

Minutes of the Regular Monthly Meeting of the
West Calcasieu Airport Managing Board for Tuesday, February 4, 2014

The Regular Monthly Meeting of the West Calcasieu Airport Managing Board was called to order beginning at 4:30 p.m. on February 4, 2014, at the Conference Room of Southland Executive Aviation, 7000 Southland Field Road, Sulphur, Louisiana 70663.

The meeting was called to order by Chairman, Bill Hankins.

Present: Bill Hankins, R. K. Levens, Dalton Langford, Scott Foreman, and Tim Dougherty, Board members. A quorum was present.

Also present Tim LaFleur, manager/director; Darla Perry, CPA; Oliver Schrupf, Attorney/Secretary; and Chuck Stutes, Engineer.

On motion of R.K. Levens duly seconded and approved, the reading of the minutes was waived and the minutes were approved as written for the preceding meeting, January 7, 2014.

Darla Perry gave the Financial Report. The Financial Report is attached hereto and included herein.

Tim LaFleur provided the Director's Report. A copy of the Director's Report is attached hereto and made a part hereof. This includes the Fuel and Oil Inventory Report, the Av Gas Fuel Sales Report. Tim also reported that the estimate to repair George Simon's office is approximately \$1,500. Estimates were received to completely replace the portable building/office which is much more costly than simply repairing the old one. The offer for a new building from Ellender's Portable Buildings was \$8,386.00. The offer for a replacement building from General Shelters was \$11,569.51. On motion of R.K. Levens duly seconded and after vote unanimously approved, the Board authorized the Director, Tim LaFleur, to have the mechanic's office repaired for up to \$1,600.00.

Tim LaFleur reported that the American Helicopter door has been repaired at the price bid. He said All American Helicopters also had an electrical safety hazard which Tim had the electrician repair and also repaired some outside lights.

Tim advised the Board he is negotiating with Omega Protein to minimize the loss of hangar rent when they close down operations and to maximize fuel sales.

Tim LaFleur also reported that Cedric Van Nevel has split with his partner and that Omega Protein and Cedric Van Nevel each gave up an office upstairs.

Tim LaFleur reported that the Department of Transportation & Development proposes to restripe the runways and taxiways in a project which should take two days and cost the airport \$15,142.00.

On motion of R.K. Levens, duly seconded and after vote passed, Bill Hankins was authorized to sign a Cooperative Endeavor Agreement with the Louisiana Dept. of Transportation & Development to allow them to repaint the stripes and markings on the runways and taxiways at West Calcasieu Airport for \$15,142.00.

Tim LaFleur reported that the brochure prepared by Citgo has already gone to print. The changes suggested (such as including the AWOS frequency and telephone number) were already included in the revised brochure.

Tim LaFleur reported that the Calcasieu Parish Library wants a sponsor to prepare bags to be given out by the Library with the airport logo on it. Tim will look into the cost of obtaining this as an advertising project and will report back to the Board.

The Engineer Report was given by Chuck Stutes. He said he is preparing the advertising for qualifications for engineers for the five year Capital Improvement Plan. It was also reported by Tim LaFleur that Megan McClelland would prefer not to serve on the Consultant Selection Committee for the five year plan, but that three members of the Committee would be adequate and Megan will not be needed and no one will have to replace Megan on the Committee.


New business: R.K. Levens asked whether we could move the conference room to the glass walled room in the terminal building. Tim LaFleur will examine, measure, and report back to the Board at the next meeting.

Dalton Langford inquired whether we could get money from the State or Parish for building a road to complete the entrance road out to Hwy 27. Inquiries will be made and reported back to the Board.

The Chairman Bill Hankins gave this update: he and Tim LaFleur have met with a group of businessmen from Baton Rouge, LA, who want the board to sign a Confidentiality Agreement to discuss potential lease of property. Bill Hankins proposes that a committee of board members rather than the entire board, sign confidentiality and meet with them to get information as needed. Once basic information is known about the intended purpose the Board would still have to meet publicly and there could be no confidentiality as to the terms of the lease. Bill Hankins and Tim LaFleur plan to meet this group at 1:00 pm on February 25, 2014.

There being no further business to come before the Board. The meeting was adjourned at 5:25 p.m.

Date: February 4, 2014


Oliver Schrupf, Ad hoc Secretary

Directors Report for (2/4/14) Board Meeting

Old Business:

- DOTD gave an estimate to re-strip the runway, taxiway and ramp.
- Talked to APEX Energy Group about possible lease of property.
- Continuing to talk to fuel distributor about assisting with the cost of fuel spill cleanup.
- Hanger C door completely repaired and fully functional.
- Repairs to wiring for All American Hanger and other electrical problems complete still trying to get a fire alarm vendor.
- Estimates for replacing the mechanic office building
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New Business

- Looking into a smaller bush hog (used) for airport, old three tier bush hog is in need of repair.
- Sulphur Library called to check about placing our logo on library bags (checking on cost)
- Need to have all of the consultant committee forms signed (Megan and Jackson)
- Talked to Tina Wilson and Kris Kelley about the Airport Lighting Project. We have a new FAA program manager and we will send forms to him and hope everything is still in place.

January 2014

SALES**AVGAS**

	2010	2011	2012	2013	2014 % Last Year	
January	2475	1803	1540	1123	2349.1	209.18%
February	2871	1512	1532	1764.4		
March	3655	1984	1358	1081.6		
April	5420	4085	3986	2384.2		
May	7966	7111	6318	3137.4		
June	7014	6314	5227	5493.36		
July	6430	8302	5053	4632		
August	8095	8964	5123	5412.5		
September	6973	6103	6551	3083.7		
October	8144	7170	6354	5010.1		
November	1832	1894	1484	2559		
December	2048	711	1697	2026		
TOTAL GAL						
SOLD YTD:	66288	62923	55953	37707.26	0	

JET-A FUEL

	2010	2011	2012	2013	2014 % Last Year	
January	3459	2095	5325	2662	1429	-53.70%
February	2005	637	2341	1065		
March	2322	1235	2638	2836		
April	2619	1271	3578	2349		
May	1987	1815	6087	6401.4		
June	2869	1250	4453	3991.6		
July	888	2522	3823	3757		
August	2036	884	5327	2502		
September	2482	4123	3873	5431.8		
October	1468	3383	3783	1820		
November	6105	3157	3469	1659.3		
December	66	3884	3984	1993		
TOTAL GAL						
SOLD YTD:	23107	28306	26256	36468.1	0	

Monthly Fuel and Oil Inventory

January-14

Date

02/03/14

Fuel	On Hand	Quick Books	Diff.
Avgas	1,992	2,219.00	-227
JetA	7,898	6,247.00	1,651.00
Oil			
Aero 100 50w	51	49	2
Aero 100 Mineral	64	64	0
Aero 15w50	27	29	-2
Phillips 20w50	60	58	2
Exxon Turbo 2380	0	0	0
Exxon Elite	26	26	0

WEST CALCASIEU AIRPORT MANAGING BOARD

Budget vs. Actual YTD

July through December 2013

	Jul - Dec 13	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
30500 · Sale of Fuels & Supplies	206,160.60	261,616.05	-55,455.45
30600 · Leases - Hangers & Offices	43,942.77	39,065.24	4,877.53
30800 · Vendor's Comp	38.99	117.25	-78.26
31000 · La DOTD Grant Revenue	172,603.49	1,112.30	171,491.19
31100 · Chennault Grant Revenue	99,999.98	99,999.99	-0.01
Total Income	522,745.83	401,910.83	120,835.00
Cost of Goods Sold			
40500 · Cost of Fuel & Supplies	162,165.39	199,818.88	-37,653.49
Total COGS	162,165.39	199,818.88	-37,653.49
Gross Profit	360,580.44	202,091.95	158,488.49
Expense			
50500 · Salaries - Manager	22,984.80	18,420.22	4,564.58
50600 · Salaries - Line Crew	36,205.25	34,102.36	2,102.89
50850 · Contract Labor - Rec.Secretary	0.00	150.00	-150.00
60500 · Advertising	4,339.01	3,052.29	1,286.72
60700 · Bank Charges	0.26	4.27	-4.01
60750 · Credit Card Fees	4,493.65	3,151.33	1,342.32
61000 · Dues & Subscriptions	732.18	424.20	307.98
61100 · Depreciation Expense	156,881.52	156,881.52	0.00
61400 · Business Relations	579.42	29.55	549.87
61650 · Equipment Lease	0.00	140.00	-140.00
61700 · Fuel Expense	5,601.71	754.10	4,847.61
61800 · Insurance	27,589.32	30,473.17	-2,883.85
61810 · Misc Employee Benefits	859.28	0.00	859.28
61820 · Continuing Professional Educati	1,000.00	0.00	1,000.00
62000 · Licenses	800.00	0.00	800.00
62200 · Miscellaneous	0.00	3.62	-3.62
62400 · Office Supplies	1,208.72	1,501.30	-292.58
62500 · Pest Control	126.00	126.00	0.00
62800 · Postage	494.68	670.94	-176.26
62900 · Legal & Professional Fees	1,250.00	1,025.00	225.00
63000 · Accounting	9,484.21	7,000.00	2,484.21
63100 · Accounting - Audit Fees/Other	7,000.00	7,000.00	0.00
63200 · R & M - Terminal	4,874.17	5,628.78	-754.61
63400 · R & M - Runway	2,075.79	7,450.33	-5,374.54
63510 · R& M - AWOS System	5,300.00	4,650.00	650.00
63550 · R&M Weather Radar	894.00	1,094.00	-200.00
63600 · R & M - Grounds	19,089.00	997.62	18,091.38
63700 · R & M - Equipment	8,668.91	10,399.84	-1,730.93
63770 · Rent	0.00	125.64	-125.64
63800 · Supplies	2,344.34	888.55	1,455.79
63900 · Taxes & Licenses	0.00	10.00	-10.00
64000 · Telephone	3,980.06	4,358.98	-378.92
64200 · Travel	0.00	1,376.21	-1,376.21
64300 · Uniforms/Janitorial	2,620.93	3,357.12	-736.19
64400 · Utilities	14,665.56	12,257.10	2,408.46
64600 · Auto Expense	225.95	200.20	25.75
65600 · Payroll Tax Expense	4,754.01	4,018.02	735.99
65650 · Payroll Reimbursed Expenses	1,192.90	0.00	1,192.90
Total Expense	352,315.63	321,722.26	30,593.37
Net Ordinary Income	8,264.81	-119,630.31	127,895.12
Other Income/Expense			
Other Income			
30900 · Interest Income	19.25	239.07	-219.82
65000 · Miscellaneous Income/Expense	6,419.60	0.00	6,419.60
Total Other Income	6,438.85	239.07	6,199.78

WEST CALCASIEU AIRPORT MANAGING BOARD
Budget vs. Actual
December 2013

	Dec 13	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
30500 · Sale of Fuels & Supplies	20,735.77	28,884.32	-8,148.55
30600 · Leases - Hangers & Offices	7,403.24	6,672.79	730.45
30800 · Vendor's Comp	0.00	13.43	-13.43
31000 · La DOTD Grant Revenue	163,319.68	1,112.30	162,207.38
31100 · Chennault Grant Revenue	16,666.63	16,666.67	-0.04
Total Income	208,125.32	53,349.51	154,775.81
Cost of Goods Sold			
40500 · Cost of Fuel & Supplies	14,916.80	23,532.89	-8,616.09
Total COGS	14,916.80	23,532.89	-8,616.09
Gross Profit	193,208.52	29,816.62	163,391.90
Expense			
50500 · Salaries - Manager	6,923.10	2,833.88	4,089.22
50600 · Salaries - Line Crew	6,247.49	6,078.98	168.51
60500 · Advertising	101.32	800.00	-698.68
60750 · Credit Card Fees	509.53	587.54	-78.01
61000 · Dues & Subscriptions	302.66	347.90	-45.24
61100 · Depreciation Expense	26,146.92	26,146.92	0.00
61700 · Fuel Expense	50.05	40.00	10.05
61800 · Insurance	3,619.72	4,484.37	-864.65
61810 · Misc Employee Benefits	181.13	0.00	181.13
62400 · Office Supplies	230.64	130.78	99.86
62500 · Pest Control	42.00	42.00	0.00
62800 · Postage	52.73	94.85	-42.12
62900 · Legal & Professional Fees	200.00	200.00	0.00
63000 · Accounting	1,635.57	1,200.00	435.57
63100 · Accounting - Audit Fees/Other	7,000.00	0.00	7,000.00
63200 · R & M - Terminal	168.63	142.80	25.83
63400 · R & M - Runway	357.83	748.99	-391.16
63510 · R& M - AWOS System	700.00	700.00	0.00
63550 · R&M Weather Radar	447.00	447.00	0.00
63700 · R & M - Equipment	268.62	22.61	246.01
63800 · Supplies	412.53	32.51	380.02
64000 · Telephone	710.84	637.34	73.50
64300 · Uniforms/Janitorial	372.65	585.21	-212.56
64400 · Utilities	2,633.12	2,095.34	537.78
64600 · Auto Expense	0.00	200.20	-200.20
65600 · Payroll Tax Expense	1,045.93	681.82	364.11
65650 · Payroll Reimbursed Expenses	245.36	0.00	245.36
Total Expense	60,605.37	49,281.04	11,324.33
Net Ordinary Income	132,603.15	-19,464.42	152,067.57
Other Income/Expense			
Other Income			
30900 · Interest Income	2.49	109.07	-106.58
Total Other Income	2.49	109.07	-106.58
Other Expense			
64500 · Interest Expense	13.78	848.80	-835.02
Total Other Expense	13.78	848.80	-835.02
Net Other Income	-11.29	-739.73	728.44
Net Income	<u>132,591.86</u>	<u>-20,204.15</u>	<u>152,796.01</u>

WEST CALCASIEU AIRPORT MANAGING BOARD

Budget vs. Actual YTD

July through December 2013

	<u>Jul - Dec 13</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Other Expense			
64500 Interest Expense	2,420.90	2,749.39	-328.49
Total Other Expense	<u>2,420.90</u>	<u>2,749.39</u>	<u>-328.49</u>
Net Other Income	4,017.95	-2,510.32	6,528.27
Net Income	<u>12,282.76</u>	<u>-122,140.63</u>	<u>134,423.39</u>

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Income			
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31000 · La DOTD Grant Revenue	163,319.68	1,112.30	162,207.38
31100 · Chennault Grant Revenue	16,666.63	16,666.67	-0.04
Total Income	208,125.32	53,349.51	154,775.81
Cost of Goods Sold			
40500 · Cost of Fuel & Supplies	14,916.80	23,532.89	-8,616.09
Total COGS	14,916.80	23,532.89	-8,616.09
Gross Profit	193,208.52	29,816.62	163,391.90
Expense			
50500 · Salaries - Manager	6,923.10	2,833.88	4,089.22
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60750 · Credit Card Fees	509.53	587.54	-78.01
61000 · Dues & Subscriptions	302.66	347.90	-45.24
61100 · Depreciation Expense	26,146.92	26,146.92	0.00
61700 · Fuel Expense	50.05	40.00	10.05
61800 · Insurance	3,619.72	4,484.37	-864.65
61810 · Misc Employee Benefits	181.13	0.00	181.13
62400 · Office Supplies	230.64	130.78	99.86
62500 · Pest Control	42.00	42.00	0.00
62800 · Postage	52.73	94.85	-42.12
62900 · Legal & Professional Fees	200.00	200.00	0.00
63000 · Accounting	1,635.57	1,200.00	435.57
63100 · Accounting - Audit Fees/Other	7,000.00	0.00	7,000.00
63200 · R & M - Terminal	168.63	142.80	25.83
63400 · R & M - Runway	357.83	748.99	-391.16
63510 · R& M - AWOS System	700.00	700.00	0.00
63550 · R&M Weather Radar	447.00	447.00	0.00
63700 · R & M - Equipment	268.62	22.61	246.01
63800 · Supplies	412.53	32.51	380.02
64000 · Telephone	710.84	637.34	73.50
64300 · Uniforms/Janitorial	372.65	585.21	-212.56
64400 · Utilities	2,633.12	2,095.34	537.78
64600 · Auto Expense	0.00	200.20	-200.20
65600 · Payroll Tax Expense	1,045.93	681.82	364.11
65650 · Payroll Reimbursed Expenses	245.36	0.00	245.36
Total Expense	60,605.37	49,281.04	11,324.33
Net Ordinary Income	132,603.15	-19,464.42	152,067.57
Other Income/Expense			
Other Income			
30900 · Interest Income	2.49	109.07	-106.58
Total Other Income	2.49	109.07	-106.58
Other Expense			
64500 · Interest Expense	13.78	848.80	-835.02
Total Other Expense	13.78	848.80	-835.02
Net Other Income	-11.29	-739.73	728.44
Net Income	<u>132,591.86</u>	<u>-20,204.15</u>	<u>152,796.01</u>

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Total Other Expense	<u>2,420.90</u>	<u>2,749.39</u>	<u>-328.49</u>
Net Other Income	4,017.95	-2,510.32	6,528.27
Net Income	<u>12,282.76</u>	<u>-122,140.63</u>	<u>134,423.39</u>