

**Sioux Falls Regional Airport Authority**  
**Board Meeting Minutes**  
**December 21, 2023**

Members Present: Eric Ellefson, John Taylor, and Lon Stroschein

Members Present Via Phone: Blake Curd

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

Guests Present: Jake Braunagel – KLJ Engineers, Mike Mahoney and Brad Greguson– SP Plus Parking, Craig Ellerbroek – Ace Media, Elizabeth Hertz – Davenport Evans

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 12:01 pm.

1. **Minutes-** Eric Ellefson moved and John Taylor seconded a motion to approve the minutes of November 16, 2023. Motion Carried.
2. **Bills for Approval-** Lon Stroschein moved and John Taylor seconded approval of the bills as presented. Motion carried.

Blake Curd joined via phone at 12:03 pm.

3. **Consent Agenda-** Report on Consent Agenda items by the Executive Director. Lon Stroschein moved, and John Taylor seconded approval of the Consent Agenda. Motion carried.
  - A. Change Order #6 with Soukup Construction for additions to Economy Lot Project. - \$2,503.58
  - B. Amendment #1 to Task Order with KLJ Engineers for additional work necessary to complete Charlie 2 taxiway modifications. - \$8,789.04
  - C. Amendment #2 to Advertising Concessions Agreement with ACE Media.
  - D. Building Lease Agreements with: Satnan Avionics, Same Day Express, Quality Mechanical Services and Dnata USA
  - E. T-Hangar Lease agreements with: New 2-year T-Hangar Leases for the following tenants: T1-6 Brian Hersey, T1-7 Tom Redlin. T2-13 John Oliphant, T2-16 Charles Schneider, T2-17 Richard Damian, T2-18 Scott Ecklund, T2-19 Gary Petterson, T2-20 Court Ecklund, T3-1 Bruce Vollan, T3-2 Dave Campbell, T3-3,5,7 Mockingbird Flying Club, T3-4 Kirk Evenson, T3-6 Craig Broughton, T3-8 Rick Larson, T3-9 Oakly Haines, T3-10 Aaron Smith.
  - F. Change Order #11 with Henry Carlson Const. for modifications to the Parking Garage Project. - \$0

#### 4. Report by Executive Director-

- A. Passenger Traffic – November 2023 – November enplanements jumped 10.6% setting another monthly record with 56,119 passengers. Total traffic also improved by 9.9% and year to date enplanements are up 8.25%. Available seats increased 6.5% and load factor increased to 90.5%. Gift Shop, Food/Beverage, Car Rental, and Parking saw increases while Hotel saw a slight decrease.
  
- B. Construction Update –
  - a. Parking Garage: Work continues on the installation of precast concrete panels for the lobby of the parking garage. The crane has been moved from the north side to south side of lobby. Escalators have also been installed in the terminal addition along with remaining structural steel.
  
  - b. SRE – South addition is substantially complete besides some odds and ends that need to be fixed. North addition is almost fully enclosed as they are installing translucent panels. Once that is done, they will continue to work inside with a mid to late January substantial completion date. Once the main building is complete, they will be finishing the sand storage building.
  
  - c. Concourse Expansion – The schematic design phase has been completed. Construction Manager at Risk (CMAR) selection process continues with three out of four firms selected to move forward with formal proposals and interviews.
  
- C. Parking Garage Mural Images – Director Letellier worked with TSP to provide images that have been selected for the walls on each level of the parking garage lobby, as well as along the escalator in the terminal addition. The board was able to review and make recommendations on the images on each level.
  
- D. Fargo Airport Authority Visit – Director Letellier received several inquiries from the Fargo Executive Director and members of their Airport Authority about coming down to FSD for a visit to discuss the process we went through with our parking garage and the construction so far. Director Letellier did have one of the board members, Paula Ekman, stop out on a Saturday morning for a tour of the airport and answer numerous questions about FSD.

#### 5. Old Business –

- A. No Items

#### 6. New Business-

- A. Employee Incentive Plan. – Richard King has developed a new program that will enable us to improve our employee retention in these challenging, low-unemployment conditions. The program consists of four elements:

1. *Monthly Employee Recognition Drawing.* Employees would be nominated by peers or supervisor for employees demonstrating efforts to meet the airport's core principles. Monthly winners will receive a \$50 gift certificate.
2. *Exceptional Employee Recognition Drawing.* All employees recognized at least three times throughout the year will receive recognition before the Airport Authority Board as well as a trip for two in the domestic U.S. up to a value of \$3,000.00.
3. *Volunteer PTO.* Provide employees an opportunity to use Volunteer Time Off (VTO) up to 16 hours annually to volunteer at approved charitable organizations.
4. *Tuition Reimbursement.* All full-time employees who have completed one-year of service will be eligible for a Tuition Reimbursement program. Programs eligible for reimbursement will include courses at technical schools, community colleges, two and four-year degree programs, graduate programs as well as select community education courses. (more details in attached proposal). Total budget allocation of \$16,500/yr.

The board as a whole thought it was a great idea and recommended a few changes for the Volunteer PTO. A couple of organizations they mentioned were making sure it was on the Sioux52 or the United Ways list of charitable organizations. Lon Stroschein moved, and John Taylor seconded the motion to approve the employee incentive plan. Motion Carried.

- B. Employee Handbook Updates – Director Letellier presented several modifications to the Employee Handbook. The key points include:
- i. Absence and Tardiness – Clarification that an employee who will be absent due to illness or accident must contact their immediate supervisor at least 60 minutes prior to shift start time to be considered an approved absence.
  - ii. Vacation – Clarifies that vacation time is approved based on first request received. Also, to be eligible for payment of unused vacation at the end of employment, employee must provide the Authority a two-week notice.
  - iii. Sick Leave – Sick time used for doctor appointments for the employee or dependent must be supported with a doctor's note.
  - iv. Leave of Absence – Modifies the length of time the Authority will pay an employee's health insurance share from six weeks to twelve weeks. Employees out on extended leave beyond twelve weeks will transfer to benefits provided under COBRA.

- v. Uniforms – Provide a \$150 allowance for maintenance staff to purchase safety footwear.

Jon Taylor moved, and Lon Stroschein seconded the motion to approve the changes to the employee handbook. Motion Carried.

**7. Open Segment**

None

Lon Stroschein moved and John Taylor seconded a motion to adjourn the meeting at 12:48pm.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

Next Board Meeting: January 25, 2024 12:00 pm

**Sioux Falls Regional Airport**  
**Bills to be Approved**  
**January 25, 2024**

Check	Vendor	Description	Amount	Date
46070	Amanda Escobar	Clothing - Uniform Reimb	\$ 34.66	12/21/2023
46071	Bargain Barn	Tires - John Deere Sweeper	\$ 163.00	"
46072	Building Sprinkler	Building maint - Fire Sprinkler Repairs	\$ 1,491.52	"
46073	Byron Dietsch	Emp Benefits - Cell Reimb	\$ 240.00	"
46074	Century Link	Utilities - Telephone	\$ 1,147.71	"
46075	Office of Child Support	PPE 12/24/2023	\$ 282.92	"
46076	Dakota Supply Group	Other building Maint / Plumb Supplies	\$ 684.67	"
46077	Dustin Warren	Emp Benefits - Cell Reimb	\$ 240.00	"
46078	Tom Ensz	Emp Benefits - Cell Reimb	\$ 120.00	"
46079	Epicosity	Marketing - November Services	\$ 10,870.94	"
46080	FedEx	Postage	\$ 61.31	"
46081	Hillyard	Janitorial Supplies	\$ 1,059.24	"
46082	Jason Dykstra	Emp Benefits - Cell Reimb	\$ 120.00	"
46083	Joshua Smith	Emp Benefits - Cell Reimb	\$ 160.00	"
46084	KLJ Engineers	Engineering Projects	\$ 137,986.97	"
46085	Kurt Krome	Emp Benefits - Cell Reimb	\$ 240.00	"
46086	Macs Inc	Machine Maint / Camera Maint	\$ 135.41	"
46087	Mason Ostlie	Emp Benefits - Cell Reimb	\$ 100.00	"
46088	Mead and Hunt	Master Plan / Terminal	\$ 1,273,446.00	"
46089	Midwestern Mechanical	Building Maint - Down Spout	\$ 3,729.23	"
46090	Minneaha County	November LEO Reimb	\$ 18,293.96	"
46091	Brad Nelson	Emp Benefits - Cell Reimb	\$ 160.00	"
46092	Quadient Leasing	Postage Machine	\$ 170.97	"
46093	Northern Truck	Maching Maint #34	\$ 482.20	"
46094	Oreilly	Machine Maint	\$ 416.77	"
46095	Paul Hoffman	Emp Benefits - Cell Reimb	\$ 240.00	"
46096	Paul Wipf	Emp Benefits - Cell Reimb	\$ 160.00	"
46097	Roman Kulbashnyi	Emp Benefits - Cell Reimb	\$ 160.00	"
46098	Ryan Diestch	Emp Benefits - Cell Reimb	\$ 240.00	"
46099	Safety Kleen	Small Tools - Parts Washer	\$ 216.13	"
46100	SDSRP	Supplemental Retirement	\$ 600.00	"
46101	SF Utilities	Utilities - Electric	\$ 41,978.76	"
46102	SF Utilities	Utilities - Water / Sewer	\$ 7,607.73	"
46103	SF Electric	Electrical Maint - Baggage System	\$ 341.84	"
46104	Sioux Merchant Patrol	Airport Security 12/10-12/16	\$ 6,231.23	"
46105	Standard Parking	November Parking and Shuttle	\$ 71,580.78	"
46106	Verizon Wireless	Utilities - Telephone	\$ 451.94	"
46107	Brian Wiedenbach	Emp Benefits - Cell Reimb	\$ 240.00	"
46108	Wireless World	Utilities - Telephone	\$ 99.97	"
46136	AAAE	Digicast Training	\$ 9,200.00	1/3/2024
46137	AIREL	Maching Maint - Replacement Light 35	\$ 320.73	"
46138	AirIT	Passenger Services	\$ 1,029.00	"
46139	American Engineering	Engineering - SRE / Parking Garage	\$ 3,009.00	"
46140	Batteries Plus	Electrical Supplies - Light bulbs	\$ 16.27	"

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Check	Vendor	Description	Amount	Date
46141	Cole Paper	Janitorial Supplies	\$ 224.02	"
46142	Cryotech	Aircraft Deicer	\$ 29,339.78	"
46143	Dex Media	Advertising - yellow pages	\$ 77.75	"
46144	DirectTV	Passenger Services	\$ 171.99	"
46145	Equipment Blades	Machine Maint - Plows	\$ 491.12	"
46146	Flash Parking	Credit Card Processing / Machine	\$ 240.20	"
46147	Graybar	Electrical Supplies - Lights	\$ 822.88	"
46148	Henry Carlson	Parking Garage	\$ 3,214,758.34	"
46149	HighPoints	Office Equipment Maint / passenger Serv	\$ 281.25	"
46150	Hillyard	Janitorial Supplies	\$ 2,430.79	"
46151	Health Pool SD	Emp Benefits - January Health Ins	\$ 56,217.06	"
46152	Hydraulic World	Machine Maint - John Deere	\$ 52.02	"
46153	Innovative Office	Lobby Furniture replacement	\$ 14,444.40	"
46154	Jim and Rons	Parkins Garage Towing	\$ 768.00	"
46155	KASA	Machine Maint - Bag belt Ticketing	\$ 656.25	"
46156	Lawn Crafters	Other Current Expense - 12/25 Snow	\$ 3,333.75	"
46157	Macs Inc	QTA and Building Maint	\$ 29.96	"
46158	MB Companies	Machine Maint	\$ 2,071.20	"
46159	Capital One	Building Maint	\$ 2,688.95	"
46160	Metlife	Emp Benefits - STD, LTD, LIFE, DENTAL, V	\$ 6,869.72	"
46161	MidAmerican	Utilities - Natural Gs	\$ 11,908.09	"
46162	Vollan Oil	Fuel Diesel Resale / Gear and Engine Oil	\$ 35,690.30	"
46163	Mood Media	Passenger Services	\$ 82.45	"
46164	NAS Industrial	Runway Solid and Liquid Deicer	\$ 33,330.17	"
46165	Northview Bait	Machine Maint - Propane	\$ 116.00	"
46166	Fire Marshall	Building Maint - Boiler Inspection	\$ 320.00	"
46167	Oreilly	Machine maint - Loader 18	\$ 11.50	"
46168	Priceless Events	Other Current Expense - Christmas	\$ 200.00	"
46169	R&L Supply	Plumbing Supplies	\$ 409.73	"
46170	Record USA	Exit Lanes - Pms Contract	\$ 12,715.00	"
46171	Roto Rooter	Plumbing Maint - Drain Clean	\$ 385.00	"
46172	SDRS	Emp Benefits - December Retirement	\$ 30,644.28	"
46173	Sioux Falls Utilities	Utilities - Sewage	\$ 23.77	"
46174	Sioux Merchant Patrol	Airport Security 12/17-12/23	\$ 6,224.41	"
46175	Standard Signs	Field Maint - Signs	\$ 2,813.84	"
46176	TMS	Timekeeping	\$ 224.75	"
46177	Voltaire Aviation	Airline Start Up	\$ 4,000.00	"
46178	Whip Around	memberships - Inspections	\$ 1,200.00	"
46179	WinSupply	Electrical Supplies	\$ 115.68	"
46109	American Ink	Emp Benefits - Uniforms	\$ 319.34	1/18/2024
46110	AT&T	Utilities - Telephone	\$ 55.68	"
46111	Transwest Trucks	Machine Maint - Filters	\$ 374.64	"
46112	Builders Supply	Building Maint - Hooks	\$ 107.00	"
46113	Century Link	Utilities - Telephone	\$ 167.45	"

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46114	Office of Child Support	PPE 1/7/2024	\$	282.92	"
46115	sd Civil Airport	Other Current Expense	\$	1,500.00	"
46116	Cole Paper	Office Supplies - Paper	\$	328.16	"
46117	Cyrotech	Aircraft Deicer	\$	84,063.15	"
46118	Culligan Water	Building Maint - Softner Salt	\$	548.10	"
46119	Dakota Fluid Power	machine Maint - Hydraulic Lines	\$	383.83	"
46120	Dan Enstad	Emp Benfits - Cell Reimb	\$	240.00	"
46121	Davenport Evans	Attorney Fees	\$	954.00	"
46122	DeComm	Consulting - Airline Leases	\$	6,300.00	"
46123	Dakota Supply Group	Plumbing Supplies	\$	304.11	"
46124	Dustin Wagner	Emp Benefits - Cell Reimb	\$	40.00	"
46125	Flash Parking	Credit Card Processing	\$	196.00	"
46126	Forward Sioux Falls	2024 Pledge	\$	240,000.00	"
46127	Fred the Fixer	Building Maint - Gift shop lock	\$	120.00	"
46128	G&R Controls	Climate Control	\$	217.50	"
46129	Grainger	Machine Maint / Other bldg Maint	\$	291.92	"
46130	Hillyard	Janitorial Supplies	\$	1,379.86	"
46131	Hungrys	Other Current Expense	\$	20.44	"
46132	Interstate Battery	Vault Batteries	\$	83.55	"
46133	Jesse Rick	Machine Maint - John Deere	\$	32.90	"
46134	Krier and Blain	Climate Control - AHU#8	\$	715.00	"
46135	Brady Martz	Accounting - Bank Recs	\$	290.00	"
46180	MacQueen Emergency	Fire Rescue - Crash 12	\$	1,852.55	"
46181	Macs Inc	Small Tools / Building Maint	\$	189.52	"
46182	Malloy Electric	Machine Maint - Motors	\$	614.18	"
46183	Master Blaster	QTA Maint	\$	310.39	"
46184	Mead and Hunt	Concourse Design	\$	677,673.50	"
46185	Michaels Purple	QTA Maint / Sewage Pumping	\$	275.00	"
46186	MidAmerican	Utilities - Natural Gas	\$	21.25	"
46187	Vollan Oil	Diesel/Unleaded Resale - Shop Diesel / Q	\$	49,963.37	"
46188	Midwest Alarm	Building Maint / Other Bldg Maint- Fire P	\$	339.85	"
46189	Oreilly	Maching Maint - Misc Filters/Wipers	\$	1,553.96	"
46190	P&K Pest Control	Bird Control and Building Maint	\$	760.00	"
46191	City of Sioux Falls Public Works	Saniation - Furniture Disposal	\$	42.09	"
46192	Quadient Postage	Postage	\$	200.00	"
46193	R&L Supply	Plumbing Supplies - Faucet	\$	332.95	"
46194	Roto Rooter	Plumbing Maint - Drain Clean	\$	170.00	"
46195	SDN Technology	Passenger Services / Fire Wall	\$	3,126.35	"
46196	SDSRP	Supplemental Retirement	\$	600.00	"
46197	SF Two Way	Communication Maint - New Channel	\$	7,155.00	"
46198	SF Utilities	Utilities - EElectric	\$	43,123.79	"
46199	Sioux Empire United Way	United Way	\$	385.00	"
46200	Sioux Falls Electric	Electrical Maint - Overfill Alarm	\$	3,322.13	"
46201	Sioux Merchant Patrol	Airport Security 12/24-1/13	\$	18,932.56	"
46202	Standard Parking	December Parking and Shuttle	\$	74,943.81	"

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46203	Standard Signs	Field Maint - L2 Sign	\$ 1,109.73	"
46204	Thompson Electric	Generator	\$ 43,517.15	"
46205	Titan Machinery	Machine Maint - Filters	\$ 291.08	"
46206	Transource Truck	Maching Maint - Gaskets	\$ 11.73	"
46207	US Customs	other Current Expense - Passport Reader	\$ 1,328.70	"
46208	USDA	Consulting - Wildlife	\$ 18,223.59	"
46209	Vidtronix	Passenger Services	\$ 275.00	"
46210	Waste Management	Utilities - Sanitation	\$ 2,722.52	"
46211	Workplace	IT Services	\$ 2,094.20	"
<b>Total for 12/21/2023 - 01/18/2024</b>			<u><u>\$ 6,366,721.76</u></u>	

<i>Payroll</i>	<i>pay period ending 12/24/2023</i>	\$ 72,245.38	12/29/2023
	<i>pay period ending 12/31/2023-Bonus</i>	\$ 8,457.92	12/31/23
	<i>pay period ending 01/07/2024</i>	\$ 86,250.32	01/12/24

<i>CC- Dan Letellier</i>	<i>Postage</i>	\$ 6.93	
	<i>Passenger Services</i>	\$ 74.34	
	<i>Vehicles</i>		
	<i>Membership</i>	\$ 53.08	
	<i>Sanitation</i>		
	<i>Clothing</i>	\$ 74.32	
	<i>Building Maint</i>		
	<i>Office Supplies</i>	\$ 260.70	
	<i>Other Current Expense</i>	\$ 5,821.27	
	<i>Fingerprinting</i>		
	<i>Fuel</i>	\$ 180.29	
	<b>Total</b>	<u><u>\$ 6,470.93</u></u>	
 <i>CC-Jonathon Perout</i>	 <i>Career Posting</i>	 \$ 235.00	
	<i>Building Maint</i>	\$ -	
		<u><u>\$ 235.00</u></u>	



**Sioux Falls Regional Airport**  
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*CC- Richard King*

<i>Fingerprinting</i>	\$	1,500.00
<i>QTA Maint</i>	\$	97.48
<i>Office Supplies</i>	\$	100.84
<i>Janitorial Supplies</i>	\$	121.06
<i>Other Current Expense</i>	\$	75.00
<i>Travel</i>	\$	1,095.95
<hr/>		
<i>Total</i>	\$	2,990.33