December 22, 2020 – Regular Meeting Minutes

1. The Ascension-St. James Airport and Transportation Authority met on December 22, 2020, at the Louisiana Regional Airport with Chairman Rick Webre presiding. Commissioners Amato, Gaudin, Landry, Keese and Stafford were all present and Airport Director, Jason Ball, was also in attendance.
2. A motion by Commissioner Amato seconded by Commissioner Landry to approve the meeting minutes from November as presented; motion carried unanimously.
3. Finance- The reconciliations were reviewed by Mr. Ball and Chairman Webre. Fuel sales have been high. Most months lately have been close to record highs. Fuel prices have been going up and projections are only showing it to keep rising. Lease revenue is still low due to the new hangars being delayed and Hangar 22 taking a bit to fill. Most items are currently close to projected budget for the time. Overall budget is doing fine. Bond was sold to Hancock Whitney Motion made by Commissioner Keese seconded by Commissioner Melancon to accept; motion carried.
4. Mr. Ball presented the Engineering Report for Jeff Sumner(PEC)
5. Engineering Services Agreement- Includes scoping, size, sketching, and cost estimate. This is the Hangar for Capital Outlay. The second one is the Terminal Area Expansion Task Order. This includes air space study and environmental categorical exclusion submittal. Motion made by Commissioner Amato, seconded by Commissioner Landry to authorize the chairman to sign both documents related to the projects when presented. Motion Carried.
6. T Hangars- The sheet metal is being installed by the contractor and will work with Mr. Ball to coordinate schedule a final inspection.
7. Terminal Apron PER- Waiting for the holidays to finish to get the Geotech contractor to be onsite to do borings.
8. Fuel System- Contacting manufacturer to determine specs and requirements from each company.
9. Legal: A new legal representative will be appointed soon. No new information on the Lalumandier Lease.
10. Operations- More turbine aircraft have located here so we are hoping to see a natural increase in our jet fuel average sales. We started planning for updating our furniture and offices. The ability to see the cameras and move efficiently is optimal for our linemen so we are trying to update some of our screens and FBO desks including the camera system. Chairman Webre suggested we look at Baton Rouge Office Furniture to see about state contract pricing.
11. Chairman: Glencoe would like to put a container beside Hangar 22 and we would allow it if they paint it similar color to the hangar and then revisit the agreement so that it doesn’t become permanent. All contents should remain inside the container so that it doesn’t become an eyesore.
12. Old Business:
	1. Corporate Hangar- Glencoe has interested parties that are wanting to do a land lease. We would rather build the infrastructure ourselves but we would have to wait until money is available. The board agreed that they would be open to reviewing a proposal from anyone before making any decision about undeveloped land.
	2. Terminal Expansion- updated above in the agenda.
	3. Master Plan- Updated in Engineers Report
	4. CIP- Moving forward with Fuel System and PER but we need to decide the direction we would like to go with the hangar project on the CIP.
	5. Waterline- Requested a new updated estimate for the waterline and waiting for a response.
13. New Business
	1. None
14. Next meeting scheduled for Tuesday January 26, 2021
15. Motion to adjourn made by Commissioner Amato, seconded by Commissioner Landry. Motion Carried.

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Richard Webre, Chairman Kevin Landry, Secretary