February 18, 2020 – Regular Meeting Minutes

1. The Ascension-St. James Airport and Transportation Authority met on February 18, 2020, at the airport site with Chairman Rick Webre presiding. The following Commissioners in attendance were Jared Amato, Kevin Landry, Jeff Gaudin, Roger Keese and Cynthia Stafford. Airport Director, Jason Ball, and Jeff Sumner (PEC) were also in attendance.
2. Chairman Webre reviewed messages from the attorney. A portion of Hank’s hangar is being sold and until we can gather further legal advice should we hold off making a decision. Attorney recommends waiting to make a decision until the original lease can be figured out. Mr. Ball stated that as far as who occupies the hangar is not our concern according to the lease. All leases should state that the occupants must abide by all ASATA rules and regulations.
3. A motion by Commissioner Amato and second by Commissioner Stafford to approve the meeting minutes from January 20, 2019 as presented; motion carried unanimously.
4. There were no public comments.
5. Mr. James Purpera made a presentation outlining his role as an aid to submitting Capital Outlay Requests. Mr. Purpera gave a quick background and stated that he could help the airport submit Capital Outlay requests especially for the water line extension project we have been discussing. His typical fee is around 350.00 per month and does not lobby, but will help ensure the client meets all the deadlines to be considered for funding. The deadline is November 1st for submissions to be considered.
6. Chairman Webre asked for **NB1** to be moved up in the agenda to allow her to not sit through all committee reports. Commissioner Keese moved, Stafford seconded to move this item up. Ms. Barbara Irwin who is handling the purchase agreement between Double D Development and JAS Storage for the co-ownership of a hangar at the airport which is under lease from the airport by Mr. Hank Lalumandier. Chairman Webre stated that there are still some unsettled issues with the original lease and we would like to settle all of those issues before the board feels comfortable moving forward with approving the sale of a portion of the hangar. Item will be tabled until the next meeting so we can attempt to rectify the lease issues with the original lease. Commissioner Gaudin made the recommendation that the airport be part of agreements of sale of property due to the liabilities involved. This will be on the agenda for the March 24 meeting.
7. Finance- Mr. Ball stated that revenues are doing well and on track as budgeted. Overall budget is on track. Personnel expenses show that as long as we operate how we currently are staffed, our expenses should be on budget. The one account still over budget is Landside Maintenance but as long as we do not have any more large unexpected expenses, the budget will recover. The overall budget remaining is 48% which is right on track. The income was up due to one-time annual payments being made in January. The construction account still contains the reserve amount that was put in originally in the amount of about 77,000.00. Finance Report, motion to approve made by Commissioner Amato Second by Commissioner Landry. Approved
8. Mr. Jeff Sumner (PEC) presented the Engineering Report:
9. Planning – State will be meeting and presenting the CIP including the Fuel Rehab and Apron projects.
10. Master Plan – TAC and CAC groups met today and provided some good information about how the airport can grow and develop to accommodate the needs and desires of users and community.
11. South Apron- The stone was put down and should be getting asphalt within the next week or two.
12. 16 Unit T-Hangar – Once anchor bolts are installed we believe the permit should be available and will be ready to pour foundation.
13. Operations/Airport Manager: A fuel order was placed and due to a fire at the Exxon facility our shipments would be taking a little longer and costs would be a little higher due to freight. Fuel prices will be set accordingly to reflect the changes. W2s for employees still never arrived in the mail and we the airport will be exploring new options for payroll. Jason Ball will be calling Quickbooks to find out if there is a problem. Bank of Mellon was contacted my Jason about the history of the bond and to describe how everything operates for bond payments to look at refinancing.
14. Chairman:
15. Grass contract has cost a lot of money over the fiscal year and Chairman Webre believes we could purchase our own equipment and hire personnel to operate it for much less than the contract for grass maintenance. Want to compare prices to determine viability. The numbers we added up to about 19000 dollars a year to cut our own grass rather than contract it out. Jason described how staffing is becoming an issue especially when someone gets sick and presenting a professional appearance in both staffing and appearance is everyone’s goal.
16. Old Business:
17. Action Items:
18. Hank’s Lease-discussed earlier
19. Methods of Payment- we have given warning and July should be no more monthly check option.
20. Military Fuel- Spoke to FBO owner and said we could fuel military without contract. Still investigating.
21. Cash Position- budget looks good
22. Projection of T-Hangar completion
23. EOY 2020 Revenue/ Expenditures projections.
24. Bond Attorney to review bond- call into bond agency to talk about Bond requirements. Would like to see what we owe and what rates are currently.
25. Deep Dive into Payroll- Project out for 2020
26. New Business
27. NB1 moved up due to time constraints.
28. Next meeting set for February 18, 2020 at 4pm.
29. Motion to adjourn by Commissioner Amato, seconded by Commissioner Stafford, unanimously approved.

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Richard Webre, Chairman Cynthia Stafford, Secretary