

West Calcasieu Airport Managing Board Meeting Minutes

August 7, 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 August 7, 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:

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

(Others also present at the meeting were: Tim LaFleur, Darla Perry, Jackson Schruppf, Chuck Stutes, Police Juror Francis Andrepont, Ritarae Fontenot and Sheila Burton.)

V. Approval of minutes of the June 5, 2018 regular monthly meeting

Chairman Dalton Langford entertained a motion to approve the minutes of the June 5, 2018 regular monthly meeting. Wilmer Dugas made a motion to approve the minutes of the June 5, 2018 regular monthly meeting, 2nd by R. K. Levens. No opposition. Motion carried.

VI. Award Construction Contract for Fuel Farm Rehab Phase 2

Chuck Stutes passed out copies of the Bid Review and Award Recommendation letter and explained that on July 11, 2018 the Airport received bids on the fuel farm rehabilitation-phase 2 project. Chuck stated they received 3 bids; however, the bid from Par Construction, LLC was non-responsive due to the fact it did not have an executed bid bond. Chuck reported the lowest bid was from Keiland Construction, LLC in the amount of \$195,000. Chuck explained that "Alternate No. 1" pertained to the self-service dispenser and "Alternate No. 2" pertained to the stainless-steel liner on the interior of the tank. Based on the summary of bids received and the fact that the engineer's estimate was \$180,000, Chuck recommended that the bid be awarded to the lowest responsible bidder, which was Keiland Construction, LLC with a total base bid of \$195,000.

R. K. Levens asked where they are located. Chuck replied Lake Charles. Darla asked if they had done work at the Airport before. Chuck answered they were the company that did the last fuel farm. Mr. Levens asked if there were any problems on the first job they did. Chuck answered no, that they did a good job. There was a brief discussion about items on the bid review. Chuck stated that the resolution that needs to be made, if the Board is in agreement, is to award the construction contract to Keiland Construction, LLC in the amount of the total base bid of \$195,000 for Fuel Farm Rehabilitation-Phase 2. Don Chamblee made a motion to award the construction contract to Keiland Construction, LLC in the amount of the total base bid of \$195,000 for Fuel Farm Rehabilitation-Phase 2, 2nd by Wilmer Dugas. No opposition. Motion carried.

VII. Authorize Chairman Langford to Execute Grant for Fuel Farm Rehab-Phase 2

Chuck Stutes explained that the total budget for the Fuel Farm Rehab-Phase 2 project is \$225,000. The State is contributing \$205,000; and the Airport will be paying \$20,000. Chuck stated that the State has already sent Airport Director Tim Lafleur the grant; and in order for the Airport to receive the money, Chairman Langford has to formally execute the grant. Wilmer Dugas made a motion to authorize Chairman Langford to execute the grant for the Fuel Farm Rehab-Phase 2, 2nd by Don Chamblee. No opposition. Motion carried.

VIII. Discuss and take action on appointment of auditor for Louisiana Legislative Auditor request

Darla Perry told the Board she has the proposal from McMullen and Mancuso to do the annual audit and the SAUP (State Agreed-Upon Procedures) engagement. Darla explained whomever does the audit has to do the SAUP. Darla said the proposed amount for the audit is the same as last year, \$8,925; and the SAUP is \$4,000. The SAUP amount has increased by a thousand dollars from last year due to it being approximately 30-40 pages more. Darla said she feels this is a fair amount, but she will be going out for bids next year. There was a brief discussion about the reasons for the audit and what procedures are followed. Wilmer Dugas made a motion to appoint McMullen And Mancuso for the annual audit and the SAUP, 2nd by R. K. Levens. No opposition. Motion carried.

VIII. Additions/Deletions to Agenda

Airport Director Tim Lafleur asked to add to the agenda accepting a grant from the State in the amount of \$5510 for the debris machine and to authorize Chairman Langford to sign the grant documents.

R. K. Levens made a motion to add to the agenda to accept a grant from the State in the amount of \$5510 for the debris machine and to authorize Chairman Langford to sign the grant documents. Motion was 2nd by Don Chamblee. No opposition. Motion carried.

IX. Finance Report

Darla Perry presented the Financial Report to the Board. Darla explained they will be reviewing May & June reports since there wasn't a meeting last month. Darla reported the total income for July 2017 through June 2018 was \$1,397,928.93. That amount is \$394,878.93 better than budgeted due to the head count payments from First Flight that are not budgeted. Expenditures for July 2017 through June 2018 were \$370,438.46 with a budgeted amount of \$408,951. Darla stated the Airport came in under budget on expenses and over budget on revenue, which is a good position to be in. Darla said the bottom line after depreciation is \$549,954.67, which is significantly better than budget.

Darla told the Board she provided some updated information for the FAA grant, and she is working with Chuck on the projects that will be closed out for audit. Wilmer Dugas made a motion to accept the Finance Report as presented, 2nd by R. K. Levens. No opposition. Motion carried.

X. Director's Report

Airport Director Tim Lafleur briefly explained the ADS-B traffic and weather equipment that was given to the Airport by Motion, Inc. for free.

Tim explained the original air conditioner that had been installed in the light house had to be replaced. Tim said they received 3 bids, and the lowest bid was for \$4500 by Mangrum Air Conditioning. Tim stated they put in a new heat strip and air conditioning system, and it is working fine.

Tim said he received a notice today regarding the new T hangars. The grant has not been written yet, but Tim told the Board he has all of the paperwork from Danielle and she said the funding is available and will be moving forward with the project. There was a brief discussion regarding the location of the new T hangar and whether out buildings would need to be moved. Tim told the Board he already has a waiting list for the new T hangars.

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

XI. Engineer's Report

Chuck Stutes said he received a formal notice from FAA, and they have approved an amendment to the grant on the construction costs of the lighting project and 2 change orders and also some additional costs due to the project running over. Chuck said he will be getting with Darla to go over all of the costs and will be submitting those to FAA so the project can finally be closed out.

Chuck told the Board they have also been waiting over a year to close out the pavement rehabilitation project. They had been waiting for some additional change-over costs from the contractor. Those costs have been approved in the last few days and will be submitted with all of the paperwork so the Airport can receive their final retainage on that project and have it closed out with DOTD.

With regards to the T hangar project that Tim just referenced, Chuck announced he received notification from the State that the funding is now available. Chuck said it is not involving any FAA funding; this is only State funded. Chuck reported the survey is finished, the geotechnical report is underway, and there has been some preliminary engineering work that has been done. Chuck briefly explained how the State program works. Chuck said they should be able to submit plans to DOTD no later than September, and the next step will be going out for bids. Chuck reported that the total amount for the project is \$550,000 with the State paying \$530,00 and the Airport paying \$20,000. There was a brief discussion about the bidding process and the grant.

With regards to the pavement rehabilitation on the apron taxiway, Chuck said the contractor sent a written notification last Friday of a new schedule where they will begin the preparation of the apron next Monday. There was a brief discussion on the work that will be done on the apron taxiway.

Don Chamblee made a motion to accept the Engineer's Report as presented, 2nd by R. K. Levens. No opposition. Motion carried.

XII. Old Business

There was no old business to come before the Board.

XIII. New Business

There was no new business to come before the Board.

XIV. Public Comments

Chairman Langford acknowledged Ms. Ritarae Fontenot. Ms. Fontenot thanked the Board for allowing her to address them today to discuss the correspondence she received regarding the ramp fees. Ms. Fontenot explained that she is all for paying ramp fees but would like to consider fair ramp fees. Ms. Fontenot stated she would rather pay hangar

fees for an abled aircraft rather than ramp fees for a disabled aircraft that she has been stuck with through no fault of her own since July 2016 when she put her aircraft in for an annual. Ms. Fontenot says her aircraft was pushed out onto the ramp and stuck there and now is badly disabled where it cannot be flown out. Ms. Fontenot said she is at a dilemma as to what to do because she cannot find anyone to fix it. Ms. Fontenot explained she is in litigation with the man responsible. Ms. Fontenot said she travels a lot and that the notices were piled up in her mailbox. Ms. Fontenot explained that she did not receive the first \$50 notice until it had already been raised to \$100. Ms. Fontenot says she thinks \$50 ramp fee per month is fair. Ms. Fontenot continued to explain how she is in litigation with the individual and she is unable to get the aircraft fixed. Ms. Fontenot said she thinks \$100 per month on the ramp fee is too much.

Wilmer Dugas asked how the plane has been sitting on the ramp since 2016. Ms. Fontenot said she gave it to the person for the annual in July of 2016. Mr. Dugas asked Ms. Fontenot who she meant when she said "the person." Ms. Fontenot answered Brad Hensley. Mr. Dugas asked Ms. Fontenot if Mr. Hensley was working for the airport or himself. Ms. Fontenot explained that she was under the impression that he was working for the airport; but, she said, "Tim says he was working independently for himself." Ms. Fontenot said he was working out of the little airport office, and her airplane was in the hangar for the airport. Ms. Fontenot explained he was just like George had been; and as far as she knew, he was the A&P for the airport. Ms. Fontenot said she gave the man \$4,000 to tear it apart and do the annual and she got nothing in return and he did not put the plane back together.

Mr. Dugas asked Ms. Fontenot if she was telling the Board that she never received a \$50 bill from the Airport. Ms. Fontenot answered no, that is not what she said. Ms. Fontenot explained that she had a stack all together. Mr. Dugas asked if she has paid any of the \$50 ramp bills. Ms. Fontenot answered no, that she came up here to pay them and Tim Lafleur told her that she had to pay \$100. Mr. Lafleur told Ms. Fontenot that he did not tell her that. Ms. Fontenot exclaimed to Mr. Lafleur that he told her that he had to enforce it.

Mr. Lafleur explained that he sent the notice to Ms. Fontenot to pay the \$50 ramp fee along with the policy, and he received a letter back from Ms. Fontenot's attorney. Mr. Lafleur said he believes Ms. Fontenot received the copy of the policy and the \$50 ramp bill since he received the letter from her attorney in response. Ms. Fontenot disputed the claim and said she does not know what Mr. Lafleur is talking about. There was a brief discussion between the Board and Ms. Fontenot regarding the ramp fees and how the schedule is set up within the policy. Darla Perry explained that the plane needs to be fixed and asked Ms. Fontenot if she has a timeline on when it can be fixed and moved. Ms. Fontenot said she did not know her attorney contacted Tim LaFleur. Joe Palermo explained that the policy of the Board states that the first month rent on ramp fee is \$50; second month is \$75; third and following months is \$100. Mr. Palermo suggested getting a mechanic out here to fix it or tear it apart and haul it off. Ms. Fontenot accused the Airport of adopting this policy due to her situation. Mr. Dugas asked her how many bills she received. Ms. Fontenot answered 4 bills.

R. K. Levens requested the Board to go into Executive Session, 2nd by Joe Palermo. The Board went into Executive Session at approximately 5:17 p.m.

Wilmer Dugas made a motion to come out of Executive Session and back into Regular Session at approximately 5:23 p.m.

Chairman Langford explained to Ms. Fontenot that the Board has decided to follow the policy as written, and the fee will be \$100 per month. If the bill goes into arrears, it will then go into litigation and be decided in court. Chairman Langford explained to Ms. Fontenot that if she wants to continue to have her plane at the airport and does not want this to go into litigation, she will need to pay the \$100 per month. Ms. Fontenot stated that if she had to pay \$100 per month, she would prefer to put it in a hangar and pay the hangar fee. Chairman Langford asked Ms. Fontenot if she had the aircraft in a hangar before it was on the ramp. Ms. Fontenot answered yes, it was in a common hangar. Mr. Dugas asked Ms. Fontenot what her plans were for the aircraft, whether she was going to just leave it and do nothing or sell it or have it repaired or something else. Ms. Fontenot stated she does not know what to do with it right now. There was a brief explanation between the Board and Ms. Fontenot regarding the aircraft.

Chairman Langford stated that if Ms. Fontenot wants to move it to a hangar, she will then have to pay \$125 per month for the hangar fee but will also be responsible for late ramp fees. Chairman Langford asked Ms. Fontenot if she is in agreement to pay the back fees and then pay \$125 per month to put it in a hangar. Ms. Fontenot answered to put it in a hangar, yes, but she thinks the back fees should be \$50 and not \$100.

Joe Palermo stated he did not feel they need to put this into a motion because the policy is already in place. Chairman Langford asked Ms. Fontenot when she could pay Director Lafleur the money. Mr. Dugas asked if she could pay the amount today. Ms. Fontenot stated she could pay with a credit card today. Director Lafleur stated that she would need to pay all of the back ramp fees today and then the end of this month it would be for the hangar fee moving forward.

Chairman Langford asked if they had an understanding with Ms. Fontenot, and Ms. Fontenot agreed.

XV. Chairman's Update

No update given at this time.

XVI. Adjourn

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Chairman Langford entertained a motion to adjourn. Joe Palermo made a motion to adjourn the meeting, 2nd by Don Chamblee. No opposition. Motion carried. Meeting adjourned at approximately 5:25 p.m.

Walter Sapp
Chairman

Dana Keel
Acting Secretary