

**SHREVEPORT AIRPORT AUTHORITY
REGULAR BOARD MEETING**

MARCH 17, 2022

OLIVER JENKINS, CHAIRMAN

KAY MEDLIN, VICE-CHAIRMAN

WAYNETTE BALLENGEE

JONATHAN REYNOLDS

DEPUTY DIRECTOR OF AIRPORTS

STACY KUBA, A.A.E.

**SHREVEPORT AIRPORT AUTHORITY
REGULAR MEETING NO. 788-22
MARCH 17, 2022**

ROLL CALL

Oliver Jenkins, Chairman _____

Kay Medlin, Vice-Chairman _____

Waynette Ballengee _____

Jonathan Reynolds _____

SHREVEPORT AIRPORT AUTHORITY
MEETING NO. 788 – 22
SCHEDULED AGENDA
MARCH 17, 2022

- 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 February 24, 2022, Regular Meeting.
- VII. Executive Session –

Just Plane Fun, LLC et al v. City of Shreveport
No. 630-266 –A First Judicial District Court
Caddo Parish Louisiana
- VIII. Communications
 - A. Chairman's Report
 - B. Board Members' Report
 - C. Director's Report
 - D. Staff Reports
 - a. Airport Business and Finance Report
 - b. Marketing Report
 - c. Projects Report
 - d. Downtown Airport Report
- IX. Consent Agenda
- X. Discussion Agenda
- XI. Old Business
- XII. New Business
- XIII. Adjournment

Next Board Meeting Date – April 21, 2022

**SHREVEPORT AIRPORT AUTHORITY
CONSENT AGENDA
REGULAR MEETING NO. 788 – 22
MARCH 17, 2022**

DOWNTOWN AIRPORT

NONE

REGIONAL AIRPORT

NONE

**SHREVEPORT AIRPORT AUTHORITY
DISCUSSION AGENDA
REGULAR MEETING NO. 788 – 22
MARCH 17, 2022**

DOWNTOWN AIRPORT

- ITEM NO. 1- TO APPROVE A REQUEST BY LINDEN ADAMS d/b/a 3 DUDES & A HANGAR, LLC, TO ENTER A NEW NON-COMMERCIAL GROUND LEASE AGREEMENT FOR LOTS 69 AND 70 AT SHREVEPORT DOWNTOWN AIRPORT**
- ITEM NO. 2- TO APPROVE A PROPOSAL BY JESSICA LESIKAR D/B/A SWEET CHEEZUS, LLC TO ENTER INTO A COMMERCIAL LEASE AGREEMENT FOR THE RESTAURANT AT SHREVEPORT DOWNTOWN AIRPORT**
- ITEM NO. 3- TO ADOPT A RESOLUTION AUTHORIZING THE CHAIRMAN TO ACCEPT AND EXECUTE A LOUISIANA DEPARTMENT OF TRANSPORTATION AVIATION DIVISION SPONSOR/STATE AGREEMENT NO. H.014722 FOR TERMINAL RAMP REHABILITATION - PHASE II (CONSTRUCTION) AT SHREVEPORT DOWNTOWN AIRPORT**

REGIONAL AIRPORT

- ITEM NO. 4- TO APPROVE A REQUEST BY PACE RUNNERS, INC., TO EXERCISE THE FIRST OPTION OF THEIR LEASE AGREEMENT AND ALSO AN ADDENDUM FOR ACCESS TO TWO ADDITIONAL PARKING SPACES AT SHREVEPORT REGIONAL AIRPORT**
- ITEM NO. 5- TO APPROVE A REQUEST BY TAILWIND-SHV, LLC, TO EXERCISE ALL REMAINING RENEWAL OPTIONS TO THE FOOD, BEVERAGE AND RETAIL CONCESSION LEASE AGREEMENT AT SHREVEPORT REGIONAL AIRPORT**

**SHREVEPORT AIRPORT AUTHORITY
DISCUSSION AGENDA ITEM NO. 1
REGULAR MEETING NO. 788-22**

DATE: MARCH 17, 2022

AIRPORT: DOWNTOWN

SUBJECT: TO APPROVE A REQUEST BY LINDEN ADAMS d/b/a 3 DUDES & A HANGAR, LLC, TO ENTER A NEW NON-COMMERCIAL GROUND LEASE AGREEMENT FOR LOTS 69 AND 70 AT SHREVEPORT DOWNTOWN AIRPORT

PURPOSE:

To approve a request by Linden Adams d/b/a 3 Dudes & A Hangar, LLC, to enter a new non-commercial ground lease agreement for Lots 69 and 70 at Shreveport Downtown Airport

BACKGROUND INFORMATION AND DISCUSSION:

Management received an application from Mr. Linden Adams d/b/a 3 Dudes & A Hangar, LLC, indicating that he has elected to enter into a new non-commercial ground lease agreement for Lots 69 and 70 at Shreveport Downtown Airport.

Mr. Adams has requested that he be approved for one primary term of ten (10) years and one ten (10) year extension for a total of twenty (20) years in consideration for making capital improvements during the initial term of the lease. These improvements must be valued in excess of TWENTY THOUSAND DOLLARS (\$20,000). It is Mr. Adams' plan to build a new hangar.

If approved, the Authority will execute a new ground lease agreement for a primary term commencing April 1, 2022, and expiring March 31, 2032, with one additional ten (10) year option. 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 such improvements have in fact been made.

Mr. Adams' application is attached for your review.

FINANCES:

Rental Rate: 10,000 sq.ft. x \$.2254 = \$2,254.00 per year

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: Stacy Kuba, A.A.E.
Deputy Director of Airports

**SHREVEPORT AIRPORT AUTHORITY
DISCUSSION AGENDA ITEM NO. 2
REGULAR MEETING NO. 788-22**

DATE: MARCH 17, 2022

AIRPORT: DOWNTOWN

SUBJECT: TO APPROVE A PROPOSAL BY JESSICA LESIKAR D/B/A SWEET CHEEZUS, LLC TO ENTER INTO A COMMERCIAL LEASE AGREEMENT FOR THE RESTAURANT AT SHREVEPORT DOWNTOWN AIRPORT

PURPOSE:

To approve a proposal by Jessica Lesikar d/b/a Sweet Cheezus, LLC to enter into a commercial lease agreement for the restaurant at Shreveport Downtown Airport

BACKGROUND INFORMATION AND DISCUSSION:

Management has received a proposal from Ms. Jessica Lesikar to lease the restaurant space at the Downtown Airport. The proposed restaurant will be Sweet Cheezus, LLC and will be a full-service restaurant, catering private events and special events. The restaurant will be open for business from 8:00 a.m. to 2:00 p.m. Tuesday through Friday serving breakfast and lunch. Saturday it will be open from 8:00 a.m. to 1:00 p.m. serving brunch. Ms. Lesikar wants to reserve the right to increase the hours as business progresses but will not decrease the hours.

If approved, Management will prepare an agreement consisting of one (1) year term effective May 1, 2022, with two (2) six month options. The rental rate will be \$800.00 per month plus five percent (5%) of the gross sales over \$10,000.00 per month. She will be responsible for all utilities affiliated with the restaurant operation.

FINANCES:

Rental Rate: \$800.00 plus five percent (5%) of total gross sales after \$10,000.00 per month.

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: Stacy Kuba, A.A.E.
Deputy Director of Airports

**SHREVEPORT AIRPORT AUTHORITY
DISCUSSION AGENDA ITEM NO. 3
REGULAR MEETING NO. 788-22**

DATE: MARCH 17, 2022

AIRPORT: DOWNTOWN

SUBJECT: TO ADOPT A RESOLUTION AUTHORIZING THE CHAIRMAN TO ACCEPT AND EXECUTE A LOUISIANA DEPARTMENT OF TRANSPORTATION AVIATION DIVISION SPONSOR/STATE AGREEMENT NO. H.014722 FOR TERMINAL RAMP REHABILITATION – PHASE II (CONSTRUCTION) AT SHREVEPORT DOWNTOWN AIRPORT

PURPOSE:

To adopt a resolution authorizing the Chairman to accept and execute a Louisiana Department of Transportation Aviation Division Agreement No. H.014722 for a Terminal Ramp Rehabilitation – Phase II (Construction) at Shreveport Downtown Airport

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 the Terminal Ramp Rehabilitation – Phase II (Construction) at Shreveport Downtown 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 \$504,397.00.

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

FINANCES:

Total Amount of Grant: An amount not to exceed \$504,397.00

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: Stacy Kuba, A.A.E.
Deputy Director of Airports

**SHREVEPORT AIRPORT AUTHORITY
DISCUSSION AGENDA ITEM NO. 4
REGULAR MEETING NO. 788-22**

DATE: MARCH 17, 2022 AIRPORT: REGIONAL

SUBJECT: TO APPROVE A REQUEST BY PACE RUNNERS, INC., TO EXERCISE THE FIRST OPTION OF THEIR LEASE AGREEMENT AND ALSO AN ADDENDUM FOR ACCESS TO TWO ADDITIONAL PARKING SPACES AT SHREVEPORT REGIONAL AIRPORT

PURPOSE:

To approve a request by Pace Runners, Inc., to exercise the first option of their lease agreement and also an addendum for access to two additional parking spaces at Shreveport Regional Airport

BACKGROUND INFORMATION AND DISCUSSION:

In the meeting held January 21, 2021, the Airport Authority Board approved a new lease agreement for Cargo Bay 1 in the East Cargo Building for Pace Runners, Inc, consisting of a one (1) year primary term and two one (1) year options for a total of three (3) years. The premises is used for warehousing and logistics.

Mr. Chad Godwin of Pace Runners, Inc., responded to an e-mail requesting to exercise the first option of the lease agreement. In accordance with the terms of the lease agreement the Lessee was required to notify the Lessor in writing at least ninety (90) days prior to the commencement of the renewal term of its election to renew the lease. Since the request to exercise the first option did not meet the lease agreement time requirements of written notice ninety (90) days prior to January 31, 2022, if approved, the lease will be extended for one (1) year commencing February 1, 2022, and expiring January 31, 2023.

In addition, Mr. Godwin has requested to have access to two (2) parking spaces adjacent to the East Cargo Building for parking 18-wheeler trucks. These spaces are in addition to their leased premises.

Upon approval an addendum to the Pace Runners, Inc., Lease Agreement will be issued retroactively to February 1, 2022, and will expire January 31, 2023, with one (1) year option.

FINANCES:

Rental Rate: 6,000 sf x \$4.50 = \$2,250.00 per month

Amount: 2 spaces @ \$100.00 per space = \$200.00 per month

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: Stacy Kuba, A.A.E.
Deputy Director of Airports

**SHREVEPORT AIRPORT AUTHORITY
DISCUSSION AGENDA ITEM NO. 5
REGULAR MEETING NO. 788-22**

DATE: MARCH 17, 2022

AIRPORT: REGIONAL

SUBJECT: TO APPROVE A REQUEST BY TAILWIND-SHV, LLC, TO EXERCISE ALL REMAINING RENEWAL OPTIONS TO THE FOOD, BEVERAGE AND RETAIL CONCESSION LEASE AGREEMENT AT SHREVEPORT REGIONAL AIRPORT

PURPOSE:

To approve a request by Tailwind-SHV, LLC, to exercise all remaining renewal options to the Food, Beverage and Retail Concession Lease Agreement at Shreveport Regional Airport

BACKGROUND INFORMATION AND DISCUSSION:

Airport management received a letter dated March 2, 2022, from Mr. Jeffrey Switzer, President of Tailwind MC, LLC requesting to exercise all remaining renewal options set forth in the lease agreement. A copy of the letter is attached.

The Shreveport Airport Authority entered into an agreement with JDDA Concessions Management, Inc., for an F&B and Retail Concession Agreement with a term from January 1, 2010 through December 31, 2020 with 5 – 1-year options. Each option shall be exercisable with the approval of the SAA by written letter ninety (90) days prior to the expiration of the then current term. The agreement was assigned to Tailwind-SHV, LLC effective September 6, 2011. In reviewing the agreement, staff believes that each option is separate and cannot be exercised collectively. In the Airport Authority Board meeting held September 16, 2021, the Board approved the second of the five – one-year options from January 1, 2022, through December 31, 2022. At that meeting staff reserved the right to issue an RFP in 2022 should Tailwinds not increase revenue as well as enhance the customer experience.

At the meeting in September 2021, staff explained to the Board they had met with Tailwind corporate and was assured that Tailwind was committed to improving the passenger experience in their restaurants and stores. They agreed to explore more local Ark-La-Tex options in their retail stores. Staff has continued to regularly communicate with them in order to monitor the progress being made.

FINANCES:

Minimum Annual Guarantee \$110,000.00 or 9% of the total revenue.

ALTERNATIVES:

- _____ Approve the request as presented.
- _____ Reject the request as presented.
- _____ Modify the request and approve.

CONCLUSION/RECOMMENDATIONS

Management recommends no approval for this agenda item.

Fact Sheet Prepared By: Stacy Kuba, A.A.E.
Deputy Director of Airports

