

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

**January 27, 2022**

Members Present: Eric Ellefson

Member Present via phone: Dave Nelson and Kent Cutler

Staff Present: Dan Letellier, Richard King and Kristin Elgersma

Guests Present: Eric Hanson – HDR Engineers and Brad Greguson – Standard Parking

Guests Present via phone: Jake Braunagel – KLJ Engineers, Elizabeth Hertz – Davenport Evans Law Firm, Brandon Taylor – Cossich, Sumich, Parsilola & Taylor, LLC, Tom Schauer – Mead and Hunt, T.J. Roling – Holmes Murphy

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

Chairman Nelson called the meeting to order at 12:00 pm.

1. **Minutes-** Eric Ellefson moved and Kent Cutler seconded approval of the minutes of December 16, 2021. Motion carried.
2. **Bills for Approval-** Kent Cutler 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. Eric Ellefson moved and Kent Cutler seconded approval of the Consent Agenda. Motion carried.
  - A. Lease Agreement with Andrew Skattum for airport T- Hangar 3-6
  - B. Change Order #3 with Sunkota Construction for additional work associated with Concourse Remodel - \$4,572.39
4. **Report by Executive Director-**
  - A. Passenger Traffic and Concession Revenue – Passenger traffic jumped 90.7% for December compared to the year prior finishing 2021 up 71.8% Total enplanements for December hit 51,865 and for the entire year 506,211 or 1,011,470 total passengers. January is off to a good start and on pace for a record year of passenger traffic in 2022. Food Beverage, Gift Shop, Car Rental, Hotel concessions were all up while parking concessions saw a slight dip.
  - B. Report on the AAAE Aviation Issues Conference – A few weeks ago Director Letellier and Board Member Eric Ellefson attended the AAAE Aviation Issues Conference held in Hawaii. Director Letellier updated the board on some of the key topics including workforce/pilot supply issues, impacts of COVID19 on aviation, 5G integration around airports and development of advanced air mobility.

5. **Old Business –**

None

**6. New Business –**

- A. Presentation of future aviation options by Tom Schauer, Senior Aviation Advisor – Mead & Hunt. Over the past week Mead & Hunt has held focus group meetings with airport tenants and users for the airport’s long-range master plan. During these discussions it is apparent that the airport has far more needs from our users than available property will provide. Mr. Schauer presented the board a brief/high level discussion on options to include the development of a reliever general aviation airport within the Master Plan. Director Letellier will identify a future date to hold a Special Session to further discuss the potential steps the Authority might take to develop a reliever airport.
  
- B. Property Insurance Renewal – Renewal quotes for Property and Auto Insurance Coverage were recently received. T.J. Roling, with Holmes Murphy Insurance, provided the Board an update on the rate increases proposed for 2022. Replacement value for airport structures was increased 13% to \$87,657,971 resulting in a premium increase of 12%. Auto Insurance also increased 9% due to the replacement of an older pickup with new and full coverage. Total property and equipment rate increased 18%. Director Letellier recommended a savings of \$8,685 by reducing our basket coverage from \$500,000 to \$250,000. Kent Cutler moved to renew insurance coverage with Chubb and Acuity as outlined including the reduction of the basket coverage. Eric Ellefson seconded the motion. Motion carried.
  
- C. Selection of Vendor for new parking access control equipment. Over the last few months, Director Letellier has been working with SP Plus on securing proposals to replace our current parking lot access/revenue control equipment. The entrance and exit equipment are ten years old and the provider is unable to provide replacement parts and components for much of the equipment. Four proposals were received and narrowed down to two for interviews and more in-depth review of their product and service provided. The two finalists were Flash and Designa. Director Letellier recommended the purchase of the product provided by Flash Parking which is cloud based and provides a product that is more easily maintained. The total cost for equipment with Flash comes to \$414,764 and a total of \$484,456.00 including software support and seven-year warranty. Eric Ellefson moved to award the purchase to Flash product for the amount of \$414,764 plus support and warranty coverage. Kent Cutler seconded. Motion Carried.

**7. Open Segment**

None

Eric Ellefson moved and Kent Cutler seconded a motion to adjourned the meeting at 12:55pm.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

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

**Sioux Falls Regional Airport**  
**Bills to be Approved**  
**February 24, 2022**

Check	Vendor	Description	Amount	Date
43341	A&B Business	Office Equipment Maint - Shop Printer	\$ 399.30	1/27/2022
43342	A-1 Septic	Passenger Services	\$ 150.00	"
43343	AAAE	Memberships - Dan	\$ 275.00	"
43344	Accounts Management	Garnishment - PPE 01/23/2022	\$ 239.37	"
43345	Office of Child Support	Garnishment - PPE 01/23/2022	\$ 282.92	"
43346	Cole Papers	Janitorial Supplies	\$ 62.14	"
43347	DirectTV	Passenger Services	\$ 152.99	"
43348	FedEx	Postage	\$ 40.43	"
43349	Karls	Passenger Services - tv	\$ 196.00	"
43350	Macs	Small Tools - Fasteners	\$ 5.10	"
43351	Capital One	QTA Maint and Small Tools	\$ 124.90	"
43352	MetLife	Prepaid Ins STD, LTD, AD&D, Life, Dental	\$ 5,444.61	"
43353	Midco	Passenger Services	\$ 648.00	"
43354	Oreilly	Machine Maint - Misc Truck	\$ 352.10	"
43355	Oshkosh	Fire and Rescue	\$ 221.26	"
43356	SDSRP	Supplemental Retirement	\$ 710.00	"
43357	Sioux Falls Utilites	Utilities - Water / Sewer	\$ 1,721.13	"
43358	Sioux Merchant Patrol	Airport Security - 01/09-01/22	\$ 11,957.41	"
43359	Wheelco	Machine Maint - Sweeper 35	\$ 57.60	"
43360	Airside Solutions	Field Maint - misc field lighting	\$ 1,816.87	2/3/2022
43361	American Fence	Field Maint - Perimeter Fence	\$ 2,030.00	"
43362	AT&T	Utilities - Telephone	\$ 45.38	"
43363	Auto Body Specialities	Machine Maint - Window truck 4	\$ 119.54	"
43364	Brock White	Field Maint - Rubber Joint Seal	\$ 1,596.00	"
43365	City of Sioux Falls	Plan Review	\$ 30,866.00	"
43366	Click Rain	Travel Reimbursement - AAAE Conferenc	\$ 3,340.89	"
43367	Cole Papers	Janitorial Supplies	\$ 602.68	"
43368	Dex Media	Utilities - Advertising	\$ 268.50	"
43369	Dockendorf Equipment	QTA Maint - Fuel System	\$ 454.90	"
43370	Kristin Elgersma	Office Supplies - Sams Club	\$ 94.56	"
43371	G&R Controls	Climate Control - VFD	\$ 3,513.00	"
43372	Green Eggs and Ram	Office Equipment - Jonathon Computer	\$ 1,422.98	"
43373	High Point Networks	Office Equipment - Phone	\$ 112.00	"
43374	Hillyard	Janitorial Supplies	\$ 651.36	"
43375	Howes Oil	Fuel/ Diesel Resale - QTA Fuel	\$ 34,136.49	"
43376	Health Pool of SD	Emp Benefits - Feb Health Insurance	\$ 45,584.12	"
43377	Hungrys	Other Current Expense - Retirement Part	\$ 73.91	"
43378	KASA	Building Maint - Baggage Support	\$ 975.00	"
43379	Lawn Crafters	Other Current Expense - Snow Removal	\$ 4,414.50	"
43380	Macs Inc	Small Tools - Fasteners	\$ 47.25	"
43381	Michaels Purple	QTA Maint	\$ 115.00	"
43382	MidAmerican	Utilities - Natural Gas	\$ 46,111.54	"
43383	Mood Media	Passenger Services	\$ 75.24	"
43384	R&L Supply	Plumbing Supplies - Flush Valves	\$ 744.77	"

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Check	Vendor	Description	Amount	Date
43385	SDN Technologies	February FireWall	\$ 1,022.00	"
43386	SD Department Enviro	FSD Parking Garage - Storm Water Permi	\$ 250.00	"
43387	SDRS	Emp Benefits - January Retirement	\$ 18,356.14	"
43388	Sioux Falls Utilites	Utilities - Sewer	\$ 3,373.93	"
43389	Sioux Falls Electric	Electrical Maint - Misc Lights	\$ 903.34	"
43390	Sioux Merchant Patrol	Airport Security 01/23-01/29	\$ 6,162.98	"
43391	Tennant Sales and Service	Janitorial Supplies - Squeegee	\$ 97.00	"
43392	The Iris Companies	Badging Supplies	\$ 397.98	"
43393	Time Management	February Timekeeping	\$ 216.75	"
43394	Transource Truck	Machine Maint - Blower 12	\$ 225.69	"
43395	Tractor Supply	QTA Maint	\$ 17.98	"
43396	US Customs	Other Current Expense - Reimburse	\$ 3,090.63	"
43397	VEOCI	Software Subscription - 1st half 2022	\$ 6,600.00	"
43398	Volaire Aviation	Airline Startup - February Retainer	\$ 2,250.00	"
43399	Accounts Management	PPE 02/06/2022 Garnishment	\$ 239.37	2/10/2022
43400	Acuity	Prepaid Insurance - Auto Coverage	\$ 17,833.00	"
43401	Airside Solutions	Field Maint - Lighting Parts	\$ 696.68	"
43402	Argus Leader	Legal -Bills to be approved, Board min	\$ 218.67	"
43403	AT&T	Utilities - Telephone	\$ 61.62	"
43404	Brock White	Field Maint - Joint Sealing	\$ 456.00	"
43405	Builders Supply	Building Maint - Combo Chambers	\$ 221.50	"
43406	Century Link	Utilities - Telephone	\$ 219.47	"
43407	Office of Child Support	PPE 02/06/2022 Garnishment	\$ 282.92	"
43408	Diamond Vogel	Red and Black Paint / Paint Supplies	\$ 3,884.95	"
43409	Fred the Fixer	Other Current Expense - QMS Door	\$ 220.00	"
43410	General Equipment	Machine Maint - Blower 13	\$ 1,197.28	"
43411	Graybar	Electrical Supplies - Contactors	\$ 535.48	"
43412	Hali-Brite	Field Maint - Windssocks	\$ 457.56	"
43413	Hillyard	Janitorial Supplies	\$ 737.51	"
43414	Hofer Humpal and Hadler	Misc Computer Work - Sage	\$ 434.85	"
43415	Jonathon Perout	Travel Reimbursement - Moving	\$ 2,165.39	"
43416	Quadiant Finance	Postage	\$ 200.00	"
43417	SDRSP	Supplemental Retirement	\$ 710.00	"
43418	The Sherwin Williams	Paint - Building Touch Up	\$ 247.95	"
43419	Sioux Merchant Patrol	Airport Security 01/30-02/05	\$ 5,787.60	"
43420	Standard Signs	Field Maint - FieldLighting	\$ 1,161.26	"
43421	Sunkota Construction	Concourse Remodel	\$ 73,800.00	"
43422	Waste Management	Airport Sanitation	\$ 1,895.09	"
43423	Wireless World	Telephone - Jonathon	\$ 129.31	"
43424	Accounts Management	PPE 02/20/2022	\$ 239.37	2/18/2022
43425	AirIT	Passenger Services	\$ 969.93	"
43426	American Ink	Emp Benefits - Uniforms	\$ 634.14	"
43427	Bargain Barn	Tires - Truck 5	\$ 345.90	"
43428	Century Link	Utilities - Telephone - Customs	\$ 186.38	"

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43429	Office of Child Support	PPE 02/20/2022	\$	282.92	"
43430	Civil Air Patrol	Advertising - Civil Air Patrol Magazine	\$	195.00	"
43431	Cole Papers	Janitorial Supplies	\$	371.75	"
43432	Dakota Fluid Power	Machine Maint - Plow 25	\$	911.79	"
43433	Kristin Elgersma	Emp Benefits - Uniform Pants	\$	74.53	"
43434	Hillyard	Janitorial Supplies	\$	1,602.19	"
43435	Howes Oil	Fuel and Diesel Resale	\$	18,828.78	"
43436	Interstate Office	Office Supplies - Paper	\$	238.62	"
43437	Kabel Business Solutions	Emp Benefits - Health Insurance HRA	\$	3,613.06	"
43438	KLJ Engineering	Misc Engineering	\$	279,104.98	"
43439	Krohmer Plumbing	QTA Maint	\$	123.29	"
43440	Woltman Group	Accounting - Bank Recs, AIP Grants	\$	5,925.00	"
43441	Matthew Hall	Office Supplies and Gate Roller Supplies	\$	138.37	"
43442	Mead and Hunt	Master Plan Update	\$	106,470.00	"
43443	Media One	Advertising - Code for Parking	\$	111.11	"
43444	MidAmerican	Utilities - Natural Gas	\$	8.00	"
43445	Minnehaha County	Airport Security - Jan LEO Reimb	\$	16,731.68	"
43446	Audra Mitchell	Emp Benefits - Clothing Reimb	\$	56.42	"
43447	Northern States Supply	Machine Maint - Bolts	\$	16.66	"
43448	SD Airports Conference	Conference - Jonathon, Richard, Kristin	\$	210.00	"
43449	SDRS	Additional Contributions - Retirement	\$	3,314.15	"
43450	SDSRP	Supplemental Retirement	\$	710.00	"
43451	SF Utilities	Utilities - Electric	\$	34,819.10	"
43452	SF Utilities	Utilities - Water / Sewer	\$	3,303.08	"
43453	Signature Flight Support	Other Current Expense - Rent	\$	257.50	"
43454	Sioux Merchant Patrol	Airport Security - 02/06-02/12	\$	6,135.68	"
43455	Soukup Construction	Temporary Labor	\$	25,203.75	"
43456	State Steel	Fencing Maint - Gate Rollers	\$	309.00	"
43457	T&R Contracting	Runway 321 Phase 3	\$	10,596.15	"
43458	TK Elevator Corp	Building Maint -	\$	209.37	"
43459	Tri-State Garage	Building Maint - Ticketing Garage Door	\$	195.00	"
43460	TSP inc	Concourse Remodel	\$	509.60	"
43461	Verizon Wireless	Utilities - Telephone	\$	546.18	"
43462	Vidtronix	Passenger Services	\$	269.00	"
		<b>Total for 01/27/2022 - 02/23/2022</b>	<b>\$</b>	<b>882,778.05</b>	
	<i>Payroll</i>	<i>pay period ending 01/23/2022</i>	\$	60,255.46	1/28/2022
		<i>Pay Period ending 02/06/2022</i>	\$	56,960.53	02/11/22

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<i>CC- Dan Letellier</i>	<i>Postage</i>	\$	5.28
	<i>Building Maint</i>		
	<i>Travel</i>	\$	4,166.42
	<i>Fids - Passenger Service</i>	\$	641.90
	<i>Machine Maint</i>	\$	394.02
	<i>Membership</i>	\$	90.88
	<i>Other Current Expense</i>	\$	2,612.20
	<i>Janitorial</i>	\$	140.03
	<i>Fuel</i>	\$	136.83
<i>CC- Richard King</i>	<i>Total</i>	\$	8,187.56
	 <i>Fingerprinting</i>	 \$	 3,000.00
	<i>Other Current Expense</i>	\$	103.29
	<i>Janitorial Supplies</i>		
	<i>Passenger Services</i>	\$	327.64
	<i>Travel</i>	\$	288.20
	<i>Memberships</i>	\$	34.29
	<i>Total</i>	\$	3,753.42

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