

**RAPID CITY REGIONAL AIRPORT BOARD
MONDAY, JUNE 26, 2006, 9:00 AM
AIRPORT CONFERENCE ROOM**

MEMBERS PRESENT: Jerry Brown, President; Jennifer Landguth, Secretary; Jerry Shoener, Jo Roebuck-Pearson, Members

NOT ATTENDING: Malcom Chapman, Airport Board Liaison, Jerry Mitchell, Vice President-Airport Board

OTHERS PRESENT: Mason Short, Airport Executive Director; Ken Simmons, Airport Operations Officer; Andrew Zielike, Airport Staff Intern; Kevin Lewis, Assistant City Attorney; Rod Senn, Kadrmas, Lee & Jackson; Ryan Junek, Thrifty; Reed Roberts, TSA; Bob Morcom, TSP; Karl Schinzel, Westjet Air Center; Jean Mann, Upper Plains Construction; Dave and Jeanie Eatherton, Waypoint Aviation/Rapid Fuel LLC; Jim Anderson, Hospitality Systems, Inc.; and Wanda Peacock, Administrative Assistant

Ayes and nays were taken on all motions, and all motions were passed unanimously unless otherwise noted.

Jerry Brown, President; called the regular meeting of the Airport Board to order at 9:00 A.M.

1. AGENDA REVIEW AND APPROVAL

Roebuck-Pearson moved, second by Shoener to approve the Agenda of the June 26, 2006, Regular Airport Board meeting and to remove item 6.i. Motion carried.

2. APPROVAL OF MINUTES

Shoener moved, second by Landguth to approve the Minutes of the June 12, 2006, Regular Meeting as presented. Motion carried.

3. VISITOR ITEMS

- No visitor items.

4. a. APPROVAL OF BILL LIST

Roebuck-Pearson moved, second by Shoener to approve the Operations and Capital Improvements Bill List as presented.

5. CONSENT CALENDAR

There were no items on the consent calendar.

6. a. HEARING – WAYPOINT LEASE – CONSIDER WAYPOINT LEASE AGREEMENT

Shoener moved, second by Roebuck-Pearson to declare the Hearing Open– Intent to Lease – Waypoint Aviation, Inc. Motion carried.

Mason reported the Board intends to enter into a lease of building space for a Specialized Aeronautical Service Operator providing flight instruction with Waypoint Aviation, Inc. Waypoint will be leasing office space at the new TSA Building. The office should be available for occupation soon.

Jeanie Eatherton reported currently there are about a dozen flight instruction students.

Shoener moved, second by Roebuck-Pearson to declare the Hearing Closed – Intent to Lease – Waypoint Aviation, Inc. Motion carried.

Shoener moved, second by Landguth to enter into lease agreement with Waypoint Aviation, Inc. upon the terms and conditions stated and contingent upon review from the City Attorney's office. Motion carried.

6. b. 2006 AIRPORT BOARD MEMBERS & COMMISSIONERS CONFERENCE - REQUEST FOR TRAVEL

Shoener moved, second by Landguth to approve the Request for Travel for two Board members to attend the 2006 Airport Board Members & Commissioners Conference in San Francisco, CA on August 5-8, 2006 in an estimated amount of \$3,916.00. Motion carried.

6. c. CONCESSIONAIRE AUDIT SELECTION

Mason reported it was time to select an airport concessionaire for the annual audit. The concessionaire selected by lottery was Smarte Carte.

Landguth moved, second by Roebuck-Pearson to approve the Concessionaire Audit Selection for Smarte Carte as presented.

It was noted that Hertz Car Rental was exempt from this year's lottery due to selection in 2005. The same exemption will apply to Smarte Carte in 2007.

6. d. AIP 3-46-0048-33-2006 GRANT APPLICATION & ACCEPTANCE OF GRANT ASSURANCES

Ken Simmons briefed the Board on the Federal Assistance Grant Application received from the South Dakota Department of Transportation. The project application is to update the Airport Master Plan Study in the amount of \$319,500 and should be available by the end of this month.

Shoener moved, second by Landguth to authorize the Airport Board President to execute the Federal Assistance Application, AIP 3-46-0048-33-2006 for development at Rapid City Regional Airport as presented. Motion carried.

Roebuck-Pearson moved, second by Landguth to direct staff to sign the Grant Assurance letter upon receipt. Motion carried.

6. e. ADVERTISE FOR UTILITY VEHICLE

Mason briefed the Board on the need for a utility vehicle. The vehicle would be to assist in land and air side snow removal, light dirt work and a variety of other tasks. He requested Board authorization to advertise for bids.

Roebuck-Pearson moved, second by Shoener to authorize the Airport Board to Advertise for a Utility Vehicle as presented. Motion carried.

6. f. AUTHORIZATION TO HIRE TWO FTE'S

Mason asked the Airport Board to consider adding two additional FTE's. He stated the airport staff has remained at the same level with 19 FTE's for the past ten years. In addition, he noted the demand on our facilities has increased workload. The positions requested are: Airport Maintenance Worker I and Equipment Mechanic.

The Airport Board requested a print out of airport employees and would like to be notified when the FTE process is presented to Legal & Finance and City Council.

Shoener moved, second by Landguth to authorize the Airport Executive Director to hire two FTE's at Rapid City Regional Airport and to appropriate the request to Legal & Finance and City Council as presented. Motion carried.

6. g. RAPID FUEL, LLC – SIGNAGE APPROVAL

Jeanie Eatherton, Rapid Fuel, LLC., briefed the Airport Board on a signage approval request.

Shoener moved, second by Landguth to approve the signage request for Rapid Fuel, LLC, providing City Code is met. Motion carried.

6.h. RESOLUTION AUTHORIZING THE LOAN OF MONEY FROM THE TERMINAL DEPRECIATION FUND TO THE PASSENGER FACILITY CHARGE FUND

Mason requested authorization to direct the loan of \$750,000 from Fund 734 to Fund 782 and to direct the repayment of monies borrowed from Fund 734 with monies collected in the form of Passenger Facility Charges as is reasonably prudent to provide sufficient cash flow to proceed with approved Passenger Facility Charge projects in PFC Application #3 and PFC Application #4.

Roebuck-Pearson moved, second by Shoener to approve the Resolution authorizing the Loan of Money from the Terminal Depreciation Fund to the Passenger Facility Charge Fund as requested by Airport Staff. Motion carried.

6.i. ITEM REMOVED

6.j. TRAVEL REQUEST – AIRPORT FACILITIES MANAGEMENT CONFERENCE – SALT LAKE CITY, UTAH

Mason briefed the Board on the Facilities Management Conference in Salt Lake noting the high airfare is due to the end of Sturgis Rally. Staff will reevaluate the airfare.

Roebuck-Pearson moved, second by Landguth to approve the Travel Request for David Lepine, Director of Maintenance/Certification to attend the Airport Facilities Management Conference in Salt Lake City, UT on August 8/13-15/06 in the estimated amount of \$1,765.00. Motion carried.

6.k. TRAVEL REQUEST – FAA GREAT LAKES REGION ANNUAL CONFERENCE – CHICAGO

Roebuck-Pearson moved, second by Landguth to approve the Travel Request for David Lepine, Director of Maintenance/Certification to attend the FAA Great Lakes Regional Annual Conference in Chicago, IL in November (dates to be announced) in the estimated amount of \$1,292.00. Motion carried.

7. DISCUSSION FROM THE PRESIDENT, BOARD MEMBERS AND STAFF

- Jean Mann, Upper Plains Construction briefed the Board on the progress of the taxiway separation project. She stated the project is on schedule with paving to begin on July 17 with a projected completion date of September 11, 2006.
- The Airport Board agreed to hold the Board meeting of July 10, 2006 via teleconference. Board members who wished to be present were encouraged to do so in addition to the public.
- President Brown congratulated and presented Ken Simmons with a recognition plaque in honor of his recent accreditation with the American Association of Airport Executives.

STRATEGIC PLANNING SESSION

The Airport Board recessed at 10:30 AM from the regular meeting to the Strategic Planning Session.

ADJOURNMENT

Landguth, second by Shoener to adjourn the meeting of June 26, 2006, at 1:30 pm. Motion carried.

Respectfully Submitted,

Jennifer Landguth
Secretary

wlp