

HOUMA-TERREBONNE AIRPORT COMMISSION

MINUTES

February 15, 2024

1. A meeting of the Houma-Terrebonne Airport Commission was held on Thursday, February 15, 2024, 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); Vincent Celestin; Mr. Christopher Ellender; Commission Member(s) absent were: Mr. Derrick A. Miller; Dr. Kristine Strickland. 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 motioned by Mr. Celestin and seconded by Mr. Ellender to approve the Budget to Actual Financial Statement for the month of January 2024. The motion carried.
3. After discussion, it was motioned by Mr. Marmande and seconded by Mr. Ellender to approve payables through February 15, 2024. The motion carried.
4. Uncrewed Aircraft Systems (UAS) effort on the HTA.
 - a. After discussion, it was motioned by Mr. Alford and seconded by Mr. Marmande to approve an increase in the monthly fee for Pelican State Partners to \$3,500.00. The motion carried.
 - b. After discussion, it was motioned by Mr. Marmande and seconded by Mr. Celestin to approve payment to Milford and Associates, Inc. in the amount of \$13, 207.50. The motion carried.
 - c. After discussion, it was motioned by Mr. Celestin and seconded by Mr. Ellender to approve payment to The Picard Group, Inc. in the amount of \$10,000.00. The motion carried.
5. Update regarding establishment of Sustainable Aviation Fuel (SAF) Distributorship on the HTA. After discussion, it was motioned by Mr. Marmande and seconded by Mr. Ellender to approve payment to All South Consulting Engineers in the amount of \$1,445.40. The motion carried.
6. Update regarding Policy, Procedures, and Personnel.
 - a. After discussion, it was motioned by Mr. Alford and seconded by Mr. Marmande to change Ms. Andrea Dupre's title. The motion carried.
 - b. After discussion, it was motioned by Mr. Marmande and seconded by Mr. Alford to extend the temporary office employee, Ms. Jeanine Avila, for another two months through April 30, 2024. The motion carried.

7. West Ramp Reconstruction. After discussion, it was motioned by Mr. Alford and seconded by Mr. Celestin to approve Task Order No. 6 with T. Baker Smith, LLC to provide professional engineering design and surveying services to assist HTAC in the reconstruction of the main portion of the West Ramp. The motion carried.
8. Old Bristow hangar damaged during Hurricane Ida. After discussion, it was motioned by Mr. Alford and seconded by Mr. Ellender to move forward with FEMA filing for reimbursement for the hangar. The motion carried.
9. There being no further business to discuss, a motion was made by Mr. Alford 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,

Respectfully submitted,

Carleton A. Casey
Chairman

Edward L. Marmande
Secretary-Treasurer