SHREVEPORT AIRPORT AUTHORITY
August 29, 2024

Meeting No. 811-24

The Shreveport Airport Authority regular meeting was called to order by Chairman Oliver Jenkins at 9:00 a.m. in the Conference Room of the Shreveport Airport Authority located at Shreveport Regional Airport.

PRESENT:
Oliver Jenkins
Kay Medlin
Raymond Alley
Tangela Sylvie

ABSENT:
Jonathan Reynolds

STAFF:
Larry W. Blackwell, Jr.
Stacy Kuba
Tiffany Bagley
Mark Crawford
Bruce Hollander
Stephen Price
Michael Leuellen
Lisa Clark
Teresa Pierce
Nelda Garza

Marcus Edwards/Kristina Douglas – City Attorney
Patricia Parker – Dave Rambaran Geoscience
Blake Roberson - Garver
Jonathan Farmer – KSA
Ryan Reddy - Corgan
Bridget Lantz/Robert VanHoy - Signature

Board Member Tangela Sylvie provided the opening prayer. Board Member Raymond Alley led the Pledge of Allegiance to the American flag.

PUBLIC COMMENTS - None

Motion was made by Mr. Alley, seconded by Ms. Sylvie to approve the minutes from the regular meeting held July 18, 2024. Motion passed 4 – 0.

CONSENT AGENDA

CONSENT AGENDA ITEM NO. 1 - TO APPROVE THE REQUEST BY MR. BERT G. MOORE TO EXERCISE THE SECOND AND FINAL OPTION OF THE LEASE AGREEMENT FOR LOT 73A AT SHREVEPORT DOWNTOWN AIRPORT

Management has received a letter from Mr. Bert G. Moore requesting to exercise the second and final option of the Lease Agreement for Lot 73A at Shreveport Downtown Airport. The first option of the current lease expires January 15, 2025. If approved, the second and final option will commence January 16, 2025 and expire January 15, 2030. Mr. Moore's account and insurance are currently in good standing. Rental Rate: 5,850 sf x $0.183140 = $1,071.37 per year. Management recommended approving this consent agenda item as presented.

CONSENT AGENDA NO. 2 - TO APPROVE THE REQUEST BY MR. BRADLEY C. OSBORN OF PRIMEFLIGHT GSE MAINTENANCE, TO EXERCISE THE SECOND AND FINAL OPTION OF THE LEASE AGREEMENT FOR OFFICE SPACE, STORAGE BAY, AND APRON PARKING SPACE AT SHREVEPORT REGIONAL AIRPORT PrimeFlight GSE Maintenance, formerly Global Aviation Services, which performs repairs on ground support equipment for United Airlines, has requested to exercise the second and final option on their lease agreement. The second and final lease option will commence August 1, 2024 and expire July 31, 2025.

Storage Bay: 730 sf x $12.811119 = $9,352.12 per year
Office Space: 224 sf x $14.328031 = $3,209.48 per year
Utilities: 954 sf x $2.91663 = $2,782.59 per year
Apron Space: 240 sf x $0.700061 = $ 168.01 per year
$15,512.20 per year = $1,292.68 per month

Management recommended approving this agenda item as presented.

Motion was made by Mr. Alley, seconded by Ms. Sylvie to approve Consent Agenda Item Nos. 1 and 2. Motion passed 4 – 0.

DISCUSSION AGENDA

DISCUSSION AGENDA ITEM NO. 1A - TO APPROVE A REQUEST BY MR. CARL HENNIGAN TO BE RELEASED FROM ANY AND ALL RESPONSIBILITY IN AND OBLIGATION TO THE LEASE AGREEMENT FOR LOT 27 AT SHREVEPORT DOWNTOWN AIRPORT Management received notification from Mr. Carl Hennigan indicating that Mr. David Kottenbrook had purchased the improvements located on Lot 27 at Shreveport Downtown Airport. Mr. Hennigan is requesting that he be released from any and all responsibility in and obligation to the lease effective September 1, 2024. Rental Rate: 3,163 sq. ft. x $0.17636 = $557.85 per year. Management recommended approving this agenda item as presented.

Motion was made by Mr. Alley, seconded by Ms. Medlin to approve Discussion Agenda Item No. 1A. Motion passed 4 – 0.

DISCUSSION AGENDA ITEM NO. 1B - TO APPROVE A REQUEST BY MR. DAVID KOTTENBROOK TO ASSUME THE NON-COMMERCIAL LEASE AGREEMENT FOR LOT 27 AT SHREVEPORT DOWNTOWN AIRPORT
Management received notification from Mr. David Kottenbrook that he had purchased the hangar and improvements located on Lot 27 at the Shreveport Downtown Airport from Mr. Carl Hennigan. Mr. Kottenbrook submitted an application dated, June 25, 2024, to assume the remainder of the lease term previously assigned to Mr. Hennigan. Mr. Hennigan was approved

to exercise the first option of the lease agreement for Lot 27 which commenced October 1, 2021, and will expire September 20, 2026. One additional option will remain. If approved, Mr. Kottenbrook will execute an assumption to the ground lease agreement for Lot 27.
Rental Rate: 3,163 sq. ft. x $0.17636 = $557.85 per year. Management recommended approving this agenda item as presented.

Motion was made by Mr. Alley, seconded by Ms. Sylvie to approve Discussion Agenda Item No. 1B. Motion passed 4 – 0.

DISCUSSION AGENDA ITEM NO. 2 - TO APPROVE A REQUEST BY MR. KELLY GENE BYRAM d/b/a BYRAM INTERESTS, LLC TO ENTER INTO A NEW NON-COMMERCIAL GROUND LEASE AGREEMENT FOR LOT 122 AT SHREVEPORT DOWNTOWN AIRPORT Management received an application from Mr. Kelly Byram d/b/a Byram Interests, LLC, indicating that he has elected to enter into a new non-commercial ground lease agreement for Lot 122 at Shreveport Downtown Airport. If approved, the Authority will execute a new ground lease agreement for a primary term commencing June 1, 2024, and expiring May 31, 2034, 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.
Rental Rate: 19,250 sq.ft. x $.235971 = $4,542.44 per year
Management recommended approving this agenda item as presented.

Motion was made by Mr. Alley, seconded by Ms. Sylvie to approve Discussion Agenda Item No. 2. Motion passed 4 – 0.

DISCUSSION AGENDA ITEM NO. 3 - TO APPROVE A REQUEST BY MR. TIMOTHY W. CHESTER D/B/A SKY GRILL, LLC TO ENTER INTO A COMMERCIAL LEASE AGREEMENT FOR THE RESTAURANT AT SHREVEPORT DOWNTOWN AIRPORT Management has received a request from Mr. Timothy W. Chester d/b/a Sky Grill, LLC to lease the restaurant space at the Downtown Airport. The restaurant is a full-service restaurant serving a variety of classic casual diner favorites with an airport theme. Mr. Chester was previously approved for a month-to-month lease commencing May 22, 2024, but is ready to enter a longer lease term. If approved, the Authority will execute a lease agreement with a primary term of one (1) year commencing September 1, 2024, and expiring August 31, 2025, with one (1) additional one (1) year option. The rental rate will be $800.00 per month plus five percent (5%) of the gross sales over $10,000.00 per month. Mr. Chester will be responsible for all utilities affiliated with the restaurant operation. Rental Rate: $800.00 plus five percent (5%) of total gross sales after $10,000.00 per month. Management recommended approving this agenda item as presented.

Motion was made by Ms. Medlin, seconded by Mr. Alley to approve Discussion Agenda Item No. 3. Motion passed 4 – 0.

DISCUSSION AGENDA ITEM NO. 4 - TO AWARD AND ENTER INTO A CONTRACT WITH SUNBELT SEALING, INC., FOR THE TAXIWAY "F" REHABILITATION AT SHREVEPORT DOWNTOWN AIRPORT Through the City of Shreveport's Purchasing Department, the Airport Authority requested bids for Taxiway "F"

Rehabilitation (IFB 24-043) at Shreveport Downtown Airport. The scope of the project includes the application of a maintenance seal coat and asphalt repair in specified areas to prevent degradation to the taxiway. The bids were opened August 15, 2024. One (1) bid was received as follows:

Company	Bid
Sunbelt Sealing, Inc.	$589,307.50

The lowest responsive bidder was Sunbelt Sealing, Inc. Airport management and the Engineer of Record, KSA Engineers, Inc., have reviewed the bid submittal and recommend awarding the contract to Sunbelt Sealing, Inc., in the amount of $589,307.50. This project is 90% FAA funded and 10% LADOTD funded. Amount Not to Exceed: $589,307.50. Management recommended approving this agenda item as presented.

Motion was made by Ms. Sylvie, seconded by Mr. Alley to approve Discussion Agenda Item No. 4. Motion passed 4 – 0.

DISCUSSION AGENDA ITEM NO. 5 - TO GRANT TEMPORARY RENT ABATEMENT FOR TUBREAUX AVIATION, LLC DURING THE RUNWAY 14/32 REHABILITATION PROJECT AT SHREVEPORT DOWNTOWN AIRPORT

In May 2024, construction on the Shreveport Downtown Airport's primary runway began. Due to the length of the secondary runway, some of the jet traffic is unable to land. This has had negative impacts on the FBO's fuel sales and ancillary services. Tubreaux Aviation is requesting rent abatement for the duration of the runway rehabilitation project that has prevented aircraft from landing at the Shreveport Downtown Airport, affecting fuel sales. The rate will return to the original contract amount when the runway project is terminated. Abatement Amount: $457.79 per month x 5 = $2,288.95 (May- September) Management recommended approving this agenda item as presented.

Motion was made by Mr. Alley, seconded by Ms. Sylvie to approve Discussion Agenda Item No. 5. Motion passed 4 – 0.

DISCUSSION AGENDA ITEM NO. 6 - TO AWARD AND ENTER INTO A CONTRACT WITH 3 GEN CONSTRUCTION FOR AIRFIELD DRAINAGE REHABILITATION-RUNWAY 14-32 AT SHREVEPORT REGIONAL AIRPORT

Through the City of Shreveport's Purchasing Department, the Airport Authority requested bids for Airfield Drainage Rehabilitation-Runway 14-32 (IFB 24-040) at Shreveport Regional Airport. The basis of the project is to replace collapsed drainage pipes in the infield areas near Runway 14-32. The bids were opened August 20, 2024. Three (3) bids were received as follows:

Company	Bid
CW&W Contractors	$398,802.26
3 Gen Construction	$284,808.00
Earnest Contracting, LLC	$289,040.00

The lowest, responsive bidder was 3 Gen Construction. Airport management and the Engineer of Record, KSA Engineers, Inc., have reviewed the bid submittals and recommend awarding the contract to 3 Gen Construction in the amount of $284,808.00. This project is 100% LADOTD

funded. Amount Not to Exceed: $284,808.00. Management recommended approving this agenda item as presented.

Motion was made by Ms. Sylvie, seconded by Mr. Alley to approve Discussion Agenda Item No. 6. Motion passed 4 – 0.

DISCUSSION AGENDA ITEM NO. 7 - TO APPROVE CHANGE ORDER #1 TO SUPPLEMENTAL TASK AGREEMENT #7 WITH KSA ENGINEERS, INC., FOR CONSTRUCTION PHASE SERVICES FOR AIRFIELD DRAINAGE REHABILITATION-RUNWAY 14-32 AT SHREVEPORT REGIONAL AIRPORT

The Shreveport Airport Authority entered into a Master Services Agreement with KSA Engineers, Inc., for Airfield Development, which includes construction phase services for Airfield Drainage Rehabilitation-Runway 14-32 at Shreveport Regional Airport. This change order is to amend Task Agreement #7 to include construction survey, materials testing and provide a resident project representative for project oversight and inspections during the construction phase of the project. The Airport Authority has received a proposal from KSA Engineers, Inc., in the amount of $53,370.00. Upon review, the proposal was determined to be acceptable. This project is 100% LADOTD funded.

Original Contract Amount:	$ 69,405.00
Change Order #1	$ 53,370.00
Total Contract Amount:	$122,775.00

Management recommended approving this agenda item as presented.

Motion was made by Mr. Alley, seconded by Ms. Sylvie to approve Discussion Agenda Item No. 7. Motion passed 4 – 0.

DISCUSSION AGENDA ITEM NO. 8 - TO AWARD AND ENTER INTO A CONTRACT WITH HAND CONSTRUCTION FOR GATE CAPACITY ENHANCEMENT PROJECT AT SHREVEPORT REGIONAL AIRPORT

Through the City of Shreveport's Purchasing Department, the Airport Authority requested bids for the Gate Capacity Enhancement (IFB 24-039) project at Shreveport Regional Airport. The scope of the project is to increase the gate capacity in the airport terminal by infilling the open atrium areas which will increase the usable space in the terminal by approximately 5,000 sq. ft. The bids were opened August 20, 2024. One (1) bid was received as follows:

Company	Bid
Hand Construction	$2,225,000.00

The lowest, responsive bidder was Hand Construction. Airport management and the Architect of Record, Corgan Associates, Inc., have reviewed the bid submittals and recommend awarding the contract to Hand Construction in the amount of $2,225,000.00, pending FAA issuance of Buy American Waiver. This project is 90% FAA funded and 10% LADOTD funded. Amount Not to Exceed: $2,225,000.00. Management recommended approving this agenda item as presented.

Motion was made by Mr. Alley, seconded by Ms. Medlin to approve Discussion Agenda Item No. 8. Motion passed 4 – 0.

DISCUSSION AGENDA ITEM NO. 9 - TO APPROVE CHANGE ORDER

#1 TO SUPPLEMENTAL TASK AGREEMENT #2 WITH CORGAN ASSOCIATES, INC., FOR CONSTRUCTION ADMINISTRATION SERVICES FOR THE GATE CAPACITY ENHANCEMENT PROJECT AT SHREVEPORT REGIONAL AIRPORT
In July 2023, Corgan entered into a Master Services Agreement with the Shreveport Airport Authority, which includes construction administration services for the Gate Capacity Enhancement Project at Shreveport Regional 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, testing and inspections during the project. Airport Management received a proposal from Corgan in the amount of $72,125.00. Pursuant to FAA guidelines, a third-party Independent Fee Estimate (IFE) of the Corgan fee proposal was conducted. Upon review of the fee proposal and IFE, the Corgan fee proposal was determined to be acceptable. This project will be 90% FAA and 10% LADOTD funded. Amount not to exceed: $72,125.00. Management recommended approving this agenda item as presented.

Motion was made by Mr. Alley, seconded by Ms. Sylvie to approve Discussion Agenda Item No. 9. Motion passed 4 – 0.

DISCUSSION AGENDA ITEM NO. 10 - TO AWARD AND ENTER INTO A CONTRACT WITH SUNBELT SEALING, INC., FOR WEST CARGO APRON REHABILITATION - PHASE 1 PROJECT AT SHREVEPORT REGIONAL AIRPORT
Through the City of Shreveport's Purchasing Department, the Airport Authority requested quotes for the West Cargo Apron Rehabilitation - Phase 1 project (RFQ 24-521) at Shreveport Regional Airport. The basis of the project is to replace the joint seal and repaint a portion of the cargo apron. The bids were opened August 27, 2024. Four (4) bids were received as follows:

Company	Bid
Father and Son Enterprise & Construction, LLC	$296,120.00
Hi-Lite Airfield Services	$177,817.50
Sunbelt Sealing, Inc.	$128,255.00
FJ Burnell, Inc.	$232,720.00

The lowest, responsive bidder was Sunbelt Sealing, Inc. Airport management and the Engineer of Record, KSA Engineers, Inc., have reviewed the bid submittals and recommend awarding the contract to Sunbelt Sealing, Inc. in the amount of $128,255.00. This project will be 90% FAA funded and 10% LADOTD funded. Amount Not to Exceed: $128,255.00. Management recommended approving this agenda item as presented.

Motion was made by Mr. Alley, seconded by Ms. Medlin to approve Discussion Agenda Item No. 10. Motion passed 4 – 0.

DISCUSSION AGENDA ITEM NO. 11 - TO APPROVE AN AMENDMENT TO ENTER INTO TASK AGREEMENT #4 WITH CORGAN, INC. FOR THE ARCHITECTURAL DESIGN AND CONSTRUCTION SERVICES FOR A NEW FEDERAL INSPECTION STATION (FIS) FACILITY AT SHREVEPORT REGIONAL AIRPORT In July 2023, Corgan, Inc., entered into a Master Services Agreement with the Shreveport Airport Authority for Architectural and Engineering Services for the Air Traffic Control Tower Relocation and Terminal Modernization Programs. The scope of work includes

planning, design, and construction phase services for the Airport Modernization Program. Airport Management has received a supplemental proposal for Task Order #4, to provide design, bidding and construction phase services for the Federal Inspection Station in the amount of $581,100.00. This task agreement will produce a bid ready set of plans, assistance with bidding, and construction management through the completion of the FIS. Per FAA guidelines, a third-party Independent Fee Estimate (IFE) of the Corgan fee proposal was conducted. Upon review of the fee proposal and IFE, the Corgan fee proposal was determined to be acceptable. Amount: $581,100.00. Management recommended approving this agenda item as presented.

Motion was made by Ms. Sylvie, seconded by Mr. Alley to approve Discussion Agenda Item No. 11. Motion passed 4 – 0.

DISCUSSION AGENDA ITEM NO. 12 - TO APPROVE THE SHREVEPORT AIRPORT AUTHORITY'S 2025 OPERATING BUDGET In accordance with the City Charter and pursuant to City Ordinance 18.31, the Authority must recommend to the Chief Administrative Officer (CAO) the airports' annual Operating Budget. Management has prepared the 2025 Operating Budget. Upon the Board's approval, the budget will be forwarded to the CAO for submission to the City Council for final approval. As depicted in the 2025 Operating Budget submission. Management recommended approving this agenda item as presented.

Motion was made by Mr. Alley, seconded by Ms. Sylvie to approve Discussion Agenda Item No. 12. Motion passed 4 – 0.

DISCUSSION AGENDA ITEM NO. 13 - TO APPROVE THE SHREVEPORT AIRPORT AUTHORITY'S 2025 CAPITAL IMPROVEMENTS BUDGET In accordance with the City Charter and pursuant to City Ordinance 18.31, the Authority must recommend to the Chief Administrative Officer (CAO) the airports' annual Capital Improvements Budget. Management has prepared the 2025 Capital Improvements Budget. Upon the Board's approval, the budget will be forwarded to the CAO for submission to the City Council for final approval. As depicted in the 2025 Capital Budget submission Management recommends approving this agenda item as presented.

Motion was made by Mr. Alley, seconded by Ms. Sylvie to approve Discussion Agenda Item No. 13. Motion passed 4 – 0.

CHAIRMAN'S REPORT: Mr. Jenkins said that he continued to receive positive comments on the new food offerings and the look of the Regional Airport. He questions about signage. Mr. Crawford said the new signage should be in place by the end of the year.

BOARD MEMBER REPORTS: Ms. Medlin had questions about Signature as far as complying with the lease. Ms. Kuba said that she would follow up with her.

DIRECTOR'S REPORT – Director Larry Blackwell was present to provide this report:

- Mr. Blackwell said that construction of the Great Raft Tap Room adjacent to Gate 3 and retail space across from Tacomania is going well. Tailwind is expecting to open the retail space in mid-September. Great Raft Tap room is expected to open later this fall.

- ► Mr. Blackwell said that a Notice to Proceed was issued for the parking lot expansion project on August 19th. Survey work has been completed, there is a slight change to the plans to help the viability of the large live oak trees.
- ► Mr. Blackwell stated there would be two additional Allegiant flights operating in the upcoming weekend for the LSU vs. USC game in Las Vegas. Both flights were sold out.
- ► Mr. Blackwell said that the Commemorative Air Force would be selling rides at the Downtown Airport on B-25 and C-47 aircraft. The event was scheduled for September 3 thru the 5th.
- ► Mr. Blackwell thanked the airport finance team for the hard work and coordination on the 2025 airport budget. Their patience and coordination were greatly appreciated.

Mr. Blackwell had requested that the engineers in charge of several of the airport projects in progress be present for this meeting to give updates on their current status. Blake Roberson of Garver, Jonathan Farmer of KSA and Ryan Reddy of Corgan were present and provided brief reports on the construction projects at Regional and Downtown Airports.

- ➢ **BUSINESS AND FINANCE REPORT:** Ms. Tiffany Bagley, Business and Finance Manager, compiled and presented this report. Ms. Bagley said the aging schedule as of month end for July, 2024 showed an overall balance of $1,092,178 which was a reduction of $105,000 from the previous month. Revenue for July was approximately $1,419,932 an 18% increase in comparison to the 3-year average. Expenses were $1,136,609 which was an increase of approximately 20% in comparison to the prior 3-year average. Net gain of $283,323.
- ➢ **MARKETING REPORT:** Mr. Mark Crawford was present to give the Marketing Report.

Julie Taylor of United Airlines addressed the Board concerning the parking fees of employees that had to commute to SHV.

EXECUTIVE SESSION

Motion was made by Mr. Alley seconded by Ms. Medlin to go into Executive Session to discuss the following:

Graft Aire, LLC v. City of Shreveport
Docket No.: 638,359-A FJDC
Caddo Parish, Louisiana

Just Plane Fun, LLC et al v. City of Shreveport
No. 630,266-A FJDC
Caddo Parish, Louisiana

City of Shreveport v. Arlinders Hall
Docket No.: 652,205 – A
First Judicial District Court, Caddo Parish, Louisiana

NEW BUSINESS - NONE

OLD BUSINESS - NONE

There being no further business, the meeting was adjourned.

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OLIVER JENKINS, CHAIRMAN LARRY W. BLACKWELL, JR., SECRETARY