

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

**May 27, 2021**

Member Present: Julie Schnaible, Dave Nelson, and Lon Stroschein

Members Present via tele-conference: Eric Ellefson and Raquel Blount

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

Guests Present: Mark Wiederrich – KLJ Engineers, Joy Feige and Chad Hess – Eide Bailly, Elizabeth Hertz – Davenport Evans

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 10:00 am.

1. **Minutes-** Dave Nelson moved and Lon Stroschein seconded approval of the minutes of April 22, 2021. 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. Lon Stroschein moved and Raquel Blount seconded approval of the Consent Agenda. Motion carried.
  - A. Change Order #1 with T.R. Contracting for additions to Rwy 3/21 Reconstruct Project - \$67,512.04 (AIP)
  - B. Lease Agreement with Kirk Evenson for T-Hangar 1-8.
  - C. Approve State Financial Agreement with SD DOT for administration of the FAA – CRRSSA Grant.
  - D. Selection of the firm Mead & Hunt to conduct the Airport Master Plan Update.
  - E. Select the firm of HDR Engineers to provide engineering assistance for numerous airport funded projects.
    - i. Task Order #1 Design for Asphalt rehab/PAPI - \$104,700
    - ii. Task Order #2 Planning Study for Maint Bldg - \$92,600.
  - F. Task Order with KLJ Engineers to design project to realign/reconstruct Taxiways D,E,F in the amount of \$178,202.87 (AIP)

- G. Task Order with KLJ Engineers to design project to rehab pavement on Rwy15/33, and Alpha Taxiway connections in the amount of \$153,599.17. (AIP)
- H. Purchase of two zero-turn mowers for the airfield and building maintenance from D&D Small Engine - \$19,374.00

#### **4. Report by Executive Director-**

- A. Passenger Traffic and Concession Revenue – Passenger traffic rebounded strongly in April with traffic up 1600% compared to 2020 and down only 16.5% compared to 2019. April enplanements totaled 35,996 putting us on a track to near normal operations for the summer. Concession revenue is also returning to near normal levels.
- B. Construction Update –
  - A. Runway 3/21 – Work continues to remove soil and backfill edge of runway with crushed concrete to provide paved shoulders the full length of the runway. Runway removal on both ends for 1,200 ft is also nearly completed. Delivery of runway light containers has been delayed causing potential delays for the project. Delivery should occur over the next two weeks.
  - B. Terminal Apron / Cargo Ramp – This project started on the 18<sup>th</sup> of May with work beginning at Gate 1 and working its way around the terminal ramp. This project will last until Mid-July repairing sections of damaged concrete as well as replacing joint seals. Due to the volume of flight activity some aircraft towing and ramp boarding will be necessary.
  - C. Concourse Remodel – Work is set to begin mid to late June with the contractors starting on the family restroom and hallways first.

#### **5. Old Business –**

- A. Ceiling Panel addition to Concourse Project – The Board reviewed the option to add a decorative ceiling treatment to the concourse remodel project. No action to approve was taken by the Board at this time and requested management to work with the architect to provide additional options for review.

#### **6. New Business -**

- A. Presentation of the 2020 Financial Statements & Audit. Joy Feige with Eide Bailly presented the 2020 Audit results to the board. Eide Bailly completed the audit of the financial statements as well as Single Audit for our Federal programs that included AIP, PFC, and CARES Act grant programs. Raquel Blount moved and Eric Ellefson seconded the motion to approve the Financial Audit as presented by Joy Feige. Motion Carried.
- B. Award construction bid to Double H Paving for Taxiway Bravo rehab project in the amount of \$1,622,625.20. On May 25<sup>th</sup> bids were opened for the taxiway bravo rehab project. This work will be a mill and overlay of the taxiway from the north end (B5) to the runway intersection. Work is planned for later this summer/fall with coordination

around the runway 3/21 project. Double H was the only bidder for the work and was considerably higher than the engineer's estimate. Negotiations with the contractor to modify the phasing has provided a reduction in bid price of \$80,396. Lon Stroschein moved and Dave Nelson seconded the motion to award the construction to Double H Paving contingent on FAA Funding and approval. Motion carried.

- C. Award Construction of two jet bridges to JBT Aerotech including alternates 1 & 2 in the amount of \$1,552,975.00 (AIP) On May 25<sup>th</sup> bids were opened for the purchase and installation of two jet bridges for gates 4 and 6. The project also included alternates to provide glass walled tunnels rather than solid walls. Low bidder for both bridges including the glass wall alternates was JBT Aerotech. Estimate for the work was \$1.5m and will be funded by AIP grant. Delivery and installation of the bridges planned for the Spring of 2022. Eric Ellefson moved and Dave Nelson seconded the motion to award the purchase of two jet bridges including the glass wall alternates to JBT Aerotech in the amount of \$1,552,975.00. Motion carried.
- D. Election of New Officers – Officers for the upcoming year were presented for approval. Dave Nelson was nominated for Chairman, Lon Stroschein as Vice-Chair and Dan Letellier as Secretary. Raquel Blount moved and Eric Ellefson seconded the motion of the new officers. Motion Carried.
- E. Recognition of Julie Schnaible's 10 years and Raquel Blount's 5 years of service to the Airport Authority and welcome incoming Commissioners Kent Cutler and Dr. Blake Curd.

## 7. Open Segment

Lon Stroschein moved to adjourn at 11:39 am. Dave Nelson seconded. Motion Carried.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

Next Board Meeting: June 24, 2021 12:00 pm

**Sioux Falls Regional Airport  
Bills to be Approved  
June 24, 2021**

Check	Vendor	Description	Amount	Date
42428	A-1 Septic	Sewage Pumping - Parking Booth	\$ 225.00	5/27/2021
42429	American Engineering Testing	Taxiway B Mil and overlay	\$ 3,200.00	"
42430	Argus Leader	Advertising - Bid Advertisements	\$ 862.44	"
42431	Bargain Barn	Machine Maint - Tires Terminal Mower	\$ 95.50	"
42432	Brock White	Field Maint - Joint Sealing	\$ 1,344.00	"
42433	Century Link	Utilities - Telephone	\$ 190.58	"
42434	Dakota Truck Trailer	Machine Maint - Mower Bearings	\$ 48.20	"
42435	Davenport Evans	Attorney Fees -	\$ 162.00	"
42436	United States Treasury	IRS 720 Payment - 2020 HRA	\$ 114.38	"
42437	DirectTv	Passenger Services	\$ 152.99	"
42438	DMI Car and Truck Wash	QTA Maint	\$ 191.40	"
42439	Kristin Elgersma	Other Current Expense - Picnic Supplies	\$ 120.42	"
42440	Gillespie Small Engine	Machine Maint - Mower 22	\$ 160.52	"
42441	Hefty Seed Co	Field Maint - Weed Spray	\$ 4,000.00	"
42442	Hillyard	Janitorial Supplies	\$ 970.46	"
42443	Macs Inc.	Small Tools - Shop Supplies	\$ 92.15	"
42444	Metlife	Emp Benefits - STD, LTD, AD&D, life	\$ 4,737.62	"
42445	Midco	Passenger Services	\$ 648.00	"
42446	Vollan Oil	Fuel and Diesel Resale - QTA Fuel	\$ 30,660.31	"
42447	Oakridge Nursery	Building maint - Plants and Trees	\$ 1,819.75	"
42448	Oreilly	Machine Maint - Truck 6	\$ 247.42	"
42449	Oshkosh Airport	Crash 12 Maint	\$ 89.87	"
42450	Sioux Falls Utilities	Utilities - Water and Sewer	\$ 2,040.81	"
42451	Sioux Merchant Patrol	Airport Security 5/16-5/22	\$ 3,656.32	"
42452	Tessman Seed Company	Building Maint - Mulch	\$ 470.00	"
42453	Tiger Corp	Machine Maint - Mower 20	\$ 542.14	"
42455	ABC Rentals	Other Current Expense - Picnic Supplies	\$ 274.12	6/3/2021
42456	Amadeus	Passenger Services	\$ 941.68	"
42457	American Engineering Testing	Terminal Parking Garage	\$ 22,645.00	"
42458	Office of Child Support	Child Support PPE 05/30/2021	\$ 282.92	"
42459	City of Sioux Falls	Utilities - Storm water drainage fee	\$ 115,202.31	"
42460	Civil Air Patrol	Advertising - Magazine	\$ 195.00	"
42461	Dex Media	Adveritsing - White and Yellow Pages	\$ 268.50	"
42462	DMI Car and Truck Wash	QTA Maint	\$ 201.40	"
42463	Grainger	Other Building maint - Switch	\$ 46.48	"
42464	Hillyard	Janitorial Supplies	\$ 1,052.57	"
42465	Health Pool of SD	Emp Benefits - Health insurance	\$ 38,057.35	"
42466	Master Blaster	QTA Maint	\$ 286.86	"
42467	Capital One	Building Maint - Supplies	\$ 284.10	"
42468	MidAmerican	Utilities - Natural Gas	\$ 6,533.60	"
42469	Mood Media	Passenger Services	\$ 75.47	"
42470	Oreilly	Machine Maint - Truck 4	\$ 62.45	"
42471	P&K Pest Control	Building maint - QTA Maint	\$ 165.00	"
42472	SDN Technologies	Fire Wall Maint	\$ 1,022.00	"

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42473	SDRS	Emp Benefits - May Retirement	\$ 16,524.58	"
42474	SDSRP	Supplemental Retirement	\$ 510.00	"
42475	Sioux Falls Electric	Electrical Maint - Lights	\$ 3,976.92	"
42476	T&R Contracting	Rwy 3/21 Phase 3	\$ 1,364,017.44	"
42477	The Iris Companies	Badging Supplies - Laminate, Holders	\$ 202.60	"
42478	Titzes Auto	Machine Maint - Truck 7	\$ 925.41	"
42479	Tonys Catering	Other Current Expense - Annual Picnic	\$ 570.00	"
42480	Tractor Supply	Maching Maint - Truck 4	\$ 411.96	"
42481	Volaire Aviation	Airline Startup Consulting	\$ 2,666.67	"
42482	A&B Business Solutions	Office Equip Maint - Printer	\$ 142.50	6/10/2021
42483	Adveritising Arts	Office Supplies - Extra Mask Signs	\$ 245.00	"
42484	Airside Solutions	Field Maint - Lights	\$ 337.16	"
42485	American Engineering Testing	Testing	\$ 36.75	"
42486	AT&T	Utilities - Phone	\$ 120.05	"
42487	AT&T Teleconference	Utilities - Conference Phone	\$ 57.24	"
42488	Century Link	Utilities - Telephone	\$ 220.07	"
42489	Cliff Ave Greenhouse	Building Maint - Shrubs	\$ 611.49	"
42490	Cole Papers	Janitorial Supplies	\$ 193.60	"
42491	Converging Tech	Communications Maint - Supply Board	\$ 527.64	"
42492	Eide Bailly LLP	Accounting - 2020 Audit	\$ 9,250.00	"
42493	FedEx	Postage	\$ 31.72	"
42494	Gillespie Small Engine	Machine Maint	\$ 38.00	"
42495	HDR Engineering	Engineering Service - Taxiway Recon	\$ 5,400.00	"
42496	Hillyard	Janitorial Supplies	\$ 907.02	"
42497	Interstate Office Products	Office Supplies - paper	\$ 326.93	"
42498	Jason Klumper	Clothing Reimb	\$ 31.94	"
42499	Johnstone Supply	Climate Control - Filters	\$ 1,107.72	"
42500	Kabel Business	Emp Benefits - HRA checks	\$ 201.09	"
42501	Dale Langrock	Field Maint - Rope	\$ 54.00	"
42502	Media One	Adveritising - May 2021	\$ 1,991.25	"
42503	Midwest Alarm Company	Building Maint - Alarm Monitoring	\$ 1,051.17	"
42504	Quadient Finance	Postage - Meter Rental	\$ 170.97	"
42505	Oakridge Nursery	Building Maint - Plants	\$ 179.40	"
42506	Oshkosh Airport	Fire and Rescue	\$ 92.34	"
42507	Greater SF Chamber	Memberships	\$ 619.00	"
42508	Sioux Falls Electric	Electrical Maint - qta	\$ 2,032.34	"
42509	Sioux Merchant Patrol	Airport Security 5/23-6/5	\$ 7,397.37	"
42510	Site One Landscape	Building Maint - Sprinkler Parts	\$ 196.65	"
42511	A&B Business Solutions	Office Supplies - Printer Ink	\$ 75.00	6/17/2021
42512	Allegiant Airlines	Memberships - Airline Conference	\$ 235.00	"
42513	Argus Leader	Advertising - Bills approve, Board Mtg	\$ 501.86	"
42514	Office of Child Support	PPE 06/13/2021 Garnishment	\$ 282.92	"
42515	Converging Tech	Security Equipment - Monitoring	\$ 3,802.30	"
42516	High Point networks	Office Supplies - Mitel Phone	\$ 170.00	"

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Check	Vendor	Description	Amount	Date
42517	Hillyard	Janitorial Supplies	\$ 825.35	"
42518	Howes Oil	Fuel and Diesel Resale - QTA Fuel -Shop F	\$ 40,104.23	"
42519	Interstate Office Products	Office Supplies - Misc items	\$ 33.39	"
42520	JD House of Trophies	Office Supplies - Name plate, Names Boa	\$ 75.75	"
42521	KLJ Engineers	Engineering Services	\$ 179,909.07	"
42522	Malloy Electric	Climate Control - Bearings	\$ 42.88	"
42523	Minnehaha County	Airport Security - May LEO	\$ 16,368.49	"
42524	Petty Cash / Dan Letellier	Bldg Maint, Field Maint, Machin Maint	\$ 167.21	"
42525	SDSRP	Supplemental Retirement	\$ 510.00	"
42526	Sioux Falls Utilities	Utilities - Water and Sewer	\$ 4,025.15	"
42527	Signature Flight	Other Current Expense - Rent	\$ 257.50	"
42528	Sioux Equipment	Machine Maint - Fuel Pump Hose	\$ 246.92	"
42529	Sioux Falls Electric	Electrical Maint - checkpoint	\$ 1,459.19	"
42530	Sioux Merchant Patrol	Airport Security 6/6-6/12	\$ 3,754.08	"
42531	SP Plus Corporation	Parking Management Fee - May 2021	\$ 35,701.58	"
42532	TSP	Concourse Remodel	\$ 691.60	"
42533	Verizon Wireless	Utilities - Telephone	\$ 439.22	"
42534	Waste Management	Utilities - Sanitation	\$ 1,948.98	"
<b>Total for 5/27/2021 - 6/23/2021</b>			<b>\$ 1,959,442.75</b>	

*Payroll*

<i>pay period ending 5/30/2021</i>	\$ 50,083.39	06/04/21
<i>pay period ending 6/13/2021</i>	\$ 52,319.06	06/18/21

*CC- Dan Letellier*

<i>Postage</i>	\$ 8.60
<i>Machine Maint</i>	\$ 1,200.32
<i>Passenger Services</i>	\$ 898.10
<i>Fuel</i>	\$ 130.45
<b>Total</b>	<b>\$ 2,237.47</b>

*CC- Richard King*

<i>Fingerprinting</i>	\$ 1,500.00
<i>Computer Supplies</i>	\$ 127.67
<i>Janitorial</i>	\$ 31.92
<i>Memberships</i>	\$ 34.29
<b>Total</b>	<b>\$ 1,693.88</b>

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