

**Sioux Falls Regional Airport Authority  
Board Meeting Minutes**

**August 25, 2022**

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

Members Present via phone: Eric Ellefson

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

Guests Present: Jake Braunagel – KLJ Engineers, Brad Greguson – SP Plus, Elizabeth Hertz-Davenport/Evans Law Firm, Eric Hanson – HDR Engineers

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

Chairman Stroschein called the meeting to order at 12:00 pm.

1. **Minutes-** John Taylor moved and Kent Cutler seconded a motion to approve the minutes of July 28, 2022. Motion Carried.
2. **Bills for Approval-** Kent Cutler 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 John Taylor seconded approval of the Consent Agenda. Motion carried.
  - A. Advertise for construction bids to expand the Economy Parking Lot.
  - B. Award aircraft deicing fluid bid for the 2022-2023 winter season to Cryotech Tech.
  - C. Award runway deicing fluid bid for the 2022-2023 winter season to Nachurs Alpine Solutions.
  - D. Change Order #1 with Henry Carlson Construction for addition to parking Garage project. - \$37,000.
  - E. Change Order #2 with Henry Carlson Construction for a reduction to Parking Garage Project. – (\$228,218)
  - F. Change Order #1 with Soukup Construction for addition to the Taxiway D/E/F Project. \$2,580.
  - G. Increase rent assistance to Civil Air Patrol from \$257/mo. to \$500/mo. For office /hangar space.

#### 4. Report by Executive Director-

- A. Passenger Traffic and Concession Revenue – What seemed like a slower month turned out to be the busiest month on record and our fifth record month in a row with 56,591 departing passengers. July enplanements were 8.7% ahead of 2021 and 8.8% than 2019. Year to day we are 32.7% ahead of 2021 and 7.7% higher than 2019. Parking, Food/Beverage, Car Rental, and Hotel all saw increases in July; while the Giftshop saw a slight decrease.
- B. Construction Updates -
- a. Concourse Remodel – Substantially complete besides the wall panels.
  - b. Restaurant Remodel – Restaurant area is open along with the new Cinnabon. Gate 5 deli is also complete with few remaining punch list items.
  - c. Parking Lot Resurface – Complete, they are finishing up some perimeter roadway seal coating which should be wrapped up in the next few days.
  - d. Runway 15/33 – They are making good progress and to open 2 weeks early on September 13<sup>th</sup>.
  - e. Taxiway D/E/F – Construction is nearly complete for the new Delta taxiway with work transitioning to finish the remaining stretch of Foxtrot. Work will then continue to the removal of taxiway Echo.
  - f. Parking Garage – Contractor is working on new access lanes into the Long-term lot, an added exit lane out of the Economy Lot as well as a new construction entrance off of Minnesota Ave. This preliminary work is expected to wrap-up in early October before primary construction begins in early April.
  - g. Economy Parking Lot – Advertise for bids at the end of September and hoping to begin work the summer of 2023.

#### 5. Old Business –

- A. Purchase of New IT Equipment for Customs and Border Protection (CBP) - \$73,880.100 - Director Letellier reviewed with the Board the request from CBP to update their IT equipment used to clear general aviation traffic. Letellier confirmed with the CBP that all the equipment requested is necessary. Letellier also talked with the Governor's Office of Economic Development (GOED), the Sioux Falls Development Foundation and Forward Sioux Falls to determine if those organizations could participate in some of this expense. The GOED is reviewing options to see if they have any available funding mechanism to assist and Forward SF did commit to providing \$25,000 in assistance. Director Letellier recommended approval of the

request in order to include in this year's Federal Budget. John Taylor moved and Kent Cutler seconded a motion to fund up to \$73,880.10 for the replacement of IT equipment and broad-band upgrades for the local CBP facility. Motion Carried.

- B. Provide \$1,000 retention bonus and \$1,000 mid-year cost of living adjustment for SFRA employees. – Director Letellier reviewed with the Board discussions that took place during the February and March meetings regarding a \$2,000 retention bonus provided by the city to their employees. At that time the Board instructed management to review with employees what motivates them to work here and to develop benefit options for the Board to review. Since that time, informal meetings have been conducted along with a survey to gauge employee opinions on what steps the Airport Authority could take to make this a better work place and to help in retaining staff. The limited response to the employee survey made it difficult to determine a consensus, however it appear employee compensation is still the main driver of job satisfaction. Director Letellier requested the Board consider a \$1,000 retention bonus for current employees as well as a \$1,000 mid-year cost of living adjustment to recognize the increase in basic necessities and the hardship that has created for our staff. Letellier noted that several employees have had to utilize the Feeding South Dakota food giveaways to make ends meet. The cost-of-living adjustment would be factored into the pay adjustment determined at the beginning of 2023 for the prior year inflation adjustment. John Taylor moved and Eric Ellefson seconded the \$1,000 retention bonus and \$1,000 cost-of-living increase to SFRA employees. Motion Carried.

#### 6. New Business –

- A. Purchase of a replacement roof top unit (RTU) for the airport maintenance shop – Krier & Blain - \$20,719.00 The roof top unit (RTU) that provides heating and cooling to the office / breakroom portion of our maintenance shop is failing. We received two estimates to replace the unit with the low bid coming from Krier and Blain. The Board had questions regarding the difference in bids quoted and if the higher bid provided a better quality unit that makes more financial sense long-term. Director Letellier indicated he could have the HVAC specialists with TSP Architects review the two proposals to determine the better value. Eric Ellefson moved and Kent Cutler seconded a motion to allow the Executive Director to spend up to \$38,000 on the option providing the best value based on feedback provided by TSP. Motion carried.

#### 7. Open Segment

None

Kent Cutler moved and John Taylor seconded a motion to adjourned the meeting at 12:51 pm.

---

Date

---

Secretary

Next Board Meeting: September 22, 2022 12:00 pm