

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

October 24, 2019

Members Present: Julie Schnaible, Dave Nelson, and Eric Ellefson. Lon Stroschein joined at 12:30pm.

Members Present Via Phone: Raquel Blount

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

Guests Present: Elizabeth Hurwitz – Davenport Evans, Mark Weiderich – KLJ Engineers, Brad Greguson – Standard Parking, Dustin Sejnoha – Marlins Family Restaurant.

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

Vice Chairwoman Schnaible called the meeting to order at 11:59 am.

1. **Minutes-** Eric Ellefson moved and Dave Nelson seconded approval of the minutes of September 26, 2019. Motion carried.
2. **Bills for Approval-** Dave Nelson 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. Raquel Blount moved and Dave Nelson seconded approval of the Consent Agenda. Motion carried.
 - A. Lease agreement with Steve Givens for Airport T-Hangar 2-11.
 - B. Task Order #68 with KLJ Engineers for Design services to develop Asphalt Repair Project for 2020 - \$69, 677.22. (non-AIP)
 - C. Travel by Executive Director and Board Member to attend the American Association of Airport Executives Aviation Issues Conference in Maui, HI – January 5-9, 2020.
 - D. Agreement with Eide Bailly to conduct annual Financial and FAA Single Audit of our Financials Records - \$32,000.
4. **Report by Executive Director-**
 - A. Cinnabon Addition – Dustin Sejnoha spoke about the work he has been doing to add Cinnabon to the Airport. He presented preliminary plans to modify the concourse level restaurant to accommodate this addition and would also like to add a secondary outlet in the Gate 5 seating area. He will work with TSP to further develop plans for review by the Board in the coming months.
 - B. Update on Water Contamination Suit- The Plaintiffs and Defendants held a Science Day with the judge to provide an opportunity for question and answer with specialist on both sides of the case. Airport's Property Damage Plaintiff Fact sheet has been prepared and will be included with the case. Discovery set to begin early November.

C. Construction Updates:

Baggage Claim Expansion: Carousel #2 opened October 16th before the Pheasant Opener and last carousel install will begin October 25 with a completion date of mid-November. Final completion scheduled for November 27th.

Rental Car Quick Turn Facility: Precast walls are up and they are working to install the precast roof. Contractor pushing to have the building enclosed in two weeks with a majority of exterior concrete poured as well. The Precast panels need to be acid washed as the panels are not matching in color.

Deicing Apron Project – Dirt excavation continues being replaced with sand and gravel. Contractor has installed the new 25,000 gallon glycol holding tank with diversion structure being poured in the next few days.

5. Old Business – No Items

6. New Business

- A. Discussion and review of proposed Operating Budget for 2020. Executive Director Letellier provided a preliminary operating budget for 2020. Some of the key highlights were the following:
- i. No rate increase planned for airline rent or landing fees.
 - ii. No rate increase for ground leases.
 - iii. No rate increase for public parking.
 - iv. Payroll increase as a result of 3% cost of living adjustment and 1 F.T. field addition.
- B. Request for Qualifications solicitation for AIP Eligible projects. The FAA requires airports to formally solicit Requests for Qualifications from qualified engineers to design federally funded projects (AIP). We are allowed a 5 year agreement and the one we have with KLJ Engineers expires at the end of 2019. We have started the solicitation process and they have a deadline of November 22nd to submit proposal for review. Two interested Board members will participate on the selection committee to provide a recommendation to the Board at the December meeting.
- C. Proposal from Priceless Priorities for this year's Holiday Decorations. Priceless Priorities, firm that helped with our Holiday decorations last year, has presented a proposal for decorating again this year. Last year we added over 20 trees along the concourse representing South Dakota and Sioux Falls area. They would like to expand on that by adding 45 trees in the lobby/ticketing/waiting and baggage area. The proposal would solicit sponsorships to decorate a tree for a business or organization. The trees would need to be Holiday themed and each company would get a small plaque identifying them as the sponsor. This proposal would also come with a donation to a charity of the Airports choice. The Board advised the Director to work with Priceless Priorities on their proposal but wanted to ensure any money gained by the Airport would be used to further enhance the Customer Experience at the Airport.

7. Open Segment-

Lon Stroschein moved to adjourn at 12:58 pm. Dave Nelson seconded. Motion Carried.

Date

Secretary

Next Board Meeting: November 21, 2019 12:00 pm