

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

**April 23, 2020**

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

Staff Present: Dan Letellier and Kristin Elgersma

Staff Present via phone: Richard King

Guests Present: Brad Greguson – Standard Parking

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 12:01 pm.

1. **Minutes-** Dave Nelson moved and Julie Schnaible seconded approval of the minutes of March 26, 2020. Motion carried.
2. **Bills for Approval-** Julie Schnaible moved and Eric Ellefson 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 Lon Stroschein seconded approval of the Consent Agenda. Motion carried.
  - A. Change Order #3 with Hoogendoorn Construction for additions to the Rental Car QTA Project - \$42,954.00.
  - B. Task Order #71 with KLJ Engineers to provide Construction Admin. for the Economy Lot Expansion Project. \$ 104,701.17.
  - C. Amendment #1 to AIP Grant #3-46-0050-053-2019 adding \$3,794,868.00 to the grant issued in 2019.

**4. Report by Executive Director-**

- A. Corona Virus Update – Airport Impacts – Passenger traffic has dropped considerably since the outbreak with many flights being cancelled or operating with minimal passengers on board. The gift shops and restaurant have closed with the exception of Subway which is open from 9a-3p. Airport Authority staff schedules have been modified to avoid as much cross contact as possible. Thermometers have been ordered to implement wellness checks for staff each day to minimize the spread of the virus.
- B. Passenger Enplanement and Concession Revenue Update – Enplanements have dropped dramatically mid-March with the declaration of a national health emergency

reducing enplanements by 44.8% and total traffic down 38.3%. Enplanements for March totaled 28,272 roughly half what we normally would see in one of the busiest months. Available seats were up 8.9% vs. 2019 with most going unfilled. Parking, Restaurant, Car Rental, Gift shop, and hotel all were down significantly.

C. Construction Update:

- A. Rental Car QTA – Rental car operators have moved into the new QTA facility two weeks ago with the demolition of the old facilities taking place this week. New curb/gutter work is progressing on what will be the new storage lot. Expected completion date for the project is mid-July.
- B. Economy Lot Expansion – Hoogendoorn Construction is planning to begin construction/dirt work on Monday, May 4<sup>th</sup> pending weather. Completion date for the project is mid-August.
- C. 2020 Asphalt Project – This project involves the construction of a new GA Taxi lane as well as many asphalt repairs around the airfield and airport property including the perimeter road, Lein Place, and Jaycee Lane. The bid opening has been moved back to May 5<sup>th</sup> due to additional requirements needed for a project funded with a federal grant. Engineer's estimate is \$1.8 million with approximately \$1.1 million for asphalt repairs/maintenance. Bid opening is May 5<sup>th</sup> with a Special Board meeting scheduled for May 8<sup>th</sup> for review and potential award.

**5. Old Business –**  
No Items

**6. New Business -**

- A. Discussion and Approval of the CARE Act Grant totaling \$22.5 million. The Federal Government has provided \$10 Billion to assist airports through the corona virus as part of the CARES Act. The funding has been allocated to airports across the country using a formula based on passenger enplanements, AIP entitlement allowance as well as debit to reserve fund ratio. The amount assigned to FSD totals \$22,454,505. The funding is intended to reimburse operating expenses and airport maintenance for 2020 and beyond. Funding must be used within four years and for approved expenses. Director Letellier has submitted an application for the funds with the grant coming in a few days for approval. Letellier requested the Board's approval of the grant once it has been awarded so funding can be available as soon as possible. Julie Schnaible moved and Dave Nelson seconded a motion to accept the CARES Act grant in the amount of \$22,454,505. Motion Carried.
- B. Updated Operational Budget for remainder of 2020. The Executive Director provided his estimate for passenger traffic and revenue decline to the board. He is forecasting a 50% drop in enplanements and corresponding drop in revenue for those affected revenue streams. A new operating budget was provided taking into account the 50% loss in revenue from commercial air service generated accounts. Board discussion centered around modifying revenue accounts for airline rent, FBO building rent and

rental car minimum rent prior to approving any rent discount, deferment or abatement. Opinion of the Board was to review each of these requests individually as time went on but was premature to make adjustment to the budget at this time. Lon Stroschein moved and Julie Schnaible seconded a motion updating the 2020 Operating Budget with those revenue and expense accounts that would not require separate approval for rent deferments or abatements at this time. Motion carried

- C. Rent/Concessions adjustments due t the Corona Virus – The dramatic drop in passenger traffic and concession revenue has brought a request from some of our tenants looking for modifications to rent as a result in the downturn in traffic. Executive Director Letellier proposed a 50% reduction in airline rent, FBO Building rent and Rental Car minimum annual rent guarantees. Letellier is anticipating more requests from these tenants as time goes on and as they become aware of the federal assistance provided to the airport. Letellier also proposed a screening/vetting process for these request to determine if they have exhausted all other forms of federal assistance or loan programs. The Board had concerns about providing relief so early in this downturn without knowing the true financial impacts to the airport and the tenants and that as more time passes more knowledge can be gained and better decisions made. A decision on offering any rent deferment or abatement was put on hold and will be review in the future on a case by case basis.

## **7. Open Segment-**

Julie Schnaible moved to adjourn at 1:22 pm. Eric Ellefson seconded. Motion Carried.

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Date

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Secretary

Next Board Meeting: May 28, 2020 10:30 am

**Sioux Falls Regional Airport**  
**Bills to be Approved**  
**May 28, 2020**

Check	Vendor	Description	Amount	Date
41005	AirIT	Passenger Services	\$ 1,527.50	4/23/2020
41006	Argus Leader	Advertising	\$ 130.31	"
41007	AT&T	Telephone	\$ 77.46	"
41008	AT&T Teleconference	Telephone	\$ 404.97	"
41009	Bargain Barn	Tires	\$ 57.00	"
41010	Century Link	Telephone	\$ 1,046.80	"
41011	Child Support	PPE 04/19/2020	\$ 282.92	"
41012	Convergint Tech	Security Maint	\$ 145.71	"
41013	Daktronics	Building Maint	\$ 3,487.47	"
41014	Diesel Machinery	Machine Maint	\$ 1,012.18	"
41015	G&R Controls	Climate Control	\$ 506.33	"
41016	Heartland Paper	Janitorial	\$ 361.27	"
41017	Hillyard	Janitorial	\$ 446.93	"
41018	Hoogendoorn Construction	Other Building Maint	\$ 8,112.26	"
41019	Howes Oil	Fuel Resale	\$ 5,374.72	"
41020	ISC Companies	Machine Maint	\$ 469.00	"
41021	Kabel Business	Health Insurance	\$ 2,646.83	"
41022	Richard King	Office Supplies	\$ 153.36	"
41023	Lawn Crafters	Other Current Expense	\$ 1,061.25	"
41024	Macs Inc	Machine Maint	\$ 33.97	"
41025	Capital One	Building Maint	\$ 72.65	"
41026	MetLife	LTD, STD, Life, Dental, Vision, AD&D	\$ 4,287.52	"
410274	Midco	Passenger Services	\$ 650.00	"
41028	Minnehaha County	March Leo	\$ 16,056.45	"
41029	Neopost	Postage	\$ 143.85	"
41030	Oreilly	Machine Maint	\$ 75.98	"
41031	Pheasantland	Field Maint	\$ 336.88	"
41032	R&L Supply	Janitorial	\$ 204.00	"
41033	Roto Rooter	Plumbing Maint	\$ 375.00	"
41034	Rushmore Service	PPE 04/19/2020	\$ 336.96	"
41035	SD Department Enviromental	Pavement Rehab	\$ 250.00	"
41036	SDSRP	Supplemental	\$ 706.00	"
41037	Sioux Falls Utilities	Electric	\$ 32,581.31	"
41038	Sioux Falls Utilities	Water/Sewer	\$ 1,806.84	:
41039	Signature Flight	Other Current Expense	\$ 257.50	"
41040	Sioux Equipment	Machine Maint	\$ 144.08	"
41041	Sioux Falls Electric	Electrical Maint	\$ 3,042.29	"
41042	Sioux Merchant	04/05-04/18 Security	\$ 7,080.47	"
41043	Skycon	Building Maint	\$ 4,630.97	"
41044	SP Plus	Shuttle Bus	\$ 16,714.93	"
41045	Standard Signs	Field Maint	\$ 1,294.44	"
41046	Verizon Wireless	Telephone	\$ 454.32	"
41047	WorkForce	Other Current Expense	\$ 200.00	"
41048	A-1 Septic	Sewer	\$ 165.00	5/7/2020

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41049	Air IT	Passenger Services	\$ 905.38	"
41050	Argus Leader	Advertising	\$ 416.78	"
41051	AT&T	Telephone	\$ 46.32	"
41052	Batteries Plus	Light Bulbs	\$ 139.80	"
41053	Brock White	Field Maint	\$ 1,302.00	"
41054	BX Civil	Deicing Apron	\$ 454,003.56	"
41055	Office Child Support	PPE 05/03/2020	\$ 282.92	"
41056	City of Sioux Falls	Sewage	\$ 1,381.60	"
41057	Convergint Tech	Security Equip Maint	\$ 3,516.49	"
41058	Davenport Evans	Attorney	\$ 860.14	"
41059	Dex Media	Advertising	\$ 267.25	"
41060	Diamond Vogel	Paint	\$ 11,030.00	"
41061	Direct TV	Passenger Service	\$ 147.99	"
41062	Double H Paving	2019 Misc Pavement	\$ 7,798.45	"
41063	Eide Bailly	Audit	\$ 6,500.00	"
41064	Fed Ex	postage	\$ 25.60	"
41065	Heartland Paper	Janitorial Supplies	\$ 1,885.12	"
41066	Hillyard	Janitorial Supplies	\$ 433.13	"
41067	Holmes Murphy	Prepaid Insurance	\$ 4,892.00	"
41068	Hoogendoorn Construction	QTA Facility	\$ 141,858.72	"
41069	Health Pool of SD	May Health Insurance	\$ 35,268.79	"
41070	Interstate Battery	Machine Maint	\$ 265.90	"
41071	Interstate Office	Office Supplies	\$ 194.28	"
41072	Concordance Health	Janitorial Supplies	\$ 156.03	"
41073	Lamfers and Maas	Accounting	\$ 3,765.00	"
41074	Media One	Advertising	\$ 1,991.25	"
41075	MidAmerican	Gas	\$ 4,121.43	"
41076	Vollan Oil	Fuel and Diesel	\$ 2,372.32	"
41077	Mood Media	Passenger Service	\$ 71.89	"
41078	Petty Cash	Bldg Maint, Machine Maint, Other exp	\$ 118.54	"
41079	PGAL	QTA Facility	\$ 2,950.00	"
41080	PheasantLand	Field Maint	\$ 796.50	"
41081	Public Works	Sanitation	\$ 17.22	"
41082	Rushmore Service	PPE 05/03/2020	\$ 336.96	"
41083	SDRS	April Retirement	\$ 15,649.02	"
41084	SDSRP	Supplemental	\$ 706.00	"
41085	Sioux Falls Utilities	Water/Sewer	\$ 5,527.07	"
41086	Sioux Merchant	4/19-4/25 Security	\$ 3,543.40	"
41087	Swarco	paint	\$ 6,080.00	"
41088	Thyssenkrupp	Building Maint	\$ 202.70	"
41089	US Customs	Other Current Expense	\$ 3,739.92	"
41090	Voltaire Aviation	Airline Startup	\$ 2,666.67	"
41091	Airlt	Passenger Service	\$ 905.38	5/21/2020
41092	Airside Solutions	Field Maint	\$ 706.92	"

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41093	Argus Leader	Advertising	\$	243.73	"
41094	AT&T	Telephone	\$	61.34	"
41095	AT&T Teleconference	Telephone Conference	\$	181.06	"
41096	Bargain Barn	Tires	\$	115.00	"
41097	Campbell Supply	Uniforms	\$	184.94	"
41098	Century Link	Telephone	\$	1,265.57	"
41099	Office Child Support	PPE 05/17/2020	\$	282.92	"
41100	dmi Car Wash	QTA Facility Maint	\$	560.60	"
41101	Dockendorf Equip	Machine Maint	\$	114.00	"
41102	Fast Signs	Passenger Service	\$	3,741.50	"
41103	Green 4 Ever	Building Maint	\$	703.50	"
41104	Hefty Seed	Spray Field Maint	\$	3,441.70	"
41105	Hillyard	Janitorial Supplies	\$	245.56	"
41106	Interstate Battery	Machine Maint	\$	115.95	"
41107	Interstate Office	Office Supplies	\$	36.04	"
41108	JD's House	Board Member Plaque	\$	105.00	"
41109	Kabel Business	Health Insurance HRA Reimb	\$	1,316.17	"
41110	KLJ Engineers	Engineering	\$	103,214.11	"
41111	Media One	Advertising	\$	1,188.18	"
41112	Minnehaha County	April LEO	\$	12,503.57	"
41113	Pfeifer Implement	Machine Maint	\$	134.58	"
41114	Rushmore Service	Garnishment PPE 05/17/2020	\$	336.96	"
41115	SD Department Enviro	Stormwater Permit Fee	\$	350.00	"
41116	SDSRP	Supplemental	\$	706.00	"
41117	Sioux Falls Utilities	Water/Sewer	\$	807.18	"
41118	Signature Flight	Other Current Expense	\$	687.50	"
41119	Sioux Falls Electric	Security Equip Maint	\$	481.63	"
41120	Sioux Merchant	04/26-05/16 security	\$	10,915.04	"
41121	SP Plus Corp	March and April Parking Fees	\$	39,824.08	"
41122	TSP	Baggage Claim	\$	3,000.80	"
41123	Verizon Wireless	Telephone	\$	487.62	"
41124	Waste Management	Airport Sanitation	\$	609.82	"
41125	Western Commercial	Office Supplies - Envelopes	\$	200.00	"
		<b>Total for 4/23/2020 - 5/27/2020</b>	\$	<u>1,037,213.77</u>	

*Payroll*

<i>pay period ending 04/19/2020</i>	\$	48,319.17	04/24/20
<i>pay period ending 05/03/2020</i>	\$	47,434.16	05/08/20
<i>pay period ending 05/17/2020</i>	\$	47,701.45	05/22/20

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*CC- Dan Letellier*

<i>Travel</i>		
<i>Office Supplies</i>		
<i>Other Current Expense</i>	\$	59.17
<i>Machine Maint</i>	\$	15.13
<i>Fingerprinting</i>	\$	1,500.00
<i>Postage</i>	\$	10.00
<i>Total</i>	\$	<u>1,584.30</u>

*CC- Richard King*

<i>Fingerprinting</i>	\$	1,500.00
<i>Passenger Services</i>	\$	58.71
<i>Travel</i>		
<i>Other Current Expense</i>		
<i>Memberships</i>	\$	29.18
<i>Building Maint</i>		
<i>Total</i>	\$	<u>1,587.89</u>

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