November 28, 2017 Regular Meeting Minutes

1. The Ascension-St. James Airport and Transportation Authority met on November 28, 2017 at 4:00 p.m., at the airport site with Chairman Richard Webre presiding. The following members were present, Jared Amato, Cynthia Stafford, Charles Ketchens, Rydell Malancon, and Kevin Landry.
2. Others attending included Jeff Sumner, Cody Martin, Patrick McGee and Janet Gonzales.
3. A motion and second were made by Jared Amato and Charles Ketchens respectively to accept the October 24, 2017 Regular Meeting Minutes as printed. The motion carried unanimously.
4. Janet Gonzales presented the financial report.
   1. A motion and second were made by Cynthia Stafford and Kevin Landry respectively to amend the FYE June 30, 2018 General Fund, Construction Fund and Proprietary Fund budgets as presented. The motion carried unanimously.
   2. A motion and second were made by Jared Amato and Rydell Malancon respectively to adopt financial policies for Purchasing, Travel, Bank Reconciliation and Credit Card usage. The motion carried unanimously.
   3. After review of the credit card bill a motion and second were made by Jared Amato and Cynthia Stafford respectively to pay the card bill $654.49. The motion carried unanimously.
   4. A motion and second were made by Cynthia Stafford and Rydell Malancon to accept the finance report. The motion was carried unanimously.
5. Assistant District Attorney Cody Martin concurred that the board could approve the Chairman signing the contract for Bulk Aviation Fuel and Related Services, pending Legal Counsel, Office of Risk Management, Office of State Purchasing and Eastern Aviation.

A motion and second were made by Cynthia Stafford and Kevin Landry to authorize the Chairman to sign the contract for Bulk Aviation Fuel and Related Services once the Office of Risk Management, Office of State Purchasing, Eastern Aviation and Legal Council approve the terms. The motion carried unanimously.

1. Jeff Sumner gave the engineers report.
2. Janet Gonzales gave the airport managers’ report.
   1. A motion and second were made by Cynthia Stafford and Jared Amato respectively to approve the records retention policy as presented. The motion carried unanimously.
   2. A motion and second were made by Charles Ketchens and Kevin Landry respectively to send Janet to the FAA Conference in Texas January 29-31. The motion carried unanimously.
   3. A motion and second were made by Jared Amato and Kevin Landry respectively to condemn approximately 400 gallons of old Jet fuel that was taken out of the storage tank that no longer met specifications and release it to Action Oil for disposal. The motion carried unanimously.
3. Chairman Webre reported that he would be working on new land lease agreements and a calendar year end briefing.
4. A motion and second were made by Jared Amato and Cynthia Stafford respectively to move the December meeting date to December 19, 2017 at 4:00 pm in lieu of Christmas. The motion carried unanimously.
5. With no other business before the board, Chairman Webre adjourned the meeting.