

Sioux Falls Regional Airport Authority
Special Session - Board Meeting Minutes

August 9, 2019 at 10:30 a.m.

Members Present via Phone: Raquel Blount, Julie Schnaible, Dave Nelson, Lon Stroschein and Eric Ellefson.

Chairwoman Raquel Blount called the meeting to order at 10:30 a.m.

1. Discussion and Request to approve award for the Asphalt Repair Project to Double H Paving.

Director Letellier provided a summary of the modifications to the project which were made to encourage more contractors to bid for this project compared to the previous bid opening several weeks prior. One bid was received from Double H Paving in the amount of \$919,099.70. The bid was \$40,000 lower than previously submitted, but still substantially higher than the engineer's estimate. Director Letellier recommended approval of the award to Double H Paving with the understanding the Airport would look to Change Order out several portions of the project in order to reduce the overall cost. Commissioner Ellefson moved and Commissioner Nelson seconded a motion to award the project to Double H Paving in the amount of \$919,099.70 with the understanding that negotiations would continue to modify the overall cost. Motion Carried.

2. Task Order #67 with KLJ Engineers to provide Construction Administration assistance for the Asphalt Repair Project. Director Letellier provided a brief summary of the Task Order with KLJ to provide construction oversight for the various projects included with the recent award. Commission Nelson moved and Commissioner Ellefson seconded a motion to approve Task Order #67 with KLJ Engineers in the amount of \$127,773.94. Motion Carried.

3. Quality Control Agreement – American Engineering Testing. Director Letellier presented to the Board an agreement with American Engineering Testing (AET) to provide quality control testing for the Rental Car Quick Turn Facility project in the amount of \$16,350.00. Commissioner Ellefson moved and Commissioner Schnaible seconded a motion to approve the agreement with AET testing for \$16,350.00. Motion Carried.

4. Acceptance of FAA-Airport Improvement Grant #3-46-0050-053-2019 for \$7,916,183.00. The FAA has approved a grant in the amount of \$7,916,183.00 to cover eligible construction costs associated with the new deicing and overnight parking apron. The FAA requires the Airport Authority approve the acceptance of the grant which comes with numerous grant assurances which must be agreed to in order to receive the funding. Commissioner Ellefson moved and Commissioner Nelson seconded a motion to approve the acceptance of FAA Grant #3-46-0050-053-2019 in the amount of \$7,916,183.00. Motion Carried.

Julie Schnaible moved to adjourn at 10:54 am. Eric Ellefson seconded Motion Carried.

8/13/19

Date

Secretary

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

July 25, 2019

Members Present: Raquel Blount, Julie Schnaible, Lon Stroschein, and Eric Ellefson

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

Guests Present: Elizabeth Hurwitz – Davenport Evans

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

Chair woman Blount called the meeting to order at 12:03 pm.

1. **Minutes-** Julie Schnaible moved and Lon Stroschein seconded approval of the minutes of June 27 and Special Session of July 15, 2019. Motion carried.
2. **Bills for Approval-** Eric Ellefson 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. Lon Stroschein moved and Eric Ellefson seconded approval of the Consent Agenda. Motion carried.
 - A. Lease Agreement with Norman Danielson for Airport Hangar –T1-6.
 - B. Purchase replacement line painting equipment from Diamond Vogel for \$26,007.00
 - C. Purchase replacement floor scrubber from Heartland Paper Co. - \$15,550.00
 - D. Approve travel by Executive Director to attend the National Airport Conference – Oct 6-8. – San Antonio

4. Report by Executive Director-

A. Construction Update-

Baggage Claim Expansion: Carousel #3 is now open and the remaining baggage claim area is closed until the renovations are complete. Access to the new claim area requires customers to go outside and down the sidewalk, than back in the south entrance due to the hallway being closed to replace the flooring and overhead beam work. This detour will be in effect until August 15. Final completion is still schedule for October 8th.

Pet Relief Area: Substantially completed, with installation of a door lock and trim work remaining. Area should be open for use by the end of the week.

Rental Car Quick Turn Facility: Preconstruction meeting to take place August 9th with work to begin August 18th.

Deicing Apron Project – Rebid: This project was awarded to BX Civil and they will begin fencing the area off August 5th and start work the following week.

- B. Conference Call with United – Director Letellier had a conference call with United Airlines regarding new non-stop service to their hubs in Houston, Washington D.C. and Newark, NJ. Most of the discussion focused on Houston, unfortunately FSD doesn't currently have the number of daily travelers necessary for United to launch service. They will look into more detail the possibility of Newark and Washington service.

5. Old Business –

- A. No Items

6. New Business

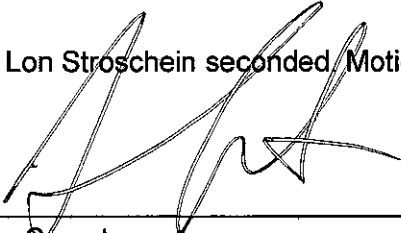
- A. Director Letellier provided the Board bid results for the project to repair/rehab several areas of asphalt on the airfield. Only one bid was received from Double H Paving which was \$200,000 higher than the engineer's estimate. Late season bidding and limited contractor availability resulted in the much higher bid proposal. Director Letellier advised the Board to reject and re-advertise with some modifications to the bid which would allow certain portions of the project to be completed in the Spring of 2020 allowing more contractors to bid. Lon Stroschein moved and Julie Schnaible seconded a motion to reject the bids received and to re-advertise. Motion Carried.
- B. Discussion and request for approval of 2020-2024 Capital Improvement Plan. Commissioners present discussed in detail the timing and need for a Parking Structure, planned for construction in 2022. The Board instructed Director Letellier to research the impact of Transportation Network Companies (TNCs) on parking in other similar size airports to FSD. Julie Schnaible moved and Eric Ellefson seconded a motion to approve the 2020-2024 Capital Budget as presented. Motion carried.
- C. Scheduling a Special Session teleconference to discuss results from the rebid of the Asphalt Repair Project was discussed. The time for the Special Session teleconference was set for Friday, August 9th at 10:30 am to review the bids and make a decision on award.

7. Open Segment-

Julie Schnaible moved to adjourn at 12:49pm. Lon Stroschein seconded. Motion Carried.

7-26-19

Date



Secretary

Next Board Meeting: August 22, 2019 12:00 pm

Sioux Falls Regional Airport Authority

**Special Session
Board Meeting Minutes**

July 15, 2019 at 1:30 p.m.

Members Present via Phone: Raquel Blount, Julie Schnaible, and Lon Stroschein

Members present via phone at 1:35 pm: Eric Ellefson

Chairwoman Raquel Blount called the meeting to order at 1:32 p.m.

1. Discussion and Request to approve award for the Rental Car Quick Turnaround Facility to Hoogendoorn Construction Inc.

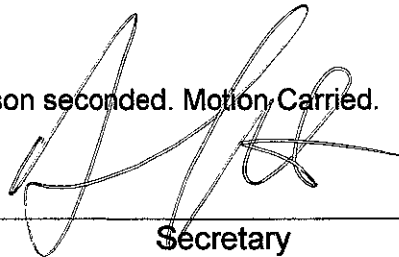
Director Letellier provided a summary of the 5 bids received for the Rental Car Quick Turnaround Facility to be constructed at the Airport. The base bid provides for the construction of the main building which includes detail bays along with a dual carwash and fuel system. An alternate was included to reduce one of the detail bays that was included for future growth. The Airport received five bids for the project with the low bid provided by Hoogendoorn Construction in the amount of \$4,749,000 and a deduct for alternate #1 of \$198,000. The architect's estimate for the base bid was \$6 million so bids received were well below estimate. Director Letellier recommended approving the base bid to Hoogendoorn Construction and rejecting Alternate #1.

Chairwoman Blount moved and Commissioner Schnaible seconded a motion to award Hoogendoorn Construction Inc. the project for the base bid in the amount of \$4,749,000 and rejecting Alternate #1. Motion Carried.

Julie Schnaible moved to adjourn at 1:39 pm. Eric Ellefson seconded. Motion Carried.

7-15-19

Date



Secretary

Next Board Meeting – July 25, 2019 at 12:00pm.

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

June 27, 2019

Members Present: Raquel Blount, Julie Schnaible, Dave Nelson, and Eric Ellefson

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

Guests Present: Mark Weiderich – KLJ, Elizabeth Hertz – Davenport/Evans , Brandon Taylor – Cossich/Sumic/Parsiola & Taylor, LLC, Shannon Falon – Johnson/Janklow/Abdallah & Reiter, LLP

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

Chairwoman Blount called the meeting to order at 12:00 pm.

1. **Minutes-** Julie Schnaible moved and Eric Ellefson seconded approval of the minutes of May 23. 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 a motion to approve Consent Agenda Items B through E, moving Item A to New Business. Motion carried.
 - B. Change Order #7 with Golden Rule for modifications to the Baggage Claim Project. - \$16,528.00
 - C. Approve Lease Agreement with Matheson's Flight Extenders for office/warehouse space in cargo building.
 - D. Advertise for bids to complete numerous asphalt projects on the air field. - \$693,000 est.
 - E. Request to trade Director's 2015 Honda Pilot for 2019 Honda Pilot - \$26,000. (In 2019 Capital Plan)

4. Report by Executive Director-

A. Construction Update-

Baggage Claim Expansion: Carousel #3 is near final assembly along with wiring connections for all motors. Terrazzo flooring is complete and ceiling grids are ready to go in. Baggage Claim #3 is expected to open July 15th with the remaining sections closed for construction. The main hallway will be closed for several weeks while a new support beam is installed and terrazzo flooring replaced. We are hoping for an opening date of October 8th.

Pet Relief Area: Drywall is being installed, electrical and plumbing has been completed with an anticipated completion date of July 19th.

Rental Car Quick Turn Facility: A pre-bid meeting was held on June 25th with a bid opening date now scheduled for July 11th. Special Board meeting planned for July 15th to award the construction bid.

5. Old Business –

- A. No Items

6. Executive Session

- 12:20 pm Julie Schnaible moved and Eric Ellefson seconded a motion to move into Executive Session to discuss a legal issue
- 1:08 pm Dave Nelson moved and Erick Ellefson seconded a motion to come out of Executive Session. Motion carried.

7. New Business

- A. Dave Nelson moved and Julie Schnaible seconded a motion to enter into a Legal Services Agreement with the law firms of Baron & Budd, P.C, Cossich-Sumich-Parsiola & Taylor, LLC and Johnson-Janklow-Abdallah & Reiter, LLP to represent the Airport Authority for any and all claims associated with damages and any other relief resulting from the manufacture, application, or use of fire fighting materials including Aqueous Film-Forming Foam Concentrates (AFFF) in fire fighting foam. Motion Carried
- B. Director Letellier reviewed the bids received for the construction of the Deicing and Overnight Parking Apron project. This was the second letting of the project with the hope that by extending the completion time into 2020 additional contractors would participate and a lower bid received. The project did receive two new bidders but the overall savings achieved was only \$126,000. BX Civil and Construction was the low bidder with a base bid of \$6,951,168.20 and the alternate portion coming in at \$2,832,831.80. FAA Grant funding available for this project totals \$7.8 million so the remaining \$1.6 million of the project would need to be funded with Airport reserves. Julie Schnaible moved and Dave Nelson seconded a motion to award BX Civil and Construction the project for the base bid and alternate totaling \$9,784,000.00. Motion Carried.
- C. (Item Moved from Consent Agenda) Task Order #66 with KLJ for Construction Administration assistance for the Deicing Apron Project - \$646,609.54. This item has received an independent fee review from HDR Engineers as required by the FAA and was determined that the price quoted is appropriate for the scope of work required. Dave Nelson moved and Julie Schnaible seconded a motion to approve Task Order #66 as presented with funding provided with an FAA Grant. Motion carried.
- D. Bids were opened on June 25th for the purchase of a used wheel loader to be used primarily for snow removal operations. Eric Ellefson moved and Julie Schnaible

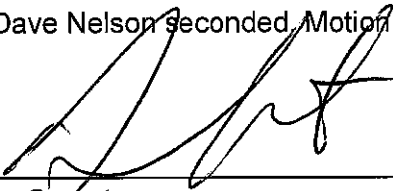
seconded a motion to award the bid to Diesel Machinery, Inc. for the purchase of a used Wheel Loader in the amount of \$117,500. Motion carried.

- E. Julie Schnaible moved and Dave Nelson seconded a motion to approve an Operating Agreement with Uber to begin ground transportation operations at the airport. Motion carried.
- F. Dave Nelson moved and Eric Ellefson seconded a motion to approve the sale of liquor, wine and beer at the 2019 Sioux Falls Air Show provided by JJ's House of Spirits. Motion carried.
- G. Director Letellier provided a preliminary review of an update to the 2020-2024 Capital Improvement Plan. Several projects have been rescheduled as a result of FAA Grant funding availability. The Deicing Apron will be funded with 2019 and 2020 AIP dollars but a majority of the construction taking place in 2020. Phase 3 of Runway 3/21 reconstruction will be funded in 2020 with construction taking place in 2021. Design for a new Parking Garage is slated for 2020-2021 with construction planned for 2022. Final review and approval for the plan will take place at the July Board meeting.
- H. Bids for the Rental Car Quick Turn Facility will be opened July 11th and in order to get the project approved and started as quickly as possible, a Special Session Board meeting will be necessary. A Special Session conducted via teleconference was scheduled for July 15th at 1:30pm. Public is welcome to attend in the main floor conference room.

8. Open Segment-

Julie Schnaible moved to adjourn at 1:40pm. Dave Nelson seconded Motion Carried.

7-3-19
Date


Secretary

Next Board Meeting: July 25, 2019 12:00 pm

**Sioux Falls Regional Airport
Bills to be Approved
October 24, 2019**

Check	Vendor	Description	Amount	Date
40182	A-1 Septic	Sewage	\$ 165.00	9/26/2019
40183	Advertising Arts	Office Supplies	\$ 60.00	"
40184	Air IT	Passenger Services / Fids/ BIDS	\$ 59,363.76	"
40185	Office of Child Support	PPE 09/22/2019	\$ 282.92	"
40186	Convergint Tech	Security	\$ 509.16	"
40187	Diamond Vogel	Paint	\$ 1,197.50	"
40188	Dakota Supply Group	Climate Control	\$ 102.85	"
40189	Fastenal	Small Tools	\$ 33.33	"
40190	General Equipment	Machine Maint	\$ 2,068.56	"
40191	Green Eggs	Office Equipment Maint	\$ 210.00	"
40192	Heartland Paper	Janitorial	\$ 92.29	"
40193	Hillyard	Janitorial	\$ 717.23	"
40194	Health Pool of SD	October Health Insurance	\$ 34,701.24	"
40195	Interstate Battery	Building Maint	\$ 60.10	"
40196	Johnstone Supply	Climate Control	\$ 812.59	"
40197	Lamfers Maas	Accounting	\$ 300.00	"
40198	Mahlanders	Fire and Rescue	\$ 750.00	"
40199	Capital One	Building Maint	\$ 283.46	"
40200	Metlife	STD, LTD, AD&D, Life, Dental, Vision	\$ 4,393.72	"
40201	Mid American	GAS	\$ 976.86	"
40202	Midco	Passenger Service	\$ 650.00	"
40203	SDSRP	Supplemental Retirement	\$ 606.00	"
40204	Sioux Falls Two Way	Communications Maint	\$ 905.98	"
40205	Sioux Falls Utilities	Electric	\$ 30,553.22	"
40206	Sioux Merchant	9/15-9/21 Security	\$ 3,368.81	"

**Sioux Falls Regional Airport
Bills to be Approved
October 24, 2019**

Check	Vendor	Description	Amount	Date
-------	--------	-------------	--------	------

**Sioux Falls Regional Airport
Bills to be Approved
October 24, 2019**

**Sioux Falls Regional Airport
Bills to be Approved
October 24, 2019**

"

Total for 9/26/2019 - 10/23/2019	\$	143,164.58
---	-----------	-------------------

Payroll

<i>pay period ending 08/25/2019</i>	<i>\$</i>	<i>46,485.07</i>	<i>08/30/19</i>
<i>pay period ending 09/08/2019</i>	<i>\$</i>	<i>47,203.83</i>	<i>09/13/19</i>

CC- Dan Letellier

<i>Travel</i>	<i>\$</i>	<i>944.68</i>
<i>Other Current Expense</i>	<i>\$</i>	<i>150.39</i>
<i>Other Building Maint</i>	<i>\$</i>	<i>125.00</i>
<i>Fingerprinting</i>	<i>\$</i>	<i>3,000.00</i>
<i>Office Supplies</i>	<i>\$</i>	<i>1,686.95</i>
<i>Machine Maint</i>	<i>\$</i>	<i>424.94</i>
<i>Memberships</i>	<i>\$</i>	<i>434.52</i>
<i>Janitorial</i>	<i>\$</i>	<i>71.29</i>
<i>Postage</i>	<i>\$</i>	<i>7.25</i>
<i>Total</i>	<i>\$</i>	<i>6,845.02</i>

<i>Fingerprinting</i>	<i>\$</i>	<i>1,500.00</i>
<i>Passenger Services</i>	<i>\$</i>	<i>48.13</i>

CC- Richard King

<i>Travel</i>		
<i>Office Supplies</i>		
<i>Memberships</i>	<i>\$</i>	<i>27.40</i>
<i>Janitorial</i>		
<i>Total</i>	<i>\$</i>	<i>1,575.53</i>

**Sioux Falls Regional Airport
Bills to be Approved
October 24, 2019**

**Sioux Falls Regional Airport
Bills to be Approved
October 24, 2019**

**Sioux Falls Regional Airport
Bills to be Approved
October 24, 2019**

