

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

**May 24, 2018**

Members Present: Lon Stroschein, Julie Schnaible, and Dave Nelson.

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

Guests Present: Wayne Stotts – Hertz, Andy Kuipers – Avis, Mark Wiederrich- KLJ Engineers, Elizabeth Hurtz-Davenport/Evans Law Firm, Glenn Pickett – SPPlus Parking

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 10:31am.

1. **Minutes-** Julie Schnaible moved and Dave Nelson seconded approval of the minutes of April 26, 2018. 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. Dave Nelson moved and Julie Schnaible seconded approval of the Consent Agenda. Motion carried.
  - A. Award Rental Car/Employee Lot resurfacing bid to Asphalt Surfacing Company in the amount of \$156,529.40
  - B. Approve use of Fuel Tax Dollars to fund the purchase of PAPI Equipment for Rwy 15-33 - \$34,245.00.
4. **Report by Executive Director-**
  - A. Construction Update –
    - a. Runway 3-21 Reconstruction Phase 2 – Over 50% of the runway has been removed and concrete crushed to be used as the sub-base for the new runway. Only 2 days behind original schedule and they hope to make those days up in the coming weeks. Reede Construction is working on getting the onsite batch plant assembled for concrete production set for early July.
    - b. Baggage Claim Expansion: First phase consisting of the utility work is set to begin within the next week with interior work scheduled to begin by the end of June.
    - c. Service Animal Relief Area – The Airport is required to have a location post-security screening were service or emotional support animals can relieve themselves. TSP has looked at a couple of locations and will prepare a preliminary concept to review in a few weeks. The area must be ADA

accessible along with having a separate area for a hard and soft floor for the animal. Looking at a completion date in late fall.

- B. Letter to School Board regarding location of New High School – Director Letellier reviewed with the Board a draft letter to the Sioux Falls School District outlining concerns for a new High School which could be located directly to the west of the Airport. Noise from fighter aircraft of the SD Air National Guard can be extremely loud and could be disruptive to activities at a nearby school. The Director wants the school district to be fully informed of the impacts being next to the airport and to avoid future complaints related to noise. Chairman Stroschein commented that the Air National Guard plays a vital role in our community with thousands of job and millions in economic impact. Future complaints about noise could jeopardize their mission and their loss would have a significant impact on the city and the Airport. Director Letellier intends to meet with the School Board and Superintendent to discuss the issue in more detail in the next few weeks.

## 5. Old Business

- A. Follow-up on design concepts for Rental Car Facility. Over the past few weeks the architectural firm PGAL has refined the layout of the new Quick Turn Area (QTA) as well as the cost associated with construction. The construction estimate for a 2-car wash, 6 bay detail garage and underground fuel storage tank comes to approximately \$4,700,000 excluding any contingencies. Director Letellier recommended the airport take the lead with funding the design/construction and ownership of this new facility with reimbursement coming from the Customer Facility Charge. The advantage of building the facility would allow the Airport to control the use of the building but disadvantage would be capital funds utilized that could be used for other projects. Commissioner Nelson recommended a delay in making a decision to fund until all Board members were present to weigh in on such an important decision. A conference call will be held in a few weeks to make a formal decision.

## 6. New Business

- A. **Funding for the SD Symphony Orchestra, 2018-2019-** Director Letellier met with Jennifer Boomgaarden, Executive Director of the South Dakota Symphony Orchestra and Steve Kirby regarding funding for the organization. They have requested the airport increasing our annual contribution to \$15,000/year for three years which would provide six, 1-hour performances and a full page ad in their program. The Board instructed Director Letellier to propose a \$10,000 year contribution for two years for six 1 hour performances and no ad. Dave Nelson moved to approve the counter proposal and Julie Schnaible seconded the motion. Motion Carried
- B. **RFP for new Gas Station/Travel Plaza** – In order to generate new sources of non-aeronautical revenue, Director Letellier asked the board to consider the development of a gas station/convenience store near the entrance to the terminal. Deputy Director King has developed an RFP to solicit proposals from interested businesses that would build and operate the facility located on the corner of Minnesota Ave and

Hangar St. The Airport would provide a ground lease to be funded through a percentage of gross revenue. We would only solicit ideas/proposals, nothing that would obligate the Authority at this time. Julie Schnaible moved to approve an RFP to solicit bids on a travel plaza and Dave Nelson seconded the motion. Motion carried.

C. **RFP for Parking Lot Management** – Director Letellier requested approval to solicit proposals to manage our parking lot concessions. It has been several years since formal proposals were requested and must be done even though the current provider does a very good job. The goal will be to make a selection and finalize a new agreement by the end of the year. Dave Nelson moved to approve the solicitation of proposals for the parking lot management company. Julie Schnaible seconded. Motion carried.

D. **Election of Officers** – Julie Schnaible moved to appoint Mike Luce as Board Chairman and Raquel Blount as Vice-Chair and Dan Letellier as Secretary for the coming year effective June 1<sup>st</sup>. Dave Nelson seconded. Motion Carried.

## 7. Open Segment-

Julie Schnaible moved to adjourn at 11:34 am. Dave Nelson seconded. Motion Carried.

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Date

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Secretary

Next Board Meeting: June 28, 2018