

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

November 19, 2020

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

Staff Present: Dan Letellier and Kristin Elgersma

Staff Present via video conference: Richard King

Guests Present via video conference: Mark Wiederrich – KLJ Engineers

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 October 22, 2020. Motion carried.
2. **Bills for Approval-** Dave Nelson 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. Eric Ellefson moved and Dave Nelson seconded approval of the Consent Agenda. Motion carried.
 - A. Law Enforcement Employee Agreement with Minnehaha County Sheriff's Office.
 - B. Task Order with KLJ Engineers to design apron repair project for the terminal and cargo aprons - \$74,820.54.
 - C. Change Order #7 with BX Civil and Contracting for additional work required for deicing apron - \$2,249.65.
 - D. Purchase of replacement dump truck from Vander Haag's Inc. - \$39,075.00.
4. **Report by Executive Director-**
 - A. Holiday Symphony Performances – The SD Symphony has agreed to perform at the Airport this Holiday Season on December 8,9,15, and 16. The Board brought forth concerns that gathering people together to listen to the performance may be a health concern and not send the right message on Covid-19 precautions. The Executive Director will contact the Symphony to determine if these performances can be rescheduled for later in 2021.

- B. Corona Virus Update – Airport Impacts – Mask compliance inside the terminal has been modified to require masks in the building to match the City mandate on wearing masks in public facilities. We have had two operation’s employees and one custodian test positive in the past few weeks. Two are back to work and one returning Monday.
- C. Passenger Enplanement and Concession Revenue Update – Enplanements improved slightly compared to the past few months with our pheasant hunters increasing traffic. October enplanements were down 47.9% and total passengers down a similar 48.4% with 53,415 travelers compared to 2019. November has continued the slight improvement seen in October with additional service to Charlotte, Phoenix, and Tampa/St. Pete resuming or starting service. Parking, Restaurant, Car Rental, Gift shop, and hotel all were down a similar percentage.

5. Old Business –

- A. Discussion and request for approval of 2021 Operating Budget. Director Letellier gave an update to the 2021 Operating budget stating enplanements are forecasted to be 75% of 2019 levels impacting concession revenue accounts a similar percentage. Expense increases driven by payroll increase of 2% and depreciation expense also up with the additional of several major projects completed in 2020. Eric Ellefson moved and Raquel Blount seconded a motion to approve the 2021 Operating Budget as presented by the Director with the option of adjusting benefits based on a health insurance review/comparison with the City. Motion carried.

6. New Business -

- A. Review and request approval of Health Insurance provider for 2021. Renewal premiums were received from our current health insurance provider, The Health Pool of South Dakota with a 3.3% increase. Quotes were also received from Holmes Murphy for Avera/Sanford/Wellmark and United Health for similar benefit plans. Avera and Sanford plans were less expense (8% and 5% respectively) however employees would only be able to utilize Doctors/clinics/hospitals for each plan provider. Lon Stroschein moved and Eric Ellefson seconded a motion to stay with the current provider, South Dakota Health Pool/Wellmark. Motion Carried. Dave Nelson recused himself from the discussion and vote due to a potential conflict of interest.
- B. Discussion on Funding Request for Forward Sioux Falls 2026: The new Forward Sioux Falls 2026 funding campaign is in the early stages, however the Airport has already been approached about our involvement and contribution to the campaign as a major donor. Director Letellier highlighted some of the accomplishments Forward SF has achieved in the past 30 years, many of those benefiting the airport with increased business development and population growth which has driven an increase in air travel. The Authority has recently contributed \$1,225,000 to the current campaign wrapping up and we have been requested to increase that level to \$1,250,000 over the next five years. Director Letellier asked the Board to consider a slightly less amount of \$1,200,000 to mirror the allocated budget of Forward SF to assist with air service development and the international port. Letellier advised this discussion was informational with formal discussion and decision at our December meeting. Several Board members spoke in support of the lower funding level and several felt the requested level was appropriate due to the benefits received.

- C. Request to provide Christmas/Essential Work Bonus for Airport Authority Employees. Over the past few years, the Board approved a Christmas bonus for our employees. The amount that has been provided in the past has been 2% of their salary/wage up to \$500. This bonus would be in appreciation of their essential nature to support the operation of the airport throughout the pandemic and a nice gesture for the holidays. Lon Stroschein moved the approval of the Christmas/Essential Work Bonus as well as a \$50 bonus gift for not having a Holiday Party this year. Dave Nelson seconded. Motion Carried.

7. Open Segment-

Lon Stroschein moved to adjourn at 1:20 pm. Dave Nelson seconded. Motion Carried.

Date

Secretary

Next Board Meeting: December 17, 2020 12:00 pm