

West Calcasieu Airport Managing Board Meeting Minutes

September 2, 2014

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 September 2, 2014, at the offices of Southland Executive Airport, Conference Room, 7000 Southland Field Road, Sulphur, Louisiana.

II. Invocation

Tim Dougherty led the invocation.

III. Pledge of Allegiance

Pledge led by Don Chamblee and recited by all board members and guests.

IV. Roll call

The following persons were present:

- ✓ Dalton Langford
- ✓ R. K. Levens
- ✓ Tim Dougherty
- ✓ Dana Keel
- ✓ Don Chamblee

(Others also present at the meeting were: Tim LaFleur, Chuck Stutes, Oliver Schrupf, Darla Perry, Mayor Chris Duncan, Thomas Bourgeois and Sheila Burton.)

V. Approval of minutes of the August 5, 2014 regular monthly meeting

Chairman Dalton Langford entertained a motion to approve the minutes of the August 5, 2014 regular monthly meeting. R. K. Levens made a motion to approve the minutes of the August 5, 2014 regular monthly meeting, 2nd by Tim Dougherty. No opposition. Motion carried.

Oliver Schrupf brought it to the Board's attention that the *Southwest Daily News* stated the meeting would be at 4:30, and the *American Press* stated the meeting would be at 5:00. There was discussion about the time difference and making sure the *American Press* is notified of the time change.

VI. Additions/Deletions to the Agenda

There were no additions or deletions to the agenda.

VII. Discuss and take action on the approval of all DOTD/FAA documents for the airport improvement grants and authorization for the chairman to execute

Tim LaFleur said he and Chuck have all of the documents that need to be signed and sent off to DOTD and FAA for approval as soon as possible. Tim Dougherty made a motion to take action on the approval of all DOTD/FAA documents for the airport improvement grants and authorization for the chairman to execute; 2nd by R. K. Levens. No opposition.
Motion carried.

VIII. Reports

FINANCIAL: Darla Perry reviewed the Budget vs. Actual Report for July with the Board. Darla reminded the Board that June is the fiscal year end, so July is the first month in the new fiscal year. Darla showed the Board the bottom line appears to be a negative 27,540; but that includes depreciation. Darla said she's made a request to see if a report can be done without the depreciation or else have two reports done with one having depreciation and one without. Darla said the Airport is a little lower than the expected budget for the month of July. The gross profit is not what was projected, and Darla said she is speaking with Tim about that. Darla said they are working on making sure the Airport gets 25% gross profit on fuel sales. Pest Control was an added expense that was not budgeted for. Tim Dougherty commented about the grass mowing and stated hopefully with the cooler months that cost will be going down. R. K. Levens asked Darla what caused the utilities to go down so much for the month. Darla said some of the bills came in late and didn't get posted on the payables. Darla stated that new board member Dana Keel requested a copy of the organizational documents and amendments and she forwarded those items to Dana along with sending copies to all other board members.

DIRECTOR: Tim LaFleur stated he has the approval from DOTD on repainting the runways; however, they need to wait until a seal coat is applied first. Tim stated that needs to be added to the CIP so that the Airport can get the grant for that portion of it. Chuck Stutes stated a CIP needs to be submitted by November 1st. Don Chamblee asked what affect the seal coat and re-lettering of the runway will have on the airport closure. Tim answered that he has been told the painting will be a 2-day process, but he doesn't have any estimates on the seal coat. Chuck Stutes said he thinks it will be several days for the seal coat. Tim assured the Board the seal coat will be done; then there will be a break in time, and then later the painting will be done. Tim said he did ask Tina about utilizing the taxiway, and she said no because it's not wide enough. There was continued discussion about the painting and shutting down the taxiway.

Tim LaFleur stated the letters that were discussed at the last meeting were all sent to the area legislators as well as the Calcasieu Parish Police Jury. Tim said he made copies of a letter from the CPPJ for the Board stating the Airport already has liaisons that are assigned to the West Calcasieu Airport Managing Board. Tim said he is trying to get more information to see whether Mr. Farnum and Mr. Taylor are actually still the liaisons for the Airport Managing Board. There was continued discussion about the CPPJ liaisons.

Tim LaFleur told the Board there was 2 service poles that were out but still had service attached to them and the Airport was still being charged a fee. Tim said they have been disconnected, and everything has been taken care of with regard to the poles.

Tim LaFleur told the Board they each have a copy of the latest inspection by DOTD along with the rebuttal letter that was sent back to Mr. Brandt. Tim said he informed Meyer & Associates of some areas that needed an engineering inspection on the runway.

Tim LaFleur stated he would like to try and get the CPPJ to come out with their ditch cutting crews to cut the sides of the main road coming into the airfield. Tim also announced there is a field trip scheduled for October 17. A group of homeschool students will be touring the Airport at that time, along with other activities and events being provided.

Tim said he has a grant for DOTD that needs to be signed for the repainting of the beacon light. The main issue was the name change of "Southland Field" to "Southland Executive Airport." Tim said there were some things that weren't done on research prior to asking for a name change. These items consist of: changing the marquis sign at the entrance, names on the hangar, letterhead, airport facility directories through FAA and DOTD websites, the actual airport website, email address, AWOS, and banking information. Tim LaFleur recommended leaving the name as "Southland Field." There was further discussion about changing the name. Tim Dougherty makes a motion to keep the name "Southland Field" and to disregard the earlier motion. Dana Keel asked what the total approximate investment would be to change the name. Darla Perry stated she estimated 12,000 to 15,000. Dana asked if the vote on the name change could be tabled until they find out if they get the lease. There was continued discussion about the name change.

{NOTE: At this time Thomas Bourgeois enters the meeting.}

Tim Dougherty withdraws his motion. R. K. Levens makes a motion to table the vote of changing the name of the Southland Field Airport until a later date; 2nd by Tim Dougherty. No opposition. Motion carries.

Tim LaFleur stated Ms. Taylor said they are looking at phasing out the NDB and going to a DME on site, and that will all be coming in through a grant. Tim said that will help out with the Airport not having to maintain the other property by cutting grass, etc. It will also help out with more traffic as far as the localizer.

Tim LaFleur reported the lighting system is moving forward. They will be replacing all of the signage, PAPI lights, all of the lights on the taxiway and runway. Tim said

Ms. Wilson, the Airport's manager with DOTD, asked for a resolution authorizing the manager to sign all of the documents for the upcoming grants so the Board doesn't have to call special meetings to have documents signed. Tim Dougherty makes a motion that the Airport Manager be authorized to sign documents for upcoming grants so the Board doesn't have to call a special meeting; 2nd by Don Chamblee. No opposition. Motion carries. There was continued discussion about the DME.

Tim LaFleur reported that Gravity Drainage came out, and they will be making repairs around the airport where there are drainage problems. There was further discussion about the drainage problems.

Chairman Dalton Langford entertained a motion to accept the financial report as presented by Darla Perry. R. K. Levens makes a motion to accept the financial report as presented by Darla Perry; 2nd by Tim Dougherty. No opposition. Motion carries.

ENGINEER: Chuck explained that the particular grant application that was discussed earlier is the FAA/DOTD and the revised layout plan, which is the first project under CIP. There have been 2 grant applications that have been sent to FAA. Chuck said, to his knowledge, they have sent in the application; but they have not received the grant. Chuck told the Board that Tim LaFleur should be seeing the actual grants within the next month. Chuck explained that the grant is the document that formally gives you the money, and it is paid for 100% by FAA and DOTD. Chuck stated the lighting is a planning-only grant where it will pay for the engineering the first year. The next year they will pay for the actual lighting. Chuck continued to explain the process of the grants and how they work.

Manager Tim LaFleur added that the Airport has to do an IFA (independent fee analysis) on all of the scope of the work that's being done. There were 2 local companies, Tim said, that he had recommendations on. One was \$1500, and one was \$2500. Tim recommended using the company HGA with the bid of \$1500. Tim stated the money will have to be paid up front, but it will be reimbursed on the grant side. There was further discussion about the IFA. Chairman Langford entertains a motion to accept the bid of HGA to do the IFA. Tim Dougherty makes a motion to accept the bid of \$1500 by the company HGA to do the IFA; 2nd by Don Chamblee. No opposition. Motion carries.

IX. Old Business

Don Chamblee asked for an update on the employee village. R. K. Levens stated he exchanged a text with Chad, and he told him there are 2 or 3 items they are trying to finalize. The agreement will hopefully be signed by the end of the week. Chairman Langford stated it was his understanding that when a contract is signed by the 2 entities that they will begin engineering immediately and construction bids will go out. Manager Tim LaFleur said they will still need to get approval from FAA and DOTD on the site. They will need to have a 2-scale diagram to send in for approval. Chairman Langford asked if they will also need approval from the parish. Manager LaFleur stated that they will for all of the other permitting. Chuck Stutes answered they will need parish approval and DEQ and the health department for sewage. There was continued discussion about the employee village and permits needed for the project.

X. New Business

Tim Dougherty mentioned the invitation to the Devall Towing Annual Steak Dinner on October 7th and encouraged all members to attend. Darla Perry stated the airport board meeting will need to change its venue to the Devall offices for the October meeting. The time will be the same, at 4:30 pm.

XI. Public Comments

Thomas Bourgeois commented that the *Lake Charles American Press* advertised the meeting starting at 5:00. Chairman Langford acknowledged that the wrong time is still being advertised in the *American Press* and that it was discussed earlier in the meeting. Darla Perry stated the time was moved to 4:30 about a year ago and that they would contact the *American Press* to make sure it gets changed.

XII. Chairman's Update

There was no update given by the Chairman.

XIII. Adjournment

Chairman Langford entertains a motion to adjourn. R. K. Levens makes a motion to adjourn the meeting, 2nd by Tim Dougherty. Meeting adjourns at approximately 5:14 p.m.


Chairman


Acting Secretary