

**MINUTES FOR THE RAPID CITY REGIONAL AIRPORT BOARD OF DIRECTORS**  
**Rapid City, South Dakota**  
**Tuesday February 8, 2022**

**ROLL CALL AND DETERMINATION OF QUORUM**

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

MEMBERS ABSENT: Dustin Dale; Vice President

OTHERS PRESENT: Patrick Dame, Airport Executive Director; Toni Broom, Airport Finance & Administration; Chris Deitz, Airport Operations & Security; Megan Johnson, Airport Marketing and Air Service Development; Tod Love, Airport Operations Manager; Lindsey Martin, Airport Administration; Kinsley Groote, Legal Counsel; Laura Armstrong, City Council Liaison; Rod Senn, Mead & Hunt; and Aaron Patton, Westjet.

**ADOPTION OF AGENDA**

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

**APPROVE MINUTES**

1) AP020822-01 January 25, 2022 - 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) AP020822-02 Bill List – Broom highlighted items greater than \$5000.00. Motion to approve bill list as presented by Thomson, second by Gab, motion carried.

**PUBLIC HEARING**

Public hearing opened for the Hangar Lease and Use Agreement with Aaron Christiansen, Hangar Lease and Use Agreement with Fly Boyz LLC, and Commercial Lease and Use Agreement with RAP 3960 LLC. No comments received, public hearing closed.

**CONSENT ITEMS**

Motion to approve consent items as presented made by Thomson, second by Haar, motion carried.

- 3) AP020822-03 Approve Lease and Use Agreements with:
  - a) AP020822-03a Approve Hangar Lease and Use Agreements with Aaron Christiansen Unit #1
  - b) AP020822-03b Approve Hangar Lease and Use Agreements with Fly Boyz LLC Unit #6
  - c) AP020822-03c Approve Lease and Use Agreement with RAP 3960 LLC in addition, authorize the Airport Executive Director to sign the Commercial Lease Agreement with RAP 3960 LLC at closing
- 4) AP020822-04 Approve Lease and Use Agreement with Federal Express Corporation (Continued from January 25, 2022).
- 5) AP020822-05 Approve Mead & Hunt Task Order 2022-1 in an amount not to exceed \$38,127.48 for procurement and bidding services for the two SRE and one ARFF truck and authorize staff to advertise for bids for the equipment.
- 6) AP020822-06 Approve Agreement with Mead & Hunt to provide Small Community Air Service Development (SCASD) grant development services in the amount of \$7,875.00.
- 7) AP020822-07 Approve Addendum #2 to the Flash Parking LLC Agreement for a one-time cost of \$1,680.00; and to authorize the Airport Executive Director to execute future addendums for parts and materials purchases in 2022.

- 8) AP020822-08 Approve Resolution 2022-04 Writing off Uncollectable Accounts Receivable in the amount of \$4,339.49.

**ITEMS REQUIRING BOARD ACTION**

- 9) AP020822-09 Authorize THangar Improvements and Reprogramming of 2022 Capital Budget – Motion to approve made by Haar, second by Thomson, motion carried.
- 10) AP020822-10 Approve Award bid to MAC Construction Co of Rapid City in the amount of \$1,365,966.64 and reprogram the capital budget to remove the Parking Lot Exit Plaza from budget year 2022 and replace with the Multi-Purpose Building Construction Project – Motion to approve made by Haar, second by Gab, motion carried.
- 11) Marketing Campaign Presentation and Agreement for 2022 Peak Season Marketing Campaign with Lawrence & Schiller – Motion to continue made by Haar, second by Thomson, motion carried.

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

- 12) Recognition Lindsey Martin, Airport Administrative Coordinator – Dame thanked Martin for her service at the airport. She is moving to Rapid City Public Works Department with a farewell party scheduled for February 10.
- 13) Director’s Report – Dame outlined the Bipartisan Infrastructure Plan (BIL) and the amounts that the airport will receive, and the intent to apply for additional grant funding available through the legislation. He stated he worked with the State DOT and local legislators to ensure a state match for those grants, possibly increasing their support to previous levels. He has been working to get the CIP situated so that the airport can receive as much funding as possible through the program. BiL has specific funding for terminal projects. An IFE has been ordered for the design of the terminal project and the associated task order will be presented to the Board soon. He also discussed the need to fill in some additional pavement for aircraft storage as part of the terminal project. This design task order will also be forthcoming. One bid was received for the sewer project and negotiations are being held to try and lower the cost. An item of concern is the cost and delivery time of a fixed generator so an option for a portable generated may be considered, which could lower the cost. A second meeting in February will be scheduled for the Board to consider these items and award the sewer bid. Tod Love, Airport Operations Manager, informed the Board that we are currently testing new Part 139 compliance software, AeroSimple, with the intention of moving to that platform in March. The new software contains modules for Part 139, work orders and lease management.

**ADJOURNMENT**

At 9:38 AM Haar made the motion to adjourn, second by Thomson, motion carried.

Respectfully submitted,

Shawn Gab  
Board Secretary