

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

**June 28, 2018**

Members Present: Raquel Blount and Julie Schnaible.

Present via-teleconference: Dave Nelson

Staff Present: Dan Letellier, Richard King, and Kristin Elgersma

Guests Present: Mark Wiederrich- KLJ Engineers, Elizabeth Hurtz-Davenport/Evans Law Firm, Jared Nesje-TSP Architects.

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

Vice-Chair Blount called the meeting to order at 12:00 pm.

1. **Minutes-** Julie Schnaible moved and Dave Nelson seconded approval of the minutes of May 24, 2018 and Special Session of June 13, 2018. Motion carried.
2. **Bills for Approval-** Julie Schnaible moved and Dave Nelson 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 Dave Nelson seconded approval of the Consent Agenda. Motion carried.
  - A. Task Order #59 with KLJ Engineers to provided construction administration assistance for the rental car lot pavement project for a total of \$29,490.00.
  - B. Request to advertise for bids in order to purchase a new runway friction testing unit.
4. **Report by Executive Director-**
  - A. Passenger Traffic and Concessions Revenue Summary for May – Enplanements increased 4.7% in May and 3.5% year-to-date. Concessions revenue increased in all areas with the exception of Gift/Retail sales. Lyft still having an impact on parking and rental car revenue which had slight increases, but doesn't correspond to enplanement increase.
  - B. Fire Training Center Relocation- The Sioux Falls Fire Department recently completed a long-range facility master plan to determine the future of the fire training center on the airport. Master Plan recommended replacing the facility in a new location to replace the outdated building and eliminate the uncertainty gaining access onto the air field due to potential security regulations.
  - C. Construction Update-
    - a. Runway 3-21 Reconstruction: Runway reconstruction continues close to original schedule. Old concrete has been removed and new sub-base

material being trucked-in. Plan to begin new runway paving beginning in mid-July.

- b. Baggage Claim Area: Work is scheduled to begin July 9<sup>th</sup> with exterior utility work and foundation of new expansion to follow close behind.
- c. Rental Car Parking Lot Pavement: Work is scheduled to begin with the repaving of the rental car ready return log on July 9<sup>th</sup>. The project will close a portion of the lot one segment at a time with a completion date of early August.

## 5. Old Business

- A. No Items

## 6. New Business

- A. Amendment to Fed Ex Use and Lease Agreement: Fed Ex has requested additional space to construct a parking area for ground service equipment necessary to accommodate an A300 aircraft set to begin service in July. The lease amendment will add an additional 38,513 sf to the amount currently rented which will increase their annual rent by \$7,702. Dave Nelson moved and Julie Schnaible seconded a motion to amend the Fed Ex lease as presented. Motion carried.
- B. Purchase of additional power outlets for passenger seating areas: Director Letellier requested approval from the Board to purchase additional charging outlets for the gate and public seating areas to double the currently capacity. Material cost for the new charging poles and seat outlets totals \$20,250.00 plus installation. Julie Schnaible moved and Dave Nelson seconded a motion to approve the purchase of the additional charging units. Motion carried.

## 7. Open Segment-

- A. No Discussion.

Julie Schnaible moved to adjourn at 12:31 pm. Dave Nelson seconded. Motion Carried.

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Date

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Secretary

Next Board Meeting: July 26, 2018 12:00 pm

**Sioux Falls Regional Airport**  
**Bills to be Approved**  
**July 26, 2018**

Check	Vendor	Description	Amount	Date
38489	DirectTv	Passenger Services	\$ 158.99	6/28/2018
38490	Express Services	Temporary Employment	\$ 870.00	"
38491	Fastenal	Machine Maint	\$ 32.64	"
38492	FedEx	Postage	\$ 32.08	"
38493	Golden Rule Construction	Baggage Claim Expansion	\$ 42,579.90	"
38494	Heartland Paper	Janitorial Supplies	\$ 3.15	"
38495	Hillyard	Janitorial Supplies	\$ 852.04	"
38496	Lacey Rental	Other Current Expense	\$ 110.00	"
38497	Macs	Machine Maint	\$ 149.99	"
38498	Mahlanders Appliance	Fire and Rescue	\$ 914.00	"
38499	Malloy Electric	Machine Maint	\$ 20.64	"
38500	Capital One	Building Maint	\$ 356.08	"
38501	Metlife	STD, LTD, AD&D, Life, Dental, Vision	\$ 3,592.03	"
38502	MidAmerican	Gas	\$ 986.28	"
38503	Midcontinent Communications	Passenger Services	\$ 650.00	"
38504	Brad Nelson	Travel	\$ 43.00	"
38505	Productive Solutions	Security Supplies	\$ 270.00	"
38506	Sioux Merchant	Security 06/17-6/23	\$ 3,310.46	"
38507	Advantage Communications	Telephone	\$ 90.00	7/10/2018
38508	Airtt	Passenger Services	\$ 836.67	"
38509	American Engineer Testing	Runway Project	\$ 2,455.00	"
38510	Any Lab Test	Other Current Expense	\$ 133.00	"
38511	Argus Leader	Advertising	\$ 388.53	"
38512	Bargain Barn	Tires	\$ 24.00	"
38513	Campbels Supply	Clothing	\$ 1,107.88	"
38514	Cliff Ave	Machine Maint	\$ 91.07	"
38515	Construction Products	Machine Maint	\$ 540.00	"
38516	Dex Media	Advertising	\$ 230.50	"
38517	Express Services	Temporary Employment	\$ 870.00	"
38518	Gillespie Small Engine	Machine Maint	\$ 38.45	"
38519	Hillyard	Janitorial Supplies	\$ 460.22	"
38520	Howes Oil	Fuel Resale	\$ 15,692.92	"
38521	Health Pool SD	Health Insurance	\$ 28,087.25	"
38522	Interstate Battery	Security Supplies	\$ 49.00	"
38523	Kone Inc	Building Maint	\$ 435.38	"
38524	MB Companies	Machine Maint	\$ 216.24	"
38525	Media One	Advertising	\$ 1,343.75	"
38526	Rick Milner	Clothing	\$ 54.51	"
38527	Brad Nelson	Other Current Expense	\$ 145.60	"
38528	Neopost	Office Equipment Maint	\$ 143.85	"
38529	Overhead Door Company	Building Maint	\$ 59.80	"
38530	Rotary Club	Memberships	\$ 470.00	"
38531	South Dakota Retirement	June Retirement	\$ 13,468.46	"
38532	SDSRP	Supplemental Retirement	\$ 516.00	"

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Check	Vendor	Description	Amount	Date
38533	Sioux Empire United Way	United Way	\$ 214.50	"
38534	Sioux Merchant	Security 6/24 -6/30	\$ 3,374.17	"
38535	VanderLande	Building Maint	\$ 1,602.33	"
38536	Voltaire Aviation	Airline Startup	\$ 2,500.00	"
38537	Waste Management	Garbage	\$ 1,724.28	"
38538	A-1 Septic	Sewer	\$ 165.00	7/16/2018
38539	AT&T	Telephone	\$ 90.94	"
38540	AT&T Telconference	Telephone	\$ 44.44	"
38541	Builders Supply	Building Maint	\$ 725.00	"
38542	Century Link	Telephone	\$ 218.81	"
38543	Office Child Support	PPE 7/1 AND 7/15	\$ 565.84	"
38544	Davenport Evans	Attorney	\$ 2,178.00	"
38545	Diamond Vogel	Paint	\$ 709.50	"
38546	Express Services	Temporary Employment	\$ 342.56	"
38547	FedEx	Postage	\$ 30.05	"
38548	Fred Fixer	Other Building Maint	\$ 190.00	"
38549	Gander Island	Field Maint	\$ 1,600.00	"
38550	Heartland Paper	Janitorial Supplies	\$ 323.18	"
38551	Hillyard	Janitorial Supplies	\$ 2,286.83	"
38552	Interstate Office	Office Supplies	\$ 19.64	"
38553	JD's House	Office Supplies	\$ 10.00	"
38554	Kone Inc	Building Maint	\$ 749.78	"
38555	Dan Letellier	Travel	\$ 834.04	"
38556	Media One	Advertising	\$ 406.25	"
38557	Northview Bait	propane	\$ 100.00	"
38558	South Dakota Retirement	Supplemental Retirement	\$ 516.00	"
38559	Signature Flight	Other Current Expense	\$ 257.50	"
38560	Sioux Merchant	7/1-7/7 security	\$ 3,241.06	"
38561	South Central	Building Maint	\$ 60.67	"
38562	Standard Parking	June Parking	\$ 52,309.00	"
38563	Western Commercial	Office Supplies	\$ 65.78	"
<b>Total for 06/28/2018 - 07/25/2018</b>			<b>\$ 200,334.51</b>	

<i>Payroll</i>	<i>pay period ending 07/01/2018</i>	\$ 40,209.87	07/06/18
	<i>pay period ending 07/15/2018</i>	\$ 43,135.76	07/20/18

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<i>CC- Dan Letellier</i>	<i>Other Current Expenses</i>	\$	248.00
	<i>Membership</i>	\$	500.00
	<i>Machine Maint</i>	\$	398.00
	<i>Office Supplies</i>	\$	96.34
	<i>Total</i>	\$	<u>1,242.34</u>
<i>CC- Richard King</i>	<i>Fingerprinting</i>	\$	3,000.00
	<i>Memberships</i>	\$	134.81
	<i>Telephone</i>	\$	4.79
	<i>Travel</i>	\$	2,035.86
	<i>Fire and Rescue</i>	\$	1,917.00
	<i>Total</i>	\$	<u>7,092.46</u>
<i>CC - Brad Nelson</i>	<i>Field Maint</i>		
	<i>Other Current Expense</i>	\$	330.07
	<i>Passenger Services</i>	\$	48.78
	<i>Travel</i>	\$	1,161.73
	<i>Total</i>	\$	<u>1,540.58</u>

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