

Sioux Falls Regional Airport Authority
Board Meeting Minutes
November 16, 2023

Members Present: Eric Ellefson, Kent Cutler, Blake Curd, and John Taylor

Staff Present: Dan Letellier, Richard King and Kristin Elgersma

Guests Present: Jake Braunagel – KLJ Engineers, Brad Greguson– SP Plus Parking, Craig Ellerbroek – Ace Media, and Tom Hurlbert – Co-Op Architecture

Guests Present Via Phone – Mitchell Walker – Mead & Hunt

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

Chairman Ellefson called the meeting to order at 12:05 pm.

1. **Minutes-** Blake Curd moved and John Taylor seconded a motion to approve the minutes of October 26, 2023. Motion Carried.
2. **Bills for Approval-** Blake Curd moved and John Taylor seconded approval of the bills as presented. Motion carried.
3. **Consent Agenda-** Report on Consent Agenda items by the Executive Director. Blake Curd moved, and John Taylor seconded approval of the Consent Agenda. Motion carried.
 - A. Amendment #1 to Task Order to coordinate PFC Application. \$3,430.93.
 - B. Change Order #10 with Henry Carlson for modifications to the Parking Garage Project - \$0.00
 - C. Amendment to Rental Car Concessions Agreement for Hertz, National, Enterprise, and Avis.
4. **Report by Executive Director-**
 - A. Passenger Traffic – October 2023 – October enplanements edged up 0.2% but still set another monthly record with 56,024 passengers. Total Traffic also improved 1.4% and year to date enplanements are up 8.0%. Available seats increased 5.9% and load factor increased to 84.2%. Gift Shop, Food/Beverage, and Parking saw increases while Hotel and Car Rental saw a slight decrease.
 - B. Construction Update –
 - a. Parking Garage: All of the structural concrete has been poured on the garage with the last beam being poured for the video wall. The forms have all been removed and they have 3 out of the 4 lanes paved on the lower level. Contractor hopes to finish up before the Thanksgiving Holiday. Structural steel and concrete for the lobby area has begun and

they are hoping to get the escalators installed and enclosed by mid-December. The south section of the long-term lot has been opened and we gained around 170 parking spaces back.

- b. Snow Removal Equipment Building – They are slowly making progress with the South Side punch list items. The North Addition roof is being installed along with the insulated exterior metal panels. Completion date is still set for late December.

- C. Preliminary Design – Concourse Expansion – Mead and Hunt has been expediting the design for a new concourse in order to position ourselves for federal funding before those programs expire. Director Letellier and Deputy Director Richard King reviewed three potential concourse layouts and identified one to move forward with. The concept selected will be broken into multiple phases and constructed as funding is available. We are targeting a base bid of approximately \$30m which would provide a simple concourse with three gates (2 net increase) and restrooms.

12:19 pm Kent Cutler joined the meeting.

5. Old Business –

- A. Final Review of 2024 Operating Budget: Final opportunity to review the 2024 operating budget as presented by Director Letellier prior to approval. Changes made from the version presented last month are:

Revenue-

- Rental car revenue projections adjusted slightly for each brand based on the latest reporting. Overall reduction of \$86,298.
- Concession revenue for hotels, food/beverage and gift shop increased a total of \$85,000.

Expense-

- Health Insurance increased \$35,531 based on renewal proposal.
- Property Insurance increased \$8,365 based on insurance agent comments of much higher premiums this year.

Kent Cutler moved, and Blake Curd seconded a motion to approve the 2024 operation budget as presented by Director Letellier. Motion Carried.

- B. Design Agreement with Mead & Hunt for the Concourse Expansion Project. The final agreement for the design of a new concourse with Mead and Hunt has been reached. Comments from our legal counsel and the FAA have been incorporated in the final document. The fee proposal has also been approved based on an independent fee review that was performed to validate the cost. The final fee for the design comes to \$8,721,053. A grant with the FAA will fund up to \$8 million of the design fees using BIL-Airport Improvement Grant (AIG) funds. Blake Curd moved, and Kent Cutler seconded a motion to approve the Design Agreement with Mead & Hunt. Motion Carried.

C.

6. New Business-

- A. Selection of lobbyist to assist with airport funding with the SD Legislature. Since the October Board meeting, Director Letellier has had discussions with numerous individuals to determine if they would be interested in working with the Airport Authority to secure airport funding from the State Legislature this year. After reviewing several proposals, Letellier recommended to the Board to work with Katie Sieverding with Lancaster Management Group. He is also working on an agreement with Matt McCaulley of Redstone Law Firm to assist as well. The board approved the decision to work with Ms. Sieverding but also to meet with Mr. McCaulley as both would be a great asset. Blake Curd moved to approve the agreement with Katie Sieverding to help secure airport funding. John Taylor seconded the motion. Motion Carried.

- B. Review of Health Insurance Plans – We have received health insurance premiums from our current provider, the Health Pool of South Dakota along with quotes provided from Holmes Murphy for a Wellmark and Health Partners plan. The Health Pool premiums have increased 8.5% based on health care cost increases for the entire pool over the past year. The increase in rate would impact our coverage by an increase of \$44,139.00 vs. current year rates and coverage allocation of our workforce. Similar plans (but not at the same level of co-insurance/out of pocket/co-pays) that were compared include one from Health Partners which would provide a savings of \$8,806 and another plan again with less coverage from Wellmark that would provide a savings of \$23,508. Blake Curd moved and John Taylor seconded a motion to renew with the Health Pool of South Dakota for 2024. The Board also directed management to conduct a poll among our staff as to gauge interest in a high deductible HSA or provider specific plan for Avera/Sanford. Motion Carried.

7. Open Segment

None

Blake Curd moved, and Kent Cutler seconded a motion to adjourn the meeting at 1:08 pm.

Date

Secretary

Next Board Meeting: December 21, 2023 12:00 pm

**Sioux Falls Regional Airport
Bills to be Approved
December 21, 2023**

Check	Vendor	Description	Amount	Date
45909	Acts of Nature	Parking Garage ArtWork	\$ 1,500.00	11/16/2023
45910	Basepoint Building	Building Maint - Door Closers	\$ 547.20	"
45911	American Ink	Clothing - Uniforms	\$ 318.77	"
45912	Century Link	Utilities - Telephone	\$ 196.82	"
45913	Office of Child Support	PPE 11/12/2023	\$ 282.92	"
45914	Cole Papers	Janitorial Supplies	\$ 121.36	"
45915	Dakota Pump	Machine Maint - Deice Pump	\$ 688.78	"
45916	Grainger	Electrical Supplies	\$ 471.79	"
45917	Graybar	Machine Maint - Deice Pump	\$ 77.46	"
45918	Hillyard	Janitorial Supplies	\$ 2,678.43	"
45919	Hungrys	Other Current Expense	\$ 54.58	"
45920	Interstate Battery	Mahine Maint - Truck 67	\$ 180.95	"
45921	Matheson TriGas	Nitrogen - RT3 Tire	\$ 113.00	"
45922	Macs Inc	QTA Maint	\$ 16.76	"
45923	Malloy Electric	Machine Maint - Pump Rebuild, Caster	\$ 2,033.77	"
45924	Master Blaster	QTA Maint	\$ 342.89	"
45925	Oreilly	Maching Maint - Truck 8	\$ 39.87	"
45926	P&K Pest Control	Building Maint - Bird Control	\$ 650.00	"
45927	Petty Cash	Bldg/Mach Maint, QTA Maint	\$ 159.82	"
45928	Priceless Events	Other Current Expense - Christmas Décor	\$ 6,200.00	"
45929	Safety Kleen	Other Current Expense - Deice Tote Clear	\$ 3,622.00	"
45930	SDSRP	Supplemental Retirement	\$ 600.00	"
45931	SF utilities	Utilites - Water / Sewer	\$ 5,240.95	"
45932	Sioux Merchant	Airport Security 11/5-11/11	\$ 6,156.15	"
45933	Soukup Construction	Charlie 2 Taxiway Rehab	\$ 133,151.68	"
45934	Standard Parking	October Parking Manage/Shuttle	\$ 76,447.53	"
45935	Standard Signs	Field Maint - Field Lighting	\$ 2,475.12	"
45936	Summit Fire	Building Maint / QTA Maint Fire Exting	\$ 1,239.75	"
45937	Sunkota Construction	SRE Building	\$ 380,320.73	"
45938	Tri-State Garage Door	Building Maint - Giftshop Rollup	\$ 175.00	"
45939	Verizon Wireless	Utilities - Telephone	\$ 445.18	"
45940	Workforce North	Other Current Expense - FFD Testing	\$ 174.02	"
45941	Asphalt Surfacing	Eastside watermain	\$ 342,059.89	11/21/2023
45942	Border States	Gate Supplies - Gate 104	\$ 281.58	"
45943	Century Link	Utilities - Telephone	\$ 954.79	"
45944	Epicosity	Advertising / Marketing	\$ 9,073.27	"
45945	Grainger	small tools and maching maint jetbridge	\$ 184.99	"
45946	Hillyard	Janitorial Supplies	\$ 1,773.95	"
45947	KLJ Engineers	Engineering Projects	\$ 180,546.03	"
45948	Macs Inc	Building Maint / Electrical Supplies	\$ 94.53	"
45949	Master Blaster	QTA Maint	\$ 153.60	"
45950	Matthew Hall	Gate Supplies - Gate 104	\$ 63.70	"
45951	Minnehaha County	Airport Security - LEO October	\$ 16,429.27	"
45952	Prairie Winds Trailer	Equipment - Trailer for Paint Machine/Fc	\$ 10,000.00	"

**Sioux Falls Regional Airport
Bills to be Approved
December 21, 2023**

Check	Vendor	Description	Amount	Date
45953	R&L Supply	Plumbing Supplies	\$ 49.03	"
45954	Sioux Falls Utilities	Utilities - Electric	\$ 43,250.78	"
45955	Sioux Falls Utilities	Utilities - Water / Sewer	\$ 4,046.80	"
45956	Sioux Merchant	Airport Security 11/12-11/18	\$ 6,135.68	"
45957	Automatic Building Control	Building Maint - Fire Sprinkler	\$ 579.59	11/30/2023
45958	Advertising Arts	Office Supplies - Signs	\$ 150.00	"
45959	American Engineering	Sre Building and Parking Garage Testing	\$ 7,167.00	"
45960	Argus Leader	Advertising - November Bills	\$ 116.96	"
45961	Baete Forseth	Climate Control - Gate 1 garage heater	\$ 4,747.97	"
45962	Bargain Barn	Tires - Sweeper 35	\$ 72.00	"
45963	Bierschbach	Machine Maint - Air Compressor Parts	\$ 24.28	"
45964	Cole Papers	Janitorial Supplies	\$ 262.75	"
45965	Davenport Evans	Attorney Fees	\$ 2,030.00	"
45966	Direct TV	Passenger Services	\$ 171.99	"
45967	Diesel Machinery	Machine Maint - Loader 18	\$ 312.78	"
45968	Flash Parking	Parking Equipment Maint / Credit Card F	\$ 4,070.50	"
45969	Grainger	Small Tools - Drone Signs	\$ 105.93	"
45970	Henry Carlson	Parking Garage	\$ 3,132,726.80	"
45971	Howes Oil	QTA Fuel	\$ 20,023.64	"
45972	Health Pool of SD	Emp Benefits - December Health Ins	\$ 54,639.57	"
45973	Innovative Office	Conference Room Furniture	\$ 19,465.90	"
45974	Interstate Battery	Maching Maint - Batteries - 19, 13, 23	\$ 1,125.03	"
45975	Interstate Office	Office Supplies - Ink, Misc Supplies	\$ 235.10	"
45976	Jim Bork Enterprise	Office Supplies - Checks	\$ 164.00	"
45977	Kenneth Janning	Building Maint - Terrazzo Patch	\$ 1,500.00	"
45978	Kone	Building Maint - Escalator Service Agree	\$ 15,027.72	"
45979	Krier and blain	Climate Control - AHU #8	\$ 1,927.53	"
45980	Brady Martz	Accounting - Sept Bank Recs	\$ 145.00	"
45981	Macs Inc	Small Tools - Paint	\$ 25.56	"
45982	Metlife	Emp Benefits - LTD, STD, Life, Dental, Visi	\$ 6,409.72	"
45983	MidAmerican Energy	Utilities - Natural Gas	\$ 6,185.17	"
45984	Vollan Oil	Fuel and Def Fluid Shop	\$ 5,279.69	"
45985	Midwest Alarm	Building Maint / Other bldg Maint	\$ 1,717.04	"
45986	Midwestern Mechanical	SRE Building - Flushing Shop Heat	\$ 34,000.00	"
45987	Mood Media	Passenger Services	\$ 82.45	"
45988	Northern Tool	Small Tools - Grease Guns, Combo Kits	\$ 1,307.00	"
45989	Nybergs Ace	Small Tools - Batteires, Shop Supplies	\$ 27.52	"
45990	Oreilly	Machine Maint - Oil / Shop Supplies	\$ 298.90	"
45991	Pheasantland	Field Maint - Taxiway Ending Signs	\$ 177.40	"
45992	R&L Supply	Plumbing Maint - Acutuators	\$ 1,563.81	"
45993	SDSRP	Supplemental Retirement	\$ 600.00	"
45994	Sioux Merchant	Airport Security - 11/19-11/25	\$ 6,456.45	"
45995	Soukup Construction	Economy Lot Expansion	\$ 205,681.76	"
45996	Tri-State Garage Door	Building Maint - Garage Door	\$ 211.00	"

**Sioux Falls Regional Airport
Bills to be Approved
December 21, 2023**


45997	Vidtronix	Passenger Services	\$	402.50	"
45998	White Cap	Field Maint - Rubber	\$	3,549.00	"
45999	AAAE	Memberships - Richard King	\$	275.00	12/7/2023
46000	Argus Leader	Advertising - Advertisement Concourse	\$	92.61	"
46001	Bierschbach	Building Maint - Floor Protection	\$	331.86	"
46002	Office of Child Support	PPE 11/26/2023	\$	282.92	"
46003	Click Rain	Travel - Eric AAAE Conference	\$	3,287.06	"
46004	Cole Papers	Janitorial Supplies	\$	234.22	"
46005	Cyrotech	Aircraft Deicer	\$	42,795.01	"
46006	Dex Media	Advertising - White Pages	\$	77.75	"
46007	Getty Abstract	Other Current Expense - Property Exchar	\$	2,225.50	"
46008	Grainger	Electrical Supplies / Gate Supplies	\$	68.12	"
46009	Graybar	Electrical Supplies - Canopy Lights	\$	261.32	"
46010	Halliday	Machine Maint - RT3 Calibration	\$	2,982.34	"
46011	Hillyard	Janitorial Supplies	\$	3,428.37	"
46012	Interstate Battery	Janitorial Supples / Batteries	\$	62.60	"
46013	Capital One	Building Maint	\$	648.28	"
46014	MidAmerican Energy	Utilities - Natural Gas	\$	153.40	"
46015	Vollan Oil	Fuel Diesel Resale / Fluids Shop	\$	16,802.78	"
46016	Midwest Alarm	Building Maint - Qrtly Fire Alarm	\$	503.01	"
46017	Midwest Petroleum	Machine Maint - Fuel Pumps	\$	604.49	"
46018	Northern Tool	Maching Maint - Tools	\$	1,432.95	"
46019	Ace Hardware	Building Maint	\$	51.26	"
46020	Oreilly	Machine Maint / Fire Rescue Maint	\$	186.50	"
46021	Overhead Door	Buidling Maint - Shop Doors	\$	7,365.32	"
46022	Perkins Coie	Consulting Services - Loan	\$	35,108.00	"
46023	Roto Rooter	Plumbing Maint - Urinal	\$	170.00	"
46024	SDN Technologies	Passenger Services / Firewall	\$	3,126.35	"
46025	SDRS	Emp Benefits - November Retirement	\$	19,638.00	"
46026	Sioux Falls Utilities	Utilities - Sewer	\$	90.62	"
46027	Sioux Falls Electric	Electrical Maint - Long Term / Vault	\$	405.61	"
46028	Sioux Merchant	Airport Security 11/26-12/02	\$	6,313.13	"
46029	TMS	TlmeKeeping	\$	218.25	"
46030	Tri-State Garage Door	qta Maint / Shop Overhead Door	\$	401.75	"
46031	UBL Design	Consulting Services - Concourse Design	\$	4,200.00	"
46032	Voltaire Aviation	Airline Startup	\$	2,250.00	"
46033	Win Supply	Plumbing Supplies	\$	485.08	"
46034	Workplace IT	Table Top Cyber Security / Manage IT	\$	3,062.45	"
46035	A-1 Septic	Sewage - Pumping of Holding Tank	\$	170.00	12/14/2023
46036	American Fence Co	Gate Repair - Gate 120	\$	980.00	"
46037	Argus Leader	Advertising - Oct Mtg Minutes	\$	102.05	"
46038	AT&T	Utilities - Telephone	\$	65.51	"
46039	Century Link	Utilities - Telephone	\$	167.39	"
46040	Office of Child Support	PPE 12/10/2023	\$	282.92	"
46041	Cole Papers	Janitorial Supplies	\$	376.90	"

**Sioux Falls Regional Airport
Bills to be Approved
December 21, 2023**

46042	D&K Door	QTA Maint	\$ 507.50	"
46043	Dockendorf Equipment	QTA Maint Fuel Pumps	\$ 180.00	"
46044	Kristin Elgersma	Office Supplies/ Christmas Party	\$ 252.78	"
46045	Flash Parking	Parking Credit Card Fees	\$ 196.00	"
46046	Grainger	QTA Maint - Driver for Light	\$ 94.42	"
46047	Hillyard	Janitorial Supplies	\$ 143.00	"
46048	Howes Oil	Fuel / Diesel Resale / QTA Fuel	\$ 31,612.15	"
46049	Hungrys	Other Current Expense	\$ 11.97	"
46050	Johnstone Supply	Other Building Maint - Sameday Heater	\$ 174.14	"
46051	Kabel Business	Emp Benefits - HRA Checks November	\$ 459.84	"
46052	Brady Martz	Accounting - Oct Bank Recs	\$ 145.00	"
46053	LT Companies	Cell Phone Lot Expansion	\$ 141,982.20	"
46054	Macs Inc	Building Maint / Other bldg Maint	\$ 48.76	"
46055	Michaels Purple	QTA Maint - Tank Pumping	\$ 375.00	"
46056	Midwest Alarm	Building Maint - Fire Alarm Monitor	\$ 119.85	"
46057	Midwest Petroleum	Machine Maint - Fuel Pumps	\$ 527.93	"
46058	Quadient Lease	Postage	\$ 200.00	"
46059	Northern Truck	Machine Maint	\$ 159.00	"
46060	Oreilly	Machine Maint - Filters / Oil/Misc	\$ 1,699.63	"
46061	Otis Elevator	Building Maint - Elevator Maint	\$ 1,885.56	"
46062	SDSRP	Supplemental Retirement	\$ 600.00	"
46063	Sioux Falls Electric	Electrical Maint - In Pavement Lights	\$ 2,972.67	"
46064	Sioux Merchant	Airport Security - 12/03-12/09	\$ 6,162.98	"
46065	Sunkota Construction	SRE Building	\$ 327,619.63	"
46066	The Iris Companies	Badging Supplies - Laminate /Holders	\$ 370.00	"
46067	Thompson Electrical	Generator	\$ 42,109.89	"
46068	Tri-State Garage Door	Building Maint - T2 Ticketing Door	\$ 177.00	"
46069	Waste Management	Utilities - Sanitation	\$ 2,693.42	"
			<u>\$ 5,507,835.18</u>	
			<u>\$ 5,507,835.18</u>	

<i>Payroll</i>	<i>pay period ending 11/12/2023</i>	\$ 69,903.45	11/17/2023
	<i>pay period ending 11/26/2023</i>	\$ 71,574.12	12/01/23
	<i>pay period ending 12/10/2023</i>	\$ 69,836.49	12/15/23

**Sioux Falls Regional Airport
Bills to be Approved
December 21, 2023**

			
<i>CC- Dan Letellier</i>	<i>Postage</i>	\$	6.21
	<i>Machine Maint</i>		
	<i>Vehicles</i>		
	<i>Membership</i>	\$	53.08
	<i>Sanitation</i>		
	<i>Clothing / winter safety parkas</i>	\$	1,266.08
	<i>Travel</i>	\$	376.97
	<i>Office Supplies</i>		
	<i>Other Current Expense</i>	\$	183.81
	<i>Fingerprinting</i>		
	<i>Fuel</i>	\$	352.65
	<i>Total</i>	\$	<u>2,238.80</u>
<i>CC-Jonathon Perout</i>	<i>Travel</i>	\$	-
	<i>Building Maint</i>	\$	-
		\$	<u>-</u>
<i>CC- Richard King</i>	<i>Fingerprinting</i>	\$	1,500.00
	<i>Networking Equipment</i>	\$	89.16
	<i>Cameras</i>	\$	635.08
	<i>Janitorial Supplies</i>		
	<i>Travel</i>	\$	606.54
	<i>Memberships</i>	\$	650.00
	<i>Total</i>	\$	<u>3,480.78</u>