

**SHREVEPORT AIRPORT AUTHORITY
REGULAR BOARD MEETING**

APRIL 21, 2022

OLIVER JENKINS, CHAIRMAN

KAY MEDLIN, VICE-CHAIRMAN

WAYNETTE BALLENGEE

JONATHAN REYNOLDS

TANGELA SYLVIE

DEPUTY DIRECTOR OF AIRPORTS

STACY KUBA, A.A.E.

**SHREVEPORT AIRPORT AUTHORITY
REGULAR MEETING NO. 789-22
APRIL 21, 2022**

ROLL CALL

Oliver Jenkins, Chairman _____

Kay Medlin, Vice-Chairman _____

Waynette Ballengee _____

Jonathan Reynolds _____

Tangela Sylvie _____

SHREVEPORT AIRPORT AUTHORITY
MEETING NO. 789 – 22
SCHEDULED AGENDA
APRIL 21, 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 March 17, 2022, Regular Meeting.
- VII. 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
 - e. ARFF
- VIII. Consent Agenda
- IX. Discussion Agenda
- X. Old Business
- XI. New Business
- XII. Adjournment

Next Board Meeting Date – May 19, 2022

**SHREVEPORT AIRPORT AUTHORITY
CONSENT AGENDA
REGULAR MEETING NO. 789 – 22
APRIL 21, 2022**

DOWNTOWN AIRPORT

NONE

REGIONAL AIRPORT

NONE

**SHREVEPORT AIRPORT AUTHORITY
DISCUSSION AGENDA
REGULAR MEETING NO. 789 – 22
APRIL 21, 2022**

DOWNTOWN AIRPORT/REGIONAL AIRPORT

**ITEM NO. 1- TO APPROVE AN AERONAUTICAL HANGAR LEASE FOR
DOWNTOWN AND REGIONAL AIRPORTS**

DOWNTOWN AIRPORT

**ITEM NO. 2A- TO APPROVE A REQUEST BY JASON R. JARRETT D/B/A JARRETT
AIR, LLC TO BE RELEASED FROM ANY AND ALL RESPONSIBILITY
IN AND OBLIGATION TO THE NON-COMMERCIAL LEASE
AGREEMENT FOR LOT 66 AT SHREVEPORT DOWNTOWN AIRPORT**

**ITEM NO. 2B- TO APPROVE A REQUEST BY MR. STAN GUIDROZ D/B/A TOUCAN
PROPERTY HOLDINGS, LLC TO ASSUME THE NON-COMMERCIAL
LEASE AGREEMENT FOR LOT 66 AT SHREVEPORT DOWNTOWN
AIRPORT**

**ITEM NO. 3- TO ENTER INTO SUPPLEMENTAL TASK AGREEMENT #8 WITH
GARVER, LLC FOR DESIGN, BIDDING AND CONSTRUCTION PHASE
SERVICES RELATED TO THE PERMETER FENCE REPLACEMENT-
PHASE II AT SHEVEPORT DOWNTOWN AIRPORT**

REGIONAL AIRPORT

**ITEM NO. 4- TO APPROVE THE REQUEST BY THE FEDERAL AVIATION
ADMINISTRATION TO ENTER INTO A NEW LEASE AGREEMENT
WITH THE SHREVEPORT AIRPORT AUTHORITY FOR OFFICE SPACE
ON THE LOWER LEVEL OF CONCOURSE “B” OF THE REGIONAL
AIRPORT**

**SHREVEPORT AIRPORT AUTHORITY
DISCUSSION AGENDA ITEM NO. 2A
REGULAR MEETING NO. 789-22**

DATE: APRIL 21, 2022

AIRPORT: DOWNTOWN

SUBJECT: TO APPROVE A REQUEST BY JASON R. JARRETT D/B/A JARRETT AIR, LLC TO BE RELEASED FROM ANY AND ALL RESPONSIBILITY IN AND OBLIGATION TO THE NON-COMMERCIAL LEASE AGREEMENT FOR LOT 66 AT SHREVEPORT DOWNTOWN AIRPORT

PURPOSE:

To approve a request by Jason R. Jarrett d/b/a Jarrett Air, LLC to be released from any and all responsibility in and obligation to the Non-Commercial Lease Agreement for Lot 66 at Shreveport Downtown Airport

BACKGROUND INFORMATION AND DISCUSSION:

Management received notification from Mr. Jason Jarrett indicating that Mr. Stan Guidroz d/b/a Toucan Property Holdings, LLC had purchased the improvements located on Lot 66 at Shreveport Downtown Airport. Mr. Jarrett is requesting that he be released from any and all responsibility in and obligation to the non-commercial lease agreement effective May 1, 2022. Mr. Jarrett's account is in good standing.

FINANCES:

Rental Rate: 6,577 sq.ft. x \$.2254 = \$1,482.46 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 C. Kuba, A.A.E.
Deputy Director of Airports

**SHREVEPORT AIRPORT AUTHORITY
DISCUSSION AGENDA ITEM NO. 2B
REGULAR MEETING NO. 789-22**

DATE: APRIL 21, 2022

AIRPORT: DOWNTOWN

**SUBJECT: TO APPROVE A REQUEST BY MR. STAN GUIDROZ D/B/A TOUCAN
PROPERTY HOLDINGS, LLC TO ASSUME THE NON-COMMERCIAL LEASE
AGREEMENT FOR LOT 66 AT SHREVEPORT DOWNTOWN AIRPORT**

PURPOSE:

To approve a request by Mr. Stan Guidroz d/b/a Toucan Property Holdings, LLC to assume the Non-Commercial Lease Agreement for Lot 66 at Shreveport Downtown Airport

BACKGROUND INFORMATION AND DISCUSSION:

Management received notification from Mr. Stan Guidroz d/b/a Toucan Property Holdings, LLC that he had purchased the improvements located on Lot 66 at the Shreveport Downtown Airport from Mr. Jason Jarrett. Mr. Guidroz submitted an application dated April 12, 2022, to assume the remainder of the lease term previously assigned to Mr. Jason Jarrett. Mr. Guidroz will be using the hangar for personal use only.

Mr. Guidroz has requested to assume the remainder of the non-commercial ground lease agreement that was approved for one primary term of ten (10) years and one ten (10) year extension in consideration of the capital improvements which will be valued in excess of TWENTY THOUSAND DOLLARS (\$20,000) for the ten (10) year option that are made during the initial term of the lease.

If approved, the Authority will execute an Assumption to the Ground Lease Agreement for a primary term which commenced March 1, 2020, and will expire February 28, 2030, with one additional ten (10) year option for a total of twenty (20) 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 such improvements have in fact been made. A copy of the application is attached for your information.

FINANCES:

Rental Rate: 6,577 sq.ft. x \$.2254 = \$1,482.46 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 C. Kuba, A.A.E.
Deputy Director of Airports

**SHREVEPORT AIRPORT AUTHORITY
DISCUSSION AGENDA ITEM NO. 3
REGULAR MEETING NO. 789-22**

DATE: APRIL 21, 2022

AIRPORT: DOWNTOWN

SUBJECT: TO ENTER INTO SUPPLEMENTAL TASK AGREEMENT #8 WITH GARVER, LLC FOR DESIGN, BIDDING AND CONSTRUCTION PHASE SERVICES RELATED TO THE PERIMETER FENCE REPLACEMENT-PHASE II AT SHEVEPORT DOWNTOWN AIRPORT

PURPOSE:

To enter into Supplemental Task Agreement #8 with Garver, LLC for design, bidding and construction phase services related to the Perimeter Fence Replacement-Phase II at Shreveport Downtown Airport

BACKGROUND INFORMATION AND DISCUSSION:

In May 2019, the Shreveport Airport Authority entered into a Master Services Agreement with Garver, LLC, which includes design, bidding and construction phase services for perimeter fence replacement at Shreveport Downtown Airport.

Airport Management has received a proposal from Garver, LLC for perimeter fence replacement-phase II, in the amount of \$28,690.00.

Upon review of the fee proposal, LADOTD and airport management determined the fee proposal from Garver, LLC was acceptable.

This project will be 100% funded by LADOTD.

FINANCES:

Amount not to exceed: \$ 28,690.00

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. 789-22**

DATE: APRIL 21, 2022

AIRPORT: REGIONAL

SUBJECT: TO APPROVE THE REQUEST BY THE FEDERAL AVIATION ADMINISTRATION TO ENTER INTO A NEW LEASE AGREEMENT WITH THE SHREVEPORT AIRPORT AUTHORITY FOR OFFICE SPACE ON THE LOWER LEVEL OF CONCOURSE “B” OF THE REGIONAL AIRPORT

PURPOSE:

To approve the request by the Federal Aviation Administration to enter into a new lease agreement with the Shreveport Airport Authority for office space on the lower level of Concourse “B” of the Regional Airport

BACKGROUND INFORMATION AND DISCUSSION:

The Federal Aviation Administration Contract Weather Observers Office is being relocated to the Regional Airport terminal. Airport staff has been working since 2016 to relocate the office from the Terminal Annex building into a new location due to failing mechanical systems. The planned project involving the current office has made this move a necessity.

ALTERNATIVES:

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

FINANCES:

Rental Rate:	278 sf at \$10.98 =	\$3,052.33 per year or \$254.37 per month
Utilities:	278 sf at \$2.50 =	\$ 695.00 per year or \$ 57.92 per month
Janitorial:	278 sf at \$1.36 =	\$ 378.08 per year or \$ 31.51 per month
<u>2 parking spaces:</u>	<u>400 sf at \$.47 =</u>	<u>\$ 188.04 per year or \$ 15.57 per month</u>
Total		\$4,313.45per year or \$359.45 per month

CONCLUSION/RECOMMENDATION:

Management recommends approving this agenda item as presented.

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