**Sioux Falls Regional Airport Authority**

**Board Meeting Minutes**

**May 22, 2025**

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

Members Present via phone: Blake Curd

Staff Present: Dan Letellier, Richard King and Kristin Elgersma

Guests Present: Jake Braunagel– KLJ Engineers, Brad Greguson– SP Plus Parking, Craig Ellerbroek – Ace Media, Nathan Schroeder and Stacy Nelson – Eide Bailly, Steve Watson – Teton Ridge, and Tina Heeren – Gil Haugen Construction

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

Chairman Cutler called the meeting to order at 10:01 am.

1. **Minutes**- John Taylor moved and Dan Statema seconded a motion to approve the minutes of April 24, 2025. Motion Carried.
2. **Bills for Approval**- John Taylor moved and Dan Statema 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 John Taylor seconded approval of the Consent Agenda. Motion carried.

1. Lease Amendment with Federal Express to extend building/ground lease for five years.
2. Purchase of an autonomous floor scrubber from Innovative Office Solutions. $42,000.00.
3. Purchase of distance remaining signs from Lumacurve for runway 15/33. - $16,640.00.
4. Agreement with Mead & Hunt for construction admin services for phase 1 of the terminal apron expansion projects. - $349,403.65.
5. FAA Airport Improvement Grant Agreement #3-46-0050-065-2025 to fund phase 1 of the terminal apron and cargo apron expansions. - $10,289,334.00 (preliminary approval)
6. State Financial Assistance agreement #3-46-0050-065-2025 to fund phase 1 of the terminal apron and cargo apron expansions - $601,457.00 (preliminary approval)
7. **Report by Executive Director**-
8. Passenger Traffic – April 2025– April set another monthly record with 58,414 enplaned passengers, up 9.8% from the prior year. Total enplanements also increased 10.1% to 120,696 passengers. Available seats increased by 8% for the month. Parking revenue increased 35.6%, setting a record for the month of April.
9. Construction Project Update – Cargo Apron Expansion – Phase 1 and 1A which included gate 108 and 109 has been completed. The contractor has moved into phase 2 which adds an apron for feeder aircraft scheduled to run from May 12-July 31.
10. **Old Business –**
11. Agreement with BCI Integrated Solutions: Last month the board approved the design for replacement of the public address system. BCI has provided a quote to replace the system for $133,024.36. The agreement also includes consultation with Mead & Hunt to integrate the system in the new concourse. Eric Ellefson moved, and Dan Statema seconded a motion to approve the agreement with BCI Integrated Solutions for $133,024.36. Motion Carried.
12. **New Business**-
13. Presentation of the 2024 Financial, FAA Grant, and PFC Audits –

Stacy Nelson and Nathan Schroeder with Eide Bailly were present to discuss the completion of the annual financial audit as well as the required audits of our handling of Federal grants and Passenger Facility Charge (PFC) Revenue. The audits have been reviewed and approved by the State of South Dakota. Similar items from previous audits were identified but overall, a good report. Dan Statema moved; Eric Ellefson seconded a motion to accept the Audit Report as presented. Motion Carried.

1. Resolution for a public hearing for the sale of Revenue Bonds to fund the concourse expansion project – Jennifer Hanson, bond counsel for the Authority has provided a resolution to announce a public hearing for the issuance of $30 million in airport revenue bonds for the purpose of funding a project to expand the concourse. Public Hearing will be part of our June 25th Board meeting. Eric Elleson moved, and John Taylor seconded a motion to approve the resolution to establish the public hearing. Motion Carried.
2. Approval to solicit bids for Phase 2 of the Terminal Apron Expansion Project – Last month the board awarded the bid to construct phase 1 of the terminal apron expansion ($2.5m – AIP Funded) which will allow for improved aircraft arrival and departures from gate 3 during concourse construction. Phase 2 of the apron expansion is ready to be bid which will construct the remainder of the new apron. The project will be bid with a base project and four alternates which will be awarded based on the level of federal discretionary funding available. John Taylor moved, and Dan Statema seconded a motion to solicit bids for Phase 2 of the Terminal Apron Expansion. Motion Carried.
3. Agreement with Mead & Hunt to design project to cap/decommission city water well - $70,318 – Agreement to design a project to remove, cap, and decommission city water well #15. The removal of the well will allow for the full construction of the terminal apron mentioned above. The capping of the well will be handled as a separate project but work in tandem with the contractor constructing the terminal apron. The design and construction of this project will utilize airport funds. Eric Ellefson moved, and Dan Statema seconded a motion to approve the agreement with Mead & Hunt to decommission the well. Motion Carried.
4. An agreement with Teton Ridge to identify developers for a travel stop next to the airport. Director Letellier recently reported to the Board of management’s efforts to find developers/businesses interested in building/operating a convenience store/travel stop on airport property. Since that time, the Director and Deputy Director have met with Steve Watson with Teton Ridge who is interested in assisting the Authority in developing a concept for this parcel and ultimately identifying a developer to build and operate a business on this site. His proposal fee is $16,500 for space planning and $2,500 for project support. Dan Statema moved, and John Taylor seconded a motion to approve the agreement with Teton Ridge in the amount of $19,000. Motion carried.
5. Selection of a security firm to provide security services for the airport. Proposals were received from five firms to provide security services at the airport. Two firms were selected for in-person interviews which were held on May 19th. The two firms interviewed were Allied Security and the incumbent Sioux Merchant Patrol. Security Director King recommended renewing the contract with Sioux Merchant Patrol. John Taylor moved, and Blake Curd seconded a motion to renew the security contract with Sioux Merchant Patrol. Motion carried.
6. Election of Officers to serve the upcoming year – June 1, 2025 – May 31, 2026.

 Blake Curd - Chairman

 John Taylor - Vice-Chairman

 Dan Letellier- Secretary

Dan Statema moved, and Eric Ellefson seconded a motion to appointment the Officers proposed effective June 1, 2025. Motion carried.

1. **Open Segment -**

 None

Eric Ellefson moved, and John Taylor seconded a motion to adjourn the meeting at 11:12 am.

 Date Secretary

Next Board Meeting: June 25, 2025 – 11:00 am