

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

September 23, 2021

Members Present: Eric Ellefson and Blake Curd

Member Present via phone: Dave Nelson

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

Guests Present: Mark Wiederrich and Jake Braunagel– KLJ Engineers, Eric Hanson – HDR Engineers, Elizabeth Hertz – Davenport Evans Law Firm, Shannon Falon-Johnson/Janklow/Abdallah Law Firm, Christina Cossich – Cossich/Sumich/Parsiola & Taylor Law Firm, LLC

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 12:07 pm.

1. **Executive Session** – Blake Curd moved and Eric Ellefson seconded a motion to go into Executive Session to discuss a legal issue at 12:07 pm, Motion Carried. Blake Curd moved and Eric Ellefson seconded a motion to come out of Executive Session at 12:14 pm. Motion Carried.

2. **Minutes**- Blake Curd moved and Eric Ellefson seconded approval of the minutes of August 26, 2021. Motion carried.

3. **Bills for Approval**- Eric Ellefson moved and Blake Curd seconded approval of the bills as presented. Motion carried.

4. **Consent Agenda**- Report on Consent Agenda items by the Executive Director. Black Curd moved and Eric Ellefson seconded approval of the Consent Agenda. Motion carried.
 - A. Accept FAA Airport Improvement Grant #3-46-0050-057-2021 in the amount of \$3,772,348.00

 - B. Approve State Financial Agreement with the South Dakota Dept. of Transportation for FAA-AIP Grant #3-46-0050-057-2021.

 - C. Ground Lease agreement with SF Hangar Properties, LLC to construct new hangar.

 - D. Award bids for Runway and Aircraft deicing fluid for the 2021-2022 winter season.
 1. Runway Fluid to Nachurs Alpine Solutions. \$ 4.51/gal
 2. Aircraft Fluid to Cryotech - \$9.99/gal

5. Report by Executive Director-

A. Passenger Traffic and Concession Revenue - Passenger enplanements for the month totaled 43,464 which was an increase of 96.8% vs. 2020 and 5.3% below August of 2019. Year to date enplanements trail 2019 by 17%. Food/Beverage, gift shop, and hotel concessions all followed similar increases over 2019 but parking and car rental were down compared to 2019.

B. Construction Update –

1. Runway 3/21 – North half of runway reconstruction complete and open for taxi. South half paving continues and is on track for final completion on October 8th. FAA flight check scheduled for October 14-15.
2. Terminal Apron / Cargo Ramp – Terminal and east cargo apron complete, west cargo apron paving continues with project completion scheduled for Oct. 1.
3. Concourse Remodel – Seating areas near gate 4, 5 and 6 are complete with work continuing on the Business Lounge and gate 3 seating area. Mock-up gate counter ready to review and to determine if any adjustments are necessary before remaining counters are constructed. Expectation of completion with all areas by mid-January.
4. Taxiway Bravo – Work resumed on this project 9/20 and will continue until Oct. 1st. Then return Oct. 11 for the final phase at the intersection of taxiways alpha, bravo and echo. Final completion planned for October 14th.
5. Waterline Project – Waterline is over 50% complete with final completion expected October 1st.
6. General Aviation Ramp – Sealcoat applied last weekend with painting scheduled for 9/27.

6. Old Business –

A. COVID-19 vaccination incentive plan.

Director Letellier provided an update to the COVID-19 mandatory vaccination discussion that was held at the August Board meeting. Letellier was instructed to present the Board with several options to achieve full vaccination by the staff. Letellier provided the following suggestions. A) Letter from the Board to all Authority employees strongly encouraging employees to become vaccinated. B) Provide a financial bonus of \$100 to each employee that has received or will receive the covid vaccination. C) For employees failing to become vaccinated, the Authority contribution to an employee's health insurance deductible would be suspended for health care expenses related to the covid-19 virus. D) Require all new-hire employees to be vaccinated as a condition of employment.

Chairman Nelson temporarily transferred Chairmanship to Commissioner Ellefson and made a motion requiring all Airport Authority employees to become vaccinated for the corona virus by Dec. 1, 2021. Motion seconded by Blake Curd. Motion failed, 1 aye, 2 nays.

Commissioner Nelson moved and Commissioner Curd seconded a motion to provide a financial incentive of \$200 for each employee who either is vaccinated or becomes vaccinated by December 1, 2021. Motion Carried. Commissioner Nelson moved and Commissioner Ellefson seconded a motion to suspend health insurance deductible coverage for employees who are not vaccinated and incur health care expenses associated with the coronavirus. Motion carried by a vote of 2 aye and 1 nay. Commissioner Curd voiced his concern about the ability of local management to administer this policy due to the complexities of the virus and the many conditions that may require treatment. Director Letellier will present the policy to legal council for assistance in developing the policy and procedure for implementation and report back to the Board at the next meeting. Commissioner Ellefson transferred Chairmanship back to Commissioner Nelson.

7. New Business –

- A. Agreement to amend/extend Food/Beverage Concessions Agreement with Hungry's Restaurant Inc. Hungry's Restaurant, Inc. recently solicited bids to remodel the upstairs restaurant and add a deli counter at the end of the concourse. The construction bids received along with new equipment/tables, etc. totals \$634,000. Hungry's is requesting a 7-year extension to their lease which ends Oct. 15, 2023. This would allow them to amortize the expense of the renovation over the extended lease. The extension would also increase the food concession percentage from 8% to 10% and the alcohol sales from 10% to 12%. Blake Curd moved and Eric Ellefson seconded a motion to approve the agreement extending the lease from October 15, 2023 to October 14, 2030 in addition to an adjustment in concession fees of 10% and 12%. Motion Carried
- B. Approval to fund replacement of existing Crash/Fire/Rescue emergency communication equipment not to exceed \$50,000. The current crash/fire/rescue communication system from the control tower to the Air Guard fire station is over 10 years old and has failed on numerous occasions. Proposals have been received from three vendors for new equipment. Director Letellier requested Board approval to fund the replacement of this system up to \$50,000. Blake Curd moved and Eric Ellefson seconded a motion to purchase a replacement emergency communication system not to exceed \$50,000. Motion carried.
- C. Award construction contract to lowest responsible bidder for the installation of Precision Approach Path Indicator (PAPI) equipment for RWY21. Bids were opened Sept. 21st to replace the current Visual Approach Slope Indicator (VASI) approach navigation lights with PAPI equipment. Bid identified replacement with an incandescent system but bids received utilized the LED style which increased the expected cost of the project by \$20,000 to \$25,000. Director Letellier requested the Board reject all bids and relet the project later in the year. The additional time would allow airport management and the Board time to review the advantages and disadvantages of an LED system vs incandescent as well as determine an

appropriate construction window for installation in 2022 around other runway construction projects. Eric Ellefson moved and Blake Curd seconded a motion to reject all bids and rebid later in the year. Motion Carried.

- D. Reimbursable Agreement with the FAA to conduct a commissioning flight check for the new PAPI equipment for runway 21. - \$10,098.00. Board elected to defer the approval of a reimbursable agreement with the FAA to conduct a commissioning flight check for the replacement PAPI equipment until an installation date is identified.

8. Open Segment

Blake Curd moved and Eric Ellefson seconded a motion to adjourned the meeting at 1:20pm.

Date

Secretary

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

**Sioux Falls Regional Airport
Bills to be Approved
October 28, 2021**

Check	Vendor	Description	Amount	Date
42856	Century Link	Utilities - Telephone	\$ 914.76	9/23/2021
42857	Office of Child Support	PPE 09/19/2021	\$ 282.92	"
42858	Cole Papers	Janitorial Supplies	\$ 343.06	"
42859	D&D Small Engine	Machine Maint - Paint Mach Carburater	\$ 25.10	"
42860	Kristin Elgersma	Sams Club - Office Supplies	\$ 155.69	"
42861	FedEx	Postage	\$ 59.87	"
42862	Fred the Fixer	Building Maint - Rekey Lock	\$ 62.00	"
42863	Graybar	Electrical Supplies - Ballasts	\$ 302.50	"
42864	Hillyard	Janitorial Supplies	\$ 693.41	"
42865	Interstate Office Products	Office Supplies - Ink, Pens, Sanitizer	\$ 327.07	"
42866	Johnstone Supply	Climate Control - Filters	\$ 1,169.04	"
42867	KLJ Engineering	Engineering	\$ 340,922.33	"
42868	Master Blaster	QTA Maint	\$ 262.11	"
42869	Mead and Hunt	Master Plan Update	\$ 32,771.70	"
42870	Midco	Passenger Services	\$ 648.00	"
42871	P&K Pest	Building Maint - Bird Control	\$ 600.00	"
42872	SDSRP	Supplemental Retirement	\$ 710.00	"
42873	Sioux Falls Utilities	Utilities - Electrical	\$ 32,404.17	"
42874	Sioux Falls Utilities	Utilities - Water / Sewer	\$ 7,913.81	"
42875	Sioux Merchant	Airport Security - 9/12-9/18	\$ 4,014.78	"
42876	Standard Signs	Field Maint - Field Lighting	\$ 78.80	"
42877	T&R Contracting	Termianl Apron, Cargo Ramps	\$ 255,742.26	"
42878	A-1 Septic	Sewage - Holding Tank	\$ 150.00	9/30/2021
42879	ADK Executive Search	Consulting - Salary Study	\$ 9,500.00	"
42880	AT&T	Utilities - Telephone	\$ 47.62	"
42881	Bargain Barn	Tires - Mower 20 patch	\$ 20.00	"
42882	Batteries Plus	Electrical Supplies - Bulbs	\$ 649.30	"
42883	Border States Electric	Electrical Supplies - Field	\$ 75.52	"
42884	Cole Papers	Janitorial Supplies	\$ 86.10	"
42885	Dalsin Inc	Building Maint - Roof Leak	\$ 492.15	"
42886	Dex Media	Utilities - Adveritsing	\$ 268.50	"
42887	Diamond Vogel	Paint - yellow	\$ 614.00	"
42888	Direct TV	Passenger Services	\$ 159.24	"
42889	Dockendorf Equipment	QTA Maint	\$ 3,118.46	"
42890	Epicosity	Advertising - August Production	\$ 12,232.67	"
42891	Green 4 Ever	Building Maint - Fertilizing	\$ 731.50	"
42892	Hillyard	Janitorial Supplies	\$ 884.11	"
42893	Interstate Battery	Machine Maint - Truck 7 battery	\$ 164.95	"
42894	Capital One	Building Maint	\$ 151.88	"
42895	Metlife	Emp Benefits -STD, LTD, AD&D, Life,den \	\$ 4,542.97	"
42896	Michaels Purple	QTA Floor drain pumping	\$ 215.00	"
42897	MidAmerican	Utilities - Natural Gas	\$ 4,134.67	"
42898	Rick Milner	Postage	\$ 23.25	"
42899	Oreilly	Machine Maint - Misc Items	\$ 455.61	"

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Check	Vender	Description	Amount	Date
42900	Roto Rooter	Plumbing Maint - Drain Cleaning	\$ 303.00	"
42901	SDRS	Retirement	\$ 1,264.40	"
42902	Sioux Falls Two Way	Communications Maint - Radio	\$ 104.99	"
42903	Sioux Equipment	Maint - Fuel Printer	\$ 1,250.94	"
42904	Sioux Merchant	Airport Security 9/19-9/25	\$ 3,708.46	"
42905	T&R Contracting	Rwy 3/21	\$ 1,070,892.81	"
42906	AirIT	Passenger Services	\$ 941.68	10/7/2021
42907	Argus Leader	Advertising - Bills and Boar Minutes	\$ 159.25	"
42908	Baldwin Supply	building Maint - Transfer Belt	\$ 1,375.53	"
42909	Bargain Barn	Tires - Truck 7	\$ 1,052.00	"
42910	Child Support	PPE 10/03/2021	\$ 282.92	"
42911	Cole Papers	Janitorial Supplies	\$ 227.64	"
42912	Construction Products	Small Tools - Spray Paint, Ear buds	\$ 219.60	"
42913	Cryotech	Aircraft Deicing Totes	\$ 40,418.70	"
42914	Davenport Evans	Attorney Fees	\$ 5,526.66	"
42915	Diamond Vogel	Black Paint -	\$ 136.00	"
42916	Double H Paving	Taxiway B	\$ 645,733.23	"
42917	G&R Controls	Building Maint - Boiler Checks	\$ 11,760.00	"
42918	Grainger	Building Maint - Baggage Solenoid	\$ 24.86	"
42919	Great Lakes Chapter	Memberships - Dan and Richard	\$ 70.00	"
42920	H&R Roofing	Other Building Maint - Fed Ex Roof	\$ 300.00	"
42921	Hillyard	Janitorial Supplies	\$ 783.44	"
42922	Howes Oil	QTA Facility Fuel	\$ 20,939.76	"
42923	Health Pool of SD	October Health Insurance	\$ 40,329.19	"
42924	Interstate Battery	Office Supplies - Battery Backup	\$ 29.87	"
42925	Jim and Ron	Other Current Expense	\$ 50.00	"
42926	Richard King	Travel	\$ 97.20	"
42927	Krier and Blain	Climate Control - Shop Heating System	\$ 5,276.47	"
42928	MidAmerican	Utilities - Natural Gas	\$ 211.99	"
42929	Vollan Oil	Fuel/diesel resale / QTA Fuel	\$ 31,288.17	"
42930	Midwest Oil	QTA Maint	\$ 236.75	"
42931	Mood Media	Passenger Services	\$ 75.24	"
42932	Overhead Door Company	Other Building Maint - Openers	\$ 450.00	"
42933	Pfeifer Implement	Machine Maint - Wheel Kit Mower	\$ 55.12	"
42934	Running Supply	Small Tools - Leaf Blower	\$ 139.99	"
42935	SDN Technologies	Fire Wall Support	\$ 1,022.00	"
42936	SDRS	September Retirement - Emp Benefits	\$ 16,394.83	"
42937	SDSRP	Supplemental Retirement	\$ 710.00	"
42938	Experience Sioux Falls	Advertising - Hunters Welcome	\$ 4,000.00	"
42939	Sioux Empire United Way	united Way	\$ 195.00	"
42940	Sunkota Construction	Concourse Remodel	\$ 110,511.00	"
42941	Time Management System	October Time Card Management	\$ 194.00	"
42942	Tri State Garage Door	Other Building Maint - Same Day	\$ 1,207.50	"
42943	Voltaire Aviation	Airline Startup	\$ 3,916.67	"

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42944	Automatic Door Group	Building Maint - Baggage Door	\$ 2,889.00	10/14/2021
42945	AT&T	Utilities - Telephone	\$ 54.30	"
42946	Bladwin Supply	Building Maint - Belt Freight	\$ 87.38	"
42947	Batteries Plus	Electrical Supplies - Light bulbs	\$ 99.28	"
42948	Century Link	Utilities - Telephone	\$ 408.94	"
42949	Cole Papers	Janitorial Supplies	\$ 383.63	"
42950	Convergint Tech	Security Maint - Customs	\$ 3,517.30	"
42951	Dakota Riggers	Small Tools - Bits, torque wrench	\$ 305.96	"
42952	Diamond Vogel	Paint- White	\$ 682.80	"
42953	FedEx	postage	\$ 72.02	"
42954	Graybar	Electrical SUPPLIES	\$ 634.84	"
42955	Gurantee Roofing	Building Maint - Roof Repair	\$ 419.50	"
42956	Hillyard	Janitorial Supplies	\$ 548.02	"
42957	Jim Bork Enterprise	Office Supplies - Checks	\$ 149.00	"
42958	KLJ Engineering	Engineering	\$ 216,927.43	"
42959	Minnehaha County	Airport Security - LEO September	\$ 15,605.61	"
42960	Oreilly	Machine Maint	\$ 93.99	"
42961	Running Supply	Small Tools- pump lever	\$ 38.99	"
42962	Seal Pros	Parking Lot Maint	\$ 71,999.95	"
42963	Sioux Merchant	Airport Security - 9/26-10/09	\$ 7,592.89	"
42964	TSP	Concourse Remodel	\$ 1,929.20	"
42965	Waste Management	Airport Sanitation	\$ 1,863.09	"
42966	Bargain Barn	Tires - mower 26 and truck 8	\$ 883.75	10/20/2021
42967	Century Link	Utilities - Telephone	\$ 911.42	"
42968	Office of Child Support	Ppe 10/17/2021	\$ 282.92	"
42969	City of Sioux Falls	2022 Liquor License	\$ 773.00	"
42970	Cole Papers	Janitorial Supplies	\$ 214.08	"
42971	Construction Products	Small Tools - Bolts	\$ 34.40	"
42972	Convergint Tech	Security Maint - Customs	\$ 660.00	"
42973	Dakota Auto Parts	Machine Maint - Forklift fuel pump	\$ 62.99	"
42974	HDR Engineering	Pavement Maint	\$ 20,956.24	"
42975	Hillyard	Janitorial Supplies	\$ 882.26	"
42976	Howes Oil	QTA Fuel Resale	\$ 22,406.02	"
42977	Master Blaster	Qta Maint	\$ 242.36	"
42978	Mead and Hunt	Master Plan Update	\$ 80,353.18	"
42979	Metro Construction	Water Main Project	\$ 555,615.85	"
42980	Office of Fire Marshall	Boiler Inspections	\$ 160.00	"
42981	R&L Supply	Plumbing Supplies - Restroom	\$ 222.53	"
42982	SDSRP	Supplemental Retirement	\$ 710.00	"
42983	Sioux Falls Utilities	Utilities - Electric	\$ 28,999.28	"
42984	Sioux Falls Utilities	Utilities - Water / Sewer	\$ 9,094.55	"
42985	Sioux Equipment	Machine Maint - Diesel Pump	\$ 1,600.17	"
42986	Sioux Merchant	Airport Security 10/10-10/16	\$ 3,943.09	"
42987	Standard Parking	September Management Fee	\$ 31,693.71	"

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42988	Standard Signs	Field Maint - Field Lighting	\$ 1,906.53	"
42989	Think Tourism	Advertisng - Visitors Guide	\$ 2,145.00	"
42990	Verizon Wireless	Utilities - Telephone	\$ 522.65	"
42991	Vidtronix	Passenger Services - Boarding Pass	\$ 220.00	"
Total for 9/23/2021 - 10/27/2021			\$ 3,834,786.84	

Payroll

<i>pay period ending 9/19/2021</i>	\$ 52,313.68	<i>09/24/21</i>
<i>pay period ending 10/01/2021</i>	\$ 51,609.54	<i>10/08/21</i>
<i>101521-Bonus Vaccination</i>	\$ 2,362.46	<i>10/15/21</i>
<i>pay period ending 10/17/2021</i>	\$ 53,390.70	<i>10/22/21</i>

CC- Dan Letellier

<i>Postage</i>	\$ 7.80
<i>Building Maint</i>	\$ 185.19
<i>Memberships</i>	
<i>Advertising - Help wanted</i>	\$ 198.00
<i>Machine Maint</i>	\$ 76.17
<i>Office Supplies</i>	\$ 117.36
<i>Fingerprinting Expese</i>	
<i>Fuel</i>	\$ 111.40

CC- Richard King

Total	\$ 695.92
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<i>Fingerprinting</i>	\$ 3,000.00
<i>Machine Maint</i>	
<i>Passenger Services</i>	
<i>Office Supplies - Sage Renewal</i>	
<i>Travel</i>	\$ 683.65
<i>Memberships</i>	\$ 34.29
Total	\$ 3,717.94

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