

MINUTES FOR THE RAPID CITY REGIONAL AIRPORT BOARD OF DIRECTORS
Rapid City, South Dakota
Tuesday December 18, 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, Executive Director; Toni Broom, Airport Finance and Administration; Doug Curry, Airport Facilities and Maintenance; Laura Armstrong, Council Liaison; Joel Landeen, City Attorney; Carla Cushman, Assistant City Attorney; Don Rydstrom, Westjet; Linda Rydstrom, Westjet; Miranda Maleki, Westjet; Rod Senn, KLJ; Anna Raue, Mount Rushmore Memories; Brook Stromer, Stromer's Storage; Tim Peiper, Overland West/Hertz; Andy Kuipers, Avis/Budget; Steven Hoogerhyde, FAA; and Lindsey Martin, Airport Administration

ADOPTION OF AGENDA

APPROVE MINUTES

- 1) AP121818-01 November 13, 2018 – Motion to approve minutes as presented made by Gab, second by Pettigrew, motion carried.

GENERAL PUBLIC COMMENT

Linda Rydstrom reminded the Board of a previous request to review the security of the fuel farm. She stated that during the Pence/Noem event the Secret Service expressed concern of the lack of security to the fuel farm. She asked the Board to reconsider doing something to better secure the area.

Rydstrom discussed the recent diversion from an airliner and suggested a plan be in place to effectively handle these situations in the future.

FINANCIAL ITEMS REQUIRING BOARD ACTION

- 2) AP121818-02 Bill List – Broom highlighted items greater than \$5,000.00. Motion to approve bill list as presented made by Haar, second by Usera, motion carried.
- 3) AP121818-03 Resolution Writing off Uncollectable Accounts Receivable Accounts – Motion to approve resolution as presented made by Haar, second by Gab, motion carried.

ITEMS REQUIRING BOARD ACTION

- 4) AP121818-04 Minimum Standards Exemption Request – Private Hangars Inc. – Motion to approve exemption request to allow for subleasing activity through the termination of the lease made by Gab, second by Usera, motion carried.
- 5) AP121818-05 DBE Goal Report for 2018 – Motion to acknowledge report as presented made by Usera, second by Haar, motion carried.
- 6) AP121818-06 Change Order #1-Final Terminal Building Baggage Handling System Inbound Claim Device No. 1 Replacement – Motion to approve change order as presented in the amount of \$7,633.00 made by Gab, second by Pettigrew, motion carried.
- 7) AP121818-07 Authorization to Bid Vertical Circulation Project – Motion to authorize staff to bid vertical circulation project made by Haar, second by Usera, motion carried.
- 8) AP121818-08 Authorization to Bid Terminal Chiller Replacement Project – Motion to authorize staff to bid terminal chiller replacement project made by Usera, second by Haar, motion carried.
- 9) AP121818-09 Resolution of Intent to Enter into a Commercial Lease and Use Agreement with Private Hangars, Inc. – Motion to approve resolution as presented made by Haar, second by Pettigrew, motion carried.
- 10) AP121818-10 Resolution of Intent to Enter into a Non-Commercial Hangar Lease Agreement with Michael Fisher – Motion to approve resolution as presented made by Gab, second by Haar, motion carried.

- 11) AP121818-11 Resolution of Intent to Enter into a Rental Car Lease & Concession Agreement
 - a) AP121818-12 5 Star Car Rental, Inc. dba Avis/Budget
 - b) AP121818-13 Enterprise RAC Company of Montana/Wyoming, LLC dba Enterprise Rent-A-Car
 - c) AP121818-14 Enterprise RAC Company of Montana/Wyoming, LLC dba Alamo Rent A Car and National Car Rental
 - d) AP121818-15 Overland West, Inc. dba Hertz Rent A CarMotion to approve resolutions as presented made by Usera, second by Pettigrew, motion carried.
- 12) AP121818-16 Addendum #1 to Agreement with Craigco Inc dba Rent-A-Wreck – Motion to approve addendum noting a correction the term to be “the Board and Concessionaire have agreed to extend the Agreement to one successive five (5) year renewal term” made by Gab, second by Usera, motion carried.
- 13) AP121818-17 Addendum #1 to Lease & Use Agreements
 - a) AP121818-18 Brad Docken
 - b) AP121818-19 Bradley Ballard and Amy Ballard
 - c) AP121818-20 Bonanza Holdings LLC
 - d) AP121818-21 Katherine Brandiger and Scott Christiansen
 - e) AP121818-22 Dr. Bert Corwin
 - f) AP121818-23 Glemzo, LLC
 - g) AP121818-24 Marvin Hyde
 - h) AP121818-25 SHM Hangar
 - i) AP121818-26 J. Geoffrey Slingsby
 - j) AP121818-27 Laverne Tech
 - k) AP121818-28 Gary TelkampMotion to approve addendums as presented made by Gab, second by Pettigrew, motion carried.
- 14) AP121818-29 GA Rates & Charges Methodology Development and Negotiation Services RFP Results – Motion to enter into an agreement with Frasca & Associates LLC to develop a general aviation rates and charges methodology in an amount not to exceed \$55,000.00 made by Pettigrew, second by Usera, motion carried.
- 15) AP121818-30 Resolution of Intent to Enter into a Non-Commercial Hangar Lease Agreement with Gen3 Aviation LLC – Motion to approve resolution as presented made by Haar, second by Pettigrew, Gab abstained from vote, motion carried.
- 16) AP121818-31 Agreement with Mount Rushmore Society – Motion to authorize the assistant city attorney and airport executive director to prepare and execute the settlement statement with Mount Rushmore Society in an amount not to exceed \$20,000.00 made by Gab, second by Usera, motion carried.

DISCUSSION FROM THE PRESIDENT, BOARD MEMBERS AND STAFF

- 17) Pence/Noem Event – Discussion was held on the event.
- 18) South Dakota Hall of Fame Acts of Excellence Award for the Green Roof Project – Broom stated an award was received for the airport green roof project.
- 19) Director’s Report – No Items Presented

ADJOURNMENT

At 10:22 am, Pettigrew made a motion to adjourn, second by Haar, motion carried.

Respectfully submitted,

Rod Pettigrew
Secretary