

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

May 27, 2022

Members Present: Dave Nelson and Kent Cutler

Members Present Via Phone: Blake Curd, Eric Ellefson, Lon Stroschein

Staff Present: Dan Letellier, Richard King and Kristin Elgersma

Guests Present: Eric Hanson – HDR Engineers, Jake Braunagel and Mark Wiederrich – KLJ Engineers, Brad Greguson, Brad McAllister, and Greg Pierson – SP Plus, and Joy Fiege – Eide Bailly, John Taylor – Taylor Law Firm

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 10:01 am.

1. **Minutes-** Kent Cutler moved and Blake Curd seconded approval of the minutes of April 28, 2022. Motion Carried. Kent Cutler moved and Eric Ellefson seconded approval of the minutes of the Special Session on May 12, 2022. Motion carried.
2. **Bills for Approval-** Kent Cutler moved and Eric Ellefson seconded approval of the bills as presented. Motion carried.
3. **Consent Agenda-** Report on Consent Agenda items by the Executive Director. Eric Ellefson moved and Kent Cutler seconded approval of the Consent Agenda. Motion carried.
 - A. Accept FAA Airport Improvement Grant #3-46-0050-061-2022 in the amount of \$5,706,900.00 for 2022 projects.

4. Report by Executive Director-

- A. Passenger Traffic and Concession Revenue – April traffic hit a record for the month with 50,133 departing passengers which was 39.3% above last year's figure. Total passengers also increased 42% above 2021 reaching 102,889.
- B. Air Fare & Load Factor – Director Letellier provided a spreadsheet which reflected the significant increase in air fares over the past year. Average fares for the busy month of July averaged over \$550 round trip to the top 28 destinations out of Sioux Falls. Load Factor has also increased with March load factor totaling 85% and April reaching 80% which is on par with pre-pandemic percentages.
- C. Construction Updates -
 - a. Concourse Remodel – Substantially complete and currently working on punch list items. Some of the wall Panel material was defective and no timetable when replacement panels will be received to complete the project.

- b. Restaurant Remodel – Project is nearing completion with a June 15th completion date.
- c. PAPI install – PAPI equipment is installed but still waiting on a transformer which will hopefully be shipping the first week of June. Once they finish installing the transformer a FAA flight check will be scheduled to certify the equipment.
- d. Runway 15/33 – Project has been awarded to BX Civil & Contracting with construction to begin July 11th.
- e. SRE building bids were opened on May 24th and waiting on Board action to award the project.
- f. Parking Garage Bids were also opened on May 24th with a Special Session scheduled on June 9th to consider an award to the apparent low bidder.
- g. Cargo Apron – Preliminary concepts have been approved and design for the expansion will begin soon.

5. Old Business –
No Items

6. New Business –

- A. Presentation of Audit 2021 Financial Statements, FAA Grant and PFC Single Audits. Joy Fiege with Eide Bailly was present to talk about the findings identified during the 2021 Financial Audit as well as the audits conducted for our Federal Grant Administration and PFC Revenue. Blake Curd moved and Lon Stroschein seconded a motion to accept the audit report. Motion Carried.
- B. Review of Construction bids for the snow removal equipment building addition - Bids were opened bids on May 25th for an addition to our snow removal equipment building and the construction of a new sand storage building. Two bids were received with the low bid submitted by Sunkota Construction in the amount of \$5,906,570. Estimate for the project was \$6.2 million and will be funded utilizing the new BIL infrastructure grant program. Kent Cutler moved and Blake Curd seconded a motion to award the project to Sunkota Construction in the amount of \$5,906,570.00. Motion carried
- C. Review of Construction Bids for a new parking structure –Bids were opened on May 24th for the construction of a new parking structure. Two bids were received with the low bid coming from Henry Carlson Construction. The bid for the core garage was 35% above design team estimate along with the four other alternates including a skyway connection to the terminal. Director Letellier presented a cash balance forecast taking into account the current revenue climate and balance after construction as well as an alternative which assumed a 20% drop in revenue and the need to secure a loan to maintain cash reserves. The Board asked the design team to work with the contractor on potential value engineering savings as well as the

implications of not awarding and rebidding a year later. A Special Session has been scheduled for June 9th to review options and either accept or reject the bids presented.

- D. Election of Officers - New officers are appointed annually at the May Board meeting. Kent Cutler moved and Blake Curd seconded a motion to elect Lon Stroschein as Chairman and Eric Ellefson as Vice-Chair for the coming year along with Dan Letellier as Secretary. Motion Carried.

- E. Commissioner Stroschein recognized Chairman Dave Nelson's 10 years of service to the Airport Authority and the many accomplishments of the airport during his tenure and wished him well. The Board also welcomed incoming Commissioner John Taylor.

7. Open Segment
None

Kent Cutler moved and Eric Ellefson seconded a motion to adjourned the meeting at 11:27 am.

_____	_____
Date	Secretary
Next Board Meeting:	June 9, 2022 2:00 pm – Special Session
	June 23,2022 12:00 pm

Sioux Falls Regional Airport
Bills to be Approved
May 26, 2022

Check	Vendor	Description	Amount	Date
43824	Automatic Door Groups	Building Maint - Ticketing Sliding Doors	\$ 817.64	5/27/2022
43825	Argus Leader	Advertising - Parking Garage	\$ 198.89	"
43826	Aviation Week	Memberships - Aviation Week	\$ 137.39	"
43827	Bargain Barn Tire	Tires - Mower 26	\$ 27.00	"
43828	Century Link	Utilities - Telephone	\$ 926.43	"
43829	City of Sioux Falls	Utilities - Strom Drainage Fee	\$ 120,249.83	"
43830	Cole Papers	janitorial Supplies	\$ 455.11	"
43831	Kristin Elgersma	Other Current Expense - Picnic	\$ 83.01	"
43832	Epicosity	Advertising / Marketing	\$ 4,196.07	"
43833	G&R Controsl	Climate Control - Thermostat	\$ 379.30	"
43834	Grainger	Small Tools - Safety Glasses	\$ 51.84	"
43835	Hillyard	janitorial Supplies	\$ 841.97	"
43836	Howes Oil Company	QTA Fuel	\$ 29,448.26	"
43837	Interstate Office Products	Office Supplies - Ink/Pens/Etc	\$ 252.40	"
43838	Karls TV	Passenger Services	\$ 96.00	"
43839	Krier and Blain	Plumbing Maint - Water Heater / Pipes	\$ 4,615.59	"
43840	MetLife	Emp Benefits - std, ltd, ad&d, life, dental	\$ 5,802.22	"
43841	Midwest Oil	Oil - shop rotella	\$ 1,352.95	"
43842	Northview Bait	Machine Maint - Propane	\$ 44.50	"
43843	Sioux Falls Utilities	Utilities - Water / Sewage	\$ 2,118.65	"
43844	Sioux Falls Electric	Papi Install	\$ 61,555.25	"
43845	Sioux Merchant Patrol	Airport Security 5/8-5/21	\$ 12,674.03	"
43846	abc Rentals	Other Current Expense - Picnic	\$ 381.92	6/2/2022
43847	Accts Management	PPE 05/29/2022	\$ 359.43	"
43848	Air it	Equipment -	\$ 23,217.00	"
43849	Bargain Barn Tire	Tires - Repair	\$ 25.00	"
43850	Child Support	PPE 05/29/2022	\$ 282.92	"
43851	Cole Papers	janitorial Supplies	\$ 678.15	"
43852	Convergint Tech	QTA Maint - Lenel Software	\$ 65.00	"
43853	Dex Media	Adveritising - Yellow Pages	\$ 268.50	"
43854	Direct TV	Passenger Services	\$ 157.99	"
43855	G&R Controsl	Climate Control - Shop	\$ 306.12	"
43856	Grainger	Small Tools - Glass, ear plugs, etc	\$ 222.86	"
43857	Hillyard	janitorial Supplies	\$ 983.01	"
43858	Howes Oil Company	Fuel/Diesel Resale , Fuel Shop	\$ 27,246.82	"
43859	Health Pool SD	June Health Insurance	\$ 42,577.00	"
43860	Kurt Krome	Travel Reimb - Snow	\$ 1,108.94	"
43861	Woltman	Accounting - Bank Recs, AIP	\$ 1,825.00	"
43862	Master Blaster	QTA Maint.	\$ 511.09	"
43863	Jeff Meland	Other Current Expense - Spray License	\$ 35.88	"
43864	Capital One	Building Maint	\$ 459.40	"
43865	MidAmerican	Utilities - Natural Gas	\$ 6,195.16	"
43866	Mood Media	Passenger Services	\$ 78.76	"
43867	Oreilly	Machine Maint - Truck 5	\$ 117.98	"

Sioux Falls Regional Airport
Bills to be Approved
May 26, 2022

Check	Vendor	Description	Amount	Date
43868	RDO Equipment	Machine Maint - Loader 19	\$ 398.57	"
43869	SDN Technologies	Passenger Services / Fire Wall	\$ 2,910.35	"
43870	SDRS	EMP Benefits - May Retirement	\$ 18,264.82	"
43871	SDSRP	Supplemental Retirement	\$ 830.00	"
43872	Sioux Falls Utilities	Utilities - Sewage	\$ 112.74	"
43873	Signature Flight	Other Current Expense	\$ 257.50	"
43874	Sioux Merchant Patrol	Airport Security 5/22-5/28	\$ 6,224.40	"
43875	Time Management	May Time Keeping	\$ 219.75	"
43876	Tonys Catering	Other Current Expense - Picnic	\$ 1,130.00	"
43877	Tractor Supply	Machine Maint	\$ 136.67	"
43878	Voltaire Aviation	Airline Development - Retainer	\$ 2,250.00	"
43879	A&B Business	Office Equipment - Waste Toner	\$ 50.00	6/9/2022
43880	American Ink	Emp Benefits - Clothing	\$ 2,646.11	"
43881	AT&T	Utilities - Telephone	\$ 44.91	"
43882	Century Link	Utilities - Telephone	\$ 219.35	"
43883	CNA Surety	Insurance - Notary Bond	\$ 50.00	"
43884	Cole Papers	janitorial Supplies	\$ 148.79	"
43885	Dakota Fluid Power	Machine Maint - Mower 21 hydraulics	\$ 696.72	"
43886	United States Treasury	IRS 720- Health Insurance	\$ 136.46	"
43887	Eide Bailly	Account - 2021 Audit	\$ 6,075.00	"
43888	Kristin Elgersma	Other Current Expense - Retirement Part	\$ 59.42	"
43889	Epicosity	Advertising - May Production	\$ 857.50	"
43890	Flash Parking	Equipment - Parking Machines	\$ 233,874.75	"
43891	Fred the Fixer	Building Maint and Other Bldg Maint	\$ 326.00	"
43892	HDR Engineers	Engineering - SRE Building	\$ 15,803.09	"
43893	Hillyard	janitorial Supplies	\$ 863.16	"
43894	Lacey Rental	Other Current Expense - Live Drill	\$ 400.00	"
43895	Vollan Oil	QTA Fuel	\$ 33,182.11	"
43895	Midwest Alarm Company	Building maint - Alarm Testing	\$ 1,069.17	"
43897	Quadient	Postage	\$ 200.00	"
43898	Quadient	Postage Machine Leasing	\$ 170.97	"
43899	Panther Premier	Office Supplies - Business Cards	\$ 125.00	"
43900	Prairie Grass	Building Maint - Sprinkler	\$ 382.50	"
43901	R&L Supply	Plumbing Supplies	\$ 346.93	"
43902	Best Western Ramkota	other Current Expense - Emergency Exer	\$ 808.00	"
43903	Sioux Equipment	Machine Maint - Fuel Keypad	\$ 489.53	"
43904	Sioux Merchant Patrol	Airport Security 5/29-6/04	\$ 6,586.13	"
43905	Waste Management	Airport Sanitation	\$ 3,121.28	"
43906	West Plains Engineering	Engineering - Generator	\$ 12,056.00	"
43907	American Engineering	Consulting Fees - Deice Apron	\$ 323.25	6/16/2022
43908	AT&T	Utilities - Telephone	\$ 12.93	"
43909	BNC Group USA	Fire/Rescue - Crash Phone	\$ 8,574.00	"
43910	Office of Child Support	PPE 06/12/2022	\$ 282.92	"
43911	Cole Papers	janitorial Supplies	\$ 287.40	"

**Sioux Falls Regional Airport
Bills to be Approved
May 26, 2022**

43912	Convergent Tech	Lenel Software Support	\$ 3,186.05	"
43913	D&D Small Engine	Machine Maint - Mower blades	\$ 249.18	"
43914	Kristin Elgersma	Office Supplies - Training Supplies	\$ 104.31	"
43915	FedEx	Postage	\$ 559.77	"
43916	HDR Engineers	Engineering - Pavement Maint - Rwy153	\$ 14,927.30	"
43917	Hillyard	janitorial Supplies	\$ 1,781.49	"
43918	Interstate Office Products	Office Supplies - Pens, Dusters, Etc	\$ 135.87	"
43919	Kabel Business	Emp Benefits - HRA Checks	\$ 883.80	"
43920	Lamination Services	Security Supplies	\$ 182.52	"
43921	Dan Letellier	Travel Reimb	\$ 156.66	"
43922	Mead and Hunt	Terminal Planning Study	\$ 8,250.68	"
43923	Michaels Purple	QTA Maint	\$ 120.00	"
43924	Overhead Door	Building Maint - Baggage Door	\$ 1,530.62	"
43925	SDSRP	Supplemental Retirement	\$ 830.00	"
43926	Secretary of State	Notary Renewal - Kristin	\$ 30.00	"
43927	Greater Sioux Falls Chamber	Memberships - Dan	\$ 631.00	"
43928	Sioux Falls Electric	Electrical Maint - Locating Fiber	\$ 233.93	"
43929	Sioux Merchant Patrol	Airport Security 06/05-06/11	\$ 6,695.33	"
43930	Sunkota	Concourse Remodel	\$ 22,949.99	"
43931	TSP Inc	Concourse Remodel	\$ 2,249.00	"
			Total for 05/27/2022 - 06/22/2022	
			\$ 782,119.94	

<i>Payroll</i>	<i>pay period ending 05/30/2022</i>	\$ 56,291.43	6/3/2022
	<i>Pay Period ending 06/12/2022</i>	\$ 72,585.97	06/17/22

	<i>CC- Dan Letellier</i>	<i>Postage</i>	\$ 5.28
		<i>Employment Advertising</i>	
		<i>Janitorial</i>	\$ 222.00
		<i>Machine Maint</i>	
		<i>Membership</i>	\$ 112.36
		<i>Other Current Expense</i>	\$ 180.59
		<i>Fingerprinting</i>	
		<i>Fuel</i>	\$ 250.18
		Total	\$ 770.41

Sioux Falls Regional Airport
Bills to be Approved
May 26, 2022

<i>CC- Richard King</i>	<i>Fingerprinting</i>	\$	1,500.00
	<i>QTA Maint</i>	\$	112.68
	<i>Access Control System</i>		
	<i>Passenger Services</i>	\$	618.61
	<i>Other Current Expense</i>	\$	3.71
	<i>Small Tools</i>	\$	85.19
	<i>Travel</i>	\$	630.40
	<i>Memberships</i>	\$	36.85
	<i>Total</i>	\$	2,987.44