

**SHREVEPORT AIRPORT AUTHORITY**

January 28, 2020

**Meeting No. 764-20**

The Shreveport Airport Authority regular meeting was called to order by Chairman Waynette Ballengee at 10:00 a.m., in the Conference Room of the Shreveport Airport Authority located at Shreveport Regional Airport.

**PRESENT:**

Waynette Ballengee  
Jonathan Reynolds  
Mary L. Jackson  
Oliver Jenkins

**ABSENT:**

Margaret Shehee

**STAFF:**

Wade A. Davis  
Stacy Kuba  
Mark Crawford  
Tim Hollis  
Paul Strahan  
Lisa Clark  
Pat Edwards  
Stephen Price  
Shawwna Poindexter  
Nelda Garza

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Mekisha Creal/Thea Scott – City Attorney’s Office

Bill Underhill

Jim Poole

Jim Peck

Laura Durr/Don Durr – Durr Engineering, LLC

John Robertson – Afterglow

Martin Wright/Joe Carnes – TSA

Steve Melvin – EJES

James Graves/Monty Walford/Lisa Hunter/Vincent Rice – SAHOA

Laura Brightwell

Sherwood Bailey - ARE

Jonathan Farmer– KSA

John T. Dorsey

Buddy Camp – Tenant

Dave Fortuna

Larry O’Dell

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

Motion was made by Mr. Reynolds to approve the minutes from the meetings held December 18, 2019, and January 6, 2020. Motion seconded by Dr. Jackson. Motion passed 4 – 0.

### **BOARD MEMBER REPORTS:**

Chairman Waynette Ballengee welcomed the Airports new legal counsel Ms. Thea Scott and also Mr. Wade Davis newly appointed Director of Airports to his first Board meeting.

Dr. Jackson welcomed Mr. Wade Davis and also newly assigned legal counsel Thea Scott to the Board meeting.

### **DIRECTOR'S REPORT – Director Wade Davis gave the following report:**

- ▶ **AIR SERVICE DEVELOPMENT** – A detailed review of the per-passenger cost sheet had been undertaken and two significant opportunities for cost reduction had been identified. Conclusions had been discussed with the SAA Chairman.
- ▶ **STAFF CHANGES** – Management Assistant Lisa Clark had been promoted to Project Manager effective February 1, 2020. Airport Police Chief Timothy Hollis had resigned effective January 31, 2020. Joseph Russo had been selected to fill the position of Manager of Business and Finance and was scheduled to assume those duties Monday, February 3.
- ▶ **STAFF MEETINGS** – Met with Airport managers and supervisors to get a better understanding of their roles, find out what they believe are the biggest challenges with their jobs and hear what ideas they had for improving the organization.
- ▶ **PASSENGER FACILITY CHARGES** – PFC application #4 had been approved and collection was scheduled to begin March 1.
- ▶ **SAA LEASE STATUS** – Met with members of the Shreveport Airport Hangar Owners Association (SAHOA) and modified the aeronautical lease based on the discussion as follows:
  - Inspections would occur with 24 hours advance notice (Page 8);
  - No charge will be assessed for the first two keys – additional keys will cost \$25.00 each; (Page 9)
  - Storage of fuels not exceeding five gallons were to be allowed (Page 10)
- ▶ **PART 139 INSPECTION** – The Federal Aviation Administration inspector was scheduled to be in Shreveport on February 4 – 6 to conduct the Part 139 compliance inspection.
- ▶ **ACTIVITY AND BUSINESS REPORT:** Mark Crawford was present to give the Activity and Business report. Vice-Chair Jonathan Reynolds requested Airport staff to e-mail the board members the aging report sometime after the meeting.
- ▶ **MARKETING REPORT:** Mark Crawford was present to give the Marketing Report. Mr. Crawford said that Shreveport Regional Airport had 683,498 passengers in 2019. He said this was an 8% increase over the previous year. Mr. Crawford said the goal for 2020 is to reach 700,000 passengers. Shreveport Regional had experienced 21 months of increased enplanements. He said that two of the Board members came to SHV to pass out king cakes to passengers. Due to the popularity of the event, he has decided to do

something like this once a month. For the month of February they were going to pass out Mardi Gras beads.

- ▶ **PROJECTS REPORT:** Lisa Clark was present to provide this report. Mrs. Clark played drone footage of the runway projects at and Downtown and Regional Airports. Chairman Waynette Ballengee congratulated Mrs. Clark on her promotion.
- ▶ **DOWNTOWN AIRPORT REPORT:** Paul Strahan, Interim Downtown Airport Manager, gave the Downtown Airport Report. In the meeting held November, 2019, Mr. Strahan had reported that on December 3, the DOT inspector from the Louisiana Department of Transportation would be at Downtown Airport to conduct the annual DOT inspection. Mr. Strahan reported that the airport passed the inspection with no problem areas cited.
- ▶ **SECURITY REPORT:** There was no security report this date.

### **PUBLIC COMMENTS:**

**Mrs. Laurel Rice Brightwell** – Requested that the “Old Business” item related to the adoption of a standard aeronautical lease be tabled. At the previous meeting Mrs. Brightwell had raised many points that she felt were not beneficial to the tenants in addition to the revisions that Mr. Davis had reported in his Director’s Report. She wanted the tenants to have an opportunity to discuss and address the issues prior to the Board approving the lease.

**Mr. Dave Fortuna owner of Hangar 126 at Downtown Airport** – Mr. Fortuna said according to the assessors the Airport’s actions had cost him over \$70,000. He said that he had invested a large part of his retirement income into his hangar. Mr. Fortuna said what the Airport had done was unfair. He said for 50+ years the Downtown Airport was a great place, but it is dead. The mutual respect between the tenants and the Airport Authority is dead. The growth that happened 3 to 5 years ago and his investment were dead. Mr. Fortuna asked that the Board please fix the problem.

**Mr. Vincent Rice** – Requested to go last.

**Mr. Bill Underhill** said he did not think that the Board members listen to the tenants at all and he didn’t believe that they want to negotiate with the tenants. Mr. Underhill said this was not right. Mr. Underhill expressed dissatisfaction with the Airports’ choice of sponsorships and the time that was taken to set these matters up when the staff will not take the time to sit down with the tenants and talk to them about the lease. He said the arrogance they had and the lack of knowledge they had concerning aviation was not acceptable. He understood that some tenants were signing the new lease but his opinion was that if a tenant signed the lease, the hangar becomes the property of the Airport that day. He requested that the Board start listening to the tenants and begin negotiating the lease.

**James Graves** – Mr. Graves welcomed the new Director on behalf of the 100 members of the

Shreveport Airport Hangar Owners Association (SAHOA). Mr. Graves said what they should be doing is focusing on aviation safety. He said the Board and the Airport staff may not have the will, the ability or the skill to stand up to the FAA bureaucrats and tell them no thank you to their economic model, but SAHOA did and would. Mr. Graves said that SAHOA would be seeking their relief from other officials and their remedies in other venues.

**Monty Walford** – Mr. Walford discussed the Airports' compliance with the open meetings law. He said he understood from the attorney general's office how to file complaints, and if the Airport violated the open meetings law, he would start the complaint immediately. He said the assessor had cut their values by 60%. Mr. Walford said that the tax revenue that would be received by the City had been substantially reduced and listed the agencies he felt would be affected. He said he knew the airport was listening to Lacey Spriggs with the FAA. Mr. Walford said that Mr. Strahan, Downtown Airport Manager, called him in Mexico to let him know that his hangar was one of three that had been damaged in the recent storms. He thanked everyone that was involved in securing things and wanted them to know that they had a great Downtown Airport Manager in Paul Strahan. He really appreciated what he did and that he went above and beyond.

**Mr. Vincent Rice** – Mr. Rice said he did not receive an invoice for his annual rental on his ground lease at Downtown Airport. He wanted to know if there was a problem with that and said he would appreciate someone getting in touch with him. Mr. Graves had requested that Mr. Rice read his notes to the Board. Mr. Graves wrote that the lease was totally silent on ADA, UDC and Master Plan compliance. As written, the lease could shift these liabilities to private citizens who enter into the lease in good faith. Mr. Graves said these items and other things made the lease unacceptable as presented.

### **CONSENT AGENDA:**

#### **CONSENT AGENDA ITEM NO. 1 - TO APPROVE A REQUEST BY MR. DANIEL AIELLO TO EXERCISE THE FIRST OPTION OF THE NON-COMMERCIAL LEASE AGREEMENT FOR LOT 50 AT SHREVEPORT DOWNTOWN AIRPORT.**

Management has received a letter from Mr. Daniel Aiello, advising the Airport that he would like to exercise the first option of the lease agreement for Lot 50 at Shreveport Downtown Airport. The primary term expired on July 31, 2019. If approved, the first option will commence August 1, 2019, and expire July 31, 2024. Mr. Aiello's account and insurance were in good standing. Rental Rate: 7050 sq. ft. x \$.15 = \$1,057.50 per year. Management recommended approving this agenda item as presented.

**CONSENT AGENDA ITEM NO. 2 - TO APPROVE A REQUEST FROM SHREVEPORT LIMOUSINE TO RENEW THE LEASE AGREEMENT FOR ONE SPACE IN THE COMMERCIAL LOADING ZONE AT SHREVEPORT REGIONAL AIRPORT.**

Management has received a letter of acknowledgment from Mr. Ronald Remedies, President of Shreveport Limousine Service, requesting to renew the Lease Agreement for one (1) space in the commercial loading zone in front of the terminal building at Shreveport Regional Airport. If approved, a new Lease Agreement will be issued commencing September 1, 2019, and expire August 31, 2020. Mr. Remedies' account and insurance are currently in good standing. One Parking Space: \$85.00 per month. Management recommended approving this consent agenda item as presented.

Motion made by Mr. Jenkins, seconded by Mr. Reynolds to approve Consent Agenda Items No. 1 and 2. Motion passed 4 – 0.

**DISCUSSION AGENDA:**

**DISCUSSION AGENDA ITEM NO. 1 - TO APPROVE DEDUCTIVE CHANGE ORDER NO 3 TO THE CONTRACT WITH JB JAMES CONSTRUCTION, LLC FOR THE RUNWAY 5/23 EXTENSION/SHIFT PROJECT AT SHREVEPORT DOWNTOWN AIRPORT.**

In September 2018, the Shreveport Airport Authority Board approved the contract with JB James Construction, LLC, for the Runway 5/23 Extension/Shift project at Shreveport Downtown Airport. The following contract items are to be adjusted:

- Removal of additional asphalt shoulders on Runway 5/23. Bid item increase by \$3,500.00
- Increase of off- site surcharge material priced as in-place versus the FAA pricing of truck measure. Bid item increased by \$131,520.00.
- Additional on-site fill material for soft spots in low areas not needed. Decrease bid item by \$182,620.00.

Additionally, the prime contractor, JB James Construction, LLC is requesting an additional 61 days due to valid weather related delays, increasing the contract time from 293 to 354 calendar days. The request for additional time is a no-cost change to the contract amount. The engineer of record, EJES, Inc., delivered a proposal for the above changes in the amount of -\$47,600.00. The FAA, LADOTD and airport staff reviewed the proposal and accepted the construction solution and fees. This project is 90% FAA funded and 10% LADOTD funded.

Original Contract Amount:	\$ 7,305,553.00
Change Order 1 increase:	\$ 96,315.78
Change Order 2 decrease:	\$ -162,303.70
Change Order 3 decrease:	\$ <u>-47,600.00</u>
Total Contract Amount	\$ 7,191,965.08

Management recommended approving this agenda item as presented.

Motion made by Mr. Jenkins, seconded by Mr. Reynolds to approve Discussion Agenda Items No. 1. Motion passed 4 – 0.

**DISCUSSION AGENDA ITEM NO. 2 - TO APPROVE A REQUEST BY MR. DON BETHEL TO RESCIND THE NEW NON-COMMERCIAL GROUND LEASE AGREEMENT FOR LOT 160 AND EXERCISE THE SECOND AND FINAL OPTION OF THE EXISTING LEASE AGREEMENT AT SHREVEPORT DOWNTOWN**

**AIRPORT.** Mr. Don Bethel was approved to enter into a new non-commercial ground lease agreement for Lot 160 at Shreveport Downtown Airport at the Airport Authority Board meeting held on December 18, 2019. Airport management received a letter dated December 31, 2019, in which Mr. Bethel expressed concern with the investment language in the new lease and has requested that board rescind the action taken at the December meeting. Mr. Bethel requests that he be approved to exercise the second and final option of the existing lease agreement for Lot 160. If approved, the second and final option will commence on March 1, 2020, and expire on February 28, 2025. Rental Rate: 12,100 sq.ft. x \$.15 = \$1,815.00 per year. Management recommended approving this agenda item as presented.

Motion made by Dr. Jackson, seconded by Mr. Jenkins to approve Discussion Agenda Items No. 2. Motion passed 4 – 0.

**DISCUSSION AGENDA ITEM NO. 3 - TO APPROVE A REQUEST BY MS. LIZ SWAINE D/B/A LAKE STREET FOLLY, LLC TO ENTER INTO A NEW NON-COMMERCIAL GROUND LEASE AGREEMENT FOR LOT 4 AT SHREVEPORT DOWNTOWN AIRPORT.**

Management received an application from Ms. Liz Swaine indicating that she has elected to enter into a new non-commercial ground lease agreement for Lot 4 at the Shreveport Downtown Airport. Ms. Swaine has requested that she be approved for one primary term of ten (10) years and two ten (10) year extensions for a total of thirty (30) years in consideration for making capital improvements during the initial term of the lease. These improvements must be valued in excess of SIXTY THOUSAND DOLLARS (\$60,000). If approved, the Authority will execute a new ground lease agreement for a primary term commencing February 1, 2020, and expiring January 31, 2030, with two additional ten (10) year options for a total of thirty (30) years. To exercise the option LESSEE shall provide written notice to LESSOR 60 days before the expiration of the initial term of their intent to extend this lease and shall provide documentation that such improvements have in fact been made. Rental Rate: 16,285 sq.ft. x \$.2254 = \$3,670.64 per year. Management recommended approving this agenda item as presented.

Motion made by Mr. Reynolds, seconded by Mr. Jenkins to approve Discussion Agenda Items No. 3. Motion passed 4 – 0.

**DISCUSSION AGENDA ITEM NO. 4 - TO AWARD AND ENTER INTO A CONTRACT WITH WOOD ELECTRIC, INC., FOR THE HANGAR 40 MAINTENANCE BAY LIGHTING FIXTURES RETROFIT AT SHREVEPORT REGIONAL AIRPORT.** The City of Shreveport's Purchasing Division requested quotes (RFQ 19-577) for the Hangar 40 Maintenance Bay Lighting Fixtures Retrofit at Shreveport Regional Airport. The scope of work consists of retrofitting 90 lighting fixtures to LED. The quotes were opened December 26, 2019. Six (6) quotes were received as follows:

Company	Bid
Camus Electric Company, Inc.	\$55,300.00
Wood Electric, Inc.	\$48,250.00
Wilhite Electric Company	\$55,140.00
Environmental Lighting Service	\$65,525.00
A.R.E Louisiana, Inc.	\$73,900.00
Hope Contractors of Shreveport	\$72,000.00

The lowest quote received was from Wood Electric, Inc. The Airport staff has reviewed the quote information and the company profile and recommends awarding the contract to Wood Electric, Inc., in the amount of \$ 48,250.00. This project is 100% Airport funded. Amount Not to Exceed: \$ 48,250.00. Management recommended approving this agenda item as presented.

Motion made by Dr. Jackson, seconded by Mr. Reynolds to approve Discussion Agenda Items No. 4. Motion passed 4 – 0.

**DISCUSSION AGENDA ITEM NO. 5 - TO AWARD AND ENTER INTO A CONTRACT WITH AQUARIUS CONTRACTORS, INC., FOR THE IMPROVE RUNWAY RPZ 32 PROJECT AT SHREVEPORT REGIONAL AIRPORT.** The City of Shreveport's Purchasing Division requested bids for the Improve Runway RPZ (Runway Protection Zone) 32 at Shreveport Regional Airport. The project consists of removing heavy forestry and grading the terrain to reduce the potential for obstructions in the RPZ and to leave the area maintainable for Airfield Maintenance. The bids were opened January 23, 2020. Two (2) bids were received as follows:

Company	Bid
3 Gen Construction, LLC	\$264,741.00
Aquarius Contractors, Inc.	\$ 133,685.00

The engineer of record, KSA Engineers, Inc. and the Shreveport Airport Authority have reviewed the bid documents and found the bid to be acceptable, being within 10% of the engineers' estimate of \$145,000.00. Aquarius Contractors, Inc., is a Fair Share vendor. It is recommended that the Airport Authority Board award the contract to Aquarius Contractors, Inc., with a bid amount of \$133,685.00. This project is 100% funded by LADOTD. Amount: \$133,685.00

Management recommended approving this agenda item as presented.

Motion made by Mr. Jenkins, seconded by Mr. Reynolds to approve Discussion Agenda Items No. 5. Motion passed 4 – 0.

**DISCUSSION AGENDA ITEM NO. 6 - TO APPROVE THE REQUEST BY EAN HOLDINGS, LLC D/B/A ENTERPRISE RENT A CAR TO EXERCISE THE FIRST OPTION OF THE LEASE AGREEMENT FOR LOT 250 AT SHREVEPORT REGIONAL AIRPORT.** Management received a letter from Doug Coughlan, Vice President/General Manager of EAN Holdings, LLC d/b/a Enterprise Rent A Car requesting to exercise the first option of the Lease Agreement for Lot 250 at Shreveport Regional Airport.

The current lease expired January 24, 2020. Lot 250 is located at 5015 Hollywood Avenue and is used for vehicle storage, fueling and a vehicle washing facility. Upon approval, the first option will commence January 25, 2020, and expire on January 24, 2025, with one additional five-year renewal option remaining. EAN's account and insurance are currently in good standing.

Rental Rate: 38,242 sf x \$.47 = \$1,497.81 per month.

Flowage Fee: \$.08 per gallon

Management recommended approving this agenda item as presented.

Motion made by Dr. Jackson, seconded by Mr. Reynolds to approve Discussion Agenda Items No. 6. Motion passed 3 – 0. (Jenkins stepped out of the meeting)

**DISCUSSION AGENDA ITEM NO. 7 - TO APPROVE A REQUEST BY MR. RAND H. FALBAUM, OWNER OF RHF INTERESTS, LLC TO ENTER INTO A NEW NON-COMMERCIAL GROUND LEASE AGREEMENT FOR LOT 10 AT SHREVEPORT REGIONAL AIRPORT.** Management received an application from Mr. Rand H. Falbaum, owner of RHF Interests, LLC indicating that he has elected to enter into a new non-commercial ground lease agreement for Lot 10 at the Shreveport Regional Airport. Mr. Falbaum has requested that he be approved for one primary term of ten (10) years and two ten (10) year extensions for a total of thirty (30) years in consideration for making capital improvements during the initial term of the lease. These improvements must be valued in excess of ONE HUNDRED THOUSAND DOLLARS (\$100,000). Upon approval, the Authority will execute a new ground lease agreement for a primary term commencing February 1, 2020, and expiring January 31, 2030, with two additional ten (10) year options for a total of thirty (30) years. To exercise the option LESSEE shall provide written notice to LESSOR 60 days before the expiration of the initial term of their intent to extend this lease and shall provide documentation that such improvements have in fact been made. Rental Rate: 22,500 sq.ft. x \$.271 = \$6,097.50 per year. Management recommended approving this agenda item as presented.

Motion made by Mr. Reynolds, seconded by Dr. Jackson to approve Discussion Agenda Items No. 7. Motion passed 4 – 0. (Jenkins returned to the meeting)

**DISCUSSION AGENDA ITEM NO. 8 - TO APPROVE A REQUEST BY MR. RAND H. FALBAUM, OWNER OF RHF INTERESTS, LLC TO ENTER INTO A NEW NON-COMMERCIAL GROUND LEASE AGREEMENT FOR LOT 11 AT SHREVEPORT REGIONAL AIRPORT.** Management received an application from Mr. Rand H. Falbaum, owner of RHF Interests, LLC indicating that he has elected to enter into a new non-commercial ground lease agreement for Lot 11 at the Shreveport Regional Airport. RHF Interests, LLC obtained a self-fueling permit on October 17, 2003. This permit will remain in effect. Mr. Falbaum has requested that he be approved for one primary term of ten (10) years and two ten (10) year extensions for a total of thirty (30) years in consideration for making capital improvements during the initial term of the lease. These improvements must be valued in excess of ONE HUNDRED THOUSAND DOLLARS (\$100,000). If approved, the Authority will execute a new ground lease agreement for a primary term commencing February 1, 2020, and expiring January 31, 2030, with two additional ten (10) year options for a total of thirty (30)



years. To exercise the option LESSEE shall provide written notice to LESSOR 60 days before the expiration of the initial term of their intent to extend this lease and shall provide documentation that such improvements have in fact been made.

Rental Rate: 22,500 sq.ft. x \$.271 = \$6,097.50 per year

Fuel Flowage Fee: \$.08 per gallon

Management recommends approving this agenda item as presented.

Motion made by Mr. Jenkins, seconded by Dr. Jackson to approve Discussion Agenda Items No. 8. Motion passed 4 – 0.

**DISCUSSION AGENDA ITEM NO. 9 - TO APPROVE A REQUEST BY MR. MICHAEL H. WOODS D/B/A WOODS OPERATING COMPANY, INC., TO ENTER INTO A NEW NON-COMMERCIAL GROUND LEASE AGREEMENT FOR LOTS 26 & 27 AT SHREVEPORT REGIONAL AIRPORT.** Management received an application from Mr. Michael H. Woods, CEO of Woods Operating Company, Inc., indicating that he has elected to enter into a new non-commercial ground lease agreement for Lots 26 and 27 at Shreveport Regional Airport. Mr. Woods has requested that he be approved for one primary term of ten (10) years and two ten (10) year extensions for a total of thirty (30) years in consideration for making capital improvements during the initial term of the lease. These improvements must be valued in excess of ONE HUNDRED THOUSAND DOLLARS (\$100,000). If approved, the Authority will execute a new ground lease agreement for a primary term commencing February 1, 2020, and expiring January 31, 2030, with two additional ten (10) year options for a total of thirty (30) years. To exercise the option LESSEE shall provide written notice to LESSOR 60 days before the expiration of the initial term of their intent to extend this lease and shall provide documentation that such improvements have in fact been made. Mr. Woods' insurance and accounts are currently in good standing. Rental Rate: 44,248 sf. x \$.271 = \$11,991.21. Management recommended approving this consent agenda item as presented.

Motion made by Mr. Jenkins, seconded by Mr. Reynolds to approve Discussion Agenda Items No. 9. Motion passed 4 – 0.

**DISCUSSION AGENDA ITEM NO. 10 - REQUEST TO APPROVE CORRECTION OF THE RENTAL RATE FOR ANGEL NEST III, LLC FOR THE NON-COMMERCIAL GROUND LEASE AGREEMENT FOR LOT 33 AT SHREVEPORT REGIONAL AIRPORT.** The Shreveport Airport Authority Board approved Angel Nest III, LLC, to enter into a new non-commercial ground lease agreement for Lot 33 at Shreveport Regional Airport consisting of one primary term of ten (10) years commencing January 1, 2020, and expiring December 31, 2029, with one ten (10) year extension for a total of twenty (20) years at a lease rate for improved space of \$.533 per square foot. The current lease rate for improved space for Lot 33 should be \$.526 per square foot. Therefore, Angel Nest III, LLC was inadvertently approved for the wrong lease rate. Airport management requests that the previous action be rescinded and the correct lease rate be approved.

Rental Rate: Unimproved Space – 19,400 sf x .271 = \$5,257.40 per year

Improved Space – 5,600 sf x .526 = \$2,945.60 per year

TOTAL \$8,203.00 per year

Management recommended approving this discussion agenda item as presented.

Motion made by Mr. Jenkins, seconded by Mr. Reynolds to approve Discussion Agenda Items No. 10. Motion passed 4 – 0.

**DISCUSSION AGENDA ITEM NO. 11 - TO APPROVE THE REQUEST BY KEVIN AND SHELLY POSTON d/b/a POSTON HEAT & AIR, LLC TO EXERCISE THE FIRST OPTION OF THE LEASE AGREEMENT FOR CARGO BAYS 13, 14 AND 15 IN THE EAST CARGO BUILDING AT SHREVEPORT REGIONAL AIRPORT.**

Management received a letter from Mr. and Mrs. Kevin Poston, owners of Poston Heat & Air, LLC requesting to renew the lease agreement for Cargo Bays 13, 14 and 15. Cargo Bays 13, 14 and 15 consists of 6,800 square feet of cargo space. The rental rate will be \$4.50 per square foot. If approved, the first option of the lease agreement will commence October 1, 2019, and expire September 30, 2020. Poston Heat & Air, LLC accounts and insurance are in good standing. Rental Rate: 6,800 sf x \$4.50 = \$2,550.00 per month. Management recommended approving this agenda item as presented.

Motion made by Dr. Jackson, seconded by Mr. Reynolds to approve Discussion Agenda Items No. 11. Motion passed 4 – 0.

**DISCUSSION AGENDA ITEM NO. 12 - TO APPROVE CHANGE ORDER NO. 3 TO THE CONTRACT WITH BEST YET BUILDERS, LLC FOR THE EXTENSION OF RUNWAY 6 AND TAXIWAY C AT SHREVEPORT REGIONAL AIRPORT.** In August 2018, The Shreveport Airport Authority Board approved the contract with Best Yet Builders, LLC for the Extension of Runway 6 and Taxiway C at Shreveport Regional Airport. In December, 2019, the FAA reviewed the plans for the extension and approved the request to relocate the hold shorts signs and taxiway markings at Taxiway Delta at the connecting end of Taxiway Bravo in conjunction with the extension project. These mandatory signs and markings indicate where an aircraft is supposed to stop prior to approaching a runway, and are part of the CFR 14 Part 139 certification inspection. The FAA, LADOTD and airport staff reviewed the proposals and found the proposal and fee acceptable. This project is funded 90% by the FAA and 10% by LADOTD.

Contract Amount:	\$7,741,408.00
Change Order 1 increase:	\$ 943,392.75
Change Order 2 increase:	\$ 38,092.80
Change Order 3 increase:	<u>\$ 18,883.00</u>
	\$8,741,776.55

Management recommended approving this agenda item as presented.

Motion made by Mr. Jenkins, seconded by Mr. Reynolds to approve Discussion Agenda Items No. 12. Motion passed 4 – 0.

**DISCUSSION AGENDA ITEM NO. 13 - TO ENTER INTO A CONTRACT WITH FORTE & TABLADA FOR PROFESSIONAL SERVICES FOR 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 services for the Long-Term Parking Lot Expansion at Shreveport Regional Airport. The scope of services consists of developing design plans, including demolition, landscaping and

lighting components, as well as bid assistance, construction phase administration and project close out procedures. At the Special Board meeting held January 6, 2020, the Shreveport Airport Authority Board approved to enter into a contract with Forte & Tablada with the consent of Mayor Perkins, who issued the award letter to Forte & Tablada. Upon airport staff outlining expectations and requirements for this contract, Forte & Tablada, Inc. delivered a proposal in the amount of \$96,209.00. Airport staff considered the value of each phase of services presented and found the proposal acceptable. This Request for Services is 100% Airport funded. Amount not to exceed: \$96,209.00. Management recommended approving this agenda item as presented.

Motion made by Dr. Jackson, seconded by Mr. Reynolds to approve Discussion Agenda Items No. 13. Motion passed 4 – 0.

### **OLD BUSINESS**

#### **OB DISCUSSION ITEM NO. 1 - TO APPROVE AN AERONAUTICAL HANGAR LEASE FOR SHREVEPORT DOWNTOWN AND REGIONAL AIRPORTS.**

The Airport has developed a standard aeronautical lease agreement. This lease will be issued to applicants seeking to lease city-owned hangars. This lease has been reviewed by the FAA and was found to be acceptable. Each hangar will be individually assessed for Fair Market Value. As determined by Fair Market Value. Management recommended approving this agenda item as presented.

Motion made by Mr. Jenkins, seconded by Mr. Reynolds to approve Old Business Discussion Agenda Item No. 1. Mr. Davis said that based on his review of the lease and his conversations with Mr. James Graves, there were three revisions he wanted to recommend to the lease. They were as follows:

- Inspections would occur with 24 hours advance notice (Page 8);
- No charge will be assessed for the first two keys – additional keys will cost \$25.00 each; (Page 9)
- Storage of fuels not exceeding five gallons were to be allowed (Page 10)

Motion made by Mr. Jenkins to approve “Amendment 1” to include the three revisions listed above, seconded by Mr. Reynolds.

Mr. Jenkins offered a second amendment. He said that the SAHOA membership had requested that an amendment be approved on Page 6 to include language when property is transferred from private ownership to the City, that if it is determined that there has to be compliance with ADA or any other regulation, that any costs be borne by the Airport. Mr. Jenkins said he thought this was extremely reasonable. Mr. Jenkins related that Ms. Creal had said that it could be determined in the lease language how we want to burden the lessee/lessor but had no legal objection to what he was proposing on behalf of SAHOA.

Ms. Creal said based on her understanding of the ADA rules, the responsibility falls on both the lessor and the lessee, however, it is acceptable to specify who will bear the costs in the actual leasing document and that will govern that issue.

Mr. Jenkins said he would like to add the following language:  
“Should any modification be mandated by the transfer of title to the City under the provisions of the Americans with Disabilities Act, the Uniform Development Code, or the 2030 Master Plan, or any similar provision, the LESSEE shall not be responsible for these modifications. LESSOR shall provide all such modifications at its sole expense.”

Mr. Reynolds said so if the hangar was inspected the prior year and it was not compliant and then the subsequent year it was being transferred to the Airport and now the responsibility to making it compliant would be on the Airport?

Mr. Jenkins said he did not think that private properties had to be compliant with federal mandates. So when the Airport takes over my property, I don't think you can force me to make my property compliant with your regulations. Mr. Jenkins said he didn't know how much language was the ADA, Master Plan, etc., about hangars.

Motion was made by Mr. Jenkins to approve the proposed 2<sup>nd</sup> amendment as related above, motion seconded by Mr. Reynolds.

Dr. Jackson asked Ms. Creal to provide comments on the proposed amendment. Ms. Creal said that Mr. Jenkins proposal was legal but did not want insert herself into the decision-making process. Dr. Jackson said she just wanted to ensure that at some point in time this was not going to be a disadvantage to the Airport. Ms. Creal said that would be an administrative concern and she was not comfortable making a recommendation one way or the other.

Mr. Davis recommended that in view of the recent proposal, he would recommend that the lease be tabled for 30 days to allow the staff time to evaluate and understand the implications. He said at face-value, it appeared that there would be nothing the Airport would oppose but wanted an opportunity to examine it closer.

Ms. Creal said the City did have two ADA compliance officers so if the Airport wanted a formal opinion concerning ADA compliance, these officers could be consulted.

Mr. Jenkins then made a motion that the previous motion be rescinded, seconded by Mr. Reynolds. Motion passed 4 – 0.

Motion was made by Mr. Jenkins to postpone action on Old Business Discussion Agenda Item No. 1, motion seconded by Mr. Reynolds. Motion passed 4 – 0

Chairman Ballengee appointed a nominating committee consisting of Mr. Jenkins and Dr. Jackson to recommend the Board Members that will serve as Chairman and Vice-Chairman for 2020-2021.

The next SAA Board meeting was scheduled for February 20, 2020.

There being no further business, the meeting was adjourned.

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WAYNETTE BALLENGEE, CHAIRMAN

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WADE A. DAVIS, SECRETARY