford announced that there was still a quorum with Mr. Palermo's absence.

IX. Finance Report

Darla Perry told the Board they are reviewing 4 months because they are starting fiscal year starting July. Darla stated the Airport budgeted a bottom line of \$110,000 for the first four months, and they are actually at \$131,000 to the positive with \$20,000 ahead of budget in this four-month period. Darla said the bulk of that is from the revenues being up \$12,000 from what was budgeted and expenses of \$9,000 being saved. Darla stated that Tim Lafleur is doing a very good job at expense shopping and expense control. Darla reported that fuel sales are up. Don Chamblee asked what the monthly rent is from First Flight. Darla stated that the lease per month is \$28,437 due to a variance in the acreage. Darla also told the Board that once First Flight gets over the base of 500 employees, there will be a charge per person/per day. Darla said they will get credit for moneys they spend on the T hangars and the road. Wilmer Dugas made a motion to accept the financial report as presented, 2nd by R. K. Levens. No opposition. Motion carried.

X. Director's Report

Airport Director Tim Lafleur stated that the grant documents were signed for the lighting project and the runway rehab. Tim said there have been meetings with the State on the projects. The lighting project is supposed to start after the first of the year; and then the runway rehab will wait for dryer and warmer weather, around April or May. Tim said he spoke with the companies that were awarded the contract regarding the amount of time that the runway will be closed. Tim said there will be closures, but they will be limited. Tim stated that one of the things the State recommended was doing LED lights on the PAPI because it will save money over a period of time. Mayor Duncan asked what is PAPI. Tim answered it is the precision approach path indicators. Tim said the State recommended the Airport pay for this cost out of pocket, around \$20,000; but it will save

money over a period of time due to less repairs and lower usage of electricity. Police Juror Judd Bares asked if there would be tax breaks given for this. Darla stated that the Airport is tax exempt. Joe Palermo suggested asking the Police Jury for the funds to pay for the LED lights.

Tim Lafleur announced there was a crash at the airport. Fortunately, no one was injured badly. Tim said the guys at the Airport are trained in safety, but there isn't any safety equipment on the premises. Mayor Duncan suggested checking with Dana Keel to see if Citgo had any extra safety items they could donate to the Airport. Mayor Duncan stated he would also check with Fire Chief Danny Dupre to see if there was anything they could give to the Airport. Attorney Jackson Schrupf reminded the Board that they have leased property to the Carlyss Volunteer Fire Department for 99 years at \$1 in order to have them near the airport in case there was a fire nearby. There was further discussion about safety equipment and responsibilities of the airport. Mayor Duncan asked if the Carlyss Volunteer Fire Department has done any training at the airport. Don Chamblee answered no. Mayor Duncan suggested calling Chief Stanley and have a discussion on the topic. There was further discussion regarding the crash at the airport.

Tim Lafleur told the Board that the State Committee did another inspection on the 20th and the items they wrote up for were: a tree that's on one of the adjacent property owners' property that is in the 71 ratio that needs to be lowered; the runway breaking apart at the grass line, which will be addressed when they do the overlay; and dipping the runway where the pipeline is, which should also be addressed when they do the overlay. Tim said they have to have a reply letter within a month sent back to them, and he has already sent a letter back to them in response.

Joe Palermo requested Tim Lafleur to investigate Nomex suits and a large fire extinguisher and ability or inability for the airport employees to go to training regarding safety issues at the airport and to report back his findings by the next meeting. Tim stated he may not be able to get all of the information requested by the next meeting due to the holidays, but he will check into it.

XI. Engineer's Report

Tim Lafleur told the Board Kris Kelly is working on the structural plans for the T hangar. Once they get an acceptable price, they will get with First Flight so they can purchase the building prior to construction because they have to have at least 10% down before they can start. Tim announced the Meyers & Associates Christmas Party on December 11th at the West Cal Event Center. Tim stated if you did not receive an invitation, let Meyers & Associates know.

XII. Old Business

There was no new business brought before the Board.

XIII. New Business

Joe Palermo requested Chairman Langford to appoint a committee to start looking at the property that surrounds the airport and try to buy what they feel will be needed for the future. There was further discussion on the topic of buying more property for the airport. Chairman Langford asked for volunteers for the committee. Joe Palermo volunteered to be on the committee. Wilmer Dugas and R. K. Levens also volunteered to be on the committee. Darla suggested calling the committee the Capital Acquisition Committee.

XIV. Chairman's Update

Chairman Langford reported that everything has been running smoothly, except for the mowing dispute. The airport is selling a lot of jet fuel, and they have good pricing.

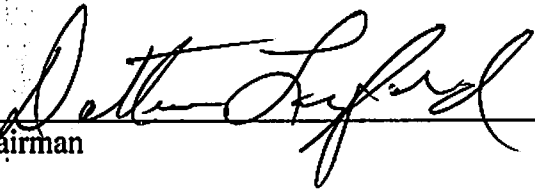
XV. Public Comments

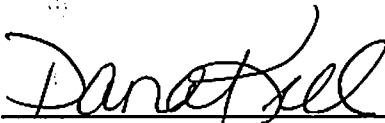
Chairman Langford invited Police Juror Judd Bares to address the Board. Mr. Bares thanked the Board for allowing him to attend the meeting. Mr. Bares encouraged everyone to keep an eye out and make sure First Flight is staying on point and keeping the Airport informed of their progress and whether any plans need to be changed so that the Airport can make sure they are being good neighbors to the surrounding community. Mr. Bares told the Board to let him know if they hear of anything that needs to be addressed so he can pass on the information, if need be. Mr. Bares congratulated the Board on the job they are doing.

Darla Perry responded by saying that in her dealings with First Flight in the last year and a half, everything they have said has been above board; and they have done what they said they would do. Darla stated that everyone should be just as cautious regarding the oversight of what is happening in the community by way of rental homes with multiple people and vehicles, disrupting neighborhoods and not knowing whether the people are documented or not. Joe Palermo brought up the question of which would you rather, having a lot of people contained in an employee village or 7 or 8 or 10 renting a house in your neighborhood with all of them living in one house? Mr. Palermo stated that the latter will cause a bigger problem than the employee village will. There was further discussion on the topic of the employee village. Chairman Langford stated that he has run an employee village for 25 years, and he has had very little problems with them.

XVI. Adjourn

Chairman Langford entertained a motion to adjourn the meeting. Don Chamblee made a motion to adjourn the meeting, 2nd by R. K. Levens. No opposition. Motion carried. Meeting adjourned at approximately 5:24 p.m.


Chairman


Acting Secretary