MINUTES FOR THE RAPID CITY REGIONAL AIRPORT BOARD OF DIRECTORS
Airport Administration Office, 4550 Terminal Rd Suite 102, Rapid City, South Dakota
9:00 a.m., Tuesday July 12, 2022
Regular Meeting

ROLL CALL AND DETERMINATION OF QUORUM
MEMBERS PRESENT: Rod Pettigrew, President; Dustin Dale, Vice President; Robert Hall, Secretary; Michelle Thomson, Member; Darren Haar, Member; Michael Rath, Member

OTHERS PRESENT: Patrick Dame, Airport Executive Director; Toni Broom, Airport Director of Finance & Administration; Chris Deitz, Airport Director of Operations & Maintenance; Wade Kreun, Airport Facilities & Maintenance Manager; Tod Love, Airport Operations Manager; Megan Johnson, Airport Marketing & Communications; Kris Commerford, Administrative Coordinator; Carla Cushman, Legal Counsel; Laura Armstrong, Council Liaison; Rod Senn, Mead & Hunt; Nathan Thompson, Rapid City Journal; Aaron Patton, WestJet; Allison Corbin, WestJet; Charlie Baker, KLJ Engineering; Spencer Gillette, Steven Baldwin & Associates

ADOPTION OF AGENDA
Motion to approve the agenda made by Thomson, second by Hall, motion carried.

APPROVE MINUTES
Motion to approve the minutes from June 14, 2002 made by Dale, second by Hall, motion carried.

1) AP071222-01 June 14, 2022 Minutes

GENERAL PUBLIC COMMENT
No items presented.

FINANCIAL ITEMS REQUIRING BOARD ACTION

2) AP071222-02 Bill List – Broom highlighted items greater than $5,000.00 Motion to approve the bill list as presented made by Haar, second by Hall, motion carried.

CONSENT ITEMS
Motion to approve Items 3, 4, 5, 6, 7 made by Thomson, second by Hall, motion carried.

3) AP071222-03 Approve Lease Agreement with US General Services Administration on behalf of the Transportation Security Administration (GSA/TSA) for terminal space.
4) AP071222-04 Approve Transportation Network Concession Agreement with Rasier, LLC (Uber).
5) AP071222-05 Approve Platinum Premier Service Agreement with TK Elevator Corporation in the amount of $2,050.00 per month.
6) AP071222-06 Approve Engagement Letter from Ketel Thorstenson, LLP for the 2021 annual PFC Audit.
7) AP071222-07 Approve Change Order No. 1 from RCS Construction, Inc., Sanitary Sewer System Improvements, Project No. 18-5279, for a decrease of $209.99; contingent on approval from the FAA.

ITEMS REQUIRING BOARD ACTION

8) AP071222-08 Approve Construction Application from BCI Properties, LLC contingent upon executed lease agreement. Motion to approve made by Thomson, second by Dale, motion carried.
9) AP071222-09 Approve Resolution of Intent to Enter Lease with BCI Properties, LLC. Motion to approve by Hall, second by Thomson, motion passed.
10) AP071222-10 Approve Self-Fueling Permit Application and Variance Request from Western Pilot Service. Motion to approve by Haar, second by Thomson, motion carried.
11) Approve Addendum to the Mead & Hunt Task Order No. 2022-2 for the Terminal Expansion. Motion to continue Item 11 to the August 9, 2022 meeting made by Haar, second by Dale, motion carried.
DISCUSSION FROM THE PRESIDENT, BOARD MEMBERS AND STAFF

12) AP071222-12 Presentation from Spencer Gillette, Senior Project Manager, Steven Baldwin Associates, LLC. Spencer Gillette provided an overview of the company and how the Airport Governance Review and Assessment in Phase 1 would proceed.

DIRECTOR’S REPORT
The Airport did not receive a terminal grant in the first round of BIL terminal grants. Staff plans to resubmit for next year. The sewer project is done for now and will begin again in August. The underground work on the multi-purpose building is underway. The T-Hangar renovation project is complete. The Airport Road project is underway with a temporary access installed for the fuel farm. Dame met with the Governor’s Cabinet and Elevate Rapid City key stakeholders regarding the terminal expansion project. The next step will be meeting with local legislators.

13) AP071222-13 Marketing Update – Megan Johnson provided an update on projected revenues for 2022, website improvements, the Sunflower hidden disabilities program, and the Phoenix trip give away promotion.
14) AP071222-14 1st Quarter Financials – Toni Broom presented the First Quarter 2022 Financials.

ADJOURNMENT
At 10:01 AM, Haar made a motion to adjourn, second by Thomson, motion carried.

Respectfully submitted,

Robert Hall
Board Secretary