

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

December 19, 2017

Members Present: Lon Stroschein, Julie Schnaible, Dave Nelson, and Raquel Blount via phone.

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

Guests Present: Mark Weiderrich- KLJ , Michelle Klobassa and Jarend Nesje – TSP Architects, Elizabeth Hurtwitz - Davenport Evans

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 12:00 pm.

1. **Minutes-** Julie Schnaible moved and Dave Nelson seconded approval of the minutes of November 29,2017. Motion carried.
2. **Bills for Approval-** Dave Nelson moved and Julie Schnaible seconded approval of the bills as presented. Motion carried.
3. **Consent Agenda-** Report on Consent Agenda items by the Executive Director. Julie Schnaible moved and Raquel Blount seconded approval of the Consent Agenda. Motion carried.
 - A. Travel Approval for Deputy Director to attend AAAE Chapter Board Meeting, Feb. 9-11-Palm Beach.
 - B. New 2-year T-Hangar Leases for the following tenants: T1-1 Richard Herting, T1-2 Jay Travis, T1-4 John Schreurs, T1-5 Mark Johnson, T1-6 Aaron Smith, T1-7 Tom Redlin, T1-8 Kraig Sheffield, T1-9 Scott Ecklund, T1-10 Todd Webber, T2-11 & 14-Mockingbird Flying Club, T2-12 Noel Nakasone, T2-13 John Oliphant, T2-15 Terry Craft, T2-16 Lou Smetena, T2-17 Richard Damian, T2-19 Kelly Peterson, T2-20 Kelly Deberg, T3-2 Dave Campbell, T3-3 Allan Zwiefel, T3-8 James Griebel, T3-10 Eric Hartung.
 - C. New Building Lease with Same Day Express for space in Cargo Building.
 - D. New Building Lease with Flight Support for old shop buildings.
4. **Report by Executive Director-**
 - A. Passenger Traffic and Concessions Revenue – enplanements are up 6.7 % January – November. November Enplanements were 10.7% higher than this time last year with the total traffic increasing to 11.5%. Parking, Car Rental, Gift Shop, Hotel, and Restaurant concessions are all on the steady increase for the year. Seats are

expected to be down around 1% for the first 6 months of 2018. We plan to finish out 2017 with total passengers of around 1,080,000.

5. Old Business

- A. Update on Design of Baggage Claim Area Expansion. Michelle Klobassa with TSP went over the renderings of the new baggage claim expansion area that is scheduled for 2018. Most of the little touches will be discussed in the coming months. TSP will be wrapping up the design/development options in the next week with hopes of a contract document mid-February. They are hoping to get it out for bids in March with Construction beginning the spring of 2018.

6. New Business

- A. Amendment to Design Agreement with TSP for expansion of Baggage Claim Area. Item A is an amendment to the design agreement with TSP for the baggage claim area expansion. In the original agreement we were unsure whether we would move the sanitary sewer lift station or work around it. Since that time we believe it is in our best long-range interest to move the lift station out of the way as well as upgrade the lines and pumps. The civil engineering work involved to relocate the lift station as well as move current utility lines requires an amendment to the original agreement. TSP has provided an amendment for design/engineering in the amount of \$45,000.00 which is primarily composed of hours required by KLJ and other civil engineers to complete the design. I recommend approval of the TSP amendment. Dave Nelson moved and Julie Schnaible seconded a motion to approve the amendment of \$45,000.00. Motion carried
- B. Proposal to provide Equipment and installation of new Triturator Grinder. Several months ago our lavatory waste grinder (triturator) suffered a major failure. The grinder is over 31 years old and parts are no longer available. Due to the unique nature of the equipment only a few vendors are available to produce a similar unit. We've received a quote from Electric Pump to provide and install a "Muffin Monster" at a price of \$28,739.03. I recommend approval of this proposal due to our limited (and only) options. Dave Nelson moved and Julie Schnaible seconded a motion to approve the Triturator Grinder. Motion carried
- C. Rates and Charges effective January 1, 2018. I'm requesting increases in the following areas:
- 1) An increase in the ground lease rate for private hangar construction from .20/sf to .30/sf.. I would also publish a lower rate of .20/sf for undeveloped land that would require utilities brought to the new site and paid for by the hangar owner.
 - 2) Increase in small T-Hangar rent from \$135/mo to \$150/mo. The additional revenue will be needed when new T-Hangars are constructed in 2019. Rate has not been changed in over 15 years.

3) Change in Airport Badge issuance from \$50 for initial badge to \$65. The increase in rate will take into account new software/equipment to be purchased next year as well as the fee imposed on airports for criminal background checks conducted. Reissue fee of \$50 will not be increased. Badge for general aviation pilots will increase from \$15 to \$25 again to take into account new badging software to be purchased in 2018.

4) Increase in annual taxi permit from \$65 per car (1-5) to \$150 per car (1-5). We haven't modified the fee since we introduced it several years ago. Even at \$150 this is a minimal fee compared to what most taxis face at other airports.

Julie Schnaible moved and Dave Nelson seconded the increase in rates for 2018 as stated.
Motion carried

7. Open Segment- No discussion

Dave Nelson moved to adjourn at 1:04 pm. Julie Schnaible seconded. Motion Carried.

Date

Secretary

Next Board Meeting: January 25, 2018