

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

June 25, 2020

Members Present: Julie Schnaible

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

Staff Present: Dan Letellier, Richard King and Kristin Elgersma

Guests Present: Brad Greguson – Standard Parking

Guests Present via video conference: Mark Weiderich - KLJ

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

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

1. **Minutes-** Raquel Blount moved and Dave Nelson seconded approval of the minutes of May 28, 2020. Motion carried.
2. **Bills for Approval-** Eric Ellefson 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 Raquel Blount seconded approval of the Consent Agenda. Motion carried.
 - A. Purchase a new dump truck (truck only) I-State Truck Co. to replace an older unit. - \$97,851.00.
 - B. Change Order #4 with Hoogendoorn Construction for additions to the Rental Car QTA Project - \$94,507.00.
 - C. State of South Dakota DOT Agreement #AP0050-2020 for funding to purchase new snow plow - \$488,756.00
4. **Report by Executive Director-**
 - A. Corona Virus Update – Airport Impacts – Airport employees went back to regular assigned shifts at the beginning of the month. Passenger Traffic is slowly returning at about 30% of normal, averaging 550-600 people a day.
 - B. Passenger Enplanement and Concession Revenue Update – Enplanements recovered slightly in the month of May beginning the long road to recovery. May enplanements were down 87.3% and total passengers down a similar 86.8%. Passenger traffic grew throughout the month, driven by increased leisure traffic. June continues the upward trend reaching approximately 30% of normal summer

traffic. Parking, Restaurant, Car Rental, Gift shop, and hotel all were down a similar percentage.

C. Construction Update:

- A. Deice Apron – Work continues with mainline paving of the apron the primary focus. Work has begun on reconstructing a section of terminal apron near gate #1 that is over 40 years old.
- B. Economy Lot Expansion – Dirt work continues with much of the major excavation completed. Underground utilities installed with sub-base material transported in over the next week. The project is still on track for a completion date of mid-August.
- C. 2020 Asphalt Project – Excavation and grading for the new GA Taxi lane is in full swing with an expected completion of mid-August. Rehab of Jaycee Lane is planned to begin July 22. This work will take 3-4 weeks for completion.

5. Old Business –

- A. Discussion and request for approval of the 2021-2025 Capital Improvement Plan.
The Executive Director provided an update on the 2021-2025 Capital Improvement Plan. No modifications have been made from the previous review in May. Major adjustment from previous CIP was the timing of the Parking Garage construction which was moved from 2022 to 2023 as a result of the pandemic. Eric Ellefson moved and Lon Stroschein seconded a motion to accept the 2021-2025 Capital Improvement Plan as presented. Motion Carried.

6. New Business -

- A. Task Order with KLJ Engineers for Pre-Design of Parking Structure - \$200,000.00.
KLJ Engineers presented a Task Order that will provide pre-design assistance for the development of a parking structure. The fee has been negotiated as a part of discussions between the Airport Authority and KLJ during the design team selection process. Dave Nelson moved and Raquel Blount seconded a motion to accept the Task Order Agreement with KLJ Engineers to conduct pre-design assistance for a Parking Structure. Motion Carried.

7. Open Segment-

Eric Ellefson moved to adjourn at 1:00pm. Lon Stroschein seconded. Motion Carried.

Date

Secretary

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

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

Check	Vendor	Description	Amount	Date
41214	Bargain Barn	Truck Tires	\$ 20.00	6/25/2020
41215	Border States Electric	Electrical Supplies	\$ 101.11	"
41216	Century Link	Telephone	\$ 867.42	"
41217	City Glass Glazing	Building Maint	\$ 656.02	"
41218	City of Sioux Falls	QTA Facility Relocates	\$ 5,457.45	"
41219	Dakota Auto Parts	Machine Maint	\$ 46.01	"
41220	Direct Tv	Passenger Services	\$ 147.99	"
41221	DMI Car and Truck Wash	QTA Maint	\$ 1,388.60	"
41222	Elston Manufacturing	Field Maint	\$ 900.00	"
41223	Fed Ex	Postage	\$ 35.40	"
41224	Hillyard	Janitorial	\$ 845.79	"
41225	Interstate Battery	Machine Maint	\$ 131.95	"
41226	JCL Solutions	Janitorial	\$ 80.90	"
41227	Lacross Firage	Building Maint	\$ 250.00	"
41228	Master Blaster	QTA Maint	\$ 251.50	"
41229	Menards	Building Maint	\$ 597.86	"
41230	Metlife	STD, LTD, AD&D, Life, Dental, Vision	\$ 3,355.14	"
41231	Midco	Passenger Services	\$ 650.00	"
41232	Minnehaha County	May LEO	\$ 12,853.08	"
41233	Neopost	Postage	\$ 200.00	"
41234	Oreilly	Machine Maint	\$ 134.99	"
41235	SF Chamber	Memberships	\$ 619.00	"
41236	Sioux Falls Utilities	Electric	\$ 27,928.65	"
41237	Sioux Falls Utilities	Water/Sewer	\$ 1,812.30	"
41238	Signature Flight	Other Current Expense	\$ 257.50	"
41239	Sioux Merchant	06/14-06/20 Security	\$ 3,543.40	"
41240	Wheelco	Machine Maint	\$ 1,103.19	"
41241	American Engineering Testing	Testing	\$ 240.00	6/30/2020
41242	Bargain Barn	Tires	\$ 22.50	"
41243	office of Child Support	PPE 06/28/20	\$ 282.92	"
41244	City of Sioux Falls	Deicing Project	\$ 12,374.75	"
41245	Davenport Evans	Attorney	\$ 36.00	"
41246	Dex Media	Advertising	\$ 267.25	"
41247	Elston Manufacturing	Field Maint	\$ 275.00	"
41248	Hillyard	Janitorial	\$ 581.97	"
41249	Health pool SD	July Health Insurance	\$ 35,268.79	"
41250	Krier and Blain	Plumbing Maint	\$ 476.95	"
41251	Macs	Machine Maint	\$ 45.51	"
41252	MidAmerican	Gas	\$ 1,569.36	"
41253	Mood Media	Passenger Services	\$ 71.89	"
41254	Rushmore Service	PPE 06/28/20	\$ 204.64	"
41255	SDRSP	Supplemental Retirement	\$ 706.00	"
41256	Sioux Falls Utilities	Water/Sewer	\$ 1,213.91	"
41257	Sioux Merchant	06/21-06/27 Security	\$ 3,568.71	"

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41258	AT&T	Telephone	\$ 46.32	7/8/2020
41259	Aviation Week	Memberships	\$ 137.39	"
41260	Baete Forseth	Other building Maint	\$ 358.24	"
41261	BX Civil	Deicing Apron	\$ 1,017,930.18	"
41262	Century Link	Telephone	\$ 174.66	"
41263	Double H Paving	Misc Pavement	\$ 15,839.95	"
41264	Elston Manufacturing	Field Maint	\$ 900.00	"
41265	FedEx	Postage	\$ 20.52	"
41266	G&R Controls	Climate Control	\$ 1,795.00	"
41267	Grainger	Small Tools	\$ 89.00	"
41268	Heartland Paper	Janitorial	\$ 307.40	"
41269	Hoogendoorn Construction	Economy Lot, QTA Facility	\$ 920,852.36	"
41270	Interstate Battery	Machine Maint	\$ 70.70	"
41271	Interstate Office	Office Supplies	\$ 21.06	"
41272	Media One	Adveritising	\$ 3,507.30	"
41273	Vollan Oil	Fuel and Diesel	\$ 4,566.75	"
41274	Office of Fire Marshall	Building Maint	\$ 100.00	"
41275	Oreilly	Machine Maint	\$ 108.61	"
41276	P&K Pest	Building Maint	\$ 285.00	"
41277	Prairie Grass	Building Maint	\$ 1,438.20	"
41278	sdrs	June Retirement	\$ 15,490.58	"
41279	Sioux Merchant	6/28-07/04 security	\$ 3,549.73	"
41280	Voltaire Aviation	Airline Start Up	\$ 2,666.67	"
41282	Argus Leader	Adveritising	\$ 284.18	"
41283	AT&T	Telephone	\$ 68.81	"
41284	Baldwin Supply	Machine Maint	\$ 2,140.33	"
41285	Century Link	Telephone	\$ 219.41	"
41286	Office of Child Support	PPE 07/12/2020	\$ 282.92	"
41287	Convergint	Securitys Maint	\$ 7,027.47	"
41288	United States Treasury	IRS720-2019 Health Insurance	\$ 111.76	"
41289	Diamond Vogel	Paint	\$ 763.43	"
41290	G&H Distributing	Machine Maint	\$ 42.66	"
41291	Green 4 Ever	Building Maint	\$ 703.50	"
41292	Hillyard	Janitorial	\$ 770.88	"
41293	ISC Companies	Machine Maint	\$ 29.98	"
41294	Johnstone Supply	Climate Control	\$ 132.48	"
41295	Karls	Passenger Services	\$ 1,319.96	"
41296	Macs	QTA Car Wash Maint	\$ 30.14	"
41297	Media One	Adveritising	\$ 10.01	"
41298	SDSRP	Supplemental	\$ 706.00	"
41299	Sioux Merchant	Security 07/05-07/11	\$ 3,581.37	"
41300	The IRIS Companies	Badiging Supplies	\$ 191.97	"
41301	Waste Management	Airport Sanitation	\$ 863.73	"
Total for 5/28/2020 - 6/19/2020			\$ 2,130,978.01	

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Payroll

<i>pay period ending 06/28/2020</i>	\$	44,835.75	<i>07/03/20</i>
<i>pay period ending 07/12/2020</i>	\$	47,755.80	<i>07/17/20</i>

CC- Dan Letellier

<i>Travel</i>		
<i>Fuel</i>	\$	20.16
<i>Other Current Expense</i>	\$	187.84
<i>Machine Maint</i>		
<i>Memberships</i>	\$	275.00
<i>Postage</i>	\$	7.00
<i>Total</i>	\$	490.00

CC- Richard King

<i>Fingerprinting</i>	\$	1,500.00
<i>Passenger Services</i>		
<i>Office Supplies</i>	\$	3.90
<i>Other Current Expense</i>		
<i>Memberships</i>	\$	160.15
<i>Janitorial</i>	\$	21.94
<i>Total</i>	\$	1,685.99

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