**Sioux Falls Regional Airport Authority**

**Board Meeting Minutes**

**December 19, 2024**

Members Present: Kent Cutler, John Taylor, Dan Statema, and Eric Ellefson

Staff Present: Dan Letellier, Richard King and Kristin Elgersma

Guests Present: Jake Braunagel and Aaron Storm – KLJ Engineers, Brad Greguson– SP Plus Parking,

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

Chairman Cutler called the meeting to order at 10:31 am.

1. **Minutes**- John Taylor moved and Dan Statema seconded a motion to approve the minutes of November 21, 2024. Motion Carried.
2. **Bills for Approval**- Dan Statema moved and John Taylor seconded approval of the bills as presented. Motion carried.

Eric Ellefson joined the meeting at 10:33 am.

1. **Consent Agenda**- Report on Consent Agenda items by the Executive Director. Eric Ellefson moved, and John Taylor seconded approval of the Consent Agenda. Motion carried.

1. Change Order #21 with Henry Carlson Const. for modifications to the Parking Garage Project. - $0
2. Employee Handbook update.
3. USDA Cooperative Agreement – Wildlife Biologist.
4. AAAE Federal Affairs Support
5. Financial Agreement with the SD DOT for SD Airport Terminal Program (SDATP) grant in the amount of $2,561,801.00.
6. **Report by Executive Director**-
7. Passenger Traffic – November 2024– November enplanements were up 7.7% from the year prior totaling 60,453 passengers. November enplanements set another monthly record, the 31st out of the past 35 months. Total passengers increased 8.0% to 118,996, also a monthly record. Expect to exceed 700,000 enplanements by the end of 2024. Available seats increased 12% for the month, which helped increase passenger enplanements. Parking revenue again jumped 43.5% driven by higher revenue per passenger and total car count up 7.5%. Food/Beverage, Car Rental, Gift Shop, and Hotel also all saw increased for the month.
8. Construction Update –
	1. Cargo Apron Expansion: Preliminary work has paused for the winter season. FAA cabling has been installed along with the underground piping from the cargo apron to the weather service building. Work is expected to resume on April 28, 2025.
	2. Concourse Expansion – Work continues on Construction Documents for the project as well as the development of bid packages for long-lead time items. Funding plan is also in development with grant applications for various Federal grants submitted in the last week. Airport issued bonds will also be a focus over the next few months.
9. Dakota Institute Update: Director Letellier gave an update from our meeting last month regarding Dakota Institutes Economic Impact Study. The board asked if we would be able to get an expedited study in time for our lobbyists to use in February. After speaking with Dr. McEntaffer he is confident he will be able to pull together a high-level report to be utilized at the legislature and continue with the full Economic Impact Study on the previously agreed schedule.
10. Review draft funding plan for new concourse: Director Letellier has been working with our financial subconsultant, Liebowitz & Horton as well as Tom Schauer with Mead & Hunt to develop a funding plan for our new concourse. Director Letellier summarized for the board the known federal funding streams, the expected future grants as well as the future funding needs to complete the project. This is a work in progress with updates to come in the following months.
11. **Old Business –**
12. Landline Service to MSP follow-up: Follow-up discussion from the presentation by Landline CEO David Sunde to provide bus service to Minneapolis operating as a connection to Sun Country Airlines. Director Letellier wanted to provide Landline an answer on the Boards decision. After much consideration and discussion, the consensus of a majority of the Board was to decline the proposal from Landline. John Taylor moved, and Dan Statema seconded a motion to reject Landline’s proposal to operate a ground transportation business out of the Sioux Falls Regional Airport. Motion Carried.
13. **New Business**-
14. Recommendation for Engineering Services for Federally Funded Projects for 2025-2029- Interviews were conducted on December 12th with our current airport engineer of record for federally funded projects – KLJ Engineers along with the Mead & Hunt engineering firm. Both firms are extremely capable and would be able to provide engineering services for all our planned projects in the next five years. The selection committee has recommended that the Board move forward with a reselection of KLJ Engineers. They are led by a very capable project manager, Jake Braunagel, and have been a solid firm to work with over the years. We will also continue to work with Mead & Hunt on our concourse expansion so they will have plenty of work coming in the next 2-3 years. Eric Ellefson moved, and John Taylor seconded the motion to award the Engineering for 2025-2029 to KLJ Engineers. Motion Carried.
15. Turo Rental Car Operating Agreement: Over the past few years more travelers are utilizing the Turo car share program for ground transportation in Sioux Falls. Individuals willing to rent their personal vehicle park in our public lots and then provide their car for rent to incoming passengers via the Turo App. This business operates like a rental car company but is not paying the concessions fee our regular rental car providers are. This agreement between the Authority and Turo would impose the same 10% concession fee on all transactions allowing us to not only collect revenue from this agreement but treat them the same way as our existing tenants. John Taylor moved, and Eric Ellefson seconded the motion for the Turo Rental Car Operating Agreement. Motion Carried.
16. Update on Wings on the Prairie Airpark by Tom Monnin - Tom was not present at the board meeting so this topic was not discussed.
17. **Open Segment**

 None

Dan Statema moved, and Eric Ellefson seconded a motion to adjourn the meeting at 11:25 am.

 Date Secretary

Next Board Meeting: January 23, 2025 – 12:00 pm