March 26, 2019 Regular Meeting Minutes

1. The Ascension-St. James Airport and Transportation Authority met on March 26, 2019, at the airport site with Chairman Richard Webre presiding. The following Commissioners were present: Jared Amato, Roger Keese, Cynthia Stafford, Rydell Malancon, Kevin Landry, and Jeff Gaudin. Others attending included Chanse Watson, Jeff Sumner, and Donna Rybicki. Commissioner Charles Ketchens was not present.
2. Chair Webre opened the meeting with proposed changes to the March 26th board agenda:
3. Motion to add Hendrick Construction to the Engineering Report in consideration of contract extension. Motion by Commissioner Keese and seconded by Commissioner Landry; motion carried unanimously.
4. A motion to approve the minutes from the February 26, 2019 meeting as presented by Commissioner Amato and seconded by Commissioner Malancon. Motion was carried unanimously.
5. There were no public comments or presentations.
6. Commissioner Gaudin presented the Finance Report:
7. Monthly Financial Statements and Budget-to-Actual Reports were presented; income was noted to be high for February due to no fuel purchases.
8. Commissioner Gaudin thanked Commissioner Keese on behalf of the Board for his past efforts as outgoing Treasurer. Chair Webre requested that Commissioner Keese assist with a business development plan.
9. The 5% threshold is being monitored and the budget should be amended when known that the 5% over/under threshold is known. Commissioner Keese recommended to adjust, if needed, current year budget in May when you present the new budget. Current cash balances in our accounts were discussed as it related to transferring funds for the GPU purchase.
10. Commissioner Keese presented additional line items in monthly reports to include percentages and trend lines; YTD and monthly percentages versus YTD and monthly actuals.
11. Chair Webre requested that staff provide a revised budget to actual to show additional data per Commissioner Keese’s request.
12. Mr. Watson stated that also included was a list of expenditures on automatic payments and also the Shell Credit Card and UCB Credit Card balances. Eastern Aviation Fuels recently changed their name to Titan Aviation.
13. A motion by Commissioner Keese and seconded by Commissioner Amato to approve Finance Report; motion carried unanimously. Commissioner Keese recognized the efforts of staff and their accomplishments over the past few months.
14. Mr. Sumner presented the Engineering Report:
15. Master Plan Update: still in progress but will be getting more detailed with sub consultant – Kutchins & Groh – as far as committees, etc. to begin to look to the future of the airport.
16. Proposed Runway/Taxiway Overlay: received some correspondence from FAA regarding documentation required this year’s projects begin to be programmed.
17. Proposed South Apron Expansion: additional funding to continue the expansion of the on-going/current expansion project. Currently determining path forward as far as bidding requirements regarding the proposed expansion, change order options if allowed by law, etc. The existing plans need to be revised but will discuss with State.
18. 16-Unit T-Hangar: currently under review with Fire Marshal’s office and next step will be Parish review.
19. South Apron Expansion: trucks moving stone but some issues with moisture. The contract did receive a 40-day extension last month but there is currently an issue with the amount of stone supply available due to the high Mississippi River.
20. Mr. Sumner introduced Mr. Justin Hendrick with Hendrick Construction to explain the existing situation and path forward. Mr. Hendrick stated that the main issue of the delay is due to weather conditions not allowing subgrade to dry. Now the weather has been cooperative, the stone supply is low from the intended distributor since they could not hold the stone for this project. In addition, the contractor stated that they have reached out to second supplier which would provide 4,000 tons this week. April 28th is the estimated date for stone supply to reach Convent and within the next week and a half for the second supplier. Half the limestone is expected to be obtained by the end of this week but issues are largely due to supply and the high river.
21. Mr. Watson added that the contractor and his foreman – Bryan – meet every Tuesday and are constantly thinking of methods to keep the project moving forward and commends Bryan for his efforts.
22. Mr. Hendrick requested an additional 45 days with no anticipated funding increase per Mr. Sumner. Mr. Hendrick advised he has documentation regarding the stone supply issue. Haul prices are increasing.
23. Mr. Sumner advised that site is drying and testing is going well despite moisture tests which do require some rain (water) on the site. Asphalt, striping, and sodding are primarily what is left.
24. Chair Webre requested documentation from suppliers for stone to justify any extension. Mr. Watson advised the Board that he will provide a progress update to the board every week or two.
25. Motion to extend the construction contract with Hendrick Construction for additional 45 days by Commissioner Keese and seconded by Commissioner Gaudin. Motion carried.
26. Nothing to report for Legal.
27. Mr. McGee presented the Operations Report:
28. Fuel sales are increasing.
29. The Fuel Management System has been installed and customers are pleased with the time it takes to process the customer’s credit card.
30. Hangar inspections have slowly began.
31. Mr. Watson presented the Airport Manager’s Report as distributing, noting several items:
32. DOTD conducted their annual 5010 inspection; 5/7 discrepancies were repeats and will be addressed in proposed Runway/Taxiway Overlay. Segmented Circle will be repainted by staff and will have third party pressure wash some of the faded markings.
33. Sold the old Kubota and Military APU for $3,575 and $1,127 respectively.
34. Began revenue and expenditure projects for next budget year.
35. Presented an overview of the Construction Fund Account, identifying the account balance as of 03/25/19, dedicated project funds ($19,537), Reserve Fund ($50,000) and Revolving Funds $15,000) adopted last month which authorizes the Airport Manager to expend up to $15,000 at any given time toward grant reimbursable expenditures.
36. Fuel prices are increasing; maintained same fuel price since mid-December 2018.
37. REILS for Runway 17 have been repaired and are operational.
38. Provided and discusses results from public survey; have already addressed concerns with credit card machine.
39. Currently investigating fuel loyalty and contract fuel options.
40. Old Business Items were discussed:
41. RFQ Engineering Contract: Mr. Watson plans to conduct final review of draft RFQ and hopes to advertise as late as this summer. Both FAA and DOTD have reviewed draft RFQ.
42. Operations Manual Update: Mr. Watson advised he is not paying any third-party to type the document but feels it is best to have it completed internally as to know what is within the existing document.
43. New Business Items were discussed:
44. Motion by Commissioner Landry and seconded by Commissioner Gaudin to approve the DRAFT Aircraft Airworthiness Policy as presented. Mr. Watson advised that this policy was developed to encourage communication between the LESSOR and LESSEE and to ensure that un-airworthy aircraft are not stored in an aircraft hangar for an indefinite period of time. An aircraft storage fee of $200 may be added to a LESSE’s rent in the event the LESSEE fails to communicate after three months, and the Authority may cancel the lease if recommended by the Airport Manager in the event the LESSEE fails to communicate with the LESSOR after six months. Motion carried.
45. Motion by Commissioner Amato and seconded by Commissioner Landry to approve the DRAFT Approved Lease Payment Policy/Clause as presented. Mr. Watson explained that this policy allows quicker and more convenient options for a LESSEE to pay and relieves or reduces the time and labor spent by the Airport Manager to process paper checks each month. An adjustment was made to match the adopted fee schedule of 3.5% for credit card fees. Motion carried.
46. Motion by Commissioner Keese and seconded by Commissioner Gaudin to approve the DRAFT Business Activity Policy as presented. Mr. Watson explained that this policy requires the Authority to approve commercial operations conducting and/or advertising their business at Louisiana Regional Airport. Motion carried.
47. Motion by Commissioner Gaudin and seconded by Commissioner Amato to approve the DRAFT FAA Hangar Use Policy as presented but with minor grammatical changes. This policy was previously or currently referenced in all leases but Mr. Watson stated that since policy outline specific approved and unapproved uses of an aircraft hangar that the policy as drafted should be included in the leases. Motion carried.
48. Motion by Commissioner Landry and seconded by Commissioner Stafford to approve the DRAFT Hangar Waiting List as presented. Mr. Watson explained that this policy identifies and addresses requirements for an applicant to apply and remain on the list, how an applicant will be notified when a hangar becomes available, and requirements to obtain a hangar. The previous $50 refundable fee will transition to $50 non-refundable fee application fee beginning the date this policy is adopted and all other fees paid in anticipation of the $50 being refundable or applied to first month’s rent will be grandfathered. Motion carried.
49. Motion by Commissioner Amato and seconded by Commissioner Malancon to approve the DRAFT 2019 Fee Schedule as presented. Mr. Watson explained that this policy presents all fees charged. The existing t-hangar rates are not proposed to increase this year but the new t-hangars will be charged at $0.29 PPSF. There is also an increase for tie downs ($30 to $40 per month) and Hangar 22 ($300 to $350 per month). Motion carried.
50. Motion by Commissioner Stafford and seconded by Commissioner Malancon to approve the DRAFT Proposed Lease Modifications with a proposed revision to remove the statement under “T-Hangar Leases” that the *LESSOR reserves the right to increase monthly rent to remain marketable to the area every 4 years (2 lease terms).* The reason for revising was to ensure that the Authority doesn’t limit itself as to when to remain marketable. Mr. Watson advised that this motion addresses any lease changes related to terms, including or removing any clauses, etc. Motion carried.
51. The next meeting is Tuesday, April 23, 2019.
52. A motion was carried unanimously to adjourn the meeting.

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Richard Webre, Chairman Cynthia Stafford, Secretary