



# 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

December 7, 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 the minutes for the month of November 2023.
7. Approve payables through December 7, 2023.

### 8. **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 \$15,025.17 for monthly fee as per written contract.
  - b. Approval of payment to The Padina Group, Inc. in the amount of \$10,000.00 for monthly fee as per written contract.
  - c. Approval of payment to Pelican State Partners in the amount of \$2,000.00 for monthly fee for November 2023.
  - d. Discussion and possible approval to award the RPA Roads project to the lowest responsive bidder.
2. Update regarding establishment of a Sustainable Aviation Fuel (SAF) Distributorship on the HTA. - *Marmande/Teuton/Ellender/Pellegrin*
3. Update regarding Policy, Procedures and Personnel - *Casey/Alford/Marmande*

#### B. Taxiway Echo – *Hicks*

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

1. Approval of payment to Providence Engineering and Environment Inc. for Invoice No. 0062066 in the amount of \$1,761.00.
2. Approval of payment to Providence Engineering and Environment Inc. for Invoice No. 0061709 in the amount of \$13,466.62.
3. Approval of payment to Byron E. Talbot for Payment No.8 in the amount of \$49,602.51.

#### D. Update regarding the Houma Air Traffic Control Tower. – *Pellegrin/Boudreaux*

#### E. Update Airport Master Plan/AGIS – *Pellegrin/Boudreaux*

**9. NEW BUSINESS**

- A. Discussion and possible approval for participation in 2024 Mardi Gras parades to advertise the Houma-Terrebonne Airport. – **Beattie**
- B. Discussion to move forward with a new rates and charges survey. – **Alford**
- C. Application and fee received from Bayou Beagle Club, Inc. requesting approval of a new negotiated beagle lease in the amount of \$2.27 per acre, per month, for the lease of 56.527 acres of land designated as Lease No. BBC-1-89 for a primary term of one year, with four, one-year options. (*Current lease expires 3/31/2024*) -**Dupre**
- D. Discussion and possible approval for HTAC to host LAMA 2024.
- E. Discussion regarding retaining temporary office employee as a full-time employee.
- F. Approval of HTAC meeting dates for the year 2024.
- G. Discussion and possible approval regarding Landlord's Waiver between HTAC, PHI Aviation, LLC and PNC Bank. - **Norman**

**10. 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**

**11. Commissioner's Comments.**

**12. Public Comments.**

**13. Adjourn.**