

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

**January 25, 2018**

Members Present: Lon Stroschein, Mike Luce, Raquel Blount, Julie Schnaible, and Dave Nelson

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

Guests Present: Mark Weiderrich- KLJ , Jared Nesje – TSP Architects, Craig Ellerbroek – Ace Media, Brad Wilson – Insurance Benefits, TJ Rolfing – Holmes Murphy

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 11:59 am.

1. **Minutes-** Raquel Blount moved and Mike Luce seconded approval of the minutes of December 19, 2017. Motion carried.
2. **Bills for Approval-** Dave Nelson moved and Julie Schnaible seconded approval of the bills as presented. Motion carried.
3. **Consent Agenda-** Report on Consent Agenda items by the Executive Director. Raquel Blount moved and Mike Luce seconded approval of the Consent Agenda. Motion carried.
  - A. Task Order #56 with KLJ Engineers to provide procurement assistance to purchase replacement snow plow with deicer attachment. - \$12,911. (AIP funded).
  - B. Travel Approval for Executive Director to attend the AAAE Annual Conference & Exposition- San Diego, April 15-18.
  - C. Travel by Director or Deputy to attend the Volaire Air Service Conference in Myrtle Beach, March 14-16.
4. **Report by Executive Director-**
  - A. Attendance at the AAAE Aviation Issues Conference – The Executive Director provided a brief report on his attendance at the AAAE Conference. Topics covered:
    - a. Airport Economics and Air Service Committee – Chaired by Letellier, reports from Delta, American, Southwest, UPS and Fed Ex on financial performance and pilot supply impacting their operations.
    - b. Conference covered FAA Reauthorization, Pilot Shortage, PFC Increase, ATC Reform, Security, Infrastructure package and disruptive technologies.
  - B. 2017 Passenger Traffic – Enplanements finished the year 6.3% higher than last year, which was our seventh consecutive year of record passenger traffic. Total passengers topped 1,082,461 which was 6.5% higher than 2016.

## 5. Old Business

### A. Baggage Claim Area Expansion- Cost Estimate

The design for the baggage claim area expansion is nearing completion and TSP has provided an updated cost estimate. Construction estimate is now \$4.7 million compared with an earlier forecast of \$4.5 million. When factoring in profit/overhead, excises taxes, fees and general conditions expenses the costs rises to \$5.25 million. The Executive Director has proposed pushing back the construction of a new T-Hangar to account for the increased project total from what was provided in the 2018 Capital Plan.

- B. Artwork/Advertising Options – TSP put together two different options for advertising in the baggage claim expansion. Craig Ellerbroek with Ace Media was consulted and he provided his support for one option that provides six digital monitors that will rotate ads on a regular basis to replace the twelve static signs currently in this area. The board agreed to the option that spaces these monitors evenly throughout the back-wall of the new area along with innovative interior design to match the color and design scheme in the rest of the remodeled terminal area.

## 6. New Business

- A. Property Insurance Renewal - TJ Roling with Holmes Murphy provided the board a renewal quote for property, equipment, auto and employee bond coverage for 2018. The property insurance premium is up slightly from \$55,751 to \$56,588 or 1.5%. Total premium including all coverage comes to \$84,010.41. Raquel Blount moved and Julie Schnaible seconded a motion to approve the renewal with our current carrier unless a quote is received from another carrier that would provide for a savings of 10% or greater. Motion carried.

- B. Liability Insurance Renewal - Brad Wilson with Insurance Benefits provided the board a renewal quote for airport liability coverage in the amount of \$29,445. This premium is up slightly, 4.1% compared with the rate in 2017. Mr. Wilson is working with the carrier to renew coverage at the lower 2017 rate. Mike Luce moved and Raquel Blount seconded a motion to lock-in the renewal quote of \$29,445 unless a lower rate can be negotiated in the next week. Motion carried.

7. **Open Segment**- Brad Wilson with the SDML League presented Chairman Stroschein with a plaque for 25 years of continued service with the SDML Trust League

Julie Schnaible moved to adjourn at 1:13 pm. Raquel Blount seconded. Motion Carried.

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Date

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Secretary

Next Board Meeting: February 22, 2018

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

**December 19, 2017**

Members Present: Lon Stroschein, Julie Schnaible, Dave Nelson, and Raquel Blount via phone.

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

Guests Present: Mark Weiderrich- KLJ , Michelle Klobassa and Jarend Nesje – TSP Architects, Elizabeth Hurtwitz - Davenport Evans

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-** Julie Schnaible moved and Dave Nelson seconded approval of the minutes of November 29,2017. Motion carried.
2. **Bills for Approval-** Dave Nelson moved and Julie Schnaible seconded approval of the bills as presented. Motion carried.
3. **Consent Agenda-** Report on Consent Agenda items by the Executive Director. Julie Schnaible moved and Raquel Blount seconded approval of the Consent Agenda. Motion carried.
  - A. Travel Approval for Deputy Director to attend AAAE Chapter Board Meeting, Feb. 9-11-Palm Beach.
  - B. New 2-year T-Hangar Leases for the following tenants: T1-1 Richard Herting, T1-2 Jay Travis, T1-4 John Schreurs, T1-5 Mark Johnson, T1-6 Aaron Smith, T1-7 Tom Redlin, T1-8 Kraig Sheffield, T1-9 Scott Ecklund, T1-10 Todd Webber, T2-11 & 14-Mockingbird Flying Club, T2-12 Noel Nakasone, T2-13 John Oliphant, T2-15 Terry Craft, T2-16 Lou Smetena, T2-17 Richard Damian, T2-19 Kelly Peterson, T2-20 Kelly Deberg, T3-2 Dave Campbell, T3-3 Allan Zwiefel, T3-8 James Griebel, T3-10 Eric Hartung.
  - C. New Building Lease with Same Day Express for space in Cargo Building.
  - D. New Building Lease with Flight Support for old shop buildings.
4. **Report by Executive Director-**
  - A. Passenger Traffic and Concessions Revenue – enplanements are up 6.7 % January – November. November Enplanements were 10.7% higher than this time last year with the total traffic increasing to 11.5%. Parking, Car Rental, Gift Shop, Hotel, and Restaurant concessions are all on the steady increase for the year. Seats are

expected to be down around 1% for the first 6 months of 2018. We plan to finish out 2017 with total passengers of around 1,080,000.

## 5. Old Business

- A. Update on Design of Baggage Claim Area Expansion. Michelle Klobassa with TSP went over the renderings of the new baggage claim expansion area that is scheduled for 2018. Most of the little touches will be discussed in the coming months. TSP will be wrapping up the design/development options in the next week with hopes of a contract document mid-February. They are hoping to get it out for bids in March with Construction beginning the spring of 2018.

## 6. New Business

- A. Amendment to Design Agreement with TSP for expansion of Baggage Claim Area. Item A is an amendment to the design agreement with TSP for the baggage claim area expansion. In the original agreement we were unsure whether we would move the sanitary sewer lift station or work around it. Since that time we believe it is in our best long-range interest to move the lift station out of the way as well as upgrade the lines and pumps. The civil engineering work involved to relocate the lift station as well as move current utility lines requires an amendment to the original agreement. TSP has provided an amendment for design/engineering in the amount of \$45,000.00 which is primarily composed of hours required by KLJ and other civil engineers to complete the design. I recommend approval of the TSP amendment. Dave Nelson moved and Julie Schnaible seconded a motion to approve the amendment of \$45,000.00. Motion carried
- B. Proposal to provide Equipment and installation of new Triturator Grinder. Several months ago our lavatory waste grinder (triturator) suffered a major failure. The grinder is over 31 years old and parts are no longer available. Due to the unique nature of the equipment only a few vendors are available to produce a similar unit. We've received a quote from Electric Pump to provide and install a "Muffin Monster" at a price of \$28,739.03. I recommend approval of this proposal due to our limited (and only) options. Dave Nelson moved and Julie Schnaible seconded a motion to approve the Triturator Grinder. Motion carried
- C. Rates and Charges effective January 1, 2018. I'm requesting increases in the following areas:
  - 1) An increase in the ground lease rate for private hangar construction from .20/sf to .30/sf.. I would also publish a lower rate of .20/sf for undeveloped land that would require utilities brought to the new site and paid for by the hangar owner.
  - 2) Increase in small T-Hangar rent from \$135/mo to \$150/mo. The additional revenue will be needed when new T-Hangars are constructed in 2019. Rate has not been changed in over 15 years.

3) Change in Airport Badge issuance from \$50 for initial badge to \$65. The increase in rate will take into account new software/equipment to be purchased next year as well as the fee imposed on airports for criminal background checks conducted. Reissue fee of \$50 will not be increased. Badge for general aviation pilots will increase from \$15 to \$25 again to take into account new badging software to be purchased in 2018.

4) Increase in annual taxi permit from \$65 per car (1-5) to \$150 per car (1-5). We haven't modified the fee since we introduced it several years ago. Even at \$150 this is a minimal fee compared to what most taxis face at other airports.

Julie Schnaible moved and Dave Nelson seconded the increase in rates for 2018 as stated.  
Motion carried

**7. Open Segment-** No discussion

Dave Nelson moved to adjourn at 1:04 pm. Julie Schnaible seconded. Motion Carried.

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Date

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Secretary

Next Board Meeting: January 25, 2018

**Sioux Falls Regional Airport**  
**Bills to be Approved**  
**January 25, 2018**

Check	Vendor	Description	Amount	Date
37775	ABC Rentals	Other Current Expense	\$ 30.25	12/19/2017
37776	Automatic Door Groupd	Building Maint	\$ 4,083.43	"
37777	Airside Solutions	Field Maint	\$ 2,704.99	"
37778	Argus Leader	Advertising	\$ 313.40	"
37779	Ascent Tech	Deicing Fluid	\$ 27,261.78	"
37780	AT&T	Telephone	\$ 46.96	"
37781	Century Link	Telephone	\$ 218.81	"
37782	Office of Child Support	PPE 12/17/2017	\$ 282.92	"
37783	Creative Surfaces	Media Wall	\$ 4,329.89	"
37784	Dakota Auto Parts	Machine Maint	\$ 38.86	"
37785	Dakota Fluid Power	Machine Maint	\$ 62.99	"
37786	Equipment Blades	Machine Maint	\$ 812.00	"
37787	Grainger	Small Tools	\$ 135.26	"
37788	Hillyard	Janitorial	\$ 1,703.01	"
37789	Howes Oil	Fuel Resale	\$ 12,479.73	"
37790	Interstate Office Products	Office Supplies	\$ 31.59	"
37791	ISC Companies	Machine Maint	\$ 27.87	"
37792	Inland Truck	Machine Maint	\$ 24.66	"
37793	KLJ	AIP Projects	\$ 40,473.69	"
37794	Lacey Rental	Other Current Expense	\$ 408.00	"
37795	Lamination Service	Security Supplies	\$ 354.47	"
37796	Dan Letellier	Other Current Expense	\$ 182.65	"
37797	Macs	Machine Maint	\$ 165.34	"
37798	Minnehaha County	LEO November Reimbursement	\$ 15,687.58	"
37799	Overhead Door	Other Building Maint	\$ 316.33	"
37800	Petty Cash	Build Maint, Machin Maint, Other currel	\$ 132.46	"
37801	Pheasant Land	Field Maint	\$ 493.20	"
378/02	Productive Solutions	Security Supplies	\$ 126.00	"
37803	Rotary Club	Memberships	\$ 235.00	"
37804	Roto Rooter	Plumbing Maint	\$ 110.00	"
37805	South Dakota Supplemental	Supplemental PPE 12/17/2017	\$ 130.00	"
37806	Sioux Falls Two Way	Communications Maint	\$ 85.00	"
37807	Sioux Falls Utilities	Water / Sewer	\$ 3,232.18	"
37808	Signature Flight	Other Current Expense	\$ 257.50	"
37809	Sioux Merchant	12/1 - 12/07 Security	\$ 3,197.78	"
37810	South Central Communications	Building Maint	\$ 60.67	"
37811	VOID -STANDARD PARKING	November	VOIDED	"
37812	Tri State Garage Door	Other Current Expense	\$ 194.25	"
37813	Verizon Wireless	Telephone	\$ 381.44	"
37814	A1 Septic	Sewer	\$ 165.00	12/27/2017
37815	American Engineering	AIP Projects	\$ 1,477.00	"
37816	Bargain Barn	Tires	\$ 47.00	"
37817	Bierschbach Equipemtn	Machine Maint	\$ 67.93	"
37818	Century Link	Telephone	\$ 838.65	"

**Sioux Falls Regional Airport**  
**Bills to be Approved**  
**January 25, 2018**

Check	Vendor	Description	Amount	Date
37819	Crouse Hinds	Field Lighting	\$ 194.08	"
37820	Direct TV	Passenger Service	\$ 104.50	"
37821	Fastenal Company	Building Maint	\$ 123.37	"
37822	Golden Rule	Customs Remodel	\$ 1,000.00	"
37823	H&R Roofing	Other Building Maint	\$ 1,850.00	"
37824	Heartland Paper	Janitorial	\$ 122.29	"
37825	Hillyard	Janitorial	\$ 558.11	"
37826	Howes Oil	Fuel Resale	\$ 11,017.14	"
37827	Interstate Battery	Building Maint	\$ 27.90	"
37828	Intersate Office	Office Supplies	\$ 246.80	"
37829	Johnstone Supply	Climate Control	\$ 823.79	"
37830	Malloy	Climate Control	\$ 160.66	"
37831	Capital One	Building Maint	\$ 163.80	"
37832	Metlife	STD, LTD, Life, AD&D, Dental, Vision	\$ 3,462.36	"
37833	MidAmerican	Gas	\$ 8,383.08	"
37834	Midcontinent Communications	Passenger Service	\$ 659.75	"
37835	Otis Elevator	Building Maint	\$ 1,410.36	"
37836	SF Utililites	Electric	\$ 24,916.54	"
37837	SF Utililites	Water/ Sewer	\$ 581.33	"
37838	Standard Parking	Reimburse from WFS Check	\$ 1,600.00	"
37839	Standard Parking	November Parking Management	\$ 50,530.18	"
37840	AirIT	Passenger Service	\$ 836.67	1/4/2018
37841	Argus Leader	Advertising	\$ 224.10	"
37842	Ascent	Deicing Fluid	\$ 27,316.38	"
37843	Office of Child Support	PPE 12/31/2017	\$ 282.92	"
37844	City of Sioux Falls	Storm Drainage Fee 2017	\$ 88,777.04	"
37845	Constructin Products	Machine Maint	\$ 90.40	"
37846	Dakota Fluid Power	Machine Maint	\$ 229.78	"
37847	Dex Media	Advertising	\$ 250.00	"
37848	Empire Motor Sports	Machine Maint	\$ 1,119.96	"
37849	Forward Sioux Falls	Pledge	\$ 225,000.00	"
37850	Great Lakes Chapter	Memberships	\$ 105.00	"
37851	Hillyard	Janitorial	\$ 803.78	"
37852	Howes Oil	Fuel Resale	\$ 12,263.48	"
37853	Health Pool of SD	January Health Insurance	\$ 29,579.50	"
37854	Intersate Battery	Battery Backup	\$ 42.05	"
37855	Interstate Office	Office Supplies	\$ 12.39	"
37856	Johnstone Supply	Climate Control	\$ 38.28	"
37857	Mikes Electric	Electrical Maint	\$ 5,753.53	"
37858	South Dakota Retirement	December Retirment	\$ 12,596.72	"
37859	South Dakota Supplemental	Supplemental PPE 12/31/2017	\$ 130.00	"
37860	Sioux Empire United Way	Pledges	\$ 182.00	"
37861	Sioux Merchant	12/8 - 12/30 Security	\$ 10,822.64	"

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37862	Voltaire Aviation	Airline Start Up	\$	2,500.00	"
37863	Waste Magement	Sanitation	\$	1,560.39	"
37864	Western Commercial	Office Supplies	\$	70.00	"
37866	A-1 Septic	Sewage	\$	165.00	1/18/2018
37867	AAAE	Memberships	\$	275.00	"
37868	AnyLab Test	Other Current Expense	\$	49.00	"
37869	Ascent	Deicing Fluid	\$	27,289.08	"
37870	AT&T	Telephone	\$	46.24	"
37871	Bierschbach Equipment	Machine Maint	\$	41.68	"
37872	Butler Machinery	Machine Maint	\$	233.04	"
37873	Century Link	Telephone	\$	218.87	"
37874	City of Sioux Falls	Sewer	\$	20.00	"
37875	Cliff Ave	Machine Maint	\$	33.28	"
37876	Convergint Tech	Security	\$	1,466.55	"
37877	Copper Cottage	Plumbing Supplies	\$	342.63	"
37878	Dakota Fluid Power	Machine Maint	\$	522.26	"
37879	Diesel Machiner	Machine Maint	\$	63.30	"
37880	Equipment Blades	Machine Maint	\$	921.94	"
37881	FedEx	Postage	\$	33.53	"
37882	Gaetze Manufacturing	Machine Maint	\$	2,810.40	"
37883	Geotek Engineering	Parking Lot Expansion	\$	2,222.00	"
37884	Green Eggs and Ram	Computer Maint	\$	39.99	"
37885	Heartland Paper	Janitorial	\$	398.78	"
37886	Hillyard	Janitorial	\$	521.00	"
37887	Howes Oil	Fuel Resale	\$	26,753.70	"
37888	Hungrys	Other Current Expense	\$	62.55	"
37889	Icom America	Communications	\$	1,477.71	"
37890	Interstate Battery	Security Supplies	\$	18.75	"
37891	Interstate Office	Office Supplies	\$	23.97	"
37892	ISC Companies	Janitorial	\$	10.38	"
37893	Kempf Construction	Field Maint	\$	38.75	"
37894	Lacey Rentals	Other Current Expense	\$	860.00	"
37895	Lamfers and Maas	Accounting	\$	2,367.50	"
37896	Macs Inc	Small Tools	\$	89.98	"
37897	Malloy Electric	Machine Maint	\$	210.06	"
37898	Media One	Advertising	\$	2,156.25	"
37899	Minnehaha County	December LEO	\$	14,381.17	"
37900	Brad Nelson	Office Supplies	\$	35.12	"
37901	Neopost USA	Postage	\$	143.85	"
37902	Northview Bait	Machine Maint	\$	16.90	"
37903	P&K Pest	Building Maint	\$	110.00	"
37904	Pheasantland	Field Maint	\$	2,346.84	"
37905	Reinders	Machine Maint	\$	309.78	"
37906	SDSRP	Supplemental Retirement	\$	130.00	"
37907	SF Utilites	Water/ Sewer	\$	3,255.31	"



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37908	Signature Flight	Other Current Expense	\$ 257.50	1/18/2018
37909	Sioux Falls Electric	Machine Maint	\$ 462.85	"
37910	Sioux Merchant	12/31 - 1/13 Security	\$ 6,626.70	"
37911	Soukup Construction	Roadway Improvements	\$ 37,001.63	"
37912	South Central	Building Maint	\$ 60.67	"
37913	Standard Parking	December Parking and Shuttle	\$ 60,206.34	"
37914	Think Tourism	Advertising	\$ 1,345.00	"
37915	TSP Inc	AIP Projects	\$ 101,442.71	"
37916	Vidtronix	Passenger Service	\$ 508.00	"
<b>Total for 12/16/2017 - 01/25/2018</b>			<b>\$ 952,354.11</b>	

<i>Payroll</i>	<i>pay period ending 12/17/2017</i>	\$ 40,040.14	12/22/17
	<i>pay period ending 12/31/2017</i>	\$ 47,397.23	01/05/18
	<i>pay period ending 01/14/2018</i>	\$ 44,969.44	

<i>CC- Dan Letellier</i>	<i>Other Current Expenses</i>	\$ 3,489.00
	<i>Memberships</i>	\$ 100.00
	<i>Postage</i>	\$ 26.95
	<i>Machine Maint</i>	\$ 60.83
	<i>Building Maint</i>	\$ 79.94
	<i>Total</i>	\$ 3,756.72

<i>CC- Richard King</i>	<i>Other Current Expense</i>	\$ 14.14
	<i>Memberships</i>	\$ 23.00
	<i>Total</i>	\$ 37.14

<i>CC - Brad Nelson</i>	<i>Machine Maint</i>	\$ 169.98
	<i>Computer</i>	\$ 116.88
	<i>Passenger Services</i>	\$ 689.33
	<i>Fingerprinting</i>	\$ 1,500.00
	<i>Building Maint</i>	\$ 19.10
	<i>Total</i>	\$ 2,495.29

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