

**MINUTES  
RAPID CITY REGIONAL AIRPORT BOARD  
MONDAY, OCTOBER 10, 2005, 9:00 AM  
AIRPORT CONFERENCE ROOM**

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

**MEMBERS ABSENT:** Jerry Mitchell

**OTHERS PRESENT:** Mason Short, Airport Executive Director; Ken Simmons, Airport Operations Officer; Jason Green, City Attorney; Bill Okrepkie, City Council; Rod Senn, Kadmas, Lee & Jackson; Bob Morcom, TSP; Andy Kuipers, Avis; J.P. Duniphan, Airport Services; Dick McConnell, Alliance of Architects & Engineers; Milo Schindler, Don and Linda Rydstrom, Westjet Air Center; Dan Daly, Rapid City Journal; Jerry Zepp, Dave Eatherton, Waypoint Aviation; and Wanda Peacock, Administrative Assistant

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

**AGENDA REVIEW AND APPROVAL**

It was moved by Bert Corwin and seconded by Jerry Shoener to approve the Agenda of the October 10, 2005, Regular Airport Board meeting as amended. Motion carried.

**APPROVAL OF MINUTES**

It was moved by Jerry Shoener and seconded by Bert Corwin to approve the Minutes of the September 12, 2005 Regular Meeting, Special meetings of September 1, 2005, September 21, 2005, and September 26, 2005 as presented. Motion carried.

**APPROVAL OF BILL LIST**

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

**VISITOR ITEMS**

Don Rydstrom, Westjet Air Center had questions regarding Airport Board By-Laws. He wanted to know if the Board had established operating By-Laws. His attorney felt that State law required them to be established. The Airport Executive Director informed Mr. Rydstrom that we are in the process of writing and adopting By-Laws for an Airport Authority.

**REQUEST FOR TRAVEL – 14<sup>th</sup> ANNUAL NON-HUB GENERAL AVIATION AIRPORTS CONFERENCE & FBO SYMPOSIUM IN PHOENIX, AZ**

It was moved by Jerry Shoener and seconded by Bert Corwin to approve the Request for Travel for Mason Short, Airport Executive Director to attend the 14<sup>th</sup> Annual Non-Hub General Aviation Airports Conference and FBO Symposium in Phoenix, AZ on November 1-4, 2005 in the approximate amount of \$1,323.00. Motion carried.

**REQUEST FOR TRAVEL – TSC/AAAE TRANSPORTATION BACKGROUND CHECK & CREDENTIAL CONFERENCE IN SAN DIEGO, CA**

It was moved by Bert Corwin and seconded by Jerry Brown to approve the Request for Travel for Charlene Smith to attend the TSC/AAAE – Transportation Background Check & Credentialing Conference in San Diego, CA on November 7-9, 2005 in the approximate amount of \$1,106.00. Motion carried.

**REQUEST FOR TRAVEL – 4<sup>TH</sup> ANNUAL RESORT AIRPORTS CONFERENCE – PINEHURST, NC**

It was moved by Bert Corwin and seconded by Jerry Brown to strike this request from the agenda. Motion carried.

**20 YEAR RECOGNITION – BRUCE ROTTUM**

Mason Short advised the Board that Bruce Rottum, Airport Maintenance Chief received his recognition plaque for 20 years of service at Rapid City Regional Airport.

**JERRY R. ZEPP – PUBLIC HEARING & INTENT TO LEASE**

It was moved by Bert Corwin and seconded by Jerry Shoener to declare the Jerry R. Zepp - Public Hearing open. Motion carried.

No comments were received.

It was moved by Jerry Shoener and seconded by Jerry Brown to close the Public Hearing. Motion carried.

It was moved by Bert Corwin and seconded by Jerry Shoener to direct staff to prepare a lease for Mr. Zepp and bring back to the Airport Board for approval. Motion carried.

**2005 BISMARCK AIRPORT DISTRICT OFFICE FALL SEMINAR**

Mason Short, Airport Executive Director briefed the Board on the 2005 Airports Fall Seminar in Aberdeen on November 8-9, 2005 which will focus on land use issues and grant assurances and how they relate to airport operations. Board members are invited and encouraged to attend.

It was moved by Bert Corwin and seconded by Jerry Brown to approve Airport staff and board members to attend the 2005 Bismarck Airport District Office Fall Seminar in Aberdeen on November 8-9, 2005 as presented. Motion carried.

**PLANT WORLD AGREEMENT**

It was moved by Jerry Shoener and seconded by Jerry Brown to approve the Plant World Agreement with changes as recommended by the City Attorney and to authorize the Airport Executive Director to sign. Motion carried.

**RENOVATION PROPOSALS – TSA BUILDING**

Quotes for electrical, HVAC, tape and texturing, sprinkler system, and suspended ceiling were received to complete renovations in the TSA Office Building.

It was moved by Bert Corwin and seconded by Jerry Brown to approve the Renovation Proposals – TSA Building as presented and to direct staff to complete the renovations in the approximate amount of \$20,146.00 as soon as possible. Motion carried.

**SUB-LEASE APPROVAL – LEON BRODIE & CONSIDER PROPOSAL TO ALLOW TRI-STATE AVIONICS TO CONDUCT AN AVIONICS BUSINESS**

Mason Short, Airport Executive Director briefed the Board on a proposal received from Tony Fremo and Mark Treadwell to operate an Avionics Business in the hangar owned by Leon Brodie. The issue with the proposal is the facility does not meet Airport Minimum Standards for an Avionics SASO because there is not a public use restroom in the hangar. Mason recommended the Airport Board waive the minimum standards on a temporary basis, given that this operation would be a valuable addition to the services offered on the airport.

Don Rydstrom, Westjet Air Center objected to waiving of Minimum Standards because they were enforced with Tumbling T and Jet Stream Aviation.

It was moved by Bert Corwin and seconded by Jerry Brown to approve the sub-lease with Tri-State Avionics with the waiver of Minimum Standards on a temporary basis not to exceed 12 months. Motion carried.

**CONSIDER CREATION OF AIRPORT NEIGHBORHOOD LIAISON POSITION TO THE AIRPORT BOARD**

The Airport Executive Director asked the Board to consider an airport neighborhood liaison to the Airport Board. The liaison would not have the ability to vote but could be a voice for concerns and communication with area landowners as they relate to the airport.

Jerry Brown proposed that improved communications could be obtained by having regular meetings with the neighbors.

It was moved by Jerry Shoener and seconded by Bert Corwin to take under future advisement an airport neighborhood liaison position to the Airport Board following research. Motion carried.

#### **DISCUSS BOARD MEETING RECORDING OPTIONS**

The Airport Executive Director asked the Board to consider the following items in recording Airport Board meetings:

- Electronically record all meetings so all discussion will be retained
- Use resolutions for all action taken that will record justification for each
- Provide more detailed minutes from the meetings

Jerry Brown recommended staff obtain feed back from other airports on costs etc. and to check all ideas and review further.

It was moved by Bert Corwin and seconded by Jerry Brown to continue the item for further discussion.

#### **CHANGE ORDER NO. 4 (FINAL) DALSIN, INC.**

It was moved by Bert Corwin and seconded by Jerry Shoener to approve the Change Order No. 4 (Final) – Dalsin, Inc. in the increased amount of \$7,145.00 as presented. Motion carried.

#### **RESOLUTION OF INTENT TO ENTER INTO LEASE OF LAND WITH HORIZONS, INC.**

It was moved by Jerry Shoener and seconded by Bert Corwin to approve the request to schedule a hearing of Intent to Lease Land with Horizons, Inc. for a private hangar as presented. Motion carried.

#### **RESOLUTION OF INTENT TO ENTER INTO LEASE OF LAND WITH LARRY TEUBER**

It was moved by Jerry Shoener and seconded by Bert Corwin to approve the request to schedule a hearing of Intent to Lease Land with Dr. Larry Teuber for a private hangar as presented. Motion carried.

#### **SABRE CONSULTING AGREEMENT**

Mason Short, Airport Executive Director presented the Board with an agreement from Sabre Consulting to provide forecast potential of new services with America West to Phoenix.

It was moved by Bert Corwin and seconded by Jerry Brown to approve the Sabre Consulting Agreement (Air Service Campaign) in the amount of \$15,000.00 as presented. Motion carried.

#### **MODIFICATION NO. 3 TO USDA FOREST SERVICE BLACK HILLS NATIONAL FOREST**

It was moved by Jerry Shoener and seconded by Jerry Brown to approve Modification No. 3 To Participating Agreement #00-PA-11020300-023 Between Rapid City Regional Airport and USDA Forest Service Black Hills National Forest to extend the completion date and date of Availability of Funds from September 30, 2005 to September 30, 2006 as presented. Motion carried.

#### **ACCEPT RESIGNATION FROM CRAIG UHRE**

Craig Uhre, President of the Airport Board informed the Board that it was necessary for him to resign from the Airport Board because he has moved out of the city limits and is no longer eligible to serve on the Airport Board. He stated it has been a rewarding experience to serve with the board and staff at Rapid City Regional Airport and offered his assistance to the Board.

It was moved by Bert Corwin and seconded by Jerry Brown to regretfully accept the resignation from Craig Uhre as presented. Motion carried.

#### ACKNOWLEDGE APPOINTMENT OF JEFF PARTRIDGE

It was moved by Bert Corwin and seconded by Jerry Brown to acknowledge the appointment of Jeff Partridge to the Airport Board to serve out the remaining term left by Craig Uhre through 5/07 and as appointed by the City Council. Motion carried.

#### ELECT PRESIDENT OF AIRPORT BOARD

It was moved by Bert Corwin and seconded by Jerry Shoener to open nominations for the Airport Board and to elect Jerry Shoener, President, Jerry Brown, Vice President, Jerry Mitchell, Secretary. Motion carried.

It was moved by Bert Corwin and Jerry Shoener to approve the appointments of Jerry Shoener, President; Jerry Brown, Vice-President; and Jerry Mitchell, Secretary as presented. Motion carried.

#### AIRPORT AUTHORITY DISCUSSION

Mason Short, Airport Executive Director discussed moving forward with the proposed Airport Authority. A request for Hearing will be presented to Legal and Finance on Wednesday, October 12, 2005 at 1:30 PM, if approved by Legal and Finance the Hearing will be officially set to be heard at the City Council meeting on October 17, 2005.

Jason Green, City Attorney advised the Airport Board to have a draft of the creating resolution and By-Laws prepared for the public hearing before the City Council meeting.

#### AIRLINE BANKRUPTCIES

Mason discussed airline bankruptcies with the Airport Board and noted that Northwest Airlines owed the airport approximately \$60,000.00 in pre-petition claims but anticipated that all amounts due following the petition would be paid as normal.

#### PROJECT UPDATE

Ken Simmons, Airport Operations Officer briefed the Airport Board on the status of Airport projects.

#### EXECUTIVE SESSION

It was moved by Bert Corwin and seconded by Jerry Brown to commence Executive Session at 10:33 AM to discuss a contractual item. Motion carried.

It was moved by Bert Corwin and seconded by Jerry Brown to come out of Executive Session at 10:55 AM and to resume Regular Session. Motion carried.

#### ADJOURNMENT

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**It was moved by Bert Corwin and seconded by Jerry Brown to adjourn the Regular Meeting of October 10, 2005, at 10:56 AM. Motion carried.**

**Respectfully Submitted,**

**Jerry Brown  
Secretary**

**:wlp**