SHREVEPORT AIRPORT AUTHORITY
April 18, 2024

Meeting No. 808-24

The Shreveport Airport Authority regular meeting was called to order by Chairman Oliver Jenkins at 10:00 a.m. in the Conference Room of the Shreveport Airport Authority located at Shreveport Regional Airport.

PRESENT:	**ABSENT:**
Oliver Jenkins	Kay Medlin
Jonathan Reynolds	Tangela Sylvie
Raymond Alley	

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

Marcus Edwards – City Attorney
Kristina Douglas
Jonathan Farmer – KSA
Jordan Culver - Garver
Brian Reddy - Corigan
Collin Neu/Molly Neu/Isaiah Cotes – Neu Aviation
Keith O'Conner - Garver

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

Motion was made by Mr. Jenkins to take the agenda items out of order upon Mr. Reynolds' arrival, seconded by Mr. Alley. This motion was to be ratified once a quorum was reached.

CHAIRMAN'S REPORT: Mr. Jenkins had no report.

BOARD MEMBER REPORTS: No Board reports.

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

- ► Mr. Blackwell said that Signature Flight Support was changing leadership at the SHV station. Terrell Ford was serving in the interim while a nation search for a new general manager was being conducted. The building is nearing completion, and it was expected that there would be a grand opening scheduled in July.
- ► Mr. Blackwell said that the Regional Airport's Janitorial contract was bid. There were six bids received. Purchasing was certifying the bids. Airport management would then begin negotiations on a new janitorial contract with a goal of having a new janitorial company in place by the end of summer.
- ► Mr. Blackwell stated that staff met with the rental car managers and leadership from the Cyber Innovation Center to discuss operational issues at Regional Airport. Staff also wanted to develop a dialogue in order to ensure that there were sufficient vehicles available when there were significant events in town.
- ► Mr. Blackwell stated that he and Mark Crawford had attended the Airport Experience Conference in Dallas. The conference showcased many potential vendors for the airport with which they had meetings.

(Mr. Reynolds arrived at 10:15 a.m.)

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.

Jonathan Farm of KSA provided a report on the construction projects at Regional Airport. Jordan Cullver with Garver provided a brief summary of the projects at Downtown Airport and Brian Reddy of Corgan gave a brief report on the Terminal Modernization Projects.

Mr. Blackwell introduced Camille McCall, who had recently accepted the part-time position of Social Media Brand Specialist at Regional Airport. He said the airport's social media presence had increased 200% since Mrs. McCall's coming to work.

- **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 February, 2024 showed an overall balance of $911,400 which was a decrease of $49,310 from the previous month. Revenue for February was approximately $1,122,667. Expenses were $986,376 which was an increase of approximately 5% in comparison to the past 3-year average. Ms. Bagley said the aging schedule as of month end for March, 2024 showed an overall balance of $971,988 which was an increase of $60,588 from the previous month. Revenue for March was $1,190,957. Expenses were $1,056,634 which was an increase of 10% in comparison to the past 3-year average.
- **MARKETING REPORT:** Mr. Mark Crawford was present to give the Marketing Report. Mr. Crawford said that fuel sales were up in March at Signature which was good but still not up to 2019 numbers. Mr. Crawford said Downtown fuel sales were down approximately 30%. Mr. Crawford said the air carrier report showed that enplanements for March were 56,166 passengers compared to March 2023 with 49,000 which was above 2019 numbers.

Mr. Crawford said we had fewer flights but larger planes. He said last week Regional Airport had some special visitors. The Thunderbirds surprised us with a visit. Mr. Jenkins asked if traffic at Downtown Airport was down. He said with a 30% decrease in fuel you would think there would be less take-offs and landings.

PUBLIC COMMENTS - None

Motion was made by Mr. Jenkins, seconded by Mr. Alley to ratify the motion to change the order of the meeting. Motion passed 3 – 0.

Motion was made by Mr. Reynolds, seconded by Mr. Alley to approve the minutes from the regular meeting held February 15, 2024. Motion passed 3 – 0.

CONSENT AGENDA - NONE

DISCUSSION AGENDA

DISCUSSION AGENDA ITEM NO. 1A - TO APPROVE A REQUEST BY MR. DENNIS BRANTON D/B/A BEEN THERE DONE THAT, LLC TO BE RELEASED FROM ANY AND ALL RESPONSIBILITY IN AND OBLIGATION TO THE LEASE AGREEMENT FOR LOT 169 AT SHREVEPORT DOWNTOWN AIRPORT

Management received notification from Mr. Dennis Branton d/b/a Been There Done That, LLC indicating that Mr. Collin Neu d/b/a Hangar 169, LLC had purchased the improvements located on Lot 169 at Shreveport Downtown Airport. Mr. Branton was requesting that he be released from any and all responsibility in and obligation to the lease effective March 30, 2024. 23,625 sq. ft. x $.2254 = $5,325.08 per year. Management recommended approving this agenda item as presented.

Motion was made by Mr. Reynolds, seconded by Mr. Alley to approve Discussion Agenda Item No. 1A. Motion passed 3 – 0.

DISCUSSION AGENDA ITEM NO. 1B - TO APPROVE A REQUEST BY COLLIN NEU D/B/A HANGAR 169, LLC TO ASSUME THE NON-COMMERCIAL GROUND LEASE AGREEMENT FOR LOT 169 AND CONVERT THE AGREEMENT TO A COMMERCIAL LEASE AT SHREVEPORT DOWNTOWN AIRPORT

Management received notification from Mr. Collin Neu d/b/a Hangar 169, LLC that he had purchased the improvements located on Lot 169 at Shreveport Downtown Airport from Mr. Dennis Branton. Mr. Neu submitted an application to assume the remainder of the lease term previously assigned to Mr. Branton. Mr. Neu will be using the hangar for commercial purposes and would like to convert this lease to a Commercial Lease Agreement as provided for under Section 28 of the lease, titled “Lease Conversion.” If approved, the Authority will execute an Assumption to the Ground Lease Agreement for a primary term which commenced January 1, 2020, and will expire December 31, 2029, with two additional ten (10) year options for a total of

thirty (30) years. 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.
23,625 sq ft. x .303601 = $7,172.57 per year. Management recommended approving this agenda item as presented.

Motion was made by Mr. Reynolds to approved Discussion Agenda Item No. 1B, seconded by Mr. Allley. It was explained the Non-commercial Ground Lease was being assigned/assumed to the new tenant and then would be converted to a Commercial Ground Lease. Motion passed 3 – 0.

DISCUSSION AGENDA ITEM NO. 2 - TO APPROVE CHANGE ORDER NO. 1 TO THE CONTRACT WITH EARNEST CONTRACTING, LLC FOR THE REHABILITATION OF RUNWAY 14-32 AT SHREVEPORT DOWNTOWN AIRPORT
In April 2021, the Shreveport Airport Authority Board awarded the Rehabilitation of Runway 14-32 at Downtown Airport to Earnest Contracting, LLC in the amount of $5,458,701.00.
In December 15, 2022, a site visit from FAA engineers determined that a new Precision Approach Path Indicator (PAPI) was required for Runway 14-32. A PAPI is a navigational aide that gives pilots visual indication of their position in relation to the runway. The installation of the PAPI and associated equipment will be performed by Earnest Contracting, LLC. The amount of the change order is $83,131.50. This project is 100% FAA funded.

Contract Amount:	$ 5,458,701.00
Change Order 1 increase:	$ 83,131.50
Amount:	$ 5,541,832.50

Management recommended approving this agenda item as presented.

Motion was made by Mr. Reynolds, seconded by Mr. Alley to approve Discussion Agenda Item No. 2, seconded by Mr. Alley. Motion passed 3 – 0.

DISCUSSION AGENDA ITEM NO. 3 - 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 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 March 1, 2024, and expiring February 28, 2034, 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.
Rental Rate: 22,500 sf x $.284 = $6,390.00 per year. Management recommended approving this agenda item as presented.

Motion was made by Mr. Reynolds to approve Discussion Agenda Item No. 3 with the modification of the following sentence in the agenda item: “These improvements must be valued in

excess of TWENTY THOUSAND DOLLARS ($20,000)." Seconded by Mr. Alley.
Motion passed 3 – 0.

DISCUSSION AGENDA ITEM NO. 4 - TO APPROVE CHANGE ORDER NO. 3 TO THE CONTRACT WITH WILHITE ELECTRIC COMPANY, INC., FOR THE AIRFIELD LIGHTING REHABILITATION - PHASE IV PROJECT AT SHREVEPORT REGIONAL AIRPORT In September 2022, the Shreveport Airport Authority approved award of a publicly bid contract (IFB 22-061) with Wilhite Electric Company, Inc., for Airfield Lighting Rehabilitation – Phase IV at Shreveport Regional Airport. Airport management requested the Federal Aviation Administration (FAA) approve a change order to the contract with Wilhite Electric Company, Inc., to include the purchase and installation of four (4) wind cones and LED taxiway lights. The wind cones will replace the antiquated equipment currently on the airfield. This change order is for an additional $81,950.00. This project is 90% FAA and 10% LADOTD funded.

Original Contract Amount:	$ 1,722,247.00
Change Order #1:	$ 45,553.00
Change Order #2	$ 308,819.99
Change Order #3	$ 81,950.00
Total Contract Amount:	$ 2,158,569.99

Management recommended approving this agenda item as presented.

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

DISCUSSION AGENDA ITEM NO. 5 - TO APPROVE CHANGE ORDER NO. 2 TO SUPPLEMENTAL TASK AGREEMENT NO. 5 WITH KSA ENGINEERS, INC., FOR CONSTRUCTION PHASE SERVICES FOR RUNWAY 14-32 FILLET IMPROVEMENTS AT SHREVEPORT REGIONAL AIRPORT In October 2020, the Shreveport Airport Authority KSA Engineers, Inc., entered into a Master Services Agreement (RFS 20-704) with KSA Engineers, Inc., for Airfield Development, which includes construction phase services for Runway 14-32 Fillet Improvements at Shreveport Regional Airport. The Airport Authority requested a proposal from KSA for the required Resident Project Representative, Construction Administration and Material Testing services for the repair of additional pavement areas. A proposal was received from KSA Engineers, Inc., in the amount of $17,355.00. The Airport Authority and LADOTD have reviewed the proposal and found the fee acceptable. This project is 100% LADOTD funded.

Original Contract Amount:	$168,675.00
Change Order #1:	$ 37,175.00
Change Order #2	$ 17,355.00
Total Contract Amount:	$ 223,205.00

Management recommended approving this agenda item as presented.

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

DISCUSSION AGENDA ITEM NO. 6 - TO APPROVE A REQUEST TO ENTER INTO TASK AGREEMENT #3 WITH CORGAN, INC., FOR THE PROGRAM DEFINITION MANUAL RELATED TO THE RELOCATION OF THE AIRPORT TRAFFIC CONTROL TOWER AND TERMINAL MODERNIZATION AIRPORT PROJECTS 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, justification, and costs for these projects and will serve as a roadmap to complete the overall Airport Modernization Program. Airport Management received a proposal for Task Order #3, to produce a Program Definition Manual in the amount of $639,597.00. Per FAA guidelines, a third-party Independent Fee Estimate (IFE) of the Corgan, Inc., fee proposal was conducted. Upon review of the fee proposal and IFE, determined the fee proposal from Corgan, Inc., is acceptable. This project is reimbursable 90% from the FAA and 10% from the LADOTD. Amount: $639,597.00. Management recommended approving this agenda item as presented.

Motion was made by Mr. Alley, seconded by Mr. Reynolds to approve Discussion Agenda Item No. 6. Motion passed 3 – 0.

DISCUSSION AGENDA ITEM NO. 7 - TO APPROVE A REQUEST TO ENTER INTO TASK AGREEMENT #4 WITH CORGAN, INC., FOR THE ARCHITECTURAL CONCEPT DESIGN 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 proposal for Task Order #4, to produce an Architectural Concept Design in the amount of $98,860.00. This Task Agreement will produce high level, color block and passenger flow plans and options for design of a new FIS within the current footprint of the SHV terminal. This project is SAA funded. Amount not to Exceed: $98,860.00. Management recommended approving this agenda item as presented.

Motion was made by Mr. Reynolds, seconded by Mr. Alley to approve Discussion Agenda Item No. 7. Motion passed 3 - 0

NEW BUSINESS - The Board and staff discussed the next meeting date. It was determined that Board members present were available to schedule the next SAA Board meeting for **Tuesday, May 21 2024, beginning at 9 a.m.**

OLD BUSINESS - NONE

There being no further business, the meeting was adjourned.

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