

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

April 26, 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: Joy Feige and Lisa Lentz – Eide Bailly, Wayne Stotts – Hertz, Andy Kuipers – Avis, Mark Wiederrich- KLJ Engineers, Elizabeth Hurtz-Davenport/Evans Law Firm, Trisha Meyer – TSA.

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 12:04 pm.

1. **Minutes-** Raquel Blount moved and Julie Schnaible seconded approval of the minutes of March 22, 2018 and Special Session of April 13, 2018. Motion carried.
2. **Bills for Approval-** Mike Luce moved and Dave Nelson 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. Request to approve award for the purchase a new snow plow/deicing truck from MB Companies for \$518,501.00. We received two bids with MB the lowest responsible bidder. Purchase of snow plow will be included in the 2018 AIP grant application.
 - B. Task Order #58 with KLJ Engineers to design blast fence relocation for \$44,470.00. Estimate for construction of the blast pad is \$350,000 with funding assistance with our 2018 AIP Grant.

Joy Feige with Eide Bailly had a prior engagement so New Business was moved up in the agenda.

4. New Business

- A. Joy Feige, Partner with the Eide Bailly accounting firm, provided a summary of the annual Financial Statement and Federal Single Audit as well as PFC Audit performed for the Authority. No major write-ups were found for the Federal Audit and only a minor finding for the Financial Audit. Dave Nelson moved and Julie Schnaible seconded a motion to accept the 2017 audit as presented. Motion carried.

5. Report by Executive Director-

- A. Passenger Traffic and Concessions Revenue Summary for March – Enplanements declined 1.3% in March with total traffic down slightly 0.3%. A combination of fewer available seats as well as cancelled flights due to weather led to decline in traffic.

Total enplanements year to date are still positive 1.48%. Parking revenue was down 2.4% in March and 2.2% ytd reflecting the continued impact of Lyft on revenue.

- B. LEO Reimbursement- The Federal Government has approved funding for the 2018 LEO reimbursement program with payments for previous months starting to arrive.

6. Old Business

- A. Rental Car Facility Design Update. At the March meeting Director Letellier discussed the possibility of funding a rental car quick turn facility to include detail bays, car washes, and fuel pumps. Since then KLJ has prepared a preliminary concept for two locations of new facility. Letellier has also reached out to design firm PGAL to review the concepts and put together a cost estimate for construction. Goal is to have a more detailed estimate of construction and design costs for the board to review at the May Board Meeting.

7. Open Segment-

- A. Trisha Meyer with TSA spoke briefly in regards to the TSA pre-check mobile enrollment event at the airport April 30 – May 4 from 8 am – 5 pm. The pre-check membership is valid for 5 years with an \$85 fee.

Raquel Blount moved to adjourn at 12:48 pm. Julie Schnaible seconded. Motion Carried.

Date

Secretary

Next Board Meeting: May 24, 2018 10:30 am – Annual Picnic

Sioux Falls Regional Airport
Bills to be Approved
May 24, 2018

Check	Vendor	Description	Amount	Date
38229	AirIT	Passenger Services	\$ 836.67	4/26/2018
38230	Airside Solutions	Field Maint	\$ 239.04	"
38231	Argus Leader	Adveritsing	\$ 28.12	"
38232	Ascent	Aircraft Deicer	\$ 41,338.76	"
38233	Bierschbach	Machine Maint	\$ 125.00	"
38234	Butlers	Machine Maint	\$ 2,141.34	"
38235	Century Link	Telephone	\$ 843.19	"
38236	Child Support	PPE 4/22/2018	\$ 282.92	"
38237	Cliff Ave	Small Tools	\$ 35.30	"
38238	Convergint Tech	Other Building Maint	\$ 1,719.68	"
38239	Davenport Evans	Attorney	\$ 396.00	"
38240	Department of Treasury	HRA2017	\$ 117.11	"
38241	Dockendorf	Machine Maint	\$ 460.75	"
38242	Kristin Elgersma	Travel	\$ 46.68	"
38243	Fred the Fixer	Building Maint	\$ 8.50	"
38244	G&H Distributing	Machine Maint	\$ 37.13	"
38245	Heartland Paper	Janitorial	\$ 148.86	"
38246	Hillyard	Janitorial	\$ 494.19	"
38247	Howes Oil	Fuel and Diesel	\$ 18,593.69	"
38248	Innovative Office	Building Maint	\$ 426.30	"
38249	Kempf Construction	Field Maint	\$ 485.00	"
38250	Dan Letellier	Travel	\$ 2,283.81	"
38251	Lions Club	Memberships	\$ 35.00	"
38252	Macs Inc	Field Maint	\$ 22.30	"
38253	Media One	Adveritsing	\$ 16,431.66	"
38254	MetLife	STD, LTD, Life, AD&D, Dental, Vision	\$ 3,536.55	"
38255	Mid American	Gas	\$ 7,617.89	"
38256	Midcontinent	Passenger Services	\$ 659.75	"
38257	Midwest Oil	Oil	\$ 41.92	"
38258	Mikes Electric	Electrical Maint	\$ 4,518.39	"
38259	Rick Milner	Machine Maint	\$ 57.34	"
38260	Minnehaha County	LEO Reimbursement - March	\$ 15,905.67	"
38261	NAS Industrial	Runway Deicer	\$ 10,487.62	"
38262	Brad Nelson	Travel	\$ 9.43	"
38263	Northern States Supply	Field Maint	\$ 15.78	"
38264	Productive Soltuions	Fingerprinting	\$ 352.00	"
38265	RDO Equipment	Machine Maint	\$ 286.94	"
38266	Don Reiners	Telephone	\$ 144.00	"
38267	SDSRP	Supplemental Retirement	\$ 516.00	"
38268	Sioux Falls Utilities	Electric	\$ 31,267.67	"
38269	Sioux Falls Utilities	Water / Sewer	\$ 4,519.16	"
38270	Signature Flight	Other Current Expense	\$ 257.50	"
38271	Sioux Merchant	Security 4/8-4/21	\$ 6,626.71	"
38272	Standard Parking	Mar-18	\$ 92,756.07	"

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Check	Vendor	Description	Amount	Date
38273	T&R Contracting	Runway 321	\$ 126,270.88	"
38274	Tri State Garage	Building Maint	\$ 1,917.50	"
38275	Verizon Wireless	Telephone	\$ 448.79	"
38276	Wireless World	Telephone	\$ 102.23	"
38277	A-1 Septci	Sewage	\$ 165.00	5/9/2018
38278	AeroStay	Other Current Expense	\$ 217.18	"
38279	AnyLab Test	Other Current Expense	\$ 49.00	"
38280	Argus Leader	Adveritsing	\$ 474.28	"
38281	Bargain Barn	Tires	\$ 1,490.95	"
38282	Bierschbach	Machine Maint	\$ 323.93	"
38283	Brock White	Field Maint	\$ 1,555.83	"
38284	Campbell Supply	Clothing	\$ 418.78	"
38285	Century Link	Telephone	\$ 133.32	"
38286	Office of Child Support	PPE 05/06/2018	\$ 282.92	"
38287	City Glass and Glazing	Other Building Maint	\$ 204.31	"
38288	Combined building Specialties	Building Maint	\$ 580.00	"
38289	Construction Products	Small Tools	\$ 328.00	"
38290	Convergint Tech	Security	\$ 833.65	"
38291	Culligan	Building Maint	\$ 415.80	"
38292	Dex Media	Adveritsing	\$ 230.50	"
38293	DirectTv	Passenger Services	\$ 166.16	"
38294	Eide Bailly	Accounting	\$ 9,200.00	"
38295	Kristin Elgersma	Other Current Expense	\$ 74.82	"
38296	Elston Manufacturing	Field Maint	\$ 252.00	"
38297	Gillespie	Machine Maint	\$ 332.83	"
38298	Grainger	Small Tools	\$ 140.70	"
38299	Graybar	Electrical Supplies	\$ 178.93	"
38300	Green4 Ever	Building Maint	\$ 703.50	"
38301	Heartland Paper	Janitorial	\$ 676.32	"
38302	heft Seed	Field Maint	\$ 3,244.10	"
38303	Hillyard	Janitorial	\$ 1,632.63	"
38304	Health Pool	Health Insurance	\$ 29,680.69	"
38305	Hungrys	Other Current Expense	\$ 248.21	"
38306	Interstate Office	Office Supplies	\$ 38.00	"
38307	Kone	Building Maint	\$ 5,128.08	"
38308	Krier and Blain	Plumbing Maint	\$ 1,520.00	"
38309	Laceys	Other Current Expense	\$ 110.00	"
38310	Macs Inc	Small Tools	\$ 98.44	"
38311	Media One	Adveritsing	\$ 11,443.48	"
38312	Capital One	Field Maint	\$ 137.19	"
38313	Northern Truck	Machine Maint	\$ 114.11	"
38314	Productive Soltuions	Security Supplies	\$ 250.00	"
38315	R&L Supply	Plumbing Supplies	\$ 69.53	"
38316	South Dakota Retirement	April Retirement	\$ 14,809.38	"

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38317	South Dakota Supplemental	Supplemental Retirement	\$	516.00	"
38318	Sioux Falls Convention	Adveritsing	\$	45.00	"
38319	Sioux Merchant	Security 4/22-5/5	\$	6,551.46	"
38230	Soukup	Field Maint	\$	2,242.50	"
38321	South Central	Building Maint	\$	60.67	"
38322	Sparkle	womens clothing	\$	570.00	"
38323	Stan Houston	Machine Maint	\$	91.64	"
38324	Swarco	Paint	\$	4,960.00	"
38325	Thyssenkrupp	Building Maint	\$	190.03	"
38326	Volaire Aviation	Airline Startup	\$	2,500.00	"
38327	Waste Management	Garbage	\$	1,724.28	"
38328	A-1 Septci	Sewage	\$	165.00	5/17/2018
38329	Automatic Door Group	Building Maint	\$	114.90	"
38330	AT&T	Telephone	\$	47.96	"
38331	AT&T Teleconference	Telephone	\$	13.39	"
38332	Batteries Plus	Machine Maint	\$	204.00	"
38333	Century Link	Telephone	\$	85.49	"
38334	Construction Products	Machine Maint	\$	195.00	"
38335	Converging Tech	Security	\$	316.33	"
38336	Graybar	Electrical Maint	\$	1,343.50	"
38337	Hail-Brite	Field Maint	\$	484.50	"
38338	Heartland Paper	Janitorial	\$	152.90	"
38339	Hillyard	Janitorial	\$	349.23	"
38340	Innovative Office	Office Supplies	\$	299.00	"
38341	Interstate Office	Office Supplies	\$	53.99	"
38342	KLJ	AIP Projects	\$	50,678.90	"
38343	Lamfers and Mass	Accounting	\$	3,495.00	"
38344	Media One	Adveritsing	\$	3,781.27	"
38345	Minnehaha County	Leo Reimbursement - April	\$	13,599.67	"
38346	P&K Pest	Building Maint	\$	110.00	"
38347	R&L Supply	Plumbing Maint	\$	37.74	"
38348	Reede Construction	Runway 321	\$	955,002.07	"
38349	South Dakota Supplemental	Supplemental Retirement	\$	516.00	"
38350	Sioux Falls Utilities	Water/Sewer	\$	3,476.83	"
38351	Sioux Equipment	Machine Maint	\$	575.57	"
38352	Sioux Merchant	Security 5/6 - 5/12	\$	3,269.94	"
38353	Standard Parking	April Parking Management Fee	\$	56,901.55	"
38354	Tri State Garage	Building Maint	\$	1,998.75	"
38355	Verizon Wireless	Telephone	\$	432.81	"
38356	Vidtronix	Passenger Services	\$	349.00	"
			Total for 4/26/2018 - 05/24/2018	\$ 1,601,347.21	

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<i>Payroll</i>	<i>pay period ending 04/22/2018</i>	\$	46,167.60	04/27/18
	<i>pay period ending 05/06/2018</i>	\$	39,900.98	05/11/18

<i>CC- Dan Letellier</i>	<i>Other Current Expenses</i>	\$	173.94	
	<i>Memberships</i>	\$	75.00	
	<i>Travel</i>	\$	34.33	
	<i>Postage</i>	\$	8.15	
	<i>Total</i>	\$	291.42	
<i>CC- Richard King</i>	<i>Fingerprinting</i>	\$	3,000.00	
	<i>Office Supplies</i>	\$	19.15	
	<i>Telephone</i>	\$	15.40	
	<i>Memberships</i>	\$	23.00	
	<i>Total</i>	\$	3,057.55	
<i>CC - Brad Nelson</i>	<i>Field Maint</i>	\$	306.79	
	<i>Other Current Expense</i>	\$	109.71	
	<i>Travel</i>	\$	1,449.46	
	<i>Postage</i>			
	<i>Total</i>	\$	1,865.96	

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