

SHREVEPORT AIRPORT AUTHORITY
January 20, 2022

Meeting No. 786-22

The Shreveport Airport Authority regular meeting was called to order by Chairman Mary Jackson at 10:00 a.m. in the Conference Room of the Shreveport Airport Authority located at Shreveport Regional Airport.

PRESENT:

Mary L. Jackson
Oliver Jenkins
Waynette Ballengee
Jonathan Reynolds
Kay Medlin

ABSENT:

STAFF:

Stephanie Tucker
Tiffany Bagley
Mark Crawford
Stephen Price
Bruce Hollander
Nelda Garza

David Kaplovitz/Danielle Brown – City Attorney’s Office
Joe Gibney/Steven Risinger – TAC Air
Jeff Spikes – iArchitecture
Emily McElroy – Tubreaux Aviation
Martin Wright – TSA

Board Member Waynette Ballengee provided the opening prayer. Board Member Kay Medlin led the Pledge of Allegiance to the American flag.

PUBLIC COMMENTS: None

Motion was made by Mr. Jenkins, seconded by Ms. Ballengee to approve the minutes from the regular meeting held December 16, 2021. Motion passed 5 – 0.

Motion was made by Ms. Ballengee for the Board to go into executive session to discuss the following as posted on the Public Notice, seconded by Mr. Jenkins. Motion passed 5 – 0.

Just Plane Fun, LLC et al v. City of Shreveport
No. 630-266 –A First Judicial District Court
Caddo Parish Louisiana

Benton & Brown, LLC v. EJES, Inc.

No. 151,591- D Twenty-Sixth Judicial District Court
Bossier Parish Louisiana

City of Shreveport v. ExpressJet Airlines, Inc

No. 612,460 - C First Judicial District Court
Caddo Parish, Louisiana

Chairman Mary Jackson left the meeting when the Board returned to regular session. Therefore, Vice-Chair Oliver Jenkins presided over the remainder of the meeting.

Motion was made by Mr. Jenkins, seconded by Ms. Ballengee to support Attorney Marcus Edwards' recommendation on the Benton and Brown and ExpressJet lawsuits.

Motion was made by Mr. Jenkins, seconded by Mr. Reynolds to support Attorney Brian Smith's recommendation on the Just Plane Fun lawsuit.

CHAIRMAN'S REPORT:

Mr. Jenkins requested that Ms. Ballengee and Ms. Medlin serve on the committee to appoint Board officers for 2022/2023.

BOARD MEMBER REPORTS: None**COMMITTEE REPORTS:**

DIRECTOR SEARCH COMMITTEE – Mr. Jonathan Reynolds and Mr. Oliver Jenkins served on this committee. Mr. Jenkins said that the committee had reviewed proposals submitted and had settled on Frank Jay & Associates and were negotiating with the group. He said there was an item on the meeting agenda this date for the Board's consideration.

FINANCE COMMITTEE - Mr. Jonathan Reynolds and Mr. Oliver Jenkins served on this committee. Mr. Reynolds said there was nothing to report.

AIR SERVICE DEVELOPMENT AND MARKETING COMMITTEE – Ms. Waynette Ballengee and Ms. Kay Medlin served on this committee. Ms. Medlin said although she was unable to attend, Ms. Ballengee had met with staff and Brett Morgan of Breeze Airlines. Ms. Ballengee said that she felt there are opportunities for the Shreveport Regional, but we probably have to be more aggressive and let them know that we have a lot of things that we can offer. She said the Airport has the RASA funds, and it was a concern that none of the existing carriers have any interest in discussing new routes. Ms. Medlin said the larger carriers are cutting flights so the focus has to be on smaller carriers. She said that she was involved in a transaction that should result in more business travel between Shreveport and Oklahoma City. Ms. Medlin said this would be something important to relate to smaller carriers that have routes to Tulsa and Oklahoma City.

TERMINAL MODERNIZATION COMMITTEE – Ms. Waynette Ballengee and Ms. Kay Medlin served on this committee. Ms. Tucker said that a part of the Master plan had been distributed to the Board members for their review at the last meeting. There was an agenda item for the Board’s consideration and a presentation was ready to be shown this date.

CAPITAL PROJECTS AND CONSTRUCTION COMMITTEE – Mr. Oliver Jenkins and Mr. Jonathan Reynolds served on this committee. Mr. Jenkins said there was nothing to report.

DIRECTOR’S REPORT – Interim Director Stephanie Tucker gave the following report:

- **Mask Mandate:** Mrs. Tucker said that the TSA had extended the directive for a mask mandate in the Airport and on planes until March, 2022.
- **SUSLA:** The staff had been advised that they were awaiting the Interim Chancellor to review and sign the lease agreement documents. Upon the document being fully executed, the lease will be forwarded via e-mail to the Louisiana Division of Administration Real Estate Leasing Office for review and the beginning of the lease agreement contract process.
- **Loading Bridges:** Three of the bridges were now installed. She said the fees charged to the airlines would be based on cost recovery over a number of years with efforts to keep the costs within what the two signatory airlines (Delta and American) had been paying. United had requested that the Airport assume ownership and responsibility of maintenance for their PBB. Staff advised that it was not in the best interest of the airport to do so since the bridge is older and requires more maintenance.
- **Parking Lot:** Mrs. Tucker said that passengers should ensure that they arrive at least one hour in advance of their flight time for DL, UA and AA and two hours for Allegiant. She emphasized that it would be good to always check the flight schedules.
- **TAC Air** – Assistant City Attorney David Kaplovitz, Deputy Director of Airports Stacy Kuba and Mrs. Tucker had been reviewing the proposed 55-year lease agreement with the TAC Air Team. TAC Air had advised that they would like the contract signed by the end of the month to take advantage of pricing. She advised that the Board could either call a special meeting to vote on the agreement or postpone voting on the matter until the February meeting. Mr. Jenkins said that he would be agreeable to voting to allow the Chairman to sign the lease without the necessity of the Board reconvening. Ms. Medlin said she felt this was a better alternative than having a special meeting. In the absence of the chair, the vice-chair should be able to sign.
- **CRSSA and ARPA** – Mrs. Tucker said that she and Airport staff had met with the rental car companies to discuss allocation of the ARPA and CRRSA funds from the FAA. The next step was to forward the information to the FAA for review.
- **Records Management** – Mrs. Tucker said that she and Airport staff would be meeting with Samantha Ramirez, who was hired by the City to be the new Record Retention manager.
- **SAA Board Training** - Assistant City Attorney David Kaplovitz was reviewing training requirements for Board Members and would advise.

- **PFC App #6** – Staff was beginning to plan for projects that would be included in the next PFC application. If enough funds were remaining in the Unison contract, the staff would be consulting with them.
- **Maintenance of Loading Bridges Audit** – Staff was currently responding to a list of questions regarding the maintenance of certain PBB's.
- **Interim Director's Resignation** – Mrs. Tucker stated the following: “Lastly, I would like to thank the Mayor and the Board for the great opportunity that was given to me on June 7, 2021, to become the Interim Director of the Shreveport Airport Authority. I am proud of the work that the staff and I have done these last seven months: The start of the non-stop to LAX; the start of the non-stop to DEN; successful relocation of Customs; installation of three of the four PBB's; successful upgrade of the ABRM revenue reporting system; Federal Security Inspection which found no airfield deficiencies; and the refurbishment of the SUSLA Aerospace and Technology building at DTN to name a few. COVID continues to be a major challenge though we have recovered greatly, and I believe we will soon be at 2019 levels. 2022 will be bringing new opportunities for the Shreveport Regional Airport. Most importantly, it should (and hopefully will) be the beginning of the planning, designing, financing and construction of a new relocated FAA tower and a new modern concourse replacing the outdated concourses as the major parts of the Terminal Modernization Program. This 4 – 5-year program from start to end will take a committed leader willing to put in many long hours to see this project be built. I have been in Aviation for over 40 years. Recently, I turned the magical age of 65 and upon reflection, I find that I am not prepared to exert the hours and multi-year commitment needed for this project to truly succeed. In fact, the holidays and time spent with my family in New Orleans showed me that now is the time to retire. Therefore, I am submitting my resignation effective January 31, 2022. On a personal note, I would like to thank Mayor Perkins and Chief Administrative Officer Whitehorn for their confidence in me and continued assistance throughout my term. I certainly wish them the best, both personally and professionally. It has been a pleasure getting to know various Board members and I thank Madam Chair for her support especially. I also would like to thank the employees for their warm welcome and continued support. And for the tenants for their willingness to work with me. Godspeed to you all.”

Mr. Reynolds said he appreciated Mrs. Tucker stepping in over the last six or seven months. He also said that in regard to the SUSLA contract, if needed, he could leverage his relationship with SUSLA to get the lease agreement moving forward.

- **BUSINESS AND FINANCE REPORT:** Ms. Tiffany Bagley, Business and Finance Manager, presented the aging schedule as of December 31, 2021. Revenues were trending upward. Ms. Bagley also provided an overview of capital projects for Regional and Downtown Airports.
- **MARKETING REPORT:** Mr. Mark Crawford was present to give the Marketing Report.

Mr. Crawford reported that there were new advertisements out promoting the LAX flight and they would be running through April 27th. More than 504,000 passengers came through the

Airport in 2021. He said we were back to 2017 numbers. He said it was hoped by the end of December, the Airport would be back to the 2019 numbers are higher. He provided Air carrier enplanements and fuel sales for the month of December.

- **PROJECTS REPORT:** Mr. Mark Crawford was present to provide this report for Lisa Clark. Mr. Crawford provided updates of ongoing projects at the Airports with accompanying slides. Ms. Ballengee said that she had received a couple of concerns related to the American route to Charlotte. She said there is also an American flight to Dallas that arrives at approximately the same time. Ms. Ballengee said these passengers missed their flight despite having been at the airport on time because of the length of the line to check-in. The Dallas flight goes out after the Charlotte flight but there is no distinction in the line to check-in. Mr. Crawford said that SHV got the Charlotte route in 2017 and American's scheduling has overlapped those flights. They are all within 30 minutes of each other and they are aware of it. He said his understanding is that they have no intention of changing that. Mr. Crawford said this was probably because separate contractors operate each of the routes.
- **DOWNTOWN AIRPORT REPORT:** Mr. Bruce Hollander, Manager of Downtown Airport presented this report. Mr. Hollander said everyone was still loving Sweet Cheezus, but they had slowed down since the holidays. They are open from Tuesday through Friday from 8 a.m. to 2 p.m. and Saturday they are open from 8 a.m. to 11 a.m. He said they are reaching out to others in an effort to market the restaurant. Mr. Hollander said the owner was still interested in having their own lease. He said that he was seeing the trends for activity follow what they had over the past few years.
- **AIRPORT SECURITY REPORT:** Chief Kimberly Harris was covering the checkpoint and unable to present a report, therefore, Mark Crawford presented this as well. He said Sergeant Frank Leonard had retired as of December 31, 2021. Officer James Kyles was promoted to Sergeant. He said they are trying to hire multiple people in multiple positions in the Division. The new starting salary is \$17.77 per hour and after one year, they get \$3.00 per hour more for state supplement pay. To apply for the positions, applicants need to go to the City of Shreveport's HR website. Mrs. Tucker said one of the things that was being done to assist Chief Harris is to contract with a security agency to provide personnel temporarily until the Airport could hire additional personnel.

CONSENT AGENDA: None

DISCUSSION AGENDA

DISCUSSION AGENDA ITEM NO. 1 - TO APPROVE DEDUCTIVE CHANGE ORDER NO. 2 TO THE CONTRACT WITH F. J. BURNELL, INC., FOR THE RUNWAY 5/23 OBSTRUCTIONS REMOVAL AT SHREVEPORT DOWNTOWN AIRPORT In May 2021, the Shreveport Airport Authority Board approved the contract with F. J. Burnell for the Runway 5/23 Obstructions Removal as part of the 5/23 Runway Extension at the Shreveport Downtown airport. F. J. Burnell completed the Runway 23 end, Phase 1, September 10, 2021.

Subsequently, in July 2021, the Airport requested right-of-entry to property owned by Alliance Investment, LLC to facilitate an appraisal of trees to be removed prior to beginning phase 2 of the obstruction removal on the Runway 5 end. In November 2021, upon review of zoning Ordinance 240 of 1979 for the Downtown Airport, the Office of the City Attorney determined the zoning Ordinance 240 did not include compensation for height servitude to the landowner, therefore, the Airport must compensate the property owner for a height servitude and for the trees to be removed. The Airport requested an appraisal and is currently awaiting a review appraisal. The results of the appraisals will determine the future course of action on the obstruction removals on the Runway 5 end.

The contracted time with F. J. Burnell was 85 calendar days, starting June 28, 2021. Due to the uncertainty surrounding the cost of the height servitude, the Airport will not continue the contract with F. J. Burnell therefore it will terminate retroactively to September 21, 2021. Procedurally in order to end the contract, there must first be a deduct of costs associated with the obstruction mitigation on the runway 5 end. This deductive change order #2 accomplishes this. Airport Management and the Engineer of Record, EJES, Inc, have reviewed all documentation and found the deductive amount compliant with the reduced number of scheduled values. The Airport will rebid the remaining obstruction removal once a definitive solution has been determined. This project is 90% FAA and 10% LADOTD funded.

Original Contract Amount:	\$ 299,400.00
Change order 1 increase:	\$ 1,300.00
Change order 2 decrease	\$ - 22,060.00
Total contract amount:	\$ 278,640.00

Management recommended approving this agenda item as presented.

Motion was made by Ms. Ballengee to approve Discussion Agenda Item No. 1, seconded by Ms. Medlin. Motion passed 4 – 0

DISCUSSION AGENDA ITEM NO. 2 - TO ADOPT A RESOLUTION TO RATIFY THE DIRECTOR'S ACCEPTANCE AND EXECUTION OF FEDERAL AVIATION ADMINISTRATION CONCESSIONS RENT RELIEF AIRPORT RESCUE GRANT NO. 3-22-0048-078-2022 FOR SHREVEPORT REGIONAL AIRPORT The Shreveport Airport Authority has received a Concessions Rent Relief Airport Rescue Grant as a result of the COVID-19 Public Health Emergency from the Federal Aviation Administration (FAA). This grant can only be used to provide reimbursement to the Airport for providing relief from rent and minimum annual guarantees to each eligible in-terminal airport concession at the

Regional Airport incurred no earlier than March 11, 2021. As required by the FAA, staff will be reviewing the application of the grant with the in-terminal concessions. The maximum obligation payable under the grant is \$278,768.00. The performance period is 4 years. The acceptance deadline is no later than January 22, 2022. Maximum Obligation Payable Under of Grant: \$278,768.00. Management recommended approving this agenda item as presented.

RESOLUTION NO. ____ 2022

BY: THE SHREVEPORT AIRPORT AUTHORITY

JANUARY 20, 2022

A RESOLUTION OF THE BOARD OF THE SHREVEPORT AIRPORT AUTHORITY, SHREVEPORT LOUISIANA; TO ACCEPT FEDERAL AVIATION ADMINISTRATION CONCESSIONS RENT RELIEF AIRPORT RESCUE GRANT NO. 3-22-0048-078-2022 FOR SHREVEPORT REGIONAL AIRPORT.

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

NOW, THEREFORE, BE IT RESOLVED by the Chairman and members of the Shreveport Airport Authority of Shreveport Regional Airport, acting as the governing authority of said airport that:

Interim Director of Airports Stephanie K. Tucker is hereby approved to sign this Resolution accepting the Federal Aviation Administration Concessions Rent Relief Airport Rescue Grant No. **3-22-0048-078-2022** for Shreveport Regional Airport.

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:

Mary L. Jackson, Chairman _____

Oliver Jenkins, Vice-Chairman _____

Waynette Ballengee _____

Kay Medlin _____

Jonathan Reynolds _____

IN WITNESS WHEREOF, the presiding officer declared the above Resolution duly adopted in full on the ____ day of _____, 2022.

ATTEST:

SHREVEPORT AIRPORT
AUTHORITY

Stephanie K. Tucker, Secretary

Mary L. Jackson, Chairman

Motion was made by Mr. Reynolds to approve Discussion Agenda Item No. 2, seconded by Ms. Ballengee. Motion passed 4 – 0

DISCUSSION AGENDA ITEM NO. 3 - TO APPROVE THE REQUEST BY JW LOGISTICS TO RENEW THE LEASE AGREEMENT FOR CARGO BAYS 6, 7, 8, 9, AND 10 IN THE EAST AIR CARGO COMPLEX AT SHREVEPORT REGIONAL AIRPORT JW Logistics has previously been approved to lease Cargo Bays 6, 7, 8, 9, 10 and 11 in the East Air Cargo Complex at Shreveport Regional Airport. By correspondence dated November 30, 2021, Mr. Kevin Scrivner, of JW Logistics requested to release Cargo Bay 11 but renew the lease agreement for Cargo Bays 6, 7, 8, 9 and 10. 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, the lease agreement for JW Logistics will be extended for one year under the same terms and conditions for the existing lease space with the exception of Cargo Bay 11. This will result in a footprint of 12,000 square feet. The rent will remain at a rental rate of \$4.50 per foot. If approved, a new lease will be issued commencing February 1, 2022, and expiring January 31, 2023. JW Logistics’ account and insurance are currently in good standing. Rental Rate: 12,000 sf x \$4.50 = \$54,000/12 = \$4,500.00 per month Management recommended approving this agenda item as presented.

Motion was made by Ms. Ballengee to approve Discussion Agenda Item No. 1, seconded by Mr. Reynolds. Motion passed 4 – 0.

DISCUSSION AGENDA ITEM NO. 4 - TO APPROVE AND DECLARE SURPLUS THE THREE PASSENGER BOARDING BRIDGES AT SHREVEPORT REGIONAL AIRPORT By Resolution No. 144 of 2020 the Shreveport City Council approved the Shreveport Regional Airport to purchase four (4) used passenger boarding bridges (PBB) in 2021. The Airport currently has an ongoing project to have these PBBs installed. The three (3) surplus PBB’s that had been in service for over 20 years were removed from service. They are

obsolete and parts are no longer available to repair them. The Airport publicly bid the jet bridges twice in an effort to have them removed from Airport property, with no responsive bids. The PBB's are as follows:

Dewbridge Apron Drive – Model #WA2-61/91 – Serial# 1275

Jetway – Model# AD3-28/110-125R – Serial# 39330

Thyssen Stearns – Model #TB31/20.0-2 – Serial# 5045

If approved, staff will request the City Council to declare the PBBs surplus so the Airport can have them removed from the property. Finances: To be determined. Management recommended approving this agenda item as presented.

Motion was made by Ms. Ballengee to approve Discussion Agenda Item No. 4, seconded by Ms. Medlin. Mrs. Tucker that the Airport paid, as part of the Aerobridge contract, to take them off the building, and they were supposed to transport them off airport property, however, the City's Purchasing Division determined that the Airport could not do this because the PBB's were City property. Mr. Reynolds questioned whether the Airport had paid for the bridges to be removed from the property. Mr. Crawford responded that the scope of the project was changed to remove this portion, therefore, the Airport had not yet paid to have them removed from the property. Mr. Crawford said that the options were to wait until the city auction scheduled for June, 2022 or we could bid them out to see if there was anyone interested in purchasing them. It was advertised once and extended and then advertised a complete second time without any takers. He said now we are asking the Board to declare the PBB's surplus and then they will be taken to the City Council for the same. Airport staff was hoping that while crews and equipment were currently in place that we could have them removed. Otherwise, everything would have to be re-mobilized at a greater cost. Mr. Crawford said the Airport had been presented with a second opportunity by a local company to remove them once the City Council declares them surplus. It had been determined and communicated to the City Purchasing office that there was no value in them. Their scrap value is about \$1700.00 for all three. The Airport is going through these lengthy processes to be able to eliminate the old PBB's from airport property. Mrs. Tucker said if the cost to have them removed exceeds \$10,000, then the Airport will have to bid out the removal of the PBB's. The hope is that someone will remove them from the property for less than \$10,000. Motion was made by Ms. Medlin to amend the agenda item to say that the Airport had bid the PBB's out twice in an effort to sell them (not remove them), motion seconded by Mr. Reynolds. Amendment 1 to the Motion passed 4 – 0. Motion was made by Ms. Ballengee to approved Discussion Agenda Item No. 4 as amended, seconded by Mr. Reynolds. Motion passed 4 – 0.

DISCUSSION AGENDA ITEM NO. 5 - TO APPROVE THE CONTRACT WITH ENMON ENTERPRISES, LLC D/B/A JANIKING OF SHREVEPORT TO PROVIDE JANITORIAL SERVICES AT SHREVEPORT REGIONAL AIRPORT

Request for Proposal #21-827 for janitorial services at Shreveport Regional Airport was advertised November 2, 2021. A Mandatory Pre-Proposal Conference was held. On December 7, 2021, Purchasing received proposals from the following firms: (1) Enmon Enterprises, LLC d/b/a Janiking of Shreveport was the sole submission. Enmon Enterprises, LLC d/b/a Janiking of Shreveport has been selected. Amount: not to exceed \$463,241.24 annually. Management recommended approving this agenda item as presented.

Motion was made by Mr. Reynolds to approve Discussion Agenda Item No. 5, seconded by Ms. Medlin. Motion passed 4 – 0

DISCUSSION AGENDA ITEM NO. 6 - TO APPROVE THE REQUEST TO PROCEED WITH PLANNING AND DESIGN FOR THE “STINGER OR PIER” CONCOURSE CONCEPT IN THE TERMINAL MODERNIZATION PROJECT AT SHREVEPORT REGIONAL AIRPORT The SHV Master Plan approved by the Board in 2019 contained a recommendation to reduce the operating footprint at the airport and consolidate into one pier (or “Stinger”) located in the middle of the two existing concourses which are costly to maintain and operate. From the Master Plan: “Shreveport Regional Airport’s concourse and facility layout is currently based upon a late 1960s design that was constructed originally in the early 1970s and opened in 1972 with an “H”-shaped configuration made up of twin two-story concourses connected to a center building which provided for rental car operations and mechanical on the bottom floor, restaurant, and retail on second floor, and administrative space on the third floor. In 1998 and 1999, the concourses were renovated and connected to a new 66,000-square-foot terminal building which consolidated airline ticketing, passenger bag claim services and rental car operations into one building. This renovation also reconfigured the first floor of the administrative center building into the mechanical room and left the first floor of each concourse virtually unused but in need of heating and cooling. Although the new terminal provided room for expansion of airline services with additional ticket counters and baggage systems capable of handling up to one million passengers per year, the changes did not address annual Operational and Maintenance (O&M) expenses and long-term financial issues of maintaining the concourses with unoccupied lower floors which are post security. Currently, both concourses need entire roofing systems, upgraded and/or replaced elevator systems, and other mechanical system improvements.The (sic) transformation in the U.S. airline industry has resulted in SHV having ~~five~~ four airlines today operating in five gates and hold rooms with one gate only used two days per week (Allegiant) and one vacant common use gate.To address the long-term O&M cost issues related to operating the current passenger terminal facilities, airport staff recognizes the need to reduce the footprint of operating space in the concourses at SHV.....There are limited growth opportunities for airline service. The current trend for airlines is to increase capacity by adding newer and larger aircraft but not frequency. A long-term plan to consolidate to a one-concourse configuration should be explored in this master plan. To develop a new single concourse, the SHV ATCT needs to be relocated. The current ATCT location prohibits the renovations and construction of a new concourse positioned in a north-south direction, or an addition to modify an existing concourse into a double-loading configuration. The current location of the over 40-year-old tower prohibits the future expansion and renovation plan of the SHV facilities and places a financial burden on the Airport and airlines at SHV. Furthermore, the existing ATCT location requires that Gate 2 at SHV be manned by Airport Security Officers for 24 hours per day so ATCT staff can access to the tower. This cost estimated \$210,000 per year in security personnel expenses alone, which is passed on to the airlines as part of their lease costs. This contributes approximately 70 cents to the current cost per enplaned passenger, which is nearly \$8..... The new concourse conceptually could be designed as a two-story structure with a minimal amount of heated and cooled office space on the lower level for airline operations and the second floor serving as the concourse, retail and restaurant operations, and airline hold rooms. This concourse is proposed to be connected to the Administration Building and would provide Common Use airline gates with new jet bridges.

Once the new concourse is open, the demolition of the now unused concourses would take place. This plan would provide for increased flexibility of airline operating areas, potential future expansion opportunities with utilization of airline aircraft parking aprons on both the north and south ends of the building, and lowered energy and O&M expenses by reduced the footprint of the building to be maintained. Figure 5-6 of the Master Plan shows the terminal area plan with callouts identifying a preferred option for the proposed replacement concourse. Currently, the airport has implemented a terminal modernization program that includes energy efficient upgrades, security upgrades, refurbishments of existing public use areas, upgrades to terminal infrastructure, replacement and upgrades of equipment, heating, ventilating, and air conditioning (HVAC) upgrades, roof improvements and other miscellaneous rehabilitation items. To date, the Airport has spent approximately \$1.344M of the \$2.775M total allocation per the budget on upgrade projects to date on projects, such as, restroom renovation, checkpoint consolidation, LED installation, and concourse B roof replacement.

In order to evaluate the various concourse replacement alternatives against one another, a series of evaluation criteria was established prior to the development of concepts. These criteria were based on the goals and objectives of the Master Plan, as well as the findings of the Demand/Capacity Analysis.

AIRSIDE EVALUATION CRITERIA Aircraft Movement/Airspace Aircraft flow Aircraft Parking Gate requirements Hardstands for diverted aircraft Gate use flexibility Ability to expand Reuse of existing facilities Program implementation/phasing Cost of airside improvements
TERMINAL EVALUATION CRITERIA Program Requirements Terminal space optimization Consolidate duplicative functions Overall Facility Organization Revenue/concessions opportunity Passenger wayfinding Walking distances Ability to handle diverted passenger Flexibility for change Ability to accommodate future FIS Reuse of existing facilities Program implementation/phasing Cost of terminal improvement.

Several alternatives were developed for new concourse(s) that could be integrated into the existing terminal head house as shown in the master Plan. After evaluation by SAA staff the Pier Concept (Alternative 1) emerged as the preferred concept.”

Due to the Infrastructure Bill being passed by Congress and signed by the President as well as increased operating costs and continual breakdowns of elevators and escalators and heating/cooling plant, Staff believes the timing is critical to move forward with the planning and design of the new Pier Concept concourse which requires the relocation of the ATCT. Staff is also in the process of issuing an RFP for on call financial services which will include an analysis and evaluation of the financing of any new construction.

Estimated at \$150 to \$200M

Management recommended approving this agenda item as presented.

Motion was made by Ms. Ballengee to approve Discussion Agenda Item No. 6, seconded by Ms. Medlin. Mr. Reynolds requested clarification on the agenda item. It was explained that this agenda item was to approve the one pier (or “Stinger”) concept. Mr. Reynolds questioned versus what other choice. Mr. Jenkins said in the Master Plan documents

that were forwarded, there were three different plan layouts. Mr. Jeff Spikes of iArchitecture addressed the Board. He said the air traffic control tower portion of the project was about \$15 to \$20 million. The \$150 to \$200 million is an estimate of the entire project. Mr. Spikes said the trend for airports currently was less flights but larger aircraft. There were a couple of options in addition to the Stinger that tried to keep the "H" configuration but bigger planes and larger turning radius resulted in the pier concept being the best option. Mrs. Tucker said that the FAA wants to know that the SAA Board is ready to go forward with planning and designing a new terminal. She said the final cost of the project was not an issue of this agenda item because that would be determined later. The agenda item was requesting approval of the concept for the project. The Stinger concept was the preferred option in the 2019 Master Plan that was approved by the SAA Board. The timing of all of this was due to the infrastructure bill that was in process, and the airport stood to lose the funding if decisions were not made. Ms. Medlin felt that the Board should wait until a new Director was appointed. Mrs. Tucker said when she met with the FAA in June, the officials said that the Board had not approved going forward with a new terminal project. Mr. Jenkins said they could amend the motion to say that the Board approved going forward with the new terminal project at Shreveport Regional Airport. Mr. Reynolds said the Board had already approved the Master Plan and if there were different options for new terminals, then why did the specific option have to be selected this date. Mr. Spikes said the current air traffic control tower was obsolete and the location was not central to the structure of the current airport. Mr. Spikes said the air traffic control tower was in the way of all of the concepts presented in the Master Plan from 2019, but the Stinger was the preferred option. Mrs. Tucker said that if we do not include that the Airport Authority has selected the Pier or Stinger design for the new terminal, the Airport's leverage with the FAA, and the likelihood of funding for the removal of the existing air traffic control tower is less strong than if we have the Stinger design approved. Mrs. Tucker said the infrastructure bill has \$5 billion for relocating, reconstructing, repairing or improving airport traffic control towers. She said in the past, they have wanted to consolidate the RAPCON and the tower to help their costs, but they had not approved it. Mrs. Tucker said she wanted to get as much ammunition so when they meet with the FAA, they will be ready. Ms. Ballengee asked if it was possible for the Board to approve that they want to move forward with a new terminal and moving the tower but not be specific on the options. An amended motion was made by Ms. Medlin to proceed with the planning and design of a new terminal that necessitates moving the air traffic control tower as depicted in the 2019 Master Plan, seconded by Mr. Reynolds. Motion passed 4 – 0.

DISCUSSION AGENDA ITEM NO. 7 - TO TERMINATE THE CONTRACT WITH WHITLOCK AND SHELTON CONSTRUCTION, INC., FOR THE SECURITY CHECKPOINT CONSOLIDATION PROJECT AT SHREVEPORT REGIONAL AIRPORT In March 2018, the Shreveport Airport Authority board approved the contract with Whitlock and Shelton Construction, Inc., for the Security Checkpoint Consolidation Project at Shreveport Regional Airport, in the amount of \$491,600. With two (2) approved change orders, the final contract amount was \$531,699.11. The contract was executed May 4, 2018, and construction began in May 2018. In September 2018, the Airport was contacted by three Whitlock & Shelton subcontractors who communicated that they had not been paid for work completed. The Authority verified through reconciled payments that the Airport had paid Whitlock & Shelton in a timely manner. Documentation of the prompt payments by the Airport and the subcontractor complaints were forwarded to the City Attorney.

After numerous attempts to contact Whitlock & Shelton concerning their lack of payment to subcontractors, the City Attorney advised the Airport staff to direct any subcontractors not having received justified payments to initiate lien proceedings against Whitlock & Shelton Construction, Inc.

In October 2018, Liens from three subcontractors were filed against Whitlock & Shelton Construction, Inc. The City Attorney directed the Airport to send notice of a contract violation. The City Attorney’s office further instructed the Airport not to issue a Certificate of Substantial Completion and to make no additional payments to Whitlock & Shelton until all subcontractors had been paid. The remaining amount on the contract was \$53,862.91. The lien filings and legal action against Whitlock & Shelton in relation to the checkpoint consolidation project was closed in December 2020.

The Airport staff requests the Board to formally terminate the contract with Whitlock & Shelton Contractors, Inc., in accordance with the following: *Article VIII, Termination or Suspension of Agreement, for failure to fulfill its obligations as set forth in the agreement.* The Airport has paid documented expenses prior to this termination for work, labor and materials invoiced by Whitlock & Shelton Construction, Inc. Therefore, upon administrative closure through the City of Shreveport, the Airport will reclaim \$53,862.91. This project is 100% funded by the Airport.

Final Contract Amount:	\$ 531,699.11
Total amount reclaimed:	<u>\$ 53,862.91</u>
Total amount expensed:	\$ 477,836.20

Management recommended approving this agenda item as presented.

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

DISCUSSION AGENDA ITEM NO. 8 - TO APPROVE CHANGE ORDER NO. 5 TO THE CONTRACT WITH 3 GEN CONSTRUCTION, LLC FOR THE AIRFIELD DRAINAGE PHASE 2B PROJECT AT SHREVEPORT REGIONAL AIRPORT

In July 2019, the Shreveport Airport Authority approved the contract with 3 Gen Construction, LLC for Airfield Drainage Phase 2B Project at Shreveport Regional Airport. This project involves, clearing and grubbing in the channel ditch between Taxiway Alpha and Challenger Drive to mitigate flooding and erosion. 3 Gen Construction, LLC, through the Engineer of Record, Aillet, Fenner, Jolly and McClelland, Inc., (AFJM), have previously submitted change orders 1 – 4 for additional time, adding an additional 525 calendar days, to December 31, 2021. During the inspection, it was noted that an isolated low culvert area, which was not part of the original scope, was revealed during construction. This culvert will cause water and debris to settle and clog the drainage pipes, making the area difficult to maintain. The Airport requested AFJM to submit a change order to add a cross drain to the existing drainage pattern. AFJM submitted a change order in the amount of \$5,300. Airport staff with concurrence of LADOTD, reviewed the change order and found it acceptable. This project is 100% LADOTD funded.

Contract Amount:	\$ 889,185.00
Change Order 1-4 (no cost)	\$ 889,185.00
Change Order 5 increase:	<u>\$ 5,300.00</u>

\$ 894,485.00

Management recommended approving this agenda item as presented.

Motion was made by Ms. Ballengee to approve Discussion Agenda Item No. 8, seconded by Mr. Reynolds. Motion passed 4 – 0

DISCUSSION AGENDA ITEM NO. 9 - TO APPROVE CHANGE ORDER NO. 6 TO THE CONTRACT WITH 3 GEN CONSTRUCTION, LLC FOR THE AIRFIELD DRAINAGE PHASE 2B PROJECT AT SHREVEPORT REGIONAL AIRPORT

In July 2019, the Shreveport Airport Authority approved the contract with 3 Gen Construction, LLC for Airfield Drainage Phase 2B Project at Shreveport Regional Airport. This project involves, clearing and grubbing in the channel ditch between Taxiway Alpha and Challenger Drive to mitigate flooding and erosion. On December 17, 2021, the Airport, AFJM and 3 Gen Construction, LLC conducted a project site inspection, validating the project is substantially complete. During the inspection, it was shown that when the dense and overgrown foliage was removed during the final phase of construction, the filter screens for the upstream pipes were unusable, thus allowing for large debris to flow onto airport property from the connected highway drainage system. SAA requested AFJM to submit a change order to add four (4) metal screens to be installed over the pipe openings. AFJM submitted a change order in the amount of \$11,200.00. The Airport staff with concurrence of LADOTD, reviewed the change order and found it acceptable. This project is 100% LADOTD funded.

Contract Amount:	\$ 889,185.00
Change Order 1-4 (no cost)	\$ 889,185.00
Change Order 5 increase:	\$ 5,300.00
Change Order 6 increase	\$ <u>11,200.00</u>
Total Contract Amount	\$ 905,685.00

Management recommends approving this agenda item as presented.

Motion was made by Mr. Reynolds to approve Discussion Agenda Item No. 9, seconded by Ms. Ballengee. Motion passed 4 – 0

DISCUSSION AGENDA ITEM NO. 10 - TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH FRANK JAY & ASSOCIATES TO CONDUCT AN EXECUTIVE SEARCH FOR A NEW DIRECTOR OF AIRPORTS FOR THE SHREVEPORT AIRPORT AUTHORITY

After having served as Director of Airports for the City of Shreveport since January, 2020, Wade Davis resigned his position effective in June, 2021. The Director Search Committee, Jonathan Reynolds and Oliver Jenkins, appointed by Chairman Mary L. Jackson has chosen Frank Jay & Associates to conduct a nation-wide search for a new Director of Airports. Frank Jay & Associates is a retained executive search firm that specializes exclusively in searches for the airport management community. The Professional fee and travel expenses are being negotiated. This will not include candidate travel-related expense that finalists will incur when traveling to Shreveport for final interviews. The Airport will reimburse the candidates directly.

Professional Fee: To be determined

Frank Personnel Travel Expenses: To be determined

Based upon the Director's Search Committee's recommendation, Management recommends approving this agenda item as presented.

Motion was made by Mr. Reynolds to approve Discussion Agenda Item No. 9, seconded by Ms. Medlin. Mr. Reynolds said the statement in the agenda item that the firm “specializes exclusively in searches for the airport management community” was not correct. He said the firm does other things and that statement should be deleted. Ms. Ballengee requested background information on the firm. Mr. Reynolds responded that the firm had been involved in executive searches for Los Angeles, Austin and Nashville. Mr. Jenkins said the firm had been recommended to them and is not as large as the firm they had used in the past. He said the committee is trying a different approach because of the limited success the Airport has had with the other searches. Mr. Jenkins said the prices discussed have been commensurate with what the airport has paid for past searches. The firm had suggested that a timeline would be about three months for them to advertise, interview and present a candidate to the Board once they got started. There was no requirement for the Airport to advertise for a search firm. Mr. Jenkins said the committee wanted the Board to be in agreement for them to move forward with this firm. Motion passed 4 – 0

OLD BUSINESS

OLD BUSINESS DISCUSSION AGENDA ITEM NO. 1 - TO APPROVE THE REQUEST TO TERMINATE THE FIXED BASE OPERATOR AGREEMENT EFFECTIVE 12/1/2016 WITH TUBREAU AVIATION SERVICES, LLC AS OF APRIL 30, 2020, AT SHREVEPORT DOWNTOWN AIRPORT Originally, SAA and Tubreaux Aviation Services, LLC entered into a Fixed Base Operator Agreement effective 12/1/2016 for 5 years through 11/30/2021 with 5 – 5-year options (2016 Agreement) exercisable by Tubreaux Aviation Services, LLC by written notice no less than 60 days prior to the end of the then current term and said option is subject to SAA approval. SAA received no notice exercising the option by October 1, 2021. Note that the leased premises under this 2016 Agreement included:

- ▶ Office Space in the Terminal Building at DTN leased under a separate Lease dated May 1, 2013,
- ▶ Hangar 144 leased under a separate lease dated December 1, 2011 which contained two 5-year options; the first was approved by SAA through November 30, 2021,
- ▶ Hangar 145 leased under a separate lease dated June 7, - this agreement contained two 5-year options, approved by SAA through June 30, 2022, subject to the Bradford letter,
- ▶ Lot T-1 leased under a separate lease dated August 5, 2016 – this agreement runs through March 31, 2026 with one 5-year option,
- ▶ And a catch all that leased premises include any premises they may lease in the future for their FBO operations,
- ▶ There is no amendment in the file to this agreement.

Subsequent to that Agreement described above there have been other agreements entered into that reference the same premises with different terms starting in 2020:

- ▶ **Agreement #1** – SAA and Tubreaux Aviation Services, LLC entered into a Standard Office Space Lease for Space in the Terminal Building at DTN effective September 1, 2020 for 5 years through August 31, 2025, with two 5-year options exercisable by Tubreaux and not subject to SAA approval. The lease provides that the tenant will use the

- premises solely for the purposes of providing services as an FBO.
- ▶ **Agreement #2** –In 2019, Tubreaux Aviation, LLC requested, and the SAA Board approved a 10-year lease for Lot #142 with 1 - 10-year option. However, in order to assist with financing in May 2020, SAA and Tubreaux Aviation entered into a Fixed Base Operator Agreement and Lease Agreement for Lot #142 effective May 1, 2020, for 15 years through 2035 with options dependent on whether it continues with FBO operations.
 - ▶ **Agreement #3** - In 2019, Tubreaux Aviation, LLC requested, and the SAA Board approved a 10-year lease for Lot #144 with one 10-year option. However, in order to assist with financing in May 2020, SAA and Tubreaux Aviation, LLC entered into a Fixed Base Operator Agreement and Lease Agreement for Lot #144 effective May 1, 2020, for 15 years through 2035 with options dependent on whether it continues with FBO operations.
 - ▶ **Agreement #4** – In 2019, Tubreaux Aviation, LLC requested, and the SAA Board approved a 10-year lease with one 10-year option. In May 2020, SAA and Tubreaux Aviation, LLC (note different name) entered into a Fixed Base Operator Agreement and Lease Agreement for Lot #145 effective May 1, 2020, for 15 years through 2035 with options dependent on whether it continues with FBO operations.
 - ▶ **Agreement #5** - Lot T-1 leased under a separate lease dated August 5, 2016, runs through March 31, 2026, with one 5-year option.

In reviewing these agreements, staff believes that it is in the best interests of the Shreveport Airport Authority (SAA) to avoid confusion and clarify which agreements are still valid. To that end, subject to concurrence by City Legal, staff recommends that the 2016 Agreement between the parties be terminated and declared null and void as of April 30, 2020, since new agreements covering the same space were entered into as of May 1, 2020. The 2020 Agreements each reference the minimum standards. Management recommended approving this agenda item as presented.

Motion was made by Mr. Jenkins, seconded by Ms. Medlin to table Old Business Discussion Agenda Item 1. Motion passed 4 – 0.

NEW BUSINESS

Assistant City Attorney David Kaplovitz provided information regarding the procedure for the Board to vote on an item that was not posted on the agenda. Mr. Kaplovitz said the item in question is the Board authorizing the Board Chairman to sign the TAC Air lease without the necessity of calling a special meeting once it has been reviewed and approved by the City Attorney's office.

Mr. Jenkins then stated that the Board was adding an item to the agenda to grant the authority to the Chairman, or in her absence the Vice-Chairman, to sign the contract with TAC Air once it was approved by the City Attorney's office. There was no one present who spoke for or against adding the item to the agenda.

Motion was made by Ms. Medlin to add New Business Discussion Item No. 1 to the agenda, seconded by Mr. Reynolds. Motion passed 4 – 0.

Motion was made by Ms. Ballengee to approve New Business Discussion Item No. 1, seconded by Ms. Medlin. Motion passed 4 – 0.

Mr. Jenkins said on behalf of the Chairman and himself, they appreciated Mrs. Stephanie Tucker's commitment to the Shreveport Airports over the past seven months. He stated that she had been a great resource for the Airport during a very difficult time.

There being no further business, the meeting was adjourned.

MARY L. JACKSON, CHAIRMAN

STEPHANIE TUCKER, SECRETARY

