July 28, 2020 – Regular Meeting Minutes

1. The Ascension-St. James Airport and Transportation Authority met on July 28, 2020, at the Louisiana Regional Airport with Chairman Rick Webre presiding. The following Commissioners in attendance were Jared Amato, Jeff Gaudin, Roger Keese, and Rydell Melancon. Airport Director, Jason Ball, and Jeff Sumner (PEC) were also in attendance.
2. Chairman Webre recommended no changes to the agenda. Motion made by Commissioner Amato seconded by Commissioner Melancon, motion carried.
3. A motion by Commissioner Keese and second by Commissioner Gaudin to approve the meeting minutes from June as presented; motion carried unanimously.
4. There were no public comments.
5. Finance- Mr. Ball stated that revenues were within 2% of projected revenues for the year and the expenditures were within 6% of budgeted expenses. Jason will make sure that expenses for June per diem will be charged to 2019-20 budget. Expenses for Computers and Service Contract came out last year’s budget. Professional Services should have covered the service contract and office supplies covered the new computers. Chairman Webre suggested adding a list of expenses for the month. The board would like to add a line item on the report every month showing any transfers from proprietary to general account as income from proprietary. Transfers periodically are confusing so it was suggested to transfer a set amount per month to cover the annual shortfall. A motion was made to approve the financial report by Commissioner Amato, seconded by Commissioner Keese. The construction account shows 76,800.00 as airport money able to be used to match projects. Auditors have been present all week and have been going through invoices, revenues, etc... So far we have supplied everything they have asked and should get a draft towards the end of August.
6. Mr. Jeff Sumner (PEC) presented the Engineering Report:
7. CIP – Working to meet deadlines for DOTD and FAA for submittal in October.
8. Master Plan- In two weeks or so meeting with board to make adjustments before submittal. Last ALP was 7 years ago and everything was completed that was listed.
9. Terminal Apron PER- Engineering report will include borings and study of what is needed to reconstruct pavement. Will determine how to reconstruct the apron and hopefully remove flourolite base. This will define the scope, next year design and following year construct. There is a possibility with the FAA taking 100% of funding obligations, there may be money from the state available for certain smaller projects.
10. Fuel System Rehab – Airport agreed to put up a 20,000 match with DOTD putting in 250,000. Includes skid mounted double walled tank but not a cover. Could be added as an alternate and see how the bids come out. Chairman Webre would like to see if a cover could be constructed to include covering the tank and a storage area for the vehicles. Nothing needed as of yet but once the grant comes in we will need a resolution authorizing the chairman to sign. We could also possibly put in our own money to cover tanks.
11. South Apron- final punchlist items have been given to contractor. Trench drains were fixed due to the issue of grates falling in to the drain. Fence and gate were listed to be repaired and areas surrounding were to be seeded.
12. T Hangars- Requested an updated schedule and we required an Entergy Servitude agreement for the new route. Power will be three phase up to the transformer by the hangar. Sewer and water will be capped off and waiting for the main line to be run.
13. Operations/Airport Manager: Hanks lease addendum was mailed certified but not delivered yet. Fuel sales have been on the incline. We have seen an increase in not only Jet fuel sales but the amount of gallons each jet is taking. Prices are rising so we may see some decline with raising our prices. We don’t sell the quantity needed to have incremental increases so when we do order the price jumps are significant.
14. Chairman:
15. We would like to avoid giving away our infrastructure with land leases. Mr Webre stated that he would like to see us build as much of the infrastructure as we can so we can hold on to it and rent at a higher rate. If we can do it in house and keep it under 250,000 we could avoid bidding it out and get a lower price. Mr Ball stated that land leases allow the airport to lease land to businesses to spend the money to build the building and guarantee that a tenant will occupying the hangar for the term rather than the possibility of moving out early and terminating the lease.
16. Old Business:
17. None
18. New Business
19. Hangar Lease for T Hangars will be 1 year initial to match up with other leases and 350.00 per month. Motion by Commissioner Keese Second by Commissioner Amato, approved
20. Execution of contract extension with PEC for 1 more year Motion: Commissioner Amato 2nd by Commissioner Gaudin, approved
21. Next meeting scheduled for Tuesday August 25, 2020
22. Motion to adjourn by Commissioner Keese, seconded by Commissioner Amato, unanimously approved.

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Richard Webre, Chairman Cynthia Stafford, Secretary