

**SHREVEPORT AIRPORT AUTHORITY**

**March 17, 2022**

**Meeting No. 788-22**

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

**PRESENT:**

Kay Medlin  
Waynette Ballengee  
Jonathan Reynolds

**ABSENT:**

Oliver Jenkins

**STAFF:**

Stacy Kuba  
Mark Crawford  
Tiffany Bagley  
Stephen Price  
Bruce Hollander  
Lisa Clark  
Nelda Garza

---

David Kaplovitz/Danielle Brown – City Attorney’s Office  
Marcus Edwards – Mayer, Smith and Roberts  
Emily Horne– Tubreaux Aviation  
John Perkins - Inquisitor

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

**PUBLIC COMMENTS:**

Emily Horne of Tubreaux Aviation requested that in the future the Executive Sessions be held at the end of the meeting for the convenience of those attending the meetings.

Motion was made by Mr. Reynolds, seconded by Ms. Ballengee to approve the minutes from the regular meeting held February 24, 2022. Motion passed 3 – 0.

**CHAIRMAN’S REPORT: None**

**BOARD MEMBER REPORTS: None**

**DIRECTOR'S REPORT – Deputy Director Stacy Kuba was present to provide this report:**

Ms. Kuba said that the federal mask mandate for airports was set to expire on March 18, 2022, however, the mandate had been extended until April 18, 2022.

The Airport staff had been working with TAC Air on their construction schedule and the logistics planning to ensure that the construction could be completed as safely, securely and efficiently as possible. Additional meetings had been planned the following week with US Customs and Border Protection to discuss construction of their facility.

The Airport team had been working with the Shreveport Fire Department on a lease with the FAA for the final LLWAS tower which will provide windshear alert coverage over the Runway 6 Extension and approach. This lease, which is off airport, was scheduled to be presented to the City Council at their next meeting.

The FAA had issued new guidance and requirements for Unmanned Aircraft System threats. Staff would be developing a plan to quickly respond to any known UAS threats in the Shreveport Airspace.

- **BUSINESS AND FINANCE REPORT:** Ms. Tiffany Bagley, Business and Finance Manager, provided this report. Revenues were trending upward. There was improvement in the Airport revenues over expenses with an overall gain in February of \$115,855 over 2020 and 2021.
- **MARKETING REPORT:** Mr. Mark Crawford was present to give the Marketing Report. Some of the surrounding smaller airports were losing flights, therefore, new artwork targeting those markets was going to begin soon. 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. Mr. Crawford reported Los Angeles was scheduled to return May 27<sup>th</sup> 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 the fuel report showed a 70% increase year over year at SHV. Air carrier report showed that we were up 115% over 2021 numbers. Ms. Ballengee questioned whether anyone was surveying license plates in the airport parking lot to determine where the passengers were coming from. Mr. Crawford responded said that the parking company does a survey of license plates twice a day every day. He said that the parking attendant also asks passengers as they are exiting the parking lot their zip code. Mr. Reynolds asked Mr. Crawford to send the Board members the numbers from 2020 so they could compare them. Mr. Reynolds also asked about the grant that Texarkana got that allowed service to move from Monroe to them. Mr. Crawford explained that Texarkana had a SCASD grant, which was a revenue guarantee grant. He further explained that SHV currently had a marketing SCASD grant which will expire in January 2023. Mr. Crawford said that you are only allowed to have one SCASD grant at a time, and the regulations governing the SCASD grants prevent an airport who has been awarded a grant in the past for a particular purpose from receiving another grant for that purpose again. Shreveport was awarded a revenue guarantee

SCASD grant in 2005. The Airport had received three grants since the program started in the last 90's. gene

- **PROJECTS REPORT:** Ms. Lisa Clark was present to provide this report. Ms. Clark said the Terminal awning project Phase I was about 15% from being complete. Upon beginning demo of the foundation for jet bridge at gate 11, they found live electrical cables underneath the foundation. Staff was working with the engineer on how far out they will have to go for the foundation because they cannot re-locate the cables. Ms. Clark provided pictures and updates of some of the other projects that were currently in progress.
- **DOWNTOWN AIRPORT REPORT:** Mr. Bruce Hollander, Manager of Downtown Airport presented this report. Mr. Hollander said the new air conditioner had been installed and was working great. A special event was planned for March 17 through March 20. Anyone who wanted could pay to ride a Ford trimotor aircraft. A trimotor was the first all-metal airline aircraft. There were 199 of them made and currently there are six flying. The one coming to Downtown Airport was built in 1929. He provided a presentation of the traffic counts for Downtown Airport over the past four years. Operations activity was trending higher.

Motion was made by Mr. Reynolds to go into executive session, seconded by Ms. Ballengee. Motion passed 3 – 0

Motion was made by Mr. Reynolds to return to regular session, seconded by Ms. Ballengee. Motion passed 3 – 0.

**CONSENT AGENDA:** None

### **DISCUSSION AGENDA**

**DISCUSSION AGENDA 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** 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. Rental Rate: 10,000 sq.ft. x \$.2254 = \$2,254.00 per year. Management recommended approving this agenda item as presented.

*Motion was made by Ms. Ballengee, seconded by Mr. Reynolds to approve Discussion Agenda Item No. 1. Motion passed 3 – 0.*

**DISCUSSION AGENDA 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**

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. Rental Rate: \$800.00 plus five percent (5%) of total gross sales after \$10,000.00 per month. Management recommended approving this agenda item as presented.

*Motion was made by Ms. Ballengee, seconded by Mr. Reynolds to approve Discussion Agenda Item No. 2. Mr. Reynolds said that he preferred that the agreement be with Sweet Cheezus only with no sub-lease. Ms. Kuba assure him that this agreement would be with Sweet Cheezus only. Further, should a sub-lease be proposed in the future it would be brought back before the SAA Board. Motion passed 3 – 0.*

**DISCUSSION AGENDA 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**

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. Management recommended approval of this agenda item as presented. **Total Amount of Grant:** An amount not to exceed \$504,397.00. Management recommended approving this agenda item as presented.

*Motion was made by Mr. Reynolds, seconded by Ms. Ballengee to approve Discussion Agenda Item No. 3. Motion passed 3 – 0.*

**DISCUSSION AGENDA 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**

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. Rental Rate: 6,000 sf x \$4.50 = \$2,250.00 per month  
Amount: 2 spaces @ \$100.00 per space = \$200.00 per month  
Management recommended approval of this agenda item as presented.

*Motion was made by Ms. Ballengee, seconded by Mr. Reynolds to approve Discussion Agenda Item No. 4. Motion passed 3 – 0.*

**DISCUSSION AGENDA 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.** 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. 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. Minimum Annual Guarantee \$110,000.00 or 9% of the total revenue. Management had no recommendation for this agenda item.

*Motion was made by Mr. Reynolds, seconded by Ms. Ballengee to approve Discussion Agenda Item No. 5. Mr. Reynolds discussed the proposal to advertise an RFP this year for those who may not have known about the previous one in 2021. His preference was to explore that option. Assistant City Attorney David Kaplovitz said that from his reading of the lease, renewing all options would go against Article I of the contract. The Board should only grant one option at a time. Mr. Crawford explained that Mr. Jeff Switzer, General Manager of Tailwinds, wants to invest in making the restaurant at SHV look better, but hesitates to do so if*

*their lease is terminated at the end of 2022. They also have a piece of equipment that has gone out of service and it will cost approximately \$14,000 to replace, and he does not want to spend that money if they are not going to be given the extensions. The oven has been repaired a number of times and is at the end of its useful life. Mr. Crawford said that Tailwinds has some grab and go coolers at different locations that need to be replaced at a cost of about \$7,000 apiece. He said they had done a spectacular job incorporating local artists and vendors offerings into the restaurant. However, the increase in revenue had not been significant, but the passenger numbers had been down as well. At the recent conference that Mr. Crawford attended related to concessions, he had seven different meetings with major operators. He inquired if they were interested in doing business in a market SHV's size. Their response was, they would not have requested to meet with him if they were not interested in doing business in Shreveport. Ms. Kuba said that since they had recently advertised the RFP, they could refresh it and get it out soon. Mr. Reynolds made a motion to reject the request, seconded by Ms. Ballengee. Motion passed 3 – 0.*

### **OLD BUSINESS - None**

### **NEW BUSINESS**

Mr. Reynolds made a motion to add an item to the agenda related to entering an agreement with ADK Executive Search to lead the search for a new Director of Airports. The motion was seconded by Ms. Ballengee. Motion passed 3 – 0.

Ms. Medlin requested any comments from those present for or against adding this item to the agenda. There were no comments.

Motion was made by Mr. Reynolds that the Shreveport Airport Authority enter into an agreement with ADK Executive Search, not to exceed \$40,000. Mr. Reynolds said that ADK is in the process of preparing a proposal to present to the Airport Authority, and he would like the chairman to have authorization from the Board to sign that agreement when it had been vetted by the City Attorney's office. Mr. Reynolds said that he had also reached out to Tim Wilhite, Chairman of RASA, to serve on the search committee, and his Board had approved his participation. The motion was seconded by Ms. Ballengee. Ms. Ballengee asked in light of the new information of what constitutes a committee, as it relates to open meetings, how would that impact his ability to complete this process. Mr. Reynolds said because this is personnel related, the Committee would have to go into executive session if there is a committee meeting. So far Mr. Reynolds said it had been him only having conversations with ADK representatives so there had not been committee meetings. He said once the process begins, it will have to be noticed and they will have to go into executive session. Mr. Reynolds said that ADK expected to be able to get the process done in three months. Motion passed 3 – 0.

There being no further business, the meeting was adjourned.

---

OLIVER JENKINS, CHAIRMAN

---

STACY KUBA, SECRETARY