SHREVEPORT AIRPORT AUTHORITY

REGULAR BOARD MEETING

November 20, 2025

OLIVER JENKINS, CHAIRMAN

KAY MEDLIN, VICE-CHAIRMAN

TANGELA SYLVIE

RAYMOND ALLEY

CARRANZA PRYOR

DIRECTOR OF AIRPORTS

LARRY W. BLACKWELL, JR., C.M.

SHREVEPORT AIRPORT AUTHORITY
REGULAR MEETING NO. 823-25
NOVEMBER 20, 2025

ROLL CALL

Oliver Jenkins, Chairman _____

Kay Medlin, Vice-Chairman _____

Tangela Sylvie _____

Raymond Alley _____

Carranza Pryor _____

SHREVEPORT AIRPORT AUTHORITY
MEETING NO. 823-25
SCHEDULED AGENDA
NOVEMBER 20, 2025

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 October 16, 2025, Regular Meeting

VII. Consent Agenda

VIII. Discussion Agenda

IX. Communications

A. Chairman's Report

B. Board Members' Reports

C. Director's Report

D. Staff Reports
   a. Airport Business and Finance Report
   b. Marketing Report

X. Old Business

XII. New Business

XIII. Adjournment

Next Board Meeting Date – December 18, 2025

SHREVEPORT AIRPORT AUTHORITY
CONSENT AGENDA
REGULAR MEETING NO. 823–25
NOVMEBER 20, 2025

DOWNTOWN AIRPORT

NONE

REGIONAL AIRPORT

NONE

SHREVEPORT AIRPORT AUTHORITY
DISCUSSION AGENDA
REGULAR MEETING NO. 823– 25
NOVEMBER 20, 2025

DOWNTOWN AIRPORT

ITEM NO. 1 - **TO APPROVE A REQUEST BY MR. TIMOTHY W. CHESTER D/B/A SKYGRILL, LLC TO ENTER INTO A NEW COMMERCIAL LEASE AGREEMENT FOR THE RESTAURANT SPACE AT SHREVEPORT DOWNTOWN AIRPORT**

ITEM NO. 2 - **TO ENTER INTO SUPPLEMENTAL TASK AGREEMENT # 3 WITH GARVER, LLC FOR THE AIRPORT LAYOUT PLAN UPDATE AT SHREVEPORT DOWNTOWN AIRPORT**

REGIONAL AIRPORT

ITEM NO. 3 - **TO ADOPT A RESOLUTION AUTHORIZING AIRPORT MANAGEMENT TO WRITE OFF BAD DEBT/ACCOUNTS RECEIVABLES RELATED TO UNPAID RENT FOR HANGAR 3 BY CENTRAL JET SERVICE, LLC AT SHREVEPORT REGIONAL AIRPORT**

ITEM NO. 4 - **TO APPROVE A REQUEST TO ENTER INTO TASK AGREEMENT # 12 WITH KSA ENGINEERS, INC., FOR ENGINEERING SERVICES RELATED TO TAXIWAY E EXTENSION AND NEW TAXILANE/APRON (DESIGN) PROJECTS AT SHREVEPORT REGIONAL AIRPORT**

SHREVEPORT AIRPORT AUTHORITY
DISCUSSION AGENDA ITEM NO. 1
REGULAR MEETING NO. 823-25

DATE: NOVEMBER 20, 2025 **AIRPORT: DOWNTOWN**

SUBJECT: TO APPROVE A REQUEST BY MR. TIMOTHY W. CHESTER D/B/A SKY GRILL, LLC TO ENTER INTO A NEW COMMERCIAL LEASE AGREEMENT FOR THE RESTAURANT SPACE AT SHREVEPORT DOWNTOWN AIRPORT

PURPOSE:

To approve a request by Mr. Timothy W. Chester d/b/a Sky Grill, LLC to enter into a new commercial lease agreement for the restaurant space at Shreveport Downtown Airport

---

BACKGROUND INFORMATION AND DISCUSSION:

In the Shreveport Airport Authority (SAA) Board meeting held August 29, 2024, the SAA approved Mr. Timothy W. Chester d/b/a Sky Grill, LLC to enter into a commercial lease agreement for the restaurant space at Shreveport Downtown Airport. The rental rate was approved at $800.00 per month plus five percent (5%) of the gross sales over $10,000.00 per month. Mr. Chester is responsible for all utilities affiliated with the restaurant operation.

Mr. Chester was originally approved for a primary term of one (1) year commencing September 1, 2024, and expiring August 31, 2025, with one (1) additional one (1) year option.

Mr. Chester has requested that he be approved for a new Commercial Lease Agreement for the restaurant space at Downtown Airport and that the 5% surcharge after the restaurant reaches gross sales over $10,000.00 per month be eliminated. Mr. Chester explained the costs of products, supplies, staffing, taxes and upkeep at the restaurant have become an extreme financial burden and this change will help keep the restaurant open.

If approved, the Authority will execute a lease agreement with a primary term of two (2) years commencing December 1, 2025, and expiring November 30, 2027, with one (1) additional one (1) year option. The rental rate will be $800.00 per month. Mr. Chester will be responsible for all utilities affiliated with the restaurant operation.

The account is in good standing.

FINANCES:

Rental Rate: $800.00 per month

ALTERNATIVES:

_____ Approve the request as presented.

_____ Reject the request as presented.

_____ Modify the request and approve.

CONCLUSION/RECOMMENDATION:

Management recommends that this agenda item be approved as presented.

Fact Sheet Prepared By: Larry W. Blackwell, Jr., C.M.
Director of Airports

SHREVEPORT AIRPORT AUTHORITY
DISCUSSION AGENDA ITEM NO. 2
REGULAR MEETING NO. 823-25

DATE: NOVEMBER 20, 2025 **AIRPORT: DOWNTOWN**

SUBJECT: TO ENTER INTO A SUPPLEMENTAL TASK AGREEMENT #3 WITH GARVER, LLC, FOR THE AIRPORT LAYOUT PLAN UPDATE AT SHREVEPORT DOWNTOWN AIRPORT

PURPOSE:

To enter into Supplemental Task Agreement #3 with Garver, LLC., for the Airport Layout Plan Update at Shreveport Downtown Airport

---

BACKGROUND INFORMATION AND DISCUSSION:

In September, 2024, the Shreveport Airport Authority entered into a Master Services Agreement with Garver, LLC for Airfield Consulting and Engineering Services, which includes the Airport Layout Plan (ALP) Update for Shreveport Downtown Airport.

Per FAA AC 150/5070-6B and AC 150/5300-13, the ALP must reflect current airfield standards and configurations, including facilities and future modifications and improvements. This project will update the ALP and ensure compliance with current FAA Airfield Standards.

Airport management has received a proposal for Task Order #3 in the amount of $253,811.00. Per FAA A/C 150/5100-14D, an Independent Fee Estimate (IFE) was performed. Airport Management, the FAA and the LADOTD have reviewed the proposal and found the fee acceptable.

This project is 95% FAA and 5% LADOTD funded.

FINANCES:

Amount not to exceed: $ 253,811.00

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., C.M.
Director of Airports

SHREVEPORT AIRPORT AUTHORITY
DISCUSSION AGENDA ITEM NO. 3
REGULAR MEETING NO. 823-25

DATE: NOVEMBER 20, 2025 **AIRPORT: REGIONAL**

SUBJECT: TO ADOPT A RESOLUTION AUTHORIZING AIRPORT MANAGEMENT TO WRITE OFF BAD DEBT/ACCOUNTS RECEIVALBES RELATED TO UNPAID RENT FOR HANGAR 3 BY CENTRAL JET SERVICE, LLC AT SHREVEPORT REGIONAL AIRPORT

PURPOSE:

To adopt a resolution authorizing Airport management to write off bad debt/accounts receivables related to unpaid rental payments for Hangar 3 by Central Jet Service, LLC at Shreveport Regional Airport

---

BACKGROUND INFORMATION AND DISCUSSION:

Pursuant to settlement actions precipitated by Pettiette, Armand, Dunkelman, Woodley, and Cromwell, LLP, as communicated on October 21, 2025, final rental payment from Central Jet Service, LLC to the Shreveport Airport Authority money required was delivered and received. The litigation has concluded and no additional renumeration will be remitted to the Shreveport Airport Authority for unpaid debt. Airport management requests authorization to permanently write off the remaining unpaid invoices from 2022 through 2025 for monthly rents and badges not absorbed by the final settlement payment.

Central Jet Service, LLC's account statement is attached for your information.

FINANCES:

30 Rental Invoices from 2022 through 2025 = $95,400.00
3 Badging Invoices from 2023 through 2025 = $238.00
Total Write-off = $**95,638.00**

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., C.M.
Director of Airports

RESOLUTION NO.___ 2025

BY: THE SHREVEPORT AIRPORT AUTHORITY NOVEMBER 20, 2025

A RESOLUTION OF THE BOARD OF THE SHREVEPORT AIRPORT AUTHORITY, SHREVEPORT LOUISIANA; TO AUTHORIZE WRITE OFF BAD DEBT/ACCOUNTS RECEIVALBES CONNECTED TO LITIGATION WITH CENTRAL JET SERVICE, LLC RELATED TO HANGAR 3 AT SHREVEPORT REGIONAL AIRPORT

WHEREAS, the Shreveport Airport Authority (Authority) has jurisdiction over and administrative control of the Shreveport Downtown and Regional Airport, and

WHEREAS, the Authority is authorized by ordinance to adopt regulations, orders, and resolutions as it deems necessary for the management, government and use of the Airport ; and

WHEREAS, the Authority has on this book a delinquent account for past due payments; and

WHEREAS, the Authority recognizes that litigation with Central Jet Service, LLC concerning rental payments for Hangar 3 at Shreveport Regional Airport has concluded and settlement actions precipitated by Pettiette, Armand, Dunkelman, Woodley, and Cromwell, LLP, have resulted in an unpaid balance of $95,638.00; and

NOW, THEREFORE, BE IT RESOLVED that the Authority does hereby authorize the Airports to take appropriate action to write off the account of Central Jet Service;, LLC and

Said Resolution having been read and considered by a quorum of the Shreveport Airport Authority, on a motion by _____ and seconded by _____to adopt the Resolution, a record vote was taken and the following result was as follows:

Authority Members:

Oliver Jenkins _____

Kay Medlin _____

Tangela Sylvie _____

Raymond Alley _____

Carranza Pryor _____

IN WITNESS WHEREOF, the presiding officer declared the above Resolution duly adopted in full on the ____ day of _____, 2025.

ATTEST:

_____
Larry W. Blackwell, Jr., Secretary

SHREVEPORT AIRPORT AUTHORITY

_____
Oliver Jenkins, Chairman

SHREVEPORT AIRPORT AUTHORITY
DISCUSSION AGENDA ITEM NO. 4
REGULAR MEETING NO. 823-25

DATE: NOVEMBER 20, 2025 **AIRPORT: REGIONAL**

SUBJECT: TO APPROVE A REQUEST TO ENTER INTO TASK AGREEMENT # 12 WITH KSA ENGINEERS, INC., FOR ENGINEERING SERVICES RELATED TO TAXIWAY E EXTENSION AND NEW TAXILANE/APRON (DESIGN) PROJECTS AT SHREVEPORT REGIONAL AIRPORT

PURPOSE:

To approve a request to enter into Task Agreement #12 with KSA Engineers, Inc., for Engineering Services related to Taxiway E Extension and New Taxilane/Apron (Design) Projects at Shreveport Regional Airport

---

BACKGROUND INFORMATION AND DISCUSSION:

In December 2020, KSA Engineers, Inc., entered into a Master Services Agreement (RFS 20-704) with the Shreveport Airport Authority for Airfield Engineering Services at Shreveport Regional Airport. Work completed under this task agreement will include geotechnical surveys, Preliminary Engineering Report, development of plans and specifications in an Engineer's Report, estimates, and contract documents, etc., related to this project. Construction and bidding phase services are not part of this scope.

The Airport Authority has received a proposal from KSA Engineers, Inc., in the amount of $1,063,435.00. Airport management has reviewed the proposal and found the fee acceptable.

This project is funded through Cooperative Endeavor Agreement (CEA) with the State of Louisiana- Capital Outlay Program. The SAA will provide a 25% match and 3% escrow on the funds as outlined in the CEA.

A copy of the proposal is attached for your information.

FINANCES:

Amount: Not to Exceed $1,063,435.00

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., C.M.
Director of Airports