

West Calcasieu Airport Managing Board Meeting Minutes

September 5, 2017

I. Call to order

Chairman Dalton Langford called to order the regular meeting of the West Calcasieu Airport Managing Board at approximately 4:35 p.m. on September 5, 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
- ✓ Dana Keel

Board Member Joe Palermo was absent.

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

V. Approval of minutes of the August 1, 2017 regular monthly meeting

Chairman Langford entertained a motion to approve the minutes of the August 1, 2017 regular monthly meeting. Wilmer Dugas made a motion to approve the minutes of the August 1, 2017 regular monthly meeting, 2nd by Don Chamblee. No opposition. Motion carried.

VI. Additions/Deletions to Agenda

Director Tim Lafleur announced to the Board that Chuck Stutes would not be attending the meeting but that he asked for Darla Perry to amend the budget on the fuel farm because there is \$23,000 that the Airport will have to pick up on the fuel farm. Chairman Langford told Darla that he spoke with Police Juror Francis Andrepont and Mr. Andrepont told him to have the Airport make a written request for Economic Development funds and he will assist the Airport in trying to get the funds needed.

VII. Fuel Farm Rehabilitation – Phase 2

Director Tim Lafleur stated the task order for the fuel farm needs to be signed. Don Chamblee asked if this was for the Avgas. Tim answered yes and explained that the State will be paying approximately \$200,000; and the Airport's portion will be 10% of the total, which is around \$23,000. Darla Perry said she will make a request to the Parish's Economic Development for the Airport's portion. There was a brief discussion about the cost of the fuel farm rehabilitation.

VIII. Ratify approval of Budget for Year Ending 6/30/18 from May 2, 2017 meeting

Darla Perry explained to the Board the financial report was approved but the ratification was not done for the "Budget w/o Depreciation/Interest/Other Income for July 2017 through June 2018." Darla said she budgeted \$1,003,050.00 coming in for fuel, rental income, hangar leases and Chennault grant revenue. Darla explained she based the fuel income on the prior year's income; the rental income is for First Flight for \$28,000 per month; the hangar leases were estimated at \$8,000 per month for all of the hangars; and the Chennault grant is for \$300,000. Darla stated the expenditures will be \$200,000 on fuel plus another \$408,000 on overhead expenses such as salaries, insurance, accounting, repair and maintenance, etc. Darla told the Board she is budgeting a bottom line of \$393,849.00 without depreciation and would like to have the Board make a motion to ratify the budget and approve it. R. K. Levens asked how the fuel farm is accounted in the budget w/o depreciation. Darla explained it is within the capital projects budget, which is separate. There was a brief discussion about the budget w/o depreciation.

Tim Lafleur reported to the Board that due to the aftermath of Hurricane Harvey, First Flight is in the process of putting in an additional 400 units in the vacant field for CB&I. Darla Perry reported that, to date, there are 1300 occupants. Tim stated there should be 2300 max. There was a brief discussion regarding the new units at First Flight. Don Chamblee made a motion to ratify and approve the Budget w/o Depreciation/Interest/Other Income for the Fiscal Year July 2017 through June 2018, 2nd by Wilmer Dugas.

IX. Finance Report

Darla Perry presented the finance report for July 2017. Revenue was \$91,289.96; and bottom line after depreciation was \$14,779.46. Darla said they didn't hit budget because she overestimated the fuel sales. Darla told the Board that along with the finance report,

she also has available for review a copy of the balance sheet, profit and loss statement, budget-to-actual comparison, and the full general ledger required by the new SAUP (State Agreed-Upon Procedures) which is more extensive than audit that the Airport is now subject to. Darla said they are required to make all of the reports present at every meeting. Wilmer Dugas made a motion to accept the finance report as presented. (Motion did not have a 2nd.) No opposition. Motion carried.

X. Director's Report

Airport Director Tim Lafleur stated that the Board needs to make a resolution for the fuel farm. Darla asked if it is for the total expenditure. Tim answered that Chuck did not give him any details. Darla said she would text Chuck to get further instructions.

Tim announced that the Chairman needs to sign some documents regarding the new hangars. Tim said that the hangars are officially completed, and the keys should be handed over within the next week or two for occupancy. Tim reported from August 28th through September 4th, there were over 14,000 gallons of jet fuel that were distributed. Tim said that was due to the Coast Guard taking over the airport at that time due to the hurricane rescues. Tim said that CNN was also at the Airport, and they received good publicity from it. Tim told the Board that the Coast Guard will be sending a letter of appreciation to the Board for allowing them to operate out of the airport.

Tim announced that the State inspection will be held on September 14th for anyone wanting to attend. Tim said it normally takes approximately 2 hours for the inspection. Tim stated that the new seal coat for the ramp and for taxiway alfa is out for bid now. Tim told the Board members if they see any of the linemen to please express their gratitude for their hard work. Don Chamblee stated his appreciation for Director Tim Lafleur for all of his hard work during the past week when the Coast Guard and CNN were at the airport. Mr. Chamblee said that Tim allowed the Coast Guard to use all of the office spaces available and made arrangements to get whatever items they requested along with managing everything going on around the airport. Mr. Chamblee said he hopes Tim gets recognition for all of his efforts by some of these entities that used the facilities at the airport to their fullest extent. Tim told the Board that the Airport was without power for the first day and a half; they were running on a generator. Tim stated had it not been for the transfer switches that the Board approved, the Airport would not have been able to sell any fuel because the truck only had about 1,000 gallons at the time. Tim explained they had to use the GPU backup to do the transfer for the fuel farm that was not in place before.

Mr. Jackson Schrupf suggested having the Board commend Tim and the staff and make it a resolution in the report given to the paper, along with sharing the letter from the Coast Guard. Darla Perry explained the minutes are posted to the State's site. Mr. Schrupf commented that the papers would be better publicity, along with contacting KPLC. Mr. Chamblee said he would like the community to be well aware of what Tim Lafleur did along with First Flight to feed all of the people that were at the Airport, because they didn't have food or anything. There was a brief discussion about getting publicity for the airport.

XI. Engineer's Report

There was no Engineer's Report given at this time.

XII. Old Business

There was no old business addressed at this time.

XIII. New Business

There was no new business addressed at this time.

XIV. Public Comments

There were no public comments at this time.

XV. Chairman's Update

Chairman Langford thanked the Board because, he said, without a good board this airport couldn't function.

XVI. Executive Session

There was no Executive Session at this time.

XVII. Adjourn

Chairman Langford entertained a motion to adjourn. Dana Keel made a motion to adjourn the meeting. 2nd by R. K. Evans. No opposition. Motion carried. Meeting adjourned at approximately 5:00 p.m.


Chairman


Acting Secretary