SHREVEPORT AIRPORT AUTHORITY
December 19, 2024
Meeting No. 814-24

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
Tangela Sylvie
Raymond Alley

ABSENT:
Jonathan Reynolds

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

Marcus Edwards/Zelda Tucker – City Attorney
Kelly Garvin – Tubreaux Aviation
Jonathan Farmer – KSA
Jordan Culver - Garver
Mayquie Jackson – Humanity 2020 Group

Board Member Tangela Sylvie provided the opening prayer. Vice-Chair Kay Medlin led the Pledge of Allegiance to the American flag.

PUBLIC COMMENTS – None

Mayquie Jackson had submitted a proposal for the Skycap Wheelchair Project. Ms. Jackson said she wanted to be visible at the meeting to demonstrate commitment to the airport.

Motion was made by Mr. Alley, seconded by Mr. Jenkins to approve the minutes from the regular meeting held November 21, 2024. Motion passed 4 – 0.

EXECUTIVE SESSION

Motion was made by Ms. Medlin, seconded by Ms. Sylvie to go into executive session. Motion passed 4 – 0.

Motion was made by Ms. Medlin, seconded by Ms. Sylvie to return to regular session. Motion passed 4 – 0.

CONSENT AGENDA - NONE

DISCUSSION AGENDA

DISCUSSION AGENDA ITEM NO. 1 - APPROVE THE PROPOSED 2025 RATES AND CHARGES FOR THE SHREVEPORT REGIONAL AND DOWNTOWN AIRPORTS
The current lease agreements at Shreveport Regional and Downtown Airports allow for increases in rates and charges in accordance with federal guidelines, including rate assessments based upon cost recovery. If approved, the rates will be effective January 1, 2025. Management recommended approving this agenda item as presented.

Motion was made by Ms. Medlin, seconded by Mr. Alley to approve Discussion Agenda Item No. 1. There was no change in the rates from 2024. Mr. Alley wanted information on non-profit lease rates. Mr. Blackwell said he wanted to find out what other airports our size was doing for these types of organizations so that a fair rate could be determined. Mr. Alley had questions related to rates and charges for airline employee parking. Mr. Blackwell explained that the airlines reimburse their employees for parking costs so the Airport would be taking money out of their own pocket to reduce the parking fees. Motion passed 4 - 0.

DISCUSSION AGENDA ITEM NO. 2 - APPROVE AN UPDATED STANDARD GROUND LEASE AGREEMENT FOR SHREVEPORT DOWNTOWN AND REGIONAL AIRPORTS In an effort to update the current lease agreement, the City Attorney reviewed and revised the 2019 Standard Ground Lease Agreement currently used. Minor changes have been made throughout the document for flow and grammatical editing and more significant revisions were made in the following sections:

3.2 Extension Options
3.3 Expiration
4.1 Rent
6.3 Maintenance
11. Airport Rules and Regulations
14. Default
15. Assignment/Subletting
20. Severability and Conflicts
26. Entire Agreements
28. Lease Conversion
29. Notice

The lease was posted on the airport's website for public comment on December 3, 2024. Comments have been reviewed by the City Attorney. As required by adopted Rates and Charges. 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. City Attorney Marcus Edwards said that staff had been in discussions with various tenants about the standard ground lease and Airport staff had posted the proposed lease changes the previous month. The primary comments were from tenants who wanted to know how they could establish the amount of investment they made in their hangar; the term of the

standard lease is up to 30 years (primary term of 10 years with two 10 year options). In order to get more time than that they will have to establish that they have invested more than $300,000 in their hangar. Mr. Edwards said the Shreveport Airport Authority will be passing a lease policy which will include this information. However, he said obviously the Airport will take any documentation that a tenant can provide relative to the investment in the property. He said the comments were mostly clarifying questions. There were no objections. Mr. Edwards said that he recommended that the Airport Authority Board approve the updated ground lease. Mr. Jenkins said he definitely wanted to clarify how tenants would be transitioned from the old lease to the new lease and the hangars that are approved for the new lease are up to standard and if there is a question that the parties understand that an inspection may be required. Motion passed 4 - 0.

DISCUSSION AGENDA ITEM NO. 3 - APPROVE AMENDMENT #1 TO SUPPLEMENTAL TASK AGREEMENT #6 WITH GARVER, LLC FOR CONSTRUCTION PHASE SERVICES RELATED TO THE REHABILITATION OF RUNWAY 14/32 AT SHEVEPORT DOWNTOWN AIRPORT In April 2021, the Shreveport Airport Authority approved Task Agreement #6 for construction phase services for the Rehabilitation of Runway 14/32 at Shreveport Downtown Airport. Amendment #1 consists of additional construction administration, materials testing, and Resident Project Representative (RPR) services are required to support FAA requested electrical modifications and Airport Geographic Information Systems (AGIS) survey activities. Airport Management received a proposal from Garver, LLC for additional construction phase services in the amount of $247,800. Upon review of the fee proposal, the FAA and airport management determined the amendment fee proposal from Garver, LLC acceptable. This project is 100% funded by the FAA.

Original Contract Amount:	$ 435,788.00
Amendment #1 Amount:	$ 247,800.00
Total Contract Amount:	$ 683,588.00

Management recommended approving this agenda item as presented.

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

DISCUSSION AGENDA ITEM NO. 4 - ADOPT A RESOLUTION AUTHORIZING THE CHAIRMAN TO ACCEPT AND EXECUTE A LOUISIANA DEPARTMENT OF TRANSPORTATION AVIATION DIVISION SPONSOR/STATE AGREEMENT NO. H.016234 FOR TAXIWAY FOXTROT REHABILITATION – PHASE II (CONSTRUCTION) AT SHREVEPORT DOWNTOWN 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 conditions identified in the agreement. The State requested the Authority to adopt a resolution of acceptance for Taxiway Foxtrot Rehabilitation – Phase II (Construction) at Shreveport Downtown Airport. The project was 90% funded by the Federal Aviation Administration and 10% funded by the Louisiana Department of Transportation Aviation Division. The total amount of the grant is not to exceed $55,000.00. Management recommended approving this agenda item as presented.

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

DISCUSSION AGENDA ITEM NO. 5 - ADOPT A RESOLUTION AUTHORIZING THE CHAIRMAN TO ACCEPT AND EXECUTE A LOUISIANA DEPARTMENT OF TRANSPORTATION AVIATION DIVISION SPONSOR/STATE AGREEMENT NO. H.016262 FOR AIRFIELD DRAINAGE REHABILITATION –

INDUSTRIAL AIRPARK DESIGN 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 conditions identified in the agreement. The State requested the Authority to adopt a resolution of acceptance for Airfield Drainage Rehabilitation – Industrial Airpark Design at Shreveport Regional Airport. The Louisiana Department of Transportation Aviation Division will provide 100% of the funding for this project. The total amount of the grant is not to exceed $159,970.00. Management recommended approving this agenda item as presented.

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

DISCUSSION AGENDA ITEM NO. 6 - ADOPT A RESOLUTION AUTHORIZING THE CHAIRMAN TO ACCEPT AND EXECUTE A LOUISIANA DEPARTMENT OF TRANSPORTATION AVIATION DIVISION SPONSOR/STATE AGREEMENT NO. H.016216 FOR TERMINAL MODERNIZATION PHASE I 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 conditions identified in the agreement. The State requested the Authority to adopt a resolution of acceptance for Terminal Modernization Phase I at Shreveport Regional Airport. The Louisiana Department of Transportation Aviation Division will provide 100% of the funding for this project. The total amount of the grant is not to exceed $185,838.00. 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 - APPROVE THE REQUEST BY PACE RUNNERS, INC., TO LEASE CARGO BAYS 1, 4 AND TWO PARKING SPACES AT THE EAST CARGO BUILDING AT SHREVEPORT REGIONAL AIRPORT
Management received a request from Chad S. Godwin, Compliance Officer and General Counsel for Pace Runners, Inc., to enter a new lease agreement for Cargo Bays 1 and 4 for a primary term of one (1) year with one (1)-year option. Additionally, Pace Runners, Inc., requests to lease two parking spaces adjacent to the East Cargo Building. Pace Runners, Inc., was approved to exercise the second and final option of the lease for Cargo Bay 1 commencing February 1, 2023. Additionally, they were approved for two (2) parking spaces adjacent to the East Cargo Building for 18-wheeler trucks. On December 21, 2023, Pace Runners, Inc., was approved to enter a new lease for Cargo Bay 4 with the lease commencing January 1, 2024 and expiring December 31, 2024. Pace Runners, Inc., requests to combine the leases for all properties. If approved, a new lease will be issued for Cargo Bays 1, 4 and two parking spaces commencing January 1, 2025 and expiring December 31, 2025.

Rental Rate: Bay #1- 6,000 sf x $5.37976 = $2,689.88 per month $32,278.56 per year
Bay #4- 2,000 sf x $5.16759 = $ 861.26 per month $10,335.17 per year
Parking Spaces 2 X $100.00 = $ 200.00 per month
TOTAL $3,751.14 per month

Management recommended approving this agenda item as presented.

Motion was made by Ms. Sylvie, seconded by Ms. Medlin to approve Discussion Agenda Item No. 7. Motion passed 4- 0.

DISCUSSION AGENDA ITEM NO. 8 - AWARD A CONTRACT TO PLILER INTERNATIONAL FOR THE PURCHASE OF A SWEEPER-VACUUM TRUCK FOR SHREVEPORT REGIONAL AIRPORT The City of Shreveport's Purchasing Division requested bids (IFB-24-063) for the purchase of a sweeper-vacuum truck at Shreveport Regional Airport. The sweeper-vacuum truck will facilitate removal of foreign object debris from runways and taxiways, ensuring safe operations of aircraft and preventing potential damage and accidents. The bids were opened November 12, 2024. One (1) responsive bid was received as follows:

Company	Bid
Pliler International.	$306,500.00

Airport management reviewed the bid and recommended awarding the contract to Pliler International in the amount of $306,500.00. This project is 90% FAA and 10% LADOTD funded. Amount: $306,500.00 Management recommended approving this agenda item as presented.

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

CHAIRMAN'S REPORT: Mr. Jenkins said that he continued to receive very positive feedback on the appearance and new amenities provided at the airport. Mr. Jenkins had questions about the cleanliness of the jet bridges and whose responsibility it was to clean them. Mr. Blackwell explained that it was the Airport's responsibility to maintain the bridges. He said the Airport sends custodians to clean the stairwells and Airport Maintenance maintains the area. Mr. Jenkins said the one at the American gate could use closer scrutiny. It looks like it had never been swept/cleaned. Mr. Blackwell said it had been observed that the morning of the meeting as well.

BOARD MEMBER REPORTS: Mr. Alley said he also had received good comments about the new look of the airport. Ms. Medlin echoed this statement. Ms. Sylvie said the Christmas decorations were beautiful. Mr. Reynolds expressed congratulations on the Nashville service.

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

- Mr. Blackwell announced that Allegiant Air was offering twice-weekly direct flights to Nashville, Tennessee, beginning in May 2025. The airport had been seeking flights to Nashville for the last eight years.
- Mr. Blackwell said that he and Mrs. Kuba had traveled to Fort Worth on November 13th to meet with the Federal Aviation Administration Airports District office personnel. The meeting was to thank them for their recent $10 million in BIL grant awards and discuss future projects and funding opportunities.
- Mr. Blackwell said that American Airlines had agreed to hire additional ground support staff. It was expected that as staff was increased, baggage wait times would be reduced.
- Mr. Blackwell said the first shipment of new terminal seating had arrived. A second

shipment was scheduled to arrive within the first two weeks of December. He said that new seating should begin appearing in the terminal during the next two weeks.

- The Sky Grill at Downtown Airport was offering pre-prepared Thanksgiving appetizers, side dishes and desserts for purchase.

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 Keith O'Connor 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 November, 2024 showed an overall increase from $1,206,125 to $1.4 million. Ms. Bagley said the two main contributors to this increase were American Airlines and Western Global. Over $350,000 of that $1.4 million had been paid since the beginning of December. She said Western Global currently owed $78,000. Revenue for November was approximately $1.25 million about 7% above the 3-year average. Expenses were just over $1 million about 1% less than the 3-year average. Net gain of approximately $250,000. Ms. Bagley said it was financially a very healthy month.
- **MARKETING REPORT:** Mr. Mark Crawford was present to give the Marketing Report. Mr. Jenkins had questions about whether the parking space counting sign was operational. Mr. Crawford explained that the sign had been off since before the last Board meeting. He said that morning he had noted that it was on (but not working properly) and he called the parking company manager who explained that someone had dialed in the day before from Austin but was unable to figure out what was wrong. Mr. Crawford said that SP+ had been bought by a technology company and they are trying to upgrade technology. He said they are supposed to let the Airport know in January what kind of equipment upgrades need to be made. Total scheduled air carrier enplanements for November were 63,959 which was a 18.51% increase over November 2023. Year-to-date there had been 650,079 passengers, which was a 12.60% increase over 2024. Fuel flowage report for November 2024 showed a decrease of 12.92% over 2023. Fuel flowage report for Downtown Airport showed a decrease of 12.22% year to date over 2024. The Airport achieved a record month in October with over $180,000 in retail sales with Tailwind and this is before Southern Maid and Great Raft opens.

NEW BUSINESS - NONE

OLD BUSINESS - NONE

There being no further business, the meeting was adjourned.

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