



# 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

February 1, 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 minutes for the month of January 2024.
7. Approve payables through February 1, 2024.

### 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. Reports and action items:

1. Ratify the Executive Director's action to sign the construction contract with Byron E. Talbot Contractor, Inc. and authorize signature for all future documents related to the RPA Campus Roads Project. – *Dupre*
2. Discussion and possible action regarding Pelican State Partners' request to increase its monthly fee to \$3,500.00.

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

1. Milford & Associates, Inc., in the amount of \$1,326.50 for land survey for UAS Complex, Phase II.

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

1. COTS Technology, LLC in the amount of \$13,733.68 -January 2024
2. Pelican State Partners in the amount of \$2,000.00 - January 2024.

2. Update regarding establishment of a Sustainable Aviation Fuel (SAF) Distributorship on the HTA. - *Marmande/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 Environmental for Invoice No. 0062702 in the amount of \$255.50.
2. Approval of payment to Providence Engineering and Environmental for Invoice No. 0062467 in the amount of \$328.50.

#### D. West Ramp Reconstruction - *Hicks*

*Agenda- Page 2*  
*February 1, 2024*

- E. Update regarding the Houma Air Traffic Control Tower – *Pellegrin/Boudreaux*
- F. Update Airport Master Plan/AGIS – *Pellegrin/Boudreaux*
- G. Request from PHI for approval of language changes to new combined leases including changing the lease terms from a total of ten years to a primary term of five years, with one five year option and fifteen, one year option for a total of 25 years. – *Norman/Dupre*
- H. Discussion and possible approval regarding Landlord's Waiver between HTAC, PHI Aviation, LLC and PNC Bank. - *Norman*
- I. Discussion to move forward with a new rates and charges survey – *Alford/Boudreaux*

**9. NEW BUSINESS**

- A. Application and fee received from Acadian Ambulance Service/Air Med Services requesting approval of a new negotiated lease in the amount of \$655.00 per acre, per month, for the lease of 0.90 acre of land designated as Lease No. 2-11-04 for a primary term of three years, with seven, one-year options. (*Current lease expires 4/30/2024*)
- B. Discussion regarding the state of disrepair of the standby generator for the electric vault - *Highstreet*
- C. Approval of a resolution to approve the annual Legislative Auditor's Systems Survey & Compliance Questionnaire for the period of January 1, 2023, to December 31, 2023.
- D. Approval for up to 3 staff members to attend the AUVSI XPONENTIAL 2024 from April 22-25, 2024, in San Diego, California.
- E. Approval of up to 4 staff members to attend the AAAE's annual conference on April 28 to May 1, 2024, in Nashville, TN.

**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.**

*Agenda- Page 3*  
*February 1, 2024*

- 13.** The HTAC may convene into executive session to discuss the following:
  1. Investigative proceedings regarding allegations of misconduct.
  2. The character and professional competence of a staff member
  
- 14.** Adjourn.