

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

November 15, 2018

Members Present: Mike Luce, Julie Schnaible, Dave Nelson, Lon Stroschein.

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

Guests Present: Mark Wiederrich- KLJ Engineers, Elizabeth Hurtz-Davenport/Evans Law Firm.

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

Chairman Luce called the meeting to order at 12:00 pm.

1. **Minutes-** Julie Schnaible moved and Lon Stroschein seconded approval of the minutes of October 25. 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. Lon Stroschein moved and Dave Nelson seconded approval of the Consent Agenda. Motion carried.
 - A. Change order #4 with Golden Rule Construction for items added to the Baggage Claim Expansion Project. - \$2,434.00
 - B. Law Enforcement Officers Service Agreement with the Minnehaha County Sheriff's Office.
 - C. Rental Car Concessions Agreement with Hertz, Avis, Enterprise, and National Rental Car.
 - D. Agreement with Eide Bailly to conduct the 2018 audit of our Financial Statements
4. **Report by Executive Director-**
 - A. Passenger Enplanements – October passenger enplanements were down 5.3% compared to 2017 and year-to-date passenger traffic is down 2.5%.
 - B. Construction Update-
 - a. Baggage Claim Expansion: Exterior addition is about 60% complete for the project. Next week baggage tugs will be rerouted to use the new section and demolition and construction will continue on the remaining addition. Lift station should be operational by December 17th. Construction on the interior will start to around the Christmas Holiday.
 - b. Pet Relief Area: TSP is close to finalizing plans for this area. The drawings are near completion in hopes to send out for bid in January.

5. Old Business

- A. Discussion and approval of the 2019 Operating Budget. First review of 2019 Operating Budget was presented at the October meeting. Since that time only significant changes were the increase in Lyft revenue and update to Health Insurance expense for next year. Overall revenue increase of 7.3% compared to 2018 budget with expenses budgeted 3.8% higher. Lon Stroschein moved and Julie Schnaible seconded a motion to approve the 2019 Operating Budget as presented by Director Letellier. Motion Carried.

6. New Business

- A. Health Insurance Renewal. The Airport received confirmation from the SD Municipal League that our health insurance premiums will remain the same for 2019. Holmes Murphy Insurance did solicit quotes from several providers for comparison, however all providers with similar coverage and choice options were higher than the current provider. Lon Stroschein moved and Julie Schnaible seconded a motion to remain with the SD Municipal League for our 2019 Health Insurance coverage. Motion Carried. Dave Nelson abstained from the vote and discussion due to a potential conflict of interest.
- B. Amendment to Lyft Operating Agreement. Director Letellier proposed last month to add a \$2.00 per trip fee to each drop-off to go with the current \$2.00 per pick-up fee paid by customers using Lyft to/from the airport. The current one year agreement with Lyft expires at the end of the year. Director Letellier has negotiated a three year extension which includes the additional trip fee which has been agreed to by Lyft. Dave Nelson moved and Julie Schnaible seconded a motion to approve the Lease Amendment with Lyft. Motion Carried.
- C. Holiday Bonus for SFRAA Employees. Director Letellier requested the Board consider a Holiday Bonus for Airport Authority employees as we have in the past. The program would provide a bonus of 2% of the employee's annual salary with a cap of \$500. The bonus would only apply too those employees who have received a satisfactory performance review during the year and are not on disciplinary probation. Lon Stroschein moved and Dave Nelson seconded a motion to approve the Holiday Bonuses. Motion Carried.

Open Segment-

Julie Schnaible moved to adjourn at 12:59 pm. Lon Stroschein seconded. Motion Carried.

Date

Secretary

Next Board Meeting: December 20, 2018 12:00 pm