

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

April 23, 2019

Members Present: Mike Luce, Julie Schnaible, Dave Nelson, and Lon Stroschein

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

Guests Present: Jason Ashley – United Airlines, Bill Madega – United Ground Express, Mark Heisey –TSA, Mark Weiderich – KLJ, Tom Showers – KLJ, Brad Greguson – SP Plus, Rob Swenson – Sioux Falls Business

Guest Present via Phone: Dave Miller – United Ground Express

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 11:59 am.

1. **Minutes-** Lon Stroschein moved and Julie Schnaible seconded approval of the minutes of March 28th. Motion carried.
2. **Bills for Approval-** Dave Nelson moved and Lon Stroschein seconded approval of the bills as presented. Motion carried.
3. **Consent Agenda-** Report on Consent Agenda items by the Executive Director. Dave Nelson moved and Julie Schnaible seconded approval of the Consent Agenda. Motion carried.
 - A. Change order #6 with Golden Rule for additions to the Baggage Claim Expansion Project. - \$14,385.00
 - B. Change Order #65 with KLJ Engineers to provide procurement assistance with purchase of Runway Broom. -\$4,687.50.
4. **Report by Executive Director-**
 - A. Passenger Enplanements & Concession Revenue - 2019 – March enplanements increased 7.3% with total traffic up 6.6%. Enplanements for March totaled 51,190 which was the second highest total on record. Available seats were also up 14.4% vs. 2018. All concession revenue sources saw an increase in March.
 - B. Construction Update-

Baggage Claim Expansion: New baggage claim #3 has terrazzo completed and installing framing and drywall. They successfully installed a 50ft I-beam in Baggage Claim #2 and #3 which will remove several columns and open up the area. Work continues in carousel #2 area with new concrete flooring and utility work. Installation of the new baggage conveyor system scheduled to begin in early June. Final completion has slipped to late October..

Rental Car Quick Turn Facility: The plans were submitted to the City for review and when they are returned we will send out for bids.

Blast Fence Relocation: This project was bid last fall to comply with FAA standards. Work began April 22nd with an expected completion date of mid-June.

5. Old Business –

- A. Airline Service Issue Review. Jason Ashley Senior Regional Manager – United Airlines, Dave Miller- Director of Airport Operations United Ground Express, and Bill Madega Regional Manager United Ground Express were present to discuss service issues which have occurred in the past six months. Many of these service failures were associated with deicing delays, delays in receiving checked baggage staffing related problems. Plans to improve staffing levels, additional winter operations equipment, and changes in management and supervisory staff were presented to the Board. In the past month operational performance has improved greatly and expected to continue. Members of the Board inquired about performance goals, wage scale for new employees, training and steps to maintain improved performance into next winter. The Board did show their appreciation for United and UGE leadership to come and discuss these issues and plans for improvement.

6. New Business

- A. Bid Opening for Pet Relief Area Project - Bids were opened April 19th for the Pet Relief Area Project. One bid was received from Golden Rule Construction in the amount of \$119,222.00. The bid was much higher than expected resulting from plumbing and HVAC requirements for the area. Director Letellier presented several alternatives if the bid was not awarded, but ultimately recommended approval. Lon Stroschein moved and Julie Schnaible seconded a motion to approve the award to Golden Rule Construction in the amount of \$119,222.00. Motion carried.
- B. Digital Training Program - Proposals were received from two providers to replace our digital training program/software which provides required security and airfield training to airport employees. Proposals were received from SSi which is the current provider and AA AE who we are also transitioning our badging system too. Based on training programs available, initial and annual software fees, Director Letellier recommend an agreement with AA AE in the amount of \$104,800. Julie Schnaible moved and Dave Nelson seconded the purchase of the AA AE training program in the amount of \$104,800.00. Motion carried
- C. A Special Session tele-conference will be held on April 29th at 9:00 am to review bids open to construct a deicing apron and purchase a new rotary runway broom.

- 7. Open Segment-** Brad Greguson has recently been appointed the new parking manager for SP Plus and introduced himself to the Board. He has experience in parking management for parking garages in Minneapolis as well as Sioux Falls.

Lon Stroschein moved to adjourn at 1:35 pm. Julie Schnaible seconded. Motion Carried.

Date

Secretary

Next Board Meeting: May 23, 2019 10:30 am

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

Check	Vendor	Description	Amount	Date
39607	AAAE	Membership	\$ 4,389.00	4/23/2019
39608	Abigail VandePlanck	Travel	\$ 333.22	"
39609	Air IT	Passenger Services	\$ 887.62	"
39610	Airside Solutions	Field Maint	\$ 153.73	"
39611	Century Link	Telephone	\$ 1,032.57	"
39612	Office of Child Support	PPE 4/21/2019	\$ 282.92	"
39613	Cryotech	Aircraft Deicer	\$ 33,650.65	"
39614	DMI	Machine Maint	\$ 1,636.68	"
39615	Heartland Paper	Janitorial Supplies	\$ 99.50	"
39616	Hillyard	Janitorial Supplies	\$ 1,722.01	"
39617	Icome American	Communications	\$ 3,752.00	"
39618	JBT	Other Building Maint	\$ 2,568.00	"
39619	Johnstone Supply	Climate Control	\$ 41.24	"
39620	Lamination Service	Security Supplies	\$ 880.28	"
39621	Maching Services	Other Building Maint	\$ 190.22	"
39622	Malloy	Building Maint	\$ 234.82	"
39623	MB Companies	Machine Maint	\$ 256.00	"
39624	Midco	Passenger Services	\$ 650.00	"
39625	Neopost	Postage Machine	\$ 143.85	"
39626	PGAL	QTA Facility	\$ 43,482.22	"
39627	SD Airshow	Advertising	\$ 15,000.00	"
39628	SDSRP	Supplemental Retirement	\$ 516.00	"
39629	Sioux Falls Utilites	Water/Sewer	\$ 4,614.38	"
39630	Signature Flight Support	Other Current Expense	\$ 257.50	"
39631	Sioux Merchant Patrol	04/14-04/20 & 4/7-4/13	\$ 6,844.96	"
39632	South Central Communications	Passenger Services	\$ 63.70	"
39633	John Traub	Field Maint	\$ 38.31	"
39634	Tri State Garage	Other Current Expense	\$ 487.50	"
39635	TSP	Pet Relief and Baggage Claim	\$ 8,492.63	"
39636	Verizon	Telephone	\$ 607.41	"
39637	Volarie Aviation	Airline Start up	\$ 1,113.35	"
39638	American Engineering	HushHouse Project	\$ 340.00	5/2/2019
39639	American Ink	Uniforms	\$ 232.50	"
39640	Argus Leader	Advertising	\$ 605.20	"
39641	AT&T	Telephone	\$ 45.84	"
39641	Butler	Machine Maint	\$ 29.38	"
39643	C&R Spply	Machine Maint	\$ 69.52	"
39644	Cliff Ave	Machine Maint	\$ 241.77	"
39645	Cummins Central Power	Machine Maint	\$ 1,392.50	"
39646	Dex Media	Advertising	\$ 263.00	"
39647	DirectTV	Passenger Services	\$ 18.99	"
39648	G&R Controls	Climate Control	\$ 1,486.54	"
39649	Gillespie Small	Machine Maint	\$ 205.07	"
39650	Graybar	Electrical Supplies	\$ 85.00	"

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Check	Vendor	Description	Amount	Date
39651	Green Eggs and Ram	Computers	\$ 999.98	"
39652	Heartland Paper	Office Supplies	\$ 239.05	"
39653	Hillyard	Janitorial Supplies	\$ 1,047.86	"
39654	Health Pool SD	May Insurance	\$ 33,107.80	"
39655	Hungrys	Other Current Expense	\$ 54.11	"
39656	Laceys Rentals	Other Current Expense	\$ 222.00	"
39657	Harold Lauck	Machine Maint	\$ 55.32	"
39658	Dan Letellier	Travel	\$ 668.47	"
39659	Malloy	Machine Maint	\$ 78.28	"
39660	Maximum Promotions	Building Maint	\$ 102.60	"
39661	MediaOne	Advertising	\$ 200.45	"
39662	Capital One	Building Maint	\$ 853.37	"
39663	Metlife	STD, LTD, AD&D, Life, Dental, Vision	\$ 4,002.77	"
39664	Midamerican	Gas	\$ 5,241.43	"
39665	Vollan Oil	Fuel and Diesel Resale	\$ 18,873.20	"
39666	Productive Soltuions	Fingerprinting Expense	\$ 300.00	"
39667	SF Two Way	Communications	\$ 925.96	"
39668	Sioux Falls Utilites	Electric	\$ 32,763.13	"
39669	Sioux Falls Utilites	Sewer	\$ 2,610.48	"
39670	SilverStone Group	Auditing	\$ 2,400.00	"
39671	Sioux Falls Electric	Field Maint	\$ 203.57	"
39672	Sioux Merchant Patrol	4/21 - 4/27 security	\$ 3,392.66	"
39673	Titan Machinery	Other Current Expense	\$ 2,363.00	"
39674	Tractor Supply	Machine Maint	\$ 1,075.52	"
39675	Volarie Aviation	Airline Start up	\$ 2,666.67	"
39676	Angela Wright	Telephone	\$ 240.00	5/10/2019
39677	Bargain Barn	Tires	\$ 111.50	"
39678	Century Link	Telephone	\$ 218.87	"
39679	Office of Child Support	PPE 05/05/2019	\$ 282.92	"
39680	Convergint Tech	Security	\$ 4,026.38	"
39681	Davenport Evans	Attorney	\$ 1,708.00	"
39682	Diamond Vogel	Paint	\$ 6,608.80	"
39638	G&H Distributing	Machine Maint	\$ 181.60	"
39684	Heartland Paper	Janitorial Supplies	\$ 296.89	"
39685	Laceys Rentals	Other Current Expense	\$ 27.75	"
39686	Macs	Building Maint	\$ 1.01	"
39687	MediaOne	Advertising	\$ 8,391.25	"
39688	Northview Bait	Propane	\$ 25.50	"
39689	Oreilly	Machine Maint	\$ 156.49	"
39690	Pfiefer Implement	Machine Maint	\$ 27.87	"
39691	City of Sioux Falls Public	Sanitation	\$ 37.04	"
39692	R&L Supply	Plumbing Supplies	\$ 49.39	"
39693	SDRS	April Retirement	\$ 14,316.81	"
39694	SDRSP	Supplemental Retirement	\$ 516.00	"

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39695	SF Two Way	Communications	\$	905.98	"
39696	SF Electric	Electrical Maint	\$	2,241.93	"
39697	Sioux Merchant Patrol	4/28 -5/04 Securitiy	\$	3,380.74	"
39698	Skycon	Building Maint	\$	10,980.30	"
39699	South Central	Passenger Services	\$	63.70	"
39700	Standard Signs	Field Maint	\$	6,355.18	"
39701	Thyssenkrupp	Building Maint	\$	196.27	"
39702	Vidtronix	Passenger Services	\$	322.50	"
39703	Volarie Aviation	Airline Start up	\$	205.53	"
39704	Waste Managemtn	Sanitation	\$	2,618.64	"
39705	Wireless World	Telephone	\$	1,479.95	"
39076	Air IT	Passenger Services	\$	887.62	5/17/2019
39707	Allegiant Air	Conference	\$	235.00	"
39708	Argus Leader	Advertising	\$	272.62	"
39709	AT&T	Telephone	\$	63.77	"
39710	At&t Teleconference	Telephone	\$	47.32	"
39711	Big Als	Field Maint	\$	13,719.00	"
39712	border States	Electrical Supplies	\$	367.93	"
39713	Butler	Machine Maint	\$	2,544.87	"
39714	Century Link	Telephone	\$	171.15	"
39715	Kristin Elgersma	Other Current Expense	\$	229.95	"
39716	FedEx	Postage	\$	78.55	"
39717	Golden Rule	Baggage Claim	\$	319,940.10	"
39718	Heartland Paper	Janitorial Supplies	\$	40.56	"
39719	Hillyard	Janitorial Supplies	\$	1,895.82	"
39720	JD's House	Other Current Expense	\$	90.00	"
39721	KLJ	Engineering	\$	289,668.95	"
39722	Lamfers Maas	Accounting	\$	3,925.00	"
39723	Malloy	Machine Maint	\$	209.02	"
39724	Minnehaha County	LEO April 2019	\$	16,958.61	"
39725	Office of Fire Marshall	Building Maint	\$	240.00	"
39726	P&K Pest	Building Maint	\$	110.00	"
39727	Pfiefer Implement	Machine Maint	\$	112.74	"
39728	SD Department Enviorment	QTA Facility / DEICING	\$	350.00	"
39729	SF Utilites	Water/Sewer	\$	3,434.67	"
39730	Signature Flight Support	Other Current Expense	\$	257.50	"
39731	Sioux Merchant Patrol	05/05-5/11 SECURITY	\$	3,374.78	"
39732	SP Plus	March Parking	\$	47,860.17	"
39733	TSP	Pet Relief and Baggage Claim	\$	5,996.46	"
		Total for 4/23/2019 - 5/22/2019	\$	319,860.05	

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Payroll

<i>pay period ending 04/21/2019</i>	\$	48,036.78	04/26/19
<i>pay period ending 05/05/2019</i>	\$	42,824.20	05/10/19

CC- Dan Letellier

<i>Travel</i>	\$	24.06	
<i>Other Current Expense</i>			
<i>Office Supplies</i>	\$	103.58	
<i>Fingerprinting</i>	\$	4,238.00	
<i>Machine Maint</i>			
<i>Postage</i>	\$	7.80	

CC- Richard King

<i>Total</i>	\$	4,373.44	
<i>Fingerprinting</i>	\$	1,500.00	
<i>Travel</i>	\$	911.24	
<i>field maint</i>			
<i>Memberships</i>	\$	23.00	
<i>Other Current Expense</i>	\$	21.30	
<i>Total</i>	\$	2,455.54	

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