January 22, 2018 Regular Meeting Minutes

1. The Ascension-St. James Airport and Transportation Authority met on January 22, 2019, at the airport site with Chairman Richard Webre presiding. The following Commissioners were present: Jared Amato, Roger Keese, Cynthia Stafford, Charles Ketchens, Rydell Malancon, Kevin Landry, and Jeff Gaudin. Others attending included Chanse Watson, Cody Martin, Jeff Sumner, and Donna Rybicki.
2. Chair Webre opened the meeting with proposed changes to the January 22nd board agenda:
3. Motion to open nominations for Treasurer Position by Commissioner Amato and seconded by Commissioner Stafford; motion carried unanimously.
4. Re-order Committee reports and Revise dates for 2019 FAA Southwest Conference to June 10-12th due to government shutdown.
5. Motion to add Acceptance of Hangar Development Grant under Agenda Item “1A”. Motion by Commissioner Keese and seconded by Commissioner Gaudin; motion carried unanimously.
6. Motion to adopt agenda as modified by Commissioner Amato and seconded by Commissioner Gaudin; motion carried unanimously.
7. A motion to approve the minutes from the December 4, 2018 meeting as presented was carried unanimously.
8. There were no public comments or presentations.
9. Commissioner Keese presented the Finance Report:
10. Profit/Service Report for December was presented by Mr. Watson (Airport Manager). Profit and Fuel Service breakdown was discussed for December and majority of January.
11. Monthly Financial Statements and Budget-to-Actual Reports were presented.
12. All year-end tax documents were prepared by Mrs. Rybicki.
13. A motion by Commissioner Landry and seconded by Commissioner Amato to approve Finance Report; motion carried unanimously.
14. Mr. Sumner presented the Engineering Report:
15. Mr. Sumner introduced Glenn Duncan with PEC, who oversees marketing for the firm.
16. Master Plan Update: still in the information gathering phase.
17. Runway/Taxiway Overlay: design and FAA review complete, waiting on funding for construction.
18. 16-Unit T-Hangar: currently in design and in electrical review. One modification made to include automatic gate for vehicle access as an alternate to the project.
19. South Apron Expansion: haul road installed and reconfigured to approach site in the middle and not further beyond the existing phase of the project. The project suffering delays due to weather. Site is ready for stone but waiting on conditions for installation. Weather days are being requested with contract time expiring. The project is anticipated to speed up after stone is installed. Supplemental funding is still under request with FAA to complete the expansion project.
20. Grass Cutting/Maintenance Plan: Additional land areas and linear footages were provided to Airport Manager to determine whether to rebid or add to responsibility of existing contractor and pay for the amount.
21. Fuel Tank Rehabilitation Project was discussed and advised by Airport Manager that the project would have to be postponed to a future funding year due to lack of existing professional services contract with the specific project outlined. It is recommended that the Authority seek a third party to evaluate the fuel tank. No motion required as the cost to evaluate is within spending authority of the Airport Manager but the Board does support the inspection to be conducted.
22. Mr. Martin will address individual items on the agenda as presented in lieu of a Legal report but proposed the option to proceed into Executive Session to discuss Mr. Lalumandier’s lease. A motion by Commissioner Keese and seconded by Commissioner Amato to modify agenda to add Executive Session to the agenda. A motion to enter into Executive Session was moved by Commissioner Stafford and seconded by Commissioner Malancon. Both motions carried unanimously and the Board entered Executive Session regarding Mr. Hank Lalumandier's lease. The board meeting was called back into public session.
23. Old Business Items were discussed:
24. Fuel Management System Upgrade: Based on documentation provided outlining our requirements and existing contracts, the upgrade is considered sole source. Fax Bids were obtained for the purchase/installation of M4000 and removal of existing M3000 system; one vendor responded to the bid which will be discussed in new business. The installation of an Ethernet line will be required separate of installation. Benefits to the upgrade were revisited. The existing system will not be supported after June 2019. A concern regarding unforeseen expenditures this fiscal year may require the Authority to replenish reserves but current projections more than support our reserve fund going forward in addition to other opportunities including public outreach.
25. ACH - Monthly Operating Expenditures: Ms. Rybicki discussed the Airport's goal to reduce amount of physical checks being cut which will reduce labor costs and to include the operating expenditures on automatic payment. Credit card approval process was discussed in terms of internal control. The new processed will be presented to Auditor for evaluation and credit card amount will be provided in future board meetings.
26. ACH - Revenue: Mr. Watson advised that the Airport switched to online version QuickBooks. Monthly ACHs are being setup at no cost in addition to credit card with processing fee. In addition, direct deposits were setup for airport employees.
27. RFQ - Engineering Contract: Mr. Watson advised RFQ has been drafted with no comments by FAA or DOTD. Waiting on OSP to determine whether RFQ falls under Title 38 or Title 39.
28. New Business Items were discussed:
29. Motion by Commissioner Stafford and seconded by Commissioner Gaudin to approve travel expenses (Air, Hotel & Rental) for the Chairman and Airport Manager to attend the 2019 FAA Southwest Conference in Hurst, TX from June 10-12; motion carried unanimously with comment to adhere to state travel guidelines.
30. Motion by Commissioner Amato and seconded by Commissioner Landry to accept design grant titled Hangar Development (Phase 1A) T-Hangars and authorize the Chairman to execute any and all documents related to the project identified above and State Project Number H.013692 in the amount not to exceed $64,000; motion carried unanimously.
31. Motion by Commissioner Gaudin and seconded by Commissioner Keese to approve Rebel Services to purchase/install the QT Pod M4000 and trade-in/remove the existing QT Pod M3000 system in the amount of $17,098.61; motion carried unanimously.
32. Mr. Watson discussed the Operations Manual update: Objective is to digitize our existing document and offered to digitize rather than pay a third party in an effort to easily update information. Mr. Watson advised we could try to include the Minimum Standards portion of the Operations Manual as part of the existing Master Plan update project (grant). Mr. Watson suggested that we seek an estimate for Minimum Standards update.
33. Mr. Watson discussed draft Lease Modifications as presented including Airworthiness Policy Hangar Sublease Policy, and Approved Lease Payment Methods. Mr. Watson recommended to obtain feedback from tenants and users by emailing a draft copy. No vote was required but Board did support transparency to our users regarding all draft policies.
34. Mr. Watson discussed draft Hangar Waiting List & Policy as presented including changing $50 refundable fee to $50 non-refundable fee application fee and procedures for acceptance and refusal of a hangar. Questions were raised to the amount of refusals as presented. It was recommended to only allow one refusal.
35. Chair Webre discussed services for Hangar #22. The increase in proposed services (windscreen and leading edge cleaning) justifies an increase in monthly rent since a tenant can lease a hangar for $297.00 but receives full service for $300. Mr. Watson recommends a monthly increase to $350, since someone can lease a t-hangar for $297.00 effective July 1st.
36. Mr. Watson presented the draft fee schedule and requested the Board to review for comment.
37. Chair Webre requested that the meeting move to nominations for Treasurer. A motion to open nominations by Commissioner Amato and seconded by Commissioner Stafford; motion carried unanimously. Commissioner Amato nominated Commissioner Gaudin and seconded by Commissioner Stafford; no objections or comment were made. Motion to close nomination by Commissioner Stafford and seconded by Commissioner Malancon. Commissioner Jeff Gaudin was nominated as Treasurer for the Ascension-St. James Airport and Transportation Authority. Commissioner Amato motioned and seconded by Commissioner Malancon to ensure Commissioner Keese remains as the signer on the account as outgoing Treasurer of the Authority; motion carried unanimously.
38. No additional comments by Airport Manager or Operations Manager.
39. The next meeting is Tuesday, February 26, 2019.
40. A motion was carried unanimously to adjourn the meeting.

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Richard Webre, Chairman Cynthia Stafford, Secretary