



**Ascension-St. James Airport and Transportation Authority  
6255 Airport Industrial Blvd., Gonzales, Louisiana 70737**

**December 17, 2019 – Regular Meeting Minutes**

1. The Ascension-St. James Airport and Transportation Authority met on December 17, 2019, at the airport site with Chairman Rick Webre presiding. The following Commissioners in attendance were Jared Amato, Rydell Malancon, Roger Keese, Jeff Gaudin and Cynthia Stafford. Airport Director, Jason Ball, Donna Rybicki, Chris Groh (Kutchins and Groh) and Jeff Sumner (PEC) were also in attendance.
2. Chairman Webre reviewed the Previous 5 years of projects that we have accomplished including Terminal construction, Runway Ext, Terminal/ fuel system generators, fencing, take over fuel system and FBO, full time employees, South Apron Expansion, T-Hangars, internal bookkeeping, and runway overlay
3. A motion by Commissioner Stafford and second by Commissioner Keese to approve the meeting minutes from November 19, 2019 as presented; motion carried unanimously.
4. There were no public comments.
5. There were no presentations.
6. Mrs Rybicki stated that due to no fuel sales during the closure and the purchase of a fuel load the account looked off but would be fine. The construction account looked large but the checks were written and working its way back down. Cash position came into question and the amount in each account. The construction account was started with 110,000 dollars. The idea of setting up a reserve account not in the construction account to be able to put money up towards projects. Finance Report motion to approve Commissioner Amato Second by Commissioner Melancon. Approved
7. Mr. Jeff Sumner (PEC) presented the Engineering Report:
  - a) Planning – CIP FY2020 Final Submittal was presented and submitted to FAA on November 19, 2019.
  - b) Master Plan – Still in development and meeting on Dec. 17 to discuss.



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- c) Runway/Taxiway Overlay – Light fixtures that were damaged have been replaced and working with contractor to pay the invoice. Final markings will be completed in January and will need about 3 days.
  - d) 16 Unit T-Hangar – Building has been ordered. Footings have been dug and covered to prevent water from getting in. Mr. Sumner stated that we are still working with the Parish regarding the permit for the building. Original drainage study was submitted 2 years ago. CSRS was stated as being one of the reasons we were waiting for the permit. The plumbing for the offices was questioned and it was stated that the bathrooms are in the plan and a stub out to the green area would be provided, but will be non-functional until a water line is run. An extra conduit was requested by Chairman Webre to be added to the change order when the power is bored under the asphalt.
  - e) Construction: South Apron Expansion – Compaction should pass soon and then rock should be next step.
  - f) Operations/Airport Manager: People on ACH are increasing. Overdue invoices were cleared and trying to establish a better way to organize annual vs quarterly vs monthly payments. Reviewed contract with Grass Rangers for a better cutting plan with no extra cost to us. Leadership Ascension visited the airport and toured our facility and more public outreach is being planned.
8. Old Business:
- a) Election of Officers:
    - 1) Commissioner Stafford nominated Chairman Webre to remain as President, second by Commissioner Amato, unanimously approved.
    - 2) Commissioner Stafford nominated Commissioner Amato for Vice President, second by Commissioner Landry, unanimously approved.
    - 3) Commissioner Landry nominated Commissioner Gaudin for treasurer, second by



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Commissioner Amato, unanimously approved.

- 4) Commissioner Amato nominated Commissioner Stafford for secretary, second by Commissioner Landry, unanimously approved.

b. Action Items:

1. Hank's Lease
2. Methods of Payment
3. Military Fuel
4. Cash Position for January Meeting
5. Projection of T-Hangar completion
6. EOY 2020 Revenue/ Expenditures projections.
7. Bond Attorney to review bond
8. Deep Dive into Payroll- Project out for 2020

9. New Business

- a. Master Plan- Chris Groh is in attendance for any questions regarding the plan. Commissioner Keese asked about the survey that would be going out in January and Mr. Groh responded that it depends on how active the tenants are willing to be.

10. Motion to adjourn by Commissioner Amato, seconded by Commissioner Stafford, unanimously approved.

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Richard Webre, Chairman

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Cynthia Stafford, Secretary