

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

**May 28, 2020**

Members Present via video conference: Raquel Blount, Julie Schnaible, Dave Nelson, Lon Stroschein, and Eric Ellefson

Staff Present: Dan Letellier, Richard King and Kristin Elgersma

Guests Present: Brad Greguson – Standard Parking

Guests Present via video conference: Joy Feige – Eide Bailly

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

Chairwoman Blount called the meeting to order at 10:31 am.

1. **Minutes-** Items to be amended for the April 23 meeting minutes on item 6B. Dave Nelson moved and Julie Schnaible seconded approval of the minutes of April 23 and Special Session on May 8, 2020. Motion carried.
2. **Bills for Approval-** Eric Ellefson moved and Dave Nelson 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 Lon Stroschein seconded approval of the Consent Agenda. Motion carried.
  - A. Lease Agreement with Dave Campbell for Airport T-Hangar 3-6.
  - B. Purchase of CrafcO asphalt sealer for \$42,428.00.
  - C. Change Order #4 with BX Civil & Construction for additional work associated with the Deicing Pad Project - \$19,600.00
4. **Report by Executive Director-**
  - A. Corona Virus Update – Airport Impacts – The alternating employee work schedule will end this week with employees reporting back for regular assigned shifts on June 1, 2020. We will continue to take all precautions necessary to keep employees and passengers safe. Plexiglass has been installed on the ticket counters and rental car counters as well as distance labels stickers placed in queuing areas to remind passengers to physically distance. Passenger Traffic is slowly starting to increase seeing between 300-400 people a day.
  - B. Passenger Enplanement and Concession Revenue Update – Enplanements continued their plunge to near zero in April dropping 95.2% for the month with total traffic down 95.1%. We have seen small improvements in May so hopefully traffic will continue to return. Available seats were down 37.4% vs. 2019 with most going

unfilled. Parking, Restaurant, Car Rental, Gift shop, and hotel all were down significantly.

C. Construction Update:

- A. Rental Car QTA – Rental car operators have taken over the building with overhead heaters being installed in June. Work continues on the storage lot with an anticipated complete of mid-July.
- B. Economy Lot Expansion – Dirt work has been started with the project still on track for a completion date of mid-August.
- C. 2020 Asphalt Project – Work began on storm water pipe installation last week. Full schedule of work on the new taxi-lane beginning June 1<sup>st</sup>. Repair/rehab of Jaycee Lane planned for mid July.

5. **Old Business –**  
No Items

6. **New Business -**

- A. Presentation of Audit of 2019 Financial Statements, FAA Grant, and PFC Single Audits. Joy Feige with Eide Bailly was present via video conference to review with the Board results from the 2019 Audit which was performed virtually this year. We had one finding which requires our auditor to report they have assisted with some year-end adjusting entries in addition to their role as auditor. Julie Schnaible moved and Dave Nelson seconded a motion to accept the 2019 Audit. Motion Carried.
- B. Discussion on updates to the 2021-2025 Capital Improvement plan. The Executive Director provided an updated Capital Improvement Plan (CIP) which takes into account the change in revenue brought on by the Corona Virus pandemic. Several smaller projects have been moved back 1-2 years with the timing of design/construction of a new Parking Structure dominating the conversation. The final CIP will be presented to the Board in June for review and approval.
- C. Election of officers – Julie Schnaible, Chairwoman  
Dave Nelson, Vice-Chairman  
Dan Letellier, Secretary

Lon Stroschein moved and Eric Ellefson seconded the motion to appoint the new officers effective June 1, 2020. Motion carried.

- D. Executive Director Letellier advised the Board the CARES Act grant has been approved by the FAA, however South Dakota is a channeling state in which all Federal Grant dollars must be distributed through the State. A formal agreement with the State to administer the CARES Act grant has been proved and requires Board approval and signature. Letellier requested approval and authority to sign in order to expedite the process. Julie Schnaible moved and Lon Stroschein seconded a motion

to approve the Agreement with the State of South Dakota for Project #3-46-0050-54-2020 and authority for Director Letellier to sign the agreement on behalf of the Airport Authority. Motion Carried.

**7. Open Segment-**

Lon Stroschein moved to adjourn at 12:00pm. Julie Schnaible seconded. Motion Carried.

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Date

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Secretary

Next Board Meeting: June 25, 2020      12:00 pm