SHREVEPORT AIRPORT AUTHORITY
July 18, 2024
Meeting No. 810-24

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
Jonathan Reynolds
Raymond Alley
Tangela Sylvie

ABSENT:
Kay Medlin

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

Marcus Edwards – City Attorney
Kristina Douglas
Jordan Culver– Garver
Michael Carr – Allegiant
Melissa Welch – Avis/Budget
Keith O'Connor – Corgan
Bridget Lantz/Terrell Ford - Signature

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

PUBLIC COMMENTS - None

Motion was made by Mr. Alley, seconded by Mr. Reynolds to approve the minutes from the regular meeting held May 30, 2024. Motion passed 4 – 0.

Motion was made by Mr. Jenkins to add an Executive Session to this meeting to discuss the following:

Graftaire, LLC v. City of Shreveport
Docket No.: 638,359-A
First Judicial District Court, Caddo Parish, Louisiana

Motion seconded by Mr. Alley. There were no public comments for or against amending the agenda to add the executive session. Motion passed 4 – 0.

CONSENT AGENDA

CONSENT AGENDA 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 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. Rental Rate: 19,250 sq.ft. x $.182648 = $3,516.00 per year. Management recommended approving this consent agenda item as presented.

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

DISCUSSION AGENDA

DISCUSSION AGENDA 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 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 Amount Not to Exceed: $1,135,200.00. Management recommended approving this agenda item as presented.

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

DISCUSSION AGENDA 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 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. Pursuant to FAA guidelines, a third-party Independent Fee Estimate (IFE) 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. Amount not to exceed: $117,500.00. Management recommended approving this agenda item as presented.

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

DISCUSSION AGENDA ITEM NO. 3 - TO ENTER INTO A MASTER SERVICES AGREEMENT WITH GARVER, LLC FOR ENGINEERING SERVICES AT SHREVEPORT DOWNTOWN AIRPORT 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. Financial information will be determined upon issuance of tasks by Airport Authority. Management recommended approving this agenda item as presented.

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

DISCUSSION AGENDA 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 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. Rental Rate: 13,678 sq.ft. x $.2365 = $3,235.02 per year. Management recommended approving this agenda item as presented.

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

DISCUSSION AGENDA ITEM NO. 5 - TO APPROVE A REQUEST BY AERONAUTICAL RADIO, INC., TO RENEW THE LEASE AGREEMENT FOR SPACE IN THE TELECOMMUNICATIONS ROOM AT SHREVEPORT REGIONAL AIRPORT 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. Current Rental Rate: 20 sf x $82.279 per sq. ft. = $1,645.57 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. 5. Motion passed 4 – 0.

DISCUSSION AGENDA ITEM NO. 6 - TO AWARD AND ENTER INTO AN AGREEMENT WITH ARNOLD & ASSOCIATES INTERIORS, INC., TO PURCHASE PRE-SECURITY SEATING AT SHREVEPORT REGIONAL AIRPORT 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. Amount: Not to exceed $300,000 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 4 – 0.

DISCUSSION AGENDA 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 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.

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

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 4 – 0.

DISCUSSION AGENDA ITEM NO. 8 - TO AWARD AND ENTER INTO A CONTRACT WITH FCS FACILITY SERVICES, INC., TO PROVIDE JANITORIAL SERVICES AT SHREVEPORT REGIONAL AIRPORT 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. Amount: Not to exceed $323,962.92 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. 8. Motion passed 4 – 0.

CHAIRMAN'S REPORT: Mr. Jenkins inquired if it would be possible to have a sign with an airplane logo near the Interstate 20 exit. Mr. Crawford said he would contact the Louisiana Department of Transportation to determine if there was a possibility.

BOARD MEMBER REPORTS: None

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

► Mr. Blackwell said that all AT&T air traffic control shout lines at Downtown Airport and Regional Airport had been converted from copper data lines to fiber lines. This conversion was to save the Airport Authority approximately $400,000 annually and

provide direct communications between all five locations (SHV, DTN, BAD, RAPCON, Fort Worth Center) effective July 16, 2024.

- ► Mr. Blackwell said that Artport was scheduled to return to Shreveport Regional Airport in the late spring of 2025. Art exhibits will focus on our region, giving visitors a sense of place. Promotion or Artport was scheduled to begin July 23, 2024.
- ► Mr. Blackwell stated that to help relieve parking congestion, a new entry and exit was constructed in the former employee parking lot on the south side of the passenger terminal. This lot will provide an additional 76 parking spaces. Construction on the parking lot expansion is scheduled to begin as soon as possible.
- ► Mr. Blackwell said the construction wall beyond the TSA checkpoint was scheduled to come down early the next week. Tacomania and Coffee Bean and Tea Leaf were scheduled to open the weekend of July 27/28. Notini's on Concourse B was scheduled to open approximately one week later.
- ► Mr. Blackwell said that staff had been working to prepare the airport for the Humor and Harmony Festival, scheduled for August. Mr. Blackwell had attended a meeting with other city departments and provided updates on FBO facilities and preparations the airport was taking anticipating increased traffic.

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. Jordan Culver of Garver and Keith O'Connor of Corgan were present and provided brief reports on the construction projects at Regional and Downtown Airports.

There were questions about public access to the restaurants. Mr. Blackwell said that staff was working on a visitor process with TSA in order to allow people who were not traveling to enjoy the restaurants.

- ➢ **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 May, 2024 showed an overall balance of $931,503 which was an increase of $83,251 from the previous month. Revenue for May was approximately $1,325,963 a 10% increase in comparison to the 3-year average. Expenses were $1,132,438 which was an increase of approximately 11% in comparison to the prior 3-year average. Net gain of $216,000.
  Ms. Bagley said the aging schedule as of month end for June, 2024 showed an overall balance of $1,197,067 which was an increase of $265,564 from the previous month. Revenue for June was approximately $1,366,354 a 3% increase in comparison to the 3-year average. Expenses were $1,155,788 which was an increase of approximately 14% for the 3-year average. Net gain of $163,000.
- ➢ **MARKETING REPORT:** Mr. Mark Crawford was present to give the Marketing Report. Mr. Crawford said that fuel sales were up in May at Signature for the month and the year approximately 9.68%. Mr. Crawford said Downtown fuel sales were down for the month and year approximately 11.60%. Mrs. Kuba said that she had talked to Tubreaux and the down of fuel sales has to do with the lack of jet traffic at the airport.

Mr. Reynolds questioned there being no snacks on the Delta Concourse. Mr. Blackwell said in the near future there would be grab and go items on the concourse along with a water bottle fill station.

Motion was made by Mr. Alley, seconded by Ms. Sylvie 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

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

Motion was made by Mr. Alley, seconded by Ms. Sylvie to return to regular session.

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