

West Calcasieu Airport Managing Board Meeting Minutes

April 2, 2019

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 April 2, 2019, at the offices of Southland Executive Airport, Conference Room, 7000 Southland Field Road, Sulphur, Louisiana.

II. Invocation

R. K. Levens led the invocation.

III. Pledge of Allegiance

Pledge led by Dana Keel and recited by all board members and guests.

IV. Roll call

The following persons were present:

- ✓ R. K. Levens
 - ✓ Dana Keel
 - ✓ Don Chamblee
 - ✓ Wilmer Dugas
- (Joe Palermo were absent.)

(Others also present at the meeting were: Tim LaFleur, Jackson Schrupf, Chuck Stutes, Darla Perry and Sheila Burton.)

V. Approval of minutes of the March 5, 2019 regular monthly meeting

Chairman Langford entertained a motion to approve the minutes of the March 5, 2019 regular monthly meeting. Wilmer Dugas made a motion to approve the minutes of the March 5, 2019 regular monthly meeting, 2nd by R. K. Levens. No opposition. Motion carried.

VI. Additions/Deletions To Agenda

Darla Perry asked to add to the agenda approval of the budget for the upcoming fiscal year 2020. Chairman Langford entertained a motion to add to the agenda approval of the budget for the upcoming fiscal year 2020. No opposition. Motion carried.

Darla explained to the Board how she came up with the numbers for the coming fiscal year. Darla told the Board she expects the Airport will take in close to \$1.1 million between the sale of fuel, leases of the hangars, First Flight rent and the Chennault payment. Darla stated the projected amount does not include the extra head count for First Flight. Darla reported on the expenditures; cost of fuel runs about 74% of the fuel sales. Darla stated that Director Tim Lafleur is really good about repricing when the Airport gets new inventory, to make sure they maintain the gross profit percentage on the fuel sales. Darla briefly went over some of the figures and how she came up with the projected amounts. Darla reported the net ordinary income is projected to be \$439,000 before depreciation and interest income. Darla stated that she projects the bottom-line net figure will be \$157,779 based on the budget for the fiscal year July 2019 through June 2020.

Darla explained that the budget is normally presented the last month before the new fiscal year; but the Legislative Auditor now wants them to budget 3 months ahead. Darla said it makes it more difficult to do a projection without using 12 months, but she is dealing with it. The Board briefly discussed the budget with Darla. R. K. Levens made a motion to accept the proposed budget for year 2020, 2nd by Wilmer Dugas. No opposition. Motion carried.

VII. Finance Report

Dana Keel asked if anyone else heard an advertisement on KPLC regarding First Flight hiring. Darla Perry reported First Flight is running 520-530 right now, which is right near capacity. Director Lafleur stated their max was 750, but they moved out some units due to their extended lease with CCJV. There was a brief discussion about new work coming into the area.

Darla reported the budgeted amount for February was \$80,837; and the actual amount came in very close at \$80,039 in revenue. Expenditures were a little over due to some equipment repairs. Both the interest and miscellaneous incomes came in higher than projected with the miscellaneous income receiving a reimbursement from the State in the amount of \$5,510. Darla reported that the bottom line came in \$10,381.34 better than budgeted for the month of February.

Chairman Langford entertained a motion to accept the Finance Report. R. K. Levens made a motion to accept the Finance Report, 2nd by Wilmer Dugas. No opposition. Motion carried.

VIII. Director's Report

Director Tim Lafleur reported the taxiway/ramp rehab has been completed, and the walk-through will be done in April.

Tim told the Board that First Flight representatives were at the airport last Monday speaking with CCJV to extend their lease through the end of the year. Tim stated they also had talks with Driftwood regarding utilizing the housing. Darla announced that Driftwood plans to break ground within 3 months, so that might come quickly.

Chairman Langford entertained a motion to accept the Director's Report. Wilmer Dugas made a motion to accept the Director's Report.

IX. Engineer's Report

Chuck Stutes announced they have completed the punch list items for the taxiway/rehab project, and now they need to set a date to do the walk-through.

Chuck explained the fuel farm is still waiting on the tanks to come in, but they did receive a final approval from the Fire Marshall on the job. Chuck briefly explained the process on getting final approval. Chuck expects the fuel farm should be receiving the tanks by the end of this month or beginning of May, and then it will go out of service for a few weeks to change over all of the equipment. Darla asked if the airport will be able to sell gas during the change-over. Tim explained they will still be able to sell gas since they had the fuel farm pump moved over to the side. There was further discussion regarding the fuel farm project.

Chairman Langford asked about the hangar. Chuck stated the T hangar final plans are being drafted and should go to Danielle at any time, probably Friday of this week. Chuck said they will be submitting those to the State so they can give formal approval to bid. Tim asked if there were any delays on the finalized portion of the firewall. Chuck answered no, that it has been worked out.

Wilmer Dugas asked why the fuel tank was being moved. Director Lafleur explained that the fuel tank is being replaced and gave the reasons why and how this was being done. There was continued discussion regarding the placement of the fuel tank.

Chairman Langford entertained a motion to accept the Engineer's Report as presented. R. K. Levens made a motion to accept the Engineer's Report as presented, 2nd by Wilmer Dugas. No opposition. Motion carried.

X. Old Business

Attorney Jackson Schrupf told the Board that he was directed to change the proposed Joint Service Agreement amendment, to separate them into 2 separate documents. The first one removes the requirement that members of the board reside in Ward 4, and the other authorizes a payment of a per diem to board members. Mr. Schrupf asked who wanted the amendments. R. K. Levens said he would take them. Mr. Schrupf

explained that the Board has already approved these amendments, but each sponsor will need to vote on it. If 2 sponsors agree, it will be amended. The sponsors that will need to vote on this are: West Cal Port, Industrial Development Board, Calcasieu Parish Police Jury. There was a brief discussion regarding the amendments.

XI. New Business

There was no new business to come before the Board.

XII. Public Comments

Mr. Schrupf announced that he received notice that the Lake Charles Regional Airport Authority is increasing the rent on his hangar to \$200 per month. Mr. Schrupf stated he hopes this will make the electrical outlets in the hangar work as well as fix the doors. Mr. Schrupf asked the Airport Director what Southland Field rents their hangars for. Tim answered the older hangars are \$200 per month, and all of the electrical outlets work as well as having water. The newer hangars are \$250 per month. Darla said she will put Mr. Schrupf on the list if he would like. Tim told Mr. Schrupf that Southland Field also provides a service where they will move your plane in and out of the hangar for you.

XIII. Chairman's Update

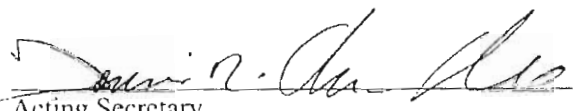
There was no Chairman's Update given at this time.

XIV. Adjourn

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Chairman Langford entertained a motion to adjourn. Dana Keel made a motion to adjourn the meeting, 2nd by Wilmer Dugas. Meeting adjourned at approximately 4:49 p.m.


Chairman


Acting Secretary