

HOUMA-TERREBONNE AIRPORT COMMISSION

MINUTES

July 6, 2023

- 1.) A meeting of the Houma-Terrebonne Airport Commission was held on Thursday, July 6, 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. Edward L. Marmande (Secretary/ Treasurer) ; Mr. Vincent Celestin; Mr. Christopher Ellender; and Mr. Derrick Miller. Commission Member(s) absent were: Mr. Carleton Casey (Chairman); Mr. Joshua Alford (Vice-Chairman), and Mr. F. Jeffrey “Jeff” Teuton. Also present were: Mr. Mert Pellegrin, Executive 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. Miller and seconded by Mr. Ellender to approve the Minutes for the month of June 2023. The motion carried.
- 3.) After discussion, it was motioned by Mr. Ellender and seconded by Mr. Miller to approve payables through July 6, 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. Ellender and seconded by Mr. Miller for the approval of payment to COTS Technology, LLC for monthly fee as per written contract in the amount of \$14,094.35. The motion carried. After discussion, it was motioned by Mr. Ellender and seconded by Mr. Celestin for the approval of payment to the Padina Group, Inc for monthly fee for May 2023 in the amount of \$10,000.00. The motion carried. After discussion, it was motioned by Mr. Miller and seconded by Mr. Ellender for the approval of payment to Pelican State Partners for monthly fee for June 2023 in the amount of \$2,000.00. The motion carried.
- 5.) Investment Policy. After discussion, it was motioned by Mr. Celestin and seconded by Mr. Ellender to remove this item from the agenda. The motion carried.
- 6.) Reconstruct Taxiway F. After discussion, it was motioned by Mr. Celestin and seconded by Mr. Ellender to approve payment to Providence Engineering and Environmental for Invoice No. 0060393 in the amount of \$11,850.62. The motion carried.
- 7.) Update regarding Downtown Jeux, LLC and the former Capital One building. After discussion, it was motioned by Mr. Ellender and seconded by Mr. Marmande to authorize Chairman to sign a purchase agreement between the HTAC and Downtown Jeux for the sale for the former Capital One building in the amount of \$50,000.00. The motion carried. After discussion, it was motioned by Mr. Ellender and seconded by Mr. Marmande to authorize the extension of time for Mr. Guarisco to lease and purchase until July 31, 2021. The motion carried.
- 8.) Discussion regarding HTAC owned buildings damaged during Hurricane Ida. After discussion, it was motioned by Mr. Celestin and seconded by Mr. Ellender for the approval of Amendment No. 1 to the Professional Service Contract between the HTAC and the All South Consulting Engineers, LLC to increase the contract

limit to \$100,000.00 regarding consulting services for disaster recovery Program Management, Grant Management, and Direct Administrative Services for Hurricane Ida. The motion carried.

9.) Discussion and possible approval to install culverts at three different locations of security fence along LA-24. After discussion, it was motioned by Mr. Ellender and seconded by Mr. Miller to authorize Kyle Highstreet to install culverts at three different locations of security fence along LA-24 for \$40,000.00 and to contract engineering services from All South Consulting Engineers, LLC for about \$6,600.00. The motion carried.

10.) Approval for up to three attendees to attend the 2023 National Association of Foreign Trade Zones (NAFTZ) Annual Conference & Exposition in Miami, Florida from September 10-13, 2023. After discussion, it was motioned by Mr. Celestin and seconded by Mr. Ellender to approve up to three attendees to attend the 2023 National Association of Foreign Trade Zones (NAFTZ) Annual Conference & Exposition in Miami, Florida from September 10-13, 2023. The motion carried.

12.) Discussion and approval to allow staff to purchase new radios for the Police team and Operations/ Maintenance department in the amount of \$24,000.000. After discussion, it was motioned by Mr. Ellender and seconded by Mr. Miller to approve the staff to purchase new radios for the Police team and Operations/Maintenance department in the amount of \$24,000.00.

13.) HTAC may convene into executive session to discuss formal demand received from Convergent Technologies. After discussion, it was motioned by Mr. Miller and seconded by Mr. Celestin to remove convening into executive session to discuss formal demand received from Convergent Technologies from the agenda. The motion carried.

14.) There being no further business to discuss, a motion was made by Mr. Celestin 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,

Respectfully submitted,

Carleton A. Casey
Chairman

Edward L. Marmande
Secretary-Treasurer