August 28, 2018 Regular Meeting Minutes

1. The Ascension-St. James Airport and Transportation Authority met on August 28, 2018, at the airport site with Chairman Richard Webre presiding. The following members were present, Jared Amato, Roger Keese, Cynthia Stafford, Rydell Malancon, Kevin Landry, and Jeff Gaudin.
2. Others attending included Jeff Sumner, Cody Martin, Mickey Marchand, Patrick McGee and Janet Gonzales.
3. A motion and second were made Jared Amato and Jeff Gaudin respectively to accept the July 24, 2018 Regular Meeting Minutes as printed. The motion carried unanimously.
4. Roger Keese presented the financial report.
   1. After review of the Louisiana Compliance Questionnaire a resolution and second were made by Jared Amato and Jeff Gaudin respectively to approve the questionnaire and authorize the Chairman, Treasurer and Secretary to sign the questionnaire for submittal. The resolution carried unanimously.
   2. After review of the AT&T credit card bill a motion and second were made by Cynthia Stafford and Jared Amato respectively to pay the credit card bill $535.82. The motion carried unanimously.
   3. After review of the Shell Aviation credit card bill, used for full service fuel transaction, for July in the amount of $3,443.11 and August in the amount of $3,348.04 a motion was made by Cynthia Stafford and Kevin Landry respectively to approve payment of these bills. The motion carried unanimously.
   4. After review and discussion of the FYE June 30, 2018 audit report and the July 2018 financial report a motion and second were made by Cynthia Stafford and Rydell Malancon to accept the reports. The motion carried unanimously.
5. Jeff Sumner gave the engineer’s report.
   1. A motion and second were made by Jared Amato and Kevin Landry respectively authorizing PEC to submit the narrative and related documentation to request consideration of the Phase 2 South Apron Expansion project consisting of extending the asphalt taxi lane and ramp across the second 7 acre tract to the FAA as a Build Grant project. The motion carried unanimously.
   2. A motion and second were made by Roger Keese and Jared Amato respectively authorizing the chairman to sign the Engineer Services Agreement with Professional Engineering Consultants for the design of 16 T Hangars, pending legal counsel review. The motion carried unanimously.
6. Janet Gonzales gave the airport manager’s report.
   1. With board consensus, two registrations for the annual Louisiana Airport Managers and Associates Conference October 22-24 will be submitted.
   2. A motion and second were made by Kevin Landry and Rydell Malancon to set the fee for the use of the Ground Power Unit at $50.00, and to waive the $50.00 when the use is accompanied by a fuel purchase. The rmotion passed unanimously.
   3. With board consensus, there is no objection to allowing the placement of a small memorial of Mr. Bill Adams on airport property. A celebration of his life will be held at the airfield on September 8, 2018.
7. Rick Webre gave the chairman’s report.
8. A motion and second were made by Cynthia Stafford and Jeff Gaudin respectively to go into executive session to discuss personnel. The motion carried unanimously.
9. A motion and second were made by Cynthia Stafford and Jared Amato respectively to reconvene the regular meeting. The motion carried unanimously.
10. A motion and second were made by Jared Amato and Kevin Landry to adjourn.
11. The next meeting is scheduled for September 25, 2018 at 4:00 pm.