

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

**June 24, 2021**

Member Present: Dave Nelson, Lon Stroschein, Kent Cutler, and Dr. Blake Curd

Staff Present: Dan Letellier and Kristin Elgersma

Guests Present: Mark Wiederrich and Jake BraunageL– KLJ Engineers, Eric Hanson-HDR Eng.

Guests Present via Phone: Tom Schauer – Mead & Hunt

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

Chairman Nelson called the meeting to order at 12:01 pm.

Chairman Nelson began the meeting by welcoming new Commissioners Kent Cutler and Blake Curd to the Board. Chairman Nelson also recognized past Commissioners Julie Schnaible and Raquel Blount for their special contributions, direction and years of service to the Airport Authority.

1. **Minutes-** Lon Stroschein moved and Kent Cutler seconded approval of the minutes of May 27, 2021. Motion carried.
2. **Bills for Approval-** Kent Cutler 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. Lon Stroschein moved and Kent Cutler seconded approval of the Consent Agenda. Motion carried.
  - A. Advertise for bids for the purchase of a new runway snow blower. – (CARES Act)
  - B. Approve travel for Executive Director to attend the AAAE National Airports Conference – Savannah, Sept 26-28.
  - C. Advertise for bids to provide slurry seal for the east General Aviation ramp.
4. **Report by Executive Director-**
  - A. Passenger Traffic and Concession Revenue – Passenger traffic continued a strong recovery up over 590.6% from last May and down 12.2% compared to 2019. May enplanements totaled 43,845 getting us closer to typical summer traffic. Food/Beverage along with retail sales are also stronger than expected.
  - B. Construction Update –

1. Runway 3/21 – Paving started this week to pave the first two lanes of the north half of the runway. The remaining two lanes are planned for the week of June 28<sup>th</sup> which will complete the paving work on the north side. Paving will begin in mid-July for the south section. Runway lights and edge light installation ongoing.
2. Terminal Apron / Cargo Ramp – Work began on the terminal apron in mid-May and is expected to be complete by mid-July. Work will then transition to the east and west cargo aprons.
3. Concourse Remodel – Interior updates to the concourse are expected to begin in mid-July, waiting for City plan review and materials. Completion of the project expected in mid-November.

C. Airport Authority Promotions/Lobbying Support-

The Executive Director provided the Board a brief summary of the marketing and lobbying efforts conducted by the Airport Authority:

1. Airport Marketing – Marketing assistance for the past ten years has been provided by Media One. Brand awareness and new route promotion is the primary purpose of airport marketing. Annual budget of between \$150-\$200k is established for this effort.
2. Local Support – The Airport Authority has been a principle sponsor of Forward SF since the program was established. The program has helped promote business in the area which has resulted in population growth and more travelers. The program also provides funding to increase our marketing presence and message in the area.
3. Industry Lobby – We support the work of the American Association of Airport Executives (AAAE) and the Federal Affairs committee which works closely with Congress and numerous Federal agencies (FAA/TSA/DHS) to ensure airport interests are conveyed to the decision makers. AAAE has provided critical support to ensure pandemic recovery legislation was adequate to offset the decline in airport traffic and revenue.
4. Air Service – Volaire Aviation has assisted the airport for several years to promote air service to FSD and represent the airport at air service conferences and with the airlines to provide improved levels of air service.

D. Review of Projects Identified for CARES Act Reimbursements.

Director Letellier provided a summary of the projects that currently are identified for funding with our CARES Act grant along with expected funding from CRSSA(CARES Act2) and ARPA (CARES 3)

**5. Old Business –**

- A. Master Plan Agreement – Mead & Hunt Engineers At the May meeting the board approved the selection of Mead & Hunt Engineers to conduct our Master Plan update. Since that time airport management has been negotiating a fee for these services. The project will update the last Master Plan from 2013 along with a special emphasis on cargo facility/capacity planning. They will also review compatible land use, airport layout protection and zoning ordinances with the City along with

Minnehaha and Lincoln counties. Fee for this project is \$1,252,203 which will be funded with our CARES Act grant. Lon Stroschein moved and Blake Curd seconded a motion to approve the fee of \$1,252,203 for an updated Master Plan with Mead and Hunt Engineers. Motion Carried.

**6. New Business –**

- A. Selection of Epicosity to provide marketing assistance and website development/management On June 10<sup>th</sup> the marketing selection committee met with four marketing firms to determine who will provide marketing assistance for the Airport Authority for the next 2-3 years. Firms interviewed were Epicosity, Lawrence & Schiller, Fresh Produce, and Media One. All agencies presented compelling reasons for selection, but ultimately the committee settled on Epicosity. Chairman Nelson wanted to thank John Fiksdal and the whole Media One team for the work they have done to promote the Airport over the past ten years.
  
- B. Award Construction bid to Metro Construction to install the north water main replacement project - \$597,720.66. Bids were opened on June 22<sup>nd</sup> for work to replace a section of water main on the north side of the airfield from the FedEx building over to the Army National Guard. The project will replace a 40-year-old, 4-inch line to a 10-inch line to upgrade our flow/water pressure for the additional general aviation development on the west side of the airfield. The estimate for the project was \$490k and will be funded with our CARES Act Grant. Kent Cutler moved and Lon Stroschein seconded a motion to award the construction to Metro Construction in the amount of \$597,720.66. Motion carried.

**7. Open Segment**

Lon Stroschein moved to adjourn at 1:10 pm. Kent Cutler seconded. Motion Carried.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

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

**Sioux Falls Regional Airport**  
**Bills to be Approved**  
**July 22, 2021**

Check	Vendor	Description	Amount	Date
42454	American Assoc of Airport	Memberships	\$ 9,000.00	6/3/2021
42535	A-1 Septic	Sewage - Exit Booth Pumping	\$ 150.00	6/24/2021
42536	Amadeus	Passenger Service - June Fids	\$ 941.68	"
42537	Century Link	Utilities - Telephone	\$ 916.35	"
42538	Cliff Ave Auto	Machine Maint - Carburetor	\$ 36.07	"
42539	Cole Papers	Janitorial Supplies	\$ 77.99	"
42540	D&D Small Enginer	Equipment - Shop and Term Mower	\$ 19,374.00	"
42541	Dakota Fluid Power	Machine Maint - mower hose	\$ 526.54	"
42542	DMI Car and Wash	QTA Maint	\$ 88.50	"
42543	Dockendorf Equipment	QTA Maint	\$ 138.72	"
42544	Dakota Supply Group	Building Maint	\$ 96.56	"
42545	Hillyard	Janitorial Supplies	\$ 823.94	"
42546	Midco	Passenger Services	\$ 648.00	"
42547	Mood Media	Passenger Services	\$ 75.24	"
42548	Panther Premier	Office Supplies - Window Envelopes	\$ 206.00	"
42549	Best Western Ramkota	Other Expense - Emergency Tabletop	\$ 670.38	"
42550	Sioux Falls Utilities	Utilities - Electric	\$ 32,446.04	"
42551	Sioux Falls Utilities	Utilities - Water / Sewer	\$ 3,713.49	"
42552	Sioux Merchant	Airport Security 6/13-6/19	\$ 3,754.08	"
42553	T&R Contracting	Terminal Apron Rehab	\$ 271,436.62	"
42554	Trane USA	Climate Control - Chillers	\$ 8,725.00	"
42555	Airside Solutions	Field Maint - Field Ilghting	\$ 2,748.17	6/30/2021
42556	Argus leader	Adveritising - Water main Bid	\$ 406.01	"
42557	AT&T	Utilities - Telephone	\$ 94.95	"
42558	Century Link	Utilities - Telephone	\$ 190.58	"
42559	Office of Child Support	PPE 06/27/2021	\$ 282.92	"
42560	Cole Papers	Janitorial Supplies	\$ 348.98	"
42561	Convergint Technologies	Security Maint - Vehicle Gates	\$ 408.16	"
42562	D&D Small Enginer	Machine Maint - Mower 22	\$ 29.79	"
42563	Davenport Evans	Attorney Fees	\$ 860.00	"
42564	Diamond Vogel	Paint Machine Parts	\$ 293.70	"
42565	DirectTV	Passenger Services	\$ 152.99	"
42566	Dockendorf Equipment	QTA Maint	\$ 48.60	"
42567	Enterprise Rent A Car	Overpayment from 2020	\$ 1,522.12	"
42568	Hillyard	Janitorial Supplies	\$ 864.52	"
42569	Hungry's	Other Current Expense	\$ 335.44	"
42570	Master Blaster	QTA Maint	\$ 286.86	"
42571	Capital One	Building Maint	\$ 111.06	"
42572	Metlife	Emp Benefits - STD, LTD, AD&D, Life	\$ 4,780.20	"
42573	MidAmerican	Utilities - Natural Gas	\$ 178.54	"
42574	Audra mitchell	Clothing - Work Pants	\$ 88.20	"
42575	Nybergs Ace	Building Maint - Hose	\$ 37.98	"
42576	O'Connor Company	Climate Control - Chillers	\$ 51.08	"
42577	Oreilly	Machine Maint	\$ 84.37	"

**Sioux Falls Regional Airport**  
**Bills to be Approved**  
**July 22, 2021**

Check	Vender	Description	Amount	Date
42578	SDSRP	Supplemental Retirement	\$ 510.00	"
42579	Tiger Corp	Machine Maint - Mower 21	\$ 514.40	"
42580	Time Management System	Time Clocks	\$ 2,895.54	"
42581	Airside Solutions	Field Maint - Field Lighting	\$ 313.61	7/8/2021
42582	American Ink	Emp Benefits - Uniforms	\$ 2,273.08	"
42583	Betz Blinds	Building Maint = Roller Blinds	\$ 60.00	"
42584	Border States Electric	Electrical Supplies	\$ 399.45	"
42585	Building Sprinkler	Building Maint - Leaking Sprinkler Head	\$ 259.62	"
42586	Cole Papers	Janitorial Supplies	\$ 106.02	"
42587	Dex Media	Advertising - Phone Book	\$ 268.50	"
42588	Dockendorf Equipment	QTA Maint	\$ 917.01	"
42589	G&H Distributing	QTA Maint	\$ 27.73	"
42590	Gander Island	Field Maint - Wildlife Training	\$ 1,800.00	"
42591	Great Lakes Chapter	Annual Conference	\$ 395.00	"
42592	Hillyard	Janitorial Supplies	\$ 799.94	"
42593	howes Oil	Fuel Resale - QTA Fuel	\$ 28,578.51	"
42594	Health Pool of SD	Emp Benefits - Health Insurance	\$ 39,571.91	"
42595	Johnstone Supply	Climate Control - Filters	\$ 303.14	"
42596	Krier and Blain	Plumbing Maint	\$ 2,166.19	"
42597	Dan Letellier	Travel	\$ 296.40	"
42598	Macs Inc	Machine Maint	\$ 61.99	"
42599	MidAmerican	Utilities -Gas - QTA and Building	\$ 3,630.36	"
42600	Quadient Fiance	Postage	\$ 200.00	"
42601	Northview Bait	Machine Maint - Propane	\$ 24.00	"
42602	P&K Pest Control	Building Maint - Bird Control	\$ 600.00	"
42603	PGAL	QTA Facility	\$ 769.10	"
42604	RMK Painting	Building Maint - Paint jetbridges	\$ 12,750.00	"
42605	Rotary Club	Memberships	\$ 470.00	"
42606	Running Supply	Emp Benefits - Clothing	\$ 175.91	"
42607	SDN Technologies	Fire Wall Monitoring	\$ 1,022.00	"
42608	SDRS	Emp Benefits - June Retirement	\$ 16,844.62	"
42609	Sioux Empire United Way	United Way	\$ 195.00	"
42610	Sioux Merchant	Security 6/20-7/03	\$ 7,807.97	"
42611	Standard Signs	Field Maint - Runway Lighting	\$ 1,526.71	"
42612	Stan Houston	Machine Maint - Plate Packer Parts	\$ 172.00	"
42613	Sunkota Construction	Concourse Remodel	\$ 99,450.00	"
42614	T&R Contracting	Runway 321 Reconstruction	\$ 2,771,279.72	"
42615	Tessman Seed	Building Maint - Weed Control	\$ 374.00	"
42616	Voltaire Aviation	Airline Startup	\$ 2,666.67	"
42617	AeroStay Hotel	Other Current Expense - Conference Ren	\$ 50.00	7/14/2021
42618	Argus leader	Advertising - Bids, Bills and Meeting Min	\$ 1,144.46	"
42619	AT&T	Utilities - Telephone	\$ 68.37	"
42620	At&T Teleconference	utilities - Telephone Conference Line	\$ 50.84	"
42621	Century Link	Utilities - Telephone	\$ 220.01	"

**Sioux Falls Regional Airport**  
**Bills to be Approved**  
**July 22, 2021**

Check	Vendor	Description	Amount	Date
42622	Office of Child Support	PPE 07/11/2021	\$ 282.92	"
42623	Cole Papers	Janitorial Supplies	\$ 319.63	"
42624	Culligan Water	Bldg Maint - Softener Salt	\$ 453.60	"
42625	G&H Distibuting	QTA Maint	\$ 67.68	"
42626	Green4 Ever	building Maint - Lawn Care	\$ 731.50	"
42627	Hillyard	Janitorial Supplies	\$ 728.43	"
42628	Interstate Office Products	Office Supplies - Ink	\$ 144.38	"
42629	Lamfers and Maas	Accounting Services - Audit Assistance	\$ 4,385.00	"
42630	Media One	Advertising - June Media	\$ 1,991.25	"
42631	O'Connor Company	Climate Control - Roof Top Units	\$ 49.73	"
42632	Running Supply	Emp Benefits - Uniforms	\$ 137.94	"
42633	SDSRP	Supplemental Retirement	\$ 510.00	"
42634	Sioux Falls Electric	Electrical Maint - Economy Lot	\$ 328.04	"
42635	Sioux Merchant	Airport Security 7/4-7/10	\$ 3,910.50	"
42636	Tessman Seed	Building Maint - Mulch and Weed Spray	\$ 1,129.00	"
42637	Time Management System	Time Clock Management	\$ 186.00	"
42638	Waste Management	Airport Sanitation	\$ 2,207.98	"
<b>Total for 6/24/2021 - 7/21/2021</b>			<b>\$ 3,389,623.78</b>	

*Payroll*

<i>pay period ending 6/27/2021</i>	\$ 49,742.05	07/02/21
<i>pay period ending 7/11/2021</i>	\$ 51,319.93	07/16/21

CC- Dan Letellier

<i>Postage</i>	\$ 11.00
<i>Other Current Expense</i>	\$ 352.52
<i>Machine Maint</i>	\$ 55.96
<i>Passenger Services</i>	
<i>Fuel</i>	\$ 138.26
<b>Total</b>	<b>\$ 557.74</b>

CC- Richard King

<i>Fingerprinting</i>	\$ 3,000.00
<i>Computer Supplies</i>	\$ (42.56)
<i>Other Current Expense</i>	\$ 29.94
<i>Passenger Services</i>	\$ 2,162.16
<i>Memberships</i>	\$ 156.75
<b>Total</b>	<b>\$ 5,306.29</b>

**Sioux Falls Regional Airport**  
**Bills to be Approved**  
**July 22, 2021**

---

---

**Sioux Falls Regional Airport  
Bills to be Approved  
July 22, 2021**

---



**Sioux Falls Regional Airport  
Bills to be Approved  
July 22, 2021**

