

MINUTES FOR THE RAPID CITY REGIONAL AIRPORT BOARD OF DIRECTORS
Rapid City, South Dakota
Tuesday March 14, 2017

ROLL CALL AND DETERMINATION OF QUORUM

MEMBERS PRESENT: Shawn Gab, Vice President; William Eldridge, Secretary; Vance Crocker, Member and Michelle Thomson, Member

MEMBERS ABSENT: Ron Johnsen, President

OTHERS PRESENT: Patrick Dame, Airport Executive Director; Matt Whitelock; Airport Deputy Director; Toni Broom, Airport Finance and Administration; Doug Curry, Airport Facilities and Maintenance; Wade Nyberg, City Attorney; Rod Senn, KLJ; Linda Rydstrom, Westjet; Pete Jensen, TSA; Kirk Dickerson, Native Sun News; Jennifer Gesick, Rapid City Journal; and Lindsey Martin, Airport Administration

ADOPTION OF AGENDA

Motion to approve agenda as presented made by Eldridge, second by Crocker, motion carried.

APPROVE MINUTES

- 1) AP031417-01 February 14, 2017
- 2) AP031417-02 March 1, 2017
- 3) AP031417-03 March 9, 2017

Motion to approve items 1-3 made by Eldridge, second by Thomson, motion carried.

GENERAL PUBLIC COMMENT

No Items Presented

FINANCIAL ITEMS REQUIRING BOARD ACTION

- 4) AP031417-04 Bill List – Broom highlighted items greater than \$5,000.00. Motion to approve bill list as presented made by Eldridge, second by Thomson, motion carried.
- 5) AP031417-05 2018 Airport Budget – Motion to approve budget as presented made by Thomson, second by Eldridge, motion carried.

ITEMS REQUIRING BOARD ACTION

- 6) Strategic Planning Process and Facilitation RFP Recommendation (Item continued from 02/14/17 meeting) – Motion to award Strategic Planning Process and Facilitation to Project Solutions made by Thomson, second by Crocker, motion carried.
- 7) AP031417-06 Purchasing Authority for Paint Truck through HGACBuy – Motion to authorize the purchase of a paint truck from the HGACBuy in an amount not to exceed \$200,000.00 made by Eldridge, second by Crocker, motion carried.
- 8) AP031417-07 Resolution of Intent to Enter Into a Non-Commercial Hangar Lease Agreement with J. David Triolo – Motion to approve resolution as presented made by Crocker, second by Eldridge, motion carried.
- 9) AP031417-08 Resolution Writing Off Uncollectable Accounts Receivable Accounts – Motion to approve resolution as presented made by Eldridge, second by Crocker, motion carried.
- 10) AP031417-09 Advertising Program Update – Motion to approve advertising guidelines and advertising opportunities as presented made by Eldridge, second by Thomson, motion carried.
- 11) AP031417-10 Agreement for Advertising – Liv Hospitality – Motion to approve agreement and creative as presented made by Thomson, second by Eldridge, motion carried.

- 12) AP031417-11 Peak Season Marketing Campaign – Motion to approve 2017 Peak Season Marketing Campaign with Lawrence and Schiller in an amount not to exceed \$122,500.00 made by Eldridge, second by Crocker, motion carried.

DISCUSSION FROM THE PRESIDENT, BOARD MEMBERS AND STAFF

- 13) Rapid City Fire Department Update – Item moved to April 11, 2017 agenda
- 14) Airport Closure Procedures – Dame discussed the differences and effects between closing the airport, a runway closure and closing the aerodrome.
- 15) Director's Report – Dame stated the report from AET had been received on the fuel farm, recommendations have been provided back to AET, a meeting took place with Westjet and they were provided the solutions document and plan. The airport will continue to do work and monitor the wells in the future. Staff continues to meet with Leigh Fisher on the Airline lease and use agreements. The second meeting with the carriers is forthcoming and staff hopes to have the agreement complete by year-end. Dame recently attended a meeting with State Tourism. The Airport Security Plan (ASP) was approved by TSA. TSA has expressed interest in using RAP's document as a benchmark for other airports in the Dakotas. Staff has completed and submitted the Storm Water Pollution Prevention Plan (SWPPP) to the State of South Dakota. Work continues on the Spill Prevention, Control and Countermeasure (SPCC) plans. Dame indicated a letter had been received from Airhost requesting they begin the process of renewal on the contract. Dame stated the current lease has a term of five years with a five-year option to renew. He asked the Board's preference to renew or issue an RFP. The Board requested Nyberg review the contract for language on the renewal process.

OTHER BUSINESS

16) Direction to Staff

Eldridge requested the ability to work with staff to develop an RFP to request plans to build single and multiple unit hangars to have on the shelf for when an inquiry to build is received. An item will be placed on the April 11, 2017 agenda to issue the RFP.

Eldridge stated there is no mechanism currently in place for the Board to provide feedback to the Executive Director on a semi-annual or annual basis. A copy of the Douglas School Board's Superintendent feedback evaluation was given to all members and any comments can be sent directly to Eldridge.

ADJOURNMENT

At 10:46 am Eldridge made a motion to adjourn, second by Crocker, motion carried.

Respectfully submitted,

William Eldridge
Secretary