

Minutes of the Regular Monthly Meeting of the
West Calcasieu Airport Managing Board for Tuesday, September 3, 2013

The regular monthly meeting of the West Calcasieu Airport Managing Board was called to order on September 3, 2013.

Present: Tim Dougherty, R. K. Levens, Joseph R Palermo, Jr., and Dalton Langford. Also present: Michael McDougal, Airport Manager; Oliver "Jackson" Schruppf, acting Secretary/Attorney; Darla Perry, CPA; Chuck Stutes, engineer; Chris Duncan, Mayor of Sulphur; George Simon and Richard Nelson, Airport Tenants.

The meeting was called to order by Chairman Tim Dougherty at 5:02 p.m. Tim Dougherty gave the invocation. Pledge of Allegiance led by R. K. Levens.

R. K. Levens moved to accept the minutes of the August 6, 2013 minutes as written. This motion was seconded and passed.

Joseph R. Palermo, Jr., moved to amend the agenda to add new business regarding consider purchasing a ground auxiliary power unit. This motion was seconded and passed.

Dalton Langford moved to amend the agenda to go into executive secession to discuss a personnel matter. This matter was seconded and passed.

Darla Perry gave the financial report.

See copy of budget vs. actual for July 2013 attached (draft for budget revision). Depreciation was \$26,146.92, net was a (-)\$22,036.28. Without the depreciation there would have been a positive outcome.

Darla reported that the increase in Chennault funds will not occur until the 2016 tax collection period. R. K. Levens moved to accept the financial report. This was seconded and passed.

Mike McDougal began the manager's report.

He said 5,012.5 gallons of AV gas were sold. This was 800 gallons higher than a year ago. Also 2,502 gallons of Jet A were sold. He attributes the increase to the recent 25 year anniversary. Michael reported that he has entered into an agreement with the National Business Aviation Association (NBAA) at a cost of \$180 and with Charter Nation website for \$25 to post information regarding Southland Executive Airport on their websites. He also has obtained new business cards; new pens are due in a week (700 pens for \$400). He is in the process of getting AV-fuel collared shirts for \$25 each for sale at the FBO. Also he's in the process of getting caps with the new logo. He requests the board consider authorizing him to obtain water bottles labeled for Southland Executive Airport. Joe Palermo recommended he look into getting estimates for shirts from local businesses instead of from AV-Fuel so we can put Southland Executive Airport logo without having to advertise for AV-Fuel. Mike suggested that we also get coffee mugs. Board members expressed that in consideration of the negative budget that he slow down on expenditures. He said we are currently buying coffee from Sam's Club where we had formerly purchased coffee from Community Coffee directly. Michael reported that AV-Fuel will be sending a linemen training video on a disc which he intends to use with his linemen.

Chris Duncan suggested the Tourist Bureau has hospitality training coming in two weeks and that Mike should check on it.

George Simon says the manager needs to maintain a record of training for each employee. Mike said the training by AV-Fuel is free.

He also advised that the website had been changed to www.southlandexecairport.com.

Mike advised that Tim Harris and Lacy Spriggs of the FAA had advised him to expect resolution of the \$12,000 back charge based on the work and documentation that has already been supplied to FAA.

Darla Perry asked Michael to request from Richard Nelson of La DOTD to confirm that we also do not owe any reimbursement to the State of Louisiana for any part of that.

Michael McDougal, Dalton Langford, and Tim Dougherty are supposed to attend a meeting with State DOTD Representative Richard Nelson on Thursday, September 5, 2013.

The advertising for the consultant selection committee was brought up. Michael McDougal said he would take care of having the advertising done the following day (September 4, 2013).

Michael McDougal also reported that he had prepared a letter to be sent to people flying to other airports in the area; Joe Palermo commented that he should use post cards instead of letters.

Michael McDougal said that he will seek discount coupons from local restaurants to give to customers.

Michael McDougal said he was charging hangar fees for aircraft parking overnight. Board members, Joe Palermo and Dalton Langford, suggested that we waive hangar fees if fuel is purchased for the aircraft. Michael McDougal said he is maintaining log books on the courtesy vehicles as requested by Darla Perry.

Michael McDougal asked whether the board would consider purchasing business card sized ads in the American Press. Board members asked him to hold off on that expense at this time.

Michael McDougal reported that Michael Kyle has moved a King Air 90 from the tee hangar to the large hangar so he now has a tee hangar available. Michael McDougal reported that Cedrick Van Nevel requests an office in terminal building. It will cost about \$300 to prepare the room and he intends to charge \$250 per month. The board advised that if the aircraft are purchasing a sufficient amount of fuel that rent of office space for \$250 a month would be satisfactory.

Michael McDougal reported that construction on the fuel farm will begin and be carried out from September 3 through September 20. He has already placed a NOTAM about the fuel farm construction. The Jet truck is currently being used to fuel jets. He also advised that he has spoken with the linemen and complimented the good things they are doing and mentioned the improvements that need to be incorporated. He reported that Bryan Kitfield has moved on, but Michael believes he can utilize the three remaining linemen to do the work in a 40 hours week.

Michael McDougal reported that Thomas is doing a fine job, but that Thomas is looking for other work or a raise. He advised that he is now earning \$10.80 as a linemen and that linemen at other airports are earning more. Mike recommended a \$0.75 per hour raise to Thomas.

The board will defer to the compensation committee the recommended wage increase. Michael reported that he will be recognized at the Chennault International Airshow, September 28 and 29, 2013. Michael reported that he needs to be recertified as an IFR pilot and requested the board provide compensation to him to obtain the certification. The board advised that the board has no ownership of any aircraft and no way to grant him the benefit of certification this will be an expense that he will have to bear.

R. K. Levens reported regarding the 25th Anniversary. He advised that all expenses have been paid. He also advised that there would be a meeting September 5th 11:45 a.m. at Southland Field with Dana Keel regarding the brochures.

Chuck Stutes reported regarding the lighting. He also reported regarding a need for 5 year airport layout plan (ALT). He said Kim Harris is our current FAA project manager; she mandates the 5 year plan be changed. She wants a layout plan first before lighting plan. He advised that September 25, 2013, is Louisiana Airport Managers Association meeting with the State DOTD.

Richard Nelson advised that next generation systems are going into place and that the FAA is intending to stop using the ILS system and will be using GPS-ADS-B. Chuck said that Billy Allen Taylor will here September 11, 2013, at 10:30 a.m. to look into issues here at Southland Executive Airport.

Chuck said to expect that \$150,000 per year in FAA grants would be the maximum we can expect. He said the State has had a separate program for fuel farms and hangars, but the State is no longer funding these projects on the same basis. Odds are low for getting funding for hangars or fuel farms. Chuck said we need an airport layout plan.

New Business:

Joe Palermo advised that we need a ground power unit; the existing donated unit requires 205 volt 3 phase electricity and requires a long extension cord and we do not even know if it works. He said it will cost more to get 3 phase 205 volt electricity brought to the airport than it would to purchase a gasoline or diesel ground power unit. He said if we are servicing Jets we should expect to have to use ground power units. Joe provided two quotes. The Jet X3 and the Jet X4 both of which were gasoline powered and Joe advised that we can charge users for use of the ground power unit.

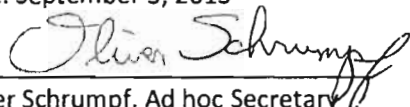
It was suggested that Michael McDougal ask Chennault if they have a unit they can give or a used unit they can sell; George Simon volunteered to look into some other possible sources and Mike McDougal said he will get several quotes and return to the board and another board member recommended that he look at Fort Polk.

On motion of Dalton Langford, seconded and passed the board went into executive session to discuss personnel matters. After the executive session ended the board voted to go back into open session. The board reported that they did not approve of a raise for Thomas at this time. The board reported they would look into a cost of living raise for the linemen. And the compensation committee

would look into providing raises for linemen or to authorize the director to give raises to the linemen. The compensation committee would be Darla Perry, R.K. Levens, Joseph R. Palermo, Jr. and Dalton Langford. This committee will examine the linemen pay and the financial status of the airport and will make a recommendation for pay raises for the linemen.

On motion of Dalton Langford, duly seconded and passed the meeting was adjourned.

Date: September 3, 2013


Oliver Schrupf, Ad hoc Secretary