

West Calcasieu Airport Managing Board Meeting Minutes

August 1, 2017

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 August 1, 2017, 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
- ✓ Don Chamblee
- ✓ Wilmer Dugas

Board Members Dana Keel and Joe Palermo were absent.

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

V. Approval of minutes of the July 11, 2017 regular monthly meeting

Chairman Langford entertained a motion to approve the minutes of the July 11, 2017 regular monthly meeting. Wilmer Dugas made a motion to approve the minutes of the July 11, 2017 regular monthly meeting, 2nd by R. K. Levens. No opposition. Motion carried.

VI. Additions/Deletions to Agenda

There were no additions or deletions to the agenda.

VII. Finance Report

Darla Perry explained the budget was presented in May. However, since she was absent at the July meeting, there wasn't a vote on it. Darla said she would like to get an approval of the Fiscal Year Budget. Darla said it was projected, without depreciation, the Airport would bring in \$393,000; but the bottom line was actually \$806,000 which included the day rent, the .50 cent per head rent and the extra quarterly billing to First Flight. Darla said she didn't put that in the budget because she knew there would be an offset for the infrastructure. Darla said the auditors are still waiting on the offset on the infrastructure from First Flight. There was a brief discussion on the First Flight billing. Don Chamblee asked what the last count was for First Flight. Darla answered 1380. Darla continued to explain how First Flight is billed. There was a brief discussion on the infrastructure. Darla said she needs approval of the fiscal budget and approval on the financial disclosures. R. K. Levens made a motion to accept the Fiscal Year Budget presented in May and the financial disclosures as presented, 2nd by Wilmer Dugas.

{At this time, Tim Dougherty entered the Board meeting in session.}

VIII. Director's Report

Airport Director Tim Lafleur reported that he had a letter from Danielle Gaylord with the State on the farm rehab. Tim stated that the Airport is going to be able to do the Av gas farm that was put in the capital outlay for this year. Tim said he also is gathering information on a self-serve setup for the Av gas farm. Tim explained that if the Board wanted to do a self-serve setup on the Av gas farm, this would be the time to do it. There was a brief discussion on the advantages and disadvantages of having a self-serve versus a full-serv. Chuck Stutes suggested setting up a bid with an alternate, and then you would know exactly what the differential is and make a decision at that time. Jackson Schrupf asked if there would be an increase on liability insurance because of people not being trained to pump their own gas. Darla answered yes; the general liability and hazmat training would go up. There was a brief discussion on the type of hazmat training the Airport will need to have. Darla explained the types of hazmat training that would need to be given at the Airport. Tim Lafleur further explained what all is involved in the hazmat certifications.

IX. Engineer's Report

Chuck announced the Av gas fuel farm is now an approved project. The budget is \$205,000; and it is to complete the fuel farm renovation that they didn't have the money to fund the last time around. Chuck stated the T-hangar project is complete, and the electrical engineer will be coming into town tomorrow to do an inspection. Chuck explained that once they have the final inspection with the contractor, they have to call the state fire marshal to come in and give a certificate of occupancy.

Chuck reported they have been recently approved to proceed on the bidding on the rehabilitation of the apron pavement. Airport Director Tim Lafleur, Kris Kelly and Danielle Gaylord will be meeting tomorrow and will conference in an FAA representative to go over all of the outstanding projects for the Airport.

X. Old Business

There was no old business addressed at this time.

XI. New Business

Darla Perry announced that West Cal Port would like to have a report on the operations of the airport since they are one of the sponsors. Darla said the director has asked for a summary report on a bimonthly basis. Darla asked if there was any opposition. There was a brief discussion on the issue. There was no opposition on providing West Cal Port with a summary report. Darla Perry said she would take care of getting them the summary reports.

XII. Public Comments

Tim Dougherty said he wanted to stop by and say hi. Mr. Dougherty gave a brief report on how the West Cal Port was doing and asked that if the airport had any business they could send to the Port, it would be appreciated. Mr. Dougherty suggested getting in touch with Citgo to see if they could help with the hazmat training. Darla stated she would ask Dana Keel about it.

XIII. Chairman's Update

Chairman Langford announced the Airport has a couple of new guys that have been trained, and they are doing very well. Chairman Langford praised all of the employees of the airport and Director Tim Lafleur for a job well done.

XIV. Executive Session


There was no Executive Session at this time.

XV. Adjourn

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



Chairman



Acting Secretary