SHREVEPORT AIRPORT AUTHORITY
February 16, 2023

Meeting No. 798-23

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
Waynette Ballengee
Jonathan Reynolds
Tangela Sylvie

ABSENT:

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

Zelda Tucker – City Attorney's Office
Marcus Edwards – Attorney
ARFF Chief Robert Taggart
Jonathan Farmer – KSA
Emily Horn – Tubreaux
Monty Walford - Tenant

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

PUBLIC COMMENTS: None

Motion was made by Ms. Medlin, seconded by Ms. Ballengee to approve the minutes from the regular meeting held December 15, 2022. Motion passed 5 – 0.

Motion was made by Mr. Reynolds to go into executive session to discuss the following:

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

Motion seconded by Ms. Sylvie. Motion passed 5 – 0.

Motion made by Ms. Medlin to return to regular session, seconded by Mr. Reynolds. Motion passed 5 – 0.

CHAIRMAN'S REPORT:
Mr. Jenkins said that historically the Board officers were changed on an annual basis. However, when he was asked to serve as Chairman, he agreed to serve for two years and was still willing to do so. He requested that if any Board member wanted to make a motion to change the Chairman for 2023, they were welcome to do so. There was no motion.

BOARD MEMBER REPORTS:
Mr. Reynolds said the floors looked great and he had received several compliments from the community.

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

- Mr. Blackwell introduced the newly selected ARFF Chief Robert Taggart to the Board. Chief Taggart said he was happy to have an opportunity to serve and was excited to be working at the Airport. Mr. Blackwell also thanked Mr. Reynolds for being a part of the ARFF Chief selection committee.
- Mr. Blackwell stated that the FAA Part 139 Certification Inspection would begin February 21, 2023.
- Mr. Blackwell said that Airport Maintenance Division had been working on airport cleanup. He said over the years a lot of things had been stored in different places and it had really cluttered the airport. So they were separating metals into a container to perhaps make some money off of recycling.
- Mr. Blackwell stated that he expected an RFP for Terminal seating and Advertising to advertise in February.
- Mr. Blackwell said that he and Mark Crawford would be attending the Airport Experience Conference in Denver, Colorado on February 26 – March 1, 2023.

- **BUSINESS AND FINANCE REPORT:** Ms. Tiffany Bagley, Business and Finance Manager, compiled and presented this report. Ms. Bagley said that she would be reporting on December and January. Overall aging for December was just over $677,000 and that was an increase of approximately $93,000 in comparison to November. Ms. Bagley said the commercial carriers usually decrease their payments at the end of the year and then they start back in the first quarter

of the New Year. The revenues for December 2022 were just over $1.2 million. Expenses were just over $1 million. Overall aging for January, 2023 was just over $722,000 and that was an increase of approximately $44,000 in comparison to December. Revenues and expenses for January, 2023 were as follows: Revenues just above $1.1 million in comparison to the 4-year average it was 14.4% favorable. Expenses were just over $871,000 which was slightly unfavorable but it was due to the increased activity. Ms. Bagley said things were still moving in a positive direction.

- **MARKETING REPORT:** Mr. Mark Crawford was present to give the Marketing Report. Beginning with the fuel report Mr. Crawford pointed out that Signature fuel sales were down 42%. Self-fuel was up 93% and non-aeronautical fuel sales were down 40% over January of last year. Downtown Airport fuel sales were down approximately 8%. Air carrier report showed that the enplanements were 40,901 for January 2023 versus 35,726 for 2022. Still slightly down from 2019 numbers. This reduction was due to reduced capacity in 2022/2023. Mr. Crawford said 559,000 passengers went through Shreveport Regional Airport in 2022. Mr. Crawford then summarized the various advertisements that were currently in progress.
- **PROJECTS REPORT:** Ms. Lisa Clark was present to provide this report. Ms. Clark said the Gate 11 jetbridge project was awaiting operational training and final inspection. The Security Enhancement project was still in progress. The Airfield Lighting Project Phase IV was scheduled to begin in June 2023. Downtown Airport Runway extension obstruction removal bid opening was scheduled that afternoon at 2 p.m. Ms. Clark provided pictures and updates of some of the projects that were anticipated and/or currently in progress at Regional and Downtown Airports.
- **DOWNTOWN AIRPORT REPORT:** Mr. Bruce Hollander was present to give the report. Mr. Crawford said the current operator for Sweet Cheezus was planning to leave at the end of April. The current operator was meeting with a new buyer that week. The traffic count was lower in December 2022. He said this was weather driven and fuel costs.

CONSENT AGENDA:

CONSENT AGENDA 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 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 were in good standing.

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

Mr. Blackwell noted that there had been an error on the price per square feet. Instead of $.147 it should read $.150. Management recommended approving this consent agenda item with the correction as presented.

CONSENT AGENDA 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 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.

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

Mr. Blackwell noted that there had been an error on the price per square feet. Instead of $.147 it should read $.150. Management recommended approving this consent agenda item with the correction as presented.

Motion was made by Ms. Medlin to approve Consent Agenda Item Nos. 1 and 2, seconded by Mr. Reynolds. Motion passed 5 – 0.

DISCUSSION AGENDA

DISCUSSION AGENDA 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 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.
Agreement cancellation amount: $215,001.00
Management recommended approving this agenda item as presented.

Motion was made by Ms. Ballengee to approve Discussion Agenda Item No. 1, seconded by Mr. Reynolds. Motion passed 5 – 0.

DISCUSSION AGENDA 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 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.
Agreement cancellation amount: $23,889.00
Management recommended approving this agenda item as presented.

Motion was made by Mr. Reynolds to approve Discussion Agenda Item No. 2, seconded by Ms. Sylvie. Motion passed 5 – 0.

DISCUSSION AGENDA ITEM NO. 3 - TO CANCEL SUPPLEMENTAL TASK AGREEMENT # 3 WITH KSA ENGINEERS, INC., FOR THE AIRPORT MASTER PLAN AT SHREVEPORT DOWNTOWN AIRPORT 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.
Contract cancellation amount: $516,086.00
Management recommended approving this agenda item as presented.

Motion was made by Ms. Ballengee to approve Discussion Agenda Item No. 3, seconded by Ms. Sylvie. Motion passed 5 – 0.

DISCUSSION AGENDA 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 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. Management recommended approval of this agenda item as presented.
Total Amount of Grant: An amount not to exceed $305,556.00.
Management recommended approving this agenda item as presented.

Motion was made by Ms. Ballengee to approve Discussion Agenda Item No. 3, seconded by Mr. Reynolds. Motion passed 5 – 0.

DISCUSSION AGENDA 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 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. Management recommended approval of this agenda item as presented.
Total Amount of Grant: An amount not to exceed $16,500.00.
Management recommended approving this agenda item as presented.

Motion was made by Ms. Ballengee to approve Discussion Agenda Item No. 3, seconded by Mr. Reynolds. Motion passed 5 – 0.

DISCUSSION AGENDA 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 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.
One Space: $100.00 per month. Management recommends approving this consent agenda item as presented.

Motion was made by Ms. Ballengee to approve Discussion Agenda Item No. 3, seconded by Mr. Reynolds. Motion passed 5 – 0.

DISCUSSION AGENDA 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 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.
Estimated agreement cost: $121,653.96
Management recommended approving this agenda item as presented.

Motion was made by Ms. Ballengee to approve Discussion Agenda Item No. 7, seconded by Mr. Reynolds. Motion passed 5 – 0.

DISCUSSION AGENDA 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
In August 2020, the Airport Authority awarded the contract for Security Enhancements Phase II, Package 2 to United Automation, LLC. The scope consists of the installation of new security equipment and components that will enhance the aging security network to include access control and video surveillance components. Additional network switches and power supplies are needed in the Command Center, Concourses B and C and the long-term parking booth to accommodate additional monitoring and networking capabilities required for surveillance. United Automation, LLC submitted change order 1 in the amount of $72,135.60.
The FAA, the Engineer of Record, Faith Group, LLC, and airport management have reviewed the request and found it to be acceptable. This project is 100% FAA funded.

Original Contract Amount:	$ 1,239,589.00
Change Order 1 Amount:	$ 72,135.60
Total Contract Amount:	$ 1,311,724.60

Management recommended approving this agenda item as presented.

Motion was made by Ms. Ballengee to approve Discussion Agenda Item No. 7, seconded by Mr. Reynolds. Motion passed 5 – 0.

OLD BUSINESS –

DISCUSSION AGENDA ITEM NO. 7 - 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 At the November 2022 regular Shreveport Airport Authority meeting, discussion agenda item No. 3 was to award a contract for the Perimeter Fence – Phase II Project at Shreveport Downtown Airport to A. Williams Enterprises, Inc. Due to a potential conflict of interest and out of an abundance of caution, this item should be ratified to ensure the contract is properly awarded. This project is 100% LADOTD funded. Contract Amount $69,438.40. Management recommended approving this agenda item as presented.

Motion made by Ms. Ballengee to approve Old Business Agenda Item No. 1, seconded by Oliver Jenkins. Mr. Reynolds abstained. Motion passed 4 - 0.

NEW BUSINESS - NONE

There being no further business, the meeting was adjourned.

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