April 23, 2019 Regular Meeting Minutes

1. The Ascension-St. James Airport and Transportation Authority met on April 23, 2019, at the airport site with Chairman Richard Webre presiding. The following Commissioners were present: Jared Amato, Cynthia Stafford, Rydell Malancon, and Kevin Landry. Others attending included Chanse Watson, Jeff Sumner, and Donna Rybicki. Commissioner Keese and Commissioner Gaudin were not present.
2. Chair Webre opened the meeting with advising the Commissioners that a meeting was held with one of the Transportation Engineers for Ascension Parish at the airport regarding the condition of Airport Industrial Boulevard and was advised the much of the road bed is made up of florolite. Transportation agreed to put funding into the program this year to conduct a complete reconstruction where florolite begins on Airport Industrial to the construction site.
3. A motion to adopt the agenda by Commissioner Amato and seconded by Commissioner Stafford. Motion carried unanimously.
4. One amendment to the minutes for March 26th meeting minutes – change Commissioner Amato to Commissioner Gaudin – who presented the Finance Report. A motion to approve the minutes from the March 26, 2019 meeting as amended by Commissioner Landry and seconded by Commissioner Malancon. Motion was carried unanimously.
5. There were no public comments. One presentation for the Master Plan by Kutchins & Groh will be moved under the Engineering Report.
6. Donna Rybicki (Book Keeper), in absence of Commissioner Gaudin, presented the Finance Report:
7. Financial Statements were presented to the Authority including a revised Budget-to-Actual Report to include budget YTD and percent budget YTD were added per Commissioner Keese’s request during last month’s meeting. Also discussed that budget number of $136,086 in Proprietary is necessarily accurate. Objective will be to take the last nine months divide by 9 and multiply 12 to obtain a more accurate trend or forecasted number.
8. Chair Webre questioned whether the Airport will experience a $35,000 or $40,000 loss due to GPU purchase. Mrs. Rybicki advised that Proprietary can buy the GPU from General. Chair Webre agreed that Proprietary should purchase the GPU since Proprietary account funds all line equipment such as the latest fuel management system upgrade as stated by Mr. Watson (Airport Manager).
9. Cash accounts have increased and are holding steady, which indicate the health of the business. Mr. Watson stated that the Proprietary Fund changes daily with fuel revenues. Chair Webre advised that the Budget development is on-going and that it will include known revenues.
10. Chair Webre reminded the Commissioners that we are in a transition year and that we cannot budget items that have not been known such as the new upcoming T-Hangars. In addition, the Chair advised that the Construction account was reviewed since it contained our contingency fund mixed with committed funds to projects. Chair would like to remove the contingency fund out of the construction account to a new account. Mr. Watson stated that we can evaluate the Reserve Fund separately during CIP time each year in order to determine if the Authority wishes to commit any funds to projects. In addition, monthly expense report was presented including auto payments including credit card and fuel purchases.
11. A motion by Commissioner Stafford and seconded by Commissioner Ketchens to approve Finance Report; motion carried unanimously.
12. Mr. Sumner presented the Engineering Report:
13. Master Plan: Mr. Sumner introduced Mr. George Groh and Chris Groh with Kutchins & Groh, who is the sub-consultant of PEC prior to a presentation provided by Chris Groh who introduced the firm’s team and briefly outlined the Master Plan process. One of the main items from this presentation that will be tasked to the Authority is to develop two committees for public/stakeholder involvement portion of the Master Plan process – Technical Advisory Committee (airport tenants) and Citizens Advisory Committee (similar to Airport Authority/Commission) to address technical concerns/development and the community concerns/development respectively. Chair Webre offered to utilize public TV from Parish Council meetings as form of public involvement. Mr. Watson added that the committees need to be limited. Public involvement outside of committees are beneficial to the public outreach. Chair Webre advised that the homeowner associations surrounding the airport will need to be involved in some way. Mr. Sumner announced that we will be reaching out to the person responsible for the Master Plan for the neighboring Pelican Point subdivision. Mr. George Groh stated that the importance of the Master Plan and the support from as many entities as possible to ensure successful growth and development of the airport. Mr. Watson ended with advising the Authority that a schedule will be worked out within the next few weeks including committee requirements/development, etc.
14. Proposed Runway/Taxiway Overlay: still waiting on funds from FAA, but we expect sometime around September or October of this calendar year.
15. Proposed South Apron Expansion: approximately $700,000 planned to be granted by DOTD to continue the pavement/apron section South Apron Expansion project. Chair Webre questioned the timeframe on this project, which Mr. Watson advised that state only funds typically July/August timeframe. The timeframe of the completion would be estimated to be 3-4 months after. Chair Webre advised that the funding for the road reconstruction will need to be completed this year. Discussions were held to eventually turn over the haul road to the Parish ready with appropriate grade and subgrade material.
16. South Apron Expansion: contractor currently working on the trench drain to complete by end of the week. Still waiting on stone but no confirmation has been received due to the high river. 25 days remaining with weather days currently being reviewed. % of stone completed and compacted. Need to complete the stone, pavement, etc. Updates will be provided as it relates to stone. The fence is complete, however a question was raised as to why a game fence was chosen versus a chain-linked- the game fence is cheaper and will be replaced by future tenants with a chain-linked. Chair Webre advised that the road reconstruction funding would be around August/September timeframe.
17. Nothing to report for Legal.
18. Mr. McGee presented the Operations Report:
19. Almost completed with hangar inspections – C Hangars are left with three hangars that will need third-party vendor to investigate motor issues (seals, etc.).
20. Fuel sales are little under from previous month. Fuel was purchased recently and fuel prices did increase.
21. Titan conducted an inspection of the fuel system – received 4/5 rating. A few discrepancies included inspections not documented appropriately, some piping changes (will be corrected internally), cover override switch on Jet A truck (completed at time of inspection), faded decals (completed at time of inspection) and some discrepancies related to the infrastructure such as high level alarm requirements, etc. which will be corrected when the tank is replaced. Discrepancies related to improper documentation will be corrected going forward via plan discussed with Mr. Watson.
22. Fuel tanks have been pressure washed and looking at options to improve exterior appearance.
23. Capital Assets List – working with Commissioner Stafford to update the list. A spreadsheet was developed to itemize and re-organize each category. Plan is to further improve the list by removing recently sold equipment, etc., and continue to work with Commissioner Stafford within the next few weeks. Commissioner Stafford recommended that we work with the accountant to account depreciation. Chair Webre commended staff for their work on addressing the Capital Asset list and reminded that if we buy or sell anything that we can easily update the list and evaluate assets.
24. Hangar inspections have slowly began.
25. Mr. Watson presented the Airport Manager’s Report as distributed, noting several items:
26. Based Customers are signing up for auto payments (22%) and some are paying directly from the email.
27. Annual Fuel Audit was conducted and annual FAA inspection of the AWOS; no discrepancies found with AWOS. Our AWOS site is used as a demo to other airports due to location, etc.
28. Plan to submit revised Personnel Policy next month to address leave, holiday schedule, planning/evaluations for employees, transition to digital time clock.
29. Hangar deposit account was reconciled with Mrs. Donna; several refunds were issued but the account is more up-to-date.
30. Construction Account was evaluated to determine how much of the funds were unallocated outside of reserve fund ($50,000), dedicated funds and revolving fund amount. The amount is suspected to be approximately $11,000 to $12,000 unallocated and to work through the upcoming budget year to determine how we can not only increase the amount in reserve but to also determine how much we can allocate toward projects each year. Chair Webre advised that the Financial Policy recently passed stated that the 10% minimum balance but will need to be above 10% for practical purposes.
31. OSP advised that we do not have to re-advertise for grass grooming or bush hog and can incorporate new areas including spraying. After this last year’s option ends, we will need to re-advertise and recommend to consolidate the contract. Grooming (increased 1 acre) and bush hog services (increased 9.5 acres) combined will increase approximately $250.00 per cut and spraying is $1,350 per spray which may need to be conducted approximately four times per year.
32. Hangar Inspections still on-going and expected to be completed by April 30th.
33. Spring cleaning on-going – pressure washing, re-paint T markings, paint inside terminal, etc.
34. Reminded the Authority that the FAA Conference is coming up in June that both the Manager and Chairman will be attending.
35. Chair Webre added that it would be beneficial to complete the road repair and the waterline at the same time. In addition, there wasn’t any indication of percentage to match in retirement plan for employees. Mr. Watson advised that he could not find in the minutes where a match was specified but only to authorize Chairman to negotiate a retirement plan. Both the Chairman and Mr. Watson advised that they will investigate again to locate the percentage. Chair also requested that we include action items at the end of each meeting minutes.
36. Old Business Items were discussed:
37. RFQ Engineering Contract: Mr. Watson plans to revisit the draft RFQ – refine the list of projects and grading criteria - to ensure we cover the next 3-5 years since several projects were not funded due to lack of project such as the fuel tank rehabilitation. Plan to advertise by in June.
38. Operations Manual Update: still digitizing the manual – a lot of content to incorporate with the next step to revise.
39. New Business Items were discussed:
40. Motion by Commissioner Amato and seconded by Commissioner Stafford to approve the DRAFT Based Aircraft Program as presented. Mr. Watson advised that this policy was developed to give back to our customers with all the recent policy changes. The program to be voted on is to offer a $.05 cent discount for all based customers provided certain requirements are met – account in good standing, registered as based aircraft, no subleasing, etc. The more the customer flies the more they will save. In addition, the proprietary program is being tested which will provide another $.10 cents per gallon discount which will save both parties on credit card fees. The proprietary program does not impact profit but based aircraft program does impact the profit by 5 cents and will be voted on at a later date.
41. Chair Webre provided copies of tasks to be divided up amongst all board members.
42. The next meeting is Tuesday, May 28, 2019.
43. A motion was carried unanimously to adjourn the meeting.

**ACTION ITEMS**

1. Locate and/or propose employer contribution (%) toward employee 457(B) plan for employees of Louisiana Regional Airport
2. Sell GPU and equipment sold under auction to Proprietary
3. Budget Preparation for FY19-20

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Richard Webre, Chairman Cynthia Stafford, Secretary