

MINUTES FOR THE RAPID CITY REGIONAL AIRPORT BOARD OF DIRECTORS
Rapid City, South Dakota
Tuesday January 28, 2020

ROLL CALL AND DETERMINATION OF QUORUM

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

OTHERS PRESENT: Patrick Dame, Airport Executive Director; Toni Broom, Airport Finance and Administration; Doug Curry, Airport Facilities and Maintenance; Chris Deitz, Airport Operations; Joel Landeen, City Attorney; Carla Cushman, Mayor Steve Allender; City Attorney; Becky Drury, Council Liaison; Jon Buxton, Airport Operations; Nick Stroot, Director of Human Resources; Pauline Sumption, Finance Director; Darrel Shoemaker, Communications Coordinator; Norah Richardson, Frasca and Associates; Lisa Modrick, Westjet; Jonathan Pondish, Westjet; Rod Senn, KLJ; Dianna Saathoff, Mount Rushmore Society; Kent Bush, Rapid City Journal; Nathan Thompson, Rapid City Journal; Andy Kuipers, Five Star Car Rental; Jennifer Dame; Tim Peiper, Hertz; Chantal Johnson, Alamo/National; Les Mittleider, L&D Aero; Dr. Bert Corwin; Jerry Mitchell; Jim Schroeder; Gary Telkamp; and Lindsey Martin, Airport Administration

ADOPTION OF AGENDA

Motion to approve agenda as a presented made by Thomson, second by Gab, motion carried. It was noted that item 13 is a presentation. An open house forum is planned for February 25, 2020 from 4:00-6:00 pm for questions.

APPROVE MINUTES

Motion to approve items 1 and 2 as presented made by Gab, second by Thomson, motion carried.

- 1) AP012820-01 December 17, 2019
- 2) AP012820-02 January 17, 2020

GENERAL PUBLIC COMMENT

Modrick stated she was at the meeting on behalf of the officers of Westjet Air Center. She read a prepared statement referring to two letters that were sent to tenants excluding Westjet, one by City Attorney Joel Landeen and the other by Mayor Steve Allender. She expressed concern that these letters were sent without the knowledge of the Board. Landeen stated the Board was made aware of the letters. The Mayor has requested City Human Resources conduct a 360° review of the Airport. Haar stated the letters intent was to start dialog between the Board and tenants, not stifle it.

FINANCIAL ITEMS REQUIRING BOARD ACTION

- 3) AP012820-03 Bill List – Broom highlighted items greater than \$5,000.00. Motion to approve bill list as presented made by Pettigrew, second by Thomson, motion carried.
- 4) State Financial Assistance Agreement – Master Plan Fuel Tax Funds – Motion to continue item to the February 11, 2020 meeting made by Gustafson, second by Pettigrew, motion carried.

PUBLIC HEARING

Haar opened the public hearing for the Commercial Lease Agreement with Joseph and Michelle Carlin and Lease Agreement with the State of South Dakota Department of Military.

No comments received

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

CONSENT ITEMS

Motion to approve consent items 5 through 12 made by Thomson, second by Gab, motion carried.

- 5) AP012820-04 Approve Lease Agreement with the State of South Dakota Department of Military for Private Vehicle Parking
- 6) AP012820-05 Approve Commercial Lease Agreement with Joseph and Michelle Carlin
- 7) AP012820-06 Approve General Aviation Operator Permit for a term of two years with Joseph and Michelle Carlin for an Aircraft Storage Operator
- 8) AP012820-07 Approve Agreement with Mead & Hunt for Air Service Consulting Services
- 9) AP012820-08 Authorize Staff to Purchase Two Current Model Year Ford Interceptor SUVs from McKie Ford with State Bid Pricing Contract #17343 in the amount of \$37,457.00 each for a total of \$74,914.00.
- 10) AP012820-09 Authorize Staff to Advertise Bids for Snow Removal Equipment, Project No. 19-5267. Estimated cost \$800,000.
- 11) AP012820-10 Authorize Staff to Advertise Bids for One Current Model Year Forklift, Project No. 20-5292. Estimated cost \$25,000.
- 12) AP012820-11 Authorize Staff to Advertise Bids for One Passenger Transportation Bus, Project No. 20-5293. Estimated cost \$50,000.

ITEMS REQUIRING BOARD ACTION

- 13) AP012820-12 General Aviation Rates & Charges Presentation – Richardson stated two independent appraisals were conducted by certified appraisers to provide indicative fair market value rental rates for sample GA tenants. The Frasca and Associates report makes recommendations regarding ground rental rates, defining leasehold areas, and leasing provisions. Motion to acknowledge the presentation and report made by Thomson, second by Pettigrew, motion carried.

DISCUSSION FROM THE PRESIDENT, BOARD MEMBERS AND STAFF

- 14) Directors Report – Dame congratulated everyone on the third record year in a row. The airport is hosting tenant appreciation week January 27-31. Dame reviewed achievements over the last four years.

ADJOURNMENT

At 9:45 am, Gab made a motion to adjourn, second by Thomson, motion carried.

Respectfully submitted,

Shawn Gab
Secretary