

**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 chartable 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