

SHREVEPORT AIRPORT AUTHORITY  
Proposed Downtown Airport Minimum Standards Updates  
May 10, 2018

**SUBJECT:** Minimum Standards Updates – May 2018 Board Approval

Attached is the final draft of the Minimum Standard Updates to be presented to the Airport Authority Board Meeting scheduled for Thursday, May 24, 2018.

As a reminder, these are updates to the existing Minimum Standards that were adopted in February 2004 and have been in effect since March 2004.

These existing Minimum Standard Updates are critical to efforts going forward to begin enforcement of rules that already exist for tenants at Downtown Airport but have not been enforced. This lack of enforcement of the rules will continue to create challenges if not addressed.

Objections to any of these Minimum Standard Updates have been carefully evaluated and where modifications have been necessary, staff has considered them and made the adjustments.

Federal Aviation Administration (FAA) guidelines encourage the adoption of Airport Minimum Standards to ensure that all tenants are treated fairly and equitably. Once Minimum Standards have been adopted, they must be enforced across the board to avoid complaints of discrimination or unfair/unequal treatment.

The Board will be asked to take two actions at the May 24, 2018 meeting, these include (1.) approval of (7) Minimum Standards Updates, and (2.) renaming the Minimum Standards Document: Airport Rules and Regulations, as recommended by the FAA.

The following Proposed Updates to the DTN Minimum Standards:

**ACTION #1**

Update the existing Minimum Standards Document in (7) sections to correct, add, delete or update sections of the document as follows:

**Update #1 – Revision Log Sheet**

Action: Update the log to reflect the changes to the document.

### **Update #2 – Commercial Self-Fueling Definition**

Action: Delete this definition from the document as Commercial Self Fueling is not permitted where a full-service FBO is operational to avoid unfair competition.

### **Update#3 – Default Clause Modification**

Action: Update section 5.15(b) to provide a progression to default, include due process and the addition of an administrative fine for non-compliance.

Current Language Includes: Any entity who fails to comply with any provision of these minimum standards may, ***after due notice and a ten (10) day opportunity to cure, be barred from using or operating on or from the airport.*** Notwithstanding the foregoing, in the event of conduct involving threats to public health or safety or failure to provide insurance coverage, any entity may be ordered to cease all use, operations or activities at the airport. The determination of the threat to public health or safety as to insurance coverage shall be solely in the discretion of the Shreveport Airport Authority (SAA). If an entity fails to cure as required in this section or there are repeated failures to comply with these minimum standards, the entity failing to do so may be barred from using or operating on or from the airport and such violation may be an act of default under the entity's contract or lease with the Shreveport Airport Authority (SAA). In addition to other remedies permitted by law, the Shreveport Airport Authority (SAA) may enforce these minimum standards by injunctive relief. Any entity failing to comply with any provision of these minimum standards consents to injunctive relief to enforce compliance, without bond, and without the necessity of providing irreparable harm. Any entity acting with, assisting, or permitting any person to violate these minimum standards shall, itself, be deemed to have violated or failed to comply with these minimum standards.

Proposed language to include:

#### **Enforcement Policy**

Lessee is expected to comply with all Rules and Regulations, as well as the Lease at all times. Initial enforcement may be verbal or written depending on the infraction.

#### **Warnings**

Verbal warnings may be documented in writing to memorialize the infraction.

#### **Violations**

Violations of Airport Rules and Regulations will be documented in writing and submitted to the lessee for resolution. Lessee may have up-to 10 calendar days to resolve the infraction depending on the severity as determined by airport staff. Tenant will be notified with a formal *Letter of Violation*.

Any entity who fails to comply with any provision of these minimum standards after Initial written notification to cure the issue may be provided up-to 10 calendar days to resolve the issue unless the Airport Authority approves an extension in writing.

Failure to resolve a violation, or a second occurrence of the same or a similar infraction within a 12-month period may result in the Airport Authority issuing an Administrative Fine in an amount up to \$500.00 as authorized by Sec. 18-69 of the Shreveport Code of Ordinances depending on the type and nature of the infraction.

Failure to resolve a violation within 10 *calendar days* of being assessed an Administrative Fine, failure to pay the Administrative Fine when due, or a third infraction of any kind within a 12-month period may result in the lease being considered in default.

**Due Process**

Any tenant who does not agree with the violation and/or administrative fine may appeal that violation or Administrative Fine as follows:

- Step 1:           Manager, Downtown Airport
- Step 2:           Director of Airports
- Step 3:           Shreveport Airport Authority Board

**Administrative Fine Schedule**  
**(To be approved in the Airports Rates and Charges Schedule)**

Safety and/or Security Violation	\$500.00
Hangar Use Violation	\$300.00
Housekeeping Violation (trash, lawn care, facility maintenance, etc.)	\$200.00
Abandoned Equipment (aircraft, vehicles, equipment)	\$150.00
Administrative Violation (insurance, lease information, etc.)	\$100.00
Failure to comply with Airport Official	\$50.00
Parking Violations (vehicle parking violations on airport property)	\$100.00

In accordance with the Rules and Regulations, tenants may also be responsible for any fines levied against the airport for violations in which they are directly responsible for.

*Fines will be due within 30-days of issuance of the violation with payment made directly to Shreveport Airport Authority.*

#### **Update #4 – Addition of the FAA Hangar Use Policy**

Action: Add language that clarifies the requirement of all DTN Hangar tenants to comply with the new FAA Hangar Use Policy effective July 1, 2017.

The use of SAA Hangars and any hangars located on SAA property shall adhere to the Federal Aviation Administration (FAA) Hangar Use Policy effective July 1, 2017 for both commercial and non-commercial activities. All hangars located on the airport property will serve an aeronautical purpose. However, if no need exists, hangars may be used for a non-aeronautical purpose on a month to month basis, subject to termination with a when an aeronautical need is presented and with the approval of SAA and FAA.

A link to the FAA Hangar Use Police can be found at [www.flyshreveport.com/](http://www.flyshreveport.com/)

#### **Update #5 – Subleasing**

Action: Updates the Minimum Standards document to reflect that subleasing requires Airport Authority approval. This brings the document in line with language that already exists in the lease that all tenants have signed.

(a.) The entity may sublet hangar space for aircraft storage ~~with~~ the approval of the Shreveport Airport Authority (SAA); however, any such subletting shall be subject to all minimum standards herein set forth.

(b) The sub-lessee must agree to assume the full obligations of the lease as set out herein and must agree to fully cooperate with the Shreveport Airport Authority (SAA) in seeing that these standards are complied with. The sub-lessee shall immediately comply with any reasonable request or direction of the Shreveport Airport Authority (SAA) as it relates to the enforcement of these standards.

#### **Update #6 – Conducting Business on the Airport**

Action: Adds Instructor Pilots to the class of Independent Operators required to have a permit from the Airport Authority to Operate on the Airport.

An independent operator is an entity engaged in the business of performing 1) aircraft airframe; 2) power plant; 3) *and/or* avionics, instrument, or propeller repair *and/or* service *and/or* ***instructor pilot*** without a place of business on the airport

**Update #7 – Commercial Self-Fueling**

Action – Delete Sections 11.0 through 11.10 of the Minimum Standards as Commercial Self-Fueling give the FAA does not permit this activity where a full-service FBO exists in an effort to ensure fairness.

**ACTION #2**

Change the name of the Minimum Standards document to *Airport Rules and Regulations* to better reflect what the document contains.



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