

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

July 28, 2022

Members Present: Lon Stroschein, Eric Ellefson, Kent Cutler, and Blake Curd

Members Present via phone: John Taylor

Staff Present: Dan Letellier and Kristin Elgersma

Guests Present: Mark Wiederrich – KLJ Engineers, Brad Greguson – SP Plus, Elizabeth Hertz-Davenport/Evans Law Firm.

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

Chairman Stroschein called the meeting to order at 12:01 pm.

1. **Minutes-** John Taylor moved and Eric Ellefson seconded a motion to approve the minutes of June 23, 2022. Motion Carried.
2. **Bills for Approval-** Eric Ellefson moved and Kent Cutler seconded approval of the bills as presented. Motion carried.
3. **Consent Agenda-** Report on Consent Agenda items by the Executive Director. Kent Cutler moved and Eric Ellefson seconded approval of the Consent Agenda. Motion carried.
 - A. Lease Agreement with John Hommes for T-Hangar 1-1.
 - B. Award Parking Garage Materials Testing Services award- American Engineering & Testing - \$183,980.00
4. **Report by Executive Director-**
 - A. Passenger Traffic and Concession Revenue – For the fourth month in a row, the airport set a monthly record for passenger traffic and the third busiest all-time. June’s passenger enplanements were 13.7% above the previous year totaling 54,244 travelers. Year to day boardings are 38.4% ahead of 2021 and 7.5% higher than 2019. Parking, Food/Beverage, Car Rental, Gift Shop, and Hotel all saw increases in June.
 - B. Construction Updates -
 - a. Concourse Remodel – Substantially complete, working on punch list items. Several sections of the concourse still require wall paneling with the material being delayed several months. The architects are currently looking at some other options.
 - b. Restaurant Remodel – Restaurant area is open along with the new Cinnabon. Gate 5 deli is still waiting on cabinets to be delivered which would complete the project.

- c. PAPI install – PAPI equipment installed and flight checked. Operational as of 6/22/22. A section of electrical cable has developed a short and requires replacement. Once complete PAPI will be back in operation.
- d. Parking Lot Resurface – South side of the lot is complete and they are 2/3 completed on the North Half. Contractor hopes to wrap the project up in the next few weeks.
- e. Runway 15/33 – Project began on July 11th and is going well. Estimated completion date is October 6, 2022.
- f. Taxiway D/E/F – Project began on July 11th and is also making good progress. Shipment of taxiway light containers may impact the timeline if not received by the middle of August. Estimated completion is October 6, 2022.
- g. SRE Building – Pre-con meeting held in the past week with civil work planned for mid-August. Paving the floor in the current cold storage building is also planned for next month.
- h. Parking Garage – Pre-con meeting is set for August 4th work to begin mid-August. This will involve changes to the entrance into long-term as well as a temporary construction entrance off Minnesota Ave.

5. Old Business –

- A. No Items

6. New Business –

- A. Review Updated Capital Improvement Plan for 2023-2027 Director Letellier reviewed the proposed 5-year capital improvement plan with the board. Some project estimates have been updated and several reassigned for later years. A summary of the updates include:
 - i. Funding for SRE Building addition moved to 2023.
 - ii. Replacement of T-Hangar moved from 2022 to 2023.
 - iii. Construction costs for parking garage and skyway updated.
 - iv. Expansion of concourse by 2 gates moved to 2025 with cost assigned of \$12m. Terminal Study will provide recommendation for new concourse layout which will impact construction and phasing. Expect actual costs to be in the \$50-\$60m range.
 - v. Canopy over the rental car lot moved from 2024 to 2026.
 - vi. Bridge over channel to connect to 60th St. N. moved from 2026-2027.

Blake Curd moved and Kent Cutler seconded a motion to approve the Capital Improvement Plan for 2023-2027. Motion Carried.

- B. Purchase of new IT Equipment for Customs and Board Protection - The operating lease with U.S. Customs and Boarder Protection (CBP) to provide the General Aviation Flight (GAF) service includes a provision that the airport will fund the refresh of IT Equipment for the facility every 3-5 years. The CBP has presented a document which lists the equipment and network costs for the refresh at \$73,880.10. The CBP has communicated that if the airport does not fund this update, they will be forced to close the GAF. The Board instructed Letellier to determine if a reduction in the equipment required could be agreed to which would lower the costs. They also instructed Letellier to see if the City or State Development Foundations may be able to assist with some of the expense. The Board deferred a decision until the August Board meeting to determine if a reduction in cost is possible.
- C. Conflict of Interest Policy and Disclosure Statement – Federal and State regulations require organizations accepting Federal Funds have in place a Conflict-of-Interest Policy. The policy requires all Board members and management personnel review the policy and sign a Disclosure Form identifying affiliations with any other organization that might be deemed a conflict of interest.
- D. Arc of Dreams model Opportunity - The airport was approached by the Washington Pavilion and Sculpture Walk about installing the 1/12th scale Arc of Dreams model currently at the Washington Pavilion at the airport. They proposed a possible location at the Welcome sign to Sioux Falls. The Board was interested in bringing the sculpture to the airport, but would like some alternate sites to be considered. Director Letellier will work with Confluence landscape engineers to determine if there is a potential location in/around the new parking structure that will be constructed.

7. Open Segment

None

Eric Ellefson moved and Kent Cutler seconded a motion to adjourned the meeting at 1:05 pm.

Date	Secretary	
Next Board Meeting:	August 25,2022	10:00 am (Airport Tour)
	August 25, 2022	12:00 pm
	September 22, 2022	12:00 pm
	October 27,2022	

Sioux Falls Regional Airport
Bills to be Approved
August 25, 2022

Check	Vendor	Description	Amount	Date
44049	Bargain Barn	Tires and Alignment	\$ 550.95	7/28/2022
44050	Century Link	Utilities - Telephone	\$ 1,118.84	"
44051	Child Support	PPE 07/24/2022	\$ 282.92	"
44052	Cole Papers	Janitorial Supplies	\$ 309.00	"
44053	D&D Small Engine	Machine Maint - Mower Hydrodrive	\$ 950.00	"
44054	DirectTV	Passenger Services	\$ 157.99	"
44055	Epicosity	Marketing - June	\$ 2,770.00	"
44056	Eric Keifer	Machine Maint - Bulb	\$ 17.91	"
44057	Federal Sign	Alert System Charger	\$ 780.16	"
44058	Grainger	Small Tools - Misc Items	\$ 1,139.73	"
44059	Grand Forks Airport	Employee Training - Lighting Maint	\$ 900.00	"
44060	H&R Roofing	Building Maint - Roof Repair	\$ 29,680.00	"
44061	Hillyard	Equipment - Vacuum	\$ 12,639.56	"
44062	SD Health pool	Emp Benefits - August Health	\$ 44,384.15	"
44063	Jay Tischendorf	Consulting - Wildlife Training	\$ 100.00	"
44064	Kibble Equipment	Machine Maint - Mower 21	\$ 380.73	"
44065	MetLife	Emp Benefits - STD, LTD, AD&D, Dental, \	\$ 5,243.50	"
44066	MidAmerican	Utilities - Natural Gas	\$ 2,070.13	"
44067	Mood Media	Passenger Services	\$ 78.76	"
44068	Northview Bait	Machine Maint - Propane	\$ 36.00	"
44069	Oreilly	Machine Maint - #10	\$ 16.41	"
44070	P&K Pest Control	Building Maint - Bird Control	\$ 600.00	"
44071	SDSRP	Supplemental Retirement	\$ 580.00	"
44072	Seal Pros	Parking Lot Resurface	\$ 70,142.04	"
44073	Sioux Merchant	Airport Security 7/17-7/23	\$ 5,992.36	"
44074	Waste Management	Airport Sanitation - Shop Rolloff	\$ 360.00	"
44075	West Plains Engineering	Generator Replacement	\$ 5,000.00	"
44076	A-1 Septic	Sewage - Pump Holding Tank	\$ 150.00	8/4/2022
44077	AGM Airfield	Field Maint - Panels	\$ 1,405.90	"
44078	AirIT	Passenger Services	\$ 969.93	"
44079	BNC Group	Fire Rescue - Crash Phone	\$ 6,790.00	"
44080	Cole Papers	Janitorial Supplies	\$ 189.51	"
44081	Dakota Truck Trailer	Machine Maint - Idler Pully	\$ 21.20	"
44082	DexMedia	Advertising	\$ 268.50	"
44083	First Rate Excavate	Field Maint - Repair 6" Waterline	\$ 9,224.51	"
44084	Hillyard	Janitorial Supplies	\$ 2,682.70	"
44085	KLJ Engineering	Engineering Projects	\$ 5,587.67	"
44086	Krier and Blain	Climate Control - Shop Air	\$ 150.00	"
44087	Capital One	Building Maint	\$ 302.30	"
44088	MidAmerican	Utilities - Natural Gas	\$ 8.00	"
44089	Vollan Oil	Shop Diesel / UL & Diesel Resale/ Qta	\$ 45,987.01	"
44090	P&K Pest Control	Building Maint - Pest Control Qta / Bldg	\$ 165.00	"
44091	Scott Conner	Field Maint - Torch Parts / Pellets	\$ 249.60	"
44092	SDN Communications	Passenger Services / Firewall Service	\$ 3,126.35	"

Sioux Falls Regional Airport
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August 25, 2022

Check	Vendor	Description	Amount	Date
44093	SDRS	Emp Benefits - July Retirement	\$ 22,962.20	"
44094	SEAM	Sanitation - Servers/Electronics	\$ 276.98	"
44095	Sioux Merchant	Airport Security 07/24-07/30	\$ 6,162.98	"
44096	TK Elevator	Building Maint - Oil/Grease Elevator	\$ 209.37	"
44097	TMS	Subscription - August Timekeeping	\$ 205.25	"
44098	VEOCI Inc	Subscription - Software	\$ 6,600.00	"
44099	Volaire Aviation	Airline Startup	\$ 2,250.00	"
44100	Argus Leader	Advertising	\$ 232.10	8/12/2022
44101	AT&T	Utilities - Telephone	\$ 48.02	"
44102	Bensons Lawn	Building Maint - Landscaping	\$ 25,000.00	"
44103	Builders Supply Co	Building Maint - Cypher Lock	\$ 492.75	"
44104	Century Link	Utilities - Telephone	\$ 220.07	"
44105	Office of Child Support	PPE 08/07/2022	\$ 282.92	"
44106	Cole Papers	Janitorial Supplies	\$ 124.24	"
44107	FedEx	Postage	\$ 26.45	"
44108	Hillyard	Janitorial Supplies	\$ 948.15	"
44109	Johnstone Supply	Climate Control - Filters	\$ 1,079.28	"
44110	KLJ Engineering	Engineering Projects	\$ 141,909.74	"
44112	Mead and Hunt	Master Plan & Terminal Study	\$ 84,461.33	"
44113	Michaels Purple	Building maint / Qta Maint Drain Clean	\$ 720.00	"
44114	Quadient Finance	Postage	\$ 200.00	"
44115	City of Sioux Falls	Sanitation - Misc Items	\$ 96.90	"
44116	Rotary Club	Memberships	\$ 545.00	"
44117	SDSRP	Supplemental Retirement	\$ 580.00	"
44118	Signature Flight	Other Current Expense - CAP Rental	\$ 257.50	"
44119	Sioux Falls Electric	Electrical Maint - Jayee Street Lights	\$ 22,285.75	"
44120	Sioux Merchant	Airport Security 07/31-08/06	\$ 5,978.70	"
44121	Tennant Sales and Service	Machine Maint - Scrubber Parts	\$ 281.00	"
44122	Trane	Climate Control - Refridgerant Monitor	\$ 10,480.00	"
44123	Waste Management	Sanitation	\$ 3,641.00	"
44124	AT&T	Utilities - Telephone	\$ 55.34	8/18/2022
44125	Century Link	Utilities - Telephone	\$ 196.63	"
44126	Cole Papers	Janitorial Supplies	\$ 203.05	"
44127	Epicosity	Advertising - July and Production Costs	\$ 13,132.57	"
44128	EZ Liner	Machine Maint - Paint Machine Hose	\$ 559.17	"
44130	Hillyard	Janitorial Supplies	\$ 435.47	"
44131	Woltman Group	Accounting - June Bank Recs	\$ 130.00	"
44132	Master Blaster	QTA Maint	\$ 1,431.88	"
44133	Minnehaha County	Airport Security - July LEO	\$ 17,505.46	"
44134	Pavement Stencil Co	Field Maint - Paint Stencils	\$ 2,975.00	"
44135	Sioux Falls Utilities	Utilities - Electric	\$ 32,094.26	"
44136	Sioux Falls Utilities	Utilities - Water / Sewer	\$ 5,294.74	"
44137	Sioux Equipment	Machine Maint - Fuel Tank	\$ 315.00	"
44138	Sioux Merchant	Airport Security - 08/07-08/13	\$ 5,739.83	"

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44139	Standard Parking	Parking Management Fee - July	\$ 45,444.58	"
44140	Think Tourism	Advertising	\$ 2,175.00	"
44141	Verizon Wireless	Utilities - Telephone	\$ 459.81	"
Total for 07/28/2022 - 08/24/2022			<u>\$ 730,264.79</u>	

<i>Payroll</i>	<i>pay period ending 07/24/2022</i>	\$ 53,204.35	7/29/2022
	<i>Pay Period ending 08/07/2022</i>	\$ 54,271.39	08/12/22

<i>CC- Dan Letellier</i>	<i>Postage</i>	\$ 6.48	
	<i>Employment Advertising</i>		
	<i>Building Maint</i>	\$ 558.99	
	<i>Machine Maint</i>	\$ 698.43	
	<i>Membership</i>	\$ 31.94	
	<i>Employee Appreciation</i>	\$ 408.32	
	<i>Travel</i>		
	<i>Fuel</i>	\$ 378.33	
	Total	<u>\$ 2,082.49</u>	

<i>CC- Richard King</i>	<i>Fingerprinting</i>	\$ 1,500.00	
	<i>Machine Maint</i>	\$ 38.23	
	<i>Access Control System</i>	\$ 63.89	
	<i>Passenger Services</i>	\$ 3,323.78	
	<i>Office Supplies</i>		
	<i>Other Current Expense</i>	\$ 415.13	
	<i>Travel</i>		
	<i>Memberships</i>	\$ 37.62	
	Total	<u>\$ 5,378.65</u>	