(AUGUST) September 1, 2020 – Regular Meeting Minutes

1. The Ascension-St. James Airport and Transportation Authority met on September 1, 2020, at the Louisiana Regional Airport with Chairman Rick Webre presiding. The following Commissioners in attendance were Jared Amato, Jeff Gaudin, Roger Keese, Kevin Landry and Rydell Melancon. Airport Director, Jason Ball, and Jeff Sumner (PEC) were also in attendance.
2. Chairman Webre recommended introducing everyone at the meeting. After all commissioners the representatives helping with the bond introduced themselves. Those present were James Ryan, Marcus Lambert, and Malcolm Dugas, Chairman Webre asked to adjust the agenda moving NB1 between items 6 and 7. Motion made by Commissioner Gaudin seconded by Commissioner Amato, motion carried.
3. A motion by Commissioner Amato and second by Commissioner Gaudin to approve the meeting minutes from July as presented; motion carried unanimously.
4. NB1 Bond Refinance- We are expecting a rate of about 3.5% which will significantly save the airport money over the life of the bond. We will not know exactly how much until we go to close on the bond. Mr. Ryan explained that you have to save 3% minimum on the refinance or it will not go through and we would not owe anything. Mr. Dugas is the attorney that will handle all the paperwork. The LDA board actually borrows the money and you sign a loan agreement with them to pay back the bond. Any lawfully available funds are able to be used to pay the bond even though we pledged the revenue from the hangars. The cost of issuance should be around 46,000 dollars to issue the bond. This is the not to exceed amount but we won’t know what it will be until the end. All fees are regulated and the airport will see a savings over the life of the bond. The airport can choose to pay cash for the fees or do what is called a taxable tail that gets rolled into the bond. The bond will be advertised in the local papers and we should be done around the end of October. The chairman will have to serve on the LDA board for 2 years because this is a group made up of recipients of funds. A motion was made by Comissioner Gaudin and seconded by Commissioner Amato. Unanimously approved. Second resolution: Motion by Commissioner Landry, Seconded by Commissioner Keese. Unanimously approved.
5. Finance- Mrs. Rybicki was present. July was a good month. General fund is currently funding all expenditures so far. Mrs. Rybicki stated we will have to amend the budget once the new hangars are occupied. Payroll services are going up so we are looking at using a new company to handle our payroll. Paychex will be handling all payroll and taxes instead of paying Mrs. Rybicki to handle the taxes and should end up being cheaper or even to what we have paid previously, however more reliable since last year Quickbooks did not send w2s. Once bond is refinanced we may look at sending in a set amount vs. what we have been doing which is sending in whatever rent amount we received that month. Each year we transfer at random times out of proprietary fund to cover any losses in the general fund. We are trying to figure out when and how to do it so that it is uniform and easy to understand for those reviewing the budget. Mr. Ball said the auditors are finished and we are awaiting the exit interview. Motion made by Commissioner Landry, seconded by Commissioner Amato, unanimously approved.
6. Mr. Jeff Sumner (PEC) presented the Engineering Report
7. CIP – Deadline for submittal is October 1.
8. Master Plan- Setting a date to look at future acquisitions.
9. Terminal Apron PER- Engineering report will include borings and study of what is needed to reconstruct pavement. Will determine how to reconstruct the apron and hopefully remove flourolite base. This will define the scope, next year design and following year construct.
10. Fuel System Rehab – Grant will be issued soon. Waiting for costs from vendors. Will need to vote for Engineer Services Agreement. Motion made by Commissioner Amato, seconded by Commissioner Gaudin, unanimously approved.
11. South Apron- Final inspection is set and once everything is approved the final acceptance letter will be issued and the 45 day lien period will begin.
12. T Hangars-Waiting for contractor to put in conduit and Entergy to install transformer and wire.
13. Operations/Airport Manager: One transient sent a thank you card thanking us for our great hospitality for helping him out with a rental car situation. Fuel sales have been excellent and going through almost a full load per month.
14. Chairman:
15. A floor plan was shown for a possible building. The chairman would like the board to consider approving the construction of this building with a letter of commitment from Glencoe to occupy it the full term of the lease.
16. Old Business:
	1. None
17. New Business
	1. Moved up in agenda
18. Next meeting scheduled for Tuesday September 29, 2020 (due to Hurricane pushing back August meeting)
19. Motion to adjourn by Commissioner Keese, seconded by Commissioner Landry, unanimously approved.

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Richard Webre, Chairman Cynthia Stafford, Secretary