

*Approved Feb. 5, 2024
Yasp - Rushing, Taylor, Cassels, Bankston, Sibley
Nasp - Ø Absent Erwin, Wascom, Bryson*

December 13, 2023

Livingston Parish Airport District Board Meeting Minutes – Regular Board Meeting

The Livingston Parish Airport District Board met Wednesday, December 13, 2023, 5:14 p.m. at the Delmas Taylor Governmental Annex Building, 20400 Government Blvd., Livingston, Louisiana.

Present board members:

Delia Taylor, chair, Dana Rushing, vice chair, Thomas Bryson, Jerri Bankston, Joey Sibley, Barry Wall, James Wascom. Having reached a quorum, the chair began the meeting.

Absent: Denver Cassells, Mike Erwin

Also present – Eddie Aydel, AFA; Lu Cutrera, consultant; Lisa Casas, CPA; Mark Boyer, council

Havin a quorum, Mrs Taylor called the meeting to order. She presented the minutes from the LPAD Board Meeting on September 19, 2023.

LPAD 23-1213-1: Motion was offered by Joey Sibley and was seconded by Dana Rushing to accept the minutes from the September 19, 2023 regular meeting. All being in favor and no objection voiced, the chair declared the motion adopted.

Mrs Taylor presented the minutes from the November 1, 2023 meeting. Since a quorum was not present, no official action was taken. The minutes indicated action on previously approved payment of invoices.

LPAD 23-1213-2: Motion was offered by Jerri Bankston and was seconded by Barry Wall to accept the minutes from the November 1, 2023 regular meeting. All being in favor and no objection voiced, the chair declared the motion adopted.

LPAD 23-1213-3: Motion was offered by Thomas Bryson and was seconded by Dana Rushing to adjourn the public meeting and enter into executive session. All being in favor and no objection voiced, the chair declared the motion adopted.

LPAD 23-1213-4: Motion was offered Joey Sibley and was seconded by Jerri Bankston to call to order the public meeting. All being in favor and no objection voiced, the chair declared the motion adopted.

LPAD 23-1213-5: Motion was offered by Thomas Bryson and was seconded by Joey Sibley to accept recommendation by council. All being in favor and no objection voiced, the chair declared the motion adopted.

Mrs Taylor asked Lisa Casas to present the financial report for LPAD. The Special Funds balance as of November 30, 2023 is \$103.10. The General Fund balance is \$62,204.45. Outstanding invoices include \$5,531.35 and \$295.00 in travel expenses. Expected revenues of \$301,085.15 from Capital Outlay and additional payment request of \$24,693.84.

LPAD 23-1213-6: Motion was offered by Jerri Bankston and was seconded by Barry Wall to accept the report as presented. All being in favor and no objection voiced, the chair declared the motion adopted.

Lisa Casas presented the board the General Fund amended budget. The total budget of \$35,000 was unchanged, with amendments in the line items, as presented in the budget meeting held earlier. The proposed budget for 2024 is \$50,000 in revenues and \$50,000 in expenses. The Special Projects amended budget for 2023 is \$453,522 in grants and \$414,003 in Capital Outlay funds. The 2024 Special Projects proposed budget is \$2,625,000 in grants.

LPAD 23-1213-7: Motion was offered by Joey Sibley and was seconded by Jerri Bankston to accept the budgets as proposed. All being in favor and no objection voiced, the chair declared the motion adopted.

LPAD 23-1213-8: Motion was offered by Barry Wall and was seconded by Joey Sibley to lift the agenda and review an invoice from LJC Planning and Design. All being in favor and no objection voiced, the chair declared the motion adopted.

LPAD 23-1213-9: Motion was offered by Jerri Bankston and was seconded by Thomas Bryson to accept and pay LJC Planning and Design for invoice #1-2023 for \$4,211.35. All being in favor and no objection voiced, the chair declared the motion adopted.

Lisa Casas presented invoices from Lisa Casas CPA for \$780.00 for October \$540.00 for November.

LPAD 23-1213-10: Motion was offered by Joey Sibley and was seconded by James Wascom to accept and pay the invoices as presented. All being in favor and no objection voiced, the chair declared the motion adopted.

Mrs Taylor updated the board on the status of invoices previously submitted to the state for payment from AFA and Couble A Construction. Funds have not been received for these invoices as of today.

LPAD 23-1213-11: Motion was offered by Dana Rushing and was seconded by Joey Sibley to authorize appropriate signatories to sign and deliver checks as soon as funds are received from the state. All being in favor and no objection voiced, the chair declared the motion adopted.

Lisa Casas presented an invoice for \$295.21 from Dana Rushing for LAMA Conference travel expenses.

LPAD 23-1213-12: Motion was offered by Barry Wall and was seconded by Thomas Bryson to accept and pay this invoice. All being in favor and no objection voiced, the chair declared the motion adopted.

Mrs Taylor updated the board on the status of the Wetlands permit. Eddie Aydel confirmed the application with USACE was submitted prior to changes now in place. The Livingston Parish Council approved acceptance of the 404 permit as presented. The LP Council also approved payment for sewer service for the airport area using ARPA funds.

Mrs Taylor confirmed receipt of the actual 404 permit for wetland mitigation from USACE.

Mrs Taylor updated the board on the FP&C approval of AFA contract for \$2,200,000 for planning.

Mrs Taylor updated the board on RFQ for Master Services Agreement for construction of Phase 1 of the airport civil work. GIS submitted the only proposal, which was accepted by the committee assigned this task.

LPAD 23-1213-13: Motion was offered by Thomas Bryson and was seconded by James Wascom to accept the recommendation of the committee and authorize Mrs Taylor to enter into contract negotiations with GIS. All being in favor and no objection voiced, the chair declared the motion adopted.

Mrs Taylor updated the board on the status of LPAD records storage. Mrs Taylor has reached an agreement with Livingston Parish Tax Assessor to store physical documents in their storage facility.

Mrs Taylor updated the board on the requirement by FP&C to submit a “Request to Borrow”. Mrs Taylor emphasized the need for board assistance in meeting all requirements for all functions for LPAD. Jerri Bankston and Joey Sibley agreed to assist in financial activities. James Wascom and Mike Erwin agreed to continue to assist in regulatory issues. Discussion also included scheduling meetings for 2024. Mrs Taylor discussed electronic storage of LPAD items. Denver Cassells will update the board at the next meeting.

Mrs Taylor recognized Barry Wall and Thomas Bryson for their volunteer service on the board. They are resigning from the board to pursue other ventures.

LPAD 23-1213-14: Motion was offered by Dana Rushing and was seconded by Joey Sibley to add to the agenda to accept an invoice from Double A Construction. All being in favor and no objection voiced, the chair declared the motion adopted.

Lisa Casas presented an invoice from Double A Construction for \$24,693.84, which is the retainage from the contract to construct the entrance road.

LPAD 23-1213-15: Motion was offered by Dana Rushing and was seconded by Jerri Bankston to accept and pay the invoice from Double A Construction. All being in favor and no objection voiced, the chair declared the motion adopted.

LPAD 23-1213-16: Motion was offered by Dana Rushing and seconded by Barry Wall to adjourn the meeting. All being in favor and no objection voiced, the chair declared the motion adopted.
