ROLL CALL AND DETERMINATION OF QUORUM
MEMBERS PRESENT: Rod Pettigrew, Vice President; Shawn Gab, Secretary; Michelle Thomson, Member; and Dustin Dale, Member

MEMBERS ABSENT: Darren Haar, President

OTHERS PRESENT: Patrick Dame, Airport Executive Director; Toni Broom Airport Finance & Administration; Chris Deitz, Airport Operations; Wade Kreun, Facilities and Maintenance Manager; Lindsey Martin, Airport Administration; Carla Cushman, Assistant City Attorney; Rod Senn, Mead & Hunt; and Brook Stromer, Stromer’s Storage

OTHERS PRESENT BY PHONE: Lance Lehmann, Council Liaison; Paige Schwitters, Lawrence & Schiller; Kyrie Bussler, Lawrence & Schiller; Aaron Patton, Westjet; Allison Corbin, Westjet; Matt Nisbet; KLJ; Dr. Bert Corwin; Les Mittleider; Dr. Robert Allen; BR Ipad; and three others not named

ADOPTION OF AGENDA
Dame requested the addition of item 14a) Letter of Support for South Dakota Senate Bills 157 and 162. Motion to approve agenda as amended made by Thomson, second by Gab, motion carried.

APPROVE MINUTES
1) AP020921-01 January 26, 2021 – Motion to approve minutes as presented made by Gab, second by Thomson, motion carried.

GENERAL PUBLIC COMMENT
No Items Presented

FINANCIAL ITEMS REQUIRING BOARD ACTION
2) AP020921-02 Bill List – Broom highlighted items greater than $5,000.00. Motion to approve bill list as presented made by Dale, second by Thomson, motion carried.

CONSENT ITEMS
Gab requested the removal of item 3) AP020921-03 Approve Change Order 5 from MAC Construction for Terminal Rehabilitation Phase II – Passenger Terminal Vertical Circulation Improvements, Project No. 18-5283, extending the warranty period on both escalators and new elevator in lieu of liquidated damages (Continued from January 26, 2021)
Motion to approved items 4-9 made by Thomson, second by Dale, motion carried.
4) AP020921-04 Approve Agreement with ADK Consulting, Inc. to provide a market-based compensation study for five positions, including salary-range recommendations for each classification and complete salary review/assessment of all positions within the RAP organization in an amount not to exceed $11,200.00
5) AP020921-05 Approve Operator Permit with Open Trip dba Boutique Air for Other Commercial Aeronautical Activity – Commercial Airline Services from February 1, 2021 through December 31, 2022
6) AP020921-06 Approve the Letter of Engagement with DSR LLC, Daniel S Reimer in an amount not to exceed $50,000.00
7) AP020921-07 Approve Resolution No. 2021-01 Resolution Writing Off Uncollectable Accounts Receivable Accounts in the amount of $1,849.26
8) **AP020921-08** Approve Bid Results from Vehicles Declared Surplus October 13, 2020 as follows: Vehicle 2 to Cody Warren for $4,225.00; Vehicle 3 to Dwight Burch for $1,850.00; Vehicle 4 to Dwight Burch for $2,150.00; and Vehicle 7 to Dwight Burch for $2,450.00

9) **AP020921-09** Approve Mead & Hunt Task Order 2021-5 Hangar Design Build Services in an amount not to exceed $40,000.00

Motion to approve item 3) **AP020921-03** Change Order 5 from MAC Construction for Terminal Rehabilitation Phase II – Passenger Terminal Vertical Circulation Improvements, Project No. 18-5283, extending the warranty period on both escalators and new elevator in lieu of liquidated damages (Continued from January 26, 2021) made by Gab, second by Thomson, motion carried.

**ITEMS REQUIRING BOARD ACTION**

10) **AP020921-10** 2021 Marketing Campaign Presentation and Agreement for 2021 Peak Season Marketing Campaign with Lawrence & Schiller – Paige Schwitters and Kyrie Bussler from Lawrence and Schiller provided a recap of 2020 marketing efforts and an overview of the 2021 Peak Campaign strategy. Motion to approve the 2021 Campaign Strategy Proposal from Lawrence and Schiller in an amount not to exceed $106,087 made by Thomson, second by Gab, motion carried.

11) **AP020921-11** Paid Parking Lot Recommendation – Motion to authorize the Board President to sign the agreement with Flash Parking in an amount not to exceed $100,000 per year for a two year period and further acknowledge that the Republic Parking (REEF) agreement has expired and that the parties are in holdover status until the new system is in place made by Gab, second by Thomson, motion carried.

12) **AP020921-12** Ordinance No. 6439 – An Ordinance to clarify provisions related to the Rapid City Regional Airport Board and to expand its membership by amending provisions in Chapter 2.72 of the Rapid City Municipal Code – Motion to approve Ordinance No. 6439 as presented and proceed to City Council for the review, approval and adoption made by Thomson, second by Dale, motion carried.

13) **AP020921-13** Update By-Laws of the Rapid City Regional Airport Board of the City of Rapid City, South Dakota – Motion to approve the updated By-Laws as presented made by Dale, second by Thomson, motion carried.

14a) **Letter of Support for South Dakota Senate Bills 157 and 162** – Motion to authorize Board members to sign the letters for support as presented made by Gab, second by Thomson, motion carried.

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

14) **AP020921-14** Preliminary 2020 Year End Financial Reports – Broom reviewed the 2020 financial reports.

15) Director’s Report – Dame stated Allegiant announced service to nine new destinations during the 2021 Sturgis Rally as well as service to LAX for the summer months. Jet Bridge 3 is currently under deconstruction. Boutique Air begins service to Chadron on Monday February 15.

**ADJOURNMENT**

Pettigrew adjourned the meeting at 10:00 am.

Respectfully submitted,

Shawn Gab
Board Secretary