

HOUMA-TERREBONNE AIRPORT COMMISSION

MINUTES

September 7, 2023

1.) A meeting of the Houma-Terrebonne Airport Commission was held on Thursday, September 7, 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 A. Casey (Chairman); Mr. Joshua J. Alford (Vice-Chairman); Mr. Edward L. Marmande (Secretary/Treasurer); Mr. Vincent Celestin; and Commission Member(s) absent were: Mr. F. Jeffrey “Jeff” Teuton and Mr. Derrick A. Miller. 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.) After discussion, it was moved by Mr. Marmande and seconded by Mr. Celestin to approve the Minutes for the month of August 2023. The motion carried.

3.) After discussion, it was motioned by Mr. Ellender and seconded by Mr. Marmande to approve payables through September 7, 2023. The motion carried.

4.) Update regarding the expansion of the Aviation area and Unmanned Aircraft System (UAS) effort on the HTA. After discussion, it was motioned by Mr. Alford and seconded by Mr. Marmande for the approval of payment to COTS Technology, LLC in the amount of \$16,536.12 for monthly fee as per written contract. After discussion, it was motioned by Mr. Ellender and seconded by Mr. Celestin for the approval of payment to The Pelican State Partners, LLC in the amount of \$2,000.00 for monthly fee as per written contract. After discussion, it was motioned by Mr. Alford and seconded by Mr. Marmande for the approval of payment to The Padina Group, LLC in the amount of \$10,000.00 for monthly fees as per written contract. After discussion, it was motioned by Mr. Celestin and seconded by Mr. Ellender for the approval of payment to The Padina Group, LLC in the amount of \$1,814.36 for reimbursable travel expenses for the month of August 2023. After discussion, it was motioned by Mr. Marmande and seconded by Mr. Alford for the approval to move forward with final design, advertisement for construction, and naming of roads regarding the UAS Campus road project.

5.) Update regarding establishment of a Sustainable Aviation Fuel (SAF) Distributorship on the HTA. After discussion, it was motioned by Mr. Celestine and seconded by Mr. Ellender to approve a resolution for the establishment of an HTAC fuel farm at the Houma Terrebonne Airport connected to a suitably situated fuel terminal in the vicinity of the Houma Navigational Canal to service aviation and maritime industries during normal operations and emergency conditions.

6.) Taxiway Echo. After discussion, it was motioned by Mr. Alford and seconded by Mr. Marmande for the approval of payment to Infrastructure Consulting &

Engineering for Invoice No. 002004311 in the amount of \$61,150.80. After discussion, it was motioned by Mr. Alford and seconded by Mr. Ellender for the approval of Change Order No. 3 to add 53 calendar days to the contract to allow for the additional time to address the concrete mediation along the first pour section of the project. After discussion, it was motioned by Mr. Celestine and seconded by Mr. Ellender for the approval for Executive Director to execute a Contractor Warranty form, that extends warranty by one additional year to cover the panels not replaced during the project in pour no. 1 (Lot 1), with the added requirement that the contractor be responsible for conducting an inspection every six months by an independent licensed engineer, with the last inspection being prior to expiration of the additional warranty date of September 7, 2025. After discussion, it was motioned by Mr. Alford and seconded by Mr. Ellender for the approval to accept the project as substantially complete and authorization for the Chairman or Executive Director to sign the Substantial Completion Certificate.

7.) After discussion, it was motioned by Mr. Marmande and seconded by Mr. Celestin for the approval of HTAC 5-year Capital Improvement Plan for FY 2024-2028 and resolution to request State/FAA Financial Assistance and allow the HTAC Capital Improvement Plan for 2024-2028 to serve as the grant application.

8.) There being no further business to discuss, a motion was made by Mr. Alford and seconded by Mr. Celestin that the meeting adjourn. The motion carried.

Approved,

Respectfully submitted,

Carleton A. Casey
Chairman

Edward L. Marmande
Secretary-Treasurer