

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

**January 24, 2019**

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

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

Guests Present: Mark Wiederrich- KLJ Engineers, Elizabeth Hurtz-Davenport/Evans Law Firm.  
Brad Wilson- Insurance Benefits, Mark Heisey-TSA.

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

Chairman Luce called the meeting to order at 12:03 pm.

1. **Minutes-** Lon Stroschein moved and Raquel Blount seconded approval of the minutes of December 20th. Motion carried.
2. **Bills for Approval-** Julie Schnaible 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 Lon Stroschein seconded approval of the Consent Agenda. Motion carried.
  - A. Change Order #5 with Golden Rule Construction in the amount of \$15,453.00.
  - B. Task Order #63 with KLJ Engineers to design a deicing/overnight aircraft apron. - \$348,945.38 to be funded with the FAA-AIP program.
4. **Report by Executive Director-**
  - A. Passenger Enplanements & Concession Revenue - 2018 – December enplanements increased 6.3% with total traffic up 5.8%. Total enplanements for 2018 finished down 1.5%. All concession revenue sources saw an increase in 2018 with the exception of parking revenue which declined 3.5% due to increased usage of Lyft and the Economy Lot.
  - B. New Sculptures for Ticketing Area – Executive Director presented three new sculptures for lease to be displayed in the ticketing area for the next year which included: Little Cowboy, Our Guardian and the Farmer.
  - C. Construction Update-

Baggage Claim Expansion: New sanitary sewer lift station is up and running with replacement of the control unit scheduled for February. Footings and foundation has been poured for the remainder of the building expansion with pre-cast walls and steel scheduled for installation the first week of February.
  - D. Federal Shutdown – Director Letellier provided a brief update on the impacts of the Federal shutdown on the TSA and FAA-Air Traffic Controlers. Commissioner Blount recommended setting up a weekly lunch for those affected and Commissioner

Stroschein suggested partnering with the SF Foundation Air Service Group to help fund these efforts.

**5. Old Business – No Items**

**6. New Business**

A. Property Insurance Renewal – 2019. The Authority received a quote to renew the property insurance coverage March 1<sup>st</sup> with Chubb Insurance. Premium quote is 3% higher than the 2018 rate driven by natural disasters across the country. Letellier recommended to the Board to renew the policy with Chubb at the quoted rate of \$77,092.41. Raquel Blount moved and Lon Stroschein seconded a motion to renew property coverage with Chubb Insurance for the premium of \$77,092.41. Motion carried.

B. Liability Insurance Renewal – 2019. The Authority also received a quote from our current liability insurance provider Starr Indemnity for our renewal March 1<sup>st</sup>. The quote for \$100 million in total liability coverage came in at \$30,623 which was a 4% increase. They also provided a quote for \$150 million @ \$34,706 and \$200 million @ \$38,789. Commissioner Nelson commented that for only \$8,000 annually we could double our coverage which seemed appropriate. Commissioners Blount and Stroschein stated they would take the recommendation of Director Letellier on what level of coverage to renew. Letellier advised the board it had been nine years since the Authority increased the total Liability coverage from \$50 million to \$100 million and for the cost difference he would support increasing the coverage to \$150 million.

Raquel Blount moved and Dave Nelson seconded a motion to renew liability coverage with Starr Indemnity for \$150 million in total liability insurance coverage for the premium of \$34,706. Motion Carried

C. Task Order #62 with KLJ Engineers. KLJ Engineers has presented to the Authority Task Order #62 to design Phase 3 of Runway 3/21 reconstruction. The fee of \$344,992.05 would design the replacement of \$1,200 ft of both ends of the runway and provide asphalt shoulders and new edge lighting for the full length of the runway. The funding for this Task Order is bundled with the supplemental funding request to the FAA which has not been awarded yet. Director Letellier advised the Board that if funding is not received in 2019, he would request a FAA grant through the normal AIP program in 2020. He advised that reimbursement may be delayed a year if the supplemental request is not provided. Julie Schnaible moved and Raquel Blount seconded a motion to approve Task Order #62 with KLJ in the amount of \$344,992.05. Motion Carried

**7. Open Segment- No Items**

Dave Nelson moved to adjourn at 1:14 pm. Lon Stroschein seconded. Motion Carried.

---

Date

---

Secretary

Next Board Meeting: February 28, 2019 12:00 pm

**Sioux Falls Regional Airport**  
**Bills to be Approved**  
**February 28, 2019**

Check	Vendor	Description	Amount	Date
39236	Automatic Door Group	Building Maint	\$ 786.48	1/23/2019
39237	Bargain Barn	Tires	\$ 176.50	"
39238	Century Link	Telephone	\$ 1,029.41	"
39239	City of Sioux Falls	Permit	\$ 20.00	"
39240	Cliff Ave	Machine Maint	\$ 60.59	"
39241	Cryotech	Deicer	\$ 33,590.26	"
39242	Dakotas Window Cleaning	Building Maint	\$ 3,452.00	"
39243	FedEx	Postage	\$ 15.84	"
39244	Hillyard	janitorial	\$ 668.97	"
39245	Howes Oil	Fuel	\$ 11,872.28	"
39246	Interstate Battery	Machine Maint	\$ 117.95	"
39247	Interstate Office	Office Supplies	\$ 20.58	"
39248	Kempf Construction	Field Maint	\$ 120.00	"
39249	KLJ	Engineering	\$ 52,047.46	"
39250	Metlife	Life, STD, LTD, Dental, Vision	\$ 4,087.91	"
39251	Midco	Passenger Services	\$ 650.00	"
39252	Minnehaha County	December LEO	\$ 16,432.94	"
29253	Neopost	Postage	\$ 343.85	"
39254	Northern Truck	Machine Maint	\$ 214.18	"
39255	Sioux Falls Utilities	Electric	\$ 28,421.16	"
39256	Sioux Falls Utilities	Water/ Sewer	\$ 714.09	"
39257	Sioux Merchant	Security 1/6-1/19	\$ 6,707.95	"
39258	Wellmark	Insurance	\$ 240.00	"
39259	A&B Business Solutions	Office Equipment	\$ 2,500.00	2/1/2019
39260	American Fence	Gate Supplies	\$ 720.83	"
39261	AT&T	Telephone	\$ 46.26	"
39262	Ian Bergstrom	Phone	\$ 240.00	"
39263	Boyer Trucks	Machine Maint	\$ 266.80	"
39264	Office of Child Support	PPE 01/27/2019	\$ 282.92	"
39265	City of Sioux Falls	Storm Water	\$ 1,332.40	"
39266	Cryotech	Aircraft Deicer	\$ 33,617.00	"
39267	Dex Media	Advertising	\$ 263.00	"
39268	Direct TV	Passenger Services	\$ 148.99	"
39269	Diesel Machinery	Machine Maint	\$ 92.53	"
39270	Tom Ensz	Telephone	\$ 240.00	"
39271	Equipment Blades	Machine Maint	\$ 240.00	"
39272	FedEx	Postage	\$ 67.33	"
39273	Geotek Engineering	Baggage Claim	\$ 165.00	"
39274	Heartland Paper	janitorial	\$ 111.95	"
39275	Hillyard	janitorial	\$ 1,332.69	"
39276	Holmes Murphy	Insurance	\$ 65,872.00	"
39277	Health Pool SD	Health Insurance	\$ 30,818.83	"
39278	Insurance Benefits	Liability Insurance	\$ 34,706.00	"
39279	Interstate Battery	Machine Maint	\$ 417.80	"

**Sioux Falls Regional Airport**  
**Bills to be Approved**  
**February 28, 2019**

Check	Vendor	Description	Amount	Date
39280	JCL Solutions	janitorial	\$ 123.42	"
39281	Gayle Krog	Telephone	\$ 240.00	"
39282	Malloy Electric	Machine Maint	\$ 209.84	"
39283	Capital One	Small Tools	\$ 78.56	"
39284	MidAmerican	Gas	\$ 15,423.49	"
39285	SDSRP	Supplemental PPE 01/27/2019	\$ 516.00	"
39286	Sioux Equipment	Machine Maint	\$ 205.72	"
39287	Sioux Falls Electric	Other bUilding Maint	\$ 4,831.94	"
39288	Sioux Merchant	Security 1/20-1/26	\$ 3,398.69	"
39289	Skycon	Building Maint	\$ 2,359.96	"
39290	SP Plus Coporation	December Parking	\$ 48,640.33	"
39291	State Steel of SD	Machine Maint	\$ 377.18	"
39292	Titzes Auto	Machine Maint	\$ 837.90	"
39293	John Traub	Telephone	\$ 240.00	"
39294	Tractor Supply	Machine Maint	\$ 120.79	"
39295	Vidtronix	Passenger Services	\$ 173.66	"
39296	Brian Weidenbach	Telephone	\$ 240.00	"
39297	Acuity	Prepaid Insurance	\$ 9,903.00	2/8/2019
39298	Argus Leader	Advertising	\$ 278.84	"
39299	Bargain Barn	Tires	\$ 117.00	"
39300	Construction Products	Machine Maint	\$ 275.00	"
39301	Cyrotech	Aircraft Deicer	\$ 67,053.03	"
39302	Dakota Electric	Electrical Maint	\$ 2,960.81	"
39303	Dave Putze	Plumbing Maint	\$ 180.00	"
39304	Diesel Machinery	Machine Maint	\$ 750.00	"
39305	GoKeyLess	Building Maint	\$ 643.09	"
39306	Heartland Paper	janitorial	\$ 247.93	"
39307	Hillyard	janitorial	\$ 98.61	"
39308	Hofer Humpal	Accounting	\$ 49.25	"
39309	Howes Oil	Fuel/Fuel Diesel Resale	\$ 20,378.88	"
39310	Innovative Office	Building Maint	\$ 403.27	"
39311	Interstate Battery	Machine Maint	\$ 54.00	"
39312	Kabel Business	Health Insurance	\$ 435.97	"
39313	Krier and Blain	Plumbing Maint	\$ 2,011.65	"
39314	Lacey Rental	Other Current Expense	\$ 222.00	"
39315	Lions Club	Memberships	\$ 70.00	"
39316	Macs Inc	Machine Maint	\$ 23.59	"
39317	NASI	Runway Deicer	\$ 17,498.50	"
39318	Satnan Aviation	Communications Maint	\$ 650.00	"
39319	SDRS	January Retirement	\$ 16,205.70	"
39320	SDSRP	Supplemental PPE 2/10/19	\$ 516.00	"
39321	Sioux Falls Utilities	Sewage	\$ 237.91	"
39322	Sioux Merchant	01/27 - 2/2 Security	\$ 3,356.96	"
39324	Titan Machinery	Other Current Expense	\$ 4,810.00	"

**Sioux Falls Regional Airport**  
**Bills to be Approved**  
**February 28, 2019**

39323	Thyssenkrupp Elevator	Building Maint	\$	196.27	"
39325	Vidtronix	Passenger Services	\$	4,154.16	"
39326	Volairre	Airline Startup	\$	2,666.67	"
39327	Waste Management	Garbage	\$	1,915.89	"
39333	Adveritising Arts	Signage	\$	209.45	2/14/2019
39334	Air IT	Passenger Services	\$	887.62	"
39335	American Fence	Perimeter Fence	\$	53,504.40	"
39336	Any Lab Test	Other Current Expense	\$	49.00	"
39337	Argus Leader	Advertising	\$	1,199.00	"
39338	AT&T	Telephone	\$	69.75	"
39339	Century Link	Telephone	\$	390.59	"
39340	Office of Child Support	PPE 2/10/19	\$	282.92	"
39341	Kristin Elgersma	Other Current Expense	\$	122.45	"
39342	Equipment Blades	Machine Maint	\$	3,338.60	"
39343	General Equipment	Machine Maint	\$	59.67	"
39344	Golden Rule	Baggage Claim	\$	589,658.40	"
39345	HDR Engineering	Runway 321 Phase 3	\$	2,800.00	"
39346	Heartland Paper	Janitorial	\$	55.72	"
39347	HighPoint Networks	telephone maint	\$	330.00	"
39348	Hillyard	janitorial	\$	1,105.37	"
39349	Howes Oil	Diesel Resale	\$	6,642.96	"
39350	Interstate Office	Office Supplies	\$	49.42	"
39351	KLJ	Engineering	\$	101,236.06	"
39352	Dale Langrock	Telephone	\$	750.00	"
39353	Matheson	Oxygen	\$	396.13	"
39354	MB Companies	Machine Maint	\$	522,871.00	"
39355	Media One	Advertising	\$	15,976.82	"
39356	Midwest Oil	Oil	\$	130.68	"
39357	NASI	Runway Deicer	\$	18,071.88	"
39358	Sioux Merchant	Security 2/3-2/9	\$	3,416.58	"
39359	Standard Signs	Field Maint	\$	1,718.88	"
39360	John Traub	Small Tools	\$	42.56	"
39361	TSP Inc	Baggage Claim / Pet Relief	\$	13,682.38	"
39362	Adveritising Arts	Passenger Services	\$	25.00	2/21/2019
39363	Century Link	Telephone	\$	862.20	"
39364	Cryotech	Aircraft Deicer	\$	33,529.87	"
39365	FAA	Misc Expense	\$	8,803.62	"
39366	FedEx	Postage	\$	200.44	"
39367	G&H Distributing	Machine Maint	\$	67.69	"
39368	Golden Rule	Baggage Claim	\$	162,606.60	"
39369	Heartland Paper	Janitorial	\$	81.19	"
39370	Hillyard	janitorial	\$	963.20	"
39371	Kempf Construction	Field Maint	\$	157.50	"
39372	KLJ	Runway 321 Phase 3	\$	38,460.38	"
39373	Kurt Krome	Cellphone	\$	240.00	"

**Sioux Falls Regional Airport  
Bills to be Approved  
February 28, 2019**

39374	Malloy Electric	Machine Maint	\$ 67.98	"
39375	Maximum Promotions	Building Maint	\$ 521.00	"
39376	Media One	Advertising	\$ 7,047.06	"
39377	Midwest Oil	Oil	\$ 153.52	"
39378	Minnehaha County	January LEO	\$ 16,885.87	"
39379	NASI	Runway Deicer	\$ 18,158.53	"
39380	Northwest chapter aaaa	Memberships	\$ 550.00	"
39381	Overhead Door	Other bUilding Maint	\$ 37.12	"
39382	Sioux Falls Utilities	Electric	\$ 34,785.10	"
39383	Sioux Falls Utilities	Water/ Sewer	\$ 4,059.05	"
39384	Signature Flight Support	Other Current Expense	\$ 257.50	"
39385	Sioux Merchant	Security 2/10-2/16	\$ 3,362.93	"
39386	South Central	Passenger Services	\$ 63.70	"
39387	SP Plus Coporation	January Parking and Shuttle	\$ 76,958.51	"
39388	Transource	Machine Maint	\$ 1,657.96	"
39389	Verizon Wireless	Telephone	\$ 578.69	"
39390	Vidtronix	Passenger Services	\$ 601.41	"
			<u>\$ 2,322,446.10</u>	
			<u><b>\$ 2,322,446.10</b></u>	

*Payroll*

<i>pay period ending 01/27/2019</i>	\$ 58,974.04	02/01/19
<i>pay period ending 2/10/2019</i>	\$ 51,703.64	02/15/19

*CC- Dan Letellier*

<i>Travel</i>	\$ 914.66
<i>Other Current Expense</i>	\$ 358.14
<i>Memberships</i>	\$ 135.00
<i>Passenger Services</i>	
<i>Office Supplies</i>	
<i>Postage</i>	\$ 7.52
<i>Total</i>	<u>\$ 1,415.32</u>

*CC- Richard King*

<i>Fingerprinting</i>	
<i>Travel</i>	
<i>Office Equipment</i>	
<i>Memberships</i>	\$ 23.98
<i>Other Building Maint</i>	
<i>Total</i>	<u>\$ 23.98</u>

**Sioux Falls Regional Airport  
Bills to be Approved  
February 28, 2019**

---

---

**Sioux Falls Regional Airport  
Bills to be Approved  
February 28, 2019**

---



**Sioux Falls Regional Airport  
Bills to be Approved  
February 28, 2019**

