February 26, 2018 Regular Meeting Minutes

1. The Ascension-St. James Airport and Transportation Authority met on February 26, 2019, at the airport site with Chairman Webre presiding. The following Commissioners were present: Commissioner Amato, Commissioner Stafford, Commissioner Gaudin, Commissioner Malancon, and Commissioner Ketchens. Absent were Commissioner Landry and Commissioner Keese. Others attending were Chanse Watson, Jeff Sumner and Donna Rybicki.
2. Chair Webre opened the meeting with the following adjustments to the February 26th agenda:
   1. Add motion regarding fees for jet aircraft to #5 under Old Business.
   2. The agenda was adopted as amended.
3. A motion by Commissioner Amato and seconded by Commissioner Malancon to approved the minutes from the January 22, 2019 meeting as presented; motion carried unanimously.
4. There were no public comments or presentations.
5. Commissioner Gaudin presented the Finance Report:
   1. Monthly Financial Statements and Budget-to-Actual reports were reviewed and discussed in conjunction with Mrs. Rybicki.
   2. Chair Webre advised the GPU purchase was in July but this does not reflect the purchase of the equipment by QT Pod.
   3. Budget remains within 5% and fuel sales have increased for January.
   4. Mr. Watson presented an ACH & Credit Card report, which consists of all vendors on automatic payment, who is pending for automatic payment and also the UCB Credit Card and Shell Credit Card balances. An itemized list of credit card expenditures is included in this report.
   5. Chair Webre reminded the Board that any Commissioner may view the financials located in the Operations/FBO office.
   6. A motion by Commissioner Amato and seconded by Commissioner Stafford to approve the Finance report; motion carried unanimously.
6. Mr. Sumner presented the Engineering Report:
   1. Planning: Mr. Watson will present the draft DOTD Priority Program further on in the meeting.
   2. Master Plan Update: Requested cost to include Minimum Standards as part of Master Plan update. Waiting on cost for sub.
   3. Runway/Taxiway Overlay: Still waiting on funding from FAA; is on this year's draft Priority Program from DOTD.
   4. T-Hangar Design: Electrical still being reviewed with sub and then will present to Fire Marshal within next two weeks.
   5. Bidding/Award:No projects up for bid or award.
   6. South Apron Expansion: Project has exceeded original 150 day due to project cope change days and weather days. To date, we are at -17 days not accounting for any weather days for January. Mr. Sumner advises that the Authority may reserve the right to issue liquidated damages at $600/day charged to the contractor at any time but ensure it is warranted and is not punitive. Additional expenses incurred as the result of project may be applied to liquidated damages. Site is still experiencing wet conditions but weather has not been suitable for drying the site. Water is currently on the site but is more top layer (surface); there is no deep penetration from the tests last week. Moisture content is being reviewed in the lab. Contractor is requesting 40 additional calendar days due to site conditions as a result of weather and the high river. Mr. Sumner recommended that progress be monitored if extension is granted by the Authority; he also advised that the professional service fees (inspection, etc.) may increase over budget if days extend beyond the 40 requested days. Fence is the only item that can be done outside of the stone, pavement, etc.
7. No legal report was provided.
8. Mr. McGee advised that fuel sales appear to be increasing for February concluding the Operations Report.
9. Mr. Watson presented the Airport Manager’s Report:
   1. Automatic invoicing and payments including manual electronic payments are occurring
   2. Some leases have transferred from lessee to sub lessee
   3. Draft policies presented last meeting have been revised for board review
   4. Annual DOTD 5010 inspection scheduled for March 14 (results from last year under review which most of them are fixed or planned as part of proposed or upcoming projects
   5. Hangar inspections to begin next month inclusive of doors, motors, and also based aircraft inventory will also be conducted at the same time.
10. Chair Webre will include the Chairman's Report with New Business item related to the Accounting Policy.
11. Old Business Items were discussed:
    1. Chair Webre requested that the Board continue to review draft policies in an effort to return next month's board meeting for a possible vote. No motions on the draft policies will be requested at this time.
    2. Chair Webre introduced the proposed motion for the Authority/Airport to charge a ramp fee to jet/turbine aircraft but waived with a purchase of Jet A. Mr .Watson advised that the ramp fee for jet aircraft was introduced because he has been approached by several pilots of transiet jet aircraft regarding our ramp, some of which insisted that we do charge for the wear and tear of pavement and use of our facilities. Chair Webre did advise that he is strongly opposed to landing or ramp fees for general aviation customers. The amount of Jet A to purchase to waive the fuel was discussed and based on public comment and discussion between the Commissioners; the discussion lead to the ramp fee waived with a 50 gallon fuel purchase. Mr. Watson advised that if we receive any complaints or negative feedback regarding this charge that we will revisit the discussion. A motion by Commissioner Stafford and seconded by Commissioner Ketchens to charge a $100 ramp fee to jet/turbine aircraft and waived with a minimum 50 gallon fuel purchase; motion carried unanimously.
12. New Business Items were discussed:
    1. Motion by Commissioner Amato and seconded by Commissioner Gaudin to extend construction contract with Hendricks Construction reference to the South Apron Expansion – Phase 1 project at Louisiana Regional Airport dated June 12, 2018 in the amount of 40 days. Chair Webre recognizes the wet weather conditions but doesn't want to seek any liquidated damages until after the requested 40 day extension has expired. Motion carried unanimously.
    2. Motion by Commissioner Amato and seconded by Commissioner Ketchens to approve draft Finance and Accounting Policies and Procedures Manual with the following modifications:
       * Receipts Policy: a record of transaction (payee, amount and check number) is maintained in our accounting system but we will not have a copy of the check for more than 30 days. A customer may receive a copy of a check from their bank.
       * Budget Policy & Procedures: in the past, a reserve account for general fund of 6 month balance under general fund instead of construction account. Also to include the funds dedicated to projects from the Authority are also accounted for.
       * Capital Asset Policy**:** The chart provided doesn't reflect exactly what the airport has. However, Mrs. Rybicki advised that the chart reflects lifespan for equipment no matter where the equipment resides.
       * Credit Card Policy: credit card and account limitations recommend to be published. Also recommends board approval to issue new credit cards. Mrs. Rybicki recommended that the Board look to require approval open a new account but not at a new card linked to the same account already being utilized. Credit cards are used for recurring operating expenses and random purchases not invoiced. Commissioner Amato recommended that the Board require to issue another credit card or open a new account.
       * Construction Fund: Mr. Watson drafted a policy to authorize Airport Manager up to $15,000 expenditure at any given moment toward grant expenditures. Reimbursement requests will be submitted and payments expected to be received the Airport Manager within 45 days. This policy was drafted to cash flow expenditures that we have historically waited for reimbursement from the funding entity prior to payment, which can cause a gap in payment being made. The reimbursement expenditures would have to be already approved based on the approved project plans/specifications or via an approved change order.

The motion carried unanimously to include the above revisions and adopt the amended Finance and Accounting Policies and Procedures Manual.

1. Discussion regarding draft Priority Program: Mr. Watson advised that DOTD presented draft program at the recent LAMA quarterly meeting; there are two projects requested for REG: Runway/Taxiway Overlay (design complete, waiting funding) and South Apron Expansion (continuation of existing expansion). Both the Terminal Apron Reconstruction – Phase I (Study) and the Aviation Fuel System (AVGAS Fuel Tank System) projects were not listed due to the intent to move to design in future year or years and lack of existing Master Services Agreement respectively.
2. Chair Webre closed with reiterating the need for a waterline extension not only for development but for fire suppression. Mr. Watson stated that the waterline was discussed with DOTD which can possibly be included as a design in a future development project pending further discussion with DOTD. An existing request for the waterline under capital outlay is still pending.
3. The next meeting is scheduled for Tuesday, March 26, 2019.
4. The meeting was unanimously adjourned.

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Richard Webre, Chairman Cynthia Stafford, Secretary