

MINUTES FOR THE RAPID CITY REGIONAL AIRPORT BOARD OF DIRECTORS
Rapid City, South Dakota
Tuesday December 17, 2019

ROLL CALL AND DETERMINATION OF QUORUM

MEMBERS PRESENT: Darren Haar, President; Shawn Gab, Secretary; Michelle Thomson, Member; and David Gustafson Member

MEMBERS ABSENT: Rod Pettigrew, Vice President

OTHERS PRESENT: Patrick Dame, Airport Executive Director; Doug Curry, Airport Facilities and Maintenance; Chris Deitz, Airport Operations; Joel Landeen, City Attorney; Carla Cushman, City Attorney; Becky Drury, Council Liaison; Linda Rydstrom, Westjet; Lisa Modrick, Westjet; Rod Senn, KLJ; Dianna Saathoff, Mount Rushmore Society; Anna Raue, Mount Rushmore Society; Dr. Bert Corwin; and Lindsey Martin, Airport Administration

ADOPTION OF AGENDA

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

APPROVE MINUTES

- 1) AP121719-01 November 12, 2019 – Motion to approve minutes as presented made by Thomson, second by Gustafson, motion carried.

GENERAL PUBLIC COMMENT

No Items Presented

FINANCIAL ITEMS REQUIRING BOARD ACTION

- 2) AP121719-02 Bill List – Dame highlighted items over \$5,000.00. Motion to approve bill list as presented made by Gab, second by Thomson, motion carried.
- 3) AP121719-03 FAA 2020 Grant Initiation Request for Federal Assistance – Motion to approve and authorize Airport Executive Director to sign the 2020 initiation request for federal assistance in the total amount of \$2,611,648 made by Gustafson, second by Thomson, motion carried.

CONSENT ITEMS

Motion to approve items 4-7 as they appear on the consent items made by Gab, second by Thomson, motion carried.

- 4) AP121719-04 Acknowledgement of DBE Goal Report for 2019
- 5) AP121719-05 Approve Resolution of Intent to Enter into a Commercial Lease Agreement with Joseph and Michelle Carlin
- 6) AP121719-06 Approve Resolution of Intent to Enter into a Lease Agreement with the State of South Dakota Department of Military
- 7) AP121719-07 Approve General Aviation Operator Permits for a term of two years
 - a) Advanced Aero Technologies Group, LLC
 - b) Air Methods Corp dba Black Hills Life Light
 - c) Alpine Air Inc
 - d) Brad Docken
 - e) Business Aviation Courier, Inc dba Encore Air Cargo
 - f) Consolidated Hangar Group LLC
 - g) Dale Aviation
 - h) Empire Airlines Inc

- i) Fugro USA Land, Inc.
- j) L&D Aero Service Inc
- k) Plane Training LLC
- l) Rapid Avionics Inc
- m) Rapid City Regional Airport
- n) Rapid Fuel LLC
- o) Westjet Air Center Inc

ITEMS REQUIRING BOARD ACTION

- 8) AP121719-08 Approve Tenant Memo Regarding Closures – Motion to acknowledge and direct staff to distribute to the memo to tenants made by Thomson, second by Gustafson, motion carried.
- 9) AP121719-09 Air Service Development RFP Recommendation – Motion to approve entering into an agreement with Mead & Hunt, Inc for air service development consulting services in an amount not to exceed \$128,760 plus expenses at cost made by Gab, second by Thomson, motion carried.
- 10) AP121719-10 Agreement with Readitech IT Solutions for Synwav Software Licensing – Motion to approve the agreement as presented in the total amount of \$62,160.00 made by Gab, second by Gustafson, motion carried.
- 11) AP121719-11 KLJ Task Order 2019-8 Amendment #1 Terminal Rehabilitation Project Phase 3 – Motion to approve amendment as presented for a decrease of \$30,000.00, for a total adjusted task order of \$1,006,936.73 made by Thomson, second by Gab, motion carried.
- 12) AP121719-12 KLJ Task Order 2019-10 Passenger Boarding Bridges Design & Bidding Services – Motion to approve task order as presented in the amount of \$52,341.52, contingent upon receipt of the FAA AIP Supplemental Grant, made by Gab, second by Thomson, motion carried.
- 13) AP121719-13 Addendum #1 to Lease Agreement with 5 Star Car Rental, Inc. – Old Car Wash Facility – 4161 Airport Road – Motion to approve addendum as presented extending the lease agreement term to December 31, 2021 made by Thomson, second by Gustafson, motion carried.
- 14) AP121719-14 Addendum #3 to Commercial Lease and Use Agreement Westjet Air Center, Inc. – Motion to approve addendum as presented Gustafson, second by Gab, motion carried.
- 15) AP121719-15 Addendum #5 to Retail, News and Gift Concession and Lease Agreement with Mount Rushmore Society – Motion to approve addendum as presented made by Thomson, second by Gustafson, motion carried.

DISCUSSION FROM THE PRESIDENT, BOARD MEMBERS AND STAFF

- 16) Directors Report – Dame provided an update on the terminal construction project. Dame has received 55 names for the master plan input committee, that list will be pared down.

ADJOURNMENT

At 9:57 am Thomson, made a motion to adjourn, second by Gustafson, motion carried.

Respectfully submitted,

Shawn Gab
Secretary