

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

**May 28, 2020**

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

Staff Present: Dan Letellier, Richard King and Kristin Elgersma

Guests Present: Brad Greguson – Standard Parking

Guests Present via video conference: Joy Feige – Eide Bailly

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 10:31 am.

1. **Minutes-** Items to be amended for the April 23 meeting minutes on item 6B. Dave Nelson moved and Julie Schnaible seconded approval of the minutes of April 23 and Special Session on May 8, 2020. Motion carried.
2. **Bills for Approval-** Eric Ellefson 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. Eric Ellefson moved and Lon Stroschein seconded approval of the Consent Agenda. Motion carried.
  - A. Lease Agreement with Dave Campbell for Airport T-Hangar 3-6.
  - B. Purchase of Crafcoc asphalt sealer for \$42,428.00.
  - C. Change Order #4 with BX Civil & Construction for additional work associated with the Deicing Pad Project - \$19,600.00
4. **Report by Executive Director-**
  - A. Corona Virus Update – Airport Impacts – The alternating employee work schedule will end this week with employees reporting back for regular assigned shifts on June 1, 2020. We will continue to take all precautions necessary to keep employees and passengers safe. Plexiglass has been installed on the ticket counters and rental car counters as well as distance labels stickers placed in queuing areas to remind passengers to physically distance. Passenger Traffic is slowly starting to increase seeing between 300-400 people a day.
  - B. Passenger Enplanement and Concession Revenue Update – Enplanements continued their plunge to near zero in April dropping 95.2% for the month with total traffic down 95.1%. We have seen small improvements in May so hopefully traffic will continue to return. Available seats were down 37.4% vs. 2019 with most going

unfilled. Parking, Restaurant, Car Rental, Gift shop, and hotel all were down significantly.

C. Construction Update:

- A. Rental Car QTA – Rental car operators have taken over the building with overhead heaters being installed in June. Work continues on the storage lot with an anticipated complete of mid-July.
- B. Economy Lot Expansion – Dirt work has been started with the project still on track for a completion date of mid-August.
- C. 2020 Asphalt Project – Work began on storm water pipe installation last week. Full schedule of work on the new taxi-lane beginning June 1<sup>st</sup>. Repair/rehab of Jaycee Lane planned for mid July.

5. **Old Business –**  
No Items

6. **New Business -**

- A. Presentation of Audit of 2019 Financial Statements, FAA Grant, and PFC Single Audits. Joy Feige with Eide Bailly was present via video conference to review with the Board results from the 2019 Audit which was performed virtually this year. We had one finding which requires our auditor to report they have assisted with some year-end adjusting entries in addition to their role as auditor. Julie Schnaible moved and Dave Nelson seconded a motion to accept the 2019 Audit. Motion Carried.
- B. Discussion on updates to the 2021-2025 Capital Improvement plan. The Executive Director provided an updated Capital Improvement Plan (CIP) which takes into account the change in revenue brought on by the Corona Virus pandemic. Several smaller projects have been moved back 1-2 years with the timing of design/construction of a new Parking Structure dominating the conversation. The final CIP will be presented to the Board in June for review and approval.
- C. Election of officers – Julie Schnaible, Chairwoman  
Dave Nelson, Vice-Chairman  
Dan Letellier, Secretary

Lon Stroschein moved and Eric Ellefson seconded the motion to appoint the new officers effective June 1, 2020. Motion carried.

- D. Executive Director Letellier advised the Board the CARES Act grant has been approved by the FAA, however South Dakota is a channeling state in which all Federal Grant dollars must be distributed through the State. A formal agreement with the State to administer the CARES Act grant has been proved and requires Board approval and signature. Letellier requested approval and authority to sign in order to expedite the process. Julie Schnaible moved and Lon Stroschein seconded a motion

to approve the Agreement with the State of South Dakota for Project #3-46-0050-54-2020 and authority for Director Letellier to sign the agreement on behalf of the Airport Authority. Motion Carried.

**7. Open Segment-**

Lon Stroschein moved to adjourn at 12:00pm. Julie Schnaible seconded. Motion Carried.

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Date

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Secretary

Next Board Meeting: June 25, 2020      12:00 pm

**Sioux Falls Regional Airport  
Bills to be Approved  
June 25, 2020**

Check	Vendor	Description	Amount	Date
41126	AAAE	Digicast	\$ 4,389.00	5/28/2020
41127	American Ink	Clothing	\$ 150.00	"
41128	Davenport Evans	Attorney	\$ 36.00	"
41129	Direct TV	Passenger Services	\$ 147.99	"
41130	Hillyard	Janitorial	\$ 327.72	"
41131	Capital One Commercial	Building Maint	\$ 272.15	"
41132	MetLife	STD, LTD, AD&D, Life, Dental, Vision	\$ 4,287.52	"
41133	Midcontinent Communication	Passenger Services	\$ 650.00	"
41134	Midwest Oil	QTA Facility Maint	\$ 25.07	"
41135	Sioux Falls Utilities	Electric	\$ 28,523.49	"
41136	Sioux Falls Utilities	Water/ Sewer	\$ 990.08	"
41137	Signarama	Social Distance Decals	\$ 596.10	"
41138	Sioux Merchant	Security 05/17-5/23	\$ 3,556.06	"
41139	AirIT	Passenger Services	\$ 905.38	6/5/2020
41140	American Engineering Testing	Engineering	\$ 2,377.50	"
41141	Baldwin	Machine Maint	\$ 2,765.27	"
41142	Bargain Barn	Tires mower 22	\$ 56.00	"
41143	Office of Child Support	PPE 05/31/2020	\$ 282.92	"
41144	City Glass	Building Maint	\$ 803.00	"
41145	City Sioux Falls	Storm Drainage Fee	\$ 109,264.05	"
41146	Convergint Tech	Security Equip	\$ 17,053.58	"
41147	Dex Media	Advertising	\$ 267.25	"
41148	Diamond Vogel	Paint Bead Gun	\$ 3,899.52	"
41149	Elite Aircraft	Damaged Sewer Line	\$ 2,000.00	"
41150	G&H Distributing	Machine Maint	\$ 31.72	"
41151	Heartland Paper Co	Janitorial Supplies	\$ 430.33	"
41152	HighPoint Networks	Telephone software	\$ 160.00	"
41153	Hillyard	Janitorial Supplies	\$ 444.98	"
41154	Hoogendoorn Construction	QTA Facility	\$ 178,245.00	"
41155	Health Pool SD	Health Insurance	\$ 36,948.27	"
41156	JCL	Janitorial Supplies	\$ 42.39	"
41157	Johnstone Supplies	Climate Control Air Filters	\$ 1,028.16	"
41158	Krier and Blain	Plumbing Maint	\$ 1,638.95	"
41159	Dale Langrock	Disposable Masks	\$ 85.00	"
41160	Master Blaster	QTA Facility Maint	\$ 251.50	"
41161	Media One	Advertising	\$ 4,866.25	"
41162	Medical Transport	Janitorial Supplies	\$ 91.60	"
41163	Mid American Energy	Gas	\$ 2,738.60	"
41164	Mood Media	Passenger Services	\$ 71.89	"
41165	Northview Bait	Propane	\$ 127.20	"
41166	Rushmore Service	Garnishment PPE 05/31/2020	\$ 336.96	"
41167	SDRS	May Retirement	\$ 15,513.96	"
41168	SDSRP	Supplemental Retirement	\$ 706.00	"
41169	Sioux Falls Utilities	Sewer	\$ 96.25	"

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41170	Sioux Merchant	Security 05/24-05/30	\$ 3,568.71	"
41171	Tessman Seed	Building Maint	\$ 410.00	"
41172	Volaire	Airline Startup	\$ 2,666.67	"
41173	Western Commercial Printing	Office Supplies / Annual Reports	\$ 770.00	"
41174	Argus Leader	Advertising	\$ 623.00	6/11/2020
41175	AT&T	Telephone	\$ 70.72	"
41176	Bargain Barn	Tires for Truck #9	\$ 215.00	"
41177	BX Civil Construction	Deicing Apron	\$ 930,840.75	"
41178	Century Link	Telephone	\$ 218.87	"
41179	Convergint Tech	Security Equipment Maint	\$ 5,624.12	"
41180	Double H Paving	Misc Pavement Repairs	\$ 320,166.29	"
41181	FedEx	Postage	\$ 28.91	"
41182	G&H Distributing	Machine Maint	\$ 158.41	"
41183	Johnstone Controls	Air Filters Climate Control	\$ 34.44	"
41184	KLJ Engineering	Engineering	\$ 98,708.52	"
41185	Macs Inc	Machine Maint	\$ 26.94	"
41186	Midwest Alarm	Alarm Testing	\$ 1,051.17	"
41187	Midwestern Mechanical	Janitorial Supplies	\$ 321.72	"
41188	P&K Pest Control	Pest Control Terminal and QTA	\$ 170.00	"
41189	Pfeiffer Implement	Machine Maint	\$ 33.81	"
41190	Sioux Merchant	5/31-06/06 Security	\$ 3,575.04	"
41191	SP Plus	May Parking Management	\$ 4,959.26	"
41192	Stan Houston	Machine Maint	\$ 29.88	"
41193	Tessman Seed	Mulch - Building Maint	\$ 410.00	"
41194	Waste Management	Sanitation Airport	\$ 883.73	"
41195	AT&T	Telephone	\$ 46.32	6/17/2020
41196	Brock White Co	Machine Maint	\$ 520.85	"
41197	Office of Child Support	PPE 06/14/2020	\$ 282.92	"
41198	Construction Products	Machine Maint	\$ 300.00	"
41199	Convergint Tech	Alarm Montoring	\$ 360.00	"
41200	Diamond Vogel	Black Paint, Paint Grinder	\$ 11,074.00	"
41201	FedEx	Postage	\$ 34.41	"
41202	Gander Island	Wildlife Training	\$ 1,700.00	"
41203	Hillyard	Janitorial Supplies	\$ 24.96	"
41204	Howes Oil	Fuel Diesel Resale, QTA Fuel	\$ 17,975.70	"
41205	Kabel Business	Health Insurance	\$ 12.20	"
41206	Karls	Passenger Services Tvs	\$ 679.98	"
41207	Rushmore Service	PPE 06/14/2020	\$ 579.92	"
41208	SDSRP	Supplemental PPE 06/14/2020	\$ 706.00	"
41209	Sioux Falls Two Way	Communications Maint / Radio	\$ 364.97	"
41210	Sioux Equipment	Machine Maint	\$ 95.00	"
41211	Sioux Mercahnt	06/07-06/13 Security	\$ 3,537.07	"
41212	Standard Signs	Field Maint	\$ 1,117.79	"
41213	Verizon Wireless	Telephone	\$ 490.10	"

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**Total for 5/28/2020 - 6/19/2020** \$ 1,842,948.81

*Payroll*

<i>pay period ending 05/31/2020</i>	\$	48,393.59	06/05/20
<i>pay period ending 06/14/2020</i>	\$	46,361.00	06/19/20

*CC- Dan Letellier*

<i>Travel</i>			
<i>Office Supplies</i>			
<i>Other Current Expense</i>	\$	1,014.95	
<i>Machine Maint</i>	\$	350.30	
<i>Fingerprinting</i>	\$	-	
<i>Postage</i>	\$	33.00	
<i>Total</i>	\$	<u>1,398.25</u>	

*CC- Richard King*

<i>Fingerprinting</i>	\$	1,500.00	
<i>Passenger Services</i>	\$	13.83	
<i>Telephone</i>	\$	169.96	
<i>Other Current Expense</i>			
<i>Memberships</i>	\$	29.18	
<i>Building Maint</i>			
<i>Total</i>	\$	<u>1,712.97</u>	

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