

Sioux Falls Regional Airport Authority
Board Meeting Minutes
August 27, 2025

Members Present: Blake Curd, John Taylor, Dan Statema, Eric Ellefson, and Kent Cutler

Staff Present: Dan Letellier, Richard King and Kristin Elgersma

Guests Present: Jake Braunagel– KLJ Engineers, Brad Greguson, Tony Harms, and Christi Sunde– SP Plus Parking, Bob Mundt and Carlotta Ungaro – Forward Sioux Falls

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

Chairman Curd called the meeting to order at 11:02 am.

1. **Minutes-** Eric Ellefson moved and John Taylor seconded a motion to approve the minutes of July 23, 2025. Motion Carried.
2. **Bills for Approval-** John Taylor 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 John Taylor seconded approval of the Consent Agenda items A - F. Chairman Curd moved and Commissioner Ellefson Consent Agenda Item G. John Taylor abstained from the vote due to a conflict of interest on Item G. Motion carried.
 - A. FAA Airport Improvement Grant Agreement (AIG) 3-46-0050-067-2025 to fund the base plan of the terminal expansion. \$8,852,980. (Preliminary Approval)
 - B. State Financial Assistance Agreement #3-46-0050-067-2025 to provide grant administration for FAA-AIG grant - \$0
 - C. FAA Airport Terminal Improvement Grant Agreement (ATP) 3-46-0050-068-2025 to fund the base plan of the terminal expansion - \$8,000,000.
 - D. State Financial Assistance agreement #3-46-0050-068-2025 to provide grant administration for FAA-ATP grant. - \$0.
 - E. Task Order with KLJ Engineers to provide Const. Admin./Oversight of the RSA correction Project. \$80,971.45.
 - F. Approve travel for Director and two Board Members to attend the AAAE Aviation Issues Conference in Kona, HI January 11-15, 2026.
 - G. Approve sub-lease for hangar space between Blue Sky Leasing (Justin Kuipers) and Avera McKennan.

4. Report by Executive Director-

- A. Passenger Traffic – July 2025– July was a very busy month, setting a new all-time monthly record. Enplanements were up 10.3% totaling 69,311, just shy of 70,000. Year-to-date enplanements are up 8%, continuing a record pace. Available seats increased a modest 2.5% for the month resulting in a load factor of 90.8%. Parking revenue increased 29.2%, a bit lower than previous months. All concessions reflected an increase for the month except for Hotel revenue.
- B. Construction Project Update –
 - a. Cargo Apron Expansion – Work continues on phase 3 of the east half of the Cargo Apron. Storm water glycol structure is poured, and they will work on pouring the lid and then start on the backfill. They have taken all the concrete and subbase out and will start to filter and reapply the sand/gravel as a subbase. They are hoping for the middle of September completion and then move onto the expansion at taxiway G & J.
 - b. Terminal Apron Expansion – Phase 1 – 95% of the concrete has been poured on the apron along with the trickle channel for the retention pond. Joint sealing and general cleanup of the apron continue. Topsoil being placed on west and south edges of the new apron. Targeting completion by Sept 14.
 - c. Concourse Construction – Jersey Barriers and Construction fencing has been installed around the perimeter. Jet bridge 1 has been scheduled for removal in mid-Sept and will be put in storage until concourse is completed. Concrete removal scheduled for the next few weeks. Mead & Hunt are finalizing the drawing set for alternates 1-3.

5. Old Business –

- A. No Items:

6. New Business-

- A. Forward Sioux Falls Funding Request for the 2026-2031 Campaign - \$1,250,000.00 – Director Letellier has met with several members of the Executive Council with Forward Sioux Falls about our continued support of the upcoming 2026-2031 campaign. They are requesting we maintain our current funding level of \$1,250,000 over the next five years. Kent Cutler identified a conflict of interest with the topic and advised he would abstain from discussion and voting. Several Commissions inquired about the return investment Forward SF put into the airport for advertising and air service development. Summary of the previous year's contributions were mentioned, but no formalized budget identified for the upcoming 5-year period. Commissioner Statema mentioned that the Board should consider pausing contributions until the new concourse is finished. The board decided to defer a decision on funding until a more concrete plan is provided on how Forward Sioux Falls will assist the airport in new air

service and promotion during the upcoming campaign period. Topic will be revisited at the September meeting.

- B. Award Construction bid to Soukup Const. for the capping of city water well - \$262,827.25 – Bids were opened on August 9th for a project to cap city water well #15 which will allow for the expansion of our terminal apron to the south. Bids were received from three contractors with the low bid belonging to Soukup Construction in the amount of \$262,827.25. This work is planned for October. If the water rights transfer is not approved in early October, work will then shift to Spring construction in the amount of \$292,876.25. The project will be funded with airport reserves. Kent Cutler moved, and John Taylor seconded a motion to award the construction bid to Soukup Construction in the amount of \$262,827.25. Motion Carried.
- C. Award construction bid to Soukup Const to correct runway 3/21 safety areas- \$498,124.00. Bids were opened on Wednesday, August 20th for a project to re-grade safety areas along portions of runway 3/21 which over the years has faced erosion and damage from gophers. Bids were received from three contractors with the low bid belonging to Soukup Construction. Engineers' estimates for the work was approximately \$669,223. The work is broken into a base bid and two additional alternates, to be awarded based on results of the bid. Director Letellier recommend awarding the base bid and both alternates to Soukup Const. in the amount of \$498,125. This work will be funded with airport reserves and accomplished in September. Eric Ellefson moved, and Kent Cutler seconded a motion to award the construction bid to Soukup Construction in the amount of \$498,124.00. Motion Carried.
- D. Construction Admin Agreement with Mead & Hunt for the base build of concourse expansion. - \$2,900,000. The Authority has received an agreement from Mead & Hunt to provide construction administration assistance for our concourse expansion project. Due to the value of the agreement, an Independent Fee Review (IFE) from a 3rd party to verify the number of hours and dollar amount will be required. Board acceptance of this agreement would be contingent on successful negotiations after receiving the IFE based on a proposed fee of \$2,900,000. Supplemental services for commissioning assistance are proposed at \$530,000. CA Services would be included for reimbursement under our federal grant awards. Blake Curd moved, and John Taylor seconded a motion to approve the construction administration agreement with Mead & Hunt subject to an IFE and negotiated amount. Motion Carried.
- E. Agreement with Florida Cleaning Specialist to perform custodial services. – An agreement was received from Florida Cleaning Specialist (FCS) to provided custodial services for the airport. An RFP process was utilized several months ago with FCS beginning selected out of five vendors. They have agreed to offer employment to our existing employees at similar pay rates. They have also agreed to reduce their proposed headcount by one individual to accommodate the change in pay. Expected transition date is October 2nd. Kent Cutler moved,

and Dan Statema seconded a motion to approve the agreement with FCS to perform custodial duties. Motion carried.

- F. Review of draft 2026-2030 Capital Improvement Plan. - Director Letellier provided the proposed 2026-2030 Capital Improvement Plan for review. Many projects in years 2026-2027 are associated with the construction of the new concourse/gates, as well as all three alternates. The alternates will be constructed, pending potential funding from federal grants. A project to replace the south half of the remaining terminal apron is also included in 2027, funding dependent. Other significant projects planned are the construction of additional deicing apron positions as well as the decommissioning of runway 9/27 which will be transitioned into a new taxiway. This project is scheduled for 2030. This is a first review of the plan, with formal approval requested in September.

7. Open Segment -

None

8. Board Tour of Airfield Projects

Eric Ellefson moved, and Dan Statema seconded a motion to adjourn the meeting at 12:11 pm.

Date

Secretary

Next Board Meeting: September 24, 2025 – 11:00 am