

HOUMA TERREBONNE AIRPORT COMMISSION

MINUTES

December 19, 2024

- 1) A meeting of the Houma Terrebonne Airport Commission was held on Thursday, December 19, 2024. When the 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. Carleton A. Casey, Chairman; Mr. Edward L. Marmande, Secretary-Treasurer, Mr. Vincent Celestin, Mr. Derrick Miller and Dr. Kristine Strickland. Absent: Mr. Joshua J. Alford, Vice-Chairman and Mr. Christopher Ellender. Also present: Mr. Mert Pellegrin, Executive Director; Ms. Heather Boudreaux, Deputy Director; Ms. Andrea Dupre, Director of Business Development and Mr. David J. Norman, III, HTAC, Legal Counsel.
- 2) After discussion, it was moved by Mr. Celestin and seconded by Mr. Miller to approve the Budget to Actual Financial Statement for the month of November 2024. The motion carried.
- 3) After discussion, it was moved by Mr. Miller and seconded by Mr. Marmande to approve the payables through December 19, 2024. The motion carried.
- 4) Unmanned Aircraft Systems (UAS) effort on the HTA.
 - a. After discussion, it was moved by Mr. Celestin and seconded by Dr. Strickland to approve the purchase of a modular building for the UGC mini campus in the amount of \$61,041.30 or lease for \$1,133.40 a month. The motion carried.
 - b. After discussion, it was moved by Mr. Marmande and seconded by Mr. Miller to approve payment to K2 Advocacy, LLC, in the amount of \$2,000.00 for the month of December 2024. The motion carried.
 - c. After discussion, it was moved by Mr. Celestin and seconded by Mr. Marmande to approve payment to The Picard Group, Inc. in the amount of \$10,000.00 for the month of November 2024. The motion carried.
 - d. After discussion, it was moved by Mr. Miller and seconded by Dr. Strickland to approve payment to The Padina Group, Inc. in the amount of \$10,000.00 for the month of November 2024. The motion carried.
- 5) Update regarding establishment of a Sustainable Aviation Fuel (SAF) Distributorship on the HTA.
 - a. After discussion, it was moved by Mr. Celestin and seconded by Mr. Marmande to approve payment to All South Consulting Engineers, LLC for Invoice No. 13 in the amount of \$4,695.50. The motion carried.
- 6) After discussion, it was moved by Mr. Miller and seconded by Dr. Strickland to approve payment to Providence Engineering and Environmental for Invoice No. 0760-002-PED in the amount of \$950.00. The motion carried.
- 7) New Rates and Charges Survey
After discussion it was moved by Dr. Strickland and seconded by Mr. Marmande to set an end date for Brian LaRose of June 1, 2025, to provide final documentation regarding lease properties. The motion carried.
- 8) After discussion, it was moved by Mr. Marmande and seconded by Mr. Celestin to remove this from the agenda due to Duplantis Truck Line, Inc., being compliant with the clean-up of their leased property as requested by the HTAC. The motion carried.
- 9) After discussion, it was moved by Dr. Strickland and seconded by Mr. Celestin, the approval of demand letter to Airborne Support, Inc., regarding the removal of disabled aircraft on the ramp area. The motion carried.
- 10) Terrebonne Arc requesting assistance from the HTAC to repair a road near their facility and to install a stop sign.
After discussion, it was moved by Mr. Miller and seconded by Mr. Marmande to remove this item from the agenda. The motion carried.
- 11) After discussion, it was moved by Dr. Strickland and seconded by Mr. Celestin to approve the anticipated budget for 12/31/2025. After discussion, Dr. Strickland rescinded her motion. After further discussion, it was moved by Mr. Miller and seconded by Mr. Marmande to allow staff to create answers to the Commission questions and give the new director an opportunity to look at this budget. The motion carried.

- 12)** Letter from Charlie Hammonds Flying Services, Inc. dba Hammond Air Services, Inc. requesting the following regarding their Lease No. CH-1-07
1. After discussion, it was moved by Mr. Marmande and seconded by Mr. Celestin to decline the request received from Charlie Hammonds to purchase improvements in the amount of \$2,003,000.00. The motion carried.
 2. After discussion, it was moved by Mr. Marmande and seconded by Mr. Celestin to approve Charlie Hammonds to sell improvements on said lease to Louisiana Community and Technical College System on behalf of Fletcher Technical Community College. The motion carried.
 3. After discussion, it was moved by Mr. Marmande and seconded Mr. Celestin to approve the cancellation of FBO leases held by Hammonds to be replaced by a new lease agreement, of the same property, with the Louisiana Community and Technical Community College to a general aviation lease. The motion carried.
- 13)** After discussion, it was moved by Mr. Marmande and seconded by Mr. Miller to form an assignment group, regarding the possible bond financing by HTAC. The Assignment Group will be Mr. Marmande and Mr. Miller. The motion carried.
- 14)** After discussion, it was moved by Mr. Celestin and seconded by Mr. Miller to approve Scott-Macon Equipment Louisiana, Inc.'s request to assign Lease No. DV-1-97 to Scott-Macon, LLC. The motion carried.
- 15)** After discussion it was moved by Dr. Strickland and seconded by Mr. Marmande to deviate from the agenda and add on #1: Item 9.D. The motion carried.
- 16)** Letter request received from Butler Aviation dba Apex Jet Center requesting approval to install a modular building to serve as a temporary office on their Lease No. BBA-1-01.
After discussion, It was moved by Mr. Marmande and seconded by Mr. Miller to approve their request of the installation of a modular building to serve as a temporary office on their Lease No. BBA-1-01. The motion carried.

Approved by,

Respectfully submitted by,

Carleton A. Casey
Chairman

Edward Marmande
Secretary-Treasurer