



HOUMA-TERREBONNE AIRPORT COMMISSION

APPLICATION & INSTRUCTIONS  
FOR LEASES BY NEGOTIATION OR BY PUBLIC BID

**Instructions:** Any person desiring to lease any land, improvements and/or equipment from the Houma-Terrebonne Airport Commission (H-TAC) shall complete and present to the H-TAC this Lease Application. This application should set forth the name and address of the applicant, a reasonably definite description of the location and amount of land, improvements and/or equipment which the applicant desires to lease and the purposes for which the lands, improvements or equipment are to be leased. If the H-TAC determines that the lands, improvements and/or equipment in question may be leased, it will obtain a survey of the proposed lease area and it shall enter into lease negotiations with the applicant.

Alternatively, the H-TAC reserves the right to advertise and seek to obtain bids pursuant to the Leases of Public Lands law if in its discretion that would better serve the public's interest, on a case-by-case basis. Should the bidding process be chosen, then the original applicant will be notified of the decision to proceed as such and the advertising and bid requirements of the applicable law will be followed.

All applicants must submit a financial statement with their application, showing financial responsibility, together with a cash deposit of One Hundred (\$100.00) Dollars. This deposit shall be used towards the satisfaction of those surveying costs (and advertising costs, if applicable) as provided for herein. In the event the applicant is not successful in negotiating (or bidding) a new lease with the H-TAC, his deposit of One Hundred (\$100.00) Dollars shall be returned to him/her by the H-TAC, if no survey work has been engaged, or if the H-TAC rejects the application. The successful applicant will be responsible for the payment of any and all fees and costs incurred for the filing and/or recording of the initial lease as well as any and all other documents associated with the lease which are filed or recorded in the future. Furthermore, the applicant will be responsible for the payment of all surveying fees and costs incurred by the surveying of the leased premises. These surveying (and advertising) fees and costs will be invoiced to the successful applicant by the HTAC once received from the surveyor, crediting the original One Hundred (\$100.00) Dollars, and the successful applicant shall have the option to either pay the balance of said fees and costs 1) in a lump sum in the first month of the lease or 2) over the life of the primary term of the lease or the first year, whichever is sooner. If the original lease applicant is not successful in its negotiation (or bid), and there is no other interested party, then the unsuccessful applicant will be invoiced for all surveying fees and costs incurred and shall have a maximum of thirty days to pay these charges after written notification is given.

The H-TAC shall have the right to reject any and all applicants (or bids).

LEASE APPLICATION

TO: Houma-Terrebonne Airport Commission  
10264 East Main Street  
Houma, LA 70363

I/We, the undersigned, do hereby submit a deposit in the sum of \$100.00 and apply for the following lease:

Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Lease Location: \_\_\_\_\_

Amount of Land, Improvements and/or Equipment Applicant Desires to Lease: \_\_\_\_\_

Purpose of Lease: \_\_\_\_\_

Primary term of \_\_\_\_\_ year(s) with the option to renew for \_\_\_\_\_ additional terms of \_\_\_\_\_ year(s) each. (Note: Total may not exceed 10 years for non-FBO applicants)

**SIGNATURE OF APPLICANT:** \_\_\_\_\_ (If applicant is other than an individual, also indicate official capacity or position of person signing of behalf of applicant).

**DATE OF APPLICATION:** \_\_\_\_\_

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**For Airport Commission Use Only:**

Date Application Received: \_\_\_\_\_