

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

December 19, 2019

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

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

Guests Present: Mark Weiderich, Aaron Storm, and Jacob Braunagel – KLJ Engineers, Brad Greguson – Standard Parking, Elizabeth Hurtwitz – Davenport Evans, Scott Froeming – Walker Parking Consultants

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

Chairwoman Blount called the meeting to order at 12:04pm.

1. **Minutes-** Lon Stroschein moved and Eric Ellefson seconded approval of the minutes of November 21, 2019. 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. Eric Ellefson moved and Lon Stroschein seconded approval of the Consent Agenda. Motion carried.
 - A. New 2-year T-Hangar Leases for the following tenants: T1-1 Jeff Twedt, T1-2 Jay Travis, T1-5 Mark Johnson, T1-6 Norman Danielson, T1-7 Tom Redlin, T1-10 Daryl Haase, T2-11 Steve Givens, T2-12 Eagle Sky Patrol, T2-13 John Oliphant, T2-15 Nathan Williams, T2-16 Jeremy Duden, T2-17 Richard Damian, T2-19 Kelly Peterson, T2-20 Kelly Deberg, T3-1 Mark Juhl, T3-2 Dave Campbell, T3-3,5,7 Mockingbird Flying Club, T3-4 John Schreurs, T3-6 Chad Mullins, T3-8 James Griebel, T3-9 Terry Craft, T3-10 Aaron Smith.
 - B. Building Lease agreement with Satnan Avionics for Alert Hangars 71-74 and Bldg 70.
 - C. Change Order #2 with Double Have Paving for additions to the 2019 Asphalt Repair Project. - \$26,715.00
 - D. Change Order #1 with Hoogendoorn Const. for modifications to Rental Car QTA Project. – (\$10,946.36)
 - E. Purchase of replacement Amano fee computers (3) for Public Parking Lot. - \$26,058.00
 - F. Rates and Charges effective Jan. 1, 2020
 - G. One year Agreement with the Minnehaha County Sheriff's Office to provide Law Enforcement Assistance.

4. Report by Executive Director-

A. Passenger Enplanement and Concession Revenue Update – Passenger Enplanements increased 2.1% in November with total traffic up 2.7%. Enplanements for November totaled 49,379 which was a record for the month. Available seats were up slightly at 0.55% vs. 2018 contributing to the up-tick in traffic. Car Rental and Gift Shop all saw an increase while Parking and Restaurant saw a decrease for November.

B. Construction Updates:

Baggage Claim Expansion: Punch list items as well as cleanup are continued to be worked on. All three of the carousels are up and running.

Rental Car Quick Turn Facility: Facility is moving along and they are hoping for an open date the beginning of March 2020. They will then continue to remove old asphalt and demo the existing facility.

Deicing Apron Project – With the warmer temperatures they have been continually working on digging a retention pond as well as hauling out old soil. They are wrapping up for the winter at the end of December and hope to continue again in the spring.

5. Old Business –

A. Update on purchase of luggage carts for public use. Since our meeting last month, I have reached out to a few airports on how they are handling luggage carts for public use. I received response from twelve airports varying in size. Several have carts which allow for advertising or airport information and most say they do not have a problem having to round them up. I also reached out to a couple other cart manufacturers and hope to have an update for purchase at the January meeting.

6. New Business

A. Design Agreement with KLJ Engineers for FAA funded projects, 2020-2024. Last month were solicited proposals from interested engineering firms locally and regionally to provide design services for federally funded projects over the next five years as required by the FAA. We only received one proposal from our current firm, KLJ Engineers. Mark Weiderrich and the KLJ Staff have provided good service and products over the past ten years and I recommend approval of a new five year agreement. Dave Nelson moved and Julie Schnaible seconded the motion to continue using KLJ Engineering. Motion Carried.

B. Review of the Parking Garage Pre-Design Report. Scott Froeming with Walker Parking Consulting reviewed with the board the recommended 4-level parking structure having approximately 1,000 spaces. He walked through the last few years and what has changed since we first started talking about a parking garage, what

effect TNCS have on the parking structure. Dave Nelson moved the motion to continue on with creating an RFP on a 4 level Ramp with and without Skywalk designs Julie Schnaible seconded. Motion carried

7. Open Segment-

Lon Stroschien moved to adjourn at 1:34 pm. Dave Nelson seconded. Motion Carried.

Date

Secretary

Next Board Meeting: January 23, 2020 12:00 pm

Sioux Falls Regional Airport
Bills to be Approved
January 23, 2020

Check	Vendor	Description	Amount	Date
40516	Advertising Arts	Passenger Services	\$ 1,411.21	12/19/2019
40517	Campbell Supply	Janitorial Supplies/Over Shoes	\$ 79.96	"
40518	Century Link	Telephone	\$ 177.33	"
40519	Office of Child Support	PPE 12/15/2019	\$ 282.92	"
40520	Cryotech	Aircraft Deicer	\$ 28,444.31	"
40521	Hillyard	Janitorial	\$ 867.76	"
40522	Innovative Office	Ice Melt / Building Maint	\$ 1,273.02	"
40523	Interstate Office	Office Supplies	\$ 927.00	"
40524	Kabel Business	Health Insurance HRA	\$ 984.50	"
40525	Karlia Gingrich	Clothing	\$ 143.97	"
40526	Light and Siren	Machine Maint	\$ 440.00	"
40527	Macs	Building Maint	\$ 125.76	"
40528	Midwest Oil	Oil	\$ 149.06	"
40529	Minnehaha County	November LEO	\$ 14,769.94	"
40530	SDSRP	Supplemental	\$ 606.00	"
40531	Sioux Falls Utilities	Water / Sewer	\$ 3,909.65	"
40532	Signature Flight	Other Current Expense	\$ 257.50	"
40533	Sioux Merchant	Security 12/8-12/14	\$ 3,404.59	"
40534	SP Plus	November Parking Lot	\$ 34,019.35	"
40535	Transource	Machine Maint	\$ 1,440.89	"
40536	TSP	Baggage Claim	\$ 21,964.33	"
40537	Verizon Wireless	Telephone	\$ 483.90	"
40538	Vidtronix	Passenger Services	\$ 455.00	"
40539	A-1 Septic	Sewage	\$ 165.00	12/30/2019
40540	Automatic Building Control	Building Maint	\$ 93.88	"
40541	ABC rental	Chairs for Symphony	\$ 72.60	"
40541	Advertising Arts	Passenger Services	\$ 332.86	"
40543	American Engineering	QTA Facility	\$ 1,684.50	"
40544	Border States	Electrical Supplies	\$ 177.35	"
40545	Builders Supply	Building Maint	\$ 453.60	"
40546	Century Link	Telephone	\$ 880.27	"
40547	Civil Air Patrol	Advertising	\$ 155.00	"
40548	Copper Cottage	Janitorial Supplies	\$ 321.72	"
40549	Crouse Hinds	Field Maint	\$ 528.73	"
40550	Direct TV	Passenger Services	\$ 143.99	"
40551	Double H Paving	2019 misc pavement	\$ 24,044.13	"
40552	Kristin Elgersma	Office Supplies	\$ 73.62	"
40553	Fed Ex	Postage	\$ 66.60	"
40554	Graybar	Electrical Supplies	\$ 243.52	"
40555	Heartland Paper	Janitorial	\$ 318.45	"
40556	Hillyard	Janitorial	\$ 760.82	"
40557	Howes Oil	Fuel	\$ 3,150.00	"
40558	Health Pool SD	January Health Insurance	\$ 34,573.26	"
40559	Johnstone Supply	Climate Control	\$ 1,005.87	"

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Date	Vendor	Description	Amount	Date
40560	KLJ	Engineering	\$ 69,371.80	"
40561	Krier and blain	Plumbing Maint	\$ 3,609.10	"
40562	Lamination Service	Badging Supplies	\$ 277.03	"
40563	Malloy	Building Maint	\$ 6.08	"
40564	MB Companies	Machine Maint	\$ 667.76	"
40565	Capital One	Building Maint	\$ 762.21	"
40566	Metlife	STD, LTD, AD&D, Life, Dental, Vision	\$ 4,240.89	"
40567	MidAmerican	Gas	\$ 9,788.36	"
40568	Midco	Passenger Services	\$ 650.00	"
40569	Vollan Oil	Fuel Resale	\$ 13,285.25	"
40570	Neopost	Postage	\$ 200.00	"
40571	Otis Elevator	Building Maint	\$ 1,504.56	"
40572	PGAL	QTA Facility	\$ 8,125.43	"
40573	Pride Neon	Building Maint	\$ 220.00	"
40574	Sioux Falls Utilities	Electric	\$ 28,828.21	"
40575	Sioux Falls Utilities	Water / Sewer	\$ 1,440.76	"
40576	Sioux Falls Electric	Electrical Maint	\$ 1,334.79	"
40577	Sioux Merchant	12/15-12/21 security	\$ 3,574.94	"
40578	Tractor Supply	Building Maint	\$ 422.23	"
40579	AT&T	Telephone	\$ 48.27	1/3/2020
40580	Bargain Bar	Tires	\$ 157.00	"
40581	BX Civil	Deicing Apron	\$ 285,341.85	"
40582	Office of Child Support	PPE 12/29/2019	\$ 282.92	"
40583	Cryotech	Aircraft Deicer	\$ 26,151.24	"
40584	Dex Media	Advertising	\$ 263.00	"
40585	Forwad Sioux Falls	Forward SF	\$ 225,000.00	"
40586	Heartland Paper	Janitorial	\$ 94.32	"
40587	Hillyard	Janitorial	\$ 971.16	"
40588	Hoogendoorn	QTA Facility	\$ 588,122.10	"
40589	Interstate Office	Office Supplies	\$ 52.01	"
40590	Light and Siren	Machine Maint	\$ 262.00	"
40591	MB Companies	Machine Maint	\$ 5,336.20	"
40592	Mood Media	Passenger Services	\$ 127.40	"
40593	SDSR	December Retirement	\$ 18,032.76	"
40594	SDSRP	Supplemental	\$ 606.00	"
40595	Sioux Equipment	Machine Maint	\$ 978.00	"
40596	Sioux Merchant	12/22-12/28 security	\$ 3,568.79	"
40597	SP Plus	Amano/Other Current expense	\$ 7,460.50	"
40598	Transnorm	Machine Maint	\$ 4,268.54	"
40599	AAAE	Memberships	\$ 550.00	1/14/2020
40600	Airside Solutions	Field Maint	\$ 1,896.34	"
40601	Argus Leader	Advertising	\$ 380.23	"
40602	AT&T	Telephone	\$ 55.56	"
40603	Batteries Plus	Electrical Supplies	\$ 484.45	"

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40604	Century Link	Telephone	\$ 219.05	"
40605	Office of Child Support	PPE 01/12/2020	\$ 282.92	"
40606	Convergint	Security Upgrades	\$ 2,058.96	"
40607	Cyrotech	Aircraft Deicer	\$ 28,467.07	"
40608	Culligan	Water Softener	\$ 2,132.20	"
40609	Cummins	Machine Maint	\$ 1,657.29	"
40610	Daktronics	Building Maint	\$ 1,125.00	"
40611	Kristin Elgersma	Office Supplies	\$ 32.05	"
40612	Golden Rule	Baggage Claim	\$ 226,513.12	"
40613	Green Eggs	Office Equipment Maint	\$ 143.98	"
40614	Heartland Paper	Janitorial	\$ 320.72	"
40615	Hillyard	Janitorial	\$ 1,828.81	"
40616	Holmes Murphy	Prepaid Insurance	\$ 1,081.00	"
40617	Hungry's	Other Current Expense	\$ 95.32	"
40618	Interstate Office	Office Supplies	\$ 68.44	"
40619	ISC Companies	Machine Maint	\$ 144.16	"
40620	Johnstone Supply	Climate Control	\$ 17.44	"
40621	Laceys Rental	Other Current Expense	\$ 224.00	"
40622	Lamfers and Maas	Accounting	\$ 1,425.00	"
40623	Lawn Crafters	Other Current Expense	\$ 6,443.75	"
40624	Dan Letellier	Travel	\$ 439.30	"
40625	Malloy	Machine Maint	\$ 193.02	"
40626	MB Companies	Runway Broom	\$ 577,959.00	"
40627	Media One	Advertising	\$ 4,695.30	"
40628	Midwest Oil	Def Oil	\$ 186.32	"
40629	NASI	Runway Deicer	\$ 17,378.71	"
40630	Northview Bait	Propane	\$ 18.00	"
40631	Oreilly	Machine Maint	\$ 98.20	"
40632	Petty Cash	Replenish Petty cash	\$ 163.93	"
40633	SD Division Motor	New license plates	\$ 94.70	"
40634	SDSRP	Supplemental	\$ 606.00	"
40635	SD Symphony	Advertising	\$ 10,000.00	"
40636	Sioux Falls Electric	Electrical Maint	\$ 2,080.62	"
40637	Sioux Merchant	Security	\$ 7,820.16	"
40638	Skycon	Building Maint	\$ 4,429.45	"
40639	Think Tourism	Advertising	\$ 1,450.00	"
40640	TriState Garage	Building Maint	\$ 262.55	"
40641	TSP	Baggage Claim	\$ 9,027.91	"
40642	Voltaire	Airline Star Up	\$ 2,666.67	"
40643	Walker Parking	Parking Garage	\$ 11,700.00	"
40644	Waste Management	Sanitation	\$ 2,026.79	"
Total for 12/19/2019 - 1/20/2020			\$ 2,432,240.67	

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Payroll

<i>pay period ending 12/29/2019</i>	\$	55,657.25	01/03/20
<i>pay period ending 01/12/2020</i>	\$	56,249.79	01/17/20

CC- Dan Letellier

<i>Travel</i>	\$	(240.80)
<i>Telephone</i>	\$	110.96
<i>Other Current Expense</i>	\$	3,186.53
<i>Memberships</i>	\$	50.00
<i>Machine maint</i>	\$	45.73
<i>Postage</i>	\$	28.01
<i>Total</i>	\$	3,180.43

CC- Richard King

<i>Fingerprinting</i>		
<i>Passenger Services</i>	\$	238.13
<i>Travel</i>		
<i>Other Current Expense</i>		
<i>Memberships</i>	\$	79.18
<i>Building Maint</i>		
<i>Total</i>	\$	317.31

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