

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

**December 17, 2020**

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

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

Guests Present via video conference: Mark Wiederrich – KLJ Engineers, Dave Rozenboom – First Premier, Tom Micelotta – National Community Development Services

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-** Raquel Blount moved and Dave Nelson seconded approval of the minutes of November 19, 2020. Motion carried.
2. **Bills for Approval-** Eric Ellefson moved and Raquel Blount 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. Airport Rates and Charges effective January 1, 2021.
  - B. Task Order with KLJ Engineers to design project to rehab Taxiway Bravo in 2021 - \$96,466.39.
  - C. Service Agreement with American Engineering Testing to conduct core samples for Taxiway Bravo rehab project - \$3,200.00
4. **Report by Executive Director-**
  - A. Benefit Comparison between the City and Airport Authority – As a follow-up to the November meeting, Director Letellier provided a benefit summary for Airport Authority employees compared to City employees. The airport health insurance plan requires a lower employee contribution than the City plan, and it allows for employee choice. A city employee must select between Avera and Sanford as their primary care provider. With the deductible buy down program that Airport offers it brings the plan in line with the City. Our dental insurance is lower and we both have identical pension/retirement plans administered by the state.

- B. Passenger Enplanement and Concession Revenue Update – November enplanements dipped a bit compared to the previous month down 49.5% compared to Nov. of 2019 and total passengers down a similar 51.5%. The increase in infection rates across the country resulted in an up-tick in cancellations and soft demand for Christmas holidays. Parking, Restaurant, Car Rental, Gift shop, and hotel all were down a similar percentage.

**5. Old Business –**

- A. Funding Request for Forward Sioux Falls - 2026. At the November meeting the Board discussed the Airport's participation in the upcoming Forward Sioux Falls 2026 Campaign. Dave Rozenboom and Tom Micelotta joined the meeting to answer any campaign objectives or goals the Board might have. The Board spoke very favorably of the efforts and successes of Forward Sioux Falls for the past 30 years. Eric Ellefson moved and Lon Stroschein seconded a motion to pledge \$1,200,000 for the next five-year program with the option of increasing that amount by \$50,000.00 in the third year depending on the economic and travel recovery expected in the next two years. Motion carried.

**6. New Business -**

- A. Air Show 2022 Funding Support. Director Letellier received a letter from the Sioux Falls Air Show regarding our potential sponsorship of the 2022 Air Show. We participated in the 2019 Air Show at the Premier level or \$30,000. The Premier level is again \$30,000 and we could spread the contribution out over the next 3 years. Lon Stroschein moved and Eric Ellefson seconded the Sponsorship at the Premier Level with the Sioux Falls Air Show. Motion Carried.
- B. Employee Handbook Update: An update to the Employee Handbook has been proposed to more clearly to define how early and employee can punch-in and punch-out as soon as their work duties are completed. A more detailed explanation of the use of a summary time sheet is also explained. The Board requested a deferral of this update until a review of the language could be conducted by legal counsel. Changes to the Authority's drug policy will also be reviewed at that time due to the legalization of medical and recreational marijuana.

- 7. **Special Session** – Director Letellier requested a Special Session in early January to provide our Parking Structure Design team an opportunity to go over the recently completed pre-design report. January 14<sup>th</sup> at 10:30 am is the time that was agreed upon by all board members.

**8. Open Segment**

Dave Nelson moved to adjourn at 1:08 pm. Eric Ellefson seconded. Motion Carried.

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Date

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Secretary

Next Board Meeting: January 28, 2021 12:00 pm