

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

March 25, 2021

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

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

Guests Present via video conference: Mark Wiederrich – KLJ Engineers, Elizabeth Hertz – Davenport Evans, and Brandon Taylor – Cossich Law.

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-** Dave Nelson moved and Eric Ellefson seconded approval of the minutes of February 25, 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. Lon Stroschein moved and Dave Nelson seconded approval of the Consent Agenda. Motion carried.
 - A. Task Order with KLJ Engineers to procure two jet bridges for gates 4 and 6. - \$72,833.56
 - B. Task Order with KLJ Engineers to provide Construction Administration assistance for the terminal, cargo apron rehab project. - \$169,220.29.
 - C. Purchase a Ford F250 utility truck from Blue Bonnet Ford in the amount of \$45,507.50.
 - D. Amendment to State Financial Assistance Agreement #716633 to increase grant 52 to \$176,437.57.
4. **Report by Executive Director-**
 - A. Passenger Traffic and Concession Revenue – Passenger enplanements in February were down 42.4% compared to the year prior. Total traffic for the month hit 56,312 which was down 43.9% compared to 2020. Parking, Restaurant, Car Rental, Gift Shop, and Hotel were all down similar percentage.

- B. State Bill #162 – Air Service Recovery and Development – Senate bill #162 passed the Senate 34-1 and the House by 1 vote. It was sent to the Governor for signature and has been signed. This provides FSD with \$1.9 million in assist with air service development and recruitment.

5. Old Business –

- A. Employee Handbook Update – At the December meeting the Board considered language changes in the Employee Handbook regarding time reporting. Since that time, legal counsel with Davenport/Evans has reviewed the full handbook and provided recommended changes including updates to the Airport Drug Policy. Eric Ellefson moved and Dave Nelson seconded a motion to approve the changes made to the employee handbook. Motion Carried.

6. New Business -

- A. Award Construction bid to rehab pavement on the terminal /cargo aprons to T.R. Contracting in the amount of \$934,545. Bids were opened bids March 23rd for a project to repair/rehab sections of pavement on the terminal and cargo aprons. Three bids were received with T&R Contracting submitting the low bid. Engineer's estimate for the project was \$1.2 million. Lon Stroschein moved and Eric Ellefson seconded a motion to award the project to T&R Contracting in the amount of \$934,545. Motion Carried.
- B. Amendment to Geotechnical agreement with American Engineering Testing (AET)- \$9,650.00 – At the February Board meeting, an agreement was approved with AET to conduct soil borings and testing to assist with the design of our parking structure. After completing several preliminary samples, AET is recommending a more advanced testing process utilizing a seismic piezocone test that will more accurately identified the depth and density of the sand layer to assist with proper footing design. The test may allow for a cost savings by identifying smaller footing sizes resulting in significant savings. The test costs \$9,650.00 and is in addition to the original agreement of \$12,995.00. Dave Nelson moved and Eric Ellefson seconded a motion to approve the additional testing in the amount of \$9,650.00. Motion Carried.
- C. Purchase of equipment / software to update employee payroll/time recording- Airport management recently met with a local firm – Time Management Systems (TMS) to review a proposal to replace the current manual method of time keeping/reporting (time cards/time clock/time sheet) with an electronic process. The system would provide two new time clocks with employee hours recorded electronically. Payroll reports and sick/vacation hour accrual updates would help expediate payroll processing. The cost of the equipment/software and initial training totals \$6,880.00 with an annual support fee of \$2,232.00. Lon Stroschein moved and Eric Ellefson seconded a motion to purchase the equipment and software to update the employee payroll system. Motion carried.

7. Open Segment – No items.

- 8. **Executive Session** – Dave Nelson moved and Lon Stroschein seconded a motion to go into Executive Session at 12:43pm to discuss a legal issue. Motion Carried.

Lon Stroschein moved and Eric Ellefson seconded a motion to come out of Executive Session at 12:55 pm. Motion Carried.

Dave Nelson moved and Lon Stroschein seconded a motion to enter a Joint Cooperative Agreement with the City subject to review by Elizabeth Hertz, airport legal counsel and provide the Executive Director approval to enter into the agreement. Motion Carried.

Eric Ellefson moved to adjourn at 12:58 pm. Lon Stroschein seconded. Motion Carried.

Date

Secretary

Next Board Meeting: April 22, 2021 12:00 pm

Sioux Falls Regional Airport
Bills to be Approved
April 22, 2021

Check	Vendor	Description	Amount	Date
42192	A-1 Septic	Sewage Pumping - Parking Lot	\$ 150.00	3/24/2021
42193	American Ink	Clothing	\$ 30.00	"
42194	Argus Leader	Bid Adveritistment, Board mtg, Mtg Min	\$ 884.51	"
42195	Bargain Barn	Blower 13 Tires	\$ 56.90	"
42196	Border States Electric	Electrical Supplies - Ladies Restroom	\$ 286.57	"
42197	Century Link	Utilities - Telephone	\$ 910.64	"
42198	Office of Child Support	PPE 03/21/2021	\$ 282.92	"
42199	Cole Paper	Janitorial Supplies	\$ 48.50	"
42200	Dakota Supply Group	Electrical Supplies - Seat Outlets	\$ 177.81	"
42201	Fed Ex	Postage	\$ 43.25	"
42202	Fred the Fixer	Building Maint - T Hangar Lock	\$ 97.50	"
42203	G&H Distributing	Machine Maint - Hydralic Hose Tractor	\$ 23.38	"
42204	Hillyard	Janitorial Supplies	\$ 995.91	"
42205	Innovative Office	Building Maint - Ice Melt	\$ 424.34	"
42206	Interstate Battery	Machine Maint - Scrubber Batterires	\$ 527.80	"
42207	Johnstone Supply	Climate Control - Air Handler Belts	\$ 146.66	"
42208	Kabel Business	Emp Benefits - HRA checks Feb 2021	\$ 1,253.00	"
42209	Kyle Heinemann	Emp Benefits - Cell Phone	\$ 240.00	"
42210	Lawn Crafters	Other Current Expense - Snow Removal	\$ 3,927.50	"
42211	Master Blaster	QTA Maint	\$ 258.88	"
42212	MetLife	Emp Benefits - LTD, STD, AD&D, Life	\$ 4,620.09	"
42213	Midco	Passenger Services	\$ 648.00	"
42214	Northern Truck Equipment	Equipment - Truck 43 dump box	\$ 28,700.00	"
42215	Oreilly	Machine Maint - Truck Maint	\$ 121.62	"
42216	SDML Workers Comp	Prepaid Insurance - 2020 Audit Bill	\$ 191.00	"
42217	SDRSP	Supplemental Retirement	\$ 470.00	"
42218	Sioux Falls Utilite	utilities - Electric	\$ 31,984.35	"
42219	Sioux Falls Utilite	Utilities - Water / Sewer	\$ 2,236.17	"
42220	Sioux Equipment	Machine Maint - Diesel Pump Hose	\$ 49.91	"
42221	Sioux Falls Electric	Electrical Maint - Parking Lot/Ramp Light	\$ 2,312.04	"
42222	Sioux Merchant	Airport Security 3/14-3/20	\$ 3,754.08	"
42223	The Iris Companies	Bading Supplies - Overlamine	\$ 263.81	"
42224	Tri State Garage	Other Bldg Maint - Same Day Garage Doc	\$ 2,877.50	"
42225	Wellmark BCBS	Emp Benefits - Health Insurance	\$ 280.00	"
42226	Advertising Arts	Machin maint - Vinyl Truck Decals	\$ 130.72	4/1/2021
42227	Amadeus Airport	Passenger Services - EASE support	\$ 18,822.88	"
42228	Airside Solutions	Field Maint - Lighting	\$ 230.21	"
42229	Argus Leader	Advertising - RFQ	\$ 407.06	"
42230	AT&T	Utilities - Telephone	\$ 50.71	"
42231	Davenport Evans	Attorney - 2021 Charges	\$ 3,686.83	"
42232	Dex Media	Utilities - Advertising	\$ 267.25	"
42233	DirectTV	Passenger Services	\$ 152.99	"
42234	Eide Bailly	Financial Audit	\$ 27,750.00	"
42235	G&H Distributing	QTA Maint	\$ 60.00	"

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Check	Vender	Description	Amount	Date
42236	Grainger	Small Tools - Trash Grabber/Heat Gun	\$ 302.42	"
42237	Hillyard	Janitorial Supplies	\$ 791.79	"
42238	Howes Oil	Fuel/Diesel Resale, QTA Fuel	\$ 29,822.75	"
42239	Health Pool SD	Emp Benefits - Health Insurance	\$ 37,189.90	"
42240	Interstate Office	Office Supplies	\$ 90.05	"
42241	Krier and Blain	Plumbing Maint - Water Heater & meter	\$ 1,150.88	"
42242	Capital One / Menards	Other Current Expense - Masks	\$ 39.96	"
42243	MidAmerican Energy	Utilities - Natural Gas	\$ 4,983.20	"
42244	Mood Media	Passenger Services	\$ 75.24	"
42245	OTW Safety	Safety / Construction Barricades	\$ 7,542.61	"
42246	Sioux Falls Utilite	Electric	\$ 192.38	"
42247	Sioux Merchant	Airport Security 3/21-3/27	\$ 3,793.19	"
42248	State Steel of SD	Shop Supplies - Welding Materials	\$ 982.58	"
42249	Time Management System	Payroll Time keeping - Time clocks	\$ 4,000.00	"
42250	Traffic Solutions	Field Maint - Sign Poles	\$ 999.87	"
42251	Tractor Supply	Machine Maint - Vehicle Maint	\$ 211.25	"
42252	Volaire Aviation	Airline Startup	\$ 3,916.67	"
42253	Acuity	Insurance Coverage - 2021 F250 Ford	\$ 1,410.00	4/7/2021
42254	Airside Solutions	Field Maint - Runway Lighting	\$ 471.05	"
42255	Office of Child Support	PPE 04/04/2021	\$ 282.92	"
42256	City Glass and Glazing	Building Maint - move partition wall	\$ 1,205.00	"
42257	Construction Products	Building Maint - Curbs and Sign Material	\$ 172.30	"
42258	Diamond Vogel	Runway Paint	\$ 17,307.60	"
42259	Grainger	Small Tools - threader die hard	\$ 200.02	"
42260	Richard King	Other Current Expense - Go to Meeting	\$ 153.36	"
42261	Macs Inc	Building Maint -	\$ 130.96	"
42262	Media One	Advertising - March 2021	\$ 1,991.25	"
42263	Michaels Purple	QTA Maint	\$ 115.00	"
42264	MidAmerican Energy	Utilities - Natural Gas	\$ 11,961.52	"
42265	Quadient Finace	Office Supples - Postage	\$ 200.00	"
42266	Oreilly	Machine Maint = Oil	\$ 21.59	"
42267	Overhead Door Co	Building Maint - Belts and overhead door	\$ 212.96	"
42268	P&K Pest Control	Building Maint and QTA Maint - Pest	\$ 165.00	"
42269	City of SF Public works	Sanitation	\$ 59.50	"
42270	SDN Technologies	Fire Wall Protection	\$ 1,022.00	"
42271	SDSR	Emp Benefits - March Retirement	\$ 17,053.96	"
42272	SDSRP	Emp Benefits - Supplemental Retirement	\$ 510.00	"
42273	SF Utilities	Utilities - Sewage	\$ 6,746.11	"
42274	Sioux Empire United Way	United Way Pledges	\$ 195.00	"
42275	Sioux Merchant	Airport Security - March 25-April 3	\$ 3,747.56	"
42276	Tessman Seed	Building Maint - Mulch	\$ 860.00	"
42277	Titzes Auto	Machine Maint - Truck #5	\$ 354.44	"
42278	Zabel Steel	Machine Maiont - Fuel Lid	\$ 225.66	"
42279	AirIT	Passenger Service - FIDS monitoring	\$ 941.68	4/16/2021

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42280	Argus Leader	Advertising - Board Mins, bills, Bid	\$ 1,801.06	"
42281	AT&T	Utilities - Telephone	\$ 67.87	"
42282	Batteries Plus	Building Maint - Alarm Batteries	\$ 441.30	"
42283	Builders Supply	Building Maint - Door Locks	\$ 170.00	"
42284	Butler Machine	Machine Maint - Mower Blades	\$ 249.20	"
42285	Century Link	Utilities - Telephone	\$ 410.65	"
42286	Office of Child Support	PPE 04/18/2021 Child Support	\$ 282.92	"
42287	Concrete Materials	Building Maint - Cement for Curbs	\$ 245.00	"
42288	Cryotech	Aircraft Decier	\$ 28,907.70	"
42289	D&K Door LLC	Other Bld Maint - Same day	\$ 245.00	"
42290	EZ-Liner	Machine Maint - Paint Guns	\$ 229.51	"
42291	FedEx	Utilities - Postage	\$ 31.58	"
42292	Grainger	Climate Control - Exhaust Fan	\$ 162.74	"
42293	Hillyard	Janitorial Supplies	\$ 1,430.59	"
42294	Hofer Humpal Hadler	Office Equipment	\$ 30.00	"
42295	KLJ Engineers	Engineering Costs	\$ 164,153.06	"
42296	Matheson	Oxygen - Welding Supplies	\$ 485.56	"
42297	Media One	Advertising - Internert, Spring 2021	\$ 15,637.46	"
42298	Minnehaha County	Airport Security - March LEO	\$ 16,673.95	"
42299	Nybergs Ace	Small Tools	\$ 42.72	"
42300	O reilly	Machine Maint - Truck 2	\$ 84.59	"
42301	SD Division Motor	Plates for 2021 Ford	\$ 21.20	"
42302	SDSRP	Supplemental Retirement	\$ 510.00	"
42303	Signataure Flight Supports	Other Current Expense - Rent	\$ 257.50	"
42304	Sioux Equipment	Machine Maint - Diesel Pump Hose	\$ 1,399.50	"
42305	Sioux Merchant	Airport Security - 4/4-4/10	\$ 3,780.15	"
42306	Standard Parking	March Parking Mangement Fee	\$ 44,345.49	"
42307	Tennant Sales	Machine Maint - Outside Sweeper	\$ 899.10	"
32308	TSP	Concourse Remodel	\$ 25,932.78	"
42309	Verizon Wireless	Utilities - Telephone	\$ 439.93	"
42310	Waste Management	April Airport Sanitation	\$ 2,143.23	"
Total for 3/24/2021 - 4/22/2021			\$ 616,145.81	

Payroll

<i>pay period ending 3/21/2021</i>	\$	<i>52,959.89</i>	<i>03/26/21</i>
<i>pay period ending 4/04/2021</i>	\$	<i>53,616.30</i>	<i>04/09/21</i>

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<i>CC- Dan Letellier</i>	<i>Postage</i>	\$	8.00
	<i>Small Tools</i>	\$	118.74
	<i>Memberships</i>	\$	275.00
	<i>Advertising</i>	\$	99.00
	<i>Other Current Expense</i>	\$	191.42
	<i>Fuel</i>	\$	205.45
	<i>Total</i>	\$	897.61
<i>CC- Richard King</i>			
	<i>Fingerprinting</i>	\$	3,000.00
	<i>Travel</i>	\$	502.43
	<i>Passenger Services</i>	\$	56.41
	<i>Memberships</i>	\$	34.29
	<i>Total</i>	\$	3,593.13

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