

**LIVINGSTON PARISH AIRPORT DISTRICT
REGULAR BOARD MEETING MINUTES**

Date: December 8th, 2025

Time: Approximately 5:11 PM

Location: 20400 Government Blvd, Livingston, LA 70754

1. Call to Order

Mrs. Delia Taylor (Chair) called the meeting to order.

2. Invocation and Pledge of Allegiance

The invocation and Pledge of Allegiance were conducted.

3. Roll Call and Quorum

Members Present:

- Mrs. Delia Taylor (Chair)
- Ms. Bankston
- Mr. Sibley
- Mr. Rushing
- Mr. L.J. Relle

Members Absent:

- Mr. Wayne Mack
- Mr. Denver Cassels
- Mrs. Jamie Felder
- Mr. Brent Ballard

A quorum was declared.

4. Approval of Minutes

A. Approval of Regular Meeting Minutes (with changes)

Edits were discussed for Section 9 of November minutes regarding Capital Outlay approval, DOTD “no objection,” and design package submissions.

Motion: Approve the regular meeting minutes with the stated changes.

Moved by: Mr. Sibley

Seconded by: Mr. Rushing

Vote: Approved (no opposition noted).

5. Reports and Business

A. Construction / Contract Administration Updates

Discussion included coordination items related to RIDGID, REED and State/FPC processes, and the need to ensure payments remain consistent with the contract structure. Legal counsel has informed board that an agreed payment to Reed is allowed, legal documentation will accompany the documents.

B. Hydrology / Wetlands (Jurisdictional Determination Discussion)

An update was provided regarding preliminary hydrology assessment work and the need to define boundaries and scope for any additional jurisdictional determination mapping. Discussion included whether study areas should extend beyond the airport's current property boundaries. GIS will review design and provide suggested boundaries.

C. Bid Process and Submittals to the State

The Chair reported bid openings scheduled on the Dec 11th and Dec.18th at 2:00 PM at the Delmas Taylor Government Annex

Motion: Authorize the Chair to submit selected bids (after receipt of required documentation) to Facility Planning and Control and DOTD for review/approval.

Moved by: Mr. Rushing

Seconded by: Mr. Sibley

Vote: Approved (no opposition noted).

D. Contracting Within Available Funds (Planned Resolution)

The Chair discussed the need for a formal resolution/statement confirming LPAD will obligate only available funds provided by the State. The resolution was approved and signed by the Chair for submission to FP&C.

E. CPA Annual Engagement (2026)

The annual engagement terms were reviewed.

Motion: Approve the CPA engagement with Lisa Casas for 2026.

Moved by: Ms. Bankston

Seconded by: Mr. Sibley

Vote: Approved (no opposition noted).

F. Security / Fencing (Discussion Only)

The board discussed fencing and security considerations and sequencing relative to other priorities. No formal action was taken.

G. Financial Report

The CPA provided a financial report, including general fund and special projects fund balances, providing the budgeted vs actual reports. She also noted a deposit had been received but not yet fully matched to specific invoice payments at the time of the meeting.

Motion: Accept the financial report.

Moved by: Mr. Rushing

Seconded by: Mr, Sibley

Vote: Approved (no opposition noted).

H. State Bond Commission / Funding Updates

The Chair provided an update related to Bond Commission approval and follow-up items.

I. Parish Contribution Check (\$15,000)

The Chair noted the parish check and requested pickup from the Parish President's Office, with discussion of W-9/signature logistics and interest in future direct deposit.

J. Parish Budget Request / Messaging

The Chair discussed the council has approved \$50,000 payment to LPAD for 2026, but with a request for LPAD to make a presentation prior to the funds being dispersed. The chair suggested the report include video of progress and supporting materials. No formal action was taken.

6. Invoices and Payments

A. Invoices to Submit to the State for Review/Approval

Two Alvin Fairbairn & Associates invoices were identified for submission:

- Invoice #9605: \$11,385
 - Invoice #9640: \$3,600
- Motion: Accept the invoices for submission to the State.
Moved by: Mr. L.J. Relle
Seconded by: Mr. Rushing
Vote: Approved (no opposition noted).

B. Payment of State-Approved Invoices (Tabled)

Due to uncertainty regarding which invoices were covered by the recent deposit, the board tabled approval of payment of state-approved invoices until a later meeting.

Motion: Table payment of state-approved invoices.

Moved by: Mr. L.J. Relle
Seconded by: Mr. Rushing
Vote: Approved (no opposition noted).

C. General Fund Invoices (Approved for Payment)

Motion: Approve Mark Boyer (legal consultant) invoices #74141 and #74142.

Moved by: Ms. Bankston
Seconded by: Mr. Sibley
Vote: Approved (no opposition noted).

Motion: Approve CPA invoice #5580 in the amount of \$721.25.

Moved by: Ms. Bankston
Seconded by: Mr. Rushing
Vote: Approved (no opposition noted).

D. Check Signature Issue (Discussion Only)

A reimbursement check was discussed as having only one signature; the issue was described as an oversight and addressed for audit clarity. No formal action was taken.

7. Committee / Administrative Items

The Chair requested the committee meet to compile and review policies of other airports

and identify any missing documentation to sub committee chaired by Mr. Relle. Progress requested by next meeting.

8. **Next Meeting Dates**

The board discussed meeting dates as:

- January 12, 2026
- February 9, 2026
- March 9, 2026

9. **Adjournment**

Motion to adjourn was made by Mr. Sibley and seconded Mr. L.J. Relle

Vote: Approved (No opposition noted).