

West Calcasieu Airport Managing Board Meeting Minutes

August 4, 2015

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 4, 2015, 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 R. K. Levens and recited by all board members and guests.

IV. Roll call

The following persons were present:

- ✓ Dalton Langford
- ✓ Don Chamblee
- ✓ Tim Dougherty
- ✓ R. K. Levens
- ✓ Joe Palermo

(Dana Keel was not present at the meeting.)

(Others also present at the meeting were: Tim LaFleur, Chuck Stutes, Darla Perry, Francis Andrepont, Jackson Schrupf, Chad Brossett and Sheila Burton.)

V. Approval of minutes of the July 7, 2015 regular monthly meeting

Chairman Dalton Langford entertained a motion to approve the minutes of the July 7, 2015 regular monthly meeting. Joe Palermo made a motion to approve the minutes of the July 7, 2015 regular monthly meeting, 2nd by Don Chamblee. No opposition. Motion carried.

VI. Additions/Deletions to Agenda

R. K. Levens asked how much the Airport donated to the Chenault Air Show. Darla Perry stated \$2500.

R. K. Levens made a motion to go into Executive Session at a later time during the meeting, 2nd by Joe Palermo. No opposition. Motion carried.

Chairman Langford added to the agenda under New Business to discuss and approve the new rate for Darla Perry.

VII. Discuss and take action on location of First Flight Hangar

Chuck Stutes explained to the Board there are 2 drawings showing 2 potential locations for the new hangar that First Flight will be paying for and using as a bus maintenance facility. Chuck stated the permanent usage will be for a hangar. Chuck briefly went over the options of making it a community hangar or a T hangar. Chuck recommended, upon First Flight's approval, to build a T hangar because, in the long term, a T hangar would serve the Airport better for aircraft storage. The Board further discussed the options of the 2 different hangars. Chuck suggested allowing First Flight to pay for the hangar so things could be expedited.

Joe Palermo made a motion to proceed with a hangar on the north end and allow Chuck Stutes to prepare the plans and specs for bidding by First Flight, 2nd by R. K. Levens. No opposition. Motion carried.

VIII. Approve soliciting quotes for Hangar "A" roof repair based on Engineer's scope and budget

Chuck Stutes told the Board they would like to receive three (3) quotes because the estimate is under \$150,000 (the current bid law requirement). Chuck said if the quotes come in higher than 150,000 they will go out for bids at that time; but he feels the quotes will be under 150,000. Chuck explained that Kris Kelly from his office has been working with several contractors on this project, including H&H Metal that came out to look at the project and helped with pricing.

Chuck said the work that will be performed includes pulling off the existing roof, strip the insulation from the rigid steel frames and paint them, place new galvanized purlins, put in new fiberglass standard metal building insulation, change out the gutters and trim around the top and downspouts. There was further discussion about the work being done on the roof. Chuck said the estimate is \$135,000 to \$140,000.

Don Chamblee made a motion to approve soliciting quotes for Hangar "A" roof repair based on Engineer's scope and budget, 2nd by Joe Palermo. No opposition. Motion carried.

IX. Finance Report

Darla Perry reported on the draft of the Budget vs. Actual P&L without depreciation/interest for the 12-month period of July 2014 through June 2015. Darla stated the reason for the draft copy is because they are in the middle of the audit at this time, but she feels there won't be any major adjustments. Darla said the budget amount was 48,599.08; but the fiscal year ended at 69,839.87. Darla reported the key areas were First Flight's first month rental income in June 2015, and the repairs and maintenance were less than budgeted. Darla said the Airport ended up being better than budget by \$21,240.70, which puts the Airport going into the coming year much stronger. There was a brief discussion about the fuel sales.

Tim Dougherty made a motion to accept the financial report as presented, 2nd by R. K. Levens. No opposition. Motion carried.

X. Director's Report

Director Tim LaFleur reported he received four (4) estimates instead of three (3) for the spraying of the fence line: KJ's Services, \$4833.42; Landscape Management, \$10,080.00; Calcam Services, \$5500.00; Kip Coltrin Tree & Equipment Services, \$4570.00. Tim stated that Kip Coltrin's bid was the only one that included some of the specific items he asked for, like the "rabbit" lights on the other side of Hwy. 108 along the fence line area and removing large tress. There was discussion about the proposed work and spraying of the fence line.

Tim Dougherty asked about spraying the high grass where the ditch and old culverts are located at Hwy. 109. There was discussion about the specific area in question and whether that was owned by the Airport or the Parish. Don Chamblee suggested some of the board members should take a look at the area in question and find out who owns the property and whose responsibility it is for maintaining it.

There was continued discussion about the estimates for the spraying of the fence line and an update on the mowing of the Airport. R. K. Levens made a motion to accept Kip Coltrin Tree & Equipment Services' bid of \$4570.00 for the spraying of the fence line and other items listed in the estimate, 2nd by Don Chamblee. No opposition. Motion carried.

Tim reported on the fuel sales. Tim stated the Av Gas sales are close to what they were last year, but year-to-date they are a little ahead in this year's sales. Tim stated there was a drastic increase in jet fuel sales with 12,618 more gallons this year than last year.

XI. Engineer's Report

Chuck reported the bids that were received for the runway surface rejuvenation and the lighting has been put into formal packages, signed by Chairman Langford, and sent to DOTD and FAA. Chuck said they are now waiting for DOTD and FAA to issue the grants. Chuck further explained how the grant process works.

Tim Dougherty asked if anyone knew about the high line that is being put in around Gum Cove Road/Charlie Moss Road and whether that would have any effect on the airport. Don Chamblee said it wasn't going to have any impact on the airport. There was further discussion regarding the high line.

XII. Old Business

There was no old business brought before the Board.

XIII. Executive Session

Chairman Langford entertained a motion to go into Executive Session to discuss personnel matters. R. K. Levens made a motion to go into Executive Session to discuss personnel matters, 2nd by Tim Dougherty. At this time the Board went into Executive Session at approximately 5:02 p.m...

Tim Dougherty made a motion to come out of Executive Session and go back into regular session, 2nd by Joe Palermo. No opposition. Motion carried. At this time regular session resumed at approximately 5:10 p.m...

XIV. New Business

R. K. Levens made a motion to give Tim LaFleur, the Airport Manager (Director), a raise of 12%, 2nd by Tim Dougherty. No opposition. Motion carried.

Tim Dougherty made a motion to give Perry & Company a raise from \$1200 per month to \$1600 per month, 2nd by R. K. Levens. No opposition. Motion carried.

XV. Public Comments

Joe Palermo told the Board he felt they needed to review the contract entered into with First Flight to make sure everything that was agreed upon gets done. R. K. Levens suggested reviewing the contract before the next meeting and if anyone had any questions or concerns, then bring them up at the next meeting. There was further discussion about the contract with First Flight. Chairman Langford reminded the Board that Tim LaFleur has been given authorization to oversee the project. Joe Palermo requested that this topic be placed on the agenda for the next meeting. There was continued discussion regarding the contract.

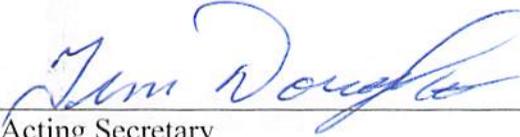
XVI. Chairman's Update

There was no update given by the Chairman.

XVII. Adjourn

Chairman Langford entertained a motion to adjourn the meeting. R. K. Levens made a motion to adjourn the meeting, 2nd by Tim Dougherty. No opposition. Meeting adjourned at approximately 5:19 p.m.


Chairman


Acting Secretary