



# Houma-Terrebonne Airport Commission

10264 EAST MAIN STREET – HOUMA, LOUISIANA 70363

(985) 872-4646 / FAX (985) 876-4115

Grantee, FTZ No. 279

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

## AGENDA

November 2, 2023

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 Budget to Actual Financial Statements for the month of September 2023 and minutes for the month of October 2023.
7. Approval of the minutes for the month of October 2023.
8. Approve payables through November 2, 2023.

### 9. **OLD BUSINESS:**

#### A. Assignment Reports:

1. Update regarding the expansion of the Aviation area and Unmanned Aircraft Systems (UAS) effort on the HTA. - ***Alford/Casey/Ellender/Pellegrin***
  - a. Approval of payment to COTS Technology, LLC in the amount of \$14,522.21 for monthly fee as per written contract.
  - b. Approval of payment to COTS Technology, LLC in the amount of \$3,092.52 for reimbursable travel expenses for the month of October 2023.
  - c. Approval of payment to The Picard Group, Inc. in the amount of \$10,000.00 for monthly fee as per written contract.
  - d. Approval of payment to The Padina Group, Inc. in the amount of \$10,000.00 for monthly fee as per written contract.
  - e. Request for Approval of travel by The Padina Group, Inc. for an estimated amount of \$7,691.00 for reimbursable travel expenses to London and Montreal for ISO an ICAO related meetings.
2. Update regarding establishment of a Sustainable Aviation Fuel (SAF) Distributorship on the HTA. - ***Marmande/Teuton/Ellender/Pellegrin***
  - a. Ratify the actions of the Executive Director to approve Adaptive Management and Engineering moving forward with geotechnical surveying at the Blimp Base site for an amount of \$18,045.00.

#### B. Taxiway Echo – ***Hicks***

1. Approval of payment to Infrastructure Consulting & Engineering for Payment No. 8 in the amount of \$16,909.29.
2. Approval of Certificate of Final Acceptance declaring the project to be complete and authorize the Executive Director to execute the certificate and any subsequent documents.

**C. Reconstruct Taxiway F – *Hicks***

1. Approval of payment to Providence Engineering and Environment Inc. for Invoice No. 0061881 in the amount of \$27,395.00.
2. Approval of payment to Byron E. Talbot Contractor, Inc. for Payment No. 6 in the amount of \$199,419.76.

**D. Update regarding the possibility of gaining ownership of the Houma Air Traffic Control Tower. – *Pellegrin***

**10. NEW BUSINESS**

- A. Discussion regarding crafting a general HTAC resolution granting general authority to specific individuals in management positions to sign all contracts, grants, servitudes, etc., which the HTAC has approved entering into. – *Norman*
- B. Approval to attend/exhibit at the Helicopter Association International (HAI) Heli-Expo in Anaheim, California from February 26 – 29, 2023. -*Andrea*
- C. Approval to attend the SCC-AAAE Southwest Airports Partnership Conference in Hurst, Texas from February 26-28, 2023. -*Mert*
- D. Application and fee received from Elite Energy Services requesting approval of a new negotiated lease in the amount of \$395.00 per acre, per month for approximately 0.450 acres of land to be designated as Lease No. SD-1-83 for a primary term of one year, with nine, one-year options to continue its QC shop for oilfield Equipment (*current lease expires 12/31/2023*). -*Andrea/Jamaika*
- E. Letter received from Mr. Shane Landry, Owner of Expert Tire & Auto Center, LLC requesting approval to expand/add on an additional 30' x 25' to his current building. -*Andrea*
- F. Approval of a Landlord's Consent between HTAC, South Louisiana Bank, and Bilco Tools/Coyle Enterprise -*Andrea*
- G. Discussion and possible approval of an increase for Commission Member per diems –*Vincent*

**11. Director's Report:**

- A. Airport Police Director - *Beattie*
- B. Director of Aviation Business & UAS/AAM Development - *Dupre*
- C. Deputy Director - *Boudreaux*
- D. Executive Director - *Pellegrin*

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**12. Commissioner's Comments.**

**13. Public Comments.**

14. Adjourn.