

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

November 19, 2020

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

Staff Present: Dan Letellier and Kristin Elgersma

Staff Present via video conference: Richard King

Guests Present via video conference: Mark Wiederrich – KLJ Engineers

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

Chairwoman Schnaible called the meeting to order at 12:02 pm.

1. **Minutes-** Raquel Blount moved and Dave Nelson seconded approval of the minutes of October 22, 2020. Motion carried.
2. **Bills for Approval-** Dave Nelson moved and Raquel Blount 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 Dave Nelson seconded approval of the Consent Agenda. Motion carried.
 - A. Law Enforcement Employee Agreement with Minnehaha County Sheriff's Office.
 - B. Task Order with KLJ Engineers to design apron repair project for the terminal and cargo aprons - \$74,820.54.
 - C. Change Order #7 with BX Civil and Contracting for additional work required for deicing apron - \$2,249.65.
 - D. Purchase of replacement dump truck from Vander Haag's Inc. - \$39,075.00.
4. **Report by Executive Director-**
 - A. Holiday Symphony Performances – The SD Symphony has agreed to perform at the Airport this Holiday Season on December 8,9,15, and 16. The Board brought forth concerns that gathering people together to listen to the performance may be a health concern and not send the right message on Covid-19 precautions. The Executive Director will contact the Symphony to determine if these performances can be rescheduled for later in 2021.

- B. Corona Virus Update – Airport Impacts – Mask compliance inside the terminal has been modified to require masks in the building to match the City mandate on wearing masks in public facilities. We have had two operation’s employees and one custodian test positive in the past few weeks. Two are back to work and one returning Monday.
- C. Passenger Enplanement and Concession Revenue Update – Enplanements improved slightly compared to the past few months with our pheasant hunters increasing traffic. October enplanements were down 47.9% and total passengers down a similar 48.4% with 53,415 travelers compared to 2019. November has continued the slight improvement seen in October with additional service to Charlotte, Phoenix, and Tampa/St. Pete resuming or starting service. Parking, Restaurant, Car Rental, Gift shop, and hotel all were down a similar percentage.

5. Old Business –

- A. Discussion and request for approval of 2021 Operating Budget. Director Letellier gave an update to the 2021 Operating budget stating enplanements are forecasted to be 75% of 2019 levels impacting concession revenue accounts a similar percentage. Expense increases driven by payroll increase of 2% and depreciation expense also up with the additional of several major projects completed in 2020. Eric Ellefson moved and Raquel Blount seconded a motion to approve the 2021 Operating Budget as presented by the Director with the option of adjusting benefits based on a health insurance review/comparison with the City. Motion carried.

6. New Business -

- A. Review and request approval of Health Insurance provider for 2021. Renewal premiums were received from our current health insurance provider, The Health Pool of South Dakota with a 3.3% increase. Quotes were also received from Holmes Murphy for Avera/Sanford/Wellmark and United Health for similar benefit plans. Avera and Sanford plans were less expense (8% and 5% respectively) however employees would only be able to utilize Doctors/clinics/hospitals for each plan provider. Lon Stroschein moved and Eric Ellefson seconded a motion to stay with the current provider, South Dakota Health Pool/Wellmark. Motion Carried. Dave Nelson recused himself from the discussion and vote due to a potential conflict of interest.
- B. Discussion on Funding Request for Forward Sioux Falls 2026: The new Forward Sioux Falls 2026 funding campaign is in the early stages, however the Airport has already been approached about our involvement and contribution to the campaign as a major donor. Director Letellier highlighted some of the accomplishments Forward SF has achieved in the past 30 years, many of those benefiting the airport with increased business development and population growth which has driven an increase in air travel. The Authority has recently contributed \$1,225,000 to the current campaign wrapping up and we have been requested to increase that level to \$1,250,000 over the next five years. Director Letellier asked the Board to consider a slightly less amount of \$1,200,000 to mirror the allocated budget of Forward SF to assist with air service development and the international port. Letellier advised this discussion was informational with formal discussion and decision at our December meeting. Several Board members spoke in support of the lower funding level and several felt the requested level was appropriate due to the benefits received.

- C. Request to provide Christmas/Essential Work Bonus for Airport Authority Employees. Over the past few years, the Board approved a Christmas bonus for our employees. The amount that has been provided in the past has been 2% of their salary/wage up to \$500. This bonus would be in appreciation of their essential nature to support the operation of the airport throughout the pandemic and a nice gesture for the holidays. Lon Stroschein moved the approval of the Christmas/Essential Work Bonus as well as a \$50 bonus gift for not having a Holiday Party this year. Dave Nelson seconded. Motion Carried.

7. Open Segment-

Lon Stroschein moved to adjourn at 1:20 pm. Dave Nelson seconded. Motion Carried.

Date

Secretary

Next Board Meeting: December 17, 2020 12:00 pm

Sioux Falls Regional Airport
Bills to be Approved
December 17, 2020

Check	Vendor	Description	Amount	Date
41746	A1 Septic	Sewage	\$ 150.00	11/20/2020
41747	Acuity	Prepaid Insurance	\$ 831.00	"
41748	Amadeus Airport	Passenger Services	\$ 941.68	"
41749	Airside Solutions	Field Maint	\$ 1,860.35	"
41750	American Ink	Clothing	\$ 620.37	"
41751	Bargain Barn	Tires	\$ 1,935.00	"
41752	Brock White	Field Maint	\$ 130.85	"
41753	Century Link	Telephone	\$ 1,093.55	"
41754	Office of Child Support	PPE 11/15/2020	\$ 282.92	"
41755	Concrete Materials	Field Maint	\$ 116.60	"
41756	Daktoa Fluid Power	Machine Maint	\$ 102.93	"
41757	Hillyard	Janitorial	\$ 370.55	"
41758	KASA	Baggage Screening Software	\$ 132,897.00	"
41759	KLJ Engineers	Engineering Services	\$ 67,216.05	"
41760	Manley Tire	Tires	\$ 1,882.00	"
41761	Master Blaster	QTA Maint	\$ 994.00	"
41762	Midco	Passenger Services	\$ 648.00	"
41763	Vollan Oil	Fuel Diesel Resale / QTA Fuel	\$ 19,780.09	"
41764	NAS Industrial	Runway Deicer	\$ 18,405.00	"
41765	Northview Bait	Propane	\$ 25.00	"
41766	Oreilly	Machine Maint	\$ 204.68	"
41767	Pheasantland Industry	Field Maint	\$ 73.44	"
417687	Pride Neon	Building Maint	\$ 189.45	"
41769	SDSRP	Supplemental Retirement	\$ 490.00	"
41770	Sioux Falls Uutilites	Electric	\$ 31,595.36	"
41771	Sioux Falls Uutilites	Water/ Sewer	\$ 5,915.06	"
41772	Signature Flight	Other Current Expense	\$ 257.50	"
41773	Sioux Falls Electric	QTA Facility	\$ 508.96	"
41774	Sioux Merchant	11/01-11/14 Security	\$ 7,175.38	"
41775	Standard Signs	Field Maint	\$ 1,800.58	"
41776	T&R Contracting Inc	321 reconstruction and 1533 repairs	\$ 102,975.38	"
41777	The Iris Companies	Security Supplies	\$ 322.20	"
41778	Titzes Auto	Machine Maint	\$ 1,230.35	"
41779	Verizon Wireless	Telephone	\$ 442.34	"
41780	WorkForce	Other Current Expense	\$ 205.00	"
41781	AT&T	Telephone	\$ 49.02	12/2/2020
41782	Bargain Barn	Tires	\$ 142.50	"
41783	Batteries Plus	Building Maint	\$ 289.58	"
41784	Brock White	Field Maint	\$ 1,331.89	"
41785	C&R Supply	Building Maint	\$ 147.20	"
41786	Office of Child Support	PPE 11/29/2020	\$ 282.92	"
41787	Convergint Tech	Video Installation - Server Camera	\$ 35,770.14	"
41788	Cryotech	Aircraft Deicer	\$ 28,896.16	"
41789	Direct TV	Passenger Services	\$ 147.99	"

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41790	Dakota Supply Group	QTA Maint	\$ 59.92	"
41791	Hillyard	Janitorial	\$ 1,152.95	"
41792	Health Pool SD	December Health Insurance	\$ 36,001.88	"
41793	HydroKlean	Strom drains	\$ 1,340.00	"
41794	Interstate Office	Office Supplies	\$ 180.13	"
41795	Johnstone Supply	Climate Control	\$ 27.28	"
41796	Kabel Business	Health Insurance	\$ 293.20	"
41797	Krier and Blain	Climate Control	\$ 2,934.87	"
41798	Lawn Crafters	Snow Removal	\$ 3,860.00	"
41799	Macs	Machine Maint	\$ 38.04	"
41800	Master blaster	QTA Maint	\$ 2,173.88	"
41801	Media One	Advertising	\$ 5,294.25	"
41802	Capital One / Menards	Building Maint	\$ 1,084.10	"
41803	MetLife	STD, LTD,AD&D, Life, Vision, Dental	\$ 4,547.37	"
41804	MidAmerican Energy	Gas	\$ 7,581.50	"
41805	Mood Media	Passenger Services	\$ 71.89	"
41806	O'Connor Company	Climate Control	\$ 639.56	"
41807	Price Events	Other Current Expense - Christmas	\$ 5,500.00	"
41808	Record USA	Exit Lanes	\$ 21,338.00	"
41809	Roto Rooter	Plumbing Maint	\$ 198.00	"
41810	SD Division of Motor	License Plates - 2010 International	\$ 21.20	"
41811	SDRS	November Retirement	\$ 15,603.94	"
41812	SDSRP	Supplemental	\$ 490.00	"
41813	Sioux Equipment	Machine Maint	\$ 85.27	"
41814	Sioux Falls Electric	Electrical Maint	\$ 4,083.57	"
41815	Sioux Merchant	11/15-11/28 security	\$ 7,143.75	"
41816	Summit Fire	Fire truck dry chem	\$ 800.00	"
41817	Tennant Sales	Machine Maint	\$ 162.00	"
41818	Voltaire Aviation	Airline Startup	\$ 2,666.67	"
41819	A-Ox Welding	Fire and Rescue	\$ 56.68	12/9/2020
41820	Advertising Arts	Other Current Expense - Decals	\$ 50.00	"
41821	Argus Leader	Board Meeting advertising	\$ 239.19	"
41822	AT&T	Telephone	\$ 84.91	"
41823	Building Sprinkler	Building Maint	\$ 908.40	"
41824	Century Link	Telephone	\$ 219.59	"
41825	Construction Products	Small Tools	\$ 219.70	"
41826	Davenport Evans	Attorney Fees	\$ 108.00	"
41827	Dex Media	Advertising	\$ 267.25	"
41828	General Equipment	Machine Maint	\$ 648.06	"
41829	Hillyard	Janitorial	\$ 423.86	"
41830	Hofer Humpal Hadler	Computer troubleshoot	\$ 145.00	"
41831	Hy-Vis Inc	Field Maint	\$ 356.00	"
41832	Macs Inc	Small Tools	\$ 58.21	"
41833	Media One	Advertising	\$ 1,991.25	"

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41834	Midwest Alarm	Building Maint	\$ 503.01	"
41835	Northview Bait	Propane	\$ 25.00	"
41836	Oreilly	Machine Maint	\$ 65.91	"
41837	Oshkosh	Fire and Rescue	\$ 343.46	"
41838	P&K Pest	Building Maint and QTA Maint	\$ 165.00	"
41839	Quick Attach	Equipment	\$ 4,829.00	"
41840	Roto Rooter	Plumbing Maint	\$ 128.00	"
41841	Sioux Merchant	11/29-12/05	\$ 3,549.73	"
41842	Tennant Sales	Machine Maint	\$ 63.75	"
41843	Waste Management	Sanitation	\$ 1,920.31	"
Total for 11/20/2020 - 12/16/2020			\$ 613,468.51	

Payroll

<i>pay period ending 11/15/2020</i>	\$ 56,600.19	<i>11/20/20</i>
<i>pay period ending 11/29/2020</i>	\$ 53,614.88	<i>12/04/20</i>
<i>pay period Bonus</i>	\$ 11,791.68	<i>12/11/20</i>

CC- Dan Letellier

<i>Janitorial Supplies</i>	\$ 1,428.63
<i>Building Maint</i>	
<i>Other current expense</i>	\$ 692.46
<i>Passenger Services</i>	\$ 1,921.13
<i>Machine Maint</i>	\$ 69.54
<i>Fuel</i>	
<i>Postage</i>	\$ 8.00

CC- Richard King

<i>Total</i>	<u>\$ 4,119.76</u>
<i>Fingerprinting</i>	\$ 1,500.00
<i>Security Supplies</i>	
<i>Passenger Services</i>	\$ 369.19
<i>Airfield / Training</i>	
<i>Memberships</i>	\$ 326.84
<i>Total</i>	<u>\$ 2,196.03</u>

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