

SHREVEPORT AIRPORT AUTHORITY

February 24, 2022

Meeting No. 787-22

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
Jonathan Reynolds
Kay Medlin

ABSENT:

Waynette Ballengee

STAFF:

Mark Crawford
Stephen Price
Bruce Hollander
Lisa Clark
Nelda Garza

David Kaplovitz – City Attorney’s Office
Jonathan Farmer - KSA
Emily Horne– Tubreaux Aviation
Martin Wright – TSA
Shirley Wilson – EJES
John Perkins - Inquisitor

Vice-Chairman Oliver Jenkins provided the opening prayer. Board Member Kay Medlin led the Pledge of Allegiance to the American flag.

PUBLIC COMMENTS:

John Perkins of The Inquisitor was present to address the Board related to issues with the Public Notice and Board Committees.

Motion was made by Mr. Jenkins, seconded by Ms. Medlin to approve the minutes from the regular meeting held January 20, 2022. Motion passed 3 – 0.

BOARD MEMBER REPORTS

Ms. Medlin said that she had met with the Ark-La-Tex Regional Air Service Alliance (RASA) Chairman Tim Wilhite. She said that he has a large sum of money available to assist the Regional Airport with attaining additional air service, and he stated that all the Airport has to do is ask. Ms. Medlin said he is very positive, a real champion of the Airport and looking forward

to working with the new Director. She said if anyone wanted to contact him, they need only to go the RASA website for information.

The second thing Ms. Medlin discussed was the fact that she and Ms. Ballengee had been appointed to nominate new Board officers for 2022. Ms. Medlin made a motion to appoint Mr. Jenkins as the Chairman of the Board. She said that she was willing to serve as Vice-Chairman on an interim basis until a new Director of Airports was selected. Ms. Medlin what she would like the Board to also consider that in order to provide continuity that perhaps the Chairman should not rotate annually but maybe serve at least two years. She said there had been a lot of turnover in the Director's position and maybe this was a way to provide some continuity and stability. Chairman Jackson said that she had also proposed this concept and agreed with Ms. Medlin's proposal.

Ms. Medlin said that the Board members had their emails published. She said she only received two emails. One was extremely polite and she responded in a polite way. The other was rude and she did not respond.

Mr. Reynolds arrived at 10:15 a.m.

Mr. Jenkins said that he did not disagree with Ms. Medlin's proposal on extending the Board officers' terms.

CHAIRMAN'S REPORT: None

DIRECTOR'S REPORT – Mr. Oliver Jenkins read the following report on behalf of Deputy Director Stacy Kuba:

Ms. Kuba commended the Airport staff on two perfect regulatory inspections over the past couple of months.

The first week of February, the FAA certification inspector completed the FAR Part 139 inspection. He looked into areas such as training, airfield compliance, fueling operations, Airport Rescue Firefighting knowledge and compliance. The Airport team works hard all year long to ensure that the standards are met or exceeded. Special thanks to Airport Operations and ARFF for their roles during this inspection.

The Airport team were continuing discussions with FAA officials regarding the BIL funding based on the new guidance.

Finally, Ms. Kuba expressed gratitude from the entire Airport staff to Dr. Mary Jackson on her 10 years of service to the airport and the community as a Board member. Dr. Jackson had served as Airport Authority Board Chairman twice during her two terms on the Board.

➤ **BUSINESS AND FINANCE REPORT:** Mr. Mark Crawford provided this report for Ms. Tiffany Bagley, Business and Finance Manager, who was away at an Airport Conference. .

Revenues were trending upward. Mr. Jenkins said it was amazing how close the ratio of gain/loss was in terms of revenue for 2020/2021.

- **MARKETING REPORT:** Mr. Mark Crawford was present to give the Marketing Report. Allegiant Air had released their schedule for spring/summer. The full Destin schedule will begin on May 27, 2022 and go through September 5, 2022. He said this was the first time in two years that they had offered this service for that long. Mr. Crawford reported Los Angeles returned May 27th and continues through November 14. Orlando service returned June 2 through August 14. Las Vegas service will go to three flights per week through June and July. Mr. Crawford said he attended a conference the week before and hope to have some new announcements concerning new routes or maybe new airlines at the end of the year. Mr. Crawford said the air carrier report showed that we were up 66% over 2021 numbers. He said we are down from the numbers this time in 2020 but that related to capacity.
- **PROJECTS REPORT:** Ms. Lisa Clark was present to provide this report. Ms. Clark said that installation of jet bridges for gates 3, 5 and 9 were complete. The foundation for gate 11 was in progress and could potentially be completed before March taking into consideration weather conditions. The Terminal Awning project was 45% complete. Ms. Clark provided pictures and updates of some of the other projects that were currently in progress. Mr. Reynolds asked if the situation with the SUSLA plane being removed was any closer to being resolved. Ms. Clark said that SUSLA is aware that the Airport had time constraints related to the Terminal Ramp Rehab Project to commencement. She said the plane will have to be removed by SUSLA at their cost because the Airport does not own the plane. It was a donation to SUSLA. Mr. Hollander said that SUSLA had selected a company to remove the plane. When they arrived and saw the plane, they determined that they could not move it.
- **DOWNTOWN AIRPORT REPORT:** Mr. Bruce Hollander, Manager of Downtown Airport presented this report. Mr. Hollander said Sweet Cheezus was still doing quite well. He said the Airport had ordered a new sign for outside. He provided a presentation of the traffic counts for Downtown Airport over the past four years. Operations activity was trending higher. Questions about the lease of the restaurant were addressed. Based on the timeline given by the airport, the lease for Tempo Eatery was scheduled to end in April and Sweet Cheezus was preparing a proposal for the Board's consideration to sign their own lease with the Airport.
- **AIRPORT SECURITY REPORT:** Chief Kimberly Harris was covering the checkpoint and unable to present a report, therefore, Mark Crawford presented this report. He said that Chief Harris had attended the New Chief's Management Course in Zachary, Louisiana the week of February 6. The Airport Police were scheduled to begin their annual re-trainer at the Police Academy in March. The Airport Police Division was currently advertising for Patrol Officer and Sergeant positions. 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.

CONSENT AGENDA: None

DISCUSSION AGENDA

DISCUSSION AGENDA ITEM NO. 1 - TO ENTER INTO SUPPLEMENTAL TASK AGREEMENT #5 WITH KSA ENGINEERS INC., FOR DESIGN AND BIDDING SERVICES FOR AIRFIELD LIGHTING UPGRADES AT SHREVEPORT REGIONAL AIRPORT. In May 2019, the Shreveport Airport Authority entered into a Master Services Agreement with KSA Engineers, Inc., for Airfield Development, which includes engineering for airfield lighting upgrades at Shreveport Regional Airport. This scope of work consists of completion of design and specifications, bidding assistance, and completion of Construction Safety and Phasing Plan and submit FAA OE-AAA study for airspace approval. The Airport Authority has received a proposal for Task Order #5 for services in the amount of \$184,975.00. The Airport Authority, FAA and LADOTD have reviewed the proposal and found the fee acceptable. This project is 90% FAA and 10% LADOTD funded. Amount not to exceed: \$184,975.00. Management recommended approving this agenda item as presented.

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

Motion was made by Mr. Jenkins to remove Old Business Discussion Agenda Item No. 1 from the agenda, seconded by Ms. Medlin.

Assistant City Attorney David Kaplovitz directed that Mr. Jenkins would have to read the item into the record first and then make a motion to withdraw it.

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 again by Mr. Jenkins, to remove Old Business Discussion Agenda Item No. 1 from the agenda, seconded by Mr. Reynolds. Mr. Reynolds requested to know that since the item was read into the record, wouldn't the Board now vote to not approve the item? Mr. Reynolds said that Mr. Jenkins initial motion was to remove the item from the agenda but now that he had read the item into the record wouldn't be necessary to vote to reject the item? He said Mr. Jenkins was not making a motion on the details of the item, but his motion

was to remove the agenda item. Mr. Kaplovitz read a statute that stated in summary that any item on the agenda had to be read aloud. Mr. Jenkins amended his motion and moved to reject Old Business Discussion Agenda Item No. 1, seconded by Mr. Reynolds. Motion passed 4 – 0.

NEW BUSINESS

Chairman Mary Jackson expressed her thanks to the Board and to the Airport staff for allowing her to serve on the Board for the past ten years. She said it had been a pleasure as well as a challenge, but one that she had enjoyed. Dr. Jackson said she was going to pass the gavel on to Vice-Chairman Oliver Jenkins. She then requested a motion to add an item to the agenda.

Motion was made by Mr. Reynolds that an item be added to the agenda moving the Chairman and Vice-Chairman nominations to the agenda, motion seconded by Ms. Medlin. There were no public comments from the audience for or against adding this item. Motion passed 4 – 0.

Motion was made by Mr. Reynolds to elect Oliver Jenkins Chairman and Kay Medlin Vice-Chairman for 2022/2023. Motion passed 4 – 0.

There being no further business, the meeting was adjourned.

MARY L. JACKSON, CHAIRMAN

STACY KUBA, SECRETARY