

**Sioux Falls Regional Airport Authority  
Board Meeting Minutes**

**March 26, 2015**

Members Present: Julie Schnaible, Mike Luce, Dave Nelson

Staff Present: Dan Letellier, Richard King, Dawn Carlson

Guests Present: Mark Wiederrich (Goldsmith Heck), Jarod Nesje (TSP)

Ayes and nays were taken on all motions, and all motions were passed unanimously unless otherwise noted.

Chairman Julie Schnaible called the meeting to order at 12:03 p.m.

1. **Minutes** – Mike Luce moved and Dave Nelson seconded approval of the February 26, 2015 and Special Session on March 19, 2015 Minutes. Motion carried.
2. **Bills** - Dave Nelson moved and Mike Luce seconded approval of the bills as presented. Motion carried.
3. **Consent Agenda** – Dave Nelson moved and Mike Luce seconded approval of the following consent agenda:
  - A. Change Order #5 with Mark Luke Construction for the Consolidated Services Facility Project – Deduct of (\$9,998.52).
  - B. Advertise for Bids to provide two new tractors and triple flail mowers to replace two 1996 units. (State Fuel Funds).
  - C. Amendment #2 to Professional Agreement with TSP – Addition Design fees for Bid Package #3 (Interior Finish additions). Add of \$60,000.

Motioned carried.

4. **Report by Executive Director**

- A. Dan Letellier attended the AAAE Ground Handling Workshop to learn more about ground handling support for commercial airlines being offered at other airports. The primary purpose of taking on this responsibility from other providers is to improve the customer service being offered to the passenger using the airport and the performance reliability of the airline serving that community. Numerous small airports have developed ground handling departments within their organization to provide this service and all reported challenges getting it established, but were very happy with the outcome of improved service levels. The goal also is not to be a revenue generator, but to at least cover the costs of operation. Based on lessons learned, the Executive Director will begin development of a business plan to determine the cost involved in developing this service.
- B. Construction Updates
  - a. Checkpoint/Lobby renovation continues and a July moving date is anticipated for the administrative and checkpoint offices. The Board was also advised of a coming Change Order for revised electrical switch gear equipment that will add \$125,000 to the electrical portion of the project.

- b. Lower level interior improvements will begin April 6, 2015. Notable impacts will be the closer of the lobby men's and women's restroom for a period of 6-8 weeks to replace the tile flooring along with new sinks and counter tops. Temporary accommodations are being planned to minimize the impacts to our travelers.
- c. Hotel continues on schedule with a completion date of April 30. Opening of the hotel is slated for mid to late May with reservations being accepted June 1<sup>st</sup>.
- d. Elmwood Mitigation – Phase 2 has begun with an anticipated completion date of June 5<sup>th</sup> with the remaining Phase 3 to begin after Labor Day.
- e. Runway 3-21/Bravo Rehab bids opened March 25, 2015. Anticipated start date of May 4, with final completion in early October.

**5. Old Business**

- A. **Master Plan** – Mike Luce moved and Dave Nelson seconded approval of the Implementation Plan for the Airport Master Plan as presented for identified projects in the next 5 – 10 year time frame. Two key large scale projects – Runway 3-21 reconstruction and a new parking structure, both in excess of \$17 million will be the key projects to be considered. Motioned carried.
- B. The Minnesota Avenue Improvement Project continues to be discussed with the City of Sioux Falls, specifically adding a sidewalk along Minnesota Avenue from Hangar Street to Algonquin and sharing the expense for a design concept.

**6. New Business**

- A. **Runway 3-21 and Taxiway Bravo** – Mike Luce moved and Dave Nelson seconded approval of a Base Bid and Alternate #1 with BX Civil and Construction for the refurbishment of Runway 3-21 and Taxiway Bravo for \$6,436,836.85. Motion carried.

**7. Open Segment – No items.**

Next Board Meeting – April 23, 2015

Chairman Julie Schnaible adjourned the meeting at 1:43 p.m.

3/27/15

  
Secretary