

**MINUTES FOR THE RAPID CITY REGIONAL AIRPORT BOARD OF DIRECTORS**  
**Rapid City, South Dakota**  
**Tuesday September 11, 2018**

**ROLL CALL AND DETERMINATION OF QUORUM**

MEMBERS PRESENT: Michelle Thomson, President; Darren Haar, Vice President; and Rod Pettigrew, Secretary

MEMBERS ABSENT: Shawn Gab, Member; and Dr. Helen Usera, Member

OTHERS PRESENT: Patrick Dame, Airport Executive Director; Toni Broom, Airport Finance and Administration; Matt Whitelock, Airport Deputy Director; Doug Curry, Airport Facilities and Maintenance; Joel Landeen, City Attorney; Laura Armstrong, Council Liaison; John Arneson, Westjet; Rod Senn, KLJ; Sandy Burns, Project Solutions Inc; Greg Hansen, Project Solutions Inc; Kathlene Thurman, Project Solutions Inc; Tracy Hanson, Ketel Thorstenson LLP; Dr. Bert Corwin; Anna Raue, Mt Rushmore Society; and Lindsey Martin, Airport Administration

**ADOPTION OF AGENDA**

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

**APPROVE MINUTES**

1) AP091118-01 August 14, 2018 – Motion to approve minutes as presented made by Haar, second by Pettigrew, motion carried.

**GENERAL PUBLIC COMMENT**

No Items Presented

**FINANCIAL ITEMS REQUIRING BOARD ACTION**

- 2) AP091118-02 2017 Passenger Facility Charge Audit – Motion to acknowledge audit as presented made by Pettigrew, second by Haar, motion carried.
- 3) AP091118-03 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.
- 4) AP091118-04 FAA 2016 Airport Improvement Program (AIP) Grant #48 Amendment – Motion to acknowledge and approve AIP Grant No. 3-46-0048-048-2016 Amendment in the amount of \$122,979.86 made by Haar, second by Pettigrew, motion carried.
- 5) AP091118-05 FAA FY2017 SCASDP Grant – Motion to accept grant in the amount of \$700,000 and authorize the Executive Director and Assistant City Attorney to sign all documents associated with executing the grant agreement, reimbursements, and other related documentation made by Haar, second by Pettigrew, motion carried.
- 6) AP091118-06 Resolution Writing Off Uncollectable Accounts – Motion to approve resolution as presented made by Haar, second by Pettigrew, motion carried.

**PUBLIC HEARING**

Motion to open public hearing for Airline Use and Lease Agreements with American Airlines, Inc., Delta Air Lines, Inc. and United Airlines, Inc. made by Pettigrew, second by Haar, motion carried.

No Comments Received

Motion to close public hearing made by Pettigrew, second by Haar, motion carried.

**ITEMS REQUIRING BOARD ACTION**

- 7) AP091118-07 Strategic Plan – Motion to acknowledge Strategic Plan as presented made by Haar, second by Pettigrew, motion carried.  
Motion to approve items 8-10 made by Haar, second by Pettigrew, motion carried.
- 8) AP091118-08 Airline Use and Lease Agreement with American Airlines, Inc.
- 9) AP091118-09 Airline Use and Lease Agreement with Delta Air Lines, Inc.
- 10) AP091118-10 Airline Use and Lease Agreement with United Airlines, Inc.
- 11) AP091118-11 KLJ Task Order No. 2018-5 Sanitary Sewer Environmental Assessment – Motion to approve task order in the amount of \$183,737.91, contingent upon the issuance of the Federal Aviation Administration Airport Improvement Grant made by Haar, second by Pettigrew, motion carried.
- 12) AP091118-12 KLJ Task Order No. 2018-6 Chiller Replacement – Motion to approve task order in the amount of \$46,247.95 made by Haar, second by Pettigrew, motion carried.
- 13) AP091118-13 Change Order #3 Lounge Renovation, Airport Project #18-5280 – Motion to approve change order for \$1,883.00 made by Pettigrew, second by Haar, motion carried.
- 14) AP091118-14 Addendum #1 Hangar Lease and Use Agreement – BCCC, LLC – Motion to approve addendum as presented made by Haar, second by Pettigrew, motion carried.
- 15) AP091118-15 Assignment and Assumption Agreement between Corpat, Inc. dba NationalAlamo Car Rental and Enterprise RAC Company of Montana/Wyoming, LLC – Motion to approve assignment and assumption agreement as presented made by Haar, second by Pettigrew, motion carried.
- 16) AP091118-16 DBE Goals for FFY 2019-2021 – Motion to acknowledge the updated DBE Program and goals as presented made by Haar, second by Pettigrew, motion carried.

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

- 17) AP091118-17 2<sup>nd</sup> Quarter Financials – Broom reviewed 2<sup>nd</sup> quarter financials.
- 18) Director’s Report – Dame stated there is a September 11<sup>th</sup> event being held at Main Street Square later today. The South Dakota Municipal League annual conference is October 2-4. There is quite a bit of travel scheduled for the month of October including the Allegiant Air conference and a headquarter meeting with American Airlines. The ribbon cutting for the new restaurant and expanded gift shop is scheduled for Tuesday, September 18<sup>th</sup>. Dame recognized staff’s hard work on the project.

**OTHER BUSINESS**

- 19) Executive Session for the purposes permitted by SDCL 1-25-2, Subpart 1, 3 and 4  
No Items Presented
- 20) Direction to Staff  
No Items Presented

**ADJOURNMENT**

At 10:03 am, Haar made a motion to adjourn, second by Pettigrew, motion carried.

Respectfully submitted,

Rod Pettigrew  
Secretary