

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

**December 16, 2021**

Members Present: Dave Nelson, Lon Stroschein and Kent Cutler

Member Present via phone: Blake Curd

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, Brad Greguson – Standard Parking

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 12:02 pm.

1. **Minutes-** Lon Stroschein moved and Kent Cutler seconded approval of the minutes of November 18, 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. New 2-year T-Hangar Leases for the following tenants: T1-1-Jeff Twedt, T1-5 Rick Larson, T1-6 Florian Davis, T1-7 Tom Redlin. T2-13 John Oliphant, T2-17 Richard Damian, T2-18 Scott Ecklund, T2-19 Kelly Peterson, T2-20 Court Ecklund, T3-1 John Schreurs, T3-2 Dave Campbell, T3-3,5,7 Mockingbird Flying Club, T3-4 Kirk Evenson, T3-6 Andrew Skattum, T3-8 Craig Arnold, T3-9 Terry Craft, T3-10 Aaron Smith..
  - B. Building Lease agreement with Satnan Avionics for Alert Hangars 71-74 and Bldg 70.
  - C. Rates and Charges – 2022
  - D. Update to Employee Handbook – Observed Holidays.
  - E. Accept FAA – American Rescue Plan Act – Concession Relief Grant in the amount of \$493,760.00
  - F. Change Order #2 with Sunkota Construction for additional work associated with Concourse Remodel - \$25,264.99
4. **Report by Executive Director-**

- A. Passenger Traffic and Concession Revenue – The first two weeks of November were slower than normal for passenger traffic but the Thanksgiving Holiday drove enplanements to record levels. We finished November with 45,773 enplanements which was down slightly from 2019. Total traffic topped 90,725 which again was a bit off the pace from 2019. Year to date volume is 86.1% of our 2019 totals. Food Beverage/Gift Shop, Car Rental, and parking concessions were all up while hotel concessions saw a slight dip.
- B. Update on Joint – Use Agreement with the SD Air National Guard – A few minor wording changes were made to the agreement to satisfy our legal counsel and a new two-year agreement was signed and forward to the Guard Bureau for signature.

**5. Old Business –  
None**

**6. New Business –**

- A. Award Precision Approach Path Indicator Light (PAPI) project to Sioux Falls Electric in the amount of \$85,346.00 – alternate. Bids for the replacement of the VASI approach lighting system with a new PAPI were opened on Dec. 7<sup>th</sup>. The low bidder for the base bid (incandescent lights) was Sioux Falls Electric for \$77,346.00 The low for the alternate proposal (LED lights) also belonged to Sioux Falls Electric in the amount of \$85,346.00. The energy savings with the LED equipment offered a payback in only three years for the difference in cost. Director Letellier recommend an award for the alternate proposal. Kent Cutler moved and Lon Stroschein seconded a motion to award the alternate LED option to Sioux Falls Electric. Motion Carried.
- B. Approve the purchase of a new forklift for terminal operations from Herc-U-Lift in the amount of \$29,243.39 – Our current forklift is a 1965 model and difficult to maintain due to lack of parts for that age of equipment. We provide primary assistance to the airlines and other airport tenants when the need to unload material requires a forklift. Lon Stroschein moved and Kent Cutler seconded a motion to purchase a new forklift from Herc-U-Lift in the amount of \$29,243.39. Motion carried.

**7. Open Segment  
None**

- 8. Executive Session –** Human Resource Item – Kent Cutler moved and Lon Stroschein seconded to go into Executive Session at 12:28pm. Lon Stroschein moved and Kent Cutler seconded to end Executive Session at 1:04 pm

Lon Stroschein moved and Kent Cutler seconded a motion to adjourned the meeting at 1:04pm.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

Next Board Meeting: January 27,2021 12:00 pm

**Sioux Falls Regional Airport  
Bills to be Approved  
January 27, 2021**

Check	Vendor	Description	Amount	Date
43179	A&B Business Solutions	Office Equipment Maint - Printer	\$ 85.92	12/16/2021
43180	American Assoc of Airport	IET Maint	\$ 8,800.00	"
43181	Accounts Management	Garnishment 12/17/2021	\$ 239.37	"
43182	AirIT	Passenger Services - FIDS	\$ 969.93	"
43183	Argus Leader	Publications - Meeting Mins and Bills	\$ 1,151.40	"
43184	AT&T	Utilities - Telephone	\$ 63.44	"
43185	Batteries Plus	Small Tools - Batteries	\$ 136.29	"
43186	Century Link	Utilities - Telephone	\$ 322.49	"
43187	Office of Child Support	Child Support PPE 12/12/2021	\$ 282.92	"
43188	Cole Papers	Janitorial Supplies	\$ 206.45	"
43189	E-One Inc	Equipment - Foam Testing Cart	\$ 22,750.00	"
43190	FedEx	Postage	\$ 36.72	"
43191	HDR Engineering	Engineering - SRE Bldg, PAPI	\$ 22,669.15	"
43192	Hillyard	Janitorial Supplies	\$ 573.48	"
43193	Hungrys	Other Current Expense	\$ 10.95	"
43194	Johnstone Supply	Climate Control - Filters	\$ 1,449.37	"
43195	Kone	Building Maint - Escalator	\$ 2,302.02	"
43196	Malloy Electric	Climate Control	\$ 298.18	"
43197	Media One	Code for PAPI and Flight APIS	\$ 312.50	"
43198	Vollan Oil	Fuel Resale and QTA Fuel	\$ 32,271.04	"
43199	Midwest Alarm	bUilding maint - Alarm Testing	\$ 503.01	"
43200	Quadient Fiance	Postage	\$ 170.97	"
43201	Northern States Supply	Small Tools - Drill Bits	\$ 150.13	"
43202	Petty Cash	Misc Expenses	\$ 165.13	"
43203	SD Department of Enviro	Stormwater Fee	\$ 200.00	"
43204	SDSRP	Supplemental Retirement	\$ 710.00	"
43205	Sioux Merchant Patrol	Airport Security 12/5-12/11	\$ 3,701.94	"
43206	SP Plus Corp	November Parking Management Fee	\$ 36,768.80	"
43207	Stan Houston	Machine Maint - Fly wheel	\$ 99.75	"
43208	State Steel of South Dakota	Machine Maint - Misc Steel	\$ 579.11	"
43209	Summit Fire Protection	Fire and Rescue Purple K	\$ 3,504.00	"
43210	Sunkota Construction	Concourse Remodel	\$ 47,259.90	"
43211	TSP	Concourse Remodel	\$ 982.80	"
43212	Auster Rubber Co	Machine Maint - Snow Blades	\$ 1,898.66	"
43213	Verizon	Utilities - Telephone	\$ 845.16	"
43214	Volaire Aviation	Airline Startup - Rotary Meeting	\$ 977.37	"
43215	A-1 Septic	Sewage - Holding Tank Pumping	\$ 150.00	12/27/2021
43216	Automatic Building Controls	Building Maint - Alarm System Service	\$ 106.12	"
43217	Accounts Management	PPE 12/26/2021 Garnishment	\$ 239.37	"
43218	Airside Solutions	Field Maint - Airfield Lighting	\$ 5,997.96	"
43219	Century Link	Utilities - Telephone	\$ 918.83	"
43220	Office of Child Support	PPE 12/26/2021 Garnishment	\$ 282.92	"
43221	Cole Papers	Janitorial Supplies	\$ 303.69	"
43222	Diesel Machinery	Machine Maint - Oil Filter	\$ 47.34	"

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Check	Vendor	Description	Amount	Date
43223	Hillyard	Janitorial Supplies	\$ 1,515.00	"
43224	Health Pool of SD	Emp Benefits - January Health Insu	\$ 44,745.60	"
43225	KLJ Engineering	Misc Engineering Expenses	\$ 312,164.83	"
43226	Kurt Krome	Utilities - Telephone	\$ 240.00	"
43227	Lawn Crafters	Other Current Expense - Snow Removal	\$ 6,751.00	"
43228	Master Blaster	QTA Maint	\$ 292.86	"
43229	MetLife	Emp Benefits - STD, LTD, ADD, Life, Denta	\$ 5,352.29	"
43230	Midco	Passenger Services	\$ 648.00	"
43231	Vollan Oil	Gas and Diesel for Shop	\$ 12,069.87	"
43232	Midwest Alarm	Building Maint - Fire Panel	\$ 129.38	"
43233	Midwest Oil	Oil - Dexron	\$ 533.42	"
43234	Minnehaha County	Airport Security - LEO Reimb	\$ 15,106.78	"
43235	NAS Industrial	Runway Deicer	\$ 22,631.18	"
43236	Oreilly	Machine Maint - Filters, Wrench, Paint	\$ 68.44	"
43237	Panther Premier	Office Supplies - Labels	\$ 115.00	"
43238	Roto Rooter	Plumbing Maint	\$ 445.00	"
43239	SDSRP	Supplemental Retirement	\$ 710.00	"
43240	Sioux Fall Utilities	Utilities - Electric	\$ 31,913.13	"
43241	Sioux Falls Utilities	Utilities - Water / Sewer	\$ 5,398.01	"
43242	Signature Flight Support	Other Current Expense - Civil Air	\$ 257.50	"
43243	Sioux Merchant Patrol	Security - 12/12-12/25	\$ 7,553.78	"
43244	A-Ox Welding	Machine Maint - Compressed Gas	\$ 106.01	1/6/2022
43245	ABC Rental	Other Current Expense - Chairs	\$ 38.50	"
43246	Argus Leader	Publications - Bills and Board Mins	\$ 178.43	"
43247	AT&T	Utilities - Telephone	\$ 46.70	"
43248	Bargain Barin	Tires - Security Jeep	\$ 811.80	"
43249	Brian Cowles	Other Current Expense - Travel	\$ 958.83	"
43250	C&R Supply	Machine Maint - Fittings	\$ 203.74	"
43251	Cole Papers	Janitorial Supplies	\$ 90.85	"
43252	Convergint Tech	Communications - Kitchen Door	\$ 719.94	"
43253	Cryotech	Aircraft Deicer	\$ 51,509.68	"
43254	Davenport Evans	Attorney Fees	\$ 414.00	"
43255	Dex Media	Advertising - Phone Books	\$ 268.50	"
43256	Direct Tv	Passenger Services	\$ 152.99	"
43257	Epicosity	Website and Marketing Fees	\$ 31,706.46	"
43258	Forward Sioux Falls	2022 Pledge	\$ 240,000.00	"
43259	G&R Controls	QTA Maint	\$ 1,275.13	"
43260	Grainger	Electrical Supplies - Light Bulbns	\$ 191.90	"
43261	HDR Engineering	Pavement Papi Engineering	\$ 1,298.36	"
43262	Hillyard	Janitorial Supplies	\$ 687.60	"
43263	Howes Oil	Fuel Resale and QTA Fuel	\$ 30,737.63	"
43264	Hungrys	Other Current Expense	\$ 211.88	"
43265	Intersate Battery	Battery Backups	\$ 270.45	"
43266	Johnstone Supply	Other bldg Maint - Thermostate	\$ 72.30	"


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43267	Jonathon Perout	Other Current Expense - Travel	\$	1,049.62	"
43268	Kone	Building Maint	\$	973.61	"
43269	Krier and blain	Shop Maint - Boilers	\$	2,592.14	"
43270	Matheson	Oxygen	\$	114.10	"
43271	Lions Club	Membership 2022	\$	70.00	"
43272	McCook County Dental	Other current expense - sanitizer	\$	68.64	"
43273	Capital One	Building Maint	\$	354.50	"
43274	Michaels Purple	QTA Maint	\$	215.00	"
43275	MidAmerican	Utilities - Natural Gas	\$	35,988.72	"
43276	Mood Media	Passenger Services	\$	75.24	"
43277	Oreilly	Machine Maint	\$	62.42	"
43278	Otis Elevator	Building Maint	\$	1,647.12	"
43279	Panther Premier	Office Supplies - Security Cards	\$	120.00	"
43280	SDN Technologies	Fire Wall Protection - January	\$	1,022.00	"
43281	SDRS	December Retirement	\$	30,277.48	"
43282	Sioux Falls Utilities	Utilities - Sewer	\$	540.65	"
43283	Sioux Empire United Way	united Way	\$	195.00	"
43284	Sioux Equipment	Tank Spill Confinent	\$	14,489.54	"
43285	Sioux Merchant Patrol	Security - 12/26-1/1	\$	5,155.35	"
43286	Sunkota Construction	Concourse Remodel	\$	107,550.00	"
43287	T&R Contracting	Termianl Apron Rehab	\$	204,956.87	"
43288	Time Management	Time Keeping Payroll System	\$	216.75	"
43289	Tri State Garage	Building Maint	\$	9.00	"
43290	Tractor Supply	Machine Maint	\$	150.69	"
43291	Volaire Aviation	Airline Startup - Retainer	\$	3,500.00	"
43292	West Plains Eng	Generator Replacement	\$	5,000.00	"
43293	A&B Business Solutions	Office Supplies - Printer Ink	\$	85.00	1/21/2022
43294	Automatic Building Controls	Building Maint - Alarm	\$	685.72	"
43295	Accounts Management	PPE 1/09/2022 Garnishment	\$	239.37	"
43296	AirIt	Passenger Services	\$	969.93	"
43297	Airside Solutions	Field Maint - Airfield Lighting	\$	1,124.38	"
43298	AT&T	Utilities - Telephone	\$	71.29	"
43299	Border States Electric	Electrical Supplies	\$	252.29	"
43300	C&R Supply	Machine Maint - Sander Truck Pump	\$	152.00	"
43301	Century Link	Utilites - Telephone	\$	1,407.51	"
43302	Office of Child Support	Child Support PPE 1/09/2022	\$	282.92	"
43303	City Glass and Glazing	QTA Maint	\$	4,272.00	"
43304	Cole Papers	Janitorial Supplies	\$	305.06	"
43305	Construction Products	Small Tools - Bolts	\$	84.00	"
43306	Convergint Tech	Customs Card Reader	\$	216.84	"
43307	D&K Door	QTA Maint	\$	262.50	"
43308	Diamond Vogel	Paint - black and yellow	\$	3,752.00	"
43309	Epicosity	Marketing	\$	11,082.14	"
43310	Fastenal	Small Tools - misc items, bolts	\$	141.09	"
43311	HDR Engineering	SRE Building	\$	44,764.87	"

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43312	Hillyard	Janitorial Supplies	\$ 2,660.98	"
43313	Intersate Battery	Building Maint - Door Battery	\$ 40.90	"
43314	Interstate Office	Office Supplies - Misc Items	\$ 181.45	"
43315	JayMar	Office Supplies - Tax Forms	\$ 39.60	"
43316	Kabel Business	Health Insurance - HRA DEC	\$ 167.43	"
43317	KLJ Engineering	Engineering	\$ 202,601.06	"
43318	Matheson	Oxygen	\$ 69.45	"
43319	Macs Inc	Misc Shop Items	\$ 85.63	"
43320	Malloy Electric	Machine Maint - Belt	\$ 62.42	"
43321	Master Blaster	QTA Maint	\$ 299.60	"
43322	Mead and Hunt	Master Plan	\$ 92,681.25	"
43323	Vollan Oil	Fuel Resale	\$ 15,911.77	"
43324	Minnehaha County	December LEO	\$ 17,282.76	"
43325	Quadient Fiance	Postage	\$ 29.03	"
43326	Northview Bait	Machine Maint - Propane	\$ 50.00	"
43327	P&K Pest	Building Maint, QTA Pest Control	\$ 765.00	"
43328	Panther Premier	Office Supplies - Letterhead	\$ 189.00	"
43329	Pheasantland	Field Maint - Signs	\$ 220.32	"
43330	R&L Supply	Plumbing Supplies - urnial	\$ 61.71	"
43331	SDRSP	Supplemental Retirement	\$ 710.00	"
43332	Sioux Falls Utilities	Utilities - Electric	\$ 33,854.26	"
43333	Sioux Falls Utilities	Utilities - Water / Sewer	\$ 4,366.31	"
43334	Signature Flight	Other Current Expense	\$ 257.50	"
43335	Sioux Falls Electric	Electrical Maint - Runway lights	\$ 273.37	"
43336	Sioux Merchant Patrol	Airport Security - 01/02-01/08	\$ 5,064.10	"
43337	SP Plus Corp	December Parking and Shuttle	\$ 52,652.74	"
43338	TSP	Concourse Remodel	\$ 1,019.20	"
43339	Verizon	Utilities - Telephone	\$ 423.49	"
43340	Waste Management	Airport Sanitation	\$ 2,000.59	"
		<b>Total for 12/16/2021 - 01/26/2021</b>	<b><u>\$ 1,952,653.60</u></b>	
	<i>Payroll</i>	<i>pay period ending 12/12/2021</i>	\$ 57,623.10	12/17/2021
		<i>Pay Period ending 12/26/2021</i>	\$ 60,109.96	12/31/21
		<i>pay period ending 1/09/2022</i>	\$ 61,711.43	01/14/22

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	<i>Postage</i>	\$	6.24
<i>CC- Dan Letellier</i>	<i>Building Maint</i>		
	<i>Office Supplies</i>		
	<i>Employee Clothing</i>	\$	127.74
	<i>Advertising - Help wanted</i>		
	<i>Membership</i>		
	<i>Other Current Expense</i>	\$	1,247.48
	<i>Janitorial</i>	\$	104.02
	<i>Fuel</i>	\$	176.07
<i>CC- Richard King</i>	<i>Total</i>	\$	1,661.55
	 <i>Fingerprinting</i>	 \$	 1,500.00
	<i>Other Current Expense</i>	\$	50.70
	<i>Janitorial Supplies</i>	\$	15.91
	<i>Passenger Services</i>	\$	484.57
	<i>Travel</i>	\$	603.24
	<i>Memberships</i>	\$	34.29
	<i>Total</i>	\$	2,688.71

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