

Minutes of the Regular Monthly Meeting of the  
West Calcasieu Airport Managing Board for Tuesday, December 3, 2013

The Managing Board of the West Calcasieu Airport met at 5:00 p.m. on December 3, 2013, at the Conference Room of Southland Executive Airport, 7000 Southland Field Road, Sulphur, Louisiana 70663.

Present: Bill Hankins, R. K. Levens, Dalton Langford and Tim Dougherty, Board members. Also present Tim LaFleur, acting manager; Darla Perry, CPA; Oliver Schruppf, Attorney/Secretary; Chris Funk, Chuck Stutes, George Simon, and Richard Nelson.

Tim Dougherty opened with a prayer; Bill Hankins lead the Pledge of Allegiance.

A quorum was present.

On motion of R. K. Levens, duly seconded and passed, the agenda was amended to allow Chris Funk, a CPA, to provide the audit report for the fiscal year ending June 30, 2013. Mr. Funk was allowed to proceed immediately. He advised that this was a good audit comparable to past reports. The report is written and attached to these minutes. Page 6 of the report shows financial statements are fairly presented. Page 8 mentions that the statement of net position from June 30, 2012, to June 30, 2013. Page 9 shows revenues, expenses and net for the same one year period ending June 30, 2013. The report shows that repairs and maintenance were much higher in 2013 than in 2012, but that if depreciation is ignored, the net result is positive \$22,000 over budget. In summary this was a good audit no negative findings.

On motion of R.K. Levens, duly seconded and passed unanimously, Bill Hankins was authorized to sign approval of the audit and to sign the State of Louisiana forms approving and accepting the audit. Darla Perry will forward the audit to the Louisiana Board website.

On motion of Tim Dougherty, duly seconded and approved, the minutes of the meetings of November 5<sup>th</sup> and 7<sup>th</sup> were approved as written.

Darla Perry presented the finance report (copy attached and made a part of these minutes).

Tim LaFleur provided the Director's Report (copy attached and made a part of these minutes). On recommendation of Tim LaFleur, a motion was made by R.K. Levens, duly seconded and approved unanimously to declare the 1991 Ford Explorer, VIN# 1FMDU32XXMUD90472, to be excess and surplus property and to authorize that said property be auctioned by the City of Sulphur (the City of Sulphur having been the original government agency that donated the vehicle to Southland Field).

It was brought to the Boards attention that Omega Protein Spider Pilots would like to locate a temporary or large trailer on the premise of Southland Executive Airport to allow pilots to rest overnight during fishing season. No specifics were available. The Board requested Tim LaFleur invite Omega Protein to make a specific proposal for installing a facility onsite to be presented to the Board for the Board's consideration.

Tim LaFleur mentioned that repairs are being evaluated to repair or replace the temporary office building for tenant, George Simon (Double S Aviation). Board members requested that prior to

expending more funds to repair the old 10X16 portable building that Tim LaFleur obtain estimates for replacement with a new similar building.

Fuel sales report were provided by the manager (copy attached). Jet fuel sales were up greatly over previous year.

Tim advised that he has revised the petty cash form and updated the employee evaluation form they can be saved on a computer. He is now using a time clock for employee time.

Engineers report. Chuck Stutes reported that the fuel farm construction is nearly complete finally payment should be next month after receipt of a clear lien certificate. He is drafting an engineering agreement for the lighting rehabilitation which will then be reviewed by their airport attorney, Oliver Schruppf and by LA DOTD.

On motion of Tim Dougherty, seconded and duly approved, the Board approved authorization for an advertisement for a request for qualifications for an engineer for the Capital Improvement Plan and 5 year plan. Tim LaFleur was authorized to represent the proposed advertisement to LA DOTD and FAA for their comments prior to advertising. Advertising would be done in Capital City Press and American Press.

Bill Hanks, Chairman, appointed Dalton Langford to replace Mike McDougal on the Consultant Selection Committee. This committee will consist of Bill Hankins, Dalton Langford, Oliver Schruppf and Megan McClellan, if Megan is willing to serve.

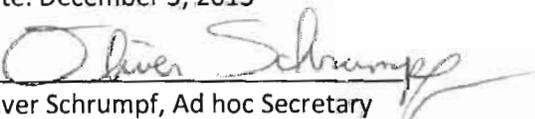
Chairman called for public comments. No comments were made.

Bill Hankins suggested that we need a committee to consider commercial development around the airport. Bill Hankins appointed Dalton Langford, Tim LaFleur, Darla Perry, R.K. Levens, and Bill Hankins to serve as ex-officio chairman of this committee.

On motion of Dalton Langford, duly seconded and passed, the Board went into executive session to discuss potential litigation and personnel matters. After this discussion the Board, on motion of R.K. Levens, duly seconded and passed, returned to regular session.

On motion of R.K. Levens, duly seconded and passed, the meeting adjourned.

Date: December 3, 2013

  
Oliver Schruppf, Ad hoc Secretary