

**MINUTES FOR THE RAPID CITY REGIONAL AIRPORT BOARD OF DIRECTORS**  
**Rapid City, South Dakota**  
**Tuesday July 10, 2018**

**ROLL CALL AND DETERMINATION OF QUORUM**

MEMBERS PRESENT: Michelle Thomson, President; Darren Haar, Vice President; Rod Pettigrew, Secretary; Shawn Gab, Member; and Dr. Helen Usera, Member

OTHERS PRESENT: Patrick Dame, Airport Executive Director; Toni Broom, Airport Finance and Administration; Doug Curry, Airport Facilities and Maintenance; Joel Landeen, City Attorney; Carla Cushman, City Attorney; Jess Rogers, City Attorney; Amanda Scott; Council Liaison; Linda Rydstrom, Westjet; Miranda Maleki, Westjet; John Arneson, Westjet; Rod Senn, KLJ; Anna Raue, Mt Rushmore Memories; and Lindsey Martin, Airport Administration

**ADOPTION OF AGENDA**

Motion to approve agenda as presented made by Gab, second by Haar, motion carried.

**APPROVE MINUTES**

1) AP071018-01 June 12, 2018 – Motion to approve minutes as presented made by Gab, second by Pettigrew, motion carried.

**GENERAL PUBLIC COMMENT**

No Items Presented

**PUBLIC HEARING**

Motion to continue the public hearing for an airline use and lease agreement with American Airlines, Inc., Delta Air Lines, Inc., and United Airlines, Inc. to the August meeting made by Pettigrew, second by Gab, motion carried.

**FINANCIAL ITEMS REQUIRING BOARD ACTION**

- 2) AP071018-02 Bill List – Broom highlighted items greater than \$5,000.00. Motion to approve bill list as presented made by Haar, second by Pettigrew, motion carried.
- 3) AP071018-03 FAA 2018 Grant Application Authorization – Motion to authorize Board President to sign the 050-2018 grant application and 051-2018 grant application, and authorize the Airport Executive Director and City Attorney to complete and sign all other documents related to the FAA grant application and the associated SDDOT grant application made by Haar, second by Gab, motion carried.

**ITEMS REQUIRING BOARD ACTION**

Motion to continue items 4 through 6 to the August meeting made by Pettigrew, second by Gab, motion carried.

- 4) Airline Use and Lease Agreement with American Airlines, Inc.
- 5) Airline Use and Lease Agreement with Delta Air Lines, Inc.
- 6) Airline Use and Lease Agreement with United Airlines, Inc.
- 7) AP071018-06 Change Order #1 Wayfinding Signage Project – Motion to approve change order in the deduction amount of \$52,610.30 made by Haar, second by Gab, motion carried.
- 8) AP071018-07 Change Order #2 Lounge Renovation – Motion to approve change order in the amount of \$15,879.00 made by Haar, second by Gab, motion carried.
- 9) AP071018-08 Bid Results – Baggage Claim 1 Replacement Project – Motion to award bid to RCS Construction in the amount of \$397,000.00 made by Gab, second by Pettigrew, motion carried.

- 10) AP071018-09 Authorization to Issue RFP for Custodial Services – Motion to approve the issuance of an RFP for custodial services for the terminal building made by Haar, second by Pettigrew, motion carried.

**DISCUSSION FROM THE PRESIDENT, BOARD MEMBERS AND STAFF**

- 11) Director’s Report – Dame stated the passenger numbers are high in the coming weeks with last week setting a possible record for enplaned passengers. TSA expected 1,600 passengers on July 7 through the checkpoint. The New York/Newark route launched on July 23. Inbound passengers were greeted with goodie bags, cookies, cake and beverages. The SCASD grant award announcement is expected this week. The Airport and Lawrence and Schiller received the 2017 HSMIA Adrian Award for Digital Marketing for the “more days to play” campaign.

**OTHER BUSINESS**

- 12) Motion to enter into executive session at 9:45 am for the purposes permitted by SDCL 1-25-2, Subpart 1 to discuss personnel issues made by Haar, second by Gab, motion carried.  
Motion to come out of executive session at 11:00 am with no action taken made by Gab, second by Pettigrew, motion carried.
- 13) Direction to Staff  
No Items Presented

**ADJOURNMENT**

At 11:01 am, Pettigrew made a motion to adjourn, second by Haar, motion carried.

Respectfully submitted,

Rod Pettigrew  
Secretary