

SHREVEPORT AIRPORT AUTHORITY

May 12, 2020

Meeting No. 766-20

The Shreveport Airport Authority regular meeting was called to order by Chairman Jonathan Reynolds at 10:00 a.m. Due to the government restrictions, this meeting was held via ZOOM at Shreveport Regional Airport.

PRESENT:

Jonathan Reynolds
Mary L. Jackson
Margaret Shehee
Oliver Jenkins
Waynette Ballengee

ABSENT:

STAFF:

Wade A. Davis
Mark Crawford
Nelda Garza

Mekisha Creal/Thea Scott – City Attorney’s Office via ZOOM
Claude Bookter – Counsel via ZOOM

Mr. Oliver Jenkins provided the opening prayer. Board Member Margaret Shehee led the pledge of allegiance to the American flag.

Motion was made by Mr. Jenkins to approve the minutes from the meetings held February 20, 2020. Motion seconded by Ms. Ballengee. Motion passed 5 – 0.

BOARD MEMBER REPORTS:

Mr. Reynolds said that he did not have anything official to report but thanked all of the Board members for making themselves available for this meeting. He also extended his prayers to any of those affected by the pandemic. Mr. Reynolds said the pandemic had also had an effect on airport operations. He asked that everyone continue to make themselves available to work with airport staff, and he felt that everything was going to back stronger.

Dr. Jackson said that she had no report but wanted to echo Mr. Reynolds that they all continue to pray for the city, the families who had lost loved ones and that the team would be able to come back together again.

No other Board member reports.

DIRECTOR’S REPORT – Director Wade Davis gave the following report:

- Continued airline schedule contractions;
- System-wide reductions in air travel network;
- The airlines continuing to contract and upcoming layoffs;
 - July schedule announcements for the October post-CARES period are key indicators
 - Continued lack of customer demand will be the driving factor in airline decisions

➤ **SHV FUTURE ACTIONS**

- Improve the customer experience at SHV;
- Manage costs and preserve cash;
- Promote a safe, secure and clean travel environment
- Position SHV for the best recovery (reduced costs and future incentives).

Mr. Reynolds asked if reducing landing fees was under consideration by Airport management to perhaps ease air service concerns. Mr. Davis responded that this was not a consideration. The airlines are in crises mode and they had met with all of them in a joint conference call. There was no positivity at all. Mr. Davis said since that meeting, there had been a couple of things that had happened that gave reason for hope. There had been an increase in passengers. The leisure market has noted some increases in passengers based on pre-booking information.

Ms. Ballengee wanted to know if the decrease in service that Mr. Davis described affected the smaller airports in the area such as Texarkana, Longview, etc., perhaps more than SHV and could Shreveport actually be able to benefit from it. Mr. Davis said in review of the history of SHV, it indicated that the airport usually recovers faster than the market. He said he believed that SHV would be in a better position than the surrounding airports considering the customer base. It all depended on what the airlines do going forward.

Mr. Reynolds asked what was happening with the rental car companies and how were they being affected at SHV. Mr. Davis responded that their business is reflective of the lack of passenger count. They have requested waivers and so far management had held steady on this issue hoping that recovery will come.

Ms. Shehee asked about the plans for the parking lot. Mr. Davis said the design was almost finalized and he recommended completing that process. He said the project could be shelved and ready for the future, however, he said the Airport was a long way from needing more capacity in the parking lot. Ms. Shehee wanted to know what vehicles were being eliminated. He said in the administrative division there were a total of five that were going to be re-purposed.

Ms. Ballengee wanted to know how much consolidating the concourses would actually save the Airport. Mr. Davis said that at this point the Airport did not know. They were still running the numbers. The primary savings will be in energy. He said staff will be able to increase the temperature, reduce the maintenance and effectively shut off that section. Ms. Ballengee said she had always been told that the Airport could not save money by closing off part because of the

way the airport was configured. Mr. Davis said because of upgraded system controls, the staff now has the ability to control the HVAC system more efficiently. Ms. Ballengee wanted to know if when the airport recovers and it becomes necessary to reopen these areas would there be extra cost. Mr. Davis responded that it would just be a matter of reopening the section.

Mr. Davis said at this point, the airlines are very interested in anything that will reduce their costs. The specifics have to be worked out. Both airlines have to fully agree. If one of the airlines does not, then the Airport would not close the concourse. Ms. Shehee wanted to know where the CARES money could be spent. Mr. Davis said the primary focus is bond debt service to maintain the Airport's bond rating. The other priority for the \$5.6 million is designated for operational and maintenance expense at Regional. Mr. Davis said there was a meeting planned for May 15 related to Air Service Development Recover Strategy. He said the Board would receive the corresponding document from that meeting and they will also continue to receive situational reports. The City had switched that to a weekly basis. There were questions about the grant funding the airport had received for marketing. Chairman wanted to know if there was a deadline as to when the funds had to be expensed? If so, what was that deadline? Was there a way to direct those marketing strategically so that the funds will have a positive impact. Mr. Davis responded that he would look into the issue and provide the specifics. Ms. Ballengee said that it would benefit the airport to have a pro-active stance on marketing.

PUBLIC COMMENTS:

The following comments received from the public were read into the record of this meeting by Mark Crawford:

DAVE FORTUNA – HANGAR 126 AT DTN

"... as I now understand the protocol, any remarks I would like to make at the virtual SAA meeting scheduled for this Tuesday, must be in reference to a specific agenda item. So in light of that fact, would you please submit the following to be read in response to the item listed as "Aeronautical Hangar Lease". Thank you, Dave

My name is Dave Fortuna and I have hangar 126 at DTN. And, yes, I am the owner of Just Plane Fun, named in the law suit against the City of Shreveport. For the record, I have never sued anyone before - it is not my nature! However, your actions have cost me at least an estimated \$70,000 and I see no other option to try to recover it.

I would much rather resolve the issue with good faith negotiations. I firmly believe there is a solution that could work for both parties that is simple, equitable and absolutely possible!

The biggest AVERSION to the lease, according to all of the tenants I speak with, is the insistence on REVERSION. It has been established in several previous SAA meetings that the FAA does NOT require this - WHY IS THE SAA doing so?

If your goal is revenue, this will not help. Do the math!

1. You will loose ALL lease revenue. And, logically, any rent revenue will only replace the lease money. This makes no sense. I believe we all agree “robbing Peter to pay Paul” is still a bad idea.
2. You will have to maintain ALL the hangars. How can you expect to do this? Currently at DTN, the City owned hangars are some of the poorest maintained out there - and you are going to have to maintain ALL of them? You have, even recently, suggested/required tenants to “beautify” their hangars - are you going to do this? Really? You aren’t even able to mow the grass on the portion you for which you are responsible now!
3. Many, and I am one, have vowed to take down their hangar (which is an option in our lease) before they will turn them over to the SAA. You will be handed a SLAB! What will your benefit be when that happens? This is no joke. I have contacted 2 companies that gladly will disassemble and remove my hangar for the value of the metal. Is it logical to think that only a few “hot heads” will do this? Don’t kid yourself! Your actions have grabbed large sums of money from people who don’t take that lightly. This is not a threat, it is just a fact.
4. There are several area airports that are gaining new tenants because of the actions of this board. The friendly, desirable atmosphere once enjoyed by tenants and visitors at DTN is GONE! The general attitude among, not just people in the aviation family, but our whole city’s population is that Shreveport is badly mismanaging its airports! Prospective tenants will be few and far between.

I’m asking you to please reconsider your actions. The new lease is a mistake that can be fixed.

Respectfully submitted, Dave Fortuna “

SCOTT TAYLOR – DTN TENANT

Dear SAA, I would like to make a formal complaint about the bookkeeping for rents on the T hangars at KDTN. I have been renting a T hangar for nearly 16 years and have always paid my hangar lease in full at the beginning of the calendar year. Every year I will receive a monthly bill, at least a couple of times throughout the year, stating my rent is due. I in turn call and explain that it is paid in full for the year and that the books need to be corrected. A couple of times I have even had to send a copy of the cashed check to prove this to the accounting department. After many times over the nearly 16 years that this has happened I one month did not call to inform them again that they have made an error. I came to DTN to find my hangar locked. You can imagine my frustration. The reason I pay the rent in full for the year is to simplify my monthly bills and to save time writing checks and making sure the rent is paid when I am out of town, etc. Paying it in full has proven to be counterproductive. Whatever system the accounting department is using to track past due rents is broken. I am asking the SAA to look into this and make corrections to curtail this frustration in the future. Sincerely, Scott Taylor

MARK BRUNETTIN – HANGAR 15 AND 172 DTN

To whom it my concern,

I am the owner of hangars #15 & #172 at Shreveport Downtown Airport.

In the fall of 2016 the SAA held a tenants meeting at the Downtown Airport for the usual quarterly information of what was happening at the airport. The major portion of the meeting was dedicated to the newly approved government grant for the extension of runway 5/23 and the realignment of taxiway Delta. The director of the Airport Authority at that time, Bill Cooksey, informed me and the owner of hangar #8 that both hangars would have to be removed as they were in the runway protection zone. We were assured that both hangars would either be moved to new lots on the airport or would be purchased outright. This was reaffirmed by Mayor Ollie Tyler to the newly formed Airport Advisory board consisting of hangar owners from both airports.

In the summer of 2018, I was asked to have a meeting with the then Director of the SAA Henry Thompson, Assistant Director Cooksey, and Stacy Kuba. Mr. Thompson informed me that I would be receiving a letter from the city attorney about moving out of the hangar. I was also informed that the city would not be compensating me for my hangar as it was fully depreciated and I had no lease. I did not know that besides Thompson being an airport administrator he was also a commercial real estate appraiser.

On February 14th 2019 I received a letter from the SAA that the runway enhancement project was fully funded. They informed me that since they had not renewed my lease for 2 years that my hangar had to go. I was being billed yearly in advance for the following years even though I had no lease. I paid in full each year. I was paid in full until September 2019 but was informed in the letter that I was to vacate my property by June 3rd 2019. I purchased hangar #172 and moved all my aircraft and support equipment to that location before the June 3rd deadline.

In August of 2019, I received a summons to appear in Caddo District Court for a hearing on eviction from the property that I was not occupying. I am sure that there is no one hearing my words right now that would volunteer their private property to a governmental organization without getting paid for it.

Furthermore, I believe that the name of your organization should be changed to the Shreveport Airport Administration. This would be more in line with the job description that all of you have been appointed to. Your job is to serve the airport tenants and the community.

I believe that the SAA should use some of the funds that would be funneled from the advertisement budget into the board members private endeavors should be spent on travel and research into the operation of successful general aviation airports. The difference between an air carrier/freight airport and GA airport needs are totally different. The need for different leases for each is imperative for continued growth and successful operation of both.

Thank you,

Mark Brunettin

JAMES GRAVES - SAHOA

Ms. Garza,

Please have the following comments read into the record of the May 12, 2020 SAA Board Meeting in the three minutes so allocated:

Ladies & Gentlemen:

I submit the following comments as president of the Shreveport Airports Hangar Owners Association.

Jonathan Reynolds is a defendant in a lawsuit alleging improprieties in his reappointment to this Board. His participation in this meeting is objectionable. Should the lawsuit prevail, as we expect it to, this meeting as will be unlawful.

The key concept of "Public Administration" is Public! You seek approval of Marketing and Incentive policies while concealing these from the public. In order for the public to meaningfully comment we must have an opportunity to review the policies.

I renew the standing objection we have previously filed to the so-called "Aeronautical Hangar Lease."

The most scurrilous recommendation made by SAA Management is the proposed "REJECTION OF TENANT LEASE APPLICATIONS" because they are alleged to contain "LANGUAGE WHICH MODIFIES THE TERMS OF THE NEW GROUND LEASE." This is patently false.

Please exercise your independent due diligence and look at each application and letter individually. None contain language modifying anything. They only ask for an extension of an arbitrary deadline, object to being coerced into giving up our contractual rights, and respectfully request an opportunity to negotiate these issues. Read them for yourselves.

You are in litigation because you allowed your management to perpetrate a falsehood about FAA mandates without examining the truth of that assertion. The February 19, 2020 letter from Mr. Ignacio Flores proves that we were right, and they were wrong about that "Mandate" all along.

By repudiating this falsehood you have the opportunity to set a new path. If you swallow it, however, you simply add a fresh allegation of dishonesty and wrongdoing to an already lengthy petition for damages.

At your February 20th meeting, Mr. Reynolds opined that he would reject any application that contained an expression of duress or protest. He fails to understand that in his role as a money

lender in the private market he is able to do so because he can reject any potential client, and his clients can reject him.

In this role, however, he, and all of you, are administering a government owned regulated monopoly. Expressions of protest by citizens are Constitutionally protected. You must fairly deal with all of your citizens, and your citizens are afforded no choice but to deal with you. We call on you to do so with honesty and fairness.

Respectfully submitted,

Jim Graves

President,

Shreveport Airports Hangar Owners Association (SAHOA)

SAHOA!®

“One Great City, Two Great Airports!”®

GEORGE CARROLL – DTN TENANT

Ms. Garza,

Please have the following comments read into the record of the May 12, 2020 SAA Board Meeting:

In a past meeting, I admitted to all of Shreveport, that I must be the “stupidest” person in Shreveport. As the last person to build a hangar at the Shreveport Downtown Airport, with the advice and urging of Shreveport Airport Authority members and employees, people who I once admired and trusted, and now I find I must join a lawsuit to defend my investment in my city and my parish from those self-same people!

Growing up in Shreveport, one learns the names of key people, who, by their individual efforts, find themselves in positions of trust and leadership and citizens knew that these people could be trusted to govern Shreveport fairly and equitably with appropriate taxes and fees. Many of these individuals, grew from farm to city, from nothing to abundance, from poverty to wealth, and with the experiences learned along their respective journey’s, were able to govern from the perspective that governing demanded fairness and “...where but by the grace of God go I...”

But Shreveport has lost the wisdomatic influence of these individuals whose august names use to foster thoughts of pride and confidence. No wonder Shreveport is hemorrhaging jobs and citizens and businesses all but run from the prospect of moving Shreveport, the city I was raised in, loved, and have invested in. No wonder sales tax revenues have dropped and the city is all

but bankrupt. A once vibrant, exciting and growing city now almost considered a joke and when compared to Bossier City to our East, a stone's throw across the Red River, one must wonder where the collective heads of our Shreveport Airport Authority really are and which direction their collective moral compasses must point!

As a member of the Shreveport Airports Hangar Owners Association I find myself having to join in a legal action to find resolve and protection from people that really should have known better. Friends and political leaders who have used canard and subterfuge, prevarication and omission, misrepresentation and collusion to force hard working residents to give up their private property!

I am asking that each letter from respective tenants be examined and truthfully considered for its merits and honesty and not thrown in the wastebasket. Respect the rights of tenants, who, by the way are actually tax paying citizens, and deserve better than a plate full of kowtow from people who really should have been told better prior to their decision making!

Shreveport can rise again from the malaise in which it currently resides. Strong leadership, guidance, and reality based honesty will help restore the prestige of our once great city. But to continue on this path will continue to tarnish the name of our great city and tarnish the names of the leaders of our past who wanted to leave us a legacy of promise and growth but instead have left us in a quagmire of deceit and stagnation!



WHITNEY BOGGS – SHV TENANT

Good morning to all,

The Shreveport Airports have been adversely affected by the current economic condition.

Airline, auto rental, fuel sales are all at a time low.

The monies for operations have equally diminished. The Director, Mr. Davis has outlined the decline in revenue in his May 2020 Directors report.

In that report, he has indicated that there will operational changes. These include changes to airport security and the ARFF.

Airfield security is of particular interest to me, a hangar owner at Regional Airport. The access gates on Charles Lindbergh and Amelia Earhart have not operated

Since I became a tenant. Despite promises from the past two administrations and discussions with the current Director, these security gates still do not operate. As a result

A patrol officer from the airport security staff is now patrolling these areas. My concern is a reduction in the airport budget will cause a reduction in the ability to provide the same level of security with less manpower.

With the new MRO facility coming on line, more people and traffic will have unrestricted access to this area of the airport. Access to the secured area of the airport is only one broken door or climbed fence.

I propose a solution that that the gates on these two access points have a simple coded gate operator installed. These gates being operational will allow for the security of these areas without having an officer patrol these areas.

A coded gate will prevent unauthorized persons from gaining access and adds one more layer of security to the entire airport.

Thank you for the opportunity to comment.

Whitney Boggs
Hangar 20 Regional Airport

MONTY WALFORD – DTN TENANT

Please read the following into the record of the May 12, 2020 meeting of the Shreveport Airport Authority (SAA). My comments relate to Item #11 of the discussion agenda.

Ladies & Gentlemen - Today your agenda includes adopting a policy relative to the use of marketing funds, said policy thus far unavailable for public view or for comments on the content.

Shreveport Airport Authority use of marketing funds has come under question from the public, The Louisiana Ethics Administration, & concerns at the highest level of the FAA Airports leadership. There have been serious questions about the lack of accountability & the appearance of the board turning a blind eye & not voting on distributions as they went to some favored non-profit & for profit organizations. I heard one SAA employee referred to as the “go to person for tickets”.

A policy is needed, but such a policy should have public input as well as input from marketing professionals. You face a task like no other in Shreveport airport history. Your passenger boardings are down by 88%, parking is down 88%, airline flights are down substantially, & these result in declines in revenue from other sources associated with flights & passengers. Airport businesses are struggling.

I urge you to postpone any decision on such a policy, to post the proposed policy on your website to allow for public comments, & finally to consider an RFP for marketing consulting to minimize the recovery time for Shreveport airports through effective use of marketing funds. Donating marketing funds to the favored organizations of SAA board members is not going to do it.

Finally, I urge you to seriously study cost cutting measures for the future. A difficult but necessary task.

Monty Walford
Vice-President, Government Relations
Shreveport Airports Hangar Owners Association
(318)458-5226

“One Great City, Two Great Airports!”

***** END OF PUBLIC COMMENTS

Mr. Davis requested that upon advice of legal counsel, the following items be pulled from the agenda due to a combination of the lawsuit, the “under duress” language and the executive session as follows:

Consent Agenda Items: 1 3 4 & 5

CONSENT AGENDA ITEM NO. 1 - TO APPROVE A REQUEST BY MR. JAMES POOLE TO EXERCISE THE FIRST OPTION OF THE NON-COMMERCIAL LEASE AGREEMENT FOR LOT 51 AT SHREVEPORT DOWNTOWN AIRPORT.

CONSENT AGENDA ITEM NO. 3 - TO APPROVE A REQUEST BY MR. ROBERT N. BURGESS TO EXERCISE THE SECOND AND FINAL OPTION OF THE NON-COMMERCIAL LEASE AGREEMENT FOR LOT 163 AT SHREVEPORT DOWNTOWN AIRPORT.

CONSENT AGENDA ITEM NO. 4 - TO APPROVE THE REQUEST BY TEX-PETRO SERVICES, LLC TO EXERCISE THE SECOND AND FINAL OPTION OF THE NON-COMMERCIAL LEASE AGREEMENT FOR LOT 7 AT SHREVEPORT DOWNTOWN AIRPORT.

CONSENT AGENDA ITEM NO. 5 - TO APPROVE THE REQUEST BY KBS ENDEAVORS, LLC, TO EXERCISE THE FIRST OPTION OF THE COMMERCIAL LEASE AGREEMENT FOR LOT 113 AT SHREVEPORT REGIONAL AIRPORT.

Old Business Agenda Items: 1 2 3 & 4

OB DISCUSSION ITEM NO. 1 - TO APPROVE A REQUEST BY ROBERT HAMILTON TO ENTER INTO A NEW NON-COMMERCIAL GROUND LEASE AGREEMENT FOR LOT 106 AT SHREVEPORT DOWNTOWN AIRPORT.

OB DISCUSSION ITEM NO. 2 - TO APPROVE A REQUEST BY JOHN R. FULCO D/B/A WILCO PARTNERSHIP, LLC TO ENTER INTO A NEW NON-COMMERCIAL GROUND LEASE AGREEMENT FOR LOT 45 AT SHREVEPORT DOWNTOWN AIRPORT.

OB DISCUSSION ITEM NO. 3 - TO APPROVE AN AERONAUTICAL HANGAR LEASE FOR SHREVEPORT DOWNTOWN AND REGIONAL AIRPORTS.

OB DISCUSSION AGENDA ITEM NO. 4 - APPROVAL OF REJECTION OF TENANT LEASE APPLICATIONS CONTAINING LANGUAGE WHICH MODIFIES THE TERMS OF THE NEW GROUND LEASE AGREEMENT FOR REGIONAL/DOWNTOWN AIRPORTS.

Motion was made by Mr. Jenkins to remove Consent Agenda Items 1, 3, 4 and 5 and Old Business Agenda Items 1, 2, 3 and 4. Motion seconded by Ms. Shehee. Motion passed 5 – 0.

CONSENT AGENDA:

CONSENT AGENDA ITEM NO. 2 - TO APPROVE THE REQUEST BY MR. MICHAEL BAMBURG TO EXERCISE THE FIRST OPTION OF THE NON-COMMERCIAL LEASE AGREEMENT FOR LOT 82 AT SHREVEPORT DOWNTOWN AIRPORT.

Management has received a letter from Mr. Michael Bamburg, requesting to exercise the first option of the Non-commercial Lease Agreement for Lot 82 at Shreveport Downtown Airport. The primary term of this lease expired on February 28, 2020. Upon approval, the first option will effective, March 1, 2020, and expire February 28, 2025. Mr. Bamburg's account and insurance were in good standing.
Rental Rate: 11,000 sf x \$.150 = \$1650.00 per year.

Motion was made by Mr. Jenkins to approve Consent Agenda Item No. 2, motion seconded by Dr. Jackson. Motion passed 5 – 0.

CONSENT AGENDA ITEM NO. 6 - TO APPROVE A REQUEST BY HERTZ CORPORATION TO EXERCISE THE FINAL OPTION OF THE LEASE AGREEMENT FOR LAND AND IMPROVEMENTS AT SHREVEPORT REGIONAL AIRPORT.

Management had received a letter from Ms. Sharon Griffin, Properties and Concessions with the Hertz Corporation requesting to exercise the final option of the Lease Agreement for land and improvements at Shreveport Regional Airport. The 5-year primary term of the lease expired October 31, 2018. A review of the file indicated an administrative correction was necessary. Upon approval, the final option commenced November 1, 2018 and will expire October 31, 2023.

Rental Rate: \$3900.00 per month
Flowage Fee: \$.08 per gallon

Motion was made by Dr. Jackson to approve Consent Agenda Item No. 6, motion seconded by Mr. Jenkins. Motion passed 5 – 0.

DISCUSSION AGENDA

DISCUSSION AGENDA ITEM NO. 1 - TO APPROVE CHANGE ORDER NO. 1 TO SUPPLEMENTAL TASK AGREEMENT NO. 2 WITH GARVER, LLC FOR DESIGN SERVICES RELATED TO THE RUNWAY 14/32 REHABILITATION PROJECT AT SHREVEPORT DOWNTOWN AIRPORT. In September 2019, the Shreveport Airport Authority Board approved Supplemental Task Agreement No. 2 with Garver, LLC for design services for the Runway 14/32 Rehabilitation project at Shreveport Downtown Airport in the amount of \$209,700.00. The design phase includes collecting engineering data, geotechnical engineering studies, preparing detailed plans, specifications and cost estimates for design review and approval. During preliminary design review between the Airport Authority, FAA and LADOTD, several design changes were evaluated, culminating in a 75 foot wide full mill and overlay with a full depth removal on each side of Runway 14/32. Garver, LLC submitted a proposal for the additional design in the amount of \$97,000.00. Upon review from the Airport Authority, FAA and LADOTD, the fee proposal was determined to be acceptable. This project will be 100% funded by the FAA.

Original Contract Amount:	\$ 209,700.00
Change Order #1	<u>97,000.00</u>
	\$306,700.00

Management recommended approving this agenda item as presented.

Motion was made by Mr. Jenkins to approve Discussion Agenda Item No. 1, motion seconded by Ms. Ballengee. Motion passed 5 – 0.

DISCUSSION AGENDA ITEM NO. 2 - TO APPROVE THE CHAIRMAN'S EXECUTION OF SUPPLEMENTAL SUCCEEDING LEASE NO. 697DCM-20-L-00039 (DTN) OUTER MARKER RUNWAY 14 (OM) AT SHREVEPORT DOWNTOWN AIRPORT. The Federal Aviation Administration (FAA) lease No. DTFASW-05-L-00122 with the Shreveport Airport Authority (SAA) for the outer marker facility for Runway 14 at Shreveport Downtown Airport will expire September 30, 2020. The FAA has an ongoing need to occupy the premises and has provided supplemental Lease No. **697DCM-20-L-00039 (DTN) Outer Marker Runway 14 (OM) at Shreveport Downtown Airport** which is for a tract of land containing 0.03 acre for the outer marker site. The outer marker is an integral part and necessary facility for instrument approaches to Runway 14. This is a no-cost lease and will commence October 1, 2020 with an expiration date of September 30, 2035. No finances. Management recommended approving this agenda item as presented.

Motion was made by Ms. Ballengee to approve Discussion Agenda Item No. 2, motion seconded by Dr. Jackson. Motion passed 5 – 0.

DISCUSSION AGENDA ITEM NO. 3 - TO APPROVE A REQUEST BY TUBREAUX AVIATION, LLC TO RESCIND THE NON-COMMERCIAL GROUND LEASE AGREEMENT FOR LOT 142 AND APPROVE A NEW AVIATION SERVICES LEASE FOR LOT 142 AT SHREVEPORT DOWNTOWN AIRPORT. Tubreaux Aviation, LLC is the fixed base operator at Downtown Airport and provides aeronautical services to tenants and customers at Downtown Airport. Tubreaux was approved to enter into a new non-commercial ground lease agreement for Lot 142 at Shreveport Downtown Airport at the Airport

Authority Board meeting held on December 18, 2019. Airport management received an e-mail dated April 1, 2020, in which Dr. Wyche T. Coleman, III d/b/a Tubreaux Aviation, LLC expressed concern about the severe slowdown in revenue and requested the Board rescind the action taken at the December meeting for the ground lease. Mr. Coleman requests that Tubreaux Aviation be approved to enter a new Aviation Services Lease Agreement for Lot 142, the terms, which will enable Tubreaux to refinance and improve their position thereby saving jobs and allowing them to continue to operate. If approved, the primary term of the new Aviation Services Lease Agreement will commence on May 1, 2020, and expire on April 30, 2035, with two additional 10-year options. Rental Rate: 22,950 sq. ft. x \$.29 = \$6,655.50. Management recommended approving this agenda item as presented.

Motion was made by Mr. Jenkins to approve Discussion Agenda Item No. 3, motion seconded by Dr. Jackson. Motion passed 5 – 0.

DISCUSSION AGENDA ITEM NO. 4 - TO APPROVE A REQUEST BY TUBREAU AVIATION, LLC TO RESCIND THE COMMERCIAL GROUND LEASE AGREEMENT FOR LOT 144 AND APPROVE A NEW AVIATION SERVICES LEASE FOR LOT 144 AT SHREVEPORT DOWNTOWN AIRPORT. Tubreaux Aviation, LLC is the fixed base operator at Downtown Airport and provides aeronautical services to tenants and customers at Downtown Airport. Tubreaux was approved to enter into a new commercial ground lease agreement for Lot 144 at Shreveport Downtown Airport at the Airport Authority Board meeting held on December 18, 2019. Airport management received an e-mail dated April 1, 2020, in which Dr. Wyche T. Coleman, III d/b/a Tubreaux Aviation, LLC expressed concern about the severe slowdown in revenue and requested the Board rescind the action taken at the December meeting for the ground lease. Mr. Coleman requests that Tubreaux Aviation be approved to enter a new Aviation Services Lease Agreement for Lot 144, the terms, which will enable Tubreaux to refinance and improve their position thereby saving jobs and allowing them to continue to operate. Upon approval, the primary term of the new Aviation Services Lease Agreement will commence on May 1, 2020, and expire on April 30, 2035, with two additional 10-year options. Rental Rate: 22,950 sq. ft. x \$.29 = \$6,655.50. Management recommended approving this agenda item as presented.

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

DISCUSSION AGENDA ITEM NO. 5 - TO APPROVE A REQUEST BY TUBREAU AVIATION, LLC TO RESCIND THE COMMERCIAL GROUND LEASE AGREEMENT FOR LOT 145 AND APPROVE A NEW AVIATION SERVICES LEASE FOR LOT 145 AT SHREVEPORT DOWNTOWN AIRPORT. Tubreaux Aviation, LLC is the fixed base operator at Downtown Airport and provides aeronautical services to tenants and customers at Downtown Airport. Tubreaux was approved to enter into a commercial ground lease agreement for Lot 145 at Shreveport Downtown Airport at the Airport Authority Board meeting held on December 18, 2019. Airport management received an e-mail dated April 1, 2020, in which Dr. Wyche T. Coleman, III d/b/a Tubreaux Aviation, LLC expressed concern about the severe slowdown in revenue and requested the Board rescind the action taken at the December meeting for the ground lease. Mr. Coleman requests that Tubreaux Aviation be approved to enter a new Aviation Services Lease Agreement for Lot 145, the terms, which will

enable Tubreaux to refinance and improve their position thereby saving jobs and allowing them to continue to operate. Upon approval, the primary term of the new Aviation Services Lease Agreement will commence on May 1, 2020, and expire on April 30, 2035, with two additional 10-year options. Rental Rate: 22,950 sq. ft. x \$.29 = \$6,655.50. Management recommended approving this agenda item as presented.

Motion made by Dr. Jackson to approve Discussion Agenda Item No. 5, seconded by Mr. Jenkins. Motion passed 5 – 0.

DISCUSSION AGENDA ITEM NO. 6A - TO APPROVE A REQUEST BY MR. RONALD E. SMITH TO BE RELEASED FROM ANY AND ALL RESPONSIBILITY AND OBLIGATION TO THE LEASE AGREEMENT FOR LOT 5 AT SHREVEPORT DOWNTOWN AIRPORT. Management received notification from Mr. Ronald E. Smith indicating that Mr. Jim Partington had purchased the improvements located on Lot 5 at Shreveport Downtown Airport. Mr. Smith is requesting that he be released from any and all responsibility and obligation to the lease effective June 1, 2020. Rental Rate: 16,284.75 sq.ft. x \$.2254 = \$3,670.58 per year. Management recommended approving this agenda item as presented.

Motion was made by Ms. Ballengee to approve Discussion Agenda Item No. 6A, motion seconded by Dr. Jackson. Motion passed 5 – 0.

DISCUSSION AGENDA ITEM NO. 6B - TO APPROVE A REQUEST BY MR. JAMES PARTINGTON TO ASSUME THE NON-COMMERCIAL GROUND LEASE AGREEMENT FOR LOT 5 AT SHREVEPORT DOWNTOWN AIRPORT. Management received notification from Mr. James Partington that he had purchased the hangar and improvements located on Lot 5 at the Shreveport Downtown Airport from Mr. Ronald E. Smith. Mr. Partington submitted an application dated May 6, 2020, to assume the remainder of the lease term previously assigned to Mr. Ronald E. Smith. The Board approved the former owner Mr. Ronald E. Smith to enter into a non-commercial ground lease for one (1) ten (10) year primary term commencing January 1, 2020, and expiring December 31, 2029 and two (2) ten (10) year extension options in the meeting held December 18, 2019. Mr. Partington will be using the hangar for personal use only. Mr. Partington has requested that he be approved to assume this ground lease. Rental Rate: 16,284.75 sq.ft. x \$.2254 = \$3,670.58 per year. Management recommended approving this agenda item as presented.

Motion was made by Mr. Jenkins to approve Discussion Agenda Item No. 6B, motion seconded by Ms. Ballengee. Motion passed 5 – 0.

DISCUSSION AGENDA ITEM NO. 7 - TO APPROVE A CORRECTION OF THE SQUARE FOOTAGE OF LOTS 28 AND 29 LEASED BY WHELESS HANGAR COMPANY, LLC AT SHREVEPORT REGIONAL AIRPORT. In the Board's meeting held February 20, 2020, Wheless Hangar Company, LLC was approved to enter into a new ground lease 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. The primary term commenced March 1, 2020, and will expire February 28, 2030. The square footage of the lot was inadvertently listed as 42,100 sf. The correct square footage is 41,100. Airport staff requests the Board's approval of the correct lot size. Rental Rate: 41,100 sf x .271 = \$11,138.10 per year. Management recommended approving this

agenda item as presented.

Motion was made by Mr. Jenkins to approve Discussion Agenda Item No. 7, motion seconded by Ms. Shehee. Motion passed 5 – 0.

DISCUSSION AGENDA ITEM NO. 8 - TO ENTER INTO SUPPLEMENTAL TASK AGREEMENT #5 WITH KSA ENGINEERS INC., FOR DESIGN SERVICES RELATED TO THE REHABILITATION OF AIRFIELD DRAINAGE AT THE WEST CARGO AREA AT SHREVEPORT REGIONAL AIRPORT. In February 2017, KSA Engineers, Inc., entered into a Master Services Agreement with Shreveport Airport Authority for Airfield Development, which includes Airfield Drainage projects. In October 2019, LADOTD divided Airfield Drainage projects at Shreveport Regional Airport into four phases: West Ditch Area, Challenger Drive Area, West Cargo Area and Northeast Ditch Area. During a site visit to Shreveport Regional Airport, LADOTD prioritized drainage requirements and determined the West Cargo Area needed priority attention due to the severe erosion which is migrating toward the West Cargo Apron Area. The design phase includes collecting engineering data, geotechnical engineering studies, preparing detailed plans, specifications and cost estimates for construction. The Airport Authority has received a proposal for Task Order #5 for design services in the amount of \$176,010.00. The Airport Authority and LADOTD have reviewed the proposal and found the fee acceptable. This project is 100% LADOTD funded. Amount: \$176,010.00. Management recommended approving this agenda item as presented.

Motion made by Dr. Jackson to approve Discussion Agenda Item No. 8, seconded by Ms. Shehee. Motion passed 5 – 0

DISCUSSION AGENDA ITEM NO. 9 - TO ENTER INTO SUPPLEMENTAL TASK AGREEMENT #3 WITH KSA ENGINEERS INC., FOR DESIGN SERVICES RELATED TO THE REHABILITATION OF TAXIWAY B AND ASSOCIATED GENERAL AVIATION TAXILANES AT SHREVEPORT REGIONAL AIRPORT. In May 2019, KSA Engineers Inc., entered into a Master Services Agreement with the Shreveport Airport Authority, which includes design services for the Rehabilitation of Taxiway B and associated General Aviation Taxilanes at Shreveport Regional Airport. The design phase includes collecting engineering data, geotechnical engineering studies, preparing detailed plans, specifications and cost estimates for design review and approval. Airport Management has received a proposal from KSA Engineers, Inc. for design services in the amount of \$263,510.00. Pursuant to Federal Aviation Administration (FAA) guidelines, a third party Independent Fee Estimate (IFE) on the KSA Engineers, Inc. fee proposal was conducted. Upon review of the fee proposal and IFE, the FAA, Louisiana Department of Transportation-Aviation Division (LADOTD) and Airport staff determined the fee proposal from KSA Engineers, Inc. was acceptable. This project will be 100% funded by the FAA. Amount not to exceed: \$263,510.00. Management recommended approving this agenda item as presented.

Motion was made by Ms. Ballengee to approve Discussion Agenda Item No. 9, motion seconded by Dr. Jackson. Motion passed 5 – 0.

DISCUSSION AGENDA ITEM NO. 10 - TO RATIFY THE FORMER INTERIM DIRECTOR OF AIRPORTS' APPROVAL OF A REQUEST BY THE GENERAL SERVICES ADMINISTRATION (GSA) ON BEHALF OF THE TRANSPORTATION SECURITY ADMINISTRATION (TSA) TO ENTER INTO A NEW LONG-TERM LEASE AGREEMENT FOR OFFICE SPACE AT SHREVEPORT REGIONAL AIRPORT. The Transportation Security Administration lease for office space at Shreveport Regional Airport expired on April 14, 2019. The Airport staff received the new lease from GSA in March of 2019, and it was signed by then Interim Director Tom Jones. In a recent review of the file, it was discovered that formal action had never been taken by the Airport Authority Board. This lease shall commence May 1, 2019, and shall expire on April 30, 2029, with the firm term of the lease commencing May 1, 2019, and expiring April 30, 2024. The total annual rent shall be \$229,486.00 at the rate of \$19,123.83 per month. The previous lease rate was \$201,468.00 per year. Rental Rate: \$229,486.00 per year or \$19,123.83 per month. Management recommended approving this agenda item as presented.

Motion made by Ms. Shehee to approve Discussion Agenda Item No. 10, seconded by Dr. Jackson. Motion passed 5 – 0

DISCUSSION AGENDA ITEM NO. 11 - A REQUEST TO APPROVE A POLICY FOR USE OF MARKETING FUNDS FOR OUTREACH, ADVERTISING AND PUBLIC RELATIONS FOR THE SHREVEPORT AIRPORTS. The Airports Department is challenged to explore and develop new markets to attract new customers, while retaining existing customers in an effort to generate greater revenue. The Marketing Division 2020 budget for promotions was approved at \$40,000 to accomplish the airports' mission. Airport management determined that it is necessary to have a written policy that explains allowable and non-allowable uses of airport marketing funds. The attached Marketing Funds and Gift Policy is to establish a policy going forward to provide guidance and regulation related to expenditures of promotional funds. As provided in the 2020 Operating Budget. Management recommended approving this agenda item as presented.

Motion made by Mr. Jenkins to postpone approval of Discussion Agenda Item No. 11 in order to get input from the public on the policy, seconded by Ms. Shehee. Ms. Ballengee wanted to know why it was necessary to have public input on the marketing policy of the Airport. Ms. Ballengee said that the Board does not usually require public comments on other policies adopted for governing the Airport. Ms. Ballengee wanted to know if the Board entertaining public comment on this policy because of the turmoil surrounding the use of marketing dollars. Mr. Jenkins said that in good government there is a policy that changes have a layover period so that the public gets an opportunity to see a policy change. He said whether the airport had done things this way in the past, he didn't really have a comment but it was standard way of doing things. Mr. Davis said the policy had been reviewed by legal counsel. Mr. Reynolds said he had reviewed it and thought it was fine but he felt that a postponement would allow the Board to act in good faith. Ms. Ballengee said that she would just hate to see this drag out like some of the other things the Board had undertaken. Mr. Reynolds said he agreed with that concern as well, and he expected that next month the Board would make a decision on the policy. Dr. Jackson wanted to know if the policy was put out for public comment, would there be a time limit in which the public can respond. Mr. Davis said the policy

could be posted stand alone and request comments with a time limit consistent with the next meeting. City Attorney Mekisha commented it would be wise to post the policy in question and give the public an opportunity to comment. Upon posting provide an explanation that the Airport Authority would be accepting comments until whatever date. Therefore, you do not have to delay your voting. Motion passed 4 – 1 with Waynette Ballengee opposing.

DISCUSSION AGENDA ITEM NO. 12 - A REQUEST TO APPROVE AN INCENTIVE POLICY TO ASSIST WITH EFFORTS TO ATTRACT IMPROVED AIR SERVICE AT SHREVEPORT REGIONAL AIRPORT. Airport incentive programs are a common tool to encourage airlines to introduce new or expanded routes at airports. The FAA allows promotional incentives to air carriers for new service; to increase travel using the airport and/or promote competition at the airport. Airport management has determined that a properly structured and administered Airport Incentive Program may enhance air carrier service at Shreveport Regional Airport and provide an opportunity for increased air traffic. Management recommended approving this agenda item as presented.

Motion made by Ms. Shehee to approve Discussion Agenda Item No. 12, seconded by Ms. Ballengee. Mr. Davis said this was a significant revision of the existing policy. It established a five-year rolling policy consistent with FAA guidelines to attract additional service. Mr. Davis said this policy put the airport in a competitive position with the airlines, and he would expect this would be an option for a leisure airline. Details of the policy were discussed. He pointed out that this service had to be for new destinations. There were questions about the marketing grants and whether it could be used. Mr. Davis said that those funds were separate and could not be used. Ms. Shehee said there could be opportunities to partner with RASA as well. Mr. Davis confirmed. Motion passed 5 – 0

DISCUSSION AGENDA ITEM NO. 13 - TO AMEND AND APPROVE THE 2020 FUEL FLOWAGE FEE FOR SHREVEPORT REGIONAL AIRPORT. A review of fuel flowage fees found Shreveport's fee to be out of line with industry standards. Therefore, a fuel flowage fee reduction is proposed for the benefit of the airlines and the airport.
 Current flowage fee: \$.04 per gallon
 Proposed flowage fee: \$.08 per gallon
 2020 Standard Fuel Flowage Fee: \$.04 per gallon
 Management recommended approving this agenda item as presented.

Motion made by Mr. Jenkins to approve Discussion Agenda Item No. 10, seconded by Ms. Ballengee. Mr. Davis said there was an administrative mistake that was very important to point out. He said the current flowage fee was \$.08 per gallon and management was seeking approval to change the flowage fee to \$.04 per gallon. Mr. Davis said that Shreveport was significantly higher than industry. Motion passed 5 – 0

DISCUSSION AGENDA ITEM NO. 14 - TO APPROVE THE REQUEST BY JOHN BRYANT OF GLOBAL AVIATION SERVICES, TO ENTER INTO A NEW LEASE AGREEMENT FOR OFFICE SPACE, A STORAGE BAY AND APRON PARKING SPACE AT SHREVEPORT REGIONAL AIRPORT. Global Aviation Services, which performs repairs on ground support equipment for Delta Air Lines and United Airlines, has requested to enter into a new lease at Shreveport Regional Airport for their operation. Their current lease will expire March 31, 2020.

If approved, a new lease will be issued commencing April 1, 2020, consisting of one (1) 12-month primary term and two (2) one-year options.

Rental Rate: 730 sf x \$10.98 = \$8,015.40 per year

Office Space: 224 sf x \$12.28 = \$2,750.72 per year

Utilities: 730 sf x \$ 2.50 = \$1,825.00 per year

Apron Space: 240 sf x \$.60 = \$ 144.00 per year

SUBTOTAL \$12,735.12 per year

Management recommended approving this discussion agenda item as presented.

Motion made by Dr. Jackson to approve Discussion Agenda Item No. 14, seconded by Ms. Ballengee. Motion passed 5 – 0

DISCUSSION AGENDA ITEM NO. 15 - TO APPROVE

TERMINATION OF THE CONSTRUCTION SERVICES AGREEMENT WITH COCHRAN CONSTRUCTION COMPANY, INC, FOR THE TERMINAL AWNING AND ROOF REHABILITATION AT SHREVEPORT REGIONAL AIRPORT. On November 21, 2019, the Shreveport Airport Authority awarded Cochran Construction Company, Inc., the construction services agreement for the Terminal Awning and Roof Rehabilitation at Shreveport Regional Airport in the amount of \$1,344,439.00. The construction had been publicly bid as IFB 19-045. The Airport staff forwarded Cochran Construction Company, Inc., a construction services agreement termination letter, terminating the agreement effective May 4, 2020. The letter was sent in accordance with the termination clauses in articles VIII and XI of the agreement. This project is 100% Airport funded and is being terminated on that basis. Management recommended approving this agenda item as presented.

Motion made by Mr. Jenkins to approve Discussion Agenda Item No. 15, seconded by Ms. Shehee. The Board felt strongly that this project needed to go forward, but the Director explained that this project was ineligible for FAA or State funds. The reason the project was completely airport funded was because there were no other funding sources. He said the Airport could possibly have an \$8.5 million hole in the budget. The \$5.6 million from the FAA would go toward bond debt service and operational expenses and could not be used for this project. Motion passed 5 – 0

Ms. Wayette Ballengee had to exit the meeting.

DISCUSSION AGENDA ITEM NO. 16 - TO APPROVE A DEDUCTIVE CHANGE ORDER NO. 2 TO SUPPLEMENTAL TASK AGREEMENT NO. 2 WITH iARCHITECTURE, LLC FOR ARCHITECTURAL SERVICES RELATED TO THE TERMINAL ENTRY AWNING AND ROOF REHABILITATION AT SHREVEPORT REGIONAL AIRPORT.

In April 2018, the Shreveport Airport Authority Board approved Supplemental Task Agreement No. 2 with iArchitecture, LLC for architectural services for the Terminal Entry Awning and Roof Rehabilitation at Shreveport Regional Airport. Services included design and construction administration services. In May 2020, the Shreveport Airport Authority terminated the agreement with Cochran Construction, Inc., for construction of the Terminal Entry Awning and Roof Rehabilitation. With the construction agreement terminated, the construction administration services as part of the agreement with iArchitecture, LLC are no longer required. The construction administration services in the amount of \$15,085.97 will be deducted from the Supplemental Task Agreement #2 with iArchitecture, LLC.

Original Contract Amount:	\$ 168,760.00
Change Order No. 1 increase	\$ 9,375.00
<u>Change Order No. 2 decrease</u>	<u>\$ - 15,085.97</u>
New Contract Amount:	\$ 163,049.03

Management recommended approving this agenda item as presented.

Motion made by Mr. Jenkins to approve Discussion Agenda Item No. 16, seconded by Ms. Shehee. Motion passed 4 – 0.

DISCUSSION AGENDA ITEM NO. 17 - TO APPROVE THE CHAIRMAN'S EXECUTION OF SUPPLEMENTAL SUCCEEDING LEASE NO. 697DCM-20-L-00040 (FOG) OUTER MARKER RUNWAY 32 (OM) AT SHREVEPORT REGIONAL AIRPORT. The Federal Aviation Administration (FAA) lease No. DTFASW-05-L-00121 with the Shreveport Airport Authority (SAA) for the outer marker facility for Runway 32 at Shreveport Regional Airport will expire September 30, 2020. The FAA has an ongoing need to occupy the premises and has provided supplemental Lease No. **697DCM-20-L-00040 (FOG) Outer Marker Runway 32 (OM) at Shreveport Regional Airport** which is for a tract of land containing 0.189 acres east of the Cox Subdivision for an outer marker site. The outer marker is an integral part and necessary facility for instrument approaches to Runway 32. This is a no-cost lease and will commence October 1, 2020 with an expiration date of September 30, 2035. Management recommended approving this agenda item as presented.

Motion made by Dr. Jackson to approve Discussion Agenda Item No. 17, seconded by Mr. Jenkins. Motion passed 4 – 0

DISCUSSION AGENDA ITEM NO. 18 - TO ADOPT A RESOLUTION AUTHORIZING THE CHAIRMAN TO ACCEPT AND EXECUTE A LOUISIANA DEPARTMENT OF TRANSPORTATION AVIATION DIVISION SPONSOR/STATE AGREEMENT NO. H.014158 FOR A PROJECT IMPROVE RUNWAY 32 RPZ AT SHREVEPORT REGIONAL 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 a project Improve Runway 32 RPZ at Shreveport Regional 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 \$184,330.00. Management recommended approval of this agenda item as presented. **Total Amount of Grant:** An amount not to exceed \$184,330.00. Management recommended approving this agenda item as presented.

Motion made by Mr. Jenkins to approve Discussion Agenda Item No. 18, seconded by Dr. Jackson. Motion passed 4 – 0.

DISCUSSION AGENDA ITEM NO. 19 was a last minute add-on and was inadvertently not listed on the posted agenda. Therefore, motion was made by Mr. Jenkins, seconded Ms. Shehee to remove the item from this agenda. Motion passed 4 – 0.

Motion made by Ms. Shehee for the Board to go into executive session to discuss pending litigation. Motion seconded by Dr. Jackson. Motion passed 4 – 0

There being no further business, the meeting was adjourned.

JONATHAN REYNOLDS, CHAIRMAN

WADE A. DAVIS, SECRETARY