

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

October 24, 2019

Members Present: Julie Schnaible, Dave Nelson, and Eric Ellefson. Lon Stroschein joined at 12:30pm.

Members Present Via Phone: Raquel Blount

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

Guests Present: Elizabeth Hurwitz – Davenport Evans, Mark Weiderich – KLJ Engineers, Brad Greguson – Standard Parking, Dustin Sejnoha – Marlins Family Restaurant.

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

Vice Chairwoman Schnaible called the meeting to order at 11:59 am.

1. **Minutes-** Eric Ellefson moved and Dave Nelson seconded approval of the minutes of September 26, 2019. Motion carried.
2. **Bills for Approval-** Dave Nelson moved and Eric Ellefson 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 Dave Nelson seconded approval of the Consent Agenda. Motion carried.
 - A. Lease agreement with Steve Givens for Airport T-Hangar 2-11.
 - B. Task Order #68 with KLJ Engineers for Design services to develop Asphalt Repair Project for 2020 - \$69, 677.22. (non-AIP)
 - C. Travel by Executive Director and Board Member to attend the American Association of Airport Executives Aviation Issues Conference in Maui, HI – January 5-9, 2020.
 - D. Agreement with Eide Bailly to conduct annual Financial and FAA Single Audit of our Financials Records - \$32,000.
4. **Report by Executive Director-**
 - A. Cinnabon Addition – Dustin Sejnoha spoke about the work he has been doing to add Cinnabon to the Airport. He presented preliminary plans to modify the concourse level restaurant to accommodate this addition and would also like to add a secondary outlet in the Gate 5 seating area. He will work with TSP to further develop plans for review by the Board in the coming months.
 - B. Update on Water Contamination Suit- The Plaintiffs and Defendants held a Science Day with the judge to provide an opportunity for question and answer with specialist on both sides of the case. Airport's Property Damage Plaintiff Fact sheet has been prepared and will be included with the case. Discovery set to begin early November.

C. Construction Updates:

Baggage Claim Expansion: Carousel #2 opened October 16th before the Pheasant Opener and last carousel install will begin October 25 with a completion date of mid-November. Final completion scheduled for November 27th.

Rental Car Quick Turn Facility: Precast walls are up and they are working to install the precast roof. Contractor pushing to have the building enclosed in two weeks with a majority of exterior concrete poured as well. The Precast panels need to be acid washed as the panels are not matching in color.

Deicing Apron Project – Dirt excavation continues being replaced with sand and gravel. Contractor has installed the new 25,000 gallon glycol holding tank with diversion structure being poured in the next few days.

5. **Old Business** – No Items

6. **New Business**

- A. Discussion and review of proposed Operating Budget for 2020. Executive Director Letellier provided a preliminary operating budget for 2020. Some of the key highlights were the following:
- i. No rate increase planned for airline rent or landing fees.
 - ii. No rate increase for ground leases.
 - iii. No rate increase for public parking.
 - iv. Payroll increase as a result of 3% cost of living adjustment and 1 F.T. field addition.
- B. Request for Qualifications solicitation for AIP Eligible projects. The FAA requires airports to formally solicit Requests for Qualifications from qualified engineers to design federally funded projects (AIP). We are allowed a 5 year agreement and the one we have with KLJ Engineers expires at the end of 2019. We have started the solicitation process and they have a deadline of November 22nd to submit proposal for review. Two interested Board members will participate on the selection committee to provide a recommendation to the Board at the December meeting.
- C. Proposal from Priceless Priorities for this year's Holiday Decorations. Priceless Priorities, firm that helped with our Holiday decorations last year, has presented a proposal for decorating again this year. Last year we added over 20 trees along the concourse representing South Dakota and Sioux Falls area. They would like to expand on that by adding 45 trees in the lobby/ticketing/waiting and baggage area. The proposal would solicit sponsorships to decorate a tree for a business or organization. The trees would need to be Holiday themed and each company would get a small plaque identifying them as the sponsor. This proposal would also come with a donation to a charity of the Airports choice. The Board advised the Director to work with Priceless Priorities on their proposal but wanted to ensure any money gained by the Airport would be used to further enhance the Customer Experience at the Airport.

7. Open Segment-

Lon Stroschein moved to adjourn at 12:58 pm. Dave Nelson seconded. Motion Carried.

Date

Secretary

Next Board Meeting: November 21, 2019 12:00 pm

**Sioux Falls Regional Airport
Bills to be Approved
November 21, 2019**

Check	Vendor	Description	Amount	Date
40305	Advertising Arts	Passenger Services	\$ 79.50	10/24/2019
40306	American Ink	Clothing	\$ 130.00	"
40307	Bargain Barn	Tires	\$ 25.00	"
40308	Century Link	Telephone	\$ 1,056.81	"
40309	Office of Child Support	PPE 10/20/2019	\$ 282.92	"
40310	Cliff Ave	Machine Maint	\$ 45.48	"
40311	Diamond Voegl	Paint	\$ 89.24	"
40312	FedEx	Postage	\$ 66.83	"
40313	Golden Rule	Baggage Claim	\$ 185,319.90	"
40314	Graybar	Electrical Supplies	\$ 68.00	"
40315	Hillyard	Janitorial	\$ 161.00	"
40316	Hungrys	Other Current Expense	\$ 164.68	"
40317	Innovative Office	Building Maint	\$ 2,121.70	"
40318	Malloy	Building Maint	\$ 179.13	"
40319	Metlife	STD, LTD, Life, AD&D, Dental, Vision	\$ 4,284.27	"
40320	Midco	Passenger Services	\$ 650.00	"
40321	Rick Milner	Janitorial	\$ 35.52	"
40322	Nepost	Postage	\$ 343.85	"
40323	SDRS	Retirement	\$ 712.10	"
40324	SDSRP	Supplemental Retirement	\$ 606.00	"
40325	Sioux Falls Utilites	Electric	\$ 27,197.80	"
40326	Sioux Merchant	Security 10/13-10/19	\$ 3,362.86	"
40327	A1 Septic	Sewage	\$ 165.00	11/1/2019
40328	Abigail Vandeplank	Travel	\$ 242.16	"
40329	American Engineering	Testing	\$ 3,026.25	"
40330	AT&T	Telephone	\$ 48.27	"
40331	Auto Body Specialties	Machine Maint	\$ 21.10	"
40332	Batteries Plus	Electrical Supplies	\$ 126.00	"
40333	BX Civil	Deicing Apron	\$ 1,265,594.77	"
40334	Campbell Supply	Clothing/High Vis Coats	\$ 1,364.15	"
40335	Concrete Materials	Sand	\$ 17,743.14	"
40336	Convergint Tech	Security Maint	\$ 1,675.53	"
40337	Cummins Central Power	Machine Maint	\$ 1,350.63	"
40338	Dex Media	Advertising	\$ 263.00	"
40339	Direct TV	Passenger Services	\$ 143.99	"
40340	Double H Paving	2019 Misc Pavement Rehab	\$ 238,967.95	"
40341	General Equip	Machine Maint	\$ 208.23	"
40342	Great Lakes Chapter	2020 Dues	\$ 35.00	"
40343	Green 4 Ever	Building Maint	\$ 69.89	"
40344	Heartland Paper	Janitorial	\$ 216.58	"
40345	Hillyard	Janitorial	\$ 896.22	"
40346	Howes Oil	Fuel Resale	\$ 7,107.03	"
40347	Health Pool of SD	November Health Insurance	\$ 33,904.52	"
40348	Interstate Battery	Machine Maint	\$ 102.95	"

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40349	JCL Solutions	Janitorial	\$ 68.52	"
40350	Johnstone Supply	Air filters/Climate Control	\$ 185.08	"
40351	Krier and blain	Plumbing Maint	\$ 2,042.01	"
40352	Malloy	Building Maint	\$ 179.13	"
40353	Capital One	Building Maint	\$ 11.83	"
40354	MidAmerican	Gas	\$ 2,251.03	"
40355	Oreilly	Machine Maint	\$ 86.12	"
40356	OTW Safety	Field Maint	\$ 210.00	"
40357	Petty Cash	Replenish Petty Cash	\$ 176.48	"
40358	RDO Equipment	Machine Maint	\$ 355.93	"
40359	Sioux Falls Two Way	Communications Maint	\$ 52.96	"
40360	Sioux Falls Utilites	Water/Sewer	\$ 1,885.82	"
40361	Sioux Merchant	Security 10/20-10/26	\$ 3,374.78	"
40362	Tractor Supply	Janitorial	\$ 26.99	"
40363	Voltaire Aviation	Airline Startup	\$ 186.09	"
40364	Argus Leader	Advertising	\$ 342.20	11/8/2019
40365	Bargain Barn	Tires Plow #35	\$ 4,335.00	"
40366	Office of Child Support	PPE 11/03/2019	\$ 282.92	"
40367	C N A Surety	Prepaid insurance	\$ 1,317.41	"
40368	Convergint Tech	Security Repairs	\$ 1,137.41	"
40369	Dakota Fluid Power	Machine Maint	\$ 69.96	"
40370	Daktronics	Building Maint	\$ 30.00	"
40371	Davenport Evans	Attorney	\$ 90.00	"
40372	Dakota Supply Group	Other Building Maint	\$ 34.31	"
40373	G&R Controls	Climate Control	\$ 148.79	"
40374	Golden Rule	Baggage Claim	\$ 270,748.31	"
40375	Heartland Paper	Janitorial	\$ 130.12	"
40376	Hillyard	Janitorial	\$ 1,010.97	"
40377	Howes Oil	QTA - Fuel rental car resale	\$ 20,145.42	"
40378	Interstate Office	Office Supplies	\$ 59.15	"
40379	Kabel	HRA Checks	\$ 101.88	"
40380	Media One	Advertising	\$ 6,785.37	"
40381	NAS Industrial	Runway Deicer	\$ 160.78	"
40382	Prairie Grass	Sprinkler Blowout	\$ 750.00	"
40383	SDRS	October Retirement	\$ 14,261.92	"
40384	SDSRP	Supplemental Retirement	\$ 606.00	"
40385	Sigler Fire	Building Maint	\$ 1,291.50	"
40386	Sioux Merchant	Security	\$ 3,977.00	"
40387	Standard Signs	Aifield Signs	\$ 2,668.51	"
40388	Thyssenkrupp	Building Maint	\$ 202.70	"
40389	Voltaire Aviation	Airline Startup	\$ 2,666.67	"
40390	Waste Management	Sanitation	\$ 1,754.34	"
40391	Allegiant Airline	Consulting Services	\$ 24,992.70	11/15/2019
40392	American Fence	Gate Parts	\$ 1,255.54	"

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40393	AT&T	Telephone	\$	79.10	"
40394	AT&T Teleconference	Telephone	\$	18.06	"
40395	Bargain Barn	Tires	\$	25.00	"
40396	Batteries Plus	Electrical Supplies	\$	422.50	"
40397	Century Link	Telephone	\$	219.29	"
40398	Cryotech	Aircraft Deicer	\$	28,546.73	"
40399	Elston Manufacutring	Field Maint	\$	600.00	"
40400	Golden Rule	Final Payment - Pet Reliefe	\$	14,336.80	"
40401	Halliday Technologies	Equipment	\$	2,763.13	"
40402	Hillyard	Janitorial	\$	874.30	"
40403	Hoogendoorn Construction	QTA Facility	\$	872,334.90	"
40404	Howes Oil	Shop Diesel	\$	7,322.44	"
40405	Interstate Office	Office Supplies	\$	28.73	"
40406	Laceys Rental	Other Current Expense	\$	222.00	"
40407	Matheson	Oxygen	\$	132.65	"
40408	Minnehaha County	October LEO	\$	15,572.59	"
40409	Oreilly	Machine Maint	\$	65.02	"
40410	Overhead Door	Other Building Maint	\$	32.95	"
40411	PGAL	QTA Facility	\$	8,270.84	"
40412	SD Department Safety	Boiler Inspections	\$	120.00	"
40413	Sioux Falls Electric	Electrical Maint	\$	966.17	"
40414	Sioux Merchant	Security 11/3-11/09	\$	3,350.93	"
40415	SP Plus	October Parking Lot, Upgrades	\$	45,961.91	"
40416	TSP	Baggage Claim	\$	5,250.00	"
40417	Walker Parking	Consulting Services	\$	9,103.20	"
			Total for 10/24/2019 - 11/20/2019	\$ 3,189,323.84	

Payroll

<i>pay period ending 10/20/2019</i>	\$	46,357.48	10/25/19
<i>pay period ending 11/03/2019</i>	\$	46,424.77	11/08/19

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CC- Dan Letellier

<i>Travel</i>		
<i>Other Current Expense</i>	\$	500.00
<i>Clothing</i>	\$	464.84
<i>Machine Maint</i>	\$	85.09
<i>Postage</i>	\$	8.00
<i>Total</i>	\$	<u>1,057.93</u>

CC- Richard King

<i>Fingerprinting</i>	\$	3,000.00
<i>Passenger Services</i>	\$	210.79
<i>Travel</i>		
<i>Other Current Expense</i>	\$	116.86
<i>Memberships</i>	\$	794.54
<i>Building Maint</i>	\$	88.63
<i>Total</i>	\$	<u>4,210.82</u>

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