

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

**August 22, 2019**

Members Present: Raquel Blount, Julie Schnaible, Lon Stroschein, Dave Nelson, and Eric Ellefson

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

Guests Present: Elizabeth Hurwitz – Davenport Evans, Mark Weiderich – KLJ Engineers, Brad Greguson – Standard Parking

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

Chair woman Blount called the meeting to order at 12:00 pm.

1. **Minutes-** Julie Schnaible moved and Eric Ellefson seconded approval of the minutes of July 25 and Special Session of August 9, 2019. 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. Lon Stroschein moved and Julie Schnaible seconded approval of the Consent Agenda. Motion carried.
  - A. Change order #8 with Golden Rule Construction for modifications to the Baggage Claim Project – (\$1,283.00).
  - B. Change Order #1 with Double H Paving for modifications to the Asphalt Repair Project – (\$100,738.80)
  - C. Approve S.D. Dept. Of Transportation Financial Assistance Agreement associated with FAA Grant #3-46-0050-53-2019 in the amount of \$439,787.94
  - D. Lease Agreement with Jeremy Duden for airport T-Hangar 2-16.
4. **Report by Executive Director-**
  - A. Air Service Update- Allegiant recently announced the addition of new non-stop service to Punta Gorda/Ft. Meyers with two flights per from mid-November until April.
  - B. Passenger Traffic and Revenue Report – Enplanements increased 13.7% in July with total traffic up 13.5%. Enplanements for July totaled 51,995 which was the highest monthly count on record! Airport Concessions also followed that trend with parking, restaurants, car rental, and gift shop sales up.
  - C. Construction Update-

*Baggage Claim Expansion:* Terrazzo is currently being installed in the hallway and carousel 2 area. Hope to have the hallway by the rental cars open again by Friday August 23. The hallway will need to be closed down

again to complete some terrazzo work in the coming weeks. The demo is complete in Carousal #1 and #2 and they are working on pouring the floor in #1. Expected completion is set for October 8<sup>th</sup> but it could slide to the middle of October.

*Pet Relief Area:* Open and has been in use.

*Rental Car Quick Turn Facility:* Installation of construction fence and temp fencing for rental car storage began this week. Removal of asphalt and dirt excavation planned for next week.

*Deicing Apron Project* – Dirt removals and grading began last week with work to continue into the fall.

- D. Update on Contaminated Litigation – Shannon Falon, attorney with Johnson, Janklow, Abdallah & Reiter who is representing the airport in the PFAS water contamination lawsuit provided an update on the case. Case was filed on June 28<sup>th</sup>, 2019 and a majority of defendants were serviced on July 1<sup>st</sup>, in time to meet the State's statute of limitations. Discovery work will begin in the next few months. Ms. Falon will provide updates to the Board as conditions warrant.

## 5. Old Business –

- A. No Items

## 6. New Business

- A. Air Service Development Package – Director Letellier reviewed with the Board the air service incentive package the Authority had available in the past to assist airlines with new non-stop routes. The plan has been in place for several years but wanted to reestablish a baseline package when airlines inquire unexpectedly. The plan includes waiving rent and landing fees as well as marketing assistance. The package consists of the following which would apply to that route segment only:
- Waive space rent or turn fee for up to twelve months
  - Waive landing fees for up to twelve months
  - Provide marketing assistance of:
    - o \$25,000-\$50,000 for service of 3 trips or less per week
    - o \$50,000-\$75,000 for service of 4 or more trips per week
    - o Daily service to be determined by the Board

The board added that if the Director believed more advertising dollars were necessary it could be discussed at that point. Lon Stroschein moved and Eric Ellefson seconded the motion for the Air Service Development Package. Motion carried

- B. Update to Walker Parking Consultant Report – Parking Garage Pre-Design – Director Letellier contacted Walker Parking Consultants to get a quote for updating the pre-design report prepared in 2016 to reflect changes in parking demand in the next 5/10/20 year window and the impact expected from TNC use. The report would also provide an updated building design and construction cost estimate. Commissioners Stroschein and Ellefson would like to see a more defined scope approved by the rest

of the Board to ensure the report identifies parking trends along with experience other similar size airports are experiencing with parking demand. The Board elected to defer a decision on contracting with Walker Parking until an acceptable scope of work was approved.

**7. Open Segment-**

Dave Nelson moved to adjourn at 1:14pm. Julie Schnaible seconded. Motion Carried.

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Date

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Secretary

Next Board Meeting: September 26, 2019 12:00 pm

**Sioux Falls Regional Airport**  
**Bills to be Approved**  
**August 22, 2019**

Check	Vendor	Description	Amount	Date
39944	Baete Forseth	Other Building Maint	\$ 852.04	7/25/2019
39945	Boyer Trucks	Machine Maint	\$ 688.42	"
39946	BX Civil	Hush House	\$ 164,354.50	"
39947	Century Link	Telephone	\$ 1,037.83	"
39948	Converging Tech	Security Equipment	\$ 16,516.14	"
39949	D&D Small Engine	Machine Maint	\$ 735.95	"
39950	Diamond Vogel	Paint	\$ 2,667.50	"
39951	G&R Controls	Climate Control	\$ 153.00	"
39952	Heartland Paper	Janitorial	\$ 399.96	"
39953	Hillyard	Janitorial	\$ 1,174.93	"
39954	Hungrys	Other Current Expense	\$ 90.21	"
39955	Richard King	Travel	\$ 1,677.81	"
39956	Laceys Rentals	Other Current Expense	\$ 222.00	"
39957	Metlife	LTD, STD, AD&D, Life, Dental, Vision	\$ 3,926.46	"
39958	Midco	Passenger Service	\$ 650.00	"
39959	Midway Service	Fuel Shop	\$ 3,760.51	"
39960	Minnehaha County	June LEO	\$ 16,276.59	"
39961	Neopost	Postage	\$ 343.85	"
39962	Oreilly	Machine Maint	\$ 48.78	"
39963	People Ready	Temp Labor	\$ 626.75	"
39964	SD Division Motor	2019 Pilot Registration	\$ 21.20	"
39965	Sioux Falls Utilites	Electric	\$ 28,143.66	"
39966	Sioux Falls Utilites	Water/Sewer	\$ 696.43	"
39967	Sigler Fire	Building Maint	\$ 69.00	"
39968	Trane USA	Climate Control	\$ 1,889.65	"
39969	TriState Garage	Building Maint	\$ 4,104.60	"
39970	Volaire Aviation	Airline Start Up	\$ 12,000.00	"
39971	AAAE	Memberships	\$ 630.00	8/1/2019
39972	Acuity	Insurance	\$ 72.00	"
39973	Bargain Barn	Tires	\$ 965.00	"
39974	Office Child Support	PPE 07/28/2019	\$ 282.92	"
39975	Davenport Evans	Attorney	\$ 1,764.00	"
39976	Dex Media	Advertising	\$ 263.00	"
39977	Direct TV	Passenger Service	\$ 143.99	"
39978	FedEx	Postage	\$ 206.99	"
39979	HDR Engineering	Deicing Apron	\$ 2,000.00	"
39980	Heartland Paper	Janitorial	\$ 648.08	"
39981	Hillyard	Janitorial	\$ 763.80	"
39982	Health Pool SD	August Health Insurance	\$ 31,514.36	"
39983	Krier and Blain	Plumbing Maint	\$ 95.85	"
39984	Lamination Service	Badge printer, Supplies	\$ 4,163.18	"
39985	Capital One/Menards	Building Maint	\$ 198.70	"
39986	MidAmerican Energy	Gas	\$ 819.84	"
39987	Roto Rooter	Plumbing Maint	\$ 200.00	"

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39988	SDSRP	Supplemental Retirement	\$ 606.00	"
39989	Sioux Merchant	Security	\$ 6,976.13	"
39990	Transource Truck	Machine Maint	\$ 6,408.49	"
39991	Tractor Supply	Small Tools	\$ 23.97	"
39992	A-1 Septic	Sewage	\$ 165.00	8/7/2019
39993	Bargain Barn	Tires	\$ 217.50	"
39994	Batteries Plus	Electrical Supplies	\$ 301.71	"
39995	Butler	Machine Maint	\$ 1,828.48	"
39996	Concrete Materials	Field Maint	\$ 78.97	"
39997	Construction Products	Machine Maint	\$ 548.13	"
39998	Dakota Fluid	Machine Maint	\$ 763.63	"
39999	Kristin Elgersma	Other Current Expense	\$ 155.36	"
40000	Elston Mfg	Field Maint	\$ 600.00	"
40001	Family Service	Other Current Expense	\$ 65.00	"
40002	Golden Rule	Baggage Claim, Pet Relief	\$ 198,139.50	"
40003	Grainger	Small Tools	\$ 62.16	"
40004	Hillyard	Janitorial	\$ 995.38	"
40005	Icom	Communications Maint	\$ 550.00	"
40006	Johnstone Supply	Climate Control	\$ 984.00	"
40007	Kurt Krome	Travel	\$ 166.25	"
40008	MacArthur	Building Maint	\$ 67.08	"
40009	Matthew Hall	Travel	\$ 135.78	"
40010	Media One	Advertising	\$ 1,991.25	"
40011	Neopost	Postage	\$ 207.89	"
40012	Petty Cash	machine maint, other bldg maint, other	\$ 177.66	"
40013	Pride Neon	Building Maint	\$ 445.00	"
40014	RDO Equipment	Machine Maint	\$ 45.59	"
40015	SDRS	July Retirement	\$ 14,199.44	"
40016	Sioux Merchant	Security 7/28-08/03	\$ 3,464.21	"
40017	Thyssenkrupp	Building Maint	\$ 196.27	"
40018	GrEY Wall Software	Veoci Support	\$ 6,000.00	"
40019	Volaire Aviation	Airline Start Up	\$ 2,666.67	"
40020	Waste Magement	Sanitation	\$ 1,765.84	"
40021	Any Lab Test	Other Current Expense	\$ 147.00	8/14/2019
40022	Argus Leader	Advertising	\$ 252.45	"
40023	AT&T	Telephone	\$ 73.45	"
40024	AT&T Teleconference	Telephone	\$ 18.22	"
40025	Century Link	Telephone	\$ 219.23	"
40026	Child Support	PPE 08/11/2019	\$ 282.92	"
40027	City of Sioux Falls	Sewage	\$ 103,622.70	"
40028	Concrete Materials	Field Maint	\$ 110.00	"
40029	D&K Lawn	improvements	\$ 2,980.00	"
40030	Dakota Electric	Electrical Maint	\$ 151.02	"
40031	Diamond Vogel	Paint	\$ 598.75	"

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40032	FedEx	Postage	\$ 22.27	"
40033	Green4Ever	Building Maint	\$ 69.89	"
40034	Heartland Paper	Janitorial	\$ 158.49	"
40035	Hillyard	Janitorial	\$ 888.96	"
40036	Kabel	Insurance	\$ 2,030.29	"
40037	MB Companies	Machine Maint	\$ 1,305.51	"
40038	Media One	Advertising	\$ 4,130.37	"
40039	MidAmerican Energy	Gas	\$ 111.67	"
40040	Mryl and Roys	Field Maint	\$ 31,290.87	"
40041	Northview Bait	Machine Maint	\$ 43.00	"
40042	Oreilly	Fire Fighting and Small Tools	\$ 92.91	"
40043	PGAL	QTA Facility	\$ 11,766.29	"
40044	SDSRP	Supplemental Retirement	\$ 606.00	"
40045	Sioux Falls Electric	Building Maint, Improvements	\$ 12,033.74	"
40046	Sioux Merchant	Security	\$ 6,886.75	"
40047	SP Plus	Parking Management	\$ 36,025.24	"
			<b>Total for 7/25/2019 - 8/21/2019</b>	
			<u>\$ 774,775.81</u>	

*Payroll*

<i>pay period ending 07/28/2019</i>	\$ 44,607.52	08/02/19
<i>pay period ending 08/11/2019</i>	\$ 46,270.62	08/16/19

*CC- Dan Letellier*

<i>Gas</i>	\$ 79.99
<i>Other Current Expense</i>	\$ 243.38
<i>Office Supplies</i>	\$ 623.37
<i>Fingerprinting</i>	\$ 1,500.00
<i>Machine Maint</i>	\$ 122.72
<i>Postage</i>	\$ 10.65

*CC- Richard King*

<i>Total</i>	\$ 2,580.11
<i>Fingerprinting</i>	\$ 1,500.00
<i>Passenger Services</i>	\$ 852.14
<i>Travel</i>	
<i>Office Supplies</i>	
<i>Memberships</i>	\$ 144.54
<i>Janitorial</i>	
<i>Total</i>	<u>\$ 2,496.68</u>

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