

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

**August 25, 2022**

Members Present: Lon Stroschein, Kent Cutler, and John Taylor

Members Present via phone: Eric Ellefson

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

Guests Present: Jake Braunagel – KLJ Engineers, Brad Greguson – SP Plus, Elizabeth Hertz-Davenport/Evans Law Firm, Eric Hanson – HDR Engineers

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

Chairman Stroschein called the meeting to order at 12:00 pm.

1. **Minutes-** John Taylor moved and Kent Cutler seconded a motion to approve the minutes of July 28, 2022. Motion Carried.
2. **Bills for Approval-** Kent Cutler moved and John Taylor seconded approval of the bills as presented. Motion carried.
3. **Consent Agenda-** Report on Consent Agenda items by the Executive Director. Kent Cutler moved and John Taylor seconded approval of the Consent Agenda. Motion carried.
  - A. Advertise for construction bids to expand the Economy Parking Lot.
  - B. Award aircraft deicing fluid bid for the 2022-2023 winter season to Cryotech Tech.
  - C. Award runway deicing fluid bid for the 2022-2023 winter season to Nachurs Alpine Solutions.
  - D. Change Order #1 with Henry Carlson Construction for addition to parking Garage project. - \$37,000.
  - E. Change Order #2 with Henry Carlson Construction for a reduction to Parking Garage Project. – (\$228,218)
  - F. Change Order #1 with Soukup Construction for addition to the Taxiway D/E/F Project. \$2,580.
  - G. Increase rent assistance to Civil Air Patrol from \$257/mo. to \$500/mo. For office /hangar space.

#### 4. Report by Executive Director-

- A. Passenger Traffic and Concession Revenue – What seemed like a slower month turned out to be the busiest month on record and our fifth record month in a row with 56,591 departing passengers. July enplanements were 8.7% ahead of 2021 and 8.8% than 2019. Year to day we are 32.7% ahead of 2021 and 7.7% higher than 2019. Parking, Food/Beverage, Car Rental, and Hotel all saw increases in July; while the Giftshop saw a slight decrease.
- B. Construction Updates -
- a. Concourse Remodel – Substantially complete besides the wall panels.
  - b. Restaurant Remodel – Restaurant area is open along with the new Cinnabon. Gate 5 deli is also complete with few remaining punch list items.
  - c. Parking Lot Resurface – Complete, they are finishing up some perimeter roadway seal coating which should be wrapped up in the next few days.
  - d. Runway 15/33 – They are making good progress and to open 2 weeks early on September 13<sup>th</sup>.
  - e. Taxiway D/E/F – Construction is nearly complete for the new Delta taxiway with work transitioning to finish the remaining stretch of Foxtrot. Work will then continue to the removal of taxiway Echo.
  - f. Parking Garage – Contractor is working on new access lanes into the Long-term lot, an added exit lane out of the Economy Lot as well as a new construction entrance off of Minnesota Ave. This preliminary work is expected to wrap-up in early October before primary construction begins in early April.
  - g. Economy Parking Lot – Advertise for bids at the end of September and hoping to begin work the summer of 2023.

#### 5. Old Business –

- A. Purchase of New IT Equipment for Customs and Border Protection (CBP) - \$73,880.100 - Director Letellier reviewed with the Board the request from CBP to update their IT equipment used to clear general aviation traffic. Letellier confirmed with the CBP that all the equipment requested is necessary. Letellier also talked with the Governor's Office of Economic Development (GOED), the Sioux Falls Development Foundation and Forward Sioux Falls to determine if those organizations could participate in some of this expense. The GOED is reviewing options to see if they have any available funding mechanism to assist and Forward SF did commit to providing \$25,000 in assistance. Director Letellier recommended approval of the

request in order to include in this year's Federal Budget. John Taylor moved and Kent Cutler seconded a motion to fund up to \$73,880.10 for the replacement of IT equipment and broad-band upgrades for the local CBP facility. Motion Carried.

- B. Provide \$1,000 retention bonus and \$1,000 mid-year cost of living adjustment for SFRA employees. – Director Letellier reviewed with the Board discussions that took place during the February and March meetings regarding a \$2,000 retention bonus provided by the city to their employees. At that time the Board instructed management to review with employees what motivates them to work here and to develop benefit options for the Board to review. Since that time, informal meetings have been conducted along with a survey to gauge employee opinions on what steps the Airport Authority could take to make this a better work place and to help in retaining staff. The limited response to the employee survey made it difficult to determine a consensus, however it appear employee compensation is still the main driver of job satisfaction. Director Letellier requested the Board consider a \$1,000 retention bonus for current employees as well as a \$1,000 mid-year cost of living adjustment to recognize the increase in basic necessities and the hardship that has created for our staff. Letellier noted that several employees have had to utilize the Feeding South Dakota food giveaways to make ends meet. The cost-of-living adjustment would be factored into the pay adjustment determined at the beginning of 2023 for the prior year inflation adjustment. John Taylor moved and Eric Ellefson seconded the \$1,000 retention bonus and \$1,000 cost-of-living increase to SFRA employees. Motion Carried.

**6. New Business –**

- A. Purchase of a replacement roof top unit (RTU) for the airport maintenance shop – Krier & Blain - \$20,719.00 The roof top unit (RTU) that provides heating and cooling to the office / breakroom portion of our maintenance shop is failing. We received two estimates to replace the unit with the low bid coming from Krier and Blain. The Board had questions regarding the difference in bids quoted and if the higher bid provided a better quality unit that makes more financial sense long-term. Director Letellier indicated he could have the HVAC specialists with TSP Architects review the two proposals to determine the better value. Eric Ellefson moved and Kent Cutler seconded a motion to allow the Executive Director to spend up to \$38,000 on the option providing the best value based on feedback provided by TSP. Motion carried.

**7. Open Segment**

None

Kent Cutler moved and John Taylor seconded a motion to adjourned the meeting at 12:51 pm.

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Date

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Secretary

Next Board Meeting: September 22, 2022 12:00 pm

Sioux Falls Regional Airport  
Bills to be Approved  
September 22, 2016

Check	Vendor	Description	Amount	Date
35900	Office of Child Support	PPE ending 8/14/16	\$ 282.92	8/15/2016
35901	A-1 Septic	sewer	\$ 165.00	8/25/2016
35902	Advertising Arts	Building Maint	\$ 60.00	"
35903	Air Transoort IT	Passenger services	\$ 836.67	"
35904	AT&T	Telephone	\$ 59.92	"
35905	AT&T Teleconference	Telephone - Conference	\$ 0.64	"
35906	Baete-Forseth	Other Building Maint/.	\$ 432.84	"
35907	Bargin Barn	Tires	\$ 37.00	"
35908	Betz Blinds	Building Maint	\$ 65.00	"
35909	Border States Electric	Electrical Supplies	\$ 133.15	"
35910	Century link	Telephone	\$ 914.78	"
35911	Chief of Police	LEO July 2016	\$ 15,735.31	"
35912	Commercial Interior Décor	Checkpoint Expnasion	\$ 8,091.91	"
35913	Construction Products	Machinery Maint	\$ 174.50	"
35914	Convergint Technologies	Security	\$ 1,719.68	"
35915	Copper Cottage	Plumbing Maint.	\$ 1,083.25	"
35916	Culligan	Building Maint	\$ 400.05	"
35917	Dakota Truck Trailer	Machinery Maint	\$ 29.54	"
35918	Dalsin	Checkpoint Expnasion	\$ 1,201.36	"
35919	Goldsmith Heck	Engineering	\$ 48,769.28	"
35920	Green 4 Ever	Building Maint	\$ 1,403.00	"
35921	Guarantee Roofing	Building Maint	\$ 470.83	"
35922	Hali-Brite	Field Maint	\$ 178.00	"
35923	Heartland Paper	Janitorial Supplies	\$ 760.86	"
35924	Hi-Fold Door	Field Maint	\$ 125.11	"
35925	Hillyard	Janitorial Supplies	\$ 2,353.07	"
35926	Hoogendoorn Construction	Checkpoint Expnasion	\$ 39,752.54	"
35927	Hungrys	Other Current Expenses	\$ 43.23	"
35928	Interstate Battery	Machinery Maint	\$ 112.35	"
35929	JBT Aerotech	Other Building Maint/.	\$ 586.90	"
35930	Johnstone Supply	Building Maint	\$ 199.11	"
35931	Kone	Checkpoint Expnasion	\$ 36,690.50	"
35932	Krier and Blain	Checkpoint Expnasion	\$ 17,783.55	"
35933	Laceys	Other Current Expenses	\$ 105.00	"
35934	Lamination Service	Security Supplies	\$ 88.42	"
35935	Jane Lauren	Art Upgrades	\$ 2,750.00	"
35936	Dan Letellier	Travel	\$ 1,146.59	"
35937	Lions Club	Memberships	\$ 45.00	"
35938	Met Life	Vision, STD, LTD, DENTAL	\$ 3,627.90	"
35939	Midco	Passenger services	\$ 659.75	"
35940	Nybergs Ace	Building Maint	\$ 105.93	"
35941	Olympic Companies	Checkpoint Expnasion	\$ 4,879.53	"
35942	Sanford	Health Insurance	\$ 26,153.84	"
35943	SDRS	Supplemental - Bauer Spouse	\$ 60.00	"

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35944	SF Utilties	Electric	\$ 24,979.79	"
35945	SF Utilties	Water/ Sewer	\$ 8,444.61	"
35946	Siemens Industry	Building Maint	\$ 949.44	"
35947	Signature	Other Current Expenses	\$ 1,000.00	"
35948	Sioux Merchant	Security Aug 5-11 & Aug 12-18	\$ 6,259.75	"
35950	Standard Signs	Field Maint	\$ 1,388.20	"
35951	Thompson Electric	Checkpoint Expnasion	\$ 15,606.93	"
35952	Total Funds Hassler	Postage	\$ 200.00	"
35953	Transnorm	Other Building Maint/.	\$ 5,504.68	"
35954	TSP	Checkpoint Expnasion	\$ 35,419.42	"
35955	Valhalla Painting	Checkpoint Expnasion	\$ 9,000.00	"
35956	Verizon	Telephone	\$ 459.85	"
35957	Walker Parking Consults	Consulting Services	\$ 16,200.86	"
35958	SDRS	Retirement Contribution	\$ 562.57	"
35959	Office of Child Support	ppe ending 8/28/16	\$ 282.92	9/2/2016
35960	All Phase Electric	Electrical Maint	\$ 4,691.03	9/6/2016
35961	Ashphalt Surfacing Co	East GA Ramp	\$ 4,625.00	"
35962	Bargin Barn	Tires	\$ 110.00	"
35963	Border States Electric	Electrical Supplies	\$ 40.00	"
35964	Butler	Machinery Maint	\$ 587.20	"
35965	BX Civil	East GA Ramp	\$ 216,701.35	"
35966	Crouse Hinds	Field Maint	\$ 76.06	"
35967	Davenport Evans	Attorney	\$ 1,494.00	"
35968	Dex Media	Advertising	\$ 440.50	"
35969	Direct Tv	Passenger services	\$ 100.32	"
35970	Kristin Elgersma	Other Current Expenses	\$ 99.00	"
35971	Fred the Fixer	Building Maint	\$ 140.00	"
35972	G&R Controls	Climate Control	\$ 1,924.24	"
35973	Graybar	Electrical Supplies	\$ 231.32	"
35974	Hillyard	Janitorial Supplies	\$ 478.62	"
35975	Howes Oil	Oil and fuel	\$ 16,015.38	"
35976	Interstate Office	Office supplie	\$ 22.72	"
35977	ISC Companies	Security Supplies	\$ 19.25	"
35978	Jet Concrete	Field Maint	\$ 341.66	"
35979	Media One	Advertising	\$ 2,894.21	"
35980	Capital One / Menards	Building Maint	\$ 603.28	"
35981	MidAmerican	Gas	\$ 1,331.69	"
35982	Midwest Oil	Fuel and Oil	\$ 23.76	"
35983	Brad Nelson	Other Current Expenses	\$ 107.53	"
35984	Overhead Door Co	Building Maint	\$ 209.18	"
35985	P&K Pest Control	Building Maint	\$ 110.00	"
35986	Petty Cash / Dan Letellier	replenish petty cash	\$ 137.61	"
35987	Pheasantland	Field Maint	\$ 302.40	"
35988	Revier Pressure Washer	Machinery Maint	\$ 160.25	"

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Check	Vendor	Description	Amount	Date
35989	South Dakota Chamber	Memberships	\$ 380.00	"
35990	SDRS	Retirement	\$ 11,330.34	"
35991	Sioux Merchant Patrol	Security	\$ 6,248.84	"
35992	Waste Management	Sanitation	\$ 1,242.63	"
35993	Office of Child Support	PPE ending 9/11/16	\$ 282.92	9/12/2016
35994	Argus Leader	advertising	\$ 1,690.24	9/15/2016
35995	AT&T	Telephone	\$ 53.20	"
35996	Bargain Barn	Tires	\$ 826.00	"
35997	Batteries Plus	office equipment	\$ 34.99	"
35998	Butler Machinery	Equipment	\$ 14,776.55	"
35999	Century Link	Telephone	\$ 218.75	"
36000	DeMarco Brothers	Checkpoint Expansion	\$ 149,822.10	"
36001	FedEx	Postage	\$ 53.12	"
36002	G&R Controls	Climate Control	\$ 6,383.00	"
36003	Global Equipment	Janitorial Supplies	\$ 165.76	"
36004	Graybar	Electrical supplies	\$ 354.00	"
36005	Hall Technical	Equipment	\$ 4,038.00	"
36006	Heartland Paper	Janitorial Supplies	\$ 137.84	"
36007	Hillyard	Janitorial Supplies	\$ 1,271.59	"
36008	Hoogendoorn	Checkpoint Expansion	\$ 16,686.00	"
36009	Interstate Office	Office Supplies	\$ 60.29	"
36010	Labor Ready	Temp Labor	\$ 241.64	"
36011	Macs	Machinery & Other bldg maint	\$ 42.49	"
36012	Media One	advertising	\$ 21,328.07	"
36013	Midwest Alarm	Building Maint	\$ 830.01	"
36014	Myrl & Roys	Field Maint	\$ 111.10	"
36015	Olympic	Checkpoint Expansion	\$ 4,709.70	"
36016	Pfeiffer, Hofer	Accounting	\$ 22.00	"
36017	RDO Equipment	Machinery maint	\$ 236.34	"
36018	Sanford	FSA Fee	\$ 32.00	"
36019	SDRS	Bauer Supplemental	\$ 30.00	"
36020	Sioux Merchant Patrol	Sept 2-8 Security	\$ 3,110.78	"
36021	South Central Communications	Other Current Expenses	\$ 57.78	"
36022	Syerson Tile and Stone	Checkpoint Expansion	\$ 3,463.92	"
36023	Thompson Electric	Checkpoint Expansion	\$ 2,322.16	"
36024	TSP	Checkpoint Expansion	\$ 7,023.19	"

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35949	Standard Parking	July Parking Fee	\$	40,468.11	8/25/2016
	<i>Payroll</i>	<i>pay period ending 08/28/2016</i>	\$	32,032.64	09/02/16
		<i>pay period ending 09/11/2016</i>	\$	32,968.44	09/16/16
	<i>CC- Dan Letellier</i>	<i>travel</i>	\$	251.60	
		<i>other current expense</i>	\$	315.64	
		<i>memberships</i>	\$	1,274.00	
		<i>clothing</i>	\$	101.14	
		<i>machinery maint</i>	\$	38.47	
		<i>Total</i>	\$	<u>1,980.85</u>	
	<i>CC- Richard King</i>	<i>fingerprinting</i>	\$	1,500.00	
		<i>Security Supplies</i>			
		<i>Passenger Services</i>	\$	23.00	
		<i>Travel</i>			
		<i>Memberships</i>			
		<i>Building Maint</i>			
		<i>Total</i>	\$	<u>1,523.00</u>	

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