



**Ascension-St. James Airport and Transportation Authority
6255 Airport Industrial Blvd., Gonzales, Louisiana 70737**

October 1, 2019 – Regular Meeting Minutes

1. The Ascension-St. James Airport and Transportation Authority met on August 27, 2019, at the airport site with Vice Chairman Jared Amato presiding. The following Commissioners in attendance were Rydell Malancon, Kevin Landry, Roger Keese, and Jeff Gaudin. Patrick McGee (Interim Airport Manager) were also in attendance.
2. Vice Chairman Amato has no opening comments.
3. A motion by Commissioner Gaudin and second by Commissioner Keese to approve the meeting minutes from August 27, 2019 as presented; motion carried unanimously.
4. A motion by Commissioner Gaudin and second by Commissioner Malancon to approve the minutes from the August 15, 2019 Special Meeting.
5. There were public comments.
6. There were no presentations.
7. Commissioner Gaudin and Patrick McGee presented the Finance Report:
 - a) Audit – everything on the audit was good. Pat and Donna will be going over the other items that may need to be addressed. One item on the Automated Jet fuel tracking, we do not have the capability to track with the truck we have from Titan/Shell. Commissioner Gaudin ask Pat if he had any other comments. Pat stated that he is looking into the write up on a pay increase for an employee. Concerning Assets Pat will be creating a new Excel sheet that will track all Assets.
 - b) Budget– Commissioner Gaudin pointed out the increase in payroll due to 3 pay periods for the previous month. Also the increase for Professional Fees due to the Audit and Donna payments. Commissioner Keese stated that the fee is higher than it should be, Pat stated that the contract was for \$16,000 and some change.
 - c) A motion to approve the financials by Commissioner Keese and second by Commissioner Landry; motion carried unanimously.



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8. Mr. Gerald Babin presented the Engineering Report and gave a Bio on his background:
- a) Planning – CIP planning underway for FY2020 and the Fuel system; a preliminary draft was submitted to DOTD. Final draft is due November 1, 2019. Gerald spoke on passing a Resolution for the CIP tonight. A Motion to except the revised Resolution for the CIP by Commissioner Gaudin and second by Commissioner Keese: motion carried unanimously. A motion for the second Resolution to match the first year with \$20,000 and the second year with \$20,000 also by Commissioner Gaudin and second by Commissioner Malancon; motion carried unanimously. A motion for the 3rd Resolution for the Vice Chairman to sign documents if the Chairman is not available made by Commissioner Keese and second by Commissioner Landry; motion carried unanimously.
 - b) Master Plan – We have been working with Kutchins & Groh and have developed the committees for the Master Plan.
 - c) Bidding and Award: Runway/Taxiway Overlay – Barriere Construction Co., LLC was the lowest bidder for the Runway & Taxiway Overlay project. Phillip Miller will be the foreman for the job and start date is for October 28th. The Reserve project will not start until after our project is complete as per the DOTD.
 - d) Bidding and Award: 16 Unit T-Hangar – MA Wilson Construction and Consulting, LLC is waiting for us to give him a start date once Hendricks completes the area. February of 2020 should be complete with T-Hangars.
 - e) Construction: South Apron Expansion – All items are complete up to paving. Compaction was completed last Friday but since the rain over the weekend the paving will begin October 2nd. A motion to approve Change Orders 2 and 3 by Commissioner Gaudin and second by Commissioner Landry; motion carried unanimously. DOTD has another \$750,000 to move ahead with the next phase to complete the rest of the west tie-down area and the south end of the T-Hangar area.



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9. Mr. McGee presented the Operations Report and AMR:
 - a) Audit was completed with Commissioner Gaudin, Donna, and I.
 - b) We are looking into Military contracts and other contract fuel and will speak to others during LAMA conference.
 - c) Electronic payments are increasing with our tenants.
 - d) AVGAS and Jet sales have increased by 25% from the previous month. We did order a shorter load of AVGAS due to an email from Byron on concerns prices could go up by .30 cents or more. We still are making good profit with it being a short load.
 - e) Have not been able to paint the segmented circle has not been painted but will complete during the Runway/Taxiway Overlay project.
 - f) Have 3 Quotes for PM on our generators.
 - g) Discussed moving October, November, and December meeting dates. October will be moved to the 29th, November will be the 19th, and December will be the 17th.

Richard Webre, Chairman

Cynthia Stafford, Secretary