

## HOUMA-TERREBONNE AIRPORT COMMISSION

### Minutes

November 2, 2023

- 1.) A meeting of the Houma-Terrebonne Airport Commission was held on Thursday, November 2, 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. Edward L. Marmande (Secretary/Treasurer); Mr. Vincent Celestin; and Christopher Ellender. Commission Member(s) absent were: Mr. Joshua J. Alford (Vice-Chairman); 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; 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. INFO
  
- 2.) After discussion, it was moved by Mr. Alford and seconded by Mr. Marmande to approve minutes for October 2023. No comments were made. The motion carried. CLOSED
  
- 3.) After discussion, it was moved by Mr. Marmande and seconded by Mr. Ellender approve payables through November 2, 2023. The Chairman asked if anyone had any more comments. No comments were made. The motion carried. CLOSED
  
- 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. Marmande and seconded by Mr. Celestin to pay COTS Technology LLC \$14,522.21 for monthly fee as per written contract. No comments were made. Motion carried. After discussion it was motioned by Mr. Ellender and seconded by Mr. Marmande to approve payment to COTS Technology, LLC in the amount of \$3,092.52 for reimbursable travel expenses. No comments were made. The motion carried. After discussion it was motioned by Mr. Marmande and seconded by Mr. Ellender to approve payment to The Picard Group \$10,000.00 as per written contract. No comments were made. The motion carried. After discussion it was motioned by Mr. Celestin and seconded by Mr. Ellender to approve payment to The Padina Group, in the amount of \$10,000.00 for monthly fee as per written contract. No comments were made. The motion carried. After discussion, it was motioned by Mr. Marmande and seconded by Mr. Ellender to approve of travel by The Padina Group, Inc. for an estimated amount of \$7,691.00 for reimbursable travel expenses to London and Montreal for ISO and ICAO related meetings. No comments were made. The motion carried.
  
- 5.) Update regarding establishment of a Sustainable Aviation Fuel (SAF) Distributorship on the HTA. After discussion, it was motioned by Mr. Celestin and seconded by Mr. Marmande to ratify the actions of the Executive Director to approve Adaptive Management and Engineering moving forward with geotechnical surveying at the Blimp Base site for an amount of \$18,045.00. No comments were made. The motion carried.
  
- 6.) Taxiway Echo. After discussion, it was motioned by Mr. Ellender and seconded by Mr. Marmande to approve payment to Byron E. Talbot, Contractor, Inc. for

Payment No. 8 in the amount of \$16,909.29. No comments were made. The motion carried. After discussion, it was motioned by Mr. Marmande and seconded by Ellender to approved of Certificate of Final Acceptance declaring the project to be complete and authorize the Executive Director to execute the certificate and any subsequent documents. No comments were made. The motion carried.

- 7.) Reconstruct Taxiway. After discussion, it was motioned by Mr. Celestin and seconded by Mr. Marmande to approve payment to Providence Engineering and Environment Inc. for Invoice No. 0061881 in the amount of \$27,395.00. No comments were made. The motion carried. After discussion, it was motioned by Mr. Ellender and seconded by Mr. Marmande to approve of payment to Byron E. Talbot Contractor, Inc. for Payment No. 6 in the amount of \$199,419.76. No comments were made. The motion carried.
- 8.) After discussion, it was motioned by Mr. Marmande and seconded by Mr. Celestin to craft a general HTAC resolution granting general authority to specific individuals in management positions to sign all contracts, grants, servitudes, etc., which the HTAC has approved entering. No comments were made. The motion carried.
- 9.) After discussion, it was motioned by Mr. Marmande and seconded by Mr. Ellender to attend/exhibit at the Helicopter Association International (HAI) Heli-Expo in Anaheim, California from February 26-29, 2023. No comments were made. The motion carried.
- 10.) After discussion, it was motioned by Mr. Marmande and seconded by Mr. Ellender. to attend the SCC-AAAE Southwest Airports Partnership Conference in Hurst, TX from February 26-28, 2023. No comments were made. The motion carried.
- 11.) After discussion, it was motioned by Mr. Marmande and seconded by Mr. Ellender to approve a new negotiated lease in the amount of \$395.00 per acre for Lease No. SD-1-83. No comments were made. The motion carried.
- 12.) After discussion, it was motioned by Mr. Ellender and seconded by Mr. Celestin to approve the expand/add on an additional 30' x 25' to his current building. No comments were made. The motion carried.
- 13.) After discussion, it was motioned by Mr. Celestin and seconded by Mr. Marmande to approve of a Landlord's Consent between HTAC, South Louisiana Bank and Bilco Tools/Coyle Enterprise. No comments were made. The motion carried.
- 14.) 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,

Carleton A. Casey  
Chairman

Respectfully submitted,

Edward L. Marmande  
Secretary-Treasurer