

**SHREVEPORT AIRPORT AUTHORITY
REGULAR BOARD MEETING**

FEBRUARY 16, 2023

OLIVER JENKINS, CHAIRMAN

KAY MEDLIN, VICE-CHAIRMAN

WAYNETTE BALLENGEE

JONATHAN REYNOLDS

TANGELA SYLVIE

DIRECTOR OF AIRPORTS

LARRY W. BLACKWELL, JR.

**SHREVEPORT AIRPORT AUTHORITY
REGULAR MEETING NO. 798-23
FEBRUARY 16, 2023**

ROLL CALL

Oliver Jenkins, Chairman _____

Kay Medlin, Vice-Chairman _____

Waynette Ballengee _____

Jonathan Reynolds _____

Tangela Sylvie _____

**SHREVEPORT AIRPORT AUTHORITY
MEETING NO. 798 – 23
SCHEDULED AGENDA
FEBRUARY 16, 2023**

- I. Call to order
- II. Prayer
- III. Pledge
- IV. Roll Call
- V. Comments from the Public Related to Agenda Items
- VI. Approval of the minutes from the December 15, 2022, Regular Meeting
- VII. EXECUTIVE SESSION –
 - Graftaire, LLC v. City of Shreveport
Docket No.: 638,359-A
First Judicial District Court, Caddo Parish, Louisiana
 - A. Williams Enterprises, Inc.
 - Brightwell, Laurel R. et al. v. City of Shreveport
Docket No.: 622,630-A
First Judicial District Court, Caddo Parish, Louisiana
- VIII. Communications
 - A. Chairman's Report
 - B. Board Members' Reports
 - C. Director's Report
 - D. Staff Reports
 - a. Airport Business and Finance Report
 - b. Marketing Report
 - c. Projects Report
 - d. Downtown Airport Report
- IX. Consent Agenda
- X. Discussion Agenda

XI. Old Business

XII. New Business

XIII. Adjournment

Next Board Meeting Date – March 16, 2023

**SHREVEPORT AIRPORT AUTHORITY
CONSENT AGENDA
REGULAR MEETING NO. 798 – 23
FEBRUARY 16, 2023**

DOWNTOWN AIRPORT

ITEM NO. 1 - TO APPROVE A REQUEST BY MR. R. M. WALFORD TO EXERCISE THE SECOND AND FINAL OPTION OF THE T-HANGAR GROUND LEASE AGREEMENT FOR THE LOT FOR T-HANGAR #35 AT SHREVEPORT DOWNTOWN AIRPORT

ITEM NO. 2 - TO APPROVE A REQUEST BY MR. JOE PROVENZA TO EXERCISE THE SECOND AND FINAL OPTION OF THE T-HANGAR GROUND LEASE AGREEMENT FOR THE LOT FOR T-HANGAR #36 AT SHREVEPORT DOWNTOWN AIRPORT

REGIONAL AIRPORT

NONE

**SHREVEPORT AIRPORT AUTHORITY
CONSENT AGENDA ITEM NO. 1
REGULAR MEETING NO. 798-23**

DATE: FEBRUARY 16, 2023

AIRPORT: DOWNTOWN

SUBJECT: TO APPROVE A REQUEST BY MR. R. M. WALFORD TO EXERCISE THE SECOND AND FINAL OPTION OF THE T-HANGAR GROUND LEASE AGREEMENT FOR THE LOT FOR T-HANGAR #35 AT SHREVEPORT DOWNTOWN AIRPORT

PURPOSE:

To approve a request by Mr. R. M. Walford to exercise the second and final option of the T-Hangar Ground Lease Agreement for the lot for T-Hangar #35 at Shreveport Downtown Airport

BACKGROUND INFORMATION AND DISCUSSION:

Management has received a letter from Mr. R. M. Walford requesting to exercise the second and final option of the T-Hangar Ground Lease for the lot for T-Hangar #35 at Shreveport Downtown Airport. Upon approval, the second option will commence April 1, 2023, and expire March 31, 2028.

Mr. Walford's account and insurance are currently in good standing. A copy of the letter is attached for your review.

FINANCES:

Rental Rate:	Unimproved space – 756 sf x \$.147 = \$113.40 per year
	Improved space – 144 sf x \$.35 = <u>\$ 50.40 per year</u>
	\$163.80 per year

ALTERNATIVES:

- _____ Approve the request as presented
- _____ Reject the request as presented
- _____ Modify the request and approve

CONCLUSION/RECOMMENDATION:

Management recommends approving this consent agenda item as presented.

Fact Sheet Prepared By: Larry W. Blackwell, Jr.
Director of Airports

**SHREVEPORT AIRPORT AUTHORITY
CONSENT AGENDA ITEM NO. 2
REGULAR MEETING NO. 798-23**

DATE: FEBRUARY 16, 2023

AIRPORT: DOWNTOWN

SUBJECT: TO APPROVE A REQUEST BY MR. JOE PROVENZA TO EXERCISE THE SECOND AND FINAL OPTION OF THE T-HANGAR GROUND LEASE AGREEMENT FOR THE LOT FOR T-HANGAR #36 AT SHREVEPORT DOWNTOWN AIRPORT

PURPOSE:

To approve a request by Mr. Joe Provenza to exercise the second and final option of the T-Hangar Ground Lease Agreement for the lot for T-Hangar #36 at Shreveport Downtown Airport

BACKGROUND INFORMATION AND DISCUSSION:

Management has received a letter from Mr. Joe Provenza requesting to exercise the second and final option of the T-Hangar Ground Lease for Lot T-Hangar #36 at Shreveport Downtown Airport. Upon approval, the second and final option will commence April 1, 2023, and expire March 31, 2028.

Mr. Provenza's account and insurance are currently in good standing. A copy of the letter is attached for your review.

FINANCES:

Rental Rate: Unimproved space – 756 sf x \$.147 = \$113.40 per year
Improved space – 144 sf x \$.35 = \$ 50.40 per year
\$163.80 per year

ALTERNATIVES:

_____ Approve the request as presented
_____ Reject the request as presented
_____ Modify the request and approve

CONCLUSION/RECOMMENDATION:

Management recommends approving this consent agenda item as presented.

Fact Sheet Prepared By: Larry W. Blackwell, Jr.
Director of Airports

**SHREVEPORT AIRPORT AUTHORITY
DISCUSSION AGENDA
REGULAR MEETING NO. 798-23
FEBRUARY 16, 2023**

DOWNTOWN AIRPORT

ITEM NO. 1 - TO CANCEL THE FEDERAL AVIATION ADMINISTRATION GRANT 3-22-0047-035-2022 FOR THE PROJECT ENTITLED UPDATE AIRPORT MASTER PLAN AT SHREVEPORT DOWNTOWN AIRPORT

ITEM NO. 2 - TO CANCEL THE LOUISIANA DEPARTMENT OF TRANSPORTATION AVIATION DIVISION SPONSOR/STATE AGREEMENT NO. H.015380 FOR THE AIRPORT LAYOUT PLAN UPDATE AT SHREVEPORT DOWNTOWN AIRPORT

ITEM NO. 3 - TO CANCEL SUPPLEMENTAL TASK AGREEMENT # 3 WITH KSA ENGINEERS, INC., FOR THE AIRPORT MASTER PLAN AT SHREVEPORT DOWNTOWN AIRPORT

REGIONAL AIRPORT

ITEM NO. 4 - TO ADOPT A RESOLUTION AUTHORIZING THE CHAIRMAN TO ACCEPT AND EXECUTE A LOUISIANA DEPARTMENT OF TRANSPORTATION AVIATION DIVISION SPONSOR/STATE AGREEMENT NO. H.015180 FOR THE AIRFIELD LIGHTING REHABILITATION – PHASE VI (CONSTRUCTION) & PAVEMENT MANAGEMENT PROGRAM AT SHREVEPORT REGIONAL AIRPORT

ITEM NO. 5 - TO ADOPT A RESOLUTION AUTHORIZING THE CHAIRMAN TO ACCEPT AND EXECUTE A LOUISIANA DEPARTMENT OF TRANSPORTATION AVIATION DIVISION SPONSOR/STATE AGREEMENT NO. H.013980 FOR THE AIRFIELD DRAINAGE REHABILITATION – CONTINUATION PHASE II AT SHREVEPORT REGIONAL AIRPORT

ITEM NO. 6 - TO APPROVE A REQUEST FROM SHREVEPORT LIMOUSINE TO RENEW THE LEASE AGREEMENT FOR ONE SPACE IN THE COMMERCIAL LOADING ZONE AT SHREVEPORT REGIONAL AIRPORT

ITEM NO. 7 - TO ENTER INTO A REIMBURSABLE AGREEMENT BETWEEN THE FEDERAL AVIATION ADMINISTRATION AND THE SHREVEPORT AIRPORT AUTHORITY RELATED TO THE LOW LEVEL WIND SHEAR ALERT SYSTEM (LLWAS-RS) REMOTE STATION AT SHREVEPORT REGIONAL AIRPORT

ITEM NO. 8 - TO APPROVE CHANGE ORDER #1 TO THE CONTRACT WITH UNITED AUTOMATION, LLC FOR SECURITY ENHANCEMENTS PHASE II, PACKAGE 2 AT SHREVEPORT REGIONAL AIRPORT

**SHREVEPORT AIRPORT AUTHORITY
DISCUSSION AGENDA ITEM NO. 1
REGULAR MEETING NO. 798-23**

DATE: FEBRUARY 16, 2023

AIRPORT: DOWNTOWN

**SUBJECT: TO CANCEL THE FEDERAL AVIATION ADMINISTRATION GRANT
3-22-0047-035-2022 FOR THE PROJECT ENTITLED UPDATE AIRPORT
MASTER PLAN AT SHREVEPORT DOWNTOWN AIRPORT**

PURPOSE:

To cancel the Federal Aviation Administration Grant No. 3-22-0047-035-2022 for the project entitled Update Airport Master Plan at Shreveport Downtown Airport

BACKGROUND INFORMATION AND DISCUSSION:

In September 2022, the Shreveport Airport Authority adopted a resolution authorizing the Chairman to accept and execute Federal Aviation Administration Grant No. 3-22-0047-035-2022 for the project entitled Update Airport Master Plan at Shreveport Downtown Airport, in the amount of \$215,001.00.

In January 2023, Airport management elected to cancel the project. This plan will be completed in a subsequent project as an Airport Layout Plan update. The grant money will be returned to airport's entitlement fund.

FINANCES:

Agreement cancellation amount: \$215,001.00

ALTERNATIVES:

- Approve the request as presented
- Reject the request as presented
- Modify the request and approve

CONCLUSION/RECOMMENDATION:

Management recommends approving this agenda item as presented.

Fact Sheet Prepared By: Larry W. Blackwell, Jr.
Director of Airports

**SHREVEPORT AIRPORT AUTHORITY
DISCUSSION AGENDA ITEM NO. 2
REGULAR MEETING NO. 798-23**

DATE: FEBRUARY 16, 2023

AIRPORT: DOWNTOWN

**SUBJECT: TO CANCEL THE LOUISIANA DEPARTMENT OF
TRANSPORTATION AVIATION DIVISION SPONSOR/STATE
AGREEMENT NO. H.015380 FOR THE AIRPORT LAYOUT PLAN
UPDATE AT SHREVEPORT DOWNTOWN AIRPORT**

PURPOSE:

To cancel the Louisiana Department of Transportation Aviation Division Sponsor/State Agreement No. H.015380 for the Airport Layout Plan Update as Shreveport Downtown Airport

BACKGROUND INFORMATION AND DISCUSSION:

In November 2022, the Shreveport Airport Authority adopted a resolution authorizing the Chairman to accept and execute a Louisiana Department of Transportation Aviation Division Agreement No. H.015380 for the Airport Layout Plan Update at Shreveport Downtown Airport in the amount of \$23,889.00.

In January 2023, Airport management elected to cancel the agreement. This plan will be completed in a subsequent project as an Airport Layout Plan update. The grant money will be returned to the LADOTD but will be reissued in a future grant.

FINANCES:

Agreement cancellation amount: \$23,889.00

ALTERNATIVES:

- _____ Approve the request as presented
- _____ Reject the request as presented
- _____ Modify the request and approve

CONCLUSION/RECOMMENDATION:

Management recommends approving this agenda item as presented.

Fact Sheet Prepared By: Larry W. Blackwell, Jr.
Director of Airports

**SHREVEPORT AIRPORT AUTHORITY
DISCUSSION AGENDA ITEM NO. 3
REGULAR MEETING NO. 798-23**

DATE: FEBRUARY 16, 2023

AIRPORT: DOWNTOWN

SUBJECT: TO CANCEL SUPPLEMENTAL TASK AGREEMENT # 3 WITH KSA ENGINEERS, INC., FOR THE AIRPORT MASTER PLAN AT SHREVEPORT DOWNTOWN AIRPORT

PURPOSE:

To cancel Supplemental Task Agreement #3 with KSA Engineers, Inc., for the Airport Master Plan at Shreveport Downtown Airport

BACKGROUND INFORMATION AND DISCUSSION:

In October 2020, the Shreveport Airport Authority entered into a Master Services Agreement (RFS 20-704), with KSA Engineers, Inc., for Airfield Development, which includes the Airport Master Plan for Shreveport Downtown Airport.

In June 2022, the Shreveport Airport Authority entered into Task Agreement #3 with KSA Engineers, Inc., for the Airport Master Plan for Shreveport Downtown Airport in the amount of \$516,086.00.

In January 2023, Airport management elected to cancel the task agreement with KSA Engineers, Inc. per the Termination for Convenience clause, 2 CFR §Appendix I (B) and FAA Advisory Circular 150/5370-10 Section 80-09.

This project is 90% FAA and 10% LADOTD funded.

FINANCES:

Contract cancellation amount: \$516,086.00

ALTERNATIVES:

- _____ Approve the request as presented
- _____ Reject the request as presented
- _____ Modify the request and approve

CONCLUSION/RECOMMENDATION:

Management recommends approving this agenda item as presented.

Fact Sheet Prepared By: Larry W. Blackwell, Jr.
Director of Airports

**SHREVEPORT AIRPORT AUTHORITY
DISCUSSION AGENDA ITEM NO. 4
REGULAR MEETING NO. 798-23**

DATE: FEBRUARY 16, 2023

AIRPORT: REGIONAL

SUBJECT: TO ADOPT A RESOLUTION AUTHORIZING THE CHAIRMAN TO ACCEPT AND EXECUTE A LOUISIANA DEPARTMENT OF TRANSPORTATION AVIATION DIVISION SPONSOR/STATE AGREEMENT NO. H.015180 FOR THE AIRFIELD LIGHTING REHABILITATION – PHASE VI (CONSTRUCTION) & PAVEMENT MANAGEMENT PROGRAM AT SHREVEPORT REGIONAL AIRPORT

PURPOSE:

To adopt a resolution authorizing the Chairman to accept and execute a Louisiana Department of Transportation Aviation Division Sponsor/State Agreement No. H.015180 for the Airfield Lighting Rehabilitation – Phase VI (Construction) & Pavement Management Program at Shreveport Regional Airport

BACKGROUND INFORMATION AND DISCUSSION:

The Sponsor-State Agreement is a contract confirming the State’s commitment to reimburse the cost of a project and cooperate with the Authority according to the terms and condition identified in the agreement.

The State has requested the Authority adopt a resolution of acceptance for the Airfield Lighting Rehabilitation – Phase VI (Construction) & Pavement Management Program at Shreveport Regional Airport. The Federal Aviation Administration will provide 90% of the funding for this project. The Louisiana Department of Transportation Aviation Division will provide 10% of the funding for this project. Total amount of the grant is not to exceed \$305,556.00.

A copy of the resolution is attached for your information. Management recommends approval of this agenda item as presented.

FINANCES:

Total Amount of Grant: An amount not to exceed \$305,556.00

ALTERNATIVES:

- _____ Approve the request as presented
- _____ Reject the request as presented
- _____ Modify the request and approve

CONCLUSION/RECOMMENDATION:

Management recommends approving this agenda item as presented.

Fact Sheet Prepared By: Larry W. Blackwell, Jr.
Director of Airports

**SHREVEPORT AIRPORT AUTHORITY
DISCUSSION AGENDA ITEM NO. 5
REGULAR MEETING NO. 798-23**

DATE: FEBRUARY 16, 2023

AIRPORT: REGIONAL

SUBJECT: TO ADOPT A RESOLUTION AUTHORIZING THE CHAIRMAN TO ACCEPT AND EXECUTE A LOUISIANA DEPARTMENT OF TRANSPORTATION AVIATION DIVISION SPONSOR/STATE AGREEMENT NO. H.013980 FOR THE AIRFIELD DRAINAGE REHABILITATION – CONTINUATION PHASE II AT SHREVEPORT REGIONAL AIRPORT

PURPOSE:

To adopt a resolution authorizing the Chairman to accept and execute a Louisiana Department of Transportation Aviation Division Sponsor/State Agreement No. H.013980 for the Airfield Drainage Rehabilitation – Continuation Phase II at Shreveport Regional Airport

BACKGROUND INFORMATION AND DISCUSSION:

The Sponsor-State Agreement is a contract confirming the State’s commitment to reimburse the cost of a project and cooperate with the Authority according to the terms and condition identified in the agreement.

The State has requested the Authority adopt a resolution of acceptance for the Airfield Drainage Rehabilitation – Continuation Phase II at Shreveport Regional Airport. The Louisiana Department of Transportation Aviation Division will provide 100% of the funding for this project. Total amount of the grant is not to exceed \$16,500.00.

A copy of the resolution is attached for your information. Management recommends approval of this agenda item as presented.

FINANCES:

Total Amount of Grant: An amount not to exceed \$16,500.00

ALTERNATIVES:

- _____ Approve the request as presented
- _____ Reject the request as presented
- _____ Modify the request and approve

CONCLUSION/RECOMMENDATION:

Management recommends approving this agenda item as presented.

Fact Sheet Prepared By: Larry W. Blackwell, Jr.
Director of Airports

**SHREVEPORT AIRPORT AUTHORITY
DISCUSSION AGENDA ITEM NO. 6
REGULAR MEETING NO. 798-23**

DATE: FEBRUARY 16, 2023

AIRPORT: REGIONAL

SUBJECT: TO APPROVE A REQUEST FROM SHREVEPORT LIMOUSINE TO RENEW THE LEASE AGREEMENT FOR ONE SPACE IN THE COMMERCIAL LOADING ZONE AT SHREVEPORT REGIONAL AIRPORT

PURPOSE:

To approve a request from Shreveport Limousine to renew the Lease Agreement for one space in the commercial loading zone at Shreveport Regional Airport.

BACKGROUND INFORMATION AND DISCUSSION:

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. Shreveport Limousine Service has leased this space continuously since September 2013 at a rate of \$85.00 per month. Upon approval the rate will be raised to \$100.00 per month.

If approved, the Lease Agreement will be extended commencing February 1, 2023, and expire January 31, 2024.

Mr. Remedies' account and insurance are currently in good standing. A copy of the letter is attached for your information.

FINANCES:

One Space: \$100.00 per month

ALTERNATIVES:

- Approve the request as presented
- Reject the request as presented
- Modify the request and approve

CONCLUSION/RECOMMENDATION:

Management recommends approving this consent agenda item as presented.

Fact Sheet Prepared By: Larry W. Blackwell, Jr.
Director of Airports

**SHREVEPORT AIRPORT AUTHORITY
DISCUSSION AGENDA ITEM NO. 7
REGULAR MEETING NO. 798-23**

DATE: FEBRUARY 16, 2023

AIRPORT: REGIONAL

SUBJECT: TO ENTER INTO A REIMBURSABLE AGREEMENT BETWEEN THE FEDERAL AVIATION ADMINISTRATION AND THE SHREVEPORT AIRPORT AUTHORITY RELATED TO THE LOW-LEVEL WIND SHEAR ALERT SYSTEM (LLWAS-RS) REMOTE STATION AT SHREVEPORT REGIONAL AIRPORT

PURPOSE:

To enter into a reimbursable agreement between the Federal Aviation Administration and the Shreveport Airport Authority related to the Low-Level Wind Shear Alert System (LLWAS-RS) remote station at Shreveport Regional Airport

BACKGROUND INFORMATION AND DISCUSSION:

In September 2018, the Shreveport Airport Authority Board was awarded a Federal Grant for the construction phase of the Extension of Runway 6 and Taxiway C project at Shreveport Regional Airport. In conjunction with the extension of Runway 6, the FAA must add an additional tower for the Low-Level Wind Shear Alert System (LLWAS) to provide coverage on the extended runway end. The LLWAS is used by Air Traffic Control Tower personnel to detect wind shear and other weather conditions that may affect airfield operations.

The Airport Authority received a Construction and Engineering Oversight Reimbursable Agreement from the FAA for an estimated amount of \$121,653.96.

Pursuant to the terms of the agreement, the Airport Authority agrees to prepay the entire estimated cost prior to the FAA incurring any obligation to implement the agreement. The agreement will not extend more than 36 months beyond the effective date, which is the date signed by the FAA.

This agreement costs will be 100% reimbursed to the Airport Authority from the FAA.

FINANCES:

Estimated agreement cost: \$121,653.96

ALTERNATIVES:

_____ Approve the request as presented
_____ Reject the request as presented
_____ Modify the request and approve

CONCLUSION/RECOMMENDATION:

Management recommends approving this agenda item as presented.

Fact Sheet Prepared By: Larry W. Blackwell, Jr.
Director of Airports

**SHREVEPORT AIRPORT AUTHORITY
OLD BUSINESS
DISCUSSION AGENDA
REGULAR MEETING NO. 798-23
FEBRUARY 16, 2023**

**ITEM NO. 1 - TO RATIFY THE VOTE OF THE SHREVEPORT AIRPORT
AUTHORITY BOARD ON THE AWARD OF THE CONTRACT TO A.
WILLIAMS ENTERPRISES, INC., FOR THE PERIMETER FENCE –
PHASE II PROJECT AT SHREVEPORT DOWNTOWN AIRPORT**

