**Louisiana International Gulf Transfer Terminal Authority**

**Meeting Minutes-** Adopted June 27, 2016

November 30, 2015 Port of St Bernard Administration Building 1300 1155-1310

Authority Members in Attendance:

Senator A.G. Crowe

John Hyatt

Dennis Crawford

Scott Becnel

Chris Westbrook

Dennis Decker

Representative Ray Garofalo

Kelvin Dedner

Jeffrey Davis

Guests in Attendance:

Carla Roberts – Senate Attorney

Ben Hunter – Attorney, Roedel Parsons

Tom Thornhill – Co-Manager, LIGTT Midstream Holdings

Jim Woodward – Co-Manager, LIGTT Midstream Holdings

Crystal Hutchinson – LIGTT Administrative

Amos Cormier – Plaquemines Parish President

Felix Hoskins – Honorary Board Member

David Kosloski- EDG Consulting

Dennis Thomas- EDG Consulting

Sharon Balfour- DOTD

Randall Withers- DOTD

Captain Jake Stahl- Marine Expertise

Ben Louviere- W S Nelson

Peter McCallion- Buckman, Buckman, & Reed

The Chairman, Senator Crowe, called the meeting to order at 1300. A roll call was conducted and a quorum was established – members present listed above. Commissioner Crawford moved to accept the minutes of the previous meeting and dispense with the reading of the same. Motion carried unanimously.

Presidents Report:

* Chairman Crowe gave a recap of the August 31, 2015 media conference.
* Chairman Crowe shared highlights of his trip to Washington D.C. with the IRPT.

Chairman Crowe moved to have the Developers report moved on the agenda from any other items that may come before the Authority for discussion to immediately following the Presidents Report. Motion carried unanimously.

Developers Report:

* Tom Thornhill gave an update on the project including the progress with the proposed verticals and investment interest. Mr. Thornhill also advised the Board that there is substantial interest from several upriver ports.
* Jim Woodward advised the Board of upcoming meetings with several potential investors. He also informed the Board of several presentations the developer has given to other ports, outside of the United States, that are interested in doing business with LIGTT.

Treasurers Report:

* Commissioner Becnel gave the Treasurers Report.

Commissioner Becnel moved to approve the general operating expenses and other expenses since the last meeting. Motion carried unanimously.

Items for Discussion:

* Lloyd Balliviera’s contributions to the LIGTT project were recognized. Felix Hoskins who introduced Mr. Balliviera to Senator Crowe was also recognized. Chairman Crowe asked for a motion to designate Mr. Balliviera and Mr. Hoskins as honorary board members. Commissioner Crawford moved to designate both individuals as honorary board members. Motion carried unanimously.
* Expenditures needing Board approval:

Chairman Crowe – IRPT meeting in Washington, D.C.

$372.21 – hotel expenses

$844.67 – airfare

 Motion made by Commissioner Becnel to approve expenses. Motion carried unanimously.

 John Hyatt – trip to Panama on behalf of LIGTT.

 $681.24 – amount that exceeded previously estimated cost.

 Motion made by Commissioner Becnel to approve expenses. Motion carried unanimously.

 Miscellaneous office supplies.

 $100.00 per month, as previously authorized by the Executive Board.

 Motion made by Commissioner Hyatt to approve this expense. Motion carried unanimously.

* Legal Report – Ben Hunter

Mr. Hunter explained the reasons for a proposed amendment to the Sub-Lease extending the term from fifty to seventy years. Tom Thornhill expanded on the developer’s reasons for the request. Mr. Thornhill also requested a modification of the rental payment structure of the Sub-Lease that would reflect the current concept of splitting the port into five verticals. Mr. Hunter explained the details and relevancy of this modification. Rental payments would be split between five verticals. Interim increases would occur after permitting and full lease payments per vertical would be due upon cash flow per vertical.

Chairman Crowe moved to put forth a resolution extending the Sub-Lease term from fifty to seventy years subject to approval by the Joint Transportation Committee of the House and Senate.

Motion carried unanimously.

Chairman Crowe moved to put forth a resolution to split the lease payments into five verticals with the full lease payment being due per vertical upon cash flow of that vertical.

Motion carried. Commissioner Scott Becnel abstained.

* Crystal Hutchinson reported on her consultations with several CPAs to assist with future required filings.
* Chairman Crowe advised the Board of the diligent work being performed by Administrative Assistant Crystal Hutchinson and her current status as a contract worker. He further stated that he would like the Board to consider making her a salaried employee.

Commissioner Westbrook moved to change Crystal Hutchinson from a contractor pay basis to an employee pay basis effective January, 2016.

Motion carried unanimously.

Any Other Items That May Come Before the Authority for Discussion:

* Commissioner Hyatt provided a list of Board Certified Engineers. He suggested that the Board consider putting out an RFP to hire a firm, preferably residing in Louisiana that would report directly to LIGTT providing oversight on the construction process.

There was no other business to come before the Board.

The meeting was adjourned at 1420.

Chris Westbrook

Secretary