

HOUMA TERREBONNE AIRPORT COMMISSION
MINUTES
November 21, 2024

- 1) A meeting of the Houma Terrebonne Airport Commission was held on Thursday, November 21st, 2024. When the Vice-Chairman called the meeting to order at 6:00 p.m., the Pledge of Allegiance was recited, and roll call was conducted. Commission Members present were: Mr. Joshua J. Alford, Vice-Chairman; Mr. Edward L. Marmande, Secretary-Treasurer, Mr. Vincent Celestin, Mr. Derrick Miller, and Mr. Christopher Ellender. Absent: Mr. Carleton A. Casey, Chairman, and Dr. Kristine Strickland. Present: Mr. Mert Pellegrin, Executive Director; Ms. Heather Boudreaux, Deputy Director, and Ms. Andrea Dupre, Director of Business Development, and Mr. David J. Norman, III, HTAC, Legal Counsel.
- 2) After discussion, it was motioned by Mr. Celestin and seconded by Mr. Marmande to approve the Budget to Actual Financial Statement for the month of October 2024. The motion carried.
- 3) After discussion, it was motioned by Mr. Miller and seconded by Mr. Marmande to approve the payables through November 21, 2024. The motion carried.
- 4) Unmanned Aircraft Systems (UAS) effort on the HTA.
 - a. After discussion, it was motioned by Mr. Ellender and seconded by Mr. Celestin to approve payment in the amount of \$10,716.47 to The Picard Group for the month of September. The motion carried.
- 5) Update regarding establishment of Sustainable Aviation Fuel (SAF) Distributorship on the HTA.
 - a. After discussion, it was motioned by Mr. Marmande and seconded by Mr. Miller to approve of the selection of All South Consulting & Engineering, LLC as the selected engineer for all SAF related projects. The motion carried.
 - b. After discussion, it was motioned by Mr. Miller and seconded by Mr. Marmande to approve payment in the amount of \$3,717.75 for Invoice No. 12 to All South Consulting & Engineering, LLC. The motion carried.
- 6) After discussion, it was motioned by Mr. Ellender and seconded by Mr. Celestin, to approve to ratify the decision by the Search Committee to extend an offer and hire Mr. Edwin Jarvis, to the position of Executive Director, and include the letter as an attachment to the minutes. (*Attachment No. 1*) The motion carried.
- 7) West Ramp Reconstruction
 - a. After discussion, it was motioned by Mr. Marmande and seconded by Mr. Ellender to deviate from the agenda and add on #1: Item 9.B.1. The motion carried.
 - b. It was motioned by Mr. Miller and seconded by Mr. Ellender to approve the Task Order #7, to add the final phases 2-4 of the West Ramp Reconstruction project under the current agreement with T. Baker Smith, LLC. The motion carried.
- 8) After discussion, it was motioned by Mr. Marmande and seconded by Mr. Ellender, to approve for Ms. Dupre to move forward with the hiring of Complete Network Management to install a new cloud based server and implement IT service. The motion carried.
- 9) After discussion, it was motioned by Mr. Ellender and seconded by Mr. Marmande to approve the first three events of travel/training budget for conferences, in the first quarter of 2025. The motion carried.
- 10) There being no further business to discuss, a motion was made by Mr. Marmande and seconded by Mr. Ellender to be adjourned. The Vice-Chairman asked if anyone had more comments. No comments were made. The motion was carried.

Approved by,

Respectfully submitted by,

Carleton A. Casey
Chairman

Edward L. Marmande
Secretary-Treasurer