

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

March 25, 2021

Members Present via video conference: Julie Schnaible, Dave Nelson, Eric Ellefson, and Lon Stroschein

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

Guests Present via video conference: Mark Wiederrich – KLJ Engineers, Elizabeth Hertz – Davenport Evans, and Brandon Taylor – Cossich Law.

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

Chairwoman Schnaible called the meeting to order at 12:02 pm.

1. **Minutes-** Dave Nelson moved and Eric Ellefson seconded approval of the minutes of February 25, 2021. Motion carried.
2. **Bills for Approval-** Eric Ellefson moved and Dave Nelson seconded approval of the bills as presented. Motion carried.
3. **Consent Agenda-** Report on Consent Agenda items by the Executive Director. Lon Stroschein moved and Dave Nelson seconded approval of the Consent Agenda. Motion carried.
 - A. Task Order with KLJ Engineers to procure two jet bridges for gates 4 and 6. - \$72,833.56
 - B. Task Order with KLJ Engineers to provide Construction Administration assistance for the terminal, cargo apron rehab project. - \$169,220.29.
 - C. Purchase a Ford F250 utility truck from Blue Bonnet Ford in the amount of \$45,507.50.
 - D. Amendment to State Financial Assistance Agreement #716633 to increase grant 52 to \$176,437.57.
4. **Report by Executive Director-**
 - A. Passenger Traffic and Concession Revenue – Passenger enplanements in February were down 42.4% compared to the year prior. Total traffic for the month hit 56,312 which was down 43.9% compared to 2020. Parking, Restaurant, Car Rental, Gift Shop, and Hotel were all down similar percentage.

- B. State Bill #162 – Air Service Recovery and Development – Senate bill #162 passed the Senate 34-1 and the House by 1 vote. It was sent to the Governor for signature and has been signed. This provides FSD with \$1.9 million in assist with air service development and recruitment.

5. Old Business –

- A. Employee Handbook Update – At the December meeting the Board considered language changes in the Employee Handbook regarding time reporting. Since that time, legal counsel with Davenport/Evans has reviewed the full handbook and provided recommended changes including updates to the Airport Drug Policy. Eric Ellefson moved and Dave Nelson seconded a motion to approve the changes made to the employee handbook. Motion Carried.

6. New Business -

- A. Award Construction bid to rehab pavement on the terminal /cargo aprons to T.R. Contracting in the amount of \$934,545. Bids were opened bids March 23rd for a project to repair/rehab sections of pavement on the terminal and cargo aprons. Three bids were received with T&R Contracting submitting the low bid. Engineer's estimate for the project was \$1.2 million. Lon Stroschein moved and Eric Ellefson seconded a motion to award the project to T&R Contracting in the amount of \$934,545. Motion Carried.
- B. Amendment to Geotechnical agreement with American Engineering Testing (AET)- \$9,650.00 – At the February Board meeting, an agreement was approved with AET to conduct soil borings and testing to assist with the design of our parking structure. After completing several preliminary samples, AET is recommending a more advanced testing process utilizing a seismic piezocone test that will more accurately identified the depth and density of the sand layer to assist with proper footing design. The test may allow for a cost savings by identifying smaller footing sizes resulting in significant savings. The test costs \$9,650.00 and is in addition to the original agreement of \$12,995.00. Dave Nelson moved and Eric Ellefson seconded a motion to approve the additional testing in the amount of \$9,650.00. Motion Carried.
- C. Purchase of equipment / software to update employee payroll/time recording- Airport management recently met with a local firm – Time Management Systems (TMS) to review a proposal to replace the current manual method of time keeping/reporting (time cards/time clock/time sheet) with an electronic process. The system would provide two new time clocks with employee hours recorded electronically. Payroll reports and sick/vacation hour accrual updates would help expediate payroll processing. The cost of the equipment/software and initial training totals \$6,880.00 with an annual support fee of \$2,232.00. Lon Stroschein moved and Eric Ellefson seconded a motion to purchase the equipment and software to update the employee payroll system. Motion carried.

7. Open Segment – No items.

- 8. Executive Session –** Dave Nelson moved and Lon Stroschein seconded a motion to go into Executive Session at 12:43pm to discuss a legal issue. Motion Carried.

Lon Stroschein moved and Eric Ellefson seconded a motion to come out of Executive Session at 12:55 pm. Motion Carried.

Dave Nelson moved and Lon Stroschein seconded a motion to enter a Joint Cooperative Agreement with the City subject to review by Elizabeth Hertz, airport legal counsel and provide the Executive Director approval to enter into the agreement. Motion Carried.

Eric Ellefson moved to adjourn at 12:58 pm. Lon Stroschein seconded. Motion Carried.

Date

Secretary

Next Board Meeting: April 22, 2021 12:00 pm