

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

May 24, 2018

Members Present: Lon Stroschein, Julie Schnaible, and Dave Nelson.

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

Guests Present: Wayne Stotts – Hertz, Andy Kuipers – Avis, Mark Wiederrich- KLJ Engineers, Elizabeth Hurtz-Davenport/Evans Law Firm, Glenn Pickett – SPPlus Parking

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 10:31am.

1. **Minutes-** Julie Schnaible moved and Dave Nelson seconded approval of the minutes of April 26, 2018. 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. Dave Nelson moved and Julie Schnaible seconded approval of the Consent Agenda. Motion carried.
 - A. Award Rental Car/Employee Lot resurfacing bid to Asphalt Surfacing Company in the amount of \$156,529.40
 - B. Approve use of Fuel Tax Dollars to fund the purchase of PAPI Equipment for Rwy 15-33 - \$34,245.00.
4. **Report by Executive Director-**
 - A. Construction Update –
 - a. Runway 3-21 Reconstruction Phase 2 – Over 50% of the runway has been removed and concrete crushed to be used as the sub-base for the new runway. Only 2 days behind original schedule and they hope to make those days up in the coming weeks. Reede Construction is working on getting the onsite batch plant assembled for concrete production set for early July.
 - b. Baggage Claim Expansion: First phase consisting of the utility work is set to begin within the next week with interior work scheduled to begin by the end of June.
 - c. Service Animal Relief Area – The Airport is required to have a location post-security screening were service or emotional support animals can relieve themselves. TSP has looked at a couple of locations and will prepare a preliminary concept to review in a few weeks. The area must be ADA

accessible along with having a separate area for a hard and soft floor for the animal. Looking at a completion date in late fall.

- B. Letter to School Board regarding location of New High School – Director Letellier reviewed with the Board a draft letter to the Sioux Falls School District outlining concerns for a new High School which could be located directly to the west of the Airport. Noise from fighter aircraft of the SD Air National Guard can be extremely loud and could be disruptive to activities at a nearby school. The Director wants the school district to be fully informed of the impacts being next to the airport and to avoid future complaints related to noise. Chairman Stroschein commented that the Air National Guard plays a vital role in our community with thousands of job and millions in economic impact. Future complaints about noise could jeopardize their mission and their loss would have a significant impact on the city and the Airport. Director Letellier intends to meet with the School Board and Superintendent to discuss the issue in more detail in the next few weeks.

5. Old Business

- A. Follow-up on design concepts for Rental Car Facility. Over the past few weeks the architectural firm PGAL has refined the layout of the new Quick Turn Area (QTA) as well as the cost associated with construction. The construction estimate for a 2-car wash, 6 bay detail garage and underground fuel storage tank comes to approximately \$4,700,000 excluding any contingencies. Director Letellier recommended the airport take the lead with funding the design/construction and ownership of this new facility with reimbursement coming from the Customer Facility Charge. The advantage of building the facility would allow the Airport to control the use of the building but disadvantage would be capital funds utilized that could be used for other projects. Commissioner Nelson recommended a delay in making a decision to fund until all Board members were present to weigh in on such an important decision. A conference call will be held in a few weeks to make a formal decision.

6. New Business

- A. **Funding for the SD Symphony Orchestra, 2018-2019-** Director Letellier met with Jennifer Boomgaarden, Executive Director of the South Dakota Symphony Orchestra and Steve Kirby regarding funding for the organization. They have requested the airport increasing our annual contribution to \$15,000/year for three years which would provide six, 1-hour performances and a full page ad in their program. The Board instructed Director Letellier to propose a \$10,000 year contribution for two years for six 1 hour performances and no ad. Dave Nelson moved to approve the counter proposal and Julie Schnaible seconded the motion. Motion Carried
- B. **RFP for new Gas Station/Travel Plaza** – In order to generate new sources of non-aeronautical revenue, Director Letellier asked the board to consider the development of a gas station/convenience store near the entrance to the terminal. Deputy Director King has developed an RFP to solicit proposals from interested businesses that would build and operate the facility located on the corner of Minnesota Ave and

Hangar St. The Airport would provide a ground lease to be funded through a percentage of gross revenue. We would only solicit ideas/proposals, nothing that would obligate the Authority at this time. Julie Schnaible moved to approve an RFP to solicit bids on a travel plaza and Dave Nelson seconded the motion. Motion carried.

C. **RFP for Parking Lot Management** – Director Letellier requested approval to solicit proposals to manage our parking lot concessions. It has been several years since formal proposals were requested and must be done even though the current provider does a very good job. The goal will be to make a selection and finalize a new agreement by the end of the year. Dave Nelson moved to approve the solicitation of proposals for the parking lot management company. Julie Schnaible seconded. Motion carried.

D. **Election of Officers** – Julie Schnaible moved to appoint Mike Luce as Board Chairman and Raquel Blount as Vice-Chair and Dan Letellier as Secretary for the coming year effective June 1st. Dave Nelson seconded. Motion Carried.

7. Open Segment-

Julie Schnaible moved to adjourn at 11:34 am. Dave Nelson seconded. Motion Carried.

Date

Secretary

Next Board Meeting: June 28, 2018

Sioux Falls Regional Airport
Bills to be Approved
June 28, 2018

Check	Vendor	Description	Amount	Date
38357	A-1 Septic	Sewage	\$ 165.00	5/24/2018
38358	Century Link	Telephone	\$ 842.01	"
38359	Office of Child Support	PPE 05/20/2018	\$ 282.92	"
38360	Express Services	Temporary Labor	\$ 353.76	"
38361	FedEx	Postage	\$ 18.49	"
38362	Heartland Paper	Janitorial	\$ 136.28	"
38363	Hillyard	Janitorial	\$ 499.40	"
38364	Howes Oil	Fuel Resale	\$ 18,004.95	"
38365	JCL Solutions	Small Tools	\$ 70.92	"
38366	KLJ	Runway 321	\$ 15,491.72	"
38367	Metlife	STD, LTD, AD&D, Dental, Vision, Life	\$ 3,592.03	"
38368	Midcontinent Communications	Passenger Services	\$ 659.75	"
38369	Key Enterprise	Advertising	\$ 2,000.00	"
38370	Neopost	Postage	\$ 200.00	"
38371	Nybergs Ace	Building Maint	\$ 56.03	"
38372	Oreilly	Machine Maint	\$ 133.72	"
38373	Oshkosh	Fire and Rescue	\$ 117.96	"
38374	SF Utilities	Electric	\$ 25,759.10	"
38375	SF Utilities	Water / Sewer	\$ 693.23	"
38376	Signature	Other Current Expense	\$ 257.50	"
38377	Sioux Merchant	5/13 - 5/19 Security	\$ 3,275.73	"
38378	AAAE	Training materials	\$ 4,389.00	5/30/2018
38379	ABC Rentals	Other Current Expense	\$ 299.75	"
38380	Century Link	Telephone	\$ 316.19	"
38381	Dex Media	Advertising	\$ 230.50	"
38382	Direct TV	Passenger Services	\$ 170.41	"
38383	FedEx	Postage	\$ 54.40	"
38384	Gillespie Small Engine	Machine Maint	\$ 145.32	"
38385	Heartland Paper	Janitorial	\$ 320.92	"
38386	Hillyard	Janitorial	\$ 755.46	"
38387	Health Pool SD	Health Insurance	\$ 28,883.97	"
38388	Hungrys	Other Current Expense	\$ 108.11	"
38389	Richard King	Travel	\$ 957.60	"
38390	Krier and Blain	Plumbing Maint	\$ 458.43	"
38391	Laceys Rentals	Other Current Expense	\$ 110.00	"
38392	Lamination Service	Security Supplies	\$ 698.12	"
38393	Capital One	Field Maint	\$ 178.02	"
39394	MidAmerican Energy	Gas	\$ 3,610.37	"
38395	Myrl and Roys	Field Maint	\$ 451.80	"
39396	Brad Nelson	Other Current Expense	\$ 41.82	"
39397	Oshkosh	Fire and Rescue	\$ 774.77	"
38398	Petty Cash	Field Maint, Other Current Expense	\$ 151.12	"
38399	Sioux Merchant	5/20 - 5/26 Security	\$ 3,304.66	"
38400	Soukup	National Guard Drive	\$ 38,689.13	"

Sioux Falls Regional Airport
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Check	Vendor	Description	Amount	Date
38401	Standard Signs	Improvements	\$ 30,991.02	"
38402	Tonys Catering	Other Current Expense	\$ 919.35	"
38403	Tractor Supply	Field Maint	\$ 271.71	"
38404	Western Commercial	Office Supplies	\$ 573.00	"
38405	A&B Business	Office Supplies	\$ 645.00	6/7/2018
38406	A-1 Septic	Sewage	\$ 165.00	"
38407	Air It	Passenger Services	\$ 836.67	"
38408	American Engineering	AIP Projects	\$ 2,946.00	"
38409	American Ink	Clothing	\$ 131.75	"
38410	Argus Leader	Advertising	\$ 252.79	"
38411	Bargain Barn	Tires	\$ 38.00	"
38412	Child Support	PPE 06/03/2018	\$ 282.92	"
38413	Cliff Ave Greenhouse	plants	\$ 1,556.22	"
38414	Construction Products	Machine Maint	\$ 32.00	"
38415	Davenport Evans	Attorney	\$ 1,260.00	"
38416	Heartland Paper	Janitorial	\$ 221.30	"
38417	Hillyard	Janitorial	\$ 637.39	"
38418	Hirschfields	Paint	\$ 5,124.00	"
38419	Howes Oil	Fuel	\$ 7,242.25	"
38420	JDs House of Trophies	Plaque	\$ 105.00	"
38421	Johnstone Supply	Air Filters	\$ 1,320.81	"
38422	Kone	Building Maint	\$ 513.98	"
38423	Media One	Advertising	\$ 1,343.75	"
38424	Praire Grass	Building Maint	\$ 499.80	"
38425	South Dakota Retirement	May Retirement	\$ 12,938.08	"
38426	SDSRP	Supplemental Retirement	\$ 516.00	"
38427	Sioux Merchant	5/27 -6/2 security	\$ 3,350.97	"
384728	Site One Landscape	Building Maint	\$ 168.74	"
38429	Stan Houston	Machine Maint	\$ 29.45	"
38430	Volaire Aviation	Airline Start up	\$ 2,500.00	"
38431	Waste Management	Garbage	\$ 1,724.28	"
38432	A&B Business	Copier Repair	\$ 112.50	6/14/2018
38433	AeroStay	Other Current Expense	\$ 100.00	"
38434	American Ink	Clothing	\$ 106.25	"
38435	AT&T	Telephone	\$ 47.58	"
38436	Campbell Supply	Clothing	\$ 530.38	"
38437	Century Link	Telephone	\$ 218.81	"
38438	Cliff Ave Auto	Machine Maint	\$ 43.90	"
38439	Convergint Tech	Security	\$ 3,278.38	"
38440	Green 4 Ever	Building Maint	\$ 703.50	"
38441	Hillyard	Janitorial	\$ 735.03	"
38442	JCL Solutions	Janitorial	\$ 84.24	"
38443	Richard King	Travel	\$ 562.60	"
38444	KLJ	Engineering	\$ 22,517.42	"

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38445	M&T Fire	Crash and Rescue	\$	1,819.00	"
38446	Macs	Building Maint	\$	25.93	"
38447	Mahlanders	Crash and Rescue	\$	85.00	"
38448	Midwest Alarm	Building Maint	\$	1,039.17	"
38449	RDO Equipment	Machine Maint	\$	467.60	"
38450	Sioux Merchant	Security 6/3 - 6/9	\$	3,333.61	"
38451	South Central	Building Maint	\$	60.67	"
38452	Standard Parking	May Parking Fee	\$	52,006.46	"
38453	Trane	Climate Control	\$	1,724.65	"
38454	Vanderlande	Machine Maint	\$	10,245.00	"
38455	KLJ	Engineering	\$	52,205.75	"
38456	A&B Business	Office Supplies	\$	82.50	6/22/2018
38457	Airside Solutions	Field Maint	\$	1,195.00	"
38458	Argus Leader	Advertising	\$	51.80	"
38459	At&T Teleconference	Telephone	\$	21.70	"
38460	Century Link	Telephone	\$	1,034.20	"
38461	Office of Child Support	PPE 06/17/2018	\$	282.92	"
38462	Construction Products	Building Maint	\$	76.50	"
38463	Convergent Tech	Other Building Maint	\$	360.00	"
38464	Express Services	Temporary Labor	\$	870.00	"
38465	Fastenal Company	Machine Maint	\$	18.42	"
38466	G&R Controls	Climate Control	\$	122.00	"
38467	Heartland Paper	Janitorial	\$	649.89	"
38468	HighPoint Network	Telephone Support	\$	134.00	"
38469	Hillyard	Janitorial	\$	687.40	"
38470	Interstate Batter	Machine Maint	\$	97.95	"
38471	Intersate Office	Office Supplies	\$	75.23	"
38472	JBT Aerotech	Building Maint	\$	4,459.72	"
38473	Kone	Building Maint	\$	356.78	"
38474	LaCrosse Firage	Field Maint	\$	215.00	"
38475	Meyer Inc	Building Maint	\$	2,525.00	"
38476	Mikes Electrical	Electrical Maint	\$	7,845.77	"
38477	Minnehaha County	LEO May 2018	\$	15,507.53	"
38478	Ramkota	Other Current Expense	\$	564.20	"
38479	Reede Construction	Runway 321	\$	1,319,650.11	"
38480	Roto Rooter	Sewer	\$	305.00	"
38481	SDSRP	Supplemental Retirement	\$	516.00	"
38482	Sioux Falls Chamber	Membership	\$	605.00	"
38483	Sioux Falls Utilities	Electric	\$	27,524.63	"
38484	Sioux Falls Utilities	Water / Sewer	\$	5,796.71	"
38485	Signature	Other Current Expense	\$	257.50	"
38486	Sioux Merchant	Security 6/10-6/16	\$	3,281.51	"
38487	Tristate Garage	Building Maint	\$	150.28	"
38488	Verizon Wireless	Telephone	\$	352.93	"
Total for 05/25/2018 - 06/27/2018			\$	1,784,574.21	

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<i>Payroll</i>	<i>pay period ending 05/20/2018</i>	\$	39,536.16	05/25/18
	<i>pay period ending 06/03/2018</i>	\$	41,219.91	06/08/18
	<i>pay period ending 06/17/2018</i>	\$	39,632.20	06/22/18

<i>CC- Dan Letellier</i>	<i>Other Current Expenses</i>	\$	62.76	
	<i>Building Maint</i>	\$	294.85	
	<i>Machine Maint</i>	\$	60.00	
	<i>Postage</i>	\$	9.62	
	<i>Total</i>	\$	427.23	
<i>CC- Richard King</i>	<i>Fingerprinting</i>	\$	3,000.00	
	<i>Other Current Expense</i>	\$	274.91	
	<i>Memberships</i>	\$	23.00	
	<i>Total</i>	\$	3,297.91	
<i>CC - Brad Nelson</i>	<i>Field Maint</i>	\$	115.99	
	<i>Other Current Expense</i>	\$	78.55	
	<i>Passenger Services</i>	\$	159.92	
	<i>Postage</i>	\$		
<i>Total</i>	\$	354.46		

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