

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

July 7, 2020

## **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 July 7, 2020, at the offices of Southland Executive Airport, Conference Room, 7000 Southland Field Road, Sulphur, Louisiana and asked for a moment of silence to pay respects to Board Member Joe Palermo that recently passed away.

## **II. Invocation**

R. K. Levens led the invocation.

## **III. Pledge of Allegiance**

Pledge led by Jackson Schrupf and recited by all board members and guests.

## **IV. Roll call**

The following persons were present:

- ✓ Chairman Dalton Langford
- ✓ Wilmer Dugas
- ✓ R. K. Levens
- ✓ Don Chamblee
- ✓ Missy Amidon

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

## **V. Approval of minutes of the June 2, 2020 regular monthly meeting**

Chairman Langford entertained a motion to approve the minutes of the June 2, 2020 regular monthly meeting. Wilmer Dugas made a motion to approve the minutes of the June 2, 2020 regular monthly meeting, 2<sup>nd</sup> by Missy Amidon. No opposition. Motion carried.

**VI. Review and confirm insurance policies**

Darla Perry explained there were quotes from several different companies. There was approximately a 19% overall increase in the insurance with the amount going from \$48,000 to \$69,000 in the annual premium. Darla explained the biggest increases were on the liability and commercial policies. Don Chamblee asked if there have been any insurance claims. Darla answered any claims have been less than \$10,000. There was a brief discussion regarding the insurance policies.

**VII. Take action on Auditor recommendation**

Darla explained the auditor used last year was Steve Derouen, and the fee he charged for services was \$10,000. Darla stated the amount is still \$10,000 this year, and she feels that is a good price. Darla recommended the Board accept the amount of \$10,000 and make a resolution to engage Steve Derouen as the auditor.

Chairman Langford entertained a motion to accept the insurance company renewal in the amount of approximately \$63,000 for the annual premium. Wilmer Dugas made a motion to accept the insurance company renewal in the amount of approximately \$69,000 for the annual premium, 2<sup>nd</sup> by R. K. Levens. Don Chamblee opposed the motion. There was a brief discussion regarding insurance. Motion carried. Darla stated she will look into possibly self-insuring in the amount of \$50,000 to drop the premium rate.

Chairman Langford entertained a motion to accept the auditor recommendation. Wilmer Dugas made a motion to accept the auditor recommendation, 2<sup>nd</sup> by R. K. Levens. No opposition. Motion carried.

**VIII. Approve Substantial Completion of the New T-Hangars**

Chuck Stutes announced the T hangar project was completed a few weeks ago. There was a formal substantial completion inspection done on June 30. There were approximately 16 punch list items. Chuck said the fire marshal did a formal inspection yesterday and approved it for occupancy. Chuck stated Meyer & Associates recommends that the Board accept the T hangar project as substantially complete. R. K. Levens asked what kind of costs were involved in the punch list. Chuck answered the punch list was estimated to be \$3800.

R. K. Levens made a motion to accept the T hangar project as substantially complete, 2<sup>nd</sup> by Don Chamblee. No opposition. Motion carried. \_

**IX. Additions/Deletions To Agenda**

Airport Manager Tim LaFleur stated he needed to add the lease extension for First Flight Holdings to the agenda. Attorney Jackson Schrupf stated the Board also needed to add to the agenda sending a letter to the Industrial Development Board requesting that R. K. Levens be re-appointed to the Airport Board.

Chairman Langford entertained a motion to add to the agenda the lease extension for First Flight Holdings to the agenda. Wilmer Dugas made a motion to add the lease extension for First Flight Holdings to the agenda, 2<sup>nd</sup> by R. K. Levens. No opposition. Motion carried.

Chairman Langford entertained a motion to add to the agenda sending a letter to the Industrial Development Board requesting that R. K. Levens be re-appointed to the Airport Board. Wilmer Dugas made a motion to add to the agenda sending a letter to the Industrial Development Board requesting that R. K. Levens be re-appointed to the Airport Board, 2<sup>nd</sup> by Missy Amidon. No opposition. Motion carried.

Bobby Waters explained to the Board the current situation with First Flight Holdings and asked if the monthly lease payments can be negotiated to a lesser amount until they get business back up and running. Jackson Schrupf said he would like time to study what First Flight Holdings is proposing since the Airport has already deferred payment of the last 3 months' rent and he wasn't prepared to address this at this time. There was a brief discussion regarding the lease.

Don Chamblee asked when the grass was going to be cut. Mr. Waters apologized for not getting the grass cut and said it would be done next week. There was a brief discussion regarding the grass cutting.

There was a continued discussion regarding the monthly lease payments for First Flight Holdings. Jackson Schrupf and the Board agreed to table the issue until further review. There was a brief discussion regarding Driftwood and a possible expansion of business in Hackberry. The Board continued discussing ideas regarding First Flight Holdings' monthly lease payments.

R. K. Levens stated due to the Corona Virus Pandemic that is affecting the business environment in Calcasieu Parish, he recommends the West Calcasieu Airport approve the 2<sup>nd</sup> Amendment to the ground lease agreement with First Flight Holdings subject to the approval of the Airport's in-house counsel, 2<sup>nd</sup> by Wilmer Dugas. No opposition. Motion carried.

Wilmer Dugas made a motion to submit a letter to the Industrial Development Board requesting that R. K. Levens be re-appointed to the Airport Board, 2<sup>nd</sup> by Missy Amidon. No opposition. Motion carried.

#### **X. Finance Report**

Darla Perry reviewed the finance report with the Board and said they did very well. The budgeted revenue amount was \$1,009,000 and the actual amount was \$1,014,000. Expenditures were under budget. Bottom line net income was \$23,000 better than budget. Darla stated the Airport is at the end of their fiscal year, and she is working with the auditor on the audit. Darla said she is also working with Tim on several grants and submitted all of the supplies and repair costs for DOTD to reimburse the Airport. Darla said one of the grants they are working on is the CARES Act grant for \$30,000.

R. K. Levens asked Darla why were the repairs and maintenance on grounds up substantially. Darla answered it was due to replacing the ODALS and REILs and air conditioning.

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

#### **XI. Director's Report**

Airport Manager Tim LaFleur reported the punch list for the T hangar is getting completed. Tim told the Board Joe Flores is going to donate some used furniture to the Airport. Tim said the used furniture is in better shape than the new furniture at the airport. Tim said he has already spoken to Darla about making arrangements to pick up the furniture when it is ready. There was a brief discussion regarding the furniture being donated.

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

#### **XII. Engineer's Report**

Chuck Stutes reported on the rejuvenation of taxiway B and T hangar aprons that are under construction. Chuck said he has received several contractor submittals on the project, and they should begin seeing field activity now that the T hangar project is complete.

Chuck told the Board he has put together a bid package with plans and specs regarding changing out the ODALS and REILs and will be submitting it to Danielle with the State to get approval to go out for bids by August.

With regards to the FAA AIP project for the 300' apron expansion, Chuck said they still do not have the grant offer. It will probably be on next month's agenda. Chuck said the total project amount is \$1.2 million. Chuck further explained the process of the AIP project.

Tim stated he received word from Danielle that the Airport will be receiving a full grant for the localizer building and localizer itself. Chuck explained that the Airport was first given a grant to change out the building, but Tim was contacted and told that they will be giving the Airport another grant to cover the localizer equipment. Chuck said Danielle gave Tim permission to place it all under one project. Tim discussed possibly changing the phone line to a cell phone to remote into the localizer.

Chairman Langford entertained a motion to accept the Engineer's Report as presented. Don Chamblee made a motion to accept the Engineer's Report as presented, 2<sup>nd</sup> by Wilmer Dugas. No opposition. Motion carried.

**XIII. Old Business**

Don Chamblee suggested sending a letter to Joe Palermo's family thanking him for all of the years he served on the Board. There was a brief discussion about Joe Palermo's contribution to the airport.

**XIV. New Business**

There was no new business to come before the Board.

**XV. Public Comments**

There were no public comments.

**XVI. Chairman's Update**


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

**XVII. Adjourn**

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Chairman Langford adjourned the meeting at approximately 5:20 p.m.

  
Chairman

  
Acting Secretary