

HOUMA-TERREBONNE AIRPORT COMMISSION

MINUTES

October 12, 2023

- 1.) A meeting of the Houma-Terrebonne Airport Commission was held on Thursday, October 12, 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 J. Alford (Secretary/Treasurer); Mr. Edward L. Marmande; Mr. Vincent Celestin; and Mr. Derrick A. Miller. Commission Member(s) absent were: Mr. F. Jeffrey "Jeff" Teuton and Mr. Chris Ellender. Also present were: Mr. Mert Pellegrin, Executive Director; Mr. Earl Hicks, Director of Special Projects; Mr. Kyle Highstreet, Operations/ Maintenance 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.) The Chairman stated that it is now time to approve the minutes for the month of September 2023. After discussion, it was moved by Mr. Celestin and seconded by Mr. Marmande
- 3.) The Chairman stated that it is now time to approve the payables through October 12, 2023. Motion by Mr. Miller and seconded by Mr. Alford, The motion carried.
- 4.) Update regarding the expansion of the Aviation area and Unmanned Aircraft System (UAS) effort on the HTA. Approval payment COTS Technology LLC, in the amount of \$14,925.42, for monthly fee as per written contract. After discussion, it was moved by Mr. Alford and seconded by Mr. Miller. No comments were made. The motion carried. Approval of payment to The Padina Group, Inc. in the amount of \$10,000.00 for monthly fee as per written contract. After discussion, it was moved by Mr. Marmande and seconded by Mr. Celestin. No comments were made. The motion carried. Approval of payment to The Padina Group, LLC, in the amount of \$827.49 for reimbursable travel expenses for the month of August 2023. After discussion, it was moved by Mr. Alford and Seconded by Mr. Miller. No comments were made. The motion carried. Approval of payment to Pelican State Partners, in the amount of \$2000.00 for monthly fee for September of 23. After discussion, it was moved by Mr. Alford and seconded by Mr. Marmande. No comments were made. The motion carried. Approval of payment to Milford & Associates, Inc., for Invoice No. 023-130 in the amount of \$14,175.00. After discussion, it was moved by Mr. Alford and seconded by Mr. Miller. No comments were made. The motion carried. Approval of payment of UAS Gulf of Mexico Center of Excellence or (UGC), LLC, in the amount of \$75,000.00 as per written contract. After discussion, it was moved by Mr. Celestin and seconded by Mr. Marmande. No comments were made. The motion carried.
- 5.) Update regarding establishment of a Sustainable Aviation Fuel (SAF) Distributorship on the HTA. Approved of payment to Byron E. Talbot, Contractor, Inc. for payment No. 7, in the amount of \$228,280.15. After discussion, it was moved by Mr. Marmande and seconded by Mr. Celestin. The Chairman asked if anyone had any more comments. No comments were made. The motion carried. Approval of payment to Byron E. Talbot Contractor, Inc. for Payment No. 6 in the amount of \$25,547.24. After discussion, it was moved by Mr. Celestin and seconded by Mr. Marmande. The Chairman asked if anyone had any more comments. No comments were made. The motion carried. Approval of payment to Providence Engineering and Environmental for Invoice No. 0061587 in the amount of \$29,228.00. After discussion, it was moved by Mr. Alford and seconded by Mr. Miller. The Chairman asked if anyone had any more comments. No comments were made. The motion carried. Approval of payment to Providence Engineering and Environmental for Invoice No. 0061586 in the amount of \$5,792.00. After the discussion, it was moved by Mr. Miller, seconded by Mr. Alford. The Chairman asked if anyone had any more comments. No comments were made. The motion carried. Approval of Change Order No. 5 (balancing) increasing the project amount by \$24,716.19. and adding 166 additional calendar days for completion of the project. After the discussion, it was moved by Mr.

Alford, seconded by Mr. Miller. The Chairman asked if anyone had any more comments. No comments were made. The motion carried.

- 6.) Update regarding the possibility of gaining ownership of the Houma Air Traffic Control Tower. Discussion and possible conditional approval to execute the transferred agreement prior to the end of the 2024 BIL/ATP grant application period, 5p.m. October 16, 2023. After discussion, it was moved by Mr. Alford and seconded by Mr. Marmande. The Chairman asked if anyone had any more comments. No comments were made. The motion carried.
- 7.) Approval of reimbursement of Ms. Andrea Dupre in the amount of \$612.00 as per the HTAC's continuing education policy for the August 2023 term. After discussion, it was moved by Mr. Alford and seconded by Mr. Miller. The Chairman asked if anyone had any more comments. No comments were made. The motion carried.
- 8.) Approval of an increase in legal fees for Mr. David Norman's legal services. After discussion, it was moved by Mr. Celestin and seconded by Mr. Marmande. The Chairman asked if anyone had any more comments. No comments were made. The motion carried.
- 9.) Approval of add on to the agenda. After discussion, it was moved by Mr. Marmande and seconded by Mr. Alford. The Chairman asked if anyone had any more comments. No comments were made. The motion carried.
- 10.) Approval of Resolution to accept and authorize the chairman and or executive director to sign an agreement with the LADOTD for funding state project number H.015738 regarding the update masterplan/AGIS and authorize the chairman and or executive director to sign any subsequent documents and or agreements. After discussion, it was moved by Mr. Celestin and seconded by Mr. Alford. The Chairman asked if anyone had any more comments. No comments were made. The motion carried.
- 11.) There being no further business to discuss, a motion was made by Mr. Celestin and seconded by Mr. Marmande that the meeting adjourned. 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