

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

January 28, 2021

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: Brandon Taylor – Cossich, Sumich, Parsiola & Taylor LLC and Shannon Falon – Johnson, Janklow, Abdallah & Reiter, LLP

Guest Present: TJ Rolfing – Holmes Murphy

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 12:01 pm.

1. **Minutes-** Raquel Blount moved and Lon Stroschein seconded approval of the minutes of December 17, 2020 and January 14, 2021. Motion carried.
2. **Bills for Approval-** Eric Ellefson moved and Dave Nelson 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 Eric Ellefson seconded approval of the Consent Agenda. Motion carried.
 - A. Lease Agreement with Florian Davis for airport t-hangar 1-6.
 - B. Advertise for construction bids for project to rehab the terminal and cargo ramps.
4. **Report by Executive Director-**
 - A. Passenger Traffic and Concession Revenue – Passenger enplanements in December followed a similar trend for the past few months. Enplanements were down 49.3% at 27,759 and total traffic was also down 51.3% with 52,683 travelers compared to 2019. Parking, Restaurant, Car Rental, Gift Shop, and Hotel were all down similar percentage. The Airport enplanements finished 2020 down 49.5%.
 - B. Water Contamination Lawsuit Update – Attorneys Brandon Taylor and Shannon Falon provided a summary of the status of the PFAS lawsuit we are a partner to. They are still continuing to gather documentation that have been produced by various defendants and third parties. The PEC has over 20 defense witness depositions they will begin holding during the next 60 days. The water providers are scheduled to be held first followed by the property owners.

5. Old Business –

A. No Items

6. New Business -

A. Property Insurance Renewal – 2021 – T.J. Rolfing, Holmes Murphy. Director Letellier received a quote for our property/auto insurance renewal through Holmes Murphy for the upcoming year. As expected, rates have jumped considerably due to the increase in natural disasters around the country the past 3-4 years. The property insurance premium has increased 28%, but 7% of that increase was related to the addition of \$5m in coverage for the rental car QTA building. The auto increase came with two vehicles added with full coverage. T.J Rolfing said not many insurance carriers are underwriting airports currently but he hopes to have a few more quotes by the February Board Meeting.

7. Open Segment

Lon Stroschein moved to adjourn at 12:49 pm. Dave Nelson seconded. Motion Carried.

Date

Secretary

Next Board Meeting: February 25, 2021 12:00 pm

Sioux Falls Regional Airport
Bills to be Approved
February 25, 2021

Check	Vendor	Description	Amount	Date
41977	Century Link	Telephone	\$ 195.68	1/26/2021
41978	Office of Child Support	PPE 1/24/2021	\$ 282.92	"
41979	Crescent Electric	Bldg Maint - Jetbridge Light Bulbs	\$ 125.00	"
41980	Direct TV	Passenger Services - TV	\$ 152.99	"
41981	Diesel Machinery	Machine Maint - Loader 14	\$ 347.00	"
41982	First Rate Excavate	Broken Water line	\$ 7,359.35	"
41983	Fred the Fixer	Buidling Maint	\$ 20.00	"
41984	Hillyard	Janitorial Supplies	\$ 1,036.06	"
41985	Howes Oil	Def Oil- Shop, Fuel Diesel Resale	\$ 11,855.73	"
41986	Health Pool of SD	February Health Insurance	\$ 38,814.63	"
41987	Interstate Office	Office Supplies	\$ 192.87	"
41988	JayMar	W2 and 1099 Forms	\$ 53.10	"
41989	Jim Bork Enterprise	Office Supplies - Checks	\$ 145.00	"
41990	KLJ Engineers	Engineering Services	\$ 78,237.94	"
41991	Master Blaster	QTA Maint	\$ 286.38	"
41992	MB Companies	Machine Maint - Broom Brussels	\$ 7,044.47	"
41993	Metlife	STD, LTD, AD&D, Life, Dental, Vision	\$ 5,014.89	"
41994	Michaels Purple	QTA Maint	\$ 115.00	"
41995	Midco	Passenger Services	\$ 648.00	"
41996	Mood Media	Passenger Services	\$ 71.89	"
41997	Northern States Supply	Machine Maint - Misc Supplies	\$ 524.28	"
41998	Oconnor Company	Bldg Maint - Cabinet Filters	\$ 64.32	"
41999	Oreilly	Machine Maint	\$ 471.77	"
42000	Runnings	Clothing - Shirts and Coat	\$ 143.96	"
42001	SDRSP	Supplemental Retirement	\$ 490.00	"
42002	Sioux Falls Utilites	Electric	\$ 34,707.55	"
42003	Sioux Falls Utilites	Water / Sewer	\$ 2,609.84	"
42004	Sioux Falls Electric	Electrical Maint - Street & Parking Lights	\$ 2,616.71	"
42005	Sioux Merchant	Security 1/17-1/23	\$ 4,803.40	"
42006	Workforce	Other Current Expense - Hep B Vaccine	\$ 95.00	"
42007	A&B Business Solutions	Printer Maint - Shop	\$ 363.00	2/3/2021
42008	Airside Solutions	Field Maint - Lighting	\$ 1,043.37	"
42009	American Ink	Clothing Emb.	\$ 15.00	"
42010	AT&T	Telephone	\$ 50.71	"
42011	Cole Papers	Office Supplies - Paper	\$ 217.35	"
42012	Convergint Tech	Communications Maint	\$ 39.96	"
42013	Cryotech	Aircraft Deicer	\$ 28,723.06	"
42014	Cummins Central Power	Filters Sweeper 29	\$ 435.54	"
42015	Dex Media	Advertising - White and yellow pages	\$ 267.25	"
42016	FedEx	postage	\$ 27.71	"
42017	G&R Controls	Climate Control - Womens RR Thermosta	\$ 147.24	"
42018	Hillyard	Janitorial Supplies	\$ 725.79	"
42019	Howes Oil	QTA Fuel	\$ 15,453.87	"
42020	JBT Aerotech	Building Maint - Jetbridge	\$ 749.36	"

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42021	Lawn Crafters	Snow Removal Jan 23 & Jan 15	\$ 3,496.25	"
42022	Capital One	Building Maint, QTA Maint	\$ 232.12	"
42023	MidAmerican	Gas	\$ 5,439.64	"
42024	Vollan Oil	Shop Diesel	\$ 5,424.00	"
42025	Northern States Supply	Machine Maint #13	\$ 45.42	"
42026	SDN Communications	Fire Wall Maint	\$ 1,022.00	"
42027	Sioux Falls Electric	Baggage Claim System Upgrade	\$ 1,014.04	"
42028	Sioux Merchant	1/24-1/30 Security	\$ 3,669.35	"
42029	Standard Signs	Field Maint - Field lighting	\$ 855.41	"
42030	Voltaire Aviation	Air Service February 2021	\$ 2,666.67	"
42031	AirIT	Passenger Service/February FIDS Screen	\$ 941.68	2/11/2021
42032	AT&T	Telephone	\$ 63.78	"
42033	Batteries Plus	Batteries for Doors	\$ 108.51	"
42034	Century Link	Telephone	\$ 219.95	"
42035	Office Child Support	PPE 02/07/2021	\$ 282.92	"
42036	Crouse Hinds	Field Maint - Signs	\$ 619.68	"
42037	DMI Car and Truck wash	QTA Maint	\$ 57.00	"
42038	G&H Distributing	Machine Maint - Loader Hose	\$ 60.24	"
42039	Grainger	Small Tools - Reflective Tape	\$ 30.56	"
42040	Hillyard	Janitorial	\$ 755.58	"
42041	Howes Oil	Fuel / Diesel Resale	\$ 11,307.88	"
42042	Hungry's	Other Current Expense	\$ 102.95	"
42043	Interstate Battery	Shop Generator Battery	\$ 135.95	"
42044	Lions Club	Memberships	\$ 70.00	"
42045	Media One	Advertising - January 2021	\$ 1,991.25	"
42046	Quadient Finace	Postage	\$ 200.00	"
42047	Northern States Supply	Field Maint	\$ 6.75	"
42048	Oshkosh Airport	Crash 12 fire and rescue	\$ 82.34	"
42049	P&K Pest Control	Bldg Pest Control, QTA Pest Control	\$ 165.00	"
42050	RDO Equipment	Machine Maint - Loader Wipers	\$ 248.85	"
42051	SDRS	January Retirement	\$ 19,396.92	"
42052	SDSRP	Supplemental Retirement	\$ 490.00	"
42053	Sioux Merchant	Security 1/31-2/6	\$ 3,688.91	"
42054	SP Plus Corp	January Parking	\$ 30,905.28	"
42055	The Iris Companies	Badging Supplies - Laynards and Cases	\$ 484.97	"
42056	Thyssenkrupp Elevator	Building Maint - Oil Elevator	\$ 209.37	"
42057	Veoci	Software Subscription - Field	\$ 6,600.00	"
42058	Waste Management	Sanitation	\$ 2,049.81	"
42059	A-1 Septic	Holding Tank Pumping - Parking Booth	\$ 150.00	2/19/2021
42060	AirIT	EASE System Upgrade	\$ 83,761.00	"
42061	Argus Leader	1/14 & 12/17 meeting mins, Jan bills	\$ 371.54	"
42062	Cryotech	Aircraft Deicer	\$ 28,844.23	"
42063	Hillyard	Janitorial	\$ 1,529.89	"
42064	HyVee	Holiday Gift Certificates	\$ 1,650.00	"

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42065	Interstate Office	Office Supplies	\$ 60.39	"
42066	Janitors Closet	Janitorial Supplies	\$ 85.28	"
42067	Kabel Business	Health Insurance HRA Checks	\$ 590.55	"
42068	KLJ Engineers	Engineering Services	\$ 39,572.12	"
42069	Master Blaster	QTA Maint	\$ 286.38	"
42070	MidAmerican	gAS	\$ 10,736.60	"
42071	Vollan Oil	gas and diesel for resale	\$ 14,808.50	"
42072	Midwestern Mechanical	Fire Hydrant Testing	\$ 140.00	"
42073	Minnehaha County	January Leo	\$ 14,428.72	"
42074	Oreilly	Machine Maint - Fuel Filters, Floor Dry	\$ 496.38	"
42075	Pheasantland Industries	Parking Lot Signs	\$ 241.92	"
42076	RDO Equipment	Hyrdalic Hose loader 19	\$ 133.30	"
42077	Sioux Falls Utilities	Water / Sewer	\$ 2,172.95	"
42078	Signature Flight	Facility Rent - Civil Air	\$ 257.50	"
42079	Sioux Merchant	02/07-02/13 Security	\$ 3,741.05	"
42080	Tri-State Garage	Spring/Labor Overhead Shop Door	\$ 1,093.00	"
42081	Verizon Wireless	Telephone	\$ 905.57	"
42082	WorkForce	Random Drug Testing	\$ 40.00	"
			Total for 1/26/2021 - 2/24/2021	
			<u>\$ 558,022.84</u>	

Payroll

<i>pay period ending 1/24/2021</i>	\$ 59,008.13	01/29/21
<i>pay period ending 2/07/2021</i>	\$ 55,854.20	02/12/21

CC- Dan Letellier

<i>Postage</i>	\$ 9.00
<i>Memberships</i>	
<i>Other current expense</i>	\$ 97.55
<i>Passenger Services</i>	\$ 131.06
<i>Janitorial Supplies</i>	\$ 32.46
<i>Communications</i>	\$ (38.33)
<i>Fuel</i>	\$ 86.12

CC- Richard King

<i>Total</i>	<u>\$ 317.86</u>
<i>Fingerprinting</i>	\$ 1,500.00
<i>Security Supplies</i>	
<i>Passenger Services</i>	\$ 222.48
<i>Office Supplies</i>	\$ 652.44
<i>Memberships</i>	\$ 34.29
<i>Total</i>	<u>\$ 2,409.21</u>

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