SHREVEPORT AIRPORT AUTHORITY

REGULAR BOARD MEETING

OCTOBER 17, 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. 812-24
OCTOBER 17, 2024

ROLL CALL

Oliver Jenkins, Chairman _____

Kay Medlin, Vice-Chairman _____

Jonathan Reynolds _____

Tangela Sylvie _____

Raymond Alley _____

SHREVEPORT AIRPORT AUTHORITY
MEETING NO. 812–24
SCHEDULED AGENDA
OCTOBER 17, 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 August 29, 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

XII. Adjournment

Next Board Meeting Date – November 21, 2024

SHREVEPORT AIRPORT AUTHORITY
CONSENT AGENDA
REGULAR MEETING NO. 812 – 24
OCTOBER 17, 2024

DOWNTOWN AIRPORT

NONE

REGIONAL AIRPORT

ITEM NO. 1 - TO APPROVE THE REQUEST BY MR. ALFRED T. MOORE d/b/a HANGAR 24, LLC TO EXERCISE THE SECOND AND FINAL OPTION OF THE COMMERCIAL LEASE AGREEMENT FOR LOT 24 AT SHREVEPORT REGIONAL AIRPORT

SHREVEPORT AIRPORT AUTHORITY
CONSENT AGENDA ITEM NO. 1
REGULAR MEETING NO. 812-24

DATE: **OCTOBER 17, 2024** **AIRPORT: REGIONAL**

SUBJECT: **TO APPROVE THE REQUEST BY MR. ALFRED T. MOORE d/b/a HANGAR 24, LLC TO EXERCISE THE SECOND AND FINAL OPTION OF THE COMMERCIAL LEASE AGREEMENT FOR LOT 24 AT SHREVEPORT REGIONAL AIRPORT**

PURPOSE:

To approve the request by Mr. Alfred T. Moore d/b/a Hangar 24, LLC to exercise the second and final option of the Lease Agreement for Lot 24 at Shreveport Regional Airport

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BACKGROUND INFORMATION AND DISCUSSION:

Management has received a letter from Mr. Alfred T. Moore d/b/a Hangar 24 LLC requesting to exercise the second and final option of the Lease Agreement for Lot 24 at Shreveport Regional Airport. The second and final option of the current lease expires November 30, 2024.

If approved, the second and final option will commence December 1, 2024 and expire November 30, 2029.

Mr. Moore's account and insurance are currently in good standing. A copy of the letter is attached for your information.

FINANCES:

Rental Rate: 20,000 sf x $0.2426080 = $4,852.16 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. 812-24
OCTOBER 17, 2024

DOWNTOWN AIRPORT

ITEM NO. 1- TO ADOPT A RESOLUTION TO REQUEST FUNDS FROM THE LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT AVIATION DIVISION (LADOTD) FOR THE 2025-2029 AIRPORT CAPITAL IMPROVEMENT PLAN AT SHREVEPORT DOWNTOWN AIRPORT

REGIONAL AIRPORT

ITEM NO. 2- TO ADOPT A RESOLUTION TO REQUEST FUNDS FROM THE LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT AVIATION DIVISION FOR THE 2025-2029 AIRPORT CAPITAL IMPROVEMENT PLAN AT SHREVEPORT REGIONAL AIRPORT

ITEM NO. 3- TO ENTER INTO AN AGREEMENT WITH ARNOLD & ASSOCIATES INTERIORS, INC., TO PURCHASE PRE-SECURITY SEATING AT SHREVEPORT REGIONAL AIRPORT

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.016014 FOR AIRFIELD DRAINAGE REHABILITATION - RUNWAY 14/32 (CONSTRUCTION) AT SHREVEPORT REGIONAL AIRPORT

SHREVEPORT AIRPORT AUTHORITY
DISCUSSION AGENDA ITEM NO. 1
REGULAR MEETING NO. 812-24

DATE: **OCTOBER 17, 2024** **AIRPORT: DOWNTOWN**

SUBJECT: **TO ADOPT A RESOLUTION TO REQUEST FUNDS FROM THE LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT AVIATION DIVISION (LADOTD) FOR THE 2025-2029 AIRPORT CAPITAL IMPROVEMENT PLAN AT SHREVEPORT DOWNTOWN AIRPORT**

PURPOSE:

To adopt a resolution to request funds from the Louisiana Department of Transportation and Development Aviation Division (LADOTD) for the 2025-2029 Airport Capital Improvement Plan at Shreveport Downtown Airport.

BACKGROUND INFORMATION AND DISCUSSION:

The Louisiana Department of Transportation and Development Aviation Division (LADOTD) is preparing for the Fiscal Years 2025-2029 Aviation Priority Program. The LADOTD has requested that the Authority submit a list of projects, in priority order, for the next five (5) years. These projects have been discussed with the Federal Aviation Administration (FAA) and the Louisiana Department of Transportation (LADOTD) in order to qualify for the 2025-2029 Program.

In response, Management has prepared a Capital Improvement Plan form which will serve as the application for state financial assistance. This program provides for 100% state funded projects. The goals for 2025 are:

(1) Northwest Ramp (Construction)

FINANCES:

2025 Total State Only Amount requested: $1,000,000

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

RESOLUTION NUMBER: _____ Date: _____

R E S O L U T I O N

WHEREAS, Title 2 of the Louisiana Revised Statutes of 1950 provides that cities, towns, parishes and other political subdivisions of this State may separately or jointly acquire, establish, construct, expand, own, lease, control, equip, improve, maintain, operate, regulate, and police airports and landing fields for the use of aircraft; and

WHEREAS, the State of Louisiana, Department of Transportation and Development, Division of Aviation (formerly the LA DOTD-OAPT) is charged by Title 2 with the responsibility for the development of aviation facilities within the State to foster air commerce and to safeguard the interests of those engaged in all phases of the aviation industry and of the general public; and

WHEREAS, the SHREVEPORT AIRPORT AUTHORITY of Caddo Parish, hereinafter referred to as "Sponsor", has completed an FAA and DOTD approved Master Plan, Action Plan, and/or Airport Layout Plan which outlines the specific future development of the **SHREVEPORT DOWNTOWN AIRPORT** ; and, the Sponsor is desirous of implementing a portion of the approved Plan recommendations which provide for the critically needed improvements as stated below to substantially improve the safety and usability of the Airport, but does not have sufficient funds of its own required for completing the needed improvements; and

WHEREAS, the LA DOTD, Division of Aviation is authorized by Title 2 to expend funds for the construction or enlargement of airports for the safety and advancement of aeronautics;

NOW, THEREFORE, BE IT RESOLVED:

SECTION I

That the Sponsor does hereby formally request that the LA DOTD, Division of Aviation provide funds required to complete the airport improvements at the **SHREVEPORT DOWNTOWN AIRPORT** specifically as described in the Capital Improvements Program Application for State Financial Assistance dated _____:

SEE ATTACHED

SECTION II

That the said LA DOTD, Division of Aviation be and is hereby assured that all necessary servitudes, rights-of-way, rights of ingress and egress and means thereof will be furnished by the Sponsor and the titles thereto will be valid and indefeasible, and the Sponsor will assume ownership, financial reporting, and complete responsibility for the maintenance and upkeep of the airport after completion of said improvement.

SECTION III

That the Sponsor will save and hold the said LA DOTD, Division of Aviation , its officers, agents, and employees harmless from any liability or claim for damages arising out of the project, including death or injuries to third parties including, but not limited to, liability or claim for damages out of the negligence of said LA DOTD, Division of Aviation, its officers, agents, or employees, and expressly agrees to defend any suit of any nature brought against the LA DOTD, Division of Aviation as a result of this project.

SECTION IV

That the Chairman of the Sponsor be and is hereby authorized and directed to evidence this agreement by affixing his signature at the place provided therefore on this resolution and on subsequent related documents/agreements as required by the rules and regulations of the Federal Aviation Administration and the State of Louisiana and the Clerk is hereby authorized to attest and execution.

SECTION V

That this resolution shall be in full force and effect from and after its adoption.

The Shreveport Airport Authority Board for the Sponsor of the Parish of Caddo met in regular session on this date. The aforesaid resolution was offered by _____ and seconded by _____. The aforesaid resolution, having been submitted to a vote, the vote thereon was as follows:

YEAS: _____ NAYS: _____ ABSENT: _____

WHEREUPON, the resolution was declared adopted on the _____ day of _____, 2024.

SHREVEPORT AIRPORT AUTHORITY

BY: _____
OLIVER JENKINS

TITLE: CHAIRMAN OF THE BOARD

ATTEST: _____
(Signature)

CONFIDENTIAL SECRETARY

SHREVEPORT AIRPORT AUTHORITY
DISCUSSION AGENDA ITEM NO. 2
REGULAR MEETING NO. 812-24

DATE: **OCTOBER 17, 2024** **AIRPORT: REGIONAL**

SUBJECT: **TO ADOPT A RESOLUTION TO REQUEST FUNDS FROM THE LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT AVIATION DIVISION FOR THE 2025-2029 AIRPORT CAPITAL IMPROVEMENT PLAN AT SHREVEPORT REGIONAL AIRPORT**

PURPOSE:

To adopt a resolution to request funds from the Louisiana Department of Transportation and Development Aviation Division for the 2025-2029 Airport Capital Improvement Plan at Shreveport Regional Airport.

BACKGROUND INFORMATION AND DISCUSSION:

The Louisiana Department of Transportation and Development Aviation Division is preparing for the Fiscal Year 2025-2029 Aviation Priority Program. The LA DOTD has requested that the Airport Authority submit a list of projects, in priority order, for the next five (5) years. These projects have been discussed with the Federal Aviation Administration (FAA) and the Louisiana Department of Transportation (LADOTD) in order to qualify for the 2025-2029 Program.

In response, Management has prepared a Capital Improvement Plan form which will serve as the application for state financial assistance. This program provides for 100% state funded projects: The goals for 2025 are:

(1) Terminal Modernization (ATCT Relocation Construction)

FINANCES:

2025 Total State Only Amount requested: $3,000,000

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

RESOLUTION NUMBER: _____ Date: _____

R E S O L U T I O N

WHEREAS, Title 2 of the Louisiana Revised Statutes of 1950 provides that cities, towns, parishes and other political subdivisions of this State may separately or jointly acquire, establish, construct, expand, own, lease, control, equip, improve, maintain, operate, regulate, and police airports and landing fields for the use of aircraft; and

WHEREAS, the State of Louisiana, Department of Transportation and Development, Division of Aviation (formerly the LA DOTD-OAPT) is charged by Title 2 with the responsibility for the development of aviation facilities within the State to foster air commerce and to safeguard the interests of those engaged in all phases of the aviation industry and of the general public; and

WHEREAS, the SHREVEPORT AIRPORT AUTHORITY of Caddo Parish, hereinafter referred to as "Sponsor", has completed an FAA and DOTD approved Master Plan, Action Plan, and/or Airport Layout Plan which outlines the specific future development of the **SHREVEPORT REGIONAL AIRPORT** ; and, the Sponsor is desirous of implementing a portion of the approved Plan recommendations which provide for the critically needed improvements as stated below to substantially improve the safety and usability of the Airport, but does not have sufficient funds of its own required for completing the needed improvements; and

WHEREAS, the LA DOTD, Division of Aviation is authorized by Title 2 to expend funds for the construction or enlargement of airports for the safety and advancement of aeronautics;

NOW, THEREFORE, BE IT RESOLVED:

SECTION I

That the Sponsor does hereby formally request that the LA DOTD, Division of Aviation provide funds required to complete the airport improvements at the **SHREVEPORT REGIONAL AIRPORT** specifically as described in the Capital Improvements Program Application for State Financial Assistance dated _____:

SEE ATTACHED

SECTION II

That the said LA DOTD, Division of Aviation be and is hereby assured that all necessary servitudes, rights-of-way, rights of ingress and egress and means thereof will be furnished by the Sponsor and the titles thereto will be valid and indefeasible, and the Sponsor will assume ownership, financial reporting, and complete responsibility for the maintenance and upkeep of the airport after completion of said improvement.

SECTION III

That the Sponsor will save and hold the said LA DOTD, Division of Aviation , its officers, agents, and employees harmless from any liability or claim for damages arising out of the project, including death or injuries to third parties including, but not limited to, liability or claim for damages out of the negligence of said LA DOTD, Division of Aviation, its officers, agents, or employees, and expressly agrees to defend any suit of any nature brought against the LA DOTD, Division of Aviation as a result of this project.

SECTION IV

That the Chairman of the Sponsor be and is hereby authorized and directed to evidence this agreement by affixing her signature at the place provided therefore on this resolution and on subsequent related documents/agreements as required by the rules and regulations of the Federal Aviation Administration and the State of Louisiana and the Clerk is hereby authorized to attest and execution.

SECTION V

That this resolution shall be in full force and effect from and after its adoption.

The Shreveport Airport Authority Board for the Sponsor of the Parish of Caddo met in regular session on this date. The aforesaid resolution was offered by _____ and seconded by _____. The aforesaid resolution, having been submitted to a vote, the vote thereon was as follows:

YEAS: _____ NAYS: _____ ABSENT: _____

WHEREUPON, the resolution was declared adopted on the _____ day of _____, 2024.

SHREVEPORT AIRPORT AUTHORITY

BY: _____
OLIVER JENKINS

TITLE: CHAIRMAN OF THE BOARD

ATTEST: _____
(Signature)

CONFIDENTIAL SECRETARY

SHREVEPORT AIRPORT AUTHORITY
DISCUSSION AGENDA ITEM NO. 3
REGULAR MEETING NO. 812-24

DATE: **OCTOBER 17, 2024** **AIRPORT:** **REGIONAL**

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

PURPOSE:

To 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 that included proposals from Arnold & Associates Interiors, Inc., 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: $247,939.05

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. 812-24

DATE: **OCTOBER 17, 2024** **AIRPORT: REGIONAL**

SUBJECT: **TO ADOPT A RESOLUTION AUTHORIZING THE CHAIRMAN TO ACCEPT AND EXECUTE A LOUISIANA DEPARTMENT OF TRANSPORTATION AVIATION DIVISION SPONSOR/STATE AGREEMENT NO. H.016014 FOR AIRFIELD DRAINAGE REHABILITATION - RUNWAY 14/32 (CONSTRUCTION) AT SHREVEPORT REGIONAL AIRPORT**

PURPOSE:

To adopt a resolution authorizing the Chairman to accept and execute a Louisiana Department of Transportation Aviation Division Sponsor/State Agreement No. H.016014 for Airfield Drainage Rehabilitation - Runway 14/32 (Construction) at Shreveport Regional Airport

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BACKGROUND INFORMATION AND DISCUSSION:

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 Airfield Drainage Rehabilitation - Runway 14/32 (Construction) 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 $407,583.00.

A copy of the grant application is attached for your information. Management recommends approval of this agenda item as presented.

FINANCES:

Total Amount of Grant: An amount not to exceed $407,583.00.

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