

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

**July 26, 2018**

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

Staff Present: Dan Letellier and Kristin Elgersma

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

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

Chairman Luce called the meeting to order at 12:01 pm.

1. **Minutes-** Raquel Blount moved and Julie Schnaible seconded approval of the minutes of June 28, 2018. Motion carried.
2. **Bills for Approval-** Raquel Blount 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. Lon Stroschein moved and Dave Nelson seconded approval of the Consent Agenda. Motion carried.
  - A. Travel by Executive Director to the annual Allegiant Airlines Conference, October 14-15, 2018.
  - B. Approval to purchase runway friction testing equipment from Halliday Technologies - \$60,973.92.
4. **Report by Executive Director-**
  - A. Results of Gas Station RFP – No proposals were received for this RFP but a few local companies have some interest. We will be following up with them in the next few weeks to discuss with each of them in more detail.
  - B. Customer Survey Results. Media One assisted with a survey of approximately 300 travelers in the May time period to gauge satisfaction with various aspects of our airport. John Fiksdal with Media One presented a summary report of the results and plans for future surveys. Several highlights:
    - 70.4% were departing passengers, 23.3% arriving and 6.3% were waiting for passenger.
    - 99.2% Agreed or Very Much Agreed the “Airport staff other than check-in/security personnel was courteous and helpful”.
    - 98.75% Agreed or Very Much Agreed the “Restrooms were clean and well maintained”.

- 100% Agreed or Very Much Agreed the "Overall the airport is very clean and well maintained". (94.3% Very Much Agreed).
- 99.4% Agreed or Very Much Agreed "I am very satisfied with my travel through the FSD Airport".

C. Summary of Air Service Development Meeting – The Forward Sioux Falls Air Service Development Group met on July 24<sup>th</sup> and invited Mike Lum with Volaire Aviation to present an industry update. Domestic seat capacity is finally reaching levels since prior to the Great Recession in 2009. Passenger demand has outpaced capacity resulting in high aircraft load factors and higher fares. Sioux Falls achieved a seventh year of record passenger traffic in 2017 totaling more than 1.1 million passengers. Reductions in available seats and higher air fares due to less low-fare competition have impacted travel levels this summer. The pilot shortage has and will continue to impact small communities like Sioux Falls from adding new service.

D. Construction Update-

- a. Runway 3-21 Reconstruction: Paving of the runway started on Tuesday but issues with the proper concrete mix have slowed paving. Reede Construction elected to set-up their own batch plant rather than rely on local sources. Paving will continue for the next six weeks with overall project delay of approximately two weeks at this time.
- b. Baggage Claim Area: Work began two weeks ago with relocation of water, sewer and gas lines. They have had some issues locating lines but hope to get back on track next week.
- c. Rental Car Parking Lot Pavement: They have completed 3 lanes of parking and will be working on the last lane next week. Hope to complete project in the next ten days.
- d. Perimeter Fence Replacement: A majority of the west side of the air field is complete with removal of old fence posts remaining. Contractor is now focusing on the north side of our property.

**5. Old Business**

A. No Items

**6. New Business**

A. State Financial Assistance Agreement #AP0050-2018. PAPI Purchase - \$34,245.00: Julie Schnaible moved and Lon Stroschein seconded a motion to approve the agreement with the State of South Dakota for funding in the amount of \$34,245.00 to assist with the purchase of new PAPI approach lighting equipment. Motion Carried.

B. Initial Review of the Capital Improvement Plan for 2019-2024: Executive Director Letellier presented an updated Capital Improvement Plan for the Board to review and provide comments. The Capital Plan identifies both FAA and Airport funded projects for years 2019-2024. Projects that have been added or modified from the Plan approved last year include:

**2019**

- Add-Construction of Rental Car Quick Turn Facility - \$5mil, Airport-CFC Funded
- Add- Perimeter Rd Asphalt overlay - \$250k – Airport Funded
- Add- Design of Phase 3 of Rwy 3/21 Reconstruction - \$400k – FAA Funded
- Move to 2020- Parking Structure Design - \$1.5 mil- Airport Funded

**2020**

- Add- Phase 3 Rwy 3/21 Reconstruct -\$9.7 mil – FAA Supplemental Funding.
- Add –Taxiway B Rehab (B5 to Alpha) - \$700k – FAA Funded
- Add- Expansion of Economy Lot by 600 spaces - \$1.5 mil, Airport Funded. (moved from 2018).

**2022**

- Move – Construction of a parking garage from 2021 to 2022 in order to get a better understanding of how Lyft impacts our parking needs and better financial fit for an estimated \$24million project.

**7. Open Segment-**

A. No Discussion.

Julie Schnaible moved to adjourn at 1:20 pm. Lon Stroschein seconded. Motion Carried.

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Date

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Secretary

Next Board Meeting: August 23, 2018 12:00 pm

**Sioux Falls Regional Airport  
Bills to be Approved  
September 27, 2018**

<b>Check</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>	<b>Date</b>
38676	A-1 Septic	Sewage	\$ 330.00	8/23/2018
38677	Argus Leader	Advertising	\$ 215.41	"
38678	baete Forseth	Other Building Maint	\$ 102.04	"
38679	Campbell Supply	Uniforms	\$ 62.97	"
38680	Century Link	Telephone	\$ 871.65	"
38681	Elston Manufacturing	Field Maint	\$ 542.00	"
38682	Fred the Fixer	Building Maint	\$ 47.95	"
38683	G&R Controls	Climate Control	\$ 128.70	"
38684	Heartland Paper	Janitorial	\$ 438.44	"
38685	Hillyard	Janitorial	\$ 1,193.50	"
38686	Hirschfields	Paint	\$ 1,647.00	"
38687	Hungrys	Other Current Expense	\$ 82.93	"
38688	KLJ	Engineering	\$ 87,578.17	"
38689	Laceys	Other Current Expense	\$ 145.00	"
38690	Malloy	Climate Control	\$ 44.09	"
38691	Metlife	Dental, Vision, STD, LTD, AD&D, Life	\$ 3,551.99	"
38692	Midco	Passenger Services	\$ 650.00	"
38693	Minnehaha County	july Leo	\$ 16,507.29	"
38694	Reede Construction	Runway	\$ 2,009,700.45	"
38695	Revier Pressue Washer	Machine Maint	\$ 132.40	"
38696	South Dakota Chamber	Memberships	\$ 380.00	"
38697	SDSRP	Supplemental Retirement	\$ 516.00	"
38698	Sioux Falls Utilities	Electric	\$ 27,953.43	"
38699	Sioux Falls Utilities	Water / Sewer	\$ 2,677.78	"
38700	Sioux Merchant	8/12 - 8/18 security	\$ 3,252.66	"
38701	Stan Houston	Machine Maint	\$ 29.85	"
38702	Verizon	Telephone	\$ 426.45	"
38703	Western Commercial	Office Supplies	\$ 378.00	"

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***Total for 08/23/2018 - 09/26/2018***      \$ 2,159,586.15

*Payroll*

<i>pay period ending 07/29/2018</i>	\$ 41,310.99	<i>08/03/18</i>
<i>pay period ending 08/12/2018</i>	\$ 40,177.20	<i>08/17/18</i>

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CC- Dan Letellier

<i>Other Current Expenses</i>	\$	99.00
<i>Fingerprinting</i>	\$	1,500.00
<i>Machine Maint</i>	\$	1,415.60
<i>Postage</i>	\$	6.52
<i>Total</i>	\$	3,021.12

CC- Richard King

<i>Fingerprinting</i>	\$	1,500.00
<i>Memberships</i>	\$	559.80
<i>Travel</i>	\$	49.98
<i>Total</i>	\$	2,109.78

CC - Brad Nelson

<i>Field Maint</i>		
<i>Passenger Services</i>	\$	31.94
<i>Membership</i>	\$	395.00
<i>Travel</i>	\$	105.52
<i>Total</i>	\$	532.46

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