

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

December 20, 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.
Jason Reeves – Concrete Paving Association

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 12:05 pm.

1. **Minutes-** Lon Stroschein moved and Julie Schnaible seconded approval of the minutes of November 15. 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. Raquel Blount moved and Lon Stroschein seconded approval of the Consent Agenda. Motion carried.
 - A. Ground Lease Agreement with Sports Promotions, Inc.
 - B. Assignment of Froehlich ground lease to Bird Cave, LLC.
 - C. Purchase of 2008 John Deere 1445 tractor and attachments. \$17,000.00
4. **Report by Executive Director-**
 - A. Passenger Enplanements – November enplanements increased 1.0% with total traffic up slightly at 0.1%. Total enplanements year to date are still down 2.17%. Parking, Restaurant, Car rental, Gift Shop, and Hotel were all up in November as well.
 - B. Construction Update-
 - Baggage Claim Expansion: December 19th temporary construction walls went up on the inside of baggage claim for demolition and construction of the carousel 3 area. The new lift station is up and running and the old one will be removed after the first of the year to prepare for the exterior footings, foundation, precast panels, and roof to finish out the exterior expansion.
 - C. FAA Supplemental Funding Request- An application was submitted in October for additional funding appropriated to the FAA early in 2018 to assist small airports with major construction projects. The request is to fund \$11.3 million to complete the reconstruction work of Runway 3/21. If the airport is selected to receive this special grant construction would be planned for the summer of 2020. The SD Aeronautics Commission voted to approve a 5% match for the project if funding is provided.

5. Old Business

A. No Items

6. New Business

A. Public Parking Concessions Agreement – SP Plus, Inc. In October the Airport Authority approved the award of our Public Parking Concessions to SP Plus, Inc. The agreement was incorporated with the RFP process and since that time a few minor changes were made after legal review. The new four year agreement will provide a higher return to the Authority 89.5% of revenue vs. the 2017 rate of 86.8%. Raquel Blount moved and Dave Nelson seconded a motion to award the parking concessions to SP Plus. Motion Carried.

B. Airport Rates and Charges 2019. Director Letellier provided a breakout of the new rates and charges which will go into effect January 1st. The changes include some of the following.

1. Increase in terminal square footage rate charged to our airline partners from \$17/sf to \$20/sf
2. Increase in landing fee charged to commercial airlines and cargo carriers from \$0.95 per 1,000 lbs of aircraft weight to \$1.05/1,000lbs.
3. Addition of \$2.00 trip charge for ride share companies that applies to customer drop offs as well as the current \$2.00 per pick up charge.

Dave Nelson moved and Lon Stroschein seconded a motion to approve the new rates and charges for 2019. Motion carried.

7. Open Segment-

Jason Reeves with the Concrete Paving Association presented an award from the National Concrete Paving Association to the Airport along with T&R Construction for the Reconstruction of Runway 3/21, Phase one in 2017.

Julie Schnaible moved to adjourn at 12:41 pm. Raquel Blount seconded. Motion Carried.

Date

Secretary

Next Board Meeting: January 24, 2019 12:00 pm

**Sioux Falls Regional Airport
Bills to be Approved
January 24, 2019**

Check	Vendor	Description	Amount	Date
39100	SD Airshow	Sponsorship	\$ 15,000.00	12/13/2018
39107	Automatic Building Controls	Building Maint	\$ 102.00	12/20/2018
39108	ASCO	Rental Car Lot	\$ 40,709.85	"
39109	Century Link	Telephone	\$ 178.69	"
39110	Office of Child Support	PPE 12/16/2018	\$ 282.92	"
39111	Cryotech Deicing	Aircraft Deicer	\$ 67,073.16	"
39113	Hillyard	Janitorial	\$ 431.14	"
39112	Fed Ex	Postage	\$ 59.47	"
39114	Interstate Office	Office Supplies	\$ 116.04	"
39115	Johnstone Supply	Climate Control	\$ 1,119.56	"
39116	Kone	Building Maint	\$ 278.18	"
39117	Mikes Electric	Electrical Maint	\$ 6,884.52	"
39118	Minnehaha County	November LEO	\$ 16,206.00	"
39119	RDO Equipment	Machine Maint	\$ 144.37	"
39120	Reede Construction	Final Pay App Runway 321	\$ 596,750.84	"
39121	SDSRP	Supplemental PPE 12/16/18	\$ 516.00	"
39122	Sioux Falls Utilities	Electric	\$ 32,278.30	"
39123	Sioux Falls Utilities	Water/sewer	\$ 4,273.03	"
39124	Signature Flight	Other current expense	\$ 257.50	"
39125	Sioux Equipment	Machine Maint	\$ 589.19	"
39126	Sioux Falls Electric	Electrical Maint	\$ 2,641.59	"
39127	Sioux Merchant	Security 12/9 - 12/15	\$ 3,310.51	"
39128	SP Plus Construction	November Parking Lot	\$ 51,814.27	"
39129	Kathy Swanson	Clothing	\$ 59.87	"
39130	Verizon Wireless	Telephone	\$ 530.57	"
39131	Mark Langstraat	Equipment	\$ 17,000.00	"
39133	ABC Rentals	Other current expense	\$ 99.00	12/28/2018
39134	Adveritsing Arts	Airport Logos	\$ 25.00	"
39135	American Engineering	Deicing Ramp	\$ 5,950.00	"
39136	Brock White	Field Maint	\$ 1,113.75	"
39137	Century Link	Telephone	\$ 857.38	"
39138	Dakota Fluid Power	Machine Maint	\$ 509.54	"
39139	Davenport Evans	Attorney	\$ 2,520.00	"
39140	Direct TV	Passengers Service	\$ 158.99	"
39141	Fastenal Company	Field Maint	\$ 32.41	"
39142	Geotek Engineering	Baggage Claim	\$ 1,159.00	"
39143	Golden Rule	Baggage Claim	\$ 392,749.20	"
39144	Graybar	Electrical Supplies	\$ 1,988.76	"
39145	Howes Oil	Fuel Resale	\$ 12,370.89	"
39146	Richard King	Travel Expenses	\$ 35.70	"
39147	Metlife	STD, LTD, AD&D, Life, Dental, Vision	\$ 3,823.30	"
39148	MidAmerican	Gas	\$ 13,974.09	"
39149	Midcontinent Communications	Passengers Service	\$ 650.00	"
39150	NAS Industrial	Deicer	\$ 17,824.45	"

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39151	Otis Elevator	Building Maint	\$ 1,456.68	"
39152	Sioux Falls Utilities	Water/sewer	\$ 770.09	"
39153	Sioux Equipment	Machine Maint	\$ 1,579.18	"
39154	Standard Signs	Field Maint	\$ 1,140.12	"
39155	Airside Solutions	Field Maint	\$ 1,101.28	1/3/2019
39156	Bargain Barn	Tires	\$ 41.00	"
39157	Office of Child Support	PPE 12/30/2018	\$ 282.92	"
39158	Cliff Ave	Machine Maint	\$ 148.83	"
39159	Concrete Materials	Concrete Patching	\$ 199.30	"
39160	Dex	Advertising	\$ 263.00	"
39161	Exide Corp	Machine Maint	\$ 379.98	"
39162	Fastenal Company	Small Tools	\$ 52.70	"
39163	Forward Sf	Forward Sioux Falls Donation	\$ 225,000.00	"
39164	G&R Controls	Climate Control	\$ 94.04	"
39165	Great Lakes	Memberships	\$ 70.00	"
39166	Health Pool SD	Health Insurance	\$ 33,107.80	"
39167	Innovative Office	Ice Melt	\$ 403.27	"
39168	Interstate Battery	Machine Maint	\$ 499.80	"
39169	Interstate Office	Office Supplies	\$ 64.28	"
39170	Macs	Machine Maint	\$ 32.37	"
39171	Capital One	Building Maint	\$ 558.62	"
39172	NASI	Deicer	\$ 18,047.12	"
39173	PGAL	QTA Facility	\$ 24,840.00	"
39174	Pride Neon	Other Building Maint	\$ 350.00	"
39175	SDML	Prepaid Insurance	\$ 28,143.00	"
39176	SDRS	December Retirement	\$ 15,582.98	"
39177	SDSRP	Supplemental PPE 12/30/18	\$ 516.00	"
39178	Sioux Merchant	12/23 - 12/29 Security	\$ 3,470.23	"
39179	Stan Houston	Machine Maint	\$ 369.50	"
39180	Tractor Supply	Machine Maint	\$ 145.60	"
39181	A&B Business	Office Supplies	\$ 50.00	1/17/2019
39182	A-1 Septic	Sewage	\$ 165.00	"
39183	AAAE	Memberships	\$ 275.00	"
39184	Automatic Door Group	Building Maint	\$ 2,404.05	"
39185	AirIT	Passengers Service	\$ 887.62	"
39186	Any Lab Test	Other current expense	\$ 133.00	"
39187	AT&T	Telephone	\$ 99.63	"
39188	Baete Forseth	Other Building Maint	\$ 673.53	"
39189	Batteries Plus	Electrical Supplies	\$ 84.00	"
39190	Century Link	Telephone	\$ 218.93	"
39191	Office of Child Support	PPE 01/13/2019	\$ 282.92	"
39192	City of Sioux Falls	Other current expense	\$ 27.01	"
39193	Construction Products	Field Maint	\$ 377.32	"
39194	Convergint Tech	Security	\$ 2,313.20	"

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39195	Diamond Vogel	Paint	\$	1,640.00	"
39196	Diesel Machinery	Machine Maint	\$	750.00	"
39197	Dakota Supply Group	Building Maint	\$	501.80	"
39198	Kristin Elgersma	Office Supplies	\$	118.09	"
39199	Tom Ensz	Gate Supplies	\$	39.44	"
39200	Fed Ex	Postage	\$	66.20	"
39201	Green Eggs	Office Equipment	\$	542.50	"
39202	Heartland Paper	Janitorial	\$	713.17	"
39203	Hillyard	Janitorial	\$	1,535.90	"
39204	Howes Oil	Fuel and Diesel / Resale	\$	17,256.78	"
39205	Hungrys	Other current expense	\$	67.90	"
39206	Interstate Office	Office Supplies	\$	113.77	"
39208	Kempf Construction	Field Maint	\$	77.50	"
39207	Kabel Business	Health Insurance	\$	331.60	"
39209	Laceys Rentals	Other current expense	\$	222.00	"
39210	Lamfers and Maas	Accounting	\$	2,225.00	"
39211	Dan Letellier	Travel Expenses	\$	2,156.08	"
39212	Media One	Advertising	\$	11,095.35	"
39213	Midstates Audio	Gate Supplies	\$	200.01	"
39214	Audra Mitchell	Clothing	\$	16.57	"
39215	Northview Bait	Machine Maint	\$	17.00	"
39216	Oreilly	Machine Maint	\$	39.99	"
39217	Overhead Door Co	Building Maint	\$	739.80	"
39218	P&K Pest Control	Building Maint	\$	110.00	"
39219	PGAL	QTA Facility	\$	27,129.71	"
39220	R&L Supply	Plumbing Supplies	\$	310.25	"
39221	SDRSP	Supplemental	\$	516.00	"
39222	South Dakot Symphony	Marketing	\$	10,000.00	"
39223	Sioux Falls Utilities	Water/sewer	\$	4,393.03	"
39224	Signature Flight	Other current expense	\$	257.50	"
39225	Sioux Empire United Way	United Way	\$	158.50	"
39226	Sioux Merchant	12/30 - 01/05 security	\$	3,386.76	"
39227	South Central Communications	Passengers Service	\$	63.70	"
39228	SP Plus Corporation	December Shuttle	\$	10,599.71	"
39229	Think Tourism	Advertising	\$	1,360.00	"
39230	Titan Machinery	Other current expense	\$	4,810.00	"
39231	TSP	Pet Relief and Baggage Claim	\$	11,248.95	"
39232	Verizon Wireless	Telephone	\$	514.78	"
39233	Voltaire	Airline Start up	\$	2,666.67	"
39235	Western Commercial	Office Supplies	\$	99.00	"
39234	Waste Management	Trash	\$	1,907.27	"
				<u>1,801,148.21</u>	
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Payroll

<i>pay period ending 12/16/2018</i>	\$	43,821.75	12/21/18
<i>pay period ending 12/30/2018</i>	\$	50,410.44	01/04/19
<i>pay period ending 01/13/2019</i>	\$	52,158.19	01/18/19

CC- Dan Letellier

<i>Other Current Expenses</i>	\$	2,951.17
<i>Fingerprinting</i>	\$	1,500.00
<i>Memberships</i>	\$	50.00
<i>Passenger Services</i>	\$	159.92
<i>Office Supplies</i>	\$	31.82
<i>Postage</i>	\$	10.41

CC- Richard King

<i>Total</i>	\$	4,703.32
 <i>Fingerprinting</i>	 \$	 1,500.00
<i>Travel</i>	\$	779.17
<i>Office Equipment</i>	\$	1,026.45
<i>Memberships</i>	\$	23.00
<i>Other Building Maint</i>	\$	144.21
<i>Total</i>	\$	3,472.83

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