

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

April 28, 2016

Members Present: Dave Nelson, Lon Stroschein, Mike Luce, Julie Schnaible, Raquel Blount

Staff Present: Dan Letellier, Richard King, Kristin Elgersma

Guests Present: Mark Weiderrich- Goldsmith Heck; Elizabeth Hurtz – Davenport/Evans, Brent Post and Asif Zabih-SD Air National Guard, Ivy Oland-Oland Arts.

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

Chairman Nelson called the meeting to order at 12:00 p.m.

1. **Minutes-** Julie Schnaible moved and Lon Stroschein seconded approval of the minutes of March 24, 2016. Motion carried.
2. **Bills for Approval-** Lon Stroschein moved and Raquel Blount seconded approval of the bills as presented. Motion carried.

New Business (Part 1)

- A. – **Financial Audit of 2015** - Joy Fiege with the Eide Bailly accounting firm provided a review of the annual financial audit and preparation of financial statements for the Airport Authority. Eide Bailly also conducted a Single Audit of the FAA's Airport Improvement Plan (AIP) Grant program to ensure compliance with all federal requirements.
3. **Consent Agenda-** Report on Consent Agenda items by the Executive Director. Lon Stroschein moved and Julie Schnaible seconded approval of the consent agenda:
 - A. Task Order #46 with Goldsmith/Heck Engineers for Const. Admin. assistance with the West G.A. taxi lane extension. - \$49,913.00
 - B. Task Order #47 with Goldsmith/Heck Engineers for Const. Admin. assistance with the Alpha Taxiway rehab project. - \$73,850.00
 - C. Agreement with American Engineering Testing for materials testing for the West G.A. taxi lane extension and Alpha Taxiway rehab. - \$5,795.
 - D. Change orders for the Terminal Checkpoint expansion project totaling \$21,819.00
4. **Report by Executive Director-**
 - A. SD Aeronautics Conf. – Executive Director Letellier provided a recap of the S.D. Aeronautics Conference held in Deadwood, April 6-7. The Airport Authority was granted permission to use \$525,000 of our airport fuel tax funds to purchase a runway snow broom. Letellier also highlighted concern about the state Aviation Trust Fund. Forecasts indicate that at the current draw-down rate the fund will be out of

resources by 2022. Over \$3 million dollars have been removed from the fund for use by the state for purposes other than aviation. Letellier and Rapid City Executive Director Patrick Dame will meet with the governor in the next few weeks to discuss the importance of returning these funds in order to ensure the solvency of the Aviation Trust fund for future years.

- B. 1st Quarter Operational/Financial Summary – Passenger traffic is down 1% for the first quarter of 2016 due to fewer available seats in the flight schedule for January and February. However March hit an all-time record for enplanements in a single month with 46,251 passengers departing the airport. Increased seat availability for the next six months should help booster passenger traffic.
- C. 1. Construction Updates- The Deputy Director provided an update on construction. Phase 5 continues on schedule with a completion date of June 3rd. Shortly after the temporary escalator will be disassembled and then reassembled in its permanent location. Finishes to the lobby area will follow in June-August time period.
- 2. Elmwood Mitigation Project, Phase 3 has resumed but progress slowed recently due to rainfall. Work continues on cart paths with a scheduled completion date of June 10th. Once grow-in is accomplished this summer the entire project will come to a close by Labor Day.
- 3. – West G.A. Taxi lane extension – Work began April 28th to extend a general aviation taxiway north of the West G.A. ramp to accommodate two new hangars being constructed by Sanford Health and Maverick Air Center. Completion scheduled for June 15.

5. Old Business (Part 1)

- A. Parking Study - The Board reviewed two proposals that would provide strategic direction for parking needs including the option of a parking structure in the next 5-10 years. Proposals were submitted by Walker Parking Consultants and KLJ Engineers. Executive Director recommended the selection of Walker Parking due to their primary focus on parking and their experience in other airports along with assistance provided to the City of Sioux Falls. Lon Stroschein moved to approve the Parking Study with Walker Parking Consultants. Mike Luce seconded. Motion carried.
- B. Public Officials Liability Coverage- Letellier informed the Board the South Dakota Public Assurance Alliance (SDPAA) would provide a total of three years of retroactive coverage along with this year's Public Official Liability coverage for \$1,042.00. Lon Stroschein moved to acceptance the coverage offered by SDPAA. Julie Schnaible seconded. Motion carried.

Executive Session- Legal issue. Mike Luce moved to enter executive session at 1:05pm. Julie Schnaible seconded. Motion carried.

Lon Stroschein moved to adjourn executive session at 1:15pm. Julie Schnaible seconded. Motion carried.

Mike Luce left the meeting at 1:30pm.

Old Business (Part 2)

- C. Selection of Art for new Checkpoint and Lobby Areas– Ivy Oland of Oland Arts provided an update on the selection of artists and artwork for the new checkpoint and lobby areas. The Art Selection Committee has met three times to review all the submissions to the Request for Proposal sent out in February-March. Selections have been identified and artist will be advised in the coming weeks of the award. Original budget for artwork provided by the board totaled \$125,000. With the artwork selected, and the addition of electronic media to one area, an increase of \$100,000 to this budget was requested. Forward Sioux Falls is expected to contribute \$50,000 to this effort with the possibility of an additional \$50,000 by a corporate sponsor. Julie Schnaible moved to increase the amount budgeted for artwork in this area to \$225,000. Lon Stroschein seconded. Motion carried.

6. New Business (Part 2)

- B. Reimbursable Agreement with the South Dakota Air National Guard – Letellier presented to the Board a Military Construction Cooperative Agreement (MCCA) from the National Guard Bureau that would provide funding to reconstruct the arresting barriers on both ends of runway 3-21 during the runway reconstruction scheduled for 2017 and 2018. The MCCA would also provide funding up to 8.3% of construction costs to reflect the military's percentage use of the runway. Approximate funding provided for the arresting barriers totals \$1,504,000 in addition to \$1,672,000 for an 8.3% share. \$153,071 will be provided to cover engineering costs associated with design of the arresting barrier reconstruction. Total funding estimated to be \$3,329,172. Lon Stroschein moved acceptance of the MCCA pending Authority legal council review and approval. Raquel Blount seconded. Motion carried

7. Open Segment- No discussion

Julie Schnaible moved to adjourn at 1:53pm. Lon Stroschein seconded. Motion carried.

Date

Secretary

Sioux Falls Regional Airport
Bills to be Approved
April 28, 2016

Check	Vendor	Description	Amount	Date
35322	Air IT Services	FIDS Support Service	\$ 836.67	03/24/16
35323	All Phase Elec	Repairs to Parking/Street Lights	\$ 11,734.51	"
35324	Bargain Barn Tire	Machinery Maint.	\$ 75.00	"
35325	Century Link	Telephone Service	\$ 805.37	"
35326	Convergent Technologies	Repair to Security Access System	\$ 610.60	"
35327	Crouse-Hinds	Airfield Lighting Repair	\$ 1,212.18	"
35328	Dakota Supply Group	Shop Supplies	\$ 25.86	"
35329	Excide Crop	Machinery Maint.	\$ 79.56	"
35330	Goldsmith/Heck Engineers	Engineering Services	\$ 58,146.58	"
35331	Grainger	Field Maint. Supplies	\$ 230.24	"
35332	Interstate Office Products	Office Supplies	\$ 214.16	"
35333	Lincoln Financial Group	Employee Life/Long/Short-Disab.	\$ 1,443.90	"
35334	Met Life Insurance	Empl Dental Ins. - April	\$ 1,411.18	"
35335	MidCo	Internet Service-March	\$ 659.00	"
35336	Rydin Decal	Security Supplies	\$ 416.14	"
35337	Sanford Health Plan	Empl Health Ins. - April	\$ 26,731.09	"
35338	SDML Workers Comp	Works Comp Ins. - Addition Prem.	\$ 2,421.00	"
35339	SD Suppl. Retirement	Bauer- Spouse	\$ 30.00	"
35340	SF Utilities	New Water Meter	\$ 618.00	"
35342	Sioux Merchant	Security -March 11-17	\$ 3,061.66	"
35343	SP Plus	Parking Shuttle - Feb. 2016	\$ 19,135.84	"
35344	Total Funds by Halser	Postage	\$ 200.00	"
35345	Verizon	Phone	\$ 453.95	"
35346	Automatic Building Controls	Annual Fire Alarm Inspections	\$ 362.00	3/30/2016
35347	Airside Solutions	Airfield Lighting Repair	\$ 162.64	"
35349	Chief of Police	LEO Coverage-Feb. 2016	\$ 12,814.94	"
35350	Office of Child Support	Garnishment- ppe 3/27	\$ 282.92	"
35351	Claritus	Office Supplies	\$ 167.11	"
35352	Crouse-Hinds	Airfield Lighting Repair	\$ 1,128.62	"
35353	Dex Media	Advertising	\$ 435.50	"
35354	Diamond Vogel Paints	Paint	\$ 25.09	"
35355	Direct TV	Passenger Services	\$ 99.83	"
35356	Dockendorf Equipment	Field Maint.	\$ 145.00	"
35357	Heartland Paper	Janitorial Supplies	\$ 68.08	"
35358	Hillyard	Janitorial Supplies	\$ 991.04	"
35359	Howes Oil	Gas & Diesel for resale	\$ 10,453.98	"
35360	Hungrys	Passenger Services	\$ 764.01	"
35361	Interstate Office Products	Office Supplies	\$ 62.30	"
35362	JDs House of Trophies	Office Supplies	\$ 35.75	"
35363	Kempf Construcion	Snow Removal-Cargo Ramp	\$ 155.00	"
35364	MidAmerican Energy	Natural Gas -March	\$ 4,645.86	"
35365	Nybergs Ace Hardwar	Building Supplies	\$ 23.97	"
35366	Revier Pressure Washer	Field Maint.	\$ 69.00	"
35348	Signature Flight Support	CAP Office Rent	\$ 250.00	"

Sioux Falls Regional Airport

Bills to be Approved

April 28, 2016

Check	Vendor	Description	Amount	Date
35367	SF Utilities	Electricity-March	\$ 24,912.78	3/30/2016
35374	SF Utilities	Water/Sewer - March	\$ 4,608.06	"
35368	Sioux Merchant	Security - March 18-24	\$ 3,088.95	"
35369	Standard Signs	Airfield Lighting Repair	\$ 3,827.20	"
35370	Tennant Sales and Service	Building Maint.	\$ 268.80	"
35371	Tri-State Garage Door	Building Maint.	\$ 231.00	"
35372	TSP Architects	Design Services - Checkpoint-Feb.	\$ 6,685.30	"
35373	Western Comm. Printing	Office Supplies	\$ 275.00	"
35374				4/12/2016
35375	A-1 Septic Tank	sewer / pumping	\$ 315.00	"
35376	American Assoc Airport Exec	memberships 7/1/16 - 6/30/17	\$ 4,389.00	"
35377	American Engineer Testing	Checkpoint Expansion - Testing	\$ 2,486.40	"
35378	Anylab Test	Drug Screening	\$ 463.00	"
35379	AT&T	Long Distance	\$ 46.05	"
35380	Battery Systems	Machinery Maint.	\$ 980.00	"
35381	Century Link	Telephone Service	\$ 85.49	"
35382	Office of Child Support	Garnishment- ppe 4/10	\$ 282.92	"
35383	Cliff Ave Auto Parts	Machinery Maint.	\$ 129.48	"
35384	Dakota Fluid Power	Machinery Maint.	\$ 373.71	"
35385	Dakota Truck Trailer	Machinery Maint.	\$ 154.98	"
35386	Daktronics	Building Maint.	\$ 787.50	
35387	G&H Distributing Inc	Machinery Maint.	\$ 286.08	
35388	Graybar	Electrical Supplies	\$ 134.70	
35389	Green Eggs and Ram	Office Equip Maintenance	\$ 209.99	
35390	Heartland Paper	Janitorial Supplies	\$ 388.73	
35392	I State Truck Center	Machinery Maint.	\$ 40.74	
35391	Hungry's	meals	\$ 61.25	
35393	Johnstone Supply	climate control	\$ 1,337.52	
35394	Richard King	Travel Expenses	\$ 591.38	
35395	Lacey Rental	Restroom Rental	\$ 105.00	
35396	Matheson Tri Gas	Chemical Supplies	\$ 298.76	
35397	Macs	Machinery Maint.	\$ 687.46	
35398	MediaOne	Advertising	\$ 18,042.29	
35399	MidAmerican Energy	Utilities - Gas	\$ 8.00	
35400	Northern Tool and Equip	small tools	\$ 109.98	
35401	Petty Cash	Maintenance	\$ 150.22	
35402	Pfiever, Hofer, and Associates	Accounting Help	\$ 980.10	
35403	Quest Engineering	Machinery Maint.	\$ 54.14	
35404	RDO Equipment	Machinery Maint.	\$ 44.55	
35405	S&R Conveyor	Building Maint.	\$ 375.51	
35406	Sculpture Walk	Sculpture Lease	\$ 2,000.00	
35407	SD Suppl. Retirement	Bauer- Spouse	\$ 30.00	
35408	Sioux Merchant	security	\$ 6,161.52	
35409	South Central Communications	Passenger Services	\$ 57.78	

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Check	Vendor	Description	Amount	Date
35410	Standard Signs	Field Maint - Replacement Sign	\$ 275.68	
35411	Trane US Inc	climate control	\$ 842.56	
35412	Waster Management	Sanitation	\$ 1,203.54	
35413	A1 Septic	pumping of holding tank	\$ 330.00	
35414	Air IT Services	April Billing for FIDS	\$ 836.67	
35415	Argus Leader	Advertising	\$ 1,074.32	
35416	AT&T	Teleconference	\$ 104.47	
35417	Beckman Construction	Checkpoint Expansion	\$ 84,220.13	
35418	Brock White	field maintenance	\$ 1,327.50	
35419	Century Link	Telephone Service	\$ 133.26	
35420	Cliff Ave Auto Parts	starter tennant sweeper	\$ 78.67	
35421	dalsin	checkpoint expansion	\$ 1,468.32	
35422	deisel machinery inc	Machinery Maint.	\$ 5,600.00	
35423	Earthbend	Office Equip Maintenace	\$ 200.00	
35424	Eide Bailly	Accounting Help	\$ 8,732.00	
35425	Exide Corp	Machinery Maint.	\$ 159.12	
35426	fed ex	Postage	\$ 39.10	
35427	Heartland Paper	Janitorial Supplies	\$ 593.95	
35428	Hillyard	Janitorial Supplies	\$ 2,126.57	
35429	Hoogendoorn Construction	checkpoint expansion	\$ 101,310.07	
35430	Howes Oil	Gas & Diesel for resale	\$ 6,787.20	
35431	Interstate Office Products	Office Supplies	\$ 67.39	
35432	Johnstone Supply	climate control	\$ 83.28	
35433	Kone Inc.	Building Maint. - Elevator	\$ 910.98	
35434	Krier and Blain	climate control & checkpoint expa	\$ 6,473.70	
35435	Lincoln Financial Group	Life insurance	\$ 1,701.58	
35436	Malloy	Machinery Maint.	\$ 97.02	
35437	MB Companies	Field Maint	\$ 3,447.58	
35438	MediaOne	Advertising	\$ 4,024.58	
35439	Midwest Glass	Checkpoint Expansion	\$ 8,235.00	
35440	Midwest Oil	fuel and oil	\$ 110.00	
35441	Brad Nelson	Office Supplies	\$ 59.22	
35442	Neopost	Office Equip Maintenace	\$ 119.85	
35443	Northern States Suppl	Building Maintenance	\$ 59.79	
35444	Northview Bait	propane	\$ 92.00	
35445	Olympic Companies	Checkpoint Expansion	\$ 23,169.33	
35446	P&M Steel	checkpoint expansion	\$ 9,312.41	
35447	Productive Solutions	Field Communications	\$ 108.11	
35448	Roto Rooter	Plumbing Maint	\$ 3,575.00	
35449	S&R Conveyor	Machinery Maint.	\$ 965.00	
35450	SD Airshow	Sponsorship	\$ 8,500.00	
35451	Sioux Falls Two Way	Field Communications	\$ 1,010.00	
35452	SF Utilities	Water/Sewer - March	\$ 3,174.52	
35453	Signature Flight Support	Hangar Rent - may	\$ 250.00	

Sioux Falls Regional Airport
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Check	Vendor	Description	Amount	Date
35454	Sioux Empire United Way	pledge	\$ 110.50	
35455	Sioux Merchant	Security	\$ 3,056.20	
35456	Standard Parking	Shuttle	\$ 20,660.74	
35457	Thompson Electric	Checkpoint Expansion	\$ 24,290.01	
35458	TriState Equipment	Machinery Maint.	\$ 1,597.85	
35459	Tractor Supply	Machinery Maint.	\$ 140.97	
35460	TSP Architects	Checkpoint Expansion	\$ 6,865.22	
35461	Verizon	Telephone Service	\$ 453.83	
35462	Waster Management	Garbage	\$ 34.84	
Total			\$ 600,441.08	
35456	Standard Parking	March Management Fee	\$ 60,991.63	
	<i>Payroll</i>	<i>pay period ending 03/27/16</i>	\$ 37,192.49	04/01/16
		<i>pay period ending 04/10/16</i>	\$ 31,385.63	04/15/16
		<i>pay period ending 04/24/16</i>	\$ 35,015.23	04/29/16
	<i>CC- Dan Letellier</i>	<i>travel</i>	\$ 255.94	
		<i>Bdlg Maint.</i>		
		<i>Office Supplies</i>	\$ 25.31	
		<i>Postage</i>		
		<i>Advertising</i>		
		<i>Total</i>	\$ 281.25	
	<i>CC- Richard King</i>	<i>fingerprinting</i>	\$ 4,500.00	
		<i>Travel</i>	\$ 2,176.04	
		<i>Comm. Maint.</i>	\$ 23.00	
		<i>Postage</i>	\$ 6.45	
		<i>Total</i>	\$ 6,705.49	