



# 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

January 18, 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. Swearing in of New Commission Member- Dr. Kristine Strickland.
7. Approval of the Budget to Actual Financial Statement and Minutes for the month of December 2023.
8. Approve payables through January 18, 2024.

### 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 \$13,486.63 for monthly fee as per written contract.
  - b. Approval of payment to COTS Technology, LLC in the amount of \$1,281.88 for reimbursable travel expenses to the university meetings.
  - c. Approval of payment to The Padina Group, Inc. in the amount of \$10,000.00 for monthly fee as per written contract.
  - d. Approval of payment to Pelican State Partners in the amount of \$2,000.00 for monthly fee for November 2023.
  - e. Approval of payment to The Picard Group, Inc. in the amount of \$10,000.00 for monthly fee as per written contract.
  - f. Approval of payment to The Padina Group, Inc. in the amount of \$2,131.00 for reimbursable travel expenses to Montreal, Canada.
  - g. Approval of payment to The Padina Group, Inc. in the amount of \$5,560.00 for reimbursable travel expenses to London, England.
  - h. Approval of consultant business plans for 2024 and stipulation of any commission-required adjustments.
2. Update regarding establishment of a Sustainable Aviation Fuel (SAF) Distributorship on the HTA. - ***Marmande/Teuton/Ellender/Pellegrin***
  - a. Approval of payment to All South Consulting Engineers in the amount of \$1,320.29.
3. Update regarding Policy, Procedures, and Personnel- ***Casey/Alford/Marmande***

#### B. Taxiway Echo – ***Hicks***

- C. Reconstruct Taxiway F – *Hicks*
- D. West Ramp Reconstruction -*Hicks*
- E. Update regarding the Houma Air Traffic Control Tower. – *Pellegrin/Boudreaux*
- F. Update Airport Master Plan/AGIS – *Pellegrin/Boudreaux*
- G. Discussion to move forward with a new rates and charges survey. – *Alford*

**10. NEW BUSINESS**

- A. Discussion and possible approval to authorize an additional staff member for check signing.
- B. Approval of reimbursement to Ms. Andrea Dupre in the amount of \$4,836.00 as per the HTAC’s continuing education policy for the October 2023 (Final) term.
- C. Application and fee received from RelyOn Nutec USA, LLC requesting approval of a new negotiated lease in the amount of \$406.00 per acre, per month for approximately 0.964 acres of land to be designated as Lease No. AIS-1-04 for a primary term of five years, with one, five-year option to continue operating a safety training company. (*current lease expires 3/31/2024*).
- D. Letter received from C-Side Destin Properties, LLC requesting the following regarding their Lease No. EAA-1-02:
  - 1. Offer to sell improvements to the HTAC in the amount of \$150,000.00.
  - 2. If HTAC refuses offer, approval to sell improvements on said lease to Mr. Jason Becnel, MJB Properties, LLC in the amount of \$150,000.00.
  - 3. Approval to assign said lease to Mr. Jason Becnel to conduct business as MJB Properties, LLC.
- E. Application and fee received from Butler Aviation, Inc. dba Apex Jet Center requesting approval of a new negotiated lease in the amount of \$473.00 per acre, per month for approximately 1.176 acres of land to be designated as Lease No. BBA-2-99 for a primary term of ten years, with three, five-year options to continue operating as and FBO. (*current lease expires 3/31/2024*).
- F. Application and fee received from Atlas Manufacturing & Repair, LLC requesting approval of a new negotiated lease in the amount of \$406.00 per acre, per month for approximately 4.00 acres of land to be designated as Lease No. B-1-78 for a primary term of one year, with nine, one-year options to continue operating as a welding and fabrication shop. (*current lease expired 8/31/2023*).

**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*

**12. Commissioner's Comments.**

**13. Public Comments.**

**14. Adjourn.**