**Sioux Falls Regional Airport Authority**

**Board Meeting Minutes**

**March 28, 2024**

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

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

Guests Present: Jake Braunagel – KLJ Engineers, Mike Mulroney and Brad Greguson– SP Plus Parking, Eric Hanson – HDR Engineers, Mitch Walker – Mead & Hunt, 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 12:03 pm.

1. **Minutes**- Kent Cutler moved and John Taylor seconded a motion to approve the minutes of February 22 and Special Session of March 7, 2024. Motion Carried.
2. **Bills for Approval**- Lon Stroschein 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. Kent Cutler moved, and Lon Stroschein seconded approval of the Consent Agenda. Motion carried.
4. Change order #13 with Henry Carlson Construction for modifications to the Parking Garage Project - $0.
5. **Report by Executive Director**-
6. Passenger Traffic – February 2024 – The Airport had a nice rebound in traffic for February with enplanements up 8.9% vs. prior year. Part of the increase related to additional days in the month, however even with 28 days an increase of 5% would have been achieved. Total traffic was also up 8.8% for a total of 113,069 passengers. Increase was achieved despite an 8.9% reduction in available seats. The load factor jumped to 91.7% vs 76.6% in 2023. Food/Beverage and Gift Shop revenue was up again while the parking revenue and Hotel were down slightly.

1. Construction Update –
	1. Parking Garage: Work continues with the installation of pre-cast concrete panels on the exterior of the parking garage. Work on the garage lobby and terminal extension continues. Glass curtainwall has been installed on the lobby and will be switching to the terminal addition soon. On April 3rd the installation of the new skyway is scheduled which will result in a detour of Jaycee Lane in front of the terminal.
	2. SRE – Substantially complete with some structural concerns that need to be addressed.
	3. Concourse Expansion – Mead and Hunt has completed 50% of the design development stage with 100% completion planned by the end of April. A design review meeting was held on March 27th with airport management and several Board Commissioners. The South Dakota legislator did pass and appropriation of $10 million for terminal projects in the State with hopes that additional funding will be provided over the next few years.
2. Design Update for Concourse Expansion Project – Mitch Walker, Mead & Hunt – Mitch Walker with Mead and Hunt updated the board on the current design of the concourse. The project is broken into 3 different phases to be constructed as funding is available. Selection of a CMAR to provide design review assistance is on hold until questions raised by the FAA have been addressed. The hope is that a selection can be made by the end of April.
3. **Old Business –**
4. No Items –

1. **New Business**-
2. Proposal to replace existing Daktronics video sign at marquee entrance plaza. – Director Letellier was approached by Daktronics regarding an option to replace our current marquee sign at the entrance into the airport along Minnesota Ave and Jaycee Lane. We have had several maintenance issues with the sign over the past few years and it is now 13 years old. It is likely the sign will fail in the next few years and a decision to replace or modify the sign will be necessary. Currently there is a six-month lag between ordering and installation of a new sign. Daktronics has provided a quote for two options with the first being an 8mm option with a crisper picture for $60,366 and a bit lower resolution of 10mm for $50,080.00. Our current sign has a resolution of 16mm. Lon Stroschein moved and Kent Cutler seconded a motion to approve the purchase of a replacement signed based on the Executive Director’s recommendation. After Board discussion Lon Stroschein amended his motion subject to review of our marketing plan and the billboards that will be going on in the parking garage. John Taylor seconded that motion. Lon Stroschein and John Taylor were ayes while Kent Cutler and Eric Ellefson were nays. Motion failed. John Taylor moved and Lon Stroschein seconded a motion to table this discussion until April when we have more information on additional options for modifications to the marquee sign. Motion Carried.
3. Purchase replacement overhead doors for the rental car QTA car wash. Tri-State Garage Door - $30,745.00 (CFC Funded) – Since the QTA facility has been constructed the Authority has had numerous problems with the insulated overhead doors for the car wash utilized by our rental car operators. The doors are insulated to help retain heat during the winter months and are a roll-up style door to minimize door opening and closure times. However, the wet environment has resulted in corrosion in several areas resulting in doors falling on vehicles or jamming in the rails. We recently had a door failure which closed the use of one of the two bays for several weeks. A quote was received from Tri-State Garage doors to replace the two exit doors with a high speed, fabric roll-up door. We have similar doors in our baggage claim area, and they are common at car washes around town. The cost for the replacement of the two doors is $30,745.00. Kent Cutler moved, and Lon Stroschein seconded a motion to replace the insulated doors with the fabric roll-up door from Tri- State Garage for $30,745.00. Motion Carried.
4. **Open Segment**

 None

1. **Executive Session** – Kent Cutler moved and John Taylor seconded a motion to go into Executive Session at 1:15pm to discuss legal issues. Lon Stroschein moved and Kent Cutler seconded a motion to come out of Executive Session at 2:11pm. Motion Carried.

Lon Stroschein moved and Kent Cutler seconded a motion to adjourn the meeting at 2:12 pm.

 Date Secretary

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

 May 23, 2024: 10:30 am