

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

August 23, 2018

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

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, Trisha Meyer-TSA.

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 12:00 pm.

1. **Minutes-** Raquel Blount moved and Julie Schnaible seconded approval of the minutes of July 26, 2018. Motion carried.
2. **Bills for Approval-** Dave Nelson 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. Lon Stroschein moved and Dave Nelson seconded approval of the Consent Agenda. Motion carried.
 - A. Task order #60 with KLJ Engineers to provide Const. Administration assistance with Blast Fence Relocation Project - \$34,471.43 (AIP).
 - B. Change Order #1 with American Fence for a price deduct from the contract for the Perimeter Fence Project. (\$3,521.00)
 - C. Change Order #1 with Reede Construction for additional work for the Rwy3/21 Reconstruction Project. \$7,834.00.
 - D. Change Order #1 with Golden Rule Construction for additional work for the Baggage Claim Expansion Project. \$4,456.00.
 - E. Lease Agreement with John Schreurs for T-Hangar #3-4 and Mark Juhl for T-Hangar #3-1.
4. **Report by Executive Director-**
 - A. Passenger Traffic and Concession Update –. Enplanements decreased 11.5% in July with total traffic down 10.7%. Total Enplanements year to date are down 0.39%. A 16.5% reduction in available seats drove the downturn in traffic. Parking, Restaurant, Car Rental, Gift Shop, and Hotel revenue were all down slightly in July. The number of available seats will be closer to the availability in 2017 for the last quarter of the year.

B. Summary of meeting with American Airlines. August 14th Director Letellier met with American Airlines in Dallas, TX in regards to bringing new air service into Sioux Falls. American has significant interest in new service to their hub in Charlotte with possible additions to Washington D.C. next year.

C. Construction Update-

- a. Runway 3-21 Reconstruction: Paving of the runway has almost been complete as 7 out of the 8 lanes have been paved. Concrete work should be complete by mid-September with runway lights, joint sealing and grooving of the runway remaining for the remainder of the project which is scheduled for completion by October 10th.
- b. Baggage Claim Area: Utility relocation has been ongoing for the past several weeks. Foundation and footings along with steel construction planned for the next few weeks.
- c. Rental Car Parking Lot Pavement: Project is complete they are just working on doing some touch ups around the lot.
- d. Perimeter Fence Replacement: The new fence is up but removal of old fence/post ongoing along with final work on vehicle gates.

5. Old Business

A. No Items

6. New Business

A. Award Construction Bid to BX Civil & Construction for the Blast Fence Relocation Project: Lon Stroschein moved and Raquel Blount seconded a motion to approve the award for the Blast Fence Relocation to BX Civil and Construction in the amount of \$311,435.80. Motion Carried.

B. Approval 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. Significant projects planned for 2019 are:

2019

- Passenger Terminal Apron Expansion – Deicing Pad
- Rental Car Quick Turn Facility
- Design – Phase 3 Rwy 3/21 Reconstruction
- Numerous Asphalt Repairs

Julie Schnaible moved and Raquel Blount seconded a motion to approve the Capital Plan for 2019-2024 as provided. Motion Carried.

7. Open Segment-

- A. Trisha Meyer with TSA briefly spoke to the Board regarding the TSA Pre-check that is set to take place at the Airport August 27 – 31. The event went so well in April they are coming back for any new individuals that would like to get TSA Pre-check.

Julie Schnaible moved to adjourn at 12:39 pm. Lon Stroschein seconded. Motion Carried.

Date

Secretary

Next Board Meeting: September 27, 2018 12:00 pm

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

Check	Vendor	Description	Amount	Date
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	"
38704	A-1 Septic	Sewage	\$ 330.00	8/30/2018
38705	American Ink	Clothing	\$ 15.00	"
38706	Argus Leader	Advertising	\$ 277.71	"
38707	AT&T	Telephone	\$ 45.08	"
38708	Builders Supply	Building Maint	\$ 29.76	"
38709	Office of Child Support	PPE 08/26/2018	\$ 282.92	"
38710	Dex Media	Advertising	\$ 230.50	"
38711	Direct TV	Passenger Services	\$ 158.99	"
38712	Kristin Elgersma	Other Current Expense	\$ 49.67	"
38713	G&H Distributing	Machine Maint	\$ 120.00	"
38714	Heartland Paper	Machine Maint	\$ 86.21	"
38715	Hillyard	Janitorial	\$ 485.23	"
38716	Health Pool SD	September Health Insurance	\$ 30,477.41	"
38717	IER	Capital Improvements	\$ 16,965.00	"
38718	Interstate Office	Office Supplies	\$ 59.82	"
38719	Malloy Electric	Machine Maint	\$ 89.21	"

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Check	Vendor	Description	Amount	Date
38720	Capital One - Menards	Building Maint	\$ 379.75	"
38721	MidAmerican	Gas	\$ 1,105.16	"
38722	Sioux Falls Electirc	Electrical Maint	\$ 1,551.51	"
38723	Sioux Merchant	Security 8/19 - 8/25	\$ 3,270.01	"
38724	US Customs	Customs Remodel	\$ 15,419.19	"
38725	Vidtronix	Passenger Services	\$ 607.50	"
38726	A-1 Septic	Sewage	\$ 235.00	9/6/2018
38727	American Engineering	Runway 321	\$ 6,270.00	"
38728	American Fence	Perimeter Fence	\$ 100,509.20	"
38729	Aspahalt Surfacing	Employee Lot Resurfacing	\$ 143,813.25	"
38730	AVI Systems	Video Wall	\$ 2,192.50	"
38731	Campbell Supply	Clothing	\$ 63.72	"
38732	Convergint Tech	Security	\$ 63.78	"
38733	Davenport Evans	Attorney	\$ 1,638.00	"
38734	Geotek	Employee Lot Resurfacing	\$ 1,657.50	"
38735	Global Equipment	Janitorial	\$ 803.92	"
38736	Heartland Paper	Janitorial	\$ 460.03	"
38737	Hillyard	Janitorial	\$ 668.20	"
38738	Hirschfields	Paint	\$ 909.86	"
38739	Hofer Humpal	Accounting	\$ 130.00	"
38740	Interstate Battery	Machine Maint	\$ 55.25	"
38741	Interstate Office	Security Supplies	\$ 53.99	"
38742	JCL Solutions	Janitorial	\$ 84.24	"
38743	Macs Inc	Small Tools	\$ 12.99	"
38744	Midwest Alarm	Building Maint	\$ 830.01	"
38745	Northview Bait	Machine Maint	\$ 59.80	"
38746	P&K Pest	Building Maint	\$ 110.00	"
38747	Petty Cash	Misc	\$ 143.17	"
38748	Productive Solutions	Security Supplies	\$ 87.00	"
38749	SDRS	August Retirement	\$ 19,134.72	"
38750	Sioux Merchant	Security 8/26 - 9/1	\$ 3,310.53	"
38751	Site One	Building Maint	\$ 52.90	"
38752	Soukup Construction	Roadway Improvements	\$ 234,936.37	"
38753	Stan Houston	Machine Maint	\$ 68.83	"
38754	Volaire Aviation	Airline startup	\$ 2,500.00	"
38755	Waste Management	Garbage	\$ 1,731.15	"
38756	A-1 Septic	Sewage	\$ 235.00	9/13/2018
38757	AT&T	Telephone	\$ 49.58	"
38758	AVI Systems	Video Wall	\$ 735.00	"
38759	Office of Child Support	PPE 09/09/2018	\$ 282.92	"
38760	Convergint Tech	Security	\$ 2,967.21	"
38761	FedEX	Postage	\$ 58.45	"
38762	Golden Rule	Baggage Claim	\$ 282,171.60	"
38763	Hillyard	Janitorial	\$ 857.41	"

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38764	Hirschfields	Paint	\$	1,342.00	"
38765	Jerry Feist	Building Maint	\$	1,989.12	"
38766	Johnstone Supply	Climate Control	\$	1,019.12	"
38767	Kadrmars Lee Jackson	Engineering	\$	113,366.77	"
38768	Dan Letellier	Travel	\$	547.70	"
38769	Media One	Advertising	\$	5,041.18	"
38770	Oshkosh	Fire and Rescue	\$	56.68	"
38771	People Ready	Temp Labor	\$	707.62	"
38772	Record USA	Exit Lane	\$	500.00	"
38773	Reede Construction	Runway 321	\$	2,497,879.69	"
38774	SDRS	Supplemental Retirement	\$	516.00	"
38775	Sioux Falls Two Way	Communications Maint	\$	305.99	"
38776	Signature Flight	Other Current Expense	\$	257.50	"
38777	Sioux Falls Electirc	Field Maint	\$	1,377.55	"
38779	Standard Parking	August Parking	\$	45,281.32	"
38780	Air IT	Passenger Services	\$	836.67	9/20/2018
38781	Airside Solutions	Field Maint	\$	820.49	"
38782	American Engineering	Hush House	\$	1,650.00	"
38783	Argus Leader	Advertising	\$	2,115.17	"
38784	AT&T	Telephone	\$	123.78	"
38785	Bargain Barn	Tires	\$	20.50	"
38786	Century Link	Telephone	\$	389.69	"
38787	Diamond Vogel	Paint	\$	2,103.18	"
38788	G&R Controls	Climate Control	\$	2,345.00	"
38789	HaliBrite	Field Maint	\$	343.85	"
38790	Heartland Paper	Janitorial	\$	172.61	"
38791	Hillyard	Janitorial	\$	638.15	"
38792	Howes Oil	Fuel Resale	\$	13,648.28	"
38793	Hungrys	Other Current Expense	\$	87.58	"
38794	Interstate office	Office Supplies	\$	203.65	"
38795	Minnehaha County	Leo August	\$	15,884.79	"
38796	Neopost	Postage	\$	200.00	"
38797	Sioux Falls Utilities	Electric	\$	21,413.75	"
38798	Sioux Falls Utilities	Water / Sewer	\$	7,705.37	"
38799	Sioux Merchant	Security 9/9-9/15	\$	3,426.27	"
38800	South Central	Building Maint	\$	60.67	"
38801	Standard Signs	Field Maint	\$	2,955.88	"
38802	TSP	Baggage Claim	\$	5,330.50	"
38803	Verizon	Telephone	\$	548.55	"
				<u>\$ 5,794,777.48</u>	
Total for 08/23/2018 - 09/26/2018					

Payroll

	<i>pay period ending 08/26/2018</i>	\$	42,374.92	08/31/18
	<i>pay period ending 09/09/2018</i>	\$	40,847.76	09/14/18

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<i>CC- Dan Letellier</i>		
	<i>Other Current Expenses</i>	\$ 145.81
	<i>Memberships</i>	\$ 2,054.41
	<i>Building Maint</i>	\$ 89.70
	<i>Travel</i>	\$ 22.68
	<i>Postage</i>	\$ 18.80
	<hr/> <i>Total</i>	<hr/> \$ 2,331.40
 <i>CC- Richard King</i>		
	<i>Fingerprinting</i>	\$ 1,500.00
	<i>Advertising</i>	\$ 185.00
	<i>Memberships</i>	\$ 23.00
	<i>Building Maint</i>	\$ 47.06
	<i>Travel</i>	\$ 615.34
 <i>CC - Brad Nelson</i>	<hr/> <i>Total</i>	<hr/> \$ 2,370.40
	 <i>Field Maint</i>	
	<i>Passenger Services</i>	\$ 159.92
	<i>Membership</i>	\$ -
	<i>Travel</i>	\$ -
	<hr/> <i>Total</i>	<hr/> \$ 159.92

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