MINUTES FOR THE RAPID CITY REGIONAL AIRPORT BOARD OF DIRECTORS
Rapid City, South Dakota
Tuesday December 19, 2017

ROLL CALL AND DETERMINATION OF QUORUM
MEMBERS PRESENT: Shawn Gab, President; William Eldridge, Vice President; Michelle Thomson, Secretary; and Ron Johnsen, Member

MEMBERS ABSENT: Darren Haar, Member

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; Linda Rydstrom, Westjet; Miranda Maleki, Westjet; John Arneson, Westjet; Rod Senn, KLJ; Anna Raue, Mt Rushmore Memories; Brook Stromer, Stromer’s Storage; Amy Ciana, CFMO; Chris Guy, CFMO; Marcia Elkins SDARNG; Marshall Michaels, SDNG; Scott Petrik, SDARNG; Dana Limbo, SDARNG; and Lindsey Martin, Airport Administration

ADOPTION OF AGENDA
Motion to approve agenda as presented made by Johnsen, second by Thomson, motion carried.

APPROVE MINUTES
Motion to approve items 1 and 2 made by Eldridge, second by Johnsen motion carried.
1) AP121917-01 November 14, 2017
2) AP121917-02 December 7, 2017

GENERAL PUBLIC COMMENT
No Items Presented

3) South Dakota Air National Guard provided an update on the progress of the proposed readiness center at the airport.

FINANCIAL ITEMS REQUIRING BOARD ACTION
4) AP121917-03 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) AP121917-04 Resolution Writing Off Uncollectable Accounts – Motion to approve resolution as presented made by Thomson, second by Eldridge, motion carried.

PUBLIC HEARING
Public hearing for the following leases was opened and closed with no comments received.
Non-Commercial Hangar Lease agreement with Kail Mantle
Pasture Lease Agreement with Robert or Sharon Edgar – Pasture Area A
Pasture Lease Agreement with Robert or Sharon Edgar – Pasture Area B
Pasture Lease Agreement with Robert or Sharon Edgar – Pasture Area C
Pasture Lease Agreement with Brook Stromer – Pasture Area D
Pasture Lease Agreement with Dean Klapperich – Pasture Area E
Pasture Lease Agreement with Travis Bechen – Pasture Area F
Pasture Lease Agreement with Robert or Sharon Edgar – Pasture Area H
ITEMS REQUIRING BOARD ACTION

6) AP121917-05 Non-Commercial Hangar Lease agreement with Kail Mantle – Motion to approve agreement as presented made by Eldridge, second by Johnsen, motion carried.

7) AP121917-06 Pasture Lease Agreements – Motion to approve items a through g as presented made by Eldridge, second by Thomson, motion carried.
   a) AP121917-07 Robert or Sharon Edgar – Pasture Area A
   b) AP121917-08 Robert or Sharon Edgar – Pasture Area B
   c) AP121917-09 Robert or Sharon Edgar – Pasture Area C
   d) AP121917-10 Brook Stromer – Pasture Area D
   e) AP121917-11 Dean Klapperich – Pasture Area E
   f) AP121917-12 Travis Bechen – Pasture Area F
   g) AP121917-13 Robert or Sharon Edgar – Pasture Area H

8) AP121917-14 General Aviation Operator Permits – Motion to approve items a through n for a two-year period (January 1, 2018 to December 31, 2019), made by Johnsen, second by Thomson, motion carried.
   a) AP121917-15 Air Methods Corp dba Black Hills Life Light
   b) AP121917-16 Alpine Air Inc
   c) AP121917-17 Business Aviation Courier, Inc
   d) AP121917-18 Consolidated Hangar Group LLC
   e) AP121917-19 Dale Aviation
   f) AP121917-20 Brad Docken
   g) AP121917-21 Empire Airlines Inc
   h) AP121917-22 Fugro Geospatial Inc
   i) AP121917-23 L&D Aero Service, Inc
   j) AP121917-24 Plane Training LLC
   k) AP121917-25 Rapid Avionics Inc
   l) AP121917-26 Rapid Fuel LLC
   m) AP121917-27 Westjet Air Center, Inc
   n) AP121917-28 Rapid City Regional Airport

9) AP121917-34 2017 Terminal Study Alternative Selection and FAA Grant Application Approval – Eldridge made a motion to approve Alternate 2, second by Thomson, roll call to vote: members in favor: none, members opposed: Thomson, Eldridge, Johnsen, motion denied. KLJ Engineer Senn will work with the architect to look for additional options for the escalator replacement for consideration possibly by the January 23rd meeting. President Gab requested sending options by email in advance of the meeting.

Motion to direct staff to apply for grant for sanitary EA and bag claim belt replacement made by Eldridge, second by Johnsen, motion carried.

10) AP121917-29 Addendum #1 Mead & Hunt Air Service Consulting Services Agreement – Motion to approve agreement as presented made by Thomson, second by Eldridge, motion carried.

11) AP121917-30 Addendum #2 Airhost Rapid City, Inc. Airport Concession Agreement for Food and Beverage – Motion to approve addendum as presented made by Eldridge, second by Johnsen, motion carried.

12) AP121917-31 Advertising Program Updates – Motion to approve updates as presented made by Thomson, second by Eldridge, roll call to vote: members in favor: Eldridge, Thomson, Gab; members opposed: Johnsen, motion carried.

13) AP121917-32 DBE Goal Report for 2017 – Motion to acknowledge report as presented made by Eldridge, second by Johnsen, motion carried.

14) AP121917-35 Addendum #2 Liv Hospitality Advertising Agreement – Motion to approve addendum as presented made by Thomson, second by Johnsen, motion carried.

DISCUSSION FROM THE PRESIDENT, BOARD MEMBERS AND STAFF
15) AP121917-33 3rd Quarter Financials – Broom reviewed 3rd quarter financials.
16) Director’s Report – Dame stated the SCASD application had been submitted Saturday December 16, and the process should take 60 days. Staff is currently chasing a lighting issue on the control panel; Curry is working with the vendor to resolve the issue. The airport is expecting a record year for passengers.
Johnsen questioned whether a PFC increase was included in the tax bill in Washington. He also thanked staff for their coordination and participation in providing monthly breakfasts at the Cornerstone Rescue Mission.

OTHER BUSINESS
17) Motion to enter into Executive Session at 11:44 am for the purposes permitted by SDCL 1-25-2, Subpart 1, 3 and 4 made by Johnsen, second by Eldridge, motion carried. Motion to come out of Executive Session at 1:35 pm with no action taken during executive session made by Eldridge, second by Johnsen, motion carried.
18) Direction to Staff
   No Items Presented

ADJOURNMENT
At 1:36 pm, Eldridge made a motion to adjourn, second by Thomson, motion carried.

Respectfully submitted,

Michelle Thomson
Secretary