SHREVEPORT AIRPORT AUTHORITY

REGULAR BOARD MEETING

JULY 18, 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. 810-24
JULY 18, 2024

ROLL CALL

Oliver Jenkins, Chairman _____

Kay Medlin, Vice-Chairman _____

Jonathan Reynolds _____

Tangela Sylvie _____

Raymond Alley _____

SHREVEPORT AIRPORT AUTHORITY
MEETING NO. 810–24
SCHEDULED AGENDA
JULY 18, 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 May 30, 2024, Regular Meeting

VII. Consent Agenda

VIII. Discussion Agenda

IX. Communications

- A. Chairman's Report
- B. Board Members' Reports
- C. Director's Report
  - a. Engineer's Report
- D. Staff Reports
  - a. Airport Business and Finance Report
  - b. Marketing Report

X. Old Business

XI. New Business

XIII. Adjournment

Next Board Meeting Date – TBD

SHREVEPORT AIRPORT AUTHORITY
CONSENT AGENDA
REGULAR MEETING NO. 810 – 24
JULY 18, 2024

DOWNTOWN AIRPORT

ITEM NO. 1 - TO APPROVE A REQUEST BY DR. CLAUDE BUNDRICK TO EXERCISE THE SECOND AND FINAL OPTION OF THE NON-COMMERCIAL LEASE AGREEMENT FOR LOT 123 AT SHREVEPORT DOWNTOWN AIRPORT

REGIONAL AIRPORT

SHREVEPORT AIRPORT AUTHORITY
CONSENT AGENDA ITEM NO. 1
REGULAR MEETING NO. 810-24

DATE: **JULY 18, 2024** **AIRPORT: DOWNTOWN**

SUBJECT: **TO APPROVE A REQUEST BY DR. CLAUDE BUNDRICK TO EXERCISE THE SECOND AND FINAL OPTION OF THE NON-COMMERCIAL LEASE AGREEMENT FOR LOT 123 AT SHREVEPORT DOWNTOWN AIRPORT**

PURPOSE:

To approve a request by Dr. Claude Bundrick to exercise the second and final option of the non-commercial Lease Agreement for Lot 123 at Shreveport Downtown Airport

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BACKGROUND INFORMATION AND DISCUSSION:

Management has received a letter from Dr. Claude Bundrick dated June 25, 2024, requesting to exercise the second and final option of the non-commercial Lease Agreement for Lot 123 at Shreveport Downtown Airport.

If approved the second option will commence on September 1, 2024, and expire on August 31, 2029. Dr. Bundrick's account and insurance are currently in good standing.

FINANCES:

Rental Rate: 19,250 sq.ft. x $.182648 = $3,516.00 per year

ALTERNATIVES:

_____ Approve the request as presented.

_____ Reject the request as presented.

_____ Modify the request and approve.

CONCLUSION/RECOMMENDATION:

Management recommends approving this consent agenda item as presented.

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

SHREVEPORT AIRPORT AUTHORITY
DISCUSSION AGENDA
REGULAR MEETING NO. 810-24
JULY 18, 2024

DOWNTOWN AIRPORT

ITEM NO. 1 - TO AWARD AND ENTER INTO A CONTRACT WITH DELTA SPECIALTY CONTRACTORS, LLC FOR THE PERIMETER FENCE-PHASE III AT SHREVEPORT DOWNTOWN AIRPORT

ITEM NO. 2 - TO ENTER INTO SUPPLEMENTAL TASK AGREEMENT #11 WITH GARVER, LLC FOR BIDDING AND CONSTRUCTION ADMINISTRATION SERVICES FOR THE PERIMETER FENCE-PHASE III PROJECT AT SHREVEPORT DOWNTOWN AIRPORT

ITEM NO. 3 - TO ENTER INTO A MASTER SERVICES AGREEMENT WITH GARVER, LLC FOR ENGINEERING SERVICES AT SHREVEPORT DOWNTOWN AIRPORT

ITEM NO. 4 - TO APPROVE A REQUEST BY MR. WAYNE BROWN d/b/a PURPLE SKY, LLC TO ENTER INTO A NEW NON-COMMERCIAL GROUND LEASE AGREEMENT FOR LOT 20A AT SHREVEPORT DOWNTOWN AIRPORT

REGIONAL AIRPORT

ITEM NO. 5 - TO APPROVE THE REQUEST BY AERONAUTICAL RADIO, INC., TO RENEW THE LEASE AGREEMENT FOR SPACE IN THE TELECOMMUNICATIONS ROOM AT SHREVEPORT REGIONAL AIRPORT

ITEM NO. 6 - TO AWARD AND ENTER INTO AN AGREEMENT WITH ARNOLD & ASSOCIATES INTERIORS, INC., TO PURCHASE PRE-SECURITY SEATING AT SHREVEPORT REGIONAL AIRPORT

ITEM NO. 7 - TO APPROVE AMENDMENT NO. 2 TO THE REIMBURSABLE AGREEMENT BETWEEN THE FEDERAL AVIATION ADMINISTRATION AND THE SHREVEPORT AIRPORT AUTHORITY RELATED TO THE LOW-LEVEL WINDSHEAR ALERT SYSTEM AT SHREVEPORT REGIONAL AIRPORT

ITEM NO. 8 - TO AWARD AND ENTER INTO A CONTRACT WITH FCS FACILITY SERVICES, INC., TO PROVIDE JANITORIAL SERVICES AT SHREVEPORT REGIONAL AIRPORT

SHREVEPORT AIRPORT AUTHORITY
DISCUSSION AGENDA ITEM NO. 1
REGULAR MEETING NO. 810-24

DATE: JULY 18, 2024 **AIRPORT: DOWNTOWN**

SUBJECT: TO AWARD AND ENTER INTO A CONTRACT WITH DELTA SPECIALTY CONTRACTORS, LLC FOR THE PERIMETER FENCE-PHASE III AT SHREVEPORT DOWNTOWN AIRPORT

PURPOSE:

To award and enter into a contract with Delta Specialty Contractors, LLC for the Perimeter Fence-Phase III at Shreveport Downtown Airport

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BACKGROUND INFORMATION AND DISCUSSION:

Through the City of Shreveport's Purchasing Department, the Airport Authority requested bids for the Perimeter Fence-Phase III at Shreveport Downtown Airport. The project is to erect a perimeter wildlife fence that will enclose the previously unsecured airport perimeter to ensure airport security and keep wildlife clear of the airfield.

The bids were opened July 16, 2024. Four (4) bids were received as follows:

Company	Base Bid	Alternate 1	Alternate 2
TLP Construction	$1,209,081.25	$399,600.00	$226,000.00
Southern Site Services	$1,032,888.75	$239,201.66	$599,041.25
US Fence & Gate, Inc.	$1,566,125.00	$835,200.00	$720,375.00
Delta Specialty Contractors, LLC	$1,032,200.00	$216,000.00	$(113,000.00)

Southern Site Services was declared non-responsive.

The lowest, responsive apparent bidder was Delta Specialty Contractors, LLC. Airport management and the Engineer of Record, Garver, LLC, have reviewed the bid submittals and recommend awarding the contract to Delta Specialty Contractors, LLC for the base bids and alternates 1 and 2 in the amount of $1,135,200.00. This project is 90% FAA funded and 10% LADOTD funded

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FINANCES:

Amount Not to Exceed: $1,135,200.00

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. 810-24

DATE: JULY 18, 2024 **AIRPORT: DOWNTOWN**

SUBJECT: TO ENTER INTO SUPPLEMENTAL TASK AGREEMENT #11 WITH GARVER, LLC FOR BIDDING AND CONSTRUCTION ADMINISTRATION SERVICES FOR THE PERIMETER FENCE-PHASE III PROJECT AT SHREVEPORT DOWNTOWN AIRPORT

PURPOSE:

To enter into Supplemental Task Agreement #11 with Garver, LLC for bidding and construction administration services for the Perimeter Fence-Phase III project at Shreveport Downtown Airport

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BACKGROUND INFORMATION AND DISCUSSION:

In May 2019, Garver LLC entered into a Master Services Agreement with the Shreveport Airport Authority, which includes bidding and construction administration services for the Perimeter Fence Improvements at Shreveport Downtown Airport.

The scope of services includes bidding assistance, review and approval of project submittals, and providing an on-site Resident Project Representative for project oversight and inspections during the construction phase of the project.

Airport Management received a proposal from Garver, LLC in the amount of $117,500.00.
Per FAA guidelines, a third-party Independent Fee Estimate (IFE) of the Garver, LLC, fee proposal was conducted. Upon review of the fee proposal and IFE, the Garver, LLC fee proposal was determined acceptable.

This project will be 90% FAA and 10% LADOTD funded.

FINANCES:

Amount not to exceed: $117,500.00

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. 3
REGULAR MEETING NO. 810-24

DATE: JULY 18, 2024 **AIRPORT: DOWNTOWN**

SUBJECT: TO ENTER INTO A MASTER SERVICES AGREEMENT WITH GARVER, LLC FOR ENGINEERING SERVICES AT SHREVEPORT DOWNTOWN AIRPORT

PURPOSE:

To enter into a Master Services Agreement with Garver, LLC for Engineering Services at Shreveport Downtown Airport

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BACKGROUND INFORMATION AND DISCUSSION:

In May 2024, the City of Shreveport Purchasing Division solicited for a Request for Services (RFS 24-702) for Professional Engineering Services for the Master Services Agreement (MSA) at Shreveport Downtown Airport.

The purpose of the MSA is to engage a consultant for development, planning, and engineering services in support of the Capital Improvement Plan and other airport related projects for the Downtown Airport.

On May 16, 2024, the Purchasing Division opened RFS 24-702. One proposal was received from Garver, LLC.

On June 12, 2024, the City of Shreveport convened an Architectural/ Engineering Consultant Selection Board. The convening board approved awarding the MSA to Garver, LLC.

FINANCES:

Financial information will be determined upon issuance of tasks by Airport Authority

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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. 810-24

DATE: **JULY 18, 2024** **AIRPORT: DOWNTOWN**

SUBJECT: **TO APPROVE A REQUEST BY MR. WAYNE BROWN d/b/a PURPLE SKY, LLC TO ENTER INTO A NEW NON-COMMERCIAL GROUND LEASE AGREEMENT FOR LOT 20A AT SHREVEPORT DOWNTOWN AIRPORT**

PURPOSE:

To approve a request by Mr. Wayne Brown d/b/a Purple Sky, LLC to into enter a new non-commercial ground lease agreement for Lot 20A at Shreveport Downtown Airport

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BACKGROUND INFORMATION AND DISCUSSION:

Management received an application from Mr. Wayne Brown d/b/a Purple Sky, LLC, indicating that he has elected to enter into a new non-commercial ground lease agreement for Lot 20A at Shreveport Downtown Airport.

If approved, the Authority will execute a new ground lease agreement for a primary term commencing May 1, 2021, and expiring April 30, 2031, with two additional ten (10) year options for a total of thirty (30) years.

To exercise the options LESSEE shall provide written notice to LESSOR 60 days before the expiration of the initial term of their intent to extend this lease.

Mr. Brown's application is attached for your review.

FINANCES:

Rental Rate: 13,678 sq.ft. x $.2365 = $3,235.02 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. 5
REGULAR MEETING NO. 810-24

DATE: **JULY 18, 2024** **AIRPORT: REGIONAL**

SUBJECT: **TO APPROVE A REQUEST BY AERONAUTICAL RADIO, INC., TO RENEW THE LEASE AGREEMENT FOR SPACE IN THE TELECOMMUNICATIONS ROOM AT SHREVEPORT REGIONAL AIRPORT**

PURPOSE:

To approve a request by Aeronautical Radio, Inc., to renew the Lease Agreement for space in the telecommunications room at Shreveport Regional Airport

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BACKGROUND INFORMATION AND DISCUSSION:

Management has received a letter from Ms. Teresa A. Armiger, Sr. Associate, Facilities & Real Estate at Aeronautical Radio, Inc., (ARINC) requesting to renew their lease agreement for a new additional three-year period. ARINC leases 20 feet of space in the telecommunications room on the 1st Floor to store air/ground radio communications equipment. The current lease period will expire September 30, 2024.

If approved, the new agreement will commence on October 1, 2024, and expire September 30, 2027. ARINC's account and insurance are current and in good standing. A copy of the letter is attached for your information.

FINANCES:

Current Rental Rate: 20 sf x $82.279 per sq. ft. = $1,645.57 per year

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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. 810-24

DATE: **JULY 18, 2024** **AIRPORT:** **REGIONAL**

SUBJECT: **TO AWARD AND ENTER INTO AN AGREEMENT WITH ARNOLD & ASSOCIATES INTERIORS, INC., TO PURCHASE PRE-SECURITY SEATING AT SHREVEPORT REGIONAL AIRPORT**

PURPOSE:

To award and enter into an agreement with Arnold & Associates Interiors, Inc., to purchase pre-security seating at Shreveport Regional Airport

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BACKGROUND INFORMATION AND DISCUSSION:

The City of Shreveport's Purchasing Division requested proposals (RFP-23-810) for new airport seating. Respondents were asked to provide proposals for new airport seating pre- and post-security which included a layout with a variety of seating types.

There were 3 responses from Arnold & Associates Interiors, Inc., Arconas Corp., Zoeftig, LTD., and Vitra. The proposals were reviewed and scored. Arnold & Associates Interiors, Inc., was selected to provide seating pre-security.

This project is 100% funded by the SAA.

FINANCES:

Amount: Not to exceed $300,000

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. 7
REGULAR MEETING NO. 810-24

DATE: JULY 18, 2024 **AIRPORT: REGIONAL**

SUBJECT: TO APPROVE AMENDMENT NO. 2 TO THE REIMBURSABLE AGREEMENT BETWEEN THE FEDERAL AVIATION ADMINISTRATION AND THE SHREVEPORT AIRPORT AUTHORITY RELATED TO THE LOW-LEVEL WINDSHEAR ALERT SYSTEM AT SHREVEPORT REGIONAL AIRPORT

PURPOSE:

To approve Amendment No. 2 to the reimbursable agreement between the Federal Aviation Administration and the Shreveport Airport Authority related to the Low-Level Windshear Alerting System (LLWAS) at Shreveport Regional Airport

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BACKGROUND INFORMATION AND DISCUSSION:

In September 2018, the Shreveport Airport Authority 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 Low Level Wind Shear Alert System (LLWAS). The LLWAS detects wind shear and other weather conditions that may affect aircraft operations.

To begin the LLWAS relocation, the Airport Authority received a Design and Implementation Reimbursable Agreement from the FAA for an estimated amount of $121,653.96. Because of additional scope of work, the SAA Board approved Amendment No. 1 at the meeting held November 16, 2023, for $46,617.12. Amendment No. 2 is an additional increase due to a change in the scope and will increase the amount of the agreement by $37,800.00.

The scope of work is amended to include a 140 ft. LLWAS high-mast pole from the FAA Staging Area which will be provided by the FAA. The cost for this equipment is included in this amendment to the reimbursable agreement.

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.

FINANCES:

Initial agreement cost:	$121,653.96
Amendment No. 1 cost:	$ 46,617.12
Amendment No. 2 cost:	$ 37,800.00
TOTAL:	$206,071.08

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. 8
REGULAR MEETING NO. 810-24

DATE: **JULY 18, 2024** **AIRPORT:** **REGIONAL**

SUBJECT: **TO AWARD AND ENTER INTO A CONTRACT WITH FCS FACILITY SERVICES, INC., TO PROVIDE JANITORIAL SERVICES AT SHREVEPORT REGIONAL AIRPORT**

PURPOSE:

To award and enter into a contract with FCS Facility Services, Inc., to provide janitorial services at Shreveport Regional Airport

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BACKGROUND INFORMATION AND DISCUSSION:

Request for Proposal #24-809 for Janitorial Services at Shreveport Regional Airport was advertised in May 2024. On May 21, 2024, Purchasing received proposals from six companies:

FCS Facility Services
Red River Sanitors
Renke Building Maintenance
Reddi Clean
United Services Company
JaniKing of Shreveport

The proposals were reviewed and scored and FCS Facility Services was selected. FCS has a unique approach and experience in cleaning Airport terminals that will enhance our customer experience.

FCS Facility Services, Inc., is a Louisiana certified DBE company.

FINANCES:

Amount: Not to exceed $323,962.92 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