

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

April 23, 2019

Members Present: Mike Luce, Julie Schnaible, Dave Nelson, and Lon Stroschein

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

Guests Present: Jason Ashley – United Airlines, Bill Madega – United Ground Express, Mark Heisey –TSA, Mark Weiderich – KLJ, Tom Showers – KLJ, Brad Greguson – SP Plus, Rob Swenson – Sioux Falls Business

Guest Present via Phone: Dave Miller – United Ground Express

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

Chairman Luce called the meeting to order at 11:59 am.

1. **Minutes-** Lon Stroschein moved and Julie Schnaible seconded approval of the minutes of March 28th. Motion carried.
2. **Bills for Approval-** Dave Nelson moved and Lon Stroschein seconded approval of the bills as presented. Motion carried.
3. **Consent Agenda-** Report on Consent Agenda items by the Executive Director. Dave Nelson moved and Julie Schnaible seconded approval of the Consent Agenda. Motion carried.
 - A. Change order #6 with Golden Rule for additions to the Baggage Claim Expansion Project. - \$14,385.00
 - B. Change Order #65 with KLJ Engineers to provide procurement assistance with purchase of Runway Broom. -\$4,687.50.
4. **Report by Executive Director-**
 - A. Passenger Enplanements & Concession Revenue - 2019 – March enplanements increased 7.3% with total traffic up 6.6%. Enplanements for March totaled 51,190 which was the second highest total on record. Available seats were also up 14.4% vs. 2018. All concession revenue sources saw an increase in March.
 - B. Construction Update-

Baggage Claim Expansion: New baggage claim #3 has terrazzo completed and installing framing and drywall. They successfully installed a 50ft I-beam in Baggage Claim #2 and #3 which will remove several columns and open up the area. Work continues in carousel #2 area with new concrete flooring and utility work. Installation of the new baggage conveyor system scheduled to begin in early June. Final completion has slipped to late October..

Rental Car Quick Turn Facility: The plans were submitted to the City for review and when they are returned we will send out for bids.

Blast Fence Relocation: This project was bid last fall to comply with FAA standards. Work began April 22nd with an expected completion date of mid-June.

5. Old Business –

- A. Airline Service Issue Review. Jason Ashley Senior Regional Manager – United Airlines, Dave Miller- Director of Airport Operations United Ground Express, and Bill Madega Regional Manager United Ground Express were present to discuss service issues which have occurred in the past six months. Many of these service failures were associated with deicing delays, delays in receiving checked baggage staffing related problems. Plans to improve staffing levels, additional winter operations equipment, and changes in management and supervisory staff were presented to the Board. In the past month operational performance has improved greatly and expected to continue. Members of the Board inquired about performance goals, wage scale for new employees, training and steps to maintain improved performance into next winter. The Board did show their appreciation for United and UGE leadership to come and discuss these issues and plans for improvement.

6. New Business

- A. Bid Opening for Pet Relief Area Project - Bids were opened April 19th for the Pet Relief Area Project. One bid was received from Golden Rule Construction in the amount of \$119,222.00. The bid was much higher than expected resulting from plumbing and HVAC requirements for the area. Director Letellier presented several alternatives if the bid was not awarded, but ultimately recommended approval. Lon Stroschein moved and Julie Schnaible seconded a motion to approve the award to Golden Rule Construction in the amount of \$119,222.00. Motion carried.
- B. Digital Training Program - Proposals were received from two providers to replace our digital training program/software which provides required security and airfield training to airport employees. Proposals were received from SSI which is the current provider and AA AE who we are also transitioning our badging system too. Based on training programs available, initial and annual software fees, Director Letellier recommend an agreement with AA AE in the amount of \$104,800. Julie Schnaible moved and Dave Nelson seconded the purchase of the AA AE training program in the amount of \$104,800.00. Motion carried
- C. A Special Session tele-conference will be held on April 29th at 9:00 am to review bids open to construct a deicing apron and purchase a new rotary runway broom.

- 7. Open Segment-** Brad Greguson has recently been appointed the new parking manager for SP Plus and introduced himself to the Board. He has experience in parking management for parking garages in Minneapolis as well as Sioux Falls.

Lon Stroschein moved to adjourn at 1:35 pm. Julie Schnaible seconded. Motion Carried.

Date

Secretary

Next Board Meeting: May 23, 2019 10:30 am