



# Houma-Terrebonne Airport Commission

10264 EAST MAIN STREET – HOUMA, LOUISIANA 70363

(985) 872-4646

Grantee, FTZ No. 279

[www.houma-airport.com](http://www.houma-airport.com)

## AGENDA

December 19, 2024

6:00 p.m.

1. Call meeting to order.
2. Pledge of Allegiance.
3. Roll Call.
4. Chairman to announce to the public regarding speaker cards.
5. Chairman to ask that all cellphones be silenced while meeting is in progress.
6. Approval of the Budget to Actual Financial Statement for the month of November 2024.
7. Approval of payables through December 19, 2024.

### 8. **OLD BUSINESS:**

#### **A. Assignment Reports:**

1. Unmanned Aircraft Systems (UAS) effort on the HTA. – *Alford/Casey/Ellender/Pellegrin*

##### **a. Reports and action items:**

1. UGC Campus – *Dupre*

- a. Discussion and possible approval to purchase a modular building for UGC mini campus in the amount of \$61,041.30 or lease for \$1,133.40 a month.

2. UGC General Report – *Rey*

##### **b. Approval of Project payments to:**

1. *None at the printing of the agenda.*

##### **c. Approval of payments to consultants:**

1. K2 Advocacy, LLC in the amount of \$2,000.00 – December 2024.
2. The Picard Group, Inc. in the amount of \$10,000.00 – November 2024.
3. The Padina Group, Inc. in the amount of \$10,000.00 – November 2024.

2. Update regarding establishment of a Sustainable Aviation Fuel (SAF) Distributorship on the HTA – *Ellender/Marmande/Pellegrin*

- a. Approval of payments to All South Consulting Engineers, LLC for Invoice No. 13 in the amount of \$4,695.50.

3. Update regarding Policy, Procedures, and Personnel – *Alford/Casey/Marmande*

#### **B. Taxiway Echo & Taxiway Foxtrot – *Highstreet/Boudreaux***

1. Approval of payment to Providence Engineering and Environmental for Invoice No. 0760-002-PED in the amount of \$950.00.

#### **C. West Ramp Reconstruction – *Boudreaux/Dupre/Highstreet***

#### **D. Update Airport Master Plan/AGIS – *Boudreaux***

#### **E. New Rates & Charges Survey – *Alford/Boudreaux***

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- F. Discussion regarding HTAC owned building, old Bristow hangar, damaged during Hurricane IDA – *Pellegrin*
- G. Discussion regarding leases both held and released by Duplantis Truck Line, Inc. – *Dupre/Highstreet*
- H. Discussion and approval of demand letter to Airborne Support, Inc. regarding the removal of disabled aircraft on the ramp area. – *Pellegrin/Norman*
- I. Letter received from Terrebonne Arc requesting assistance from the HTAC to repair a road near their facility and to install a stop sign. – *Highstreet/Dupre*
- J. Discussion and possible approval of 12/31/2025 Anticipated Budget – *Boudreaux*

**9. NEW BUSINESS:**

- A. Letter received from Charlie Hammonds Flying Services, Inc. dba Hammonds Air Service, Inc. requesting the following regarding their Lease No CH-1-07:
  - 1. Offer to sell improvements to the HTAC in the amount of \$2,003,000.00
  - 2. If HTAC refuses offer, approval to sell improvements on said lease to the Louisiana Community and Technical College System on behalf of Fletcher Technical Community College for the sale amount of \$2,003,000.00
  - 3. Approval of cancellation of the FBO leases held by Hammonds to be replaced by a new lease agreement, of the same property, with the Louisiana Community and Technical College System on behalf of Fletcher Technical Community College to a general aviation lease.
- B. Discussion and possible approval regarding possible bond financing by HTAC.
- C. Letter received from Scott-Macon Equipment Louisiana, Inc. requesting approval to assign Lease No. DV-1-97 to Scott-Macon, LLC.

**10. Director's Report:**

- A. Airport Police Chief – *Beattie*
- B. Director of Operations/Maintenance – *Highstreet*
- C. Director of Business Development – *Dupre*
- D. Deputy Director – *Boudreaux*
- E. Executive Director – *Pellegrin*

**12. Commissioner's Comments.**

**13. Public Comments.**

**14. Adjourn.**