

# HOUMA-TERREBONNE AIRPORT COMMISSION

## MINUTES

April 18, 2024

1. A meeting of the Houma-Terrebonne Airport Commission was held on Thursday, April 18, 2024, at the Airport Commission office. When the Vice-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: Mr. Joshua J. Alford (Vice-Chairman); Mr. Edward L. Marmande (Secretary/Treasurer); Mr. Vincent Celestin; Mr. Christopher Ellender and Mr. Derrick Miller. Commission member (s) absent were: Mr. Carlton A. Casey (Chairman); and Dr. Kristine Strickland. Also present were: Ms. Heather Boudreaux, Deputy Director; Ms. Andrea Dupre, Director of Business Development; Mr. Earl Hicks, Director of Special Projects; and 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 and Minutes for the month of March 2024. The motion carried.
3. After discussion, it was motioned by Mr. Marmande and seconded by Mr. Ellender to approve payables through April 18, 2024. The motion carried.
4. Uncrewed Aircraft Systems (UAS) effort on the HTA.
  - a. After discussion, it was motioned by Mr. Ellender and seconded by Mr. Marmande to approve the Change Order #1 in the amount of \$32,000 for a new gate off Thunderbird Road. The motion carried.
  - b. After discussion, it was motioned by Mr. Celestin and seconded by Mr. Marmande to ratify the Executive Director's action to execute the contract with The Picard Group for one year. The motion carried.
  - c. After discussion, it was motioned by Mr. Miller and seconded by Mr. Ellender to approve payment No. 2, to Byron E. Talbot, Contractor, Inc., in the amount of \$248,680.55 for RPA Campus Roads. The motion carried.
  - d. After discussion, it was motioned by Mr. Marmande and seconded by Mr. Celestin to approve payment to COTS Technology in the amount of \$14,297.24 – March 2024. The motion carried.
  - e. After discussion, it was motioned by Mr. Marmande and seconded by Mr. Celestin to approve payment to Pelican State Partners in the amount of \$2,000.00 – March 2024. The motion carried.
  - f. After discussion, it was motioned by Mr. Marmande and seconded by Mr. Celestin to approve payment to The Padina Group, Inc., in the amount of \$10,000.00 – February 2024. The motion carried.
  - g. After discussion, it was motioned by Mr. Marmande and seconded by Mr. Celestin to approve payment to The Padina Group, Inc., for reimbursable travel to the FAA meeting in the amount of \$206.10. The motion carried.
  - h. After discussion, it was motioned by Mr. Marmande and seconded by Mr. Celestin to approve payment to The Picard Group, in the amount of \$10,000.00 – February 2024. The motion carried.
5. Update regarding the 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 Engineers, LLC for invoice No. 6 in the amount of \$7,227.00. The motion carried.
6. Update regarding Policy, Procedures and Personnel
  - a. After discussion, it was motioned by Mr. Marmande and seconded by Mr. Ellender to approve of retaining a temporary employee as a full-time employee. The motion carried.
  - b. After discussion it was motioned by Mr. Marmande and seconded by Mr. Ellender to change the retirement policy to allow anyone with 25 years or more of service to be allowed to stay on insurance policy contingent, that they go to the group Medicare card. The motion carried.

7. West Ramp Reconstruction. After discussion, it was motioned by Mr. Miller and seconded by Mr. Ellender to approve payment to T. Baker Smith, LLC for Invoice No. 20240853, in the amount of \$70,794.79. The motion carried.
8. Approval of Budget for FYE 12/31/2024. After discussion, it was motioned by Mr. Marmande and seconded by Mr. Ellender to approve the Budget for FYE 12/31/2024. The motion carried.
9. After discussion, it was motioned by Mr. Ellender and seconded by Mr. Miller to select an engineering firm (s) and on-call planning firm as recommended by the Selection Committee regarding the RFQs and RFPs and authorize the Executive Director to execute any necessary documents. The engineering firms ranked as follows: Garver (1<sup>st</sup>), Infrastructure Consulting & Engineering, LLC (2<sup>nd</sup>), T. Baker Smith, LLC (3<sup>rd</sup>), Providence Engineering and Environmental Group, LLC (4<sup>th</sup>). The on-call planning firm ranked as follows: Kutchins & Groh, LLC (1<sup>st</sup>). The motion carried.
10. After discussion, it was motioned by Mr. Marmande and seconded by Mr. Ellender to approve Aaron Taylor Properties, LLC to install a 45' x 48' engineered lean-to structure on their Lease No. AT-1-24. The motion carried.
11. After discussion, it was motioned by Mr. Marmande and seconded by Mr. Ellender to approve staff participation in HTV's Going Public program. The motion carried.
12. After discussion, it was motioned by Mr. Marmande and seconded by Mr. Celestin to approve the Executive Director to sign a Master Service Agreement with All South Consulting Engineers, LLC for various tasks. The motion carried.
13. There being no further business to discuss, a motion was made by Mr. Celestin and seconded by Mr. Ellender to adjourn. The Vice-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