

HOUMA - TERREBONNE AIRPORT COMMISSION

MINUTES

March 21, 2024

1. A meeting of the Houma-Terrebonne Airport Commission was held on Thursday, March 21, 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); Vincent Celestin; Mr. Christopher Ellender; and Dr. Kristine Strickland. Commission Member(s) absent were: Mr. Edward L. Marmande (Secretary/Treasurer) and Mr. Derrick A. Miller. Also present were: Mr. Mert Pellegrin, Executive Director; Ms. Heather Boudreaux, Deputy Director; Ms. Andrea Dupre, Director of Business 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 February 2024. The motion carried.
3. After discussion, it was motioned by Dr. Strickland and seconded by Mr. Alford to approve payables through March 21, 2024. The motion carried.
4. Uncrewed Aircraft Systems (UAS) effort on the HTA.
 - a. After discussion, it was moved by Mr. Celestin and seconded by Dr. Strickland to defer the extension of the contract with The Picard Group, LLC until the next meeting.
 - b. After discussion, it was motioned by Mr. Alford and seconded by Mr. Ellender to approve payment to Milford & Associates, Inc., for UAS Complex, in the amount of \$4,563.50. The motion carried.
 - c. After discussion, it was motioned by Mr. Alford and seconded by Dr. Strickland to approve payment to Byron E. Talbot, Inc., for RPA Campus Roads, in the amount of \$164,610.30. The motion carried.
 - d. After discussion, it was motioned by Mr. Ellender and seconded by Mr. Celestin to approve payment to The Padina Group in the amount of \$10,000.00. The motion carried.
 - e. After discussion, it was motioned by Mr. Ellender and seconded by Dr. Strickland to approve payment to The Padina Group for reimbursable travel to university meetings, in the amount of \$2,886.94. The motion carried.
 - f. After discussion, it was motioned by Mr. Alford and seconded by Mr. Celestin to approve payment to COTS Technology, LLC in the amount of \$765.78 for reimbursable travel to the 2024 Critical Infrastructure Conference for UGC & C-UAS. The motion carried.
 - g. After discussion, it was motioned by Mr. Alford and seconded by Mr. Ellender to approve payment to COTS Technology, LLC in the amount of \$2024.40 for reimbursable travel to DOT AAM IWG in Dallas. The motion carried.
 - h. After discussion, it was motioned by Mr. Alford and seconded by Mr. Celestin to approve payment to The Picard Group in the amount of \$10,000.00. The motion carried.
5. Updated Regarding Policies, Procedures, and Personnel. After discussion, it was motioned by Mr. Alford and seconded by Mr. Ellender to remove policies, procedures, and personnel from the agenda.
6. Reconstruct Taxiway Foxtrot. After discussion, it was motioned by Mr. Alford and seconded by Mr. Celestin to approve payment to Providence Engineering and Environment in the amount of \$3,990.00. The motion carried.

7. After discussion, it was motioned by Dr. Strickland and seconded by Mr. Alford to approve, a new negotiated lease between HTAC and Acadian Ambulance Service/Air Med Services in the amount of \$655.00 per acre, per month, for 0.90 acres designated as Lease No. 2-11-04 for a primary term of 2yrs., with 8 one-year options. The motion carried.
8. After discussion, it was motioned by Mr. Alford and seconded by Mr. Ellender to approve authorizing staff to solicit for architectural services for the old Bristow hangar, damaged during Hurricane IDA.
9. After discussion, it was motioned by Mr. Alford and seconded by Mr. Ellender to approve appraisal for building on Lease No. W-1-72. The motion carried.
10. Hammonds Air Service (Hammonds) and Aaron Taylor Properties, LLC
 - a. Dr. Strickland abstained from the discussion and vote.
 - b. After discussion, it was motioned by Mr. Ellender and seconded by Mr. Celestin, to approve the request from Hammonds Air Services and Aaron Taylor Properties, LLC, to amend the lease to reduce acreage on Plat CH-1-07 from 4.07 to 3.462 acres. The motion carried.
 - c. After discussion, it was motioned by Mr. Ellender and seconded by Mr. Celestin, that the Partial lease assignment of 0.626 acres to become lease number AT-1-24 from Hammond's Air Services to Aaron Taylor Properties, LLC. Transitioning from a portion of an FBO lease to a general aviation lease.
11. After discussion, it was motioned by Dr. Strickland and seconded by Mr. Ellender for the Executive Director to approve travel/training for the remaining 2024 conferences. The motion carried.
12. There being no further business to discuss, a motion was made by Dr. Strickland and seconded by Mr. Ellender that the meeting adjourn. The Chairman asked if anyone had more comments. No comments were made. The motion carried.

Approved,

Respectfully submitted,

Carleton A. Casey
Chairman

Edward L. Marmande
Secretary-Treasurer