June 23, 2020 – Regular Meeting Minutes

1. The Ascension-St. James Airport and Transportation Authority met on June 23, 2020, at the Louisiana Regional Airport with Chairman Rick Webre presiding. The following Commissioners in attendance were Jared Amato, Kevin Landry, Jeff Gaudin, Roger Keese, Rydell Melancon and Cynthia Stafford. Airport Director, Jason Ball, Donna Rybicki and Jeff Sumner (PEC) were also in attendance.
2. Chairman Webre recommended to adjust the agenda to move discussion of the Lalumandier lease to right above chairman comments. Motion made by Commissioner Keese seconded by Commissioner Landry, motion carried.
3. A motion by Commissioner Gaudin and seconded by Commissioner Amato to approve the meeting minutes from May 19,2020 as presented.
4. There were no public comments.
5. Chairman Webre moved the discussion of the lease with Mr. Lalumandier to this position. Barbara Irwin- working with Dr Stevens to get the lease amendment issue worked out and there some tweaks to the amendment which aren’t huge changes but clarifies some of the items. Mr. Ball stated that one item that was addressed was defining which CPI would be used if that was the factor for the escalation clause that was used in the future. In the past, it was brought up that we could use the National CPI-U without food or fuel. The board agreed that that would be acceptable. Another item in question was yearly invoicing and Mr. Ball stated that his office could create an invoice for that without an issue. All changes were going to be reviewed by Cody Martin. The issue of when the annual payment would be due came up and discussion included January 1 vs March 1 and the way it would be impacted if CPI was the factor being used. If we used January 1 then the CPI would have to be the prior year due to the fact that the CPI index would not be available until March. Mr. Ball stated that another option would be to make the due date July 1 to coincide with the rest of the leases on the airport and the fiscal year. Mr. Martin stated that he would add all of the changes into the addendum and send it to Mr. Ball to be mailed via certified mail to Mr. Lalumandier.
6. Finance- Donna Rybiki stated that we needed to amend the budget to adjust the budget because we are running about 25% under the budgeted amount. Income was on par but expenses were not as high. Commissioner Stafford asked about reserves for building maintenance and depreciation. Mr. Ball explained that the general fund provides for maintenance of the airfield, building, hangar etc... this is due to maintenance being an ongoing thing at airports due to broken lights, broken hangar doors and many items unlike buildings in other commercial industries. The reserve fund that we maintain is in the construction account. The current budget items are running right about on track and fuel sales are still well considering the pandemic and other things going on right now. Jet A was impacted pretty hard by the pandemic but is picking back up. The board allowed Mr. Ball to adjust the prices incase pricing changes impact the ability to sell more volume of Jet fuel. This came about because the national price dropped a good bit and the current price at the airport was higher than others in the area and inhibited the airport from moving through that load to order more fuel for the lower price and stay competitive.
7. Mr. Jeff Sumner (PEC) presented the Engineering Report:
8. South Apron- Punchlist items will be addressed and grates would be addressed as well. Mr Webre said he wanted to fully remove the concrete for the grates but Mr Sumner said the fix they have in mind will be installing angle iron to ensure that there is no settling and it would both be engineered safe and aesthetically pleasing. The portion of the hangar that is determined to be the one CAP chose for their hangar and office. The interior would be unfinished and CAP would finish out the interior. Mr Ball said that there are currently the 16 hangars available that are being constructed and there is one additional hangar availble due to an aircraft being sold.
9. 16 Unit T-Hangar – Waiting to hear from contractor about Entergy running power and installation of lighting. Drywall should be hung shortly
10. Operations/Airport Manager: There was a gear up landing this week and after responding the airport was shut down from 857am to about 230pm. All FOD was cleared FAA was involved and all parties were notified. Pilot stated that he forgot to put the gear down. Credit to the maintenance company on the airfield responded to remove the aircraft as quick as possible. A letter should be generated to thank Glencoe for their response in all of the situations they helped out the airport with to ensure minimal impact to air traffic. Leases were all scanned in and identified all leases that are expiring. This accident identified a need for all insurance documents and leases being scanned in and sorted by name for quicker access. Cirrus and Robinson are final and we are beginning some public outreach to get the word out about their businesses. Mr. Ball stated that new computers would be purchased soon and give the airport the ability to work more efficiently and eliminate the redundancy we are currently experiencing. Motion made by Commissioner Gaudin seconded by Commissioner Stafford to approve the purchase of new computers and 1-yr service.
11. Chairman:
12. Chairman Webre was discussing the option of building a metal building adjacent to the terminal for Glencoe to operate as part of the Cirrus training center/office space. Mr. Ball referenced the authority having the ability to rent out at a fair market value as long and could have an appraiser do a comp survey of other airports pricing. More discussion and legal understanding will have to be done to ensure any current lease would not interfere with additional leases.
13. Old Business:
14. Lease with Hank Lalumandier: Moved up in agenda.
15. New Business
16. Amend FY19-20 See above comments in Finance. Motion made by Commissioner Amato Seconded by Commissioner Stafford, unanimously approved.
17. Budget- Approval of FY 20-21 Budget, Amount being transferred from Proprietary is lower due to new hangars scheduled to come online mid-July. Bond Hangar rent is not included in revenue because all income goes to paying bond off as separate line item. Salaries include 2 FT linemen and 2 PT linemen, and manager. Bond refinance should be presented at next meeting if documents are ready. Motion made by Commissioner Stafford Seconded by Commissioner Landry
18. Next meeting scheduled for Tuesday August 25, 2020
19. Motion to adjourn by Commissioner Amato, seconded by Commissioner Gaudin, unanimously approved.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Richard Webre, Chairman Cynthia Stafford, Secretary