

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

**February 25, 2021**

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 Weiderich – KLJ Engineers

Guest Present: Brad Wilson – Insurance Benefits

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 Eric Ellefson seconded approval of the minutes of January 28, 2021. Motion carried.
2. **Bills for Approval-** Lon Stroschein 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 Raquel Blount seconded approval of the Consent Agenda. Motion carried.
  - A. Task Order with KLJ Engineers to design a project to replace a section of water line. \$61,841.91
  - B. Solicit Requests for Proposal for Airport Marketing.
  - C. Advertise for construction bids for the terminal renovation project.
4. **New Business**
  - A. Liability Insurance Renewal – Director Letellier received a quote for renewal with Starr Indemnity & Liability Co. for Liability Insurance Coverage. Several years ago, we raised our coverage from \$100,000 million to \$150 million. The rate change for maintaining the same level of coverage increased 9.2% resulting in a new annual rate of \$43,224.00. The board was presented with the option to reject War Liability coverage and save \$2,059 a year however it would remove the coverage of any incidents identified as terrorism. Eric Ellefson moved and Raquel Blount seconded the motion to continue with current coverage levels for Liability Insurance Coverage in the amount of \$43,224.00. Motion Carried.

## 5. Report by Executive Director-

- A. Passenger Traffic and Concession Revenue – Passenger enplanements in January continued to be impacted by COVID-19 and the limits placed on testing internationally as well as the closures/restrictions in many warm weather destinations. Enplanements were down 51.7% at 23,207 and total traffic was also down 49.4% with 47,248 travelers compared to 2020. Parking, Restaurant, Car Rental, Gift Shop, and Hotel were all down similar percentage.
- B. State Bill #162 – Air Service Recovery and Development – Director Letellier has attended a few sessions in Pierre in regards to State Bill #162 which was to provide \$2 million dollars to airports in South Dakota. The original bill was amended to provide \$5 million to 5 commercial airports with Sioux Falls and Rapid City each receiving the most at \$1.9 million in funding. This money is to be used to actively recruit new service to destinations as well as bring back service to cities airlines may have pulled out of during COVID in 2020. The decision is expected to be made on Monday March 1, 2021.
- C. Cargo Expansion Options / Landing Fee break-down cargo vs. passenger: Cargo activity at the airport has continued to increase which has made decisions for us to start thinking about expanding the Cargo Apron. This would require demolition of some other buildings in the area to make room for UPS to build a new cargo facility that is in the works for 2023. We would also be looking to expand the Apron to the south for smaller aircrafts. New buildings will in turn need to be built up by our current airport Maintenance Shop to accommodate the loss of storage. Apron expansion was also discussed out by Maverick Air Center if the need would arise for more space. Cargo Revenue has slowly increased over the year with 2020 being 44.9% of the total landing fee revenue.

## 6. Old Business –

- A. Property Insurance Renewal – Chubb/Acuity Insurance – Our last month meeting TJ Roling was present and we were presented with the renewal quotes for our Property and Auto Coverage from our current provider, Chubb Insurance. Rates for property coverage increased 23% plus an increase in total valuation with the addition of the rental car facility. Holmes Murphy did solicit quotes from nine other carriers but they either refused or would have been exceedingly more expensive than Chubb. Allianz, who has provided insurance for us in the past quoted a rate of \$126,000 vs the Chubb rate of \$103,302.00. Dave Nelson moved and Lon Stroschein seconded the motion to stay with Chubb insurance and the rate of \$103,302 for 2021 insurance coverage. Motion Moved.

## 7. New Business -

- B. Task Order – Parking Garage Design Task Order from KLJ Engineers and our parking garage design team for the design of a new parking structure and skybridge. Our initial agreement with KLJ identified the fee as 6.5% of estimated construction costs. Preliminary design report estimated construction costs for this project to come to \$37,898,200 which includes the skybridge design (this will be an alternate for construction) The fee would then be \$2,463,383. It was agreed upon to leave the fee

at 6.5% of the design estimate but if any additional work outside the scope is identified in the preliminary design, we may receive an amendment asking for additional fees. Dave Nelson moved and Raquel Blount seconded the approval of Task Order with KLJ Engineers in the amount of 6.5%. Motion Carried.

- C. Geotechnical Agreement– Parking Garage – In conjunction with the above item, we have received two proposal to conduct the geotechnical testing necessary for the design and construction of the parking structure. Proposals were received from American Engineering Testing and Geotek, with the proposal from AET coming in lower at \$12,995 vs \$17,000. Director Letellier recommended awarding the geotechnical work for the parking structure to AET. Dave Nelson moved the approval to award the work to AET in the amount of \$12,995 Raquel Blount seconded. Motion Carried.

## 8. Open Segment

Lon Stroschein moved to adjourn at 12:59 pm. Eric Ellefson seconded. Motion Carried.

---

Date

---

Secretary

Next Board Meeting: March 25, 2021 12:00 pm

**Sioux Falls Regional Airport**  
**Bills to be Approved**  
**March 25, 2021**

Check	Vendor	Description	Amount	Date
42083	Acuity	Insurance Premium - Auto Coverage	\$ 16,372.00	2/24/2021
42084	Ian Bergstrom	Emp Benefits -Cell Phone Reimb	\$ 240.00	"
42085	Century Link	Utilities - Telephone	\$ 912.95	"
42086	Office of Child Support	PPE 02/21/2021	\$ 282.92	"
42087	Cyrotech	Aircraft Deicer	\$ 28,925.01	"
42088	Dakota Riggers	Small Tools - Drill Bits	\$ 27.68	"
42089	Dakota Supply Group	Building Maint	\$ 54.55	"
42090	Tom Ensz	Emp Benefits -Cell Phone Reimb	\$ 240.00	"
42091	Dale Langrock	Emp Benefits -Cell Phone Reimb	\$ 750.00	"
42092	Lawn Crafters	Field Maint - Snow Removal 2/4	\$ 1,888.75	"
42093	Michaels Purple	QTA Maint	\$ 115.00	"
42094	Midco	Utilities - Passenger Services	\$ 648.00	"
42095	Oreilly	Mach Maint - Sweeper 35, Crash 12	\$ 136.98	"
42096	Don Reiners	Emp Benefits -Cell Phone Reimb	\$ 240.00	"
42097	SDSRP	Emp Benefits - Supplemental Retirement	\$ 490.00	"
42098	Sioux Falls Utilites	Utilities - Electrical	\$ 32,830.44	"
42099	Sioux Falls Utilites	Utilities - Water / Sewer	\$ 1,960.89	"
42100	Sioux Mercant	Airport Secuirty 2/14-2/20	\$ 3,838.81	"
420101	John Traub	Emp Benefits - Cell Phone Reimb	\$ 240.00	"
42102	TSP	Airport Concourse Finishes	\$ 4,524.00	"
42103	Auster Rubbery Co	Mach Maint - Cutting Edges Plows	\$ 1,948.66	"
42104	Brian Weidenbach	Emp Benefits - Cell Phone Reimb	\$ 240.00	"
42105	Automatic Door Group	Bldg Maint - Furnish/Install 2 new doors	\$ 22,285.00	3/4/2021
42106	Airside Solutions	Field Maint - Airfield Lighting	\$ 263.28	"
42107	Batteries Plus	Communications Maint - Batteries	\$ 40.95	"
42108	Century Link	Utilities - Telephone	\$ 188.68	"
42109	Convergint Tech	Security Maint - Customs Cameras	\$ 367.35	"
42210	Dex Media	Utilities - Advertising Phone Book	\$ 267.25	"
42111	DirectTV	Utilities - Passenger Services	\$ 152.99	"
42112	Fred the Fixer	Building Maint	\$ 23.50	"
42113	Hillyard	Janitorial Supplies	\$ 560.87	"
42114	Howes Oil	QTA Fuel Resale	\$ 19,029.25	"
42115	Health Pool of SD	Emp Benefits -March Health Insurance	\$ 38,814.63	"
42116	Insurance Benefits	Liability Insurance Renewal	\$ 43,224.00	"
42117	Karls	Passenger Service	\$ 136.00	"
42118	Krier and Blain	Plumbing Maint - Water Heater	\$ 698.27	"
42119	MB Companies	Runway Broom , Broom Brissels	\$ 489,171.74	"
42120	Media One	Advertising - Media Content	\$ 1,991.25	"
42121	Capital One	Blding Maint , QTA Maint	\$ 820.58	"
42122	MetLife	Emp Benefits - LTD, STD, Life, AD&D	\$ 4,962.93	"
42123	MidAmerican	Utilities - Natural Gas	\$ 19,033.54	"
42124	Vollan Oil	Gas/Diesel Resale, Gas/Diesel Shop	\$ 22,847.38	"
42125	Mood Media	Utilities - Passenger Services	\$ 71.89	"
42126	Northern States Supply	Machine Maint - Plow Bolts	\$ 86.22	"

**Sioux Falls Regional Airport**  
**Bills to be Approved**  
**March 25, 2021**

Check	Vender	Description	Amount	Date
42127	SDN Communications	Fire Wall Monitor	\$ 1,022.00	"
42128	SDRS	Emp Benefits - Retirement	\$ 19,409.30	"
42129	Sioux Falls Two Way	Communications Maint - Antenna	\$ 31.98	"
42130	Sioux Merchant	Airport Securty 2/21-2/27	\$ 3,721.49	"
42131	Voltaire Aviation	Air Service Development	\$ 2,666.67	"
42132	Bargain Barn	Tires - Loader tires	\$ 1,192.40	3/11/2021
42133	Batteries Plus	Bldg Maint - Lightbulbs	\$ 395.43	"
42134	Century Link	Utilities - Telephone	\$ 219.95	"
42135	Office of Child Support	PPE 03/07/2021	\$ 282.92	"
42136	City of Sioux Falls	Utilities - Pretreatment fees deicing fluid	\$ 1,335.80	"
42137	Dakota Auto Parts	Machine Maint - Truck parts	\$ 125.09	"
42138	Equipment Blades	Machine Maint - Snow Blower Blade	\$ 357.39	"
42139	Graham Tire SF North	Machine Maint - Tires blowers and plow	\$ 6,573.68	"
42140	Hillyard	Bldg Maint - Janitorial Supplies	\$ 802.64	"
42141	Hy-Viz Inc	Field Maint - Runway Markers Hardware	\$ 235.00	"
42142	KLJ Engineering	Engineering Fees	\$ 72,823.16	"
42143	Kone Inc	Bldg Maint - Annual Service Escalator	\$ 15,396.00	"
42144	Jeff Meland	Emp Benefits - Cell Phone Reimb	\$ 240.00	"
42145	Midwest Alarm	Bldg Maint - Quarterly Alarm Testing	\$ 503.01	"
42146	Quadient Finance	Office Supplies - Postage Mach Rent	\$ 170.97	"
42147	Overhead Door	Bldg Maint - Garage Door Remotes	\$ 420.00	"
42148	P&K Pest Control	Bldg Maint - Quarterly Bird Control	\$ 1,000.00	"
42149	Petty Cash	Misc Purchases	\$ 184.26	"
42150	Pheasant Land Industries	Field Maint - Pedestrian Crossing Sign	\$ 207.36	"
42151	SD Depart Enviornmental	Storm Water Permit	\$ 250.00	"
42152	SDSRP	Emp Benefits - Supplemental Retirement	\$ 490.00	"
42153	Sioux Falls Utilites	Utilities - Sewage	\$ 7,894.74	"
42154	Sioux Falls Electrical	Electrical Maint - Gate 109	\$ 465.03	"
42155	Sioux Merchant Patrol	Airport Security 2/28-3/06	\$ 3,714.97	"
42156	Vidtronix	Passenger Service - Boarding Passes	\$ 220.00	"
42157	Waste Management	Utilities - Sanitation	\$ 1,784.48	"
42158	Zep Manufacturing	Janitorial Supplies - Cleaner	\$ 207.99	"
42159	AAAE	Memberships	\$ 275.00	3/18/2021
42160	Automatic Building Contros	Bldg Maint - Anuual Fire Alarm Test	\$ 551.00	"
42161	AirIT	Passenger Service - March 21 FIDS	\$ 941.68	"
42162	AT&T	Utilities - Telephone	\$ 103.37	"
42163	Baldwin Company	Bldg Maint - Belt	\$ 629.69	"
42164	BAN Inc	QTA Facility - Removal gas tanks	\$ 25,627.57	"
42165	BlueBonnet	2021Ford F250	\$ 45,507.50	"
42166	Century Link	Utilities - Telephone	\$ 189.68	"
42167	Chubb	Prepaid Insurance -	\$ 103,302.00	"
42168	Construction Products	Small Tools - Drill Bits	\$ 35.58	"
42169	Dakota Auto Parts	Machine Maint	\$ 324.10	"
42170	Elston Manufacturing	Field Maint - Gopher Bait	\$ 600.00	"

**Sioux Falls Regional Airport**  
**Bills to be Approved**  
**March 25, 2021**

Check	Vendor	Description	Amount	Date
42171	G&R Controls	Climate Control - Boilers	\$ 270.00	"
42172	Green Eggs	Passenger Services - Monitor	\$ 154.99	"
42173	Hillyard	Janitorial Supplies	\$ 809.74	"
42174	Johnston Supply	Climate Control - Filters	\$ 1,355.39	"
42175	KASA	Baggage Claim Server	\$ 30,128.00	"
42176	Michael Fence	Fencing Maint - UPS Gate Damage	\$ 3,878.00	"
42177	Minnehaha Country	Airport Security - February LEO	\$ 14,342.19	"
42178	NASI	Field Maint - Runway Deicer	\$ 18,409.09	"
42179	Oreilly	Machine Maint - Oil Filters	\$ 314.24	"
42180	Running Supply	Emp Benefits - Uniforms	\$ 167.94	"
42181	SF Two Way	Communication Maint - Radio	\$ 975.00	"
42182	SF Utilites	Utilities - Water / Sewer	\$ 2,723.51	"
42183	Signature Flight	Other Current Expense - Facility	\$ 257.50	"
42184	Sioux Merchant Patrol	Airport Security - March 7-13	\$ 3,708.46	"
42185	Standard Parking	February Parking lot Rent	\$ 31,965.24	"
42186	Standard Signs	Field Maint - Runway Signs	\$ 2,408.62	"
42187	Summit Fire	Blding Maint - Recharge Fire Extinguisher	\$ 138.00	"
42188	Swarco	Field Maint - Painting Beads	\$ 7,600.00	"
42189	TSP	Airport Concourse Finishes	\$ 7,198.00	"
42190	Verzion	Utilities - Telephone	\$ 454.05	"
42191	Workforce	Other current Expense - Testing	\$ 40.00	"
<b>Total for 2/24/2021 - 3/24/2021</b>			<b>\$ 1,211,673.03</b>	

*Payroll*

<i>pay period ending 2/21/2021</i>	\$ 57,906.94	02/26/21
<i>pay period ending 3/07/2021</i>	\$ 55,020.40	03/12/21

*CC- Dan Letellier*

<i>Postage</i>	\$ 9.00
<i>Machine Maint</i>	\$ 450.36
<i>Office Supplies</i>	\$ 102.12
<i>Travel</i>	\$ 135.77
<i>Employee Training</i>	\$ 58.00
<i>Fuel</i>	\$ 147.34
<b>Total</b>	<b>\$ 902.59</b>

*CC- Richard King*

<i>Fingerprinting</i>	\$ 1,500.00
<i>Other Current Expense</i>	\$ 143.19
<i>Memberships</i>	\$ 34.29
<b>Total</b>	<b>\$ 1,677.48</b>

**Sioux Falls Regional Airport  
Bills to be Approved  
March 25, 2021**

---

---

**Sioux Falls Regional Airport  
Bills to be Approved  
March 25, 2021**

---



**Sioux Falls Regional Airport  
Bills to be Approved  
March 25, 2021**

