

HOUMA-TERREBONNE AIRPORT COMMISSION

MINUTES

September 21, 2023

- 1.) A meeting of the Houma-Terrebonne Airport Commission was held on Thursday, September 21, 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. Vincent Celestin; and Mr. Derrick A. Miller. Commission Member(s) absent were: Mr. F. Jeffrey "Jeff" Teuton; Mr. Edward Marmande; and Mr. Christopher Ellender. Also present were: Mr. Mert Pellegrin, Executive Director; Ms. Heather Boudreaux, Deputy Director; 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.) Update regarding the expansion of the Aviation area and Unmanned Aircraft Systems (UAS) effort on the HTA After discussion, it was motioned by Mr. Alford and seconded by Mr. Miller to approve the Minutes and the Budget to Actual Financial Statement for the month of August 2023. The motion carried.
- 3.) Taxiway Echo After discussion, it was motioned by Mr. Celestine and seconded by Mr. Miller to approve payables through September 21, 2023. The motion carried.
- 4.) Taxiway Foxtrot After discussion, it was motioned by Mr. Alford and seconded by Mr. Miller to approve payment to The Picard Group, LLC in the amount of \$10,000.00 for monthly fee as per written contract. After discussion, it was motioned by Mr. Celestine and seconded by Mr. Miller to approve payment for Byron Pete Talbot for payment number six in the amount of \$927,000.00. After discussion, it was motioned by Mr. Alford and seconded by Mr. Miller to approve 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. 4 (Lot 4), 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 21, 2025. After discussion, it was motioned to approve add ons by Mr. Alford and seconded by Mr. Millers. No public comments. After discussion, it was motioned by Mr. Celestine and seconded by Mr. Miller to approve payment to Bryon E. Talbot Contractor, Inc. for payment No. 5 in the amount of \$183,925.22. After discussion, it was motioned by Mr. Alford and seconded by Mr. Miller to approval to accept the project as substantially complete and authorization for the Chairman or Executive Director to sign the Certification of Substantial Completion.
- 5.) Update regarding the possibility of gaining ownership of the Houma Air Traffic Control Tower. After discussion, it was motioned by Mr. Celestin and seconded by Mr. Alford for possible conditional approval to execute the transfer agreement prior to end of the 2024 BIL/ATP Grant application period (5:00 PM October 16th, 2023)
- 6.) After discussion, it was motioned by Mr. Alford and seconded by Mr. Miller, which approved to move the October 5th HTAC meeting to October 12th and cancel the October 19th HTAC meeting due to Commission and Staff travel to NBAA.
- 7.) At this time, 6:52 p.m., it was moved by Mr. Alford and seconded by Mr. Miller to discuss the following matter in litigation: "Shanna Buono vs. Clark Gleason, Houma-Terrebonne Airport Commission et al", docket no.187806, 32nd Judicial District Court, Terrebonne Parish. The motion carried.

8.) At this time, 7:06 p.m., it was moved by Mr. Miller and seconded by Mr. Alford to return to regular session. The motion carried.

9.) After discussion, it was moved by Mr. Alford and seconded by Mr. Celestin to approve of an increase in legal fees for Mr. David Norman's legal services to be added to the agenda.

10.) There being no further business to discuss, a motion was made by Mr. Celestin and seconded by Mr. Alford 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