



Houma-Terrebonne Airport Commission

10264 EAST MAIN STREET – HOUMA, LOUISIANA 70363

(985) 872-4646

Grantee, FTZ No. 279

www.houma-airport.com

AGENDA

July 25, 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. Mr. Pernell Pellegrin, Martin & Pellegrin, CPA's to address Commission on Audit & AUP for FYE 12/31/2023.
7. Approval of the Budget to Actual Financial Statement for the month of June 2024.
8. Approval of payables through July 25, 2024.

9. **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 – ***Dupre***
 2. RPA Campus Buildings – ***Dupre***
 3. RPA General Report – ***Rey***
 - b. Approval of Project payments to:
 1. Byron E. Talbot Contractor, Inc. for Invoice No. 23038-5 in the amount of \$29,384.91 for RPA Campus Roads.
 2. Milford and Associates for Invoice No. 024-080 in the amount of \$1,872.25.
 - c. Approval of payments to consultants:
 1. The Picard Group, LLC in the amount of \$10,000.00 – June 2024.
2. Update regarding establishment of a Sustainable Aviation Fuel (SAF) Distributorship on the HTA. – ***Ellender/Marmande/Pellegrin***
 - a. Approval of payments to All South Consulting Engineers, LLC for:
 1. Invoice No. 2 in the amount of \$2,430.00.
 2. Invoice No. 3 in the amount of \$1,124.00
 3. Invoice No. 9 in the amount of \$7,435.50.
3. Update regarding Policy, Procedures, and Personnel – ***Alford/Casey/Marmande***
 - a. Discussion and possible approvals regarding certain staff changes.
 - b. Discussion and possible approval to accept the HUM Executive Director brochure from ADK Executive Search.

B. Taxiway Echo & Taxiway Foxtrot – ***Highstreet/Boudreaux***

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

- 1. Approval of payment to T. Baker Smith, LLC for Invoice No. 20241988 in the amount of \$23,535.97.**

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

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

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

- 1. Selection of architect for Bristow Hanger Reconstruction**

G. Approval of a Resolution giving the Executive Director, Deputy Director, and Director of Business Development signing authority to enter into any and all official transactions involving the HTAC – *Norman*

10. NEW BUSINESS

A. Approval of a Resolution giving the Airport Police Director, Karl Beattie, signing and commissioning authority as it relates to the hiring and commissioning of peace officers on behalf of the Houma-Terrebonne Airport Commission.

B. Discussion and possible approval for Ms. Andrea Dupre to travel to Washington, DC as part of the Houma-Terrebonne Chamber of Commerce to conduct delegation visits from September 17th through September 19th, 2024.

11. 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*

12. Commissioner's Comments.

13. Public Comments.

14. HTAC may convene into Executive Session to discuss the professional competency and character of HTAC staff.

15. Adjourn.