

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

December 17, 2020

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

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

Guests Present via video conference: Mark Wiederrich – KLJ Engineers, Dave Rozenboom – First Premier, Tom Micelotta – National Community Development Services

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 12:02 pm.

1. **Minutes-** Raquel Blount moved and Dave Nelson seconded approval of the minutes of November 19, 2020. Motion carried.
2. **Bills for Approval-** Eric Ellefson moved and Raquel Blount 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 Dave Nelson seconded approval of the Consent Agenda. Motion carried.
 - A. Airport Rates and Charges effective January 1, 2021.
 - B. Task Order with KLJ Engineers to design project to rehab Taxiway Bravo in 2021 - \$96,466.39.
 - C. Service Agreement with American Engineering Testing to conduct core samples for Taxiway Bravo rehab project - \$3,200.00
4. **Report by Executive Director-**
 - A. Benefit Comparison between the City and Airport Authority – As a follow-up to the November meeting, Director Letellier provided a benefit summary for Airport Authority employees compared to City employees. The airport health insurance plan requires a lower employee contribution than the City plan, and it allows for employee choice. A city employee must select between Avera and Sanford as their primary care provider. With the deductible buy down program that Airport offers it brings the plan in line with the City. Our dental insurance is lower and we both have identical pension/retirement plans administered by the state.

- B. Passenger Enplanement and Concession Revenue Update – November enplanements dipped a bit compared to the previous month down 49.5% compared to Nov. of 2019 and total passengers down a similar 51.5%. The increase in infection rates across the country resulted in an up-tick in cancellations and soft demand for Christmas holidays. Parking, Restaurant, Car Rental, Gift shop, and hotel all were down a similar percentage.

5. Old Business –

- A. Funding Request for Forward Sioux Falls - 2026. At the November meeting the Board discussed the Airport's participation in the upcoming Forward Sioux Falls 2026 Campaign. Dave Rozenboom and Tom Micelotta joined the meeting to answer any campaign objectives or goals the Board might have. The Board spoke very favorably of the efforts and successes of Forward Sioux Falls for the past 30 years. Eric Ellefson moved and Lon Stroschein seconded a motion to pledge \$1,200,000 for the next five-year program with the option of increasing that amount by \$50,000.00 in the third year depending on the economic and travel recovery expected in the next two years. Motion carried.

6. New Business -

- A. Air Show 2022 Funding Support. Director Letellier received a letter from the Sioux Falls Air Show regarding our potential sponsorship of the 2022 Air Show. We participated in the 2019 Air Show at the Premier level or \$30,000. The Premier level is again \$30,000 and we could spread the contribution out over the next 3 years. Lon Stroschein moved and Eric Ellefson seconded the Sponsorship at the Premier Level with the Sioux Falls Air Show. Motion Carried.
- B. Employee Handbook Update: An update to the Employee Handbook has been proposed to more clearly to define how early and employee can punch-in and punch-out as soon as their work duties are completed. A more detailed explanation of the use of a summary time sheet is also explained. The Board requested a deferral of this update until a review of the language could be conducted by legal counsel. Changes to the Authority's drug policy will also be reviewed at that time due to the legalization of medical and recreational marijuana.

- 7. Special Session** – Director Letellier requested a Special Session in early January to provide our Parking Structure Design team an opportunity to go over the recently completed pre-design report. January 14th at 10:30 am is the time that was agreed upon by all board members.

8. Open Segment

Dave Nelson moved to adjourn at 1:08 pm. Eric Ellefson seconded. Motion Carried.

Date

Secretary

Next Board Meeting: January 28, 2021 12:00 pm

Sioux Falls Regional Airport
Bills to be Approved
January 28, 2021

Check	Vendor	Description	Amount	Date
41844	A-OX Welding	Machine Maint	\$ 185.95	12/16/2020
41845	AirIT	Passenger Services	\$ 941.68	"
41846	American Ink	Clothing	\$ 15.00	"
41847	Batteries Plus	Electrical Supplies	\$ 302.35	"
41848	Bierschbach Equipment	Field Maint	\$ 250.00	"
41849	Brock White	Field Maint	\$ 1,302.00	"
41850	BX Civil Construction	Deicing Apron	\$ 22,597.65	"
41851	Office of Child Support	PPE 12/13/2020	\$ 282.92	"
41852	Graybar	Electrical Supplies	\$ 241.18	"
41853	Hillyard	Janitorial	\$ 646.22	"
41854	Hoogendoorn Construction	Economy Lot Expansion	\$ 123,856.13	"
41855	Howes Oil	Fuel Resale	\$ 10,495.50	"
41856	Icom America	Communications	\$ 3,257.27	"
41857	Interstate Office Products	Office Supplies	\$ 12.99	"
41858	KLJ Engineering	Engineering	\$ 74,811.25	"
41859	Master Blaster	QTA Maint	\$ 128.22	"
41860	Michaels Purple	Deicing Pit Pump, QTA Pumping	\$ 215.00	"
41861	Minnehaha County	LEO - November	\$ 13,355.52	"
41862	Oreilly	Machine Maint	\$ 499.62	"
41863	Overhead Door	Building Maint	\$ 149.70	"
41864	SDSRP	Supplemental Retirement	\$ 490.00	"
41865	Sioux Falls Electric	Electrical Maint	\$ 160.39	"
41866	Sioux Merchant	12/6-12/12 security	\$ 3,594.02	"
41867	SP Plus	November Parking	\$ 19,207.12	"
41868	Verizon Wireless	Phone	\$ 505.05	"
41869	AAAE	IET Maintenance	\$ 8,800.00	12/28/2020
41870	Bierschbach Equipment	Field Maint	\$ 581.11	"
41871	Brock White	Field Maint	\$ 2,604.00	"
41872	Century Link	Telephone	\$ 1,085.76	"
41873	Office of Child Support	PPE 12/27/2020	\$ 282.92	"
41874	Convergint Tech	Security Maint	\$ 66.33	"
41875	DirectTV	Passenger Services	\$ 147.99	"
41876	Golden Rule	Baggage Claim	\$ 2,000.00	"
41877	Hillyard	Janitorial	\$ 765.55	"
41878	Interstate Battery	Machine Maint	\$ 241.90	"
41879	Interstate Office Products	Office Supplies	\$ 112.32	"
41880	Johnstone Supply	Climate Control	\$ 967.32	"
41881	Krier and blain	Plumbing Maint	\$ 135.00	"
41882	Lodes Tree	Building Maint	\$ 200.00	"
41883	Malloy	QTA Maint	\$ 426.79	"
41884	Michaels Purple	QTA Maint	\$ 115.00	"
41885	Midco	Passenger Services	\$ 648.00	"
41886	Vollan Oil	Fuel and Diesel Resale - QTA Fuel	\$ 22,967.17	"
41887	Oreilly	Machine Maint	\$ 504.81	"

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41888	Otis Elevator	Building Maint	\$ 1,553.88	"
41889	SD Airshow	Premier Sponsorship	\$ 10,000.00	"
41890	SDML	Prepair Insurance	\$ 29,618.00	"
41891	SDSRP	Supplemental	\$ 490.00	"
41892	SF Two Way	Communications maint	\$ 1,102.92	"
41893	SF Utilities	Electric	\$ 30,242.42	"
41894	SF Utilities	water / sewer	\$ 3,848.42	"
41895	Sioux Falls Electric	Electrical Maint	\$ 567.93	"
41896	Sioux Merchant	12/13-12/19 security	\$ 3,549.73	"
41897	Standard Signs	Field Maint	\$ 315.79	"
41898	Voltaire Aviation	Airline Startup	\$ 5,333.34	"
41899	Workforce	Other Current Expense - Random	\$ 40.00	"
41900	A-1 Septic	Sewage	\$ 150.00	1/5/2021
41901	AT&T	Telephone	\$ 49.02	"
41902	Boyer Truck	Machine Maint	\$ 62.53	"
41903	Cryotech	Aircraft Deicer	\$ 28,896.16	"
41904	Dex Media	Advertising	\$ 267.25	"
41905	FedEx	Postage	\$ 26.12	"
41906	Forward Sioux Falls	Forward Sioux Falls Pledge	\$ 225,000.00	"
41907	General Equipment	Machine Maint	\$ 39.06	"
41908	SDHP	January Health Insurance	\$ 38,814.63	"
41909	JCL Solutions	Janitorial	\$ 96.04	"
41910	Lacey Rental	Other current Expense	\$ 180.00	"
41911	Master Blaster	QTA Maint	\$ 267.38	"
41912	Maverick	Jet Fuel - Heater	\$ 61.88	"
41913	Capital One / Menards	Building Maint	\$ 138.70	"
41914	Metlife	STD, LTD, AD&D, Life, Dental, Vision	\$ 5,021.96	"
41915	MidAmerican	Gas	\$ 11,925.64	"
41916	Midwest Oil	Oil	\$ 1,790.97	"
41917	Mood Media	Passenger Service	\$ 71.89	"
41918	Quadient Finace	Postage	\$ 100.00	"
41919	Nybergs Ace	Building Maint	\$ 6.64	"
41920	Oconnor	Climate Control	\$ 461.56	"
41921	RDO Equipment	Machine Maint	\$ 759.18	"
41922	SDN Technologies	Security Maint	\$ 5,963.80	"
41923	SDRS	December Retirement	\$ 24,486.85	"
41924	Signature Flight	Other Current Expense	\$ 257.50	"
41925	Sioux Falls Electric	Electrical Maint	\$ 4,163.43	"
41926	Sioux Merchant	12/20-01/02 security	\$ 7,194.37	"
41927	Vander Haags	Machine Maint	\$ 2,284.00	"
41928	Vidtronix	Passenger Service	\$ 193.50	"
41929	Voltaire Aviation	Airline Startup	\$ 3,916.67	"
41930	A1 Septic	Sewage	\$ 150.00	1/13/2021
41931	Argus Leader	Board Meeting Minutes & Bills Approve	\$ 287.34	"

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41932	AT&T	Telephone	\$	72.34	"
41933	Bargain Barn	Tires	\$	965.60	"
41934	Black Top Paving	Misc Repairs, NW Taxi Lane	\$	88,875.82	"
41935	Century Link	Telephone	\$	219.95	"
41936	Office of Child Support	PPE 01/10/2021	\$	282.92	"
41937	Dakota Fluid Power	Machine Maint	\$	37.43	"
41938	Kristin Elgersma	Office Supplies	\$	134.04	"
41939	Grainger	Small Tools	\$	443.63	"
41940	Hillyard	Janitorial	\$	1,722.69	"
41941	Howes Oil	Shop Diesel	\$	6,207.00	"
41942	Interstate Battery	Battery Backups	\$	143.25	"
41943	Kabel Business	Health Insurance	\$	230.95	"
41944	Lamfers and Maas	Accounting	\$	1,950.00	"
41945	Lawn Crafters	Snow Removal	\$	4,816.25	"
41946	Vollan Oil	Resale Fuel	\$	9,987.90	"
41947	Midwestern Mechanical	Fire Hydrant Flow Testing	\$	700.00	"
41948	Midwest Oil	Oil	\$	107.50	"
41949	Quadient Finance	Postage Machine Lease	\$	170.97	"
41950	SDSRP	Supplemental	\$	490.00	"
41951	SEAM	Recycle Electronics	\$	13.60	"
41952	Sioux Falls Two Way	Communications maint	\$	124.99	"
41953	Sioux Equipment	Machine Maint	\$	1,436.79	"
41954	Sioux Merchant	01/03-01/09 Security	\$	3,721.49	"
41955	Titzes Auto	Machine Maint	\$	1,358.36	"
41956	Waste Management	Sanitation	\$	2,179.31	"
41957	Acuity	2020 Dump Truck	\$	120.00	1/19/2021
41958	Automatic Door Group	Building Maint	\$	362.04	"
41959	AirIT	Passenger Service	\$	941.68	"
41960	Century Link	Telephone	\$	908.25	"
41961	FedEx	Postage	\$	15.88	"
41962	Green Eggs and Ram	Shop Computer	\$	249.99	"
41963	Interstate Office	Office Supplies	\$	59.57	"
41964	KASA	Baggage Handling System	\$	72,711.00	"
41965	Media One	Advertising	\$	3,290.42	"
41966	Minnehaha County	December LEO	\$	14,390.20	"
41967	Northview Bait	Propane	\$	42.40	"
41968	Oreilly	Machine Maint	\$	65.80	"
41969	Sculpture Walk	Passenger Service	\$	3,000.00	"
41970	Sioux Falls Utilites	water / sewer	\$	2,469.81	"
41971	Signature Flight	Other Current Expense	\$	257.50	"
41972	Sioux Merchant	Security 1/10-1/16	\$	3,662.84	"
41973	SP Plus Corporation	December Parking Lot	\$	20,981.74	"
41974	T&R Contracting	Runway 321	\$	37,956.60	"
41975	TriState Garage	Building Maint	\$	337.45	"
41976	Verizon Wireless	Telephone	\$	442.85	"

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Total for 12/16/2020 - 1/27/2021 \$ 1,058,560.00

Payroll

<i>pay period ending 12/13/2020</i>	\$ 52,663.85	12/18/20
<i>pay period ending 12/27/2020</i>	\$ 57,667.44	12/31/20
<i>pay period ending 1/10/2021</i>	\$ 58,188.52	01/15/21

CC- Dan Letellier

<i>Clothing</i>	\$ 63.87	
<i>Memberships</i>	\$ 525.00	
<i>Other current expense</i>	\$ 31.11	
<i>Passenger Services</i>	\$ 121.36	
<i>Janitorial Supplies</i>	\$ 28.74	
<i>Communications</i>	\$ 769.93	
<i>Fuel</i>	\$ 82.00	
<i>Postage</i>	\$ 45.75	
<i>Total</i>	<u>\$ 1,667.76</u>	

CC- Richard King

<i>Fingerprinting</i>		
<i>Security Supplies</i>		
<i>Other Current Expense</i>	\$ 153.51	
<i>QTA Facility</i>	\$ 107.60	
<i>Memberships</i>	\$ 35.17	
<i>Total</i>	<u>\$ 296.28</u>	

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