October 27, 2020 – Regular Meeting Minutes

1. The Ascension-St. James Airport and Transportation Authority met on October 27, 2020, at the Louisiana Regional Airport with Chairman Rick Webre presiding. All commissioners were present and Airport Director, Jason Ball, and Jeff Sumner (PEC) were also in attendance.
2. Chairman Webre asked to adjust the agenda to discuss terminal building expansion. Motion made by Commissioner Landry seconded by Commissioner Gaudin, motion carried.
3. A motion by Commissioner Amato and second by Commissioner Keese to approve the meeting minutes from July as presented; motion carried unanimously.
4. Finance- Mr. Ball reported that many of numbers presented in the income expense report were due to annual fees were paid this month covering us for the year including insurance, audit costs, and AWOS contract. Hangar rent for the new hangars is just now starting so we will have to adjust the budget to cover any lost income. Mr. Ball clarified that the high number in professional fees was due to the AWOS contract and other annual contracts. Occupying the new hangars brought up a question of insurance. Mr. Ball said he would contact the state office to add them to the policy. The budget remaining report showed that the budget is still on track for the year. The audit showed we had no significant findings of non-compliance but they did have some suggestions for us to better account for some things. We feel it went very well and will adopt some of the suggestions they offered to clean up our books. Commissioner Amato seconded by Commissioner Melancon, motion carried.
5. Mr. Jeff Sumner (PEC) presented the Engineering Report
6. CIP – CIP was submitted to FAA and state.
7. T Hangars- Fire Marshall inspection is scheduled for Thursday and the punch list items are being taken care of.
8. Legal: Lalumandier lease has made some progress. Mr. Ball said that he worked with the owners to clarify some questions that they had about payment timing. We need to look into the ethics board to ensure we are following all Tier compliance requirements. We need to fill 2 spots on our board so we need to make sure we follow all of the required steps to fill those spots. All board members need to get their reappointment taken care of since the governor was reelected.
9. Chairman: Next month we will have to elect officers.
10. Old Business:
    1. None
11. New Business
    1. Construction of New Office- Mark Hamilton was given a copy of the plans to review for us. The building will be located adjacent to the existing terminal and we received a letter of commitment from Glencoe Aviation for renting the building. We will follow all FAA guidelines to leasing when we create the lease to include escalation and reversion clauses.
    2. Capital Outlay- We are submitting our application for Capital Outlay projects so Mr. Webre submitted to the board the statements and copies of the emails to the legislators. Mr. Webre asked Mr. Ball to ship the packets to each of the state agencies listed that need copies of the requests. The two projects are the construction of the waterline and a corporate hangar. The board needs to contact the legislators and really push them to support these projects. Deadline for submittal is November 1, 2020.
12. Next meeting scheduled for Tuesday November 24, 2020

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Richard Webre, Chairman Cynthia Stafford, Secretary