

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

December 4, 2018

## **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 4, 2018, 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:

- ✓ Chairman Dalton Langford
  - ✓ R. K. Levens
  - ✓ Dana Keel
  - ✓ Wilmer Dugas
  - ✓ Don Chamblee
- (Joe Palermo was absent.)

(Others also present at the meeting were: Tim LaFleur, Jackson Schrumpf, Chuck Stutes, Karen Wade, Rhett Phillips, Bobby Waters, Chad Broussette and Sheila Burton.)

## **V. Approval of minutes of the November 6, 2018 regular monthly meeting**

Chairman Langford entertained a motion to approve the minutes of the November 6, 2018 regular monthly meeting. R. K. Levens made a motion to approve the minutes of the November 6, 2018 regular monthly meeting, 2<sup>nd</sup> by Wilmer Dugas. No opposition. Motion carried.

**VI. Consider Change Order #1 for Fuel Farm Rehab (adding hose reel)**

Chuck Stutes explained how there was an alternate put together for a self-service pump. Chuck stated that he misunderstood the Airport Director's intent and designed the fuel system so that it would load a truck only instead of designing it to load a truck or underwing plane. Chuck said the Change Order adds an automatic electric wheel with a 1 ½" hose with a capacity to accommodate either a plane or a truck, giving you the flexibility to do either one. Chuck explained that the contractor has priced this to add the reel, including all of the mechanical and electrical equipment, at \$5,290.50 and recommends the Board approves the Change Order.

There was a brief discussion about the reason for the self-service pump. Don Chamblee made a motion to approve the Change Order #1 for Fuel Farm Rehab (adding hose reel), 2<sup>nd</sup> by R. K. Levens. No opposition. Motion carried.

**VII. Additions/Deletions to the Agenda**

There were no additions or deletions at this time.

**VIII. Financial Report**

Airport Director Tim Lafleur presented the Financial Report in Darla Perry's absence. Tim reported that the year-to-date budget versus actual through October is approximately \$79,000 better than budgeted due to the First Flight head count, which is not budgeted. For the month of October, the largest variance to the budget is the Repair (and Maintenance) – Equipment account, which was due to repairs on the AvGas fuel truck and front gate repairs. Tim briefly explained the reason for the repairs.

Chairman Langford entertained a motion to approve the Financial Report as presented. Wilmer Dugas made a motion to approve the Financial Report as presented. No opposition. Motion carried.

**IX. Director's Report**

Director Tim Lafleur stated he did not have anything to report at this time.

NOTE: Even though there was no Director's Report presented, Chairman Langford entertained a motion to accept the Director's Report. Wilmer Dugas made a motion to accept the Director's Report, 2<sup>nd</sup> by R. K. Levens. No opposition. Motion carried.

**X. Engineer's Report**

Chuck Stutes reported that the Fuel Farm Rehab project is under construction and presently in the materials procurement phase. Chuck told the Board it will probably be months before they will actually see anything happening in the field.

With regards to the Apron Rehabilitation project, it is still ongoing. Chuck stated there were quite a few items on the punch list, and the contractor was instructed to take care of the punch list items he was given and to report back when they were done. Chuck explained once the punch list is taken care of, another inspection will be done before substantial completion.

There was a brief discussion on the Fuel Farm Rehab project. Chuck told the Board the projected completion date on the Fuel Farm Rehab project is June 16, 2019 and is contractual. Chairman Langford entertained a motion to approve the Engineer's Report as presented. R. K. Levens made a motion to approve the Engineer's Report as presented, 2<sup>nd</sup> by Don Chamblee. No opposition. Motion carried.

**XI. Old Business**

R. K. Levens asked about the per diem for the board members. Attorney Jackson Schrupf stated he reviewed the joint service agreement, and it needs to be amended. Mr. Schrupf explained there are 3 parties to the agreement that need to approve it: the Parish, the Dock Board and the City of Sulphur Industrial Development Board. There was a brief discussion regarding the per diem and the joint service agreement. Mr. Schrupf told the Board he will look into amending the joint service agreement.

Mr. Schrupf reminded the Board that Board Member Dana Keel announced at the last meeting she had changed her domicile outside of Calcasieu Parish, which would mean that someone would need to take her place. There was a brief discussion regarding Board Member Dana Keel's appointment. Mr. Schrupf stated he would look into changing the joint service agreement and have everyone approve it where board members would be allowed to serve on the Board without living in Calcasieu Parish.

**XII. New Business**

There was no new business to come before the Board.

**XIII. Public Comments**

Rhett Phillips of First Flight reported to the Board that things are going well. Mr. Phillips announced they did an extension with McDermott/CCJV through June of 2019.

Mr. Phillips told the Board they have been speaking with Tellurian and did a tour last week with Tellurian's EPC contractor, Bechtel; and they were very complimentary of the facility. Mr. Phillips briefly explained to the Board how they are reviewing different ways to become more attractive for the Driftwood project and the market in general. Chairman Langford told Mr. Phillips that First Flight has been very good to the Airport;

and if they needed any assistance on anything, the Board would be glad to help. There was a brief discussion regarding First Flight's business and Driftwood's timeline for their project. Chairman Langford thanked Mr. Phillips, Mr. Broussette and Mr. Waters for attending the meeting.

Karen Wade introduced herself to the guests at the meeting and gave a brief description of the Ninety-Nines and the volunteer work they do at the airport. Ms. Wade announced they will be having their next meeting at the airport on December 15<sup>th</sup>, 10:00 am – noon, with a brunch. Ms. Wade extended the invitation to the Board and anyone on site that would like to join them for their meeting. Mr. Chad Broussette told Ms. Wade if there was anything that First Flight could do to help sponsor their meeting or anything they could provide, they would be glad to help. Ms. Wade expressed her appreciation to First Flight for their generosity. Director Tim Lafleur mentioned that the Christmas tree at the airport was decorated by the Ninety-Nines. Ms. Wade thanked the airport board for allowing them to hold their meetings at the airport and to use their facilities.

**XIV. Chairman's Update**

There was no Chairman's Update given at this time.

**XV. Adjourn**

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    - 1.

Chairman Langford entertained a motion to adjourn. Don Chamblee made a motion to adjourn the meeting, 2<sup>nd</sup> by R. K. Levens. No opposition. Motion carried. Meeting adjourned at approximately 4:55 p.m.

  
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Chairman

  
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Acting Secretary