

**MINUTES
RAPID CITY REGIONAL AIRPORT BOARD
MONDAY, MAY 10, 2004, 9:00 AM
AIRPORT CONFERENCE ROOM**

MEMBERS PRESENT: Bert Corwin, President; Jerry Shoener, Secretary; Jerry Mitchell, Jerry Brown

MEMBERS ABSENT: Craig Uhre

OTHERS PRESENT: Mason Short, Airport Executive Director; Ken Simmons, Airport Operations Officer; Alan Hanks, Airport Board Liaison; Jason Green, City Attorney; Rodd Senn, Kadrmass, Lee & Jackson, Bob Rothermel, Alliance of Architects and Engineers, Lt. Chilson, ARFF; Bob Baker, Peter Jensen, TSA, J.P. Duniphan, Airport Services; Andy Kuipers, Avis; Ryan Junek, Thrifty; Don Rydstrom, Westjet Air Center; Dave Lepine, Director of Maintenance; and Wanda Peacock, Administrative Assistant

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

AGENDA REVIEW AND APPROVAL

It was moved by Mr. Shoener and seconded by Mr. Mitchell to approve the Agenda of the May 10, 2004, Airport Board meeting as amended. Motion carried.

APPROVAL OF MINUTES

It was moved by Mr. Shoener and seconded by Mr. Mitchell to approve the Minutes of the April 12, 2004 Regular Airport Board Meeting as presented. Motion carried.

It was moved by Mr. Brown and seconded by Mr. Shoener to approve the Minutes of the April 30, 2004 Special Airport Board Meeting as amended. Motion carried.

VISITOR ITEMS

Dave Lepine, Director of Maintenance thanked Jerry Mitchell for the hard work he did with Airport staff as Interim Manager. He also thanked the Airport Board for their diligence in their search for an Airport Manager.

APPROVAL OF BILL LIST

It was moved by Mr. Mitchell and seconded by Mr. Brown to approve the Operations and Capital Improvements Bill List as presented. Motion carried.

SALE OF FUEL OPERATION FROM GENERAL AVIATION TO WESTJET AIR CENTER

Don Rydstrom, President of Westjet Air Center briefed the Airport Board on negotiations with General Aviation to purchase their fuel operation. Mr. Rydstrom indicated negotiations were about 90% complete. He will keep the Airport Board updated on the progress of the sale.

RWY 5/23 CONTRACT APPROVAL

It was moved by Mr. Shoener and seconded by Mr. Mitchell to authorize the Airport Board President to execute the contract with Quinn Construction, Inc. of Rapid City, SD and to issue the Notice to Proceed. Motion carried.

TSA BUILDING – NOTICE OF AWARD

Six bids were received and opened on May 6, 2004 for the TSA Office Building project at Rapid City Regional Airport. Upon review of the Bids it is recommended:

1. To accept the Base Bid of the low bidder, Scull Construction Services of \$1,071,700.00.
2. Not accept Alternate #1 for Basements due to overall funding limitations.

It was moved by Mr. Mitchell and seconded by Mr. Shoener to authorize the President to execute the contract with Scull Construction and issue the Notice to Proceed when all documents are submitted. Motion carried.

AIRPORT EXPRESS SHUTTLE AGREEMENT

Mason Short, Airport Executive Director briefed the Airport Board on the status of the renewal agreement with Airport Express Shuttle.

It was moved by Mr. Mitchell and seconded by Mr. Shoener to authorize the Airport Executive Director to negotiate the renewal of the Airport Express Shuttle Agreement and to bring it back to the Airport Board on June 14, 2004. Motion carried.

OLD TERMINAL BUILDING LEASE RENEWAL

It was moved by Mr. Mitchell and seconded by Mr. Shoener to delay the lease renewal for one month and to authorize the Airport Executive Director to negotiate terms and rates of the Old Terminal Building to be consistent with other Airport tenants. Motion carried.

FIGHTER TOWN LEASE

A representative from Fighter Town was expected to be present but was not, therefore the item was deferred. The Board President recommended a special meeting when the lease is in order.

ANNUAL REPORT 2003

Ken Simmons, Airport Operations Officer presented a draft of the 2003 Annual Report. He indicated the report was not complete but will be completed in final format for the June 14, 2004 Airport Board meeting.

AIRPORT BOARD COMMITTEE APPOINTMENTS MAY 2004 TO MAY 2005

Bert Corwin, Airport Board President had no recommendations for committee appointments but indicated he will assign Airport Board Members to miscellaneous committees as needed.

AIRPORT CONVENTION AND EXPO

Jerry Mitchell went on record to discuss the importance of all Airport Board members attendance at the annual Airport Conference and Expo usually held in June. It is a place to learn, meet with professionals and educators on Airport business. Therefore, it is his recommendation that all five members attend along with two Airport staff.

It was moved by Mr. Mitchell and seconded by Jerry Brown to authorize five Airport Board Members and two Airport staff to attend the future annual Airport Convention and Expo in an amount not to exceed \$14,000. Motion carried.

DISCUSSION FROM THE PRESIDENT

At this time Bert Corwin, Airport Board President welcomed Mason Short as the Airport Executive Director.

FINANCIAL UPDATE

Ken Simmons, Airport Operations Officer briefed the Airport Board on the Financial Update. Jerry Shoener indicated the report was difficult to read due to the small size print. The report will be simplified.

AIRPORT BUDGET PRELIMINARY PRESENTATION

The Airport Board members were advised of the preliminary budget presentation on May 13, 2004 at 6:45 PM and were invited to attend.

EXECUTIVE SESSION

It was moved by Mr. Mitchell and seconded by Mr. Brown to go into Executive Session at 9:50 AM to discuss a legal matter. Motion carried.

It was moved by Mr. Mitchell and seconded by Mr. Shoener to come out of Executive Session at 10:25 AM and to resume regular session. Motion carried.

GENERAL AVIATION COMMITTEE

It was moved by Mr. Mitchell and seconded by Mr. Shoener to authorize the Airport Board President to form a General Aviation Committee to coordinate and assist in the formation of a policy committee to review airport development and to appoint Jerry Mitchell and Jerry Shoener to that committee. Motion carried.

ADJOURNMENT

It was moved by Mr. Brown and seconded by Mr. Mitchell to adjourn the Regular Meeting of May 10, 2004 at 10:35 A.M. Motion carried.

Respectfully Submitted,

Jerry Shoener
Secretary

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