

HOUMA-TERREBONNE AIRPORT COMMISSION

MINUTES

January 18, 2024

1. A meeting of the Houma-Terrebonne Airport Commission was held on Thursday, January 18, 2024, at the Airport Commission office. 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. Joshua J. Alford (Vice-Chairman); Mr. Edward L. Marmande (Secretary/Treasurer); Vincent Celestin; Mr. Derrick A. Miller; Christopher Ellender; Dr. Kristine Strickland Commission Member(s) absent were: N/A. Also present were: Mr. Mert Pellegrin, Executive Director; Ms. Heather Boudreaux, Deputy Director; Ms. Andrea Dupre, Director of Aviation Business & UAS/AAM Development; Mr. Earl Hicks, Director of Special Projects; and Mr. David J. Norman, III, HTAC Legal Counsel. Note: Unless otherwise noted, all motions are passed unanimously among those present, and the Chairman only votes in the case of a tie.
2. Swearing in of New Commission Member. I, Dr. Kristine Strickland, do solemnly swear that I will support the Constitution and laws of the United States, and that I will faithfully and impartially discharge and perform all the duties incumbent upon me as a Commissioner of the Houma-Terrebonne Airport Commission to the best of my ability and understanding so help me God.
3. After discussion, it was motioned by Mr. Alford and seconded by Mr. Celestin to approve the Budget to Actual Financial Statement and Minutes for the month of December 2023. The motion carried.
4. After discussion, it was motioned by Mr. Miller and seconded by Mr. Marmande to approve of payables through January 18, 2024. The motion carried.
5. After discussion, it was motioned by Mr. Celestin and seconded by Mr. Marmande to approve of payment to COTS Technology, LLC in the amount of \$13,486.63 for monthly fee as per written contract. The motion carried.
6. After discussion, it was motioned by Mr. Alford and seconded by Mr. Miller to approve of payment to COTS Technology, LLC in the amount of \$1,281.88 for reimbursable travel expenses to the university meetings. The motion carried.
7. After discussion, it was motioned by Mr. Miller and seconded by Mr. Alford to approve of payment to the Padina Group, Inc. in the amount of \$10,000.00 for monthly fee as per written contract. The motion carried.
8. After discussion, it was motioned by Mr. Celestin and seconded by Mr. Ellender to approve of payment to Pelican State Partners in the amount of \$2,000.00 for monthly fee as per written contract. The Motion carried.
9. After discussion, it was motioned by Mr. Alford and seconded by Mr. Ellender to approve of payment to the Picard Group, Inc. in the amount of \$10,000.00 for monthly fee as per written contract. The motion carried.
10. After discussion, it was motioned by Mr. Miller and seconded by Mr. Alford to approve of payment to The Padina Group, Inc. in the amount of \$2,131.00 for reimbursable travel expenses to Montreal Canada. The motion carried.
11. After discussion, it was motioned by Mr. Marmande and seconded by Mr. Ellender to approve of payment to The Padina Group, Inc. in the amount of \$5,560.00 for reimbursable travel expenses to London, England. The motion carried.

12. After discussion, it was motioned by Mr. Celestin and seconded by Mr. Alford to approve of consultant business plans for 2024 and stipulation of any commission required adjustments. The motion carried.
13. After discussion it was motioned by Mr. Ellender and seconded by Mr. Marmande to approve of payment to All South Consulting Engineers, LLC in the amount of \$1,320.29. The motion carried.
14. After discussion, it was motioned by Mr. Marmande and seconded by Mr. Alford to retain temporary employee through the month of February. The motion carried.
15. After discussion, it was motioned by Mr. Marmande and seconded by Mr. Ellender to authorize an additional staff member for check signing. The motion carried.
16. After discussion, it was motioned by Mr. Alford and seconded by Mr. Marmande to approve of reimbursement to Ms. Andrea Dupre in amount of \$4,836.00 as per HTAC's continuing education policy for the October 2023 (Final) term. The motion carried.
17. After discussion, it was motioned by Mr. Celestin and seconded by Mr. Ellender to approve of a new negotiated lease for lease No. AIS-1-04. The motion carried.
18. After discussion, it was declined by Mr. Marmande and seconded Mr. Alford to buy lease No. EAA-1-02 in the amount of \$150,000.00. The motion carried.
19. After discussion, it was motioned by Mr. Marmande and seconded Mr. Alford to approve of sell for lease No. EAA-1-02 to Mr. Jason Becnel, MJB Real Estate in the amount of \$150,000.00. The motion carried.
20. After discussion, it was motioned by Mr. Marmande and seconded Mr. Alford to approve of Mr. Jason Becnel to conduct business as MJB Real Estate, LLC. The motion carried.
21. After discussion, it was motioned by Mr. Celestin and seconded by Mr. Alford to approve of a new negotiated lease for lease No. BBA-2-99. The motion carried.
22. After discussion, it was motioned by Mr. Miller and seconded by Mr. Alford to approve of a new negotiated lease for lease No. B-1-78. The motion carried.
23. There being no further business to discuss, a motion was made by Mr. Alford and seconded by Mr. Miller that the meeting adjourned. The Chairman asked if anyone had any more comments. No comments were made. The motion carried.

Approved,

Respectfully submitted,

Carleton A. Casey
Chairman

Edward L. Marmande
Secretary-Treasurer