



MEETING NOTICE: **LIVINGSTON PARISH AIRPORT DISTRICT**
Delmas Taylor Governmental Annex Building
20400 Government Blvd., Livingston, LA 70754

MEETING DATE: **MONDAY, February 5, 2024**

1. Call to Order
2. Call for Recording of Meeting Discussion to Prepare Official Minutes
3. Roll Call of Members and Introduction of Other Attendees
4. Recognize newly appointed board member Wayne Mack (appointed by State Rep. Jeff Wiley, District 81)
5. Review/Approve Minutes from Dec. 13, 2023, special and regular meetings
6. Financial Report – Lisa Casas/Treasury Committee
 - a. Update on current accounts
 - b. Action on audit requirements for 2023 financials –
 - i. Approve Engagement Letter with Auditor -- Hebert Johnson & Associates (\$4,000)
 - ii. Adopt Louisiana Attestation Questionnaire
 - iii. Approve Resolution for Louisiana Attestation Questionnaire
 - c. Acknowledge payments of overdue FP&C-funded invoices (to: AFA and Double A Construction)
 - d. Payment of Invoices (from general fund) –
 - i. Lisa Casas – bookkeeping
 - ii. Mark Boyer – legal consultation
 - iii. Livingston Parish News – official journal advertisements
7. Approve proposal from McLin Taylor for re-subdivision of airport property (\$7500)
8. Authorize AFA to request bids for Phase 1 clearing/grubbing/drainage/site improvements construction project; (project funded through State Capital Outlay/FP&C) – Eddie Aydell, AFA
9. Authorize Sign per LP Ordinance – Eddie Aydell, AFA
10. Approve Master Services Agreement with GISE, engineering firm selected from RFQ process – Chairwoman Taylor
11. Introduce GISE Representatives
12. Discussion of letter submitted to FAA Southwest Office to acknowledge USACE Wetlands Permit to serve as federal trigger for review of Environmental Assessment of airport property & Response (EA funded through DOTD Aviation) – Chairwoman Taylor
13. Update on Feb. 1 LEDC presentation on progress of LEA – Chairwoman Taylor
14. Update on Policies/Procedures – Wascom
15. Acknowledge storage of physical/printed documents on site of LPAO, Livingston – Chairwoman Taylor
16. Update on management of electronic documents
17. Discussion of pending litigation (Executive Session)
18. Action Items –
 - a. Schedule meeting of local and state leadership to discuss 2024 legislative funding
 - b. Schedule meeting with parish IT director to discuss electronic storage of public documents and parish email addresses
19. Adjourn