

MINUTES FOR THE RAPID CITY REGIONAL AIRPORT BOARD OF DIRECTORS
Rapid City, South Dakota
Tuesday October 8, 2019

ROLL CALL AND DETERMINATION OF QUORUM

MEMBERS PRESENT: Rod Pettigrew, Vice President; Shawn Gab, Secretary; Michelle Thomson, Member; and David Gustafson, Member

MEMBERS BY ABSENT: Darren Haar, President

OTHERS PRESENT: Patrick Dame, Airport Executive Director; Toni Broom, Airport Finance and Administration; Doug Curry, Airport Facilities and Maintenance; Chris Deitz, Airport Operations; Becky Drury, City Council; Joel Landeen, City Attorney; Carla Cushman, City Attorney; Linda Rydstrom, Westjet; Miranda Maleki, Westjet; Jonathan Pondish, Westjet; Rod Senn, KLJ; Tim Peiper, Overland West-Hertz; Sgt. Wayne Asscherick, RCPD; Dr. Bert Corwin; Jerry Mitchell; and Lindsey Martin, Airport Administration

ADOPTION OF AGENDA

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

APPROVE MINUTES

- 1) AP100819-01 September 10, 2019 – Motion to approve minutes as presented made by Gab, second by Gustafson, motion carried.

GENERAL PUBLIC COMMENT

Dr. Bert Corwin, President of the General Aviation Advisory Committee (GAAC) distributed copies of the GAAC by-laws to the Board members. He conveyed that comments made at the September 6, 2019, Board working session were not part of the GAAC. He requested the Board's input and support for a solution to the hangar issues. He also offered a tour and flight to any interested Board members.

Linda Rydstrom addressed the Board regarding a default letter that was sent to Westjet on Friday, October 4, 2019. She indicated they are working with the contractor in preparation of tearing down the hangars, but everything is still in place and they are still working on the process. They were correcting a safety issue with some of the hangar doors and had not started the demolition. She stated the Board should have, held a hearing prior to the City Attorney's office sending the letter. She requested the Board retract the letter.

Sgt. Wayne Asscherick introduced himself. He will be overseeing the law enforcement officers that work at the Airport.

FINANCIAL ITEMS REQUIRING BOARD ACTION

- 2) AP100819-02 Bill List – Broom highlighted items over \$5,000.00. Motion to approve bill list as presented made by Thomson, second by Gab, motion carried.
- 3) AP100819-03 2018 PFC Audit Report – Motion to acknowledge audit as presented made by Gustafson, second by Thomson, motion carried.
- 4) AP100819-04 Resolution Writing off Uncollectable Accounts Receivable – Motion to approve Resolution 2019-10 as presented made by Gab, second by Gustafson, motion carried.
- 5) AP100819-05 Resolution Authorizing the Issuance and Sale of Airport Revenue Refunding Bonds, Series 2019A (PFC Supported) – Motion to approve Resolution 2019-09 as presented made by Gab, second by Thomson, motion carried.

ITEMS REQUIRING BOARD ACTION

- 6) AP100819-06 KLJ Task Order 2019-7 RTR Road Reconstruction and GA Access Road Realignment Design and Bidding Services – Motion to approve task order as presented in an amount not to exceed \$193,155.57 made by Gustafson, second by Thomson, motion carried.
- 7) AP100819-07 Digital Services Agreement – Lawrence & Schiller – Motion to approve agreement as presented in an amount not to exceed \$905.00 made by Thomson, second by Gab, motion carried.
- 8) AP100819-08 Bid Results – 2004 Dodge Caravan – Motion to award bid to Cody Warren in the amount of \$1,751.00 made by Gustafson, second by Thomson, motion carried.
- 9) AP100819-09 Addendum #1 – Hangar Lease and Use Agreement Kail Mantle LLC Unit# 1 – Motion to approve addendum #1 as presented made by Gab, second by Thomson, motion carried.
- 10) AP100819-10 Marketing Services RFP Recommendation & Agreement – Motion to award marketing services RFP to Lawrence and Schiller and execute the marketing services agreement with them made by Gustafson, second by Thomson, motion carried.
- 11) AP100819-11 Airport Board Meeting Dates December 2019 and January 2020 – Motion to change the December 2019 Board meeting date to the 17th and the January 2020 meeting to the 28th made by Gab, second by Thomson, motion carried.
- 12) AP100819-12 Westjet Hangar Demolition Request – Motion to approve Westjet Air Center's request for hangar demolition on the condition of all lease requirements being met including but not limited to receipt of the Federal CATEx report and meeting any conditions therein, made by Thomson, second by Gab, Gustafson abstained from vote, motion carried.

DISCUSSION FROM THE PRESIDENT, BOARD MEMBERS AND STAFF

- 13) Directors Report – Dame stated he met with Allegiant Air at their conference last week. They stated RAP markets are performing well. He intends to meet with Delta Airlines in November. The South Dakota Municipal League conference begins tomorrow and runs through Thursday. The State of South Dakota sent out a press release stating they are going to reduce their funding contribution for airport improvement projects from 5% to 3.5% in 2021 due to lack of funding into the State's aeronatic fund. This will have impact on RAP. Dame is the current President of the SDAMA and will not be seeking reelection. Airport staff is gearing up for winter.

Construction Update – A new access point for the ladies room on the first level has been opened up. The footings are being poured today. Demolition on the second level will begin soon. The main elevator will be down for about six months but the service elevator will remain operational.

ADJOURNMENT

At 9:48 am Gustafson, made a motion to adjourn, second by Thomson, motion carried.

Respectfully submitted,

Shawn Gab
Secretary