

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

**February 23, 2017**

Members Present: Dave Nelson, Mike Luce, Julie Schnaible, via Teleconference-Raquel Blount.

Staff Present: Dan Letellier, Richard King

Guests Present: Jared Nesje-TSP, Daren Ketcham-City.

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 pm.

1. **Minutes-** Mike Luce moved and Julie Schnaible seconded approval of the minutes of January 26, 2017. Motion carried.
2. **Bills for Approval-** Mile Luce moved and Julie Schnaible seconded approval of the bills as presented. Motion carried.
3. **Consent Agenda-** Report on Consent Agenda items by the Executive Director. Julie Schnaible moved and Mike Luce seconded approval of the Consent Agenda. Motion carried.
  - A - Travel by Deputy Director and Ops Manager to attend the South Dakota DOT Airports Conference – March 29-30, Mitchell.
  - B - Travel by Deputy Director to attend the Allegiant Airlines Conference, April 25-28, Las Vegas, NV.
  - C- Hangar Lease Agreement with Kelly DeBerg for T-Hangar T2-20.
  - D- Purchase of 2017 Dodge Ram 3500 Pick-up off State bid - \$26,791.00
  - E- Approve advertisement to solicit construction bids for project to re-route and rehab National Guard Dr., Hangar Lane and Aviation Ave.

**4. Report by Executive Director-**

A. Routes America Air Service Conference

The Executive Director attended the Routes American Air Service Conference and meet with the following airlines on possible future route options.

1. American Airlines – Route to AA hub in Charlotte, NC and Washington D.C.
2. Sun Country – Route to Cancun, MX and Punta Cana, Dom. Rep.
3. Delta Airlines – Route to DL hub in Salt Lake City.
4. Southwest – Route to Denver and St. Louis, both connecting points for SW.
5. Alaska – Route to their hub in Seattle.

B. Construction Report

1. Lobby Lighting. – After additional lighting was added to the four large columns in the lobby, the interior lighting still does not meet the intended design. Alternative lighting fixtures/methods are being considered.
2. Runway 3-21 Phase 1 Replacement is scheduled for May 1, but may begin one-two weeks earlier if weather allows.
3. West General Aviation Ramp. – Bids will be opened March 7<sup>th</sup>.

5. **Old Business** – No Items

6. **New Business**

- A. Officers and Directors Liability Coverage Renewal – 2017. Premium for Officers and Directors Liability Coverage (errors and omissions) was presented to the board by the SD Public Assurance Alliance. The renewal primary for 2017 was \$569.01 for \$2 million in coverage. Mike Luce moved and Julie Schnaible seconded a motion to accept the O & D Liability Insurance renewal with SD Public Assurance Alliance as presented. The motion carried.
- B. Solicitation of Request for Proposal – Airport Gift, News, Retail Concessions. Executive Director Letellier advised the Board that the current concessions agreement will expire March 31, 2017. He requested board approval to advertise for Request for Proposals from qualified interested businesses looking to provide this service. Chairman Nelson and Commissioner Luce both stated they were very pleased with the current operator and wanted to make clear to them that soliciting proposals was not a reflection on how they currently operate the gift/retail concession, but a requirement for the airport to open up this opportunity when current contracts expire. Commissioner Luce also wanted to make sure that the scoring of proposals would reflect a preference for local business and incumbent operators. Commissioner Schnaible volunteered to participate on the selection committee that will review and score proposals when they are received. Letellier plans to have a firm selected and presented to the Board for approval at the May 25<sup>th</sup> meeting. Julie Schnaible moved and Mike Luce seconded a motion to solicit proposals for operating the Airport Gift, News and Retail Concessions. Motion carried.
- C. Office Lease Agreement with the General Services Administration (GSA). The office lease agreement with the GSA for office and break room space utilized by the TSA and Screening Firm expires February 28<sup>th</sup>. A new lease agreement has been prepared that incorporates the newly constructed offices and the corresponding increase in square footage that provides a new annual rental fee of \$49,383. The five year agreement has a five year option with an adjusted rate increase over the second term. Mike Luce moved and Raquel Blount seconded a motion to approve the new office lease agreement with the GSA as presented. Motion carried.

**7. Open Segment-** No discussion

Mike Luce moved to adjourn at 12:57 p.m. Julie Schnaible seconded. Motion carried.

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Date

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Secretary

Next Board Meeting on March 23, 2017