**Sioux Falls Regional Airport Authority**

**Board Meeting Minutes**

**June 27, 2024**

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

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

Guests Present: Jake Braunagel – KLJ Engineers, Mike Mulroney and Brad Greguson– SP Plus Parking, and Elizabeth Hertz – Davenport Evans

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 12:00 9m.

1. **Minutes**- John Taylor moved and Dan Statema seconded a motion to approve the minutes of May 23, 2024, and Special Session on June 11, 2024. Motion Carried.
2. **Bills for Approval**- John Taylor moved and Dan Statema seconded approval of the bills as presented. Motion carried.
3. **Consent Agenda**- Report on Consent Agenda items by the Executive Director. John Taylor moved, and Dan Statema seconded approval of the Consent Agenda. Motion carried.

1. Change Order #15 with Henry Carlson Const. for modifications to the Parking Garage Project. - $37,747.00
2. Agreement with the SD Symphony to fund a sponsorship at $15,000/yr for 2024-2027.
3. Purchase new 20 ft rotary mower from Puthoff Sales to improve airfield mowing. - $30,425.00
4. Agreement with the State of South Dakota Dept. of Transportation to administer BIL-AIG grant #3-46-0050-063-2024.
5. Second Amendment to the Gift/Retail Concessions with TMP Partnership.
6. **Report by Executive Director**-
7. Passenger Traffic – April 2024 – May enplaned passenger traffic increased 4% for the month setting a record with 60,027 travelers. Total traffic was down 0.6% to 119,108 (4% drop in arriving passengers). Available seats were down 5.8% increasing the load factor to 90%. Parking revenue was up 15.7% with an increase in car counts of 14.7%. Food/beverage sales and car rental revenue were also up while Gift Shop and Hotel were slightly down.
8. Construction Update –
	1. Parking Garage: Work continues on the lobby side of the garage with electrical/HVAC as well as drywall wrapping-up moving on to painting. Final work on framing, electrical and drywall taking place on the terminal addition side. Remaining curtain wall and roofing nearing completion on the skyway as well. The commercial lane is finished and was opened in mid-June for passengers to use.
	2. SRE – Contractor finished installing the metal trim on the exterior of the sand storage building and most of the punch list items are completed. The South Addition does have some issues with the concrete floor that HDR Engineers are looking into for repairs. We have currently reached final completion but have continued to hold $300k in retainage until all issues are addressed.
	3. Concourse Expansion – The Design Development plans are complete, and will schedule an on-site review to go over issues identified. We are moving forward with the selection of Weitz/Journey Group as our Construction Manager at Risk (CMAR). They are currently reviewing plans and working on preconstruction documents. Once they have reviewed, we expect to get a phased estimate of the costs.
9. **Old Business –**
10. First Reading of an Ordinance to prohibit the introduction of unauthorized items in the secured area – Comments received by the Commissioners at the May Board meeting were incorporated into the draft ordinance to prepare for random employee screening mandated by the TSA. The final version was presented to the Board for review. The Ordinance is intended to provide justification for the airport to screen airport employees and prohibit the introduction of unauthorized items (primarily firearms) into the secured area (passenger terminal apron). This is the first public reading of the proposed ordinance.

1. **New Business**-
2. Review draft of an update to the airport Minimum Standards. The airport has had a set of Minimum Standards for the Conduct of Aeronautical Activities in place since 1973 and last updated in 1992. We have worked to provide a thorough update to these standards to ensure all businesses and individuals utilizing the airport conduct their operations in a safe and efficient manner. These standards are strongly encouraged by the FAA and State of South Dakota to provide a uniform level of requirements to conduct aeronautical services. These services include Fixed Base Operator (aircraft fueling, line services, aircraft storage, and maintenance), as well as Specialized Services – Flight training, air taxi/charter, aircraft storage, and airframe/power plant repair. This set of standards covers much more ground, and in more detail, than the outdated document it replaces.
3. Agreement with Lancaster Management Group, LLC to provide lobby assistance with the SD Legislature – Last winter we partnered with Katie Sieverding and Jasper Diegel with the Lancaster Management Group to assist with communicating to State legislatures the need for State funding for terminal expansion projects and support for SB144. Director Letellier believes they did a very good job of working with the legislators and pushing our bill across the finish line. With a new group of legislators headed to Pierre Letellier believes we need to get them involved now to provide awareness of the continued need for airport funding prior to the session starting next winter. Last year we split the $20,000 fee with Rapid City which was primarily for the January – March session. To bring them on board in July, they have proposed a fee of $2,000/Month from July – December and then $20,000 during the session. The share for FSD would come to $16,000. John Taylor moved, and Dan Statema seconded the motion to work with Lancaster Management Group, LLC for another year. Motion Carried
4. **Open Segment**
	* No Comments

Dan Statema moved and John Taylor seconded a motion to adjourn the meeting at 12:38 pm.

 Date Secretary

Next Board Meeting: July 25, 2024 – 12:00 pm