

**SHREVEPORT AIRPORT AUTHORITY**

January 6, 2020

**Special Meeting No. 763-19**

The Shreveport Airport Authority regular meeting was called to order by Chairman Waynette Ballengee at 4:00 p.m., in the Conference Room of the Shreveport Airport Authority located at Shreveport Regional Airport.

**PRESENT:**

Waynette Ballengee  
Jonathan Reynolds  
Mary L. Jackson  
Margaret Shehee  
Oliver Jenkins

**ABSENT:**

**STAFF:**

Stacy Kuba  
Tim Hollis  
Mark Crawford  
Lisa Clark  
Teresa Pierce  
Nelda Garza

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Mekisha Creal – City Attorney’s Office  
Bill Underhill  
Patricia Parker – DR GEO  
Bridge Lantz – TAC Air  
Laurel Rice Brightwell  
Vincent Price – DTN 35  
James Graves – SAHOA  
Doc Moore – DTN 72A  
Buddy Camp – DTN tenant  
Jerry Harper - Attorney

Board Member Oliver Jenkins provided the opening prayer. Board Member Mary Jackson led the pledge of allegiance to the American flag.

This was a special meeting so there was no approval of minutes, board reports or staff reports.

**PUBLIC COMMENTS:**

**James Graves of the Shreveport Airport Hangar Owners Association.** Mr. Graves said he had three things to address. He said from the beginning of November 2018 the tenants had heard the phrase “The FAA told us...” Mr. Graves said he wanted to make it clear that the FAA cannot tell the citizens of this city, who happened to be the owners of these airports anything. If they have a binding policy directive, they have to put it in writing. The Airport should ask for it and the Airport should share it with him to be shared with the members and tenants. He wanted

the Airport board and staff to pass along to the FAA “put up or shut up”. Mr. Graves said “if it is not in writing, it doesn’t exist”. Second, the tenants had been given an arbitrary deadline. It was originally in December, now it is in February. Mr. Graves requested that the deadline be moved to June 30<sup>th</sup> or later. He said in addition there was an Aeronautical Lease that the Board attempted to pass in December. Mr. Graves said this lease had created a lot of the problems and was unacceptable. Finally, he said we had a new year, a new legislative session and a new Airport Director coming aboard. He respectfully requested that they all sit down, communicate and negotiate these matters together.

**Laurel Rice Brightwell, 10016 Commander Drive, Shreveport, LA** – Ms. Brightwell said she received a copy of the aeronautical lease and reviewed it. She said if she were representing the Lessor, she would say that it was the most perfect lease she had ever read; however, she was looking after the Lessees, therefore, she felt there should be a lot of revisions that make it more fair for both parties. Some of the main things were as follows: The use of the leased premises. Mrs. Brightwell said the Hangar Use Policy should be followed. Hold-harmless language that indicated the lessee should hold the lessor harmless but it didn’t seem to go both ways. There is language about the consequences of the lessee being in default but nothing related to what happens if the lessor is in default. Mrs. Brightwell requested that the tenants be able to sit down and negotiate the lease terms so that it was fair to all parties before it was passed.

**CONSENT AGENDA:** NONE

**DISCUSSION AGENDA:** NONE

### **OLD BUSINESS**

**OLD BUSINESS DISCUSSION AGENDA ITEM NO. 1 (DISCUSSION AGENDA ITEM NO. 13) - TO AWARD AND ENTER INTO A CONTRACT WITH FORTE & TABLADA, INC., FOR PROFESSIONAL SERVICES RELATED TO THE PARKING LOT EXPANSION AT SHREVEPORT REGIONAL AIRPORT.** In November 2019, the City of Shreveport Purchasing Division solicited for a Request for Services (RFS #19-707) for professional design/engineering services for the parking lot expansion at Shreveport Regional Airport. The purpose of the proposal is to engage an engineer/architect to develop plans and specifications for the expansion of the long term parking lot, as well as perform construction administration services, on-site observations and assist with project close out procedures. On December 10, 2019, the Purchasing Division opened RFS # 19-707. Proposals were received from the following:

- Atchley & Atchley, Inc.
- Civil Design Group, LLC
- EJES, Inc.
- Forte & Tablada

At 9:00 a.m. on December 18, 2019, the City of Shreveport convened an Architectural/Engineering Consultant Selection board, and, with the approval of the Mayor, selected Forte & Tablada, Inc. This Request for Services is 100% Airport funded. **FINANCES:** Finances are to be negotiated. Management recommended approving this agenda item as presented.

Motion made by Ms. Shehee, seconded by Mr. Oliver to approve Old Business Discussion Agenda Item No. 1 (Discussion Agenda Item No. 13). Ms. Shehee asked for clarification on the finances. Mrs. Kuba explained that initially it was estimated that design services would cost about \$50,000. Upon the company being selected and the services to be provided negotiated, the fee proposal would be presented at the next meeting. Mr. Reynolds clarified that there were no fees associated with the proposals. Mrs. Kuba explained that when the City selects architectural and engineering firms, the A & E Committee review the team and what the proposer was going to bring to the project. She said Forte and Tablada had one extra component that put them ahead of the other proposers and that was a landscape architect. This company had been a sub-contractor at the Airport but never a prime and they were minority owned and they had the highest DBE percentages. They are a local company. Motion passed 5 – 0.

The next meeting date was scheduled for Tuesday, January 28, 2020.

There being no further business, the meeting was adjourned.

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WAYNETTE BALLENGEE, CHAIRMAN

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STACY C. KUBA, SECRETARY