SHREVEPORT AIRPORT AUTHORITY
April 17, 2025

Meeting No. 817-25

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
Carranza Pryor

ABSENT:

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

Kristina Douglas – City Attorney
Jonathan Farmer – KSA
Jordan Culver – Garver
Kelly Garvin – Tubreaux
Keith O'Conner/Brian Chanda – Corgan

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

Chairman Oliver Jenkins welcomed the new Board Member Carranza Pryor, who replaced Jonathan Reynolds on the Airport Authority Board.

PUBLIC COMMENTS – None

Motion was made by Mr. Alley, seconded by Ms. Sylvie to approve the minutes from the regular meeting held April 17, 2025. Motion passed 5 – 0.

Motion was made by Ms. Medlin to remove the Executive Session from the agenda, seconded by Ms. Sylvie. Motion passed 5 – 0.

CONSENT AGENDA - None

DISCUSSION AGENDA

DISCUSSION AGENDA ITEM NO. 1 -TO APPROVE A STANDARD LEASING POLICY FOR SHREVEPORT DOWNTOWN AND REGIONAL AIRPORTS As a public-use, federally obligated Airport, compliance with all FAA grant assurances is required. The airport staff and city attorney's office along with input from tenants have worked to draft a proposed standard leasing policy that will establish guidelines for leasing airport land and buildings, ensuring fair contributions from users, supporting airport sustainability, and complying with federal regulations. The Airport's goal is to protect both the airport and the tenants by clearly outlining and enforcing the airports policy with regards to leasing of Airport property. The draft proposed standard leasing policy has been posted on the Airport website in excess of 30 (thirty) days for review and comment. No comments were received. Management recommended approving this agenda item as presented.

Motion made by Ms. Medlin, seconded by Ms. Sylvie to approve Discussion Agenda Item No. 1. Mr. Alley outlined some changes that should be made in the document. Following some discussion, Mr. Jenkin recommended the Board approve the policy subject to some changes that did not materially affect the spirit of the document.
Mr. Alley agreed. Motion passed 5 – 0.

DISCUSSION AGENDA ITEM NO. 2 - TO ADOPT A RESOLUTION AUTHORIZING THE CHAIRMAN TO ACCEPT AND EXECUTE A LOUISIANA DEPARTMENT OF TRANSPORTATION AVIATION DIVISION SPONSOR/STATE AGREEMENT NO. H.016432 FOR THE NORTHWEST APRON – PHASE II (DESIGN) 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 adopt a resolution of acceptance for the project entitled Northwest Apron – Phase II (Design) at Shreveport Downtown 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 $125,000.00. Management recommends approving this agenda item as presented.

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

DISCUSSION AGENDA ITEM NO. 3 - TO APPROVE AMENDMENT #8 TO SUPPLEMENTAL TASK AGREEMENT #4 WITH KSA ENGINEERS, INC., FOR CONSTRUCTION ADMINISTRATION SERVICES FOR THE EXTENSION OF RUNWAY 6 AND TAXIWAY C PROJECT AT SHREVEPORT REGIONAL AIRPORT The Shreveport Airport Authority Board approved Supplemental Task Agreement #4 for engineering services for Extension of Runway 6/24 and Taxiway C project at Shreveport Regional Airport, which includes installation services for the Low-Level Wind-Shear Alert System (LLWAS), which detects weather related hazards at the airport.

KSA Engineers, Inc., as the Engineer of Record, delivered a proposal for construction and post construction phase services in the amount of $57,395.00 for the LLWAS installation. Activities include materials testing, construction survey and resident project representative services. Airport Management reviewed and found the proposal acceptable. This project is 90% FAA funded and 10% LADOTD funded.

Original Contract Amount:	$ 618,050.00
Amendment 1 increase	$ 56,950.00
Amendment 2 increase	$ 129,730.00
Amendment 3 decrease	$ -22,050.00
Amendment 4 increase	$ 78,790.00
Amendment 5 increase	$ 32,045.00
Amendment 6 increase	$ 51,755.00
Amendment 7 decrease	$ -16,342.50
Amendment 8 increase	$ 57,395.00
Total Contract Amount:	$ 986,322.50

Management recommended approving this agenda item as presented.

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

DISCUSSION AGENDA ITEM NO. 4 - TO ENTER INTO SUPPLEMENTAL TASK AGREEMENT #10 WITH KSA ENGINEERS, INC., FOR BIDDING AND CONSTRUCTION ADMINISTRATION SERVICES FOR AIRFIELD DRAINAGE REHABILITATION-INDUSTRIAL AIRPARK PROJECT AT SHREVEPORT REGIONAL AIRPORT In October 2020, KSA Engineers, Inc., entered into a Master Services Agreement (RFS 20-704) with the Shreveport Airport Authority, which includes engineering services to ensure the airfield is compliant according to14 CFR Part 139. The project's construction phase addresses drainage issues in the northeast section of the airfield, which is significantly overgrown with sedimentation, severely impeding water flow and causing the water to pond on the airfield. Bidding and construction administrative services include bidding review, construction survey and materials testing, providing a resident project representative, project documentation and airfield compliance services. Airport Management received a proposal from KSA Engineers, Inc., for bidding and construction administration services in the amount of $185,698.00. Upon reviewing the fee proposal, Airport staff determined the fee proposal from KSA Engineers, Inc., to be acceptable. This project will be 100% funded by LADOTD. Amount not to exceed: $185,698.00. Management recommended approving this agenda item as presented.

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

DISCUSSION AGENDA ITEM NO. 5 - TO APPROVE THE REQUEST BY 4 ACES, LLC D/B/A YELLOW CHECKER CAB TO ENTER INTO A NEW LEASE AGREEMENT FOR ACCESS TO TWO SPACES IN THE COMMERCIAL LOADING ZONE AT SHREVEPORT REGIONAL AIRPORT In a letter received Tuesday, April 8, 2025, Ms. Heather Roach of 4 Aces, LLC d/b/a Yellow Checker Cab requested to enter into a new lease agreement for access to two (2) spaces in the commercial loading zone at Shreveport Regional Airport. If approved, the Lease Agreement will commence May 1, 2025, and expire April 30, 2027. Yellow Checker Cab's account and insurance are currently in good standing. Rental Rate: 2 spaces x $100.00 each = $200.00 per month. Management recommended approving this consent agenda item as presented.

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

DISCUSSION AGENDA ITEM NO. 6 - TO APPROVE A REQUEST BY WESTERN GLOBAL AIRLINES (WGA) TO LEASE HANGAR 5 AND THE EAST CARGO APRON AT SHREVEPORT REGIONAL AIRPORT To accommodate the departure of WGA from Shreveport Regional Airport, there is required maintenance needed on five aircraft still located on the airport. According to an agreement with WGA, the company will utilize Hangar 5 to store aircraft parts and equipment needed to service the aircraft on the East Cargo Apron until they can be ferried from SHV. If approved, the Lease Agreement will commence May 1, 2025, and expire December 31, 2025. WGA's account and insurance are currently in good standing. Rental Rate: 8 months: Hangar 5 - $5.19 per foot/year $92,910.08. East Cargo Apron: $0.75 per foot/year $82,687.50. Management recommended approving this consent agenda item as presented.

Motion made by Mr. Alley, seconded by Mr. Pryor to approve Discussion Agenda Item No. 6. There followed some discussion. Motion was made by Ms. Medlin, seconded by Mr. Alley to postpone action on this agenda item until later in the meeting. Motion passed 5 – 0.

OLD BUSINESS

OLD BUSINESS -

CONSENT AGENDA

OLD BUSINESS CONSENT AGENDA ITEM NO. 1 - TO APPROVE THE REQUEST BY MR. GEORGE CARROLL TO EXERCISE THE SECOND AND FINAL OPTION OF THE NON-COMMERCIAL LEASE AGREEMENT FOR LOT 73 AT SHREVEPORT DOWNTOWN AIRPORT Management received a letter from Mr. George Carroll requesting to exercise the second and final option of the Lease Agreement for Lot 73 at Shreveport Downtown Airport. If approved, the second and final option will commence March 1, 2025 and expire February 28, 2030. Mr. Carroll's account and insurance are currently in good standing. Rental Rate: 11,904 sf x $0.184158 = $2,192.22 per year. Management recommended approving this consent agenda item as presented.

OLD BUSINESS CONSENT AGENDA ITEM NO. 2 - TO APPROVE THE REQUEST BY MR. JAMES W. POOLE TO EXERCISE THE SECOND AND FINAL OPTION OF THE NON-COMMERCIAL LEASE AGREEMENT FOR LOT 51 AT SHREVEPORT DOWNTOWN AIRPORT Management received a letter from Mr. James W. Poole requesting to exercise the second and final option of the Non-Commercial Lease Agreement for Lot 51 at Shreveport Downtown Airport. If approved, the second and final option will commence May 1, 2025 and expire April 30, 2030. Mr. Poole's account and insurance are currently in good standing. Rental Rate: 5,418 sf x $0.187722 = $1,017.08 per year. Management recommended approving this consent agenda item as presented.

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

DISCUSSION AGENDA

OLD BUSINESS DISCUSSION AGENDA ITEM NO. 1 - TO APPROVE A REQUEST BY MR. LOU CHANDLER TO ENTER INTO A NEW NON-COMMERCIAL GROUND LEASE AGREEMENT FOR LOT 130 AT SHREVEPORT DOWNTOWN AIRPORT Management received an application from Mr. Lou Chandler indicating that he has elected to enter into a new non-commercial ground lease agreement for Lot 130 at Shreveport Downtown Airport. If approved, the Authority will execute a new ground lease agreement for a primary term commencing April 1, 2025, and expiring March 31, 2035, 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:20,625 sq.ft. x $.235971 = $4,866.90 per year. Management recommended approving this agenda item as presented.

Motion made by Mr. Alley, seconded by Ms. Sylvie to approve Old Business Discussion Agenda Item No. 1. Motion passed 5 – 0.

OLD BUSINESS DISCUSSION AGENDA ITEM NO. 2A - TO APPROVE A REQUEST BY MR. MICHAEL BAMBURG TO BE RELEASED FROM ANY AND ALL RESPONSIBILITY IN AND OBLIGATION TO THE LEASE AGREEMENT FOR LOT 82 AT SHREVEPORT DOWNTOWN AIRPORT Management received an email notification from Mr. Michael Bamburg requesting to be released from any and all responsibility in and obligation to the lease for Lot 82 effective March 31, 2025. Mr. Adam Schindall has purchased the improvements located on Lot 82 at Shreveport Downtown Airport. Rental Rate: 11,000 sq.ft. x $.235971 = $2,595.68 per year. Management recommended approving this agenda item as presented.

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

OLD BUSINESS DISCUSSION AGENDA ITEM NO. 2B - TO APPROVE A REQUEST BY MR. ADAM SCHINDALL D/B/A SCHINDALL PROPERTIES, LLC TO ENTER INTO A NEW NON-COMMERCIAL GROUND LEASE AGREEMENT FOR LOT 82 AT SHREVEPORT DOWNTOWN AIRPORT Management received an email from Mr. Adam Schindall d/b/a Schindall requesting to enter into a new non-commercial ground lease agreement for Lot 82 at the Shreveport Downtown Airport. Mr. Schindall has requested that he be approved for one primary term of ten (10) years and two (2) ten (10) year extensions for a total of thirty (30) years. If approved, the Authority will execute a new ground lease agreement for a primary term commencing April 1, 2025, and expiring March 31, 2035, 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 improvements have in fact been made. Rental Rate: 11,000 sq.ft. x $.235971 = $2,595.68 per year. Management recommended approving this agenda item as presented.

Motion made by Mr. Alley, seconded by Ms. Sylvie to approve Discussion Agenda Item No. 2B. Motion passed 4 – 0.

OLD BUSINESS DISCUSSION AGENDA ITEM NO. 3A - TO APPROVE A REQUEST BY MR. JACK WYNNE TO BE RELEASED FROM ANY AND ALL RESPONSIBILITY IN AND OBLIGATION TO THE LEASE AGREEMENT FOR LOT 111 AT SHREVEPORT DOWNTOWN AIRPORT Management received an email notification from Mr. Jack Wynne requesting to be released from any and all responsibility in and obligation to the lease for Lot 111 effective March 31, 2025. Mr. James Wheeler has purchased the improvements located on Lot 111 at Shreveport Downtown Airport. Rental Rate: 21,000 sq.ft. x $.235971 = $4,955.39 per year. Management recommended approving this agenda item as presented.

Motion made by Mr. Alley, seconded by Ms. Sylvie to approve Discussion Agenda Item No. 3A. Motion passed 5 – 0.

DISCUSSION AGENDA ITEM NO. 3B - TO APPROVE A REQUEST BY MR. JAMES WHEELER TO ENTER INTO A NEW NON-COMMERCIAL GROUND LEASE AGREEMENT FOR LOT 111 AT SHREVEPORT DOWNTOWN AIRPORT Management received an email from Mr. James Wheeler requesting to enter into a new non-commercial ground lease agreement for Lot 111 at the Shreveport Downtown Airport. Mr. Wheeler has requested that he be approved for one primary term of ten (10) years and two (2) ten (10) year extensions for a total of thirty (30) years. If approved, the Authority will execute a new ground lease agreement for a primary term commencing April 1, 2025, and expiring March 31, 2035, 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 improvements have in fact been made. Rental Rate: 21,000 sq.ft. x $.235971 = $4,955.39 per year. Management recommended approving this agenda item as presented.

Motion made by Mr. Alley, seconded by Ms. Sylvie to approve Discussion Agenda Item No. 3B. Motion passed 5 - 0.

CHAIRMAN'S REPORT: Mr. Jenkins said that he thought the new chairs were great particularly those coming up to the TSA checkpoint. He continued to receive very positive feedback on the appearance and new amenities provided at the airport. On a negative note Sunday night people waiting for the luggage that came in on the American flight waited 45 minutes. Mr. Jenkins said he hear that American employees were having some issues removing the luggage off the larger planes. Mr. Blackwell said that American is having some staffing problems from what he understands. They are short-staffed because of employees failing to show up for work. Mr. Jenkins requested that the problem be investigated to determine what the problem may be. Mr. Blackwell said he would inquire.

BOARD MEMBER REPORTS: Mr. Pryor thanked everyone for the warm welcome. Ms. Medlin said she had received many good comments about the way the airport looks and it made her proud.

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

- ► Mr. Blackwell said that he and Deputy Director Stacy Kuba would be traveling to Washington D.C. on April 28, 2025, to visit FAA Headquarters and the Louisiana congressional delegation to discuss Shreveport Airport's terminal modernization program and airport control tower relocation project. Plans are to return to Shreveport on May 1. Mr. Jenkins also wanted to know what the progress was surrounding the project to move the bus stop. Mr. Blackwell said that KSA was doing preliminary site work to determine the boundaries. Mr. Jenkins wanted to know about the legislative process for funding. Mrs. Kuba said that the funding for the site work came from funds that were already appropriated. Mr. Jenkins said this was not something that had to be determined today. City Attorney Marcus Edwards said that it sounded like there was not going to be a need for legislative action. Mr. Jenkins said he was glad that the project was moving forward, he just wanted to ensure that the right groups were voting on it.

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 Farmer of KSA, 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.

- **BUSINESS AND FINANCE REPORT:** Ms. Teresa Pierce presented this report on behalf of Ms. Bagley, who attended a conference. Ms. Pierce said the aging schedule as of month end for March, 2025 showed an overall increase from $1,108,837 to $1,231,188 an increase of approximately $122,000. Revenues for March were approximately $1,363,569 about 19% above the 3-year average. Expenses were $1,112,591 a 7% increase over the 3-year average. Net gain of approximately $104,123 a 141% increase in comparison to the 3-year average.
- **MARKETING REPORT:** Mr. Mark Crawford was present to give the Marketing Report.

Chairman Jenkins requested a motion to approve Discussion Agenda Item No. 6. Motion was made by Mr. Alley to approved Discussion Agenda Item No. 6, seconded by Ms. Sylvie. Ms. Medlin had some comments relating to the indemnity language and the bankruptcy terms. Mr. Jenkins modified the motion to approve the lease subject to continued negotiations regarding terms and default options. Motion passed 5 – 0.

- **NEW BUSINESS - NONE**

There being no further business, the meeting was adjourned.

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