



# Houma-Terrebonne Airport Commission

10264 EAST MAIN STREET – HOUMA, LOUISIANA 70363

(985) 872-4646

Grantee, FTZ No. 279

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

## AGENDA

April 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. Approval of the Budget to Actual Financial Statement and Minutes for the month of March 2024.
7. Approval of payables through April 18, 2024.

### 8. OLD BUSINESS:

#### A. Assignment Reports:

1. Uncrewed Aircraft Systems (UAS) effort on the HTA. – *Alford/Casey/Ellender/Pellegrin*
  - a. Reports and action items:
    1. RPA Campus Roads – *Hicks*
    2. RPA General Report – *Rey*
    3. Approval to ratify the Executive Director's actions to execute the contract with The Picard Group for one year.
  - b. Approval of Project payments to:
    1. Byron E. Talbot Contractor, Inc. for Payment No. 2 in the amount of \$248,680.55 for RPA Campus Roads.
  - c. Approval of payments to consultants:
    1. COTS Technology, LLC in the amount of \$14,297.27 – March 2024.
    2. Pelican State Partners in the amount of \$2,000.00 – March 2024.
    3. The Padina Group, Inc. in the amount of \$10,000.00 – February 2024.
    4. The Padina Group, Inc. in the amount of \$206.10 for reimbursable travel to FAA meeting with Jeffrey Vincent.
    5. The Picard Group, LLC in the amount of \$10,000.00 – February 2024.
2. Update regarding establishment of a Sustainable Aviation Fuel (SAF) Distributorship on the HTA. – *Ellender/Marmande/Pellegrin*
  - a. Approval of payment to All South Consulting Engineers, LLC for Invoice No. 6 in the amount of \$7,227.00.
3. Update regarding Policy, Procedures, and Personnel – *Alford Casey/Marmande*
  - a. Discussion/Decision regarding temporary employee past April 30, 2024.
  - b. Discussion/Decision regarding retiree benefits and supplement packages.

#### B. Taxiway Echo – *Hicks*

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**C. Reconstruct Taxiway Foxtrot – *Hicks***

**D. West Ramp Reconstruction – *Boudreaux/Dupre/Highstreet***

- a.** Approval of payment to T. Baker Smith, LLC for Invoice No. 20240853 in the amount of \$70,794.79.

**E. Update regarding the Houma Air Traffic Control Tower –*Boudreaux***

**F. Update Airport Master Plan/AGIS – *Boudreaux***

**G. New Rates & Charges Survey – *Alford/Boudreaux***

**H. Discussion regarding HTAC owned building, old Bristow hangar, damaged during Hurricane IDA – *Pellegrin***

**I. Request received from P3 Global Personnel, LLC to purchase the building on their Lease No. W-1-72 (REV) for a purchase price of \$25,000.00. – *Dupre***

**J. Approval of Budget for FYE 12/31/2024. –*Boudreaux***

**K. Approval to select engineering firm(s) and on-call planning firm as recommended by the Selection Committee regarding the RFQs and RFPs and authorize the Executive Director to execute any necessary documents – *Boudreaux***

**9. NEW BUSINESS**

**A.** Letter received from Mr. Taylor Weeks, Aaron Taylor Properties, LLC, requesting approval to install a 45'x48' engineered lean-to structure on their Lease No. AT-1-24.

**B.** Discussion regarding segments on HTV's Going Public program – *Alford*

**C.** Discussion and possible approval of and authorization for the Executive Director to sign a Master Service Agreement with All South Consulting Engineers, LLC for various tasks.

**10. Director's Report:**

**A.** Airport Police Director – *Beattie*

**B.** Director of Operations/Maintenance – *Highstreet*

**C.** Director of Business Development – *Dupre*

**D.** Deputy Director – *Boudreaux*

**E.** Executive Director – *Pellegrin*

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**11. Commissioner's Comments.**

**12. Public Comments.**

**13. Adjourn.**