SHREVEPORT AIRPORT AUTHORITY

REGULAR BOARD MEETING

FEBRUARY 15, 2024

OLIVER JENKINS, CHAIRMAN

KAY MEDLIN, VICE-CHAIRMAN

JONATHAN REYNOLDS

TANGELA SYLVIE

RAYMOND ALLEY

DIRECTOR OF AIRPORTS

LARRY W. BLACKWELL, JR.

SHREVEPORT AIRPORT AUTHORITY
REGULAR MEETING NO. 807-24
FEBRUARY 15, 2024

ROLL CALL

Oliver Jenkins, Chairman _____

Kay Medlin, Vice-Chairman _____

Jonathan Reynolds _____

Tangela Sylvie _____

Raymond Alley _____

SHREVEPORT AIRPORT AUTHORITY
MEETING NO. 807–24
SCHEDULED AGENDA
FEBRUARY 15, 2024

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 21, 2023, Regular Meeting

VII. Consent Agenda

VIII. Discussion Agenda

IX. Communications

- A. Chairman's Report
- B. Board Members' Reports
- C. Director's Report
  - a. Projects Report – KSA/Garver/Corgan
- D. Staff Reports
  - a. Airport Business and Finance Report
  - b. Marketing Report

X. Old Business

XII. New Business

XIII. Adjournment

Next Board Meeting Date – March 21, 2024

SHREVEPORT AIRPORT AUTHORITY
CONSENT AGENDA
REGULAR MEETING NO. 807 – 24
FEBRUARY 15, 2024

DOWNTOWN AIRPORT

NONE

REGIONAL AIRPORT

NONE

SHREVEPORT AIRPORT AUTHORITY
DISCUSSION AGENDA
REGULAR MEETING NO. 807-24
FEBRUARY 15, 2024

DOWNTOWN AIRPORT

ITEM NO. 1 - TO APPROVE A REQUEST BY KAIROS AEROSPACE TO ENTER INTO A NEW LEASE AGREEMENT FOR ADDITIONAL OFFICE SPACE IN THE TERMINAL BUILDING AT SHREVEPORT DOWNTOWN AIRPORT

ITEM NO. 2 - TO APPROVE A REQUEST TO ENTER INTO A NEW LEASE AGREEMENT WITH SOUTHERN UNIVERSITY OF SHREVEPORT FOR HANGAR 20 AND 21,277 SQUARE FEET OF SPACE IN THE FORMER ARMY RESERVE BUILDING AT DOWNTOWN AIRPORT

ITEM NO. 3 - TO ADOPT A RESOLUTION AUTHORIZING THE CHAIRMAN TO ACCEPT AND EXECUTE A LOUISIANA DEPARTMENT OF TRANSPORTATION AVIATION DIVISION SPONSOR/STATE AGREEMENT NO. H.015695 FOR NORTHWEST APRON – PHASE I AT SHREVEPORT DOWNTOWN AIRPORT

REGIONAL AIRPORT

ITEM NO. 4 - TO APPROVE CHANGE ORDER NO. 1 TO SUPPLEMENTAL TASK AGREEMENT #5 WITH KSA ENGINEERS INC., FOR CONSTRUCTION PHASE SERVICES FOR RUNWAY 14-32 FILLET IMPROVEMENTS AT SHREVEPORT REGIONAL AIRPORT

ITEM NO. 5 - TO APPROVE A REQUEST BY MR. DOUG MADDEN, OWNER OF MADDEN CONSTRUCTION COMPANY, INC., TO ENTER INTO A NEW NON-COMMERCIAL GROUND LEASE AGREEMENT FOR LOT 9 AT SHREVEPORT REGIONAL AIRPORT

ITEM NO. 6 - TO ENTER INTO SUPPLEMENTAL TASK AGREEMENT #8 WITH KSA ENGINEERS INC., FOR DESIGN SERVICES FOR AIRFIELD DRAINAGE REHABILITATION-INDUSTRIAL AIRPARK AT SHREVEPORT REGIONAL AIRPORT

SHREVEPORT AIRPORT AUTHORITY
DISCUSSION AGENDA ITEM NO. 1
REGULAR MEETING NO. 807-24

DATE: FEBRUARY 15, 2024 **AIRPORT: DOWNTOWN**

SUBJECT: TO APPROVE A REQUEST BY KAIROS AEROSPACE TO ENTER INTO A NEW LEASE AGREEMENT FOR ADDITIONAL OFFICE SPACE IN THE TERMINAL BUILDING AT SHREVEPORT DOWNTOWN AIRPORT

PURPOSE:

To approve a request by Kairos Aerospace to enter into a new Lease Agreement for additional office space in the terminal building at Shreveport Downtown Airport

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BACKGROUND INFORMATION AND DISCUSSION:

In the December 21, 2023, Airport Authority meeting Kairos Aerospace requested and was approved to enter into a new lease agreement for office space in the terminal building at Downtown Airport.

Justin Palacio of Kairos Aerospace contacted the airport and requested to lease an additional 368 square feet of office space. If approved, the primary term of this lease will commence February 1, 2024, and will expire January 31, 2025, with two (2) one-year options.

FINANCES:

Rental Rate:	368 sq.ft. x $10.68 =	$3,930.24 per year
Utility Fee:	368 sq.ft. x $ 2.50 =	$ 920.00 per year
Total:		$4,850.24 per year or $404.19 per month

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. 807-24

DATE: **FEBRUARY 15, 2024** **AIRPORT: DOWNTOWN**

SUBJECT: **TO APPROVE A REQUEST TO ENTER INTO A NEW LEASE AGREEMENT WITH SOUTHERN UNIVERSITY OF SHREVEPORT FOR HANGAR 20 AND 21,277 SQUARE FEET OF SPACE IN THE DOWNTOWN AIRPORT OFFICE COMPLEX AT DOWNTOWN AIRPORT**

PURPOSE:

To approve a request to enter into a new lease agreement with Southern University of Shreveport for Hangar 20 and 21,277 square feet of space in the Downtown Airport Office Complex at Downtown Airport

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BACKGROUND INFORMATION AND DISCUSSION:

Southern University in Shreveport is requesting to enter into a new lease agreement at Shreveport Downtown Airport. This lease consists of Hangars 20 and 21,277 square feet of space in the Downtown Airport Office Complex at Downtown Airport. This space is to be used by Southern University of Shreveport-Aerospace as a classroom/office, with sixty (60) parking spaces provided.

A copy of the proposed is attached for your review.

FINANCES:

Rental Rate: 21,277 sq. ft. x 4.108575 per sq.ft. = $7,284.85 per mo. for the period of 1/1/24 – 12/31/24 with corresponding CPI adjustments each year through 12/31/2028.

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. 807-24

DATE: FEBRUARY 15, 2024 **AIRPORT: DOWNTOWN**

SUBJECT: TO ADOPT A RESOLUTION AUTHORIZING THE CHAIRMAN TO ACCEPT AND EXECUTE A LOUISIANA DEPARTMENT OF TRANSPORTATION AVIATION DIVISION SPONSOR/STATE AGREEMENT NO. H.015695 FOR NORTHWEST APRON – PHASE I AT SHREVEPORT DOWNTOWN AIRPORT

PURPOSE:

To adopt a resolution authorizing the Chairman to accept and execute a Louisiana Department of Transportation Aviation Division Agreement No. H.015695 for Northwest Apron – Phase I at Shreveport Downtown Airport

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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 Northwest Apron – Phase I at Shreveport Downtown Airport. The Louisiana Department of Transportation Aviation Division will provide 100% of the funding for this project. The total amount of the grant is not to exceed $85,040.00.

A copy of the resolution is attached for your information.

FINANCES:

Total Amount of Grant: An amount not to exceed $85,040.00

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. 807-24

DATE: FEBRUARY 15, 2024 **AIRPORT: REGIONAL**

SUBJECT: TO APPROVE CHANGE ORDER NO. 1 TO SUPPLEMENTAL TASK AGREEMENT #5 WITH KSA ENGINEERS INC., FOR CONSTRUCTION PHASE SERVICES FOR RUNWAY 14-32 FILLET IMPROVEMENTS AT SHREVEPORT REGIONAL AIRPORT

PURPOSE:

To approve Change Order No. 1 to Supplemental Task Agreement #5 with KSA Engineers, Inc., for construction phase services for Runway 14-32 Fillet Improvements at Shreveport Regional Airport

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BACKGROUND INFORMATION AND DISCUSSION:

In October 2020, the Shreveport Airport Authority KSA Engineers, Inc., entered into a Master Services Agreement (RFS 20-704) with the Shreveport Airport Authority for Airfield Development, which includes construction phase services for Runway 14-32 Fillet Improvements at Shreveport Regional Airport.

The Airport staff requested a proposal from KSA for the required Resident Project Representative and Material testing services for the construction phase of the project which includes repairing pavement areas and modifying taxiway position markings.

The Airport staff received a proposal from KSA Engineers, Inc., in the amount of $37,175.00. The Airport staff and the Louisiana Department of Transportation and Development (LADOTD) have reviewed the proposal and found the fee acceptable.

This project is 100% LADOTD funded.

FINANCES:

Original Contract Amount:	$168,675.00
Change Order #1:	$ 37,175.00
Total Contract Amount:	$ 205,850.00

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. 807-24

DATE: FEBRUARY 15, 2024 **AIRPORT: REGIONAL**

SUBJECT: TO APPROVE A REQUEST BY MR. DOUG MADDEN, OWNER OF MADDEN CONSTRUCTION COMPANY, INC., TO ENTER INTO A NEW NON-COMMERCIAL GROUND LEASE AGREEMENT FOR LOT 9 AT SHREVEPORT REGIONAL AIRPORT

PURPOSE:

To approve a request by Mr. Doug Madden, Owner of Madden Construction Company, Inc., to enter into a new Non-commercial Ground Lease Agreement for Lot 9 at Shreveport Regional Airport

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BACKGROUND INFORMATION AND DISCUSSION:

Mr. Doug Madden of Madden Construction Company, Inc., submitted an application dated January 23, 2024, to enter into a Non-commercial Ground Lease Agreement for Lot 9 at Shreveport Regional Airport.

Mr. Madden has requested that he be approved for one primary term of ten (10) years and one ten (10) year extension for a total of twenty (20) 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, Mr. Madden will execute a new ground lease agreement for a primary term commencing January 1, 2024, and expiring December 31, 2033, with one additional ten (10) year option. 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. A copy of the application is attached for your information.

FINANCES:

Rental Rate: 32,500 sf x $.284 = $9,230.00 per year

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. 807-24

DATE: FEBRUARY 15, 2024 **AIRPORT: REGIONAL**

SUBJECT: TO ENTER INTO SUPPLEMENTAL TASK AGREEMENT #8 WITH KSA ENGINEERS INC., FOR DESIGN SERVICES FOR AIRFIELD DRAINAGE REHABILITATION-INDUSTRIAL AIRPARK AT SHREVEPORT REGIONAL AIRPORT

PURPOSE:

To enter into Supplemental Task Agreement #8 with KSA Engineers, Inc., for Design Services for Airfield Drainage Rehabilitation-Industrial Airpark at Shreveport Regional Airport.

BACKGROUND INFORMATION AND DISCUSSION:

In October 2020, KSA Engineers Inc., entered into a Master Services Agreement (RFS 20-704) with the Shreveport Airport Authority, which includes engineering services.

The scope of the project addresses drainage issues in the northeast section of the airfield, which is significantly overgrown with sedimentation, severely impeding water flow. Design services include a Preliminary Engineering Report, Field Topography and Geotechnical Surveys, and plans and specifications for bid.

Airport Management received a proposal from KSA Engineers, Inc., for design services in the amount of $159,970.00. Upon review of the fee proposal, the Louisiana Department of Transportation-Aviation Division (LADOTD) and Airport staff determined the fee proposal from KSA Engineers, Inc., was acceptable.

This project will be 100% funded by LADOTD.

FINANCES:

Amount not to exceed: $159,970.00

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