

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

March 28, 2019

Members Present: Mike Luce, Raquel Blount, Lon Stroschein

Members Present Via Phone: Julie Schnaible and Dave Nelson

Staff Present: Dan Letellier and Kristin Elgersma

Guests Present: Elizabeth Hurtz-Davenport/Evans Law Firm. Mark Heisey –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 12:03 pm.

1. **Minutes-** Raquel Blount moved and Lon Stroschein seconded approval of the minutes of February 28th. Motion carried.

2. **Bills for Approval-** Lon Stroschein moved and Raquel Blount 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 Raquel Blount seconded approval of the Consent Agenda. Motion carried.
 - A. Advertise for bids to construct a deice/overnight aircraft parking apron.
 - B. Advertise for bids to construct a rental car quick turn facility.
 - C. Lease Agreement with Daryl Haase for airport T-Hangar #T2-11.
 - D. Lease Agreement with Eagle Sky Patrol for airport T-Hangar #T2-12
 - E. Purchase of access control equipment and cameras for the baggage claim project from Convergent Tech. - \$36,940.22.
 - F. Purchase of 2011 Case loader from Titan Machinery to assist with snow removal efforts if we get the clearance from Davenport Evans. - \$102,000.00.

4. Report by Executive Director-

- A. Passenger Enplanements & Concession Revenue - 2019 – February enplanements increased 4.5% with total traffic up 4.6%. Enplanements for February totaled 45,325 which set a record for the month. Available seats were also up 13.5% vs. 2018. All concession revenue sources saw an increase in February except parking was down 1.0% for the month.

B. Construction Update-

Baggage Claim Expansion: They are starting to make some headway with interior concrete being poured. The heat pipes were successfully removed with only taking a few days. Terrazzo floor people are working on baggage area #3 and they have also started on demolition of baggage claim #2. Baggage claim area #3 is scheduled to open mid to late May and then they will move onto carousel #1. Total completion would be around October.

Rental Car Quick Turn Facility: Last week we have a meeting and are getting close to the final design phase. The final documents are being sent to the City to review and we are hoping to send out for bids the week of April 22nd with a work start date of June 2019.

C. Federal Funding status for Deicing Apron and Runway 3-21 Reconstruction:

D. Flood Control Update: We participated with the City for the potential threat for flooding this week. We got a plan in place and thankfully did not need to execute it.

5. Old Business – No Items

6. New Business

A. Small Scale Reimbursable Agreement with the FAA At our meeting last month the Board Approved a Small Scale Reimbursable Agreement (SSRA) with the FAA to review our plans for the Deicing Apron and any potential issues which would involve their cable/fiber lines. We are now working with the FAA to review our design plans to replace runway threshold lights at the end of runway 21. The lights and base require replacement to standard during our project which requires FAA engineers to review and confirm we would construct to their standard. However, to even get them to spend a few hours to review plans requires an agreement to reimburse them for their time. This SSRA would be an initial agreement to get them involved with this project. The estimate at this time is for a \$30,000 agreement. We would receive reimbursement from the FAA Airports Division through the AIP grant process. Raquel Blount moved and Lon Stroschein seconded a motion to approve the SSRA with the FAA for no more than \$30,000.00. Motion carried.

B. Discussion on Airline Service Issues. I have invited Jason Ashley, Senior Regional Manager for United Airlines and Dave Miller, Director of Operations with United Ground Express (UGE) to our meeting to discuss United's service issues this past winter and steps they are taking to improve their performance. I'm waiting for them to confirm if they can attend our meeting next week, or possibly our April meeting, but they have confirmed they will speak to the Board. I've put out a questionnaire to 32 airports in a ten state region to determine if they have developed a ground handling department, and if so, how that operation is performing. I have also reached out to Allegiant Airlines to determine what airports they fly to that have airports handling their aircraft. (Also, what they are paying per turn to allow us to determine if it is financially feasible for us to compete). UGE has replaced the local manager and has several interim managers that seem to know what they are doing. They also have more temporary staff from other airports here to assist as well. Envoy (American) is in a similar situation as their manager has also been replaced and the temp managers and staff seem to really be focusing on getting their act together.

7. Open Segment-

Raquel Blount moved to adjourn at 12:40 pm. Lon Stroschein seconded. Motion Carried.

Date

Secretary

Next Board Meeting: April 23, 2019 12:00 pm

Sioux Falls Regional Airport
Bills to be Approved
April 23, 2019

Check	Vendor	Description	Amount	Date
39524	Bargain Barn	Tires	\$ 295.00	3/28/2019
39525	Border States	Field Maint	\$ 229.92	"
39526	Campbell Supply	Clothing	\$ 97.70	"
39527	Office of Child Suppot	PPE 3/10 & 3/24	\$ 565.84	"
39528	DirectTV	Passenger Service	\$ 142.99	"
39529	HDR Engineering	Deicing Pad	\$ 2,000.00	"
39530	Hillyard	Janitorial	\$ 791.58	"
39531	Health Pool of SD	April Health Insurance	\$ 31,615.55	"
39532	Johnstone Supply	Climate Control	\$ 1,170.25	"
39533	LG Everist	Building Maint	\$ 3,500.00	"
39534	Metlife	STD, LTD, AD&D, Life, Dental, Vision	\$ 3,901.67	"
39535	MidAmerican	Gas	\$ 12,065.29	"
39536	Midco	Passenger Service	\$ 650.00	"
39537	Vollan Oil	Fuel / Diesel	\$ 25,075.91	"
39538	Midwest Oil	Oil	\$ 621.04	"
39539	Northview Bait	Machine Maint	\$ 42.00	"
39540	Petty Cash	Building Maint/ Machine Maint	\$ 155.43	"
39541	Productive Solutions	Fingerprinting Expense	\$ 162.00	"
39542	South Dakota Public Assurance	Prepaid Insurance	\$ 585.64	"
39543	SDSRP	Supplemental	\$ 516.00	"
39544	Sioux Falls Electric	Electrical Maint	\$ 2,784.27	"
39545	Sioux Merchant	3/17 - 3/23 Security	\$ 3,350.93	"
39546	Titan Machinery	Other Current Expense	\$ 4,810.00	"
39547	Grey Wall Software	Communications Subscription	\$ 6,000.00	"
39548	Automatic Building Controls	Building Maint	\$ 411.00	4/5/2019
39549	Air IT	Passenger Service	\$ 887.62	"
39550	Argus Leader	Advertising	\$ 164.96	"
39551	AT&T	Telephone	\$ 46.26	"
39552	Bargain Barn	Tires	\$ 20.25	"
39553	Bierschbach	Machine Maint	\$ 2,483.55	"
39554	DexMedia	Advertising	\$ 263.00	"
39555	Diesel Machinery	Machine Maint	\$ 750.00	"
39556	Eide Bailly	Auditing	\$ 21,500.00	"
39557	Kristin Elgersma	Office Supplies	\$ 114.59	"
39558	Golden Rule	Baggage Claim	\$ 216,260.10	"
39559	Heartland Paper	Janitorial	\$ 130.12	"
39560	Hillyard	Janitorial	\$ 890.48	"
39561	Howes Oil	Fuel / Diesel	\$ 8,100.00	"
39562	Hungrys	Other Current Expense	\$ 38.87	"
39563	Interstate Office	Office Supplies	\$ 215.27	"
39564	Johnstone Supply	Climate Control	\$ 63.69	"
39565	Richard King	Travel	\$ 41.44	"
39566	Krier and Blain	Climate Control	\$ 904.16	"
39567	Laceys Rentals	Other Current Expense	\$ 333.00	"

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Check	Vendor	Description	Amount	Date
39568	Light and Siren	Machine Maint	\$ 512.00	"
39569	Matheson	Welding Supplies	\$ 46.59	"
39570	MB Companies	Machine Maint	\$ 5,037.76	"
39571	Menards	Building Maint	\$ 357.29	"
39572	Oreilly	Machine Maint	\$ 10.48	"
39573	Overhead Door	Other Building Maint	\$ 500.00	"
39574	Sanitation Products	Machine Maint	\$ 228.98	"
39575	Sculpture Walk	Passenger Service	\$ 3,000.00	"
39576	SDRS	March Retirement	\$ 24,211.29	"
39577	SDSRP	Supplemental	\$ 516.00	"
39578	SFUtiltie	Sewage	\$ 756.75	"
39579	Sioux Equipment	Machine Maint	\$ 3,744.54	"
39580	Sioux Merchant	Security 3/24-3/30	\$ 3,476.14	"
39581	Voltaire	Airline Start Up	\$ 2,666.67	"
39582	Waste Management	Garbage	\$ 2,254.52	"
39583	AAAE	Memberships	\$ 5,000.00	4/12/2019
39584	American Ink	Clothing	\$ 25.00	"
39585	Any Lab Test	Other Current Expense	\$ 369.00	"
39586	AT&T	Telephone	\$ 55.64	"
39587	AT&t Teleconference	Telephone	\$ 26.98	"
39588	Border States	Other Building Maint	\$ 25.75	"
39589	Builders Supply Co	Building Maint	\$ 83.00	"
39590	Campbell Supply	Clothing	\$ 1,964.27	"
39591	Century Link	Telephone	\$ 218.87	"
39592	Office of Child Suppot	PPE 04/07/2019	\$ 282.92	"
39593	Convergint	Security	\$ 19,411.60	"
39594	Dicks Vacuum	Janitorial	\$ 35.90	"
39595	G&R Controls	Climate Control	\$ 219.75	"
39596	Grainger	Small Tools	\$ 335.20	"
39597	Graybar	Electrical Supplies	\$ 200.70	"
39598	Heartland Paper	Janitorial	\$ 153.70	"
39599	Hillyard	Janitorial	\$ 811.34	"
39600	Dan Letellier	Travel	\$ 273.47	"
39601	MediaOne	Advertising	\$ 7,902.28	"
39602	Minnehaha County	LEO March 2019	\$ 15,587.17	"
39603	Roto Rooter	Plumbing Maint	\$ 365.00	"
39604	Sioux Merchant	3/31 - 4/6 security	\$ 3,356.89	"
39605	Sparkle Uniform	Clothing	\$ 402.30	"
39606	Standard Parking	March Parking/ Shuttle	\$ 92,390.36	"
Total for 3/28/2019 - 4/22/2019			\$ 551,563.47	

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Payroll

<i>pay period ending 03/24/2019</i>	\$	46,182.81	03/29/19
<i>pay period ending 04/07/2019</i>	\$	43,093.02	04/12/19

CC- Dan Letellier

<i>Travel</i>			
<i>Other Current Expense</i>	\$	141.51	
<i>Office Supplies</i>			
<i>Building Maint</i>			
<i>Machine Maint</i>	\$	177.08	
<i>Postage</i>	\$	14.50	
<i>Total</i>	\$	333.09	

CC- Richard King

<i>Fingerprinting</i>	\$	6,781.00	
<i>Travel</i>	\$	1,453.23	
<i>Memberships</i>	\$	23.00	
<i>Other Current Expense</i>	\$	99.00	
<i>Total</i>	\$	8,356.23	

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