December 4, 2018 Regular Meeting Minutes

1. The Ascension-St. James Airport and Transportation Authority met on December 4, 2018, at the airport site with Chairman Richard Webre presiding. The following Commissioners were present: Jared Amato, Cynthia Stafford, Charles Ketchens, Rydell Malancon, Kevin Landry, and Jeff Gaudin. Commissioner Roger Keese was absent from this regular scheduled meeting.
2. Others attending included Chanse Watson, Jeff Sumner, and Donna Rybicki,
3. A motion and second were made Commissioner Amato and Commissioner Gaudin respectively to adopt the Agenda for the December 4th meeting as presented. The motion carried unanimously.
4. A motion and second were made Commissioner Gaudin and Commissioner Landry respectively to accept the October 15, 2018 minutes as printed. The motion carried unanimously.
5. There were no public comments or presentations
6. Chair Webre provided no report.
7. Chanse Watson provided Airport Manager Report:
   1. Mr. Watson discussed objectives as Manager, provided brief updates to Finance protocols and transfers since first day as Manager.
   2. In addition, Mr. Watson addressed several key topics included in the Airport Mangager Report provided to the Commissioners: upcoming and on-going capital projects, maintenance and operations (more in-depth report to be provided by Operations Supervisor), fuel sales and issues pertaining to the fuel management system (ie: hung transactions, etc.), jet truck lease, security (secure pedestrian gates) and public outreach initiatives.
   3. Mr. Watson discussed need to advertise RFQ as upcoming projects in CIP – Aviation Fuel System Rehabilitation and Terminal Apron Reconstruction Phase 1 Study – are not listed under existing Master Services Agreement with PEC.
   4. Mr. Watson advised all Commissioners to provide the information on the Board Update form provided in their board packet as required by Louisiana R.S. 36:7.
8. Patrick McGee provided the Operations Report:
   1. Mr. McGee discussed hangar maintenance, fuel management system issues, and fuel protocols.
   2. Hangar Maintenance (door cable repairs/replacements) was performed by Gulf Coast Dock & Door. Inspections conducted by Staff.
   3. Fuel Management System incurring hung transaction issues, created approx. $8,000 in missing transactions possible due modem connection.
   4. Fuel ordering protocols in place in an effort to prevent ordering issues from occurring again as last order fuel had to be ordered last minute from another refinery as the planned order from Baton Rouge was cancelled due to an unexpected refinery shutdown.
9. Donna Rybicki provided the Finance Report:
   1. Mrs. Rybicki discussed improved financial statements provided to the Commissioners including Year-to-Date Income/Expenses, Budget to Actuals and Monthly Projections.
   2. Mrs. Rybicki advised Commissioners of financial binders located in the Operations office for a board member to review and sign on a monthly basis.
   3. A motion and second by Jeff Gaudin and Rydell Malancon to require at least 1 board member to review and sign financial binders on a monthly basis.
10. Jeff Sumner provided the Engineer Report:
    1. Mr. Sumner provided an update on the following projects: Master Plan Update (status: gathering information), Runway & Taxiway Overlay (status: FAA approved design, waiting on funding), 16-Unit T-Hangar (design in progress), South Apron Expansion (status: contractor preparing site for stone base within next two weeks; incurring weather days).
    2. Weather days for the South Apron Expansion was explained by Mr. Sumner per the plans and specifications. In addition, the T-Hangar design is planned to be advertised sometime in February 2019.
    3. Mr. Sumner advised that two projects were submitted for FAA Supplemental Appropriation Funding: Runway 17/35 and Taxiway Overlay in 2018 (status: no update), and South Apron Expansion for 2019 (status: submitted request for funding).
    4. Mr. Sumner discussed that the projects submitted for funding in the recent CIP may require the Authority to issue a RFQ for those projects per DOTD guidance.
11. Old Business
    1. GARD Unit: The GARD unit was received and is currently planning to be setup.
    2. Mr. Watson (Airport Manager) advised that the unit was 50% funded by DOTD and that we were waiting an invoice from the Vendor.
12. New Business
13. Fuel Management System Upgrade Discussion: Mr. Watson (Airport Manager) reiterated concern with existing fuel management system as it relates to lack of service/customer support for the system after June 2019. Fuel profits were also discussed by Mr. Watson in an effort to increase profits but remain marketable compared to other airports. A motion and second by Commissioner Amato and Commissioner Stafford to to grant both Chair Webre and Commissioner Landry full authority on behalf of the Board to work with Mr. Watson to develop a Fuel Profit Policy. The motion carried unanimously.
14. IT Backup Solutions for Electronic Data Discussion: Chair Webre discussed IT backup solution provided by Ascension Parish, which would cost approximately $5,000 per year to completely backup all of the airport’s data and infrastructure. Currently, there is no backup policy in place except to back up onto computers and flash drives per Mr. Watson (Airport Manager). Although, Mr. Watson stated that our accounting/financials would be backed up when the upgrade to QuickBooks Online occurs.
15. Approve ACH setup for monthly and recurring operating expenses (Motion): Mrs. Rybyicki discussed ACH expenditures. Mr .Watson provided a list of expenditures that would be setup to debit our finances each month. Motion was entered and seconded by Commissioner Ketchins and Commissioner Gaudin respectively to approve ACH setup for monthly and recurring operating expenses. The motion carried unanimously.
16. Approve ACH setup for monthly lease revenues. Mr. Watson stated this would assist in the effort of collections by reducing labor (time) and also allow the Authority to more easily and accurately enforce the lease agreements. Motion was entered and seconded Commissioner Ketchins and Commissioner Gaudin respectively to approve ACH setup for monthly lease revenues. The motion carried unanimously.
17. Notice of proposed board meeting schedule for 2019 was provided to the Commissioners.
18. Board entered Executive Session.
19. The next meeting is scheduled for Tuesday, January 22, 2019 at 4:00 pm.
20. The motion carried unanimously to adjourn the meeting.

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Rick Webre, Chairman Cynthia Stafford, Secretary