

HOUMA-TERREBONNE AIRPORT COMMISSION

MINUTES

February 1, 2024

1. A meeting of the Houma-Terrebonne Airport Commission was held on Thursday, February 1, 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. Joshua J. Alford (Vice-Chairman); Mr. Edward L. Marmande (Secretary/Treasurer); Mr. Derrick A. Miller; Vincent Celestin; Commission Member(s) absent were: Mr. Carleton A. Casey (Chairman); Mr. Christopher Ellender; 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 moved by Mr. Celestin and seconded by Mr. Marmande to approve minutes for January 2024. The motion carried.
3. After discussion, it was moved by Mr. Miller and seconded by Mr. Celestin to approve payables through February 1, 2024. The motion carried.
4. Uncrewed Aircraft Systems (UAS) effort on the HTA.
 - a. After discussion, it was moved by Mr. Miller and seconded by Mr. Marmande to ratify the Executive Director's action to sign the construction contract with Bryron E. talbot Contractor, Inc., and authorize signatures for all future documents related to the RPA Campus Roads Project. The motion carried.
 - b. After discussion, it was moved by Mr. Marmande and seconded by Mr. Celestin to defer the discussion and possible action regarding Pelican State Partners' request to increase its monthly fee to \$3500.00.
 - c. After discussion, it was moved by Mr. Celestin and seconded by Mr. Marmande to approve payment to Milford & Associates, Inc., in the amount of \$1326.50 for the land survey for UAS Complex, Phase II. The motion carried.
 - d. After discussion, it was moved by Mr. Marmande and seconded by Mr. Miller to approve payment to COTS Technology, LLC in the amount of \$13,733.68 for January 2024 fees. The motion carried.

- e. After discussion, it was moved by Mr. Marmande and seconded by Mr. Celestin to approve payment to Pelican State Partners in the amount of \$2,000.00 for January 2024 fees. The motion carried.
5. Update regarding establishment of Sustainable Aviation Fuel (SAF) Distributorship on the HTA.
 - a. After discussion, it was moved by Mr. Celestin and seconded by Mr. Marmande to approve payment to Providence Engineering and Environmental for Invoice No. 0062702 in the amount of \$255.50. The motion carried.
 - b. After discussion, it was moved by Mr. Miller and seconded by Mr. Marmande to approve payment to Providence Engineering and Environmental for Invoice No. 0062467 in the amount of \$ 328.50. The motion carried.
6. After discussion, it was moved by Mr. Marmande and seconded by Mr. Celestin to approve of language changes for new PHI Aviation, LLC combined leases which includes changing the lease terms from a total of ten years to a primary term of five years, with one five-year option and fifteen, one year option for a total of 25 years. The motion carried.
7. After discussion, it was moved by Mr. Marmande and seconded by Mr. Miller to approve a Landlord's Waiver between HTAC, PHI Aviation, LLC, and PNC Bank. The motion carried.
8. After discussion, it was moved by Mr. Marmande and seconded by Mr. Celestin to defer the application and fee received from Acadian Ambulance Service/Air Med Services requesting approval of a new negotiated lease in the amount of \$665.00 per acre. The motion carried.
9. After discussion, it was moved by Mr. Marmande and seconded by Mr. Miller to purchase a generator for the electrical vault in the amount of \$30,000.00. The motion carried.
10. After discussion, it was moved by Mr. Celestin and seconded by Mr. Miller to approval of a resolution to approve the annual Legislative Auditor's Systems Survey & Compliance Questionnaire for the period of January 1, 2023, to December 31, 2023. The motion carried.
11. After discussion, it was moved by Mr. Marmande and seconded by Mr. Miller to approve for up to 3 staff members to attend the AUVSI XPONENTIAL 2024 from April 22-25, 2024, in San Diego, California. The motion carried.
12. After discussion, it was moved by Mr. Celestin and seconded by Mr. Marmande to approve of up to 4 staff members to attend the AAAE's annual conference on April 28 to May 1, 2024, in Nashville, TN. The motion carried.

13. After discussion, it was moved by Mr. Celestin and seconded by Mr. Marmande to convene Executive Session to Session to discuss the following. The investigative proceedings regarding allegations of misconduct and the character and competence of a staff member. The motion carried.

14. 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,

Respectfully submitted,

Carleton A. Casey
Chairman

Edward L. Marmande
Secretary-Treasurer