

# HOUMA-TERREBONNE AIRPORT COMMISSION

## MINUTES

June 15, 2023

1.) A meeting of the Houma-Terrebonne Airport Commission was held on Thursday, June 15, 2023, 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 Casey (Chairman); Mr. Joshua Alford (Vice-Chairman), Mr. Edward L. Marmande (Secretary/Treasurer); Mr. Vincent Celestin; Mr. Christopher Ellender; and Mr. Derrick Miller. Commission Member(s) absent were Mr. F. Jeffrey "Jeff" Teuton. Also present were: Mr. Mert Pellegrin, Executive Director; Ms. Heather Boudreaux, Deputy Director; Ms. Andrea Dupre, Director of Aviation Business and UAS/AAM Development; Mr. Earl Hicks, Director of Special Projects; Mr. Kyle Highstreet, Director of Operations/Maintenance; Mr. Karl Beattie, Security Manager; 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.) After discussion it was motioned by Mr. Celestin and seconded by Mr. Marmande for the approval of the Budget to Actual Financial Statement for the month of May 2023. The motion carried.

3.) After discussion it was motioned by Mr. Miller and seconded by Mr. Alford to approve payables through June 15, 2023. The motion carried.

4.) Update regarding the expansion of the Aviation Area and Unmanned Aircraft Systems (UAS) effort on the HTA. After discussion, it was motioned by Mr. Marmande and seconded by Mr. Ellender for the approval of payment to the Picard Group in the amount of \$10,000 for monthly fee as per written contract. The motion carried. After discussion it was motioned by Mr. Alford and seconded by Mr. Miller for the Approval of authorization for the Executive Director to sign an Agreement between the HTAC and the Computer Systems Center, Inc. (CSCI) for subject matter expert consulting services. The motion carried.

5.) Taxiway Echo. After discussion it was motioned by Mr. Alford and seconded by Mr. Celestin to approve payment to Byron E. Talbot Contractor, Inc for Invoice No. 3 in the amount of \$272,788.23. The motion carried.

6.) Reconstruct Taxiway F. After discussion it was motioned by Mr. Celestin and seconded by Mr. Ellender to deviate from the original agenda to include add-ons. The motion carried. After discussion it was motioned by Mr. Alford and seconded by Mr. Marmande for the Approval of Change Order No.4 between Byron E. Talbot Contractor, LLC and the HTAC for new electrical inclusion and drainage excavation resulting in an increase to the contract total in the amount of \$26,891.83. The motion carried. After discussion it was motioned by Mr. Ellender and seconded by Mr. Alford for the Approval of Amendment No. 5 to Providence Engineering and Environmental Group, LLC's engineering agreement and authorize Executive Director to execute the amendment, pending IFE and FAA approval. The motion carried.

7.) Study for Relocation of Woodlawn Ranch Road. After discussion, it motioned by Mr. Ellender and seconded by Mr. Marmande to remove this item be removed from the agenda until November 2023. The motion carried.

8.) Update regarding Downtown Jeux, LLC and the former Capital One building. After discussion, it was motioned by Mr. Alford and seconded by Mr. Marmande to approve immediate payment from Mr. Guarisco of \$12,000 for rearranges and to allow six monthly installments to provide the remaining \$4,200. The motion failed.

9.) Discussion regarding Airfield Electrical Vault. After discussion it was motioned by Mr. Marmande and seconded by Mr. Alford to approve the \$88,604 to repair the fence around the tower and vault. The motion carried.

10.) Update regarding the possibility of gaining ownership of the Houma Air Traffic Control Tower. After discussion, it was moved by Mr. Marmande and seconded by Mr. Ellender to approve the proceeding of the transfer of the Houma Air Traffic Control Tower to the Houma Terrebonne Airport Commission. The motion carried.

11.) There being no further business to discuss, a motion was made by Mr. Alford and seconded by Mr. Miller that the meeting adjourn. The Chairman asked if anyone had any more comments. No comments were made. The motion carried.

Approved,

Carleton A. Casey  
Chairman

Respectfully submitted,

Edward L. Marmande  
Secretary-Treasurer