

**MINUTES FOR THE RAPID CITY REGIONAL AIRPORT BOARD OF DIRECTORS**  
**Rapid City, South Dakota**  
**Tuesday March 12, 2019**

**ROLL CALL AND DETERMINATION OF QUORUM**

MEMBERS PRESENT: Michelle Thomson, President; Darren Haar, Vice President; and Shawn Gab, Member

MEMBERS ABSENT: Rod Pettigrew, Secretary 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; Linda Rydstrom, Westjet; Rod Senn, KLJ; Anna Raue, Mount 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) AP031219-01 February 12, 2019 – Motion to approve minutes as presented made by Gab, second by Haar, motion carried.

**GENERAL PUBLIC COMMENT**

No Items Presented

**FINANCIAL ITEMS REQUIRING BOARD ACTION**

2) AP031219-02 Bill List – Broom highlighted items greater than \$5,000.00. Motion to approve bill list as presented made by Haar, second by Gab, motion carried.

**CONSENT ITEMS**

Motion to approve items 3-6 and 8 as they appear on the consent items with the exception of item 7, made by Haar, second by Gab, motion carried.

- 3) AP031219-03 Approve Professional Services Agreement with Frasca & Associates, LLC for Development & Negotiation Services for a General Aviation Rates and Charges Methodology and Policy in an amount not to exceed \$55,000.00.
- 4) AP031219-04 Authorize staff to advertise for bids for the commercial apron pavement markings modifications.
- 5) AP031219-05 Approve the Assignment of Lease for 4035 Hansen Hangar Lane from Anthony Cuzela to Custom Concrete Cutting, LLC.
- 6) AP031219-06 Approve staff to purchase a 2019 Dodge Ram 1500 pickup from Liberty Superstores for \$27,088.00, state contract# 17259.
- 8) AP031219-08 Award the mobile aircraft passenger loading bridge in the amount of \$57,000.00 and the jet bridge loader in the amount of \$27,500.00 to Timberline GSE Inc.
  
- 7) AP031219-07 Bid Results – Vertical Circulation Project – Motion to award base bid, add alternate 1, add alternate 2 and add alternate 3 to MAC Construction Co. Inc. for \$2,944,300.00 made by Gab, second by Haar, motion carried.

**ITEMS REQUIRING BOARD ACTION**

- 9) AP031219-09 SD Department of Transportation Agency Agreement – Motion to authorize the Airport Executive Director, as authorized representative, to execute the agency agreement with the State of South Dakota Department of Transportation and the City of Rapid City made by Gab, second by Haar, motion carried.
- 10) AP031219-10 Revised 2019 Peak Season Marketing Plan and Agreement – Motion to continue to March 21, 2019 meeting made by Haar, second by Gab, motion carried.
- 11) AP031219-11 ACDBE 2018 Reporting – Motion to acknowledge the goal report for federal fiscal year 2018 made by Haar, second by Gab, motion carried.
- 12) AP031219-12 KLJ Task Order 2019-2 A/E Construction Services for Chiller Replacement – Motion to approve task order as presented for \$49,006.94 made by Gab, second by Haar, motion carried.
- 13) AP031219-13 KLJ Task Order 2019-3 GA Area Water Main & Hangar Removal Categorical Exclusion – Motion to approve task order as presented for \$10,000.00 made by Haar, second by Gab, motion carried.
- 14) AP031219-14 Special Operator Permit – Commemorative Air Force Museum – Motion to approve operator permit made by Haar, second by Gab, motion carried.

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

- 15) Director’s Report – Dame complimented staff on a job well done during recent winter weather. There is a weather plan in place for the next few days. Dame attended an air service conference at the beginning of March and held meetings with American, United, Delta, Allegiant and Sun Country. There is more growth to come. Dame also met with a carrier head quartered in Melbourne, FL to discuss potential service. A slide was presented to show potential service levels in 2020, which could include up to 20 summer destinations. Thomson discussed the recent tourism meeting with Senator Mike Rounds. About fifteen people were in attendance, including Dame.

**OTHER ITEMS**

No Items Presented

**ADJOURNMENT**

At 9:46 am Haar, made a motion to adjourn, second by Gab, motion carried.

Respectfully submitted,

Rod Pettigrew  
Board Secretary