

MINUTES FOR THE RAPID CITY REGIONAL AIRPORT BOARD OF DIRECTORS
Rapid City, South Dakota
Tuesday December 22, 2020

ROLL CALL AND DETERMINATION OF QUORUM

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

OTHERS PRESENT: Patrick Dame, Airport Executive Director; Toni Broom, Airport Finance & Administration; Chris Deitz, Airport Operations; Wade Nyberg, Assistant City Attorney; Lance Lehmann, Council Liaison; Lindsey Martin, Airport Administration; Wade Kreun, Facilities and Maintenance Manager; and Rod Senn, Mead & Hunt

OTHERS PRESENT BY PHONE: Linda Rydstrom, Westjet; Kent Bush, Rapid City Journal; Dr. Robert Allen; Les Mittleider; Dave Lepine, Mead & Hunt; Tom Schauer, Mead & Hunt; A C; and two others that were not named

ADOPTION OF AGENDA

Dale made a motion to add the following items:

21a) Consideration for Airlines Incentives for New Routes

23) Executive Session

24) Any action required following Executive Session

Thomson seconded the motion for the amended agenda, motion carried.

APPROVE MINUTES

1) AP122220-01 November 10, 2020 – Motion to approve minutes as presented made by Gab, second by Pettigrew, motion carried.

GENERAL PUBLIC COMMENT

No Items Presented

FINANCIAL ITEMS REQUIRING BOARD ACTION

2) AP122220-02 Bill List – Broom highlighted items greater than \$5,000.00. Motion to approve bill list as presented made by Thomson, second by Gab, motion carried.

CONSENT ITEMS

Haar requested the removal of item 16) AP122220-15 Table Request from Consolidated Hangar Group to Change Operator Permit and Lease Agreement to Allow Storage of Equipment Other than Aircraft (AP111020-11 Continued from November 10, 2020)

Motion to approve items 3-15 made by Pettigrew, second by Dale, motion carried.

3) AP122220-03 Approve Assignment of Lease Agreement from Dr. Ernest Schabauer to Dr. Lee Trotter for 4076 Hansen Hangar Lane

4) AP122220-04 Approve Addendum #1 Non-Commercial Lease and Use Agreement with Dr. Lee Trotter

5) AP122220-05 Approve Addendum #2 Hangar Lease & Use Agreement with David Laughlin

6) AP122220-06 Approve Addendum #3 Hangar Lease & Use Agreement with Timothy Stuen

7) AP122220-07 Approve Addendum #3 Rental Car lease & Concession Agreement with Enterprise RAC Company of Montana/Wyoming, LLC, dba Alamo Rent A Car and National Car Rental

8) AP122220-08 Approve Addendum #3 Rental Car lease & Concession Agreement with Enterprise RAC Company of Montana/Wyoming, LLC, dba Enterprise Rent-A-Car

- 9) AP122220-09 Approve Addendum #3 Rental Car lease & Concession Agreement with Five Star Car Rental, Inc dba Avis/Budget
- 10) AP122220-10 Approve Addendum #3 Rental Car lease & Concession Agreement with Overland West, Inc. dba Hertz Rent A Car
- 11) AP122220-11 Approve Addendum #2 Custodial Services Agreement Between Rapid City Regional Airport Board and Office Pride of Rapid City
- 12) AP122220-19 Approve Addendum #8 Retail, News and Gift Concession and Lease Agreement with Mount Rushmore Society
- 13) AP122220-12 Approve Resolution 2020-10 Resolution of Intent to Enter into a Commercial Lease and Use Agreement with GRCC Corporation
- 14) AP122220-13 Approve Digital Services Agreement – Lawrence & Schiller in an amount not to exceed \$1,753.00
- 15) AP122220-14 Acknowledge DBE Goal Report for federal fiscal year 2020

Motion to table item 16) AP122220-15 Table Request from Consolidated Hangar Group to Change Operator Permit and Lease Agreement to Allow Storage of Equipment Other than Aircraft (AP111020-11 Continued from November 10, 2020) made by Gab, second by Thomson, motion carried.

ITEMS REQUIRING BOARD ACTION

- 17) AP122220-16 Architectural, Engineering and Planning Consultant Services Request for Qualifications Recommendation – Motion to accept the committee's recommendation to enter into an agreement with Mead & Hunt to provide architectural, engineering, planning and consulting services for the Airport made by Pettigrew, second by Gab, motion carried.
- 18) AP122220-17 Bid Results – Exit Lane Equipment Replacement, Project No. 20-5297 – Motion to authorize the Executive Director to enter and execute a contract with Convergent Technologies in an amount not to exceed \$427,654.74 based on the submitted proposal made by Gab, second by Thomson, motion carried.
- 19) AP122220-18 Westjet Air Center, Inc. Determination of Leasehold Boundary (AP111020-11 Continued from November 10, 2020) – Motion to approve Addendum #4 to the Westjet Air Center, Inc. lease agreement reducing the square footage and boundaries as reflected in Exhibit A made by Thomson, second by Pettigrew, motion carried.

Motion to continue items 20 and 21 made by Pettigrew, second by Dale, motion carried.

- 20) Addendum #3 Automobile Parking Lot Concession Agreement with Republic Parking System, LLC.
- 21) Addendum #4 Contract for Concessionaire Shuttle Services with Airport Express Shuttle, Inc.
- 21a) Consideration for Airlines Incentives for New Routes – A current air carrier is considering offering up to six new routes during the 2021 Sturgis Motorcycle Rally. Motion to authorize a waiver of landing fees incentive for a one year period beginning January 1, 2021 for new routes offered during the Sturgis Motorcycle Rally made by Gab, second by Pettigrew, motion carried.

DISCUSSION FROM THE PRESIDENT, BOARD MEMBERS AND STAFF

- 22) Director's Report – Dame introduced the new Facilities and Maintenance Manager, Wade Kreun. The CFC was officially paid off in November, the account still has a balance of \$604,737 after the payment. Enplaned passengers are down 46.87% year over year through November. Staff is working with the Police Department on adding two full time employees with a more permanent weekday schedule. Dame stated a discussion was had with a frequent user of the Airport about the impact of the rate increase to tenants. They stated the new rates are close to what is charged at Teterboro Airport.

Motion to direct to staff make a request to all Specialized Aviation Service Operators (SASO) for the rates and charges, per the minimum standards, with a 15 business day response time, made by Dale, second by Thomson, motion carried.

OTHER BUSINESS

23) Motion to enter into executive session pursuant to SDCL 1-25-2 subpart 4 to prepare for contract negotiations made by Pettigrew, second by Gab, motion carried at 10:01 am.

Motion to come out of executive session with no action taken, at 10:41 am, made by Pettigrew, second by Thomson, motion carried.

24) Any action required following Executive Session – No Items Presented

ADJOURNMENT

Haar adjourned the meeting at 10:42 am.

Respectfully submitted,

Shawn Gab
Board Secretary