

**MINUTES OF SPECIAL MEETING  
RAPID CITY REGIONAL AIRPORT BOARD  
Monday, April 25, 2005 - 9:00 AM  
Airport Conference Room**

**MEMBERS PRESENT:** Bert Corwin, President; Craig Uhre, Vice President; Jerry Shoener, Secretary; Jerry Mitchell, Jerry Brown,

**OTHERS PRESENT:** Mason Short, Airport Executive Director; Ken Simmons, Airport Operations Officer; and Wanda Peacock, Administrative Assistant

Others: Dan Daly, Rapid City Journal; Duane Anderson, Chistopherson, Bailin & Anderson, L.L.P.

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

**AGENDA REVIEW**

It was moved by Mr. Shoener and seconded by Mr. Uhre to approve the Agenda of Special Meeting of April 25, 2005 as amended. Motion carried.

**AIRPORT AUTHORITY - DISCUSSION**

Duane Anderson, Chistopherson, Bailin & Anderson, L.L.P. from Sioux Falls was present to assist in questions on Airport Authority issues. Members from the Rapid City Regional Airport Board met with him a year ago. Mr. Anderson is present to give direction in Airport Authority process. He was City Attorney for Sioux Falls when the authority was formed in 1986 and effective in 1987. Mr. Anderson explained it took about a year for the process to take place. They established the "Agreement For Cooperative Action" which the City of Sioux Falls and Airport Authority agreed.

Mr. Anderson explained the Authority used the City departments in their transition for administration services for a fee of approximately \$50,000.00 a year. The Airport Authority found out they could do it at a more efficient cost themselves. Their staff currently consists of three members and they take care of their own personnel, payroll, etc.

The Rapid City Regional Airport Board will review the copy of Sioux Falls' "Agreement For Cooperative Action" and fine tune it to our needs.

Bert Corwin stated it was our intent to be up and running as an Authority by 1/05.

Mason Short said airport business is very time consuming for City departments.

Mr. Anderson commented that Rapid City has a selling job to do and employee concerns can be figured out case by case.

The Airport Board has a list of proposed informational meetings and will meet with Airport employees on Wednesday, April 27, 2005.

The Airport Board discussed the need of a legal advisor.

The Board asked questions on public accountability for actions of Airport Authority and Mr. Anderson explained they are held up to same standards as well as accountability. Sioux Falls has operated on landing fees since their inception and has not had to borrow. Jerry Shoener said Rapid City Regional Airport has been self-sufficient for many years.

Mason: Established minimum amount of cash to have on hand? Asked about reliability of commissioners, insurance, government unity.

Anderson: Sovereign government immunity to the point of are not insured. Errors & Omissions for the Board, never had a claim. Governing unit can reimburse up to 25,000.00 per person and currently raised to 50,000.00. Sioux Falls Authority does not have Errors and Omissions.

Mason questioned any downfalls or pitfalls since Sioux Falls has been in operation for twenty years? Mr. Anderson responded there have been no problems – a plus all the way around. City is happy, they appoint Board members.

**Mason: Political subdivision approach to be a part of? Anderson: No.**

**A benefit under law is small community to say “we really need this airport”.**

**Mitchell: Are Board members required to live in City limits. Anderson: Yes.**

**Mason: In discussion with Duane Anderson we have not retained him, he is glad to help but feels we need local representation and is happy to work in liaison/consultant capacity.**

**Building codes are all in accordance with Sioux Falls codes. Rapid City will have zoning authority which gives good leverage. In future we can modify building codes.**

**Ken Simmons: What unions are represented? Anderson: AFSCME (American Federation of State, County and Municipal Employees), Teamsters, Fire Fighters Union. Does not feel they have union representation now. Mason commented on the lengthy process it takes to pay bills at Airport which can take 45-60 days.**

**Anderson: Mike Marnach probably writes 100 checks a month. State audit rules are followed.**

**Board can adopt own procedural rules – Sioux Falls accomplished this prior to going into Airport Authority. Anderson advised the Board to get By-Laws and agreed upon Rules of Procedure in place before any problems occur. Establish meeting Schedule Plus general qualifications for board members and terms.**

**Sioux Falls Commissioners consist of two aviation, two business and one professional. Sioux Falls Airport Authority is similar to size of Rapid City.**

**It was recommended getting Agreement for Cooperation Action approved. Advice from legal council is not to take action until July 1, 2005 before we legally proceed because of the language change to an existing state law that includes verbiage on airport authority. Bert Corwin advised the Board look at the agreement and make changes for City Attorney review.**

**Mason expressed that City department heads work very well together. He has discussed general comments with the City Attorney and Finance and will discuss further at public information meetings.**

### **STRATEGIC PLANNING DISCUSSION**

**The Airport Board discussed strategic planning issue format. Dr. Corwin suggested the Board focus on the immediate issues on the list that pertain to development of the airport.**

**Jerry Shoener suggested the board hold off with the strategic planning and concentrate on Airport Authority and discuss at the July meeting and see what we want to do with it at that time.**

**Ken Simmons felt the first priority was to get the Agreement for Cooperative Action hammered out. The Strategic Planning can be addressed in pieces as we go along.**

**It was moved by Jerry Shoener and seconded by Bert Corwin to accept the KLJ report that was submitted for Airport Board review and to address the issue again at the July 11, 2005 Airport Board meeting. Motion carried**

**Dr. Corwin departed at 10:25 AM for another meeting.**

### **REVIEW PUBLIC INFORMATION MEETING SCHEDULE FOR MAY AND JUNE**

**The proposed meeting schedule was discussed. It was recommended the PowerPoint Presentation on Airport Authority be presented to Council members in place of an email blast.**

**Craig Uhre and Jerry Mitchell will be available for the Airport User Meeting on Saturday, May 7 at 9:00 AM in the Airport Conference Room.**

**It was moved by Jerry Mitchell and seconded by Jerry Shoener to approve the calendar for information meetings and the Special Meetings of May 9, May 17 and June 17, 2005 as presented. Motion carried.**

### **EXECUTIVE SESSION**

It was moved by Jerry Mitchell and seconded by Jerry Brown to go into Executive Session at 10:36 AM to discuss contractual issues. Motion carried.

It was moved by Jerry Brown and seconded by Jerry Shoener to come out of Executive Session at 11:44 AM and resume Regular Session. Motion carried.

**SKYCAP AND TERMINAL SERVICES RFP**

It was moved by Jerry Shoener and seconded by Jerry Brown to authorize the Airport Executive Director to enter into negotiations with Standard Parking for a fixed management fee and reimbursable labor rate to provide passenger services. Motion carried.

**ADJOURNMENT**

It was moved by Mr. Mitchell and seconded by Mr. Shoener to adjourn the Special Meeting of April 25, 2005 at 11:45 AM. Motion carried.

Respectfully Submitted,

Jerry Shoener  
Secretary

:wlp