

**MINUTES OF THE SPECIAL MEETING OF THE BOARD  
OF DIRECTORS OF THE SALINA AIRPORT AUTHORITY  
DECEMBER 1, 2021  
HANGAR 600, ROOM 100**

**Call to Order**

The meeting was called to order at 8:00 AM by Chair Kristin Gunn. Chair Gunn confirmed that a quorum was present. Business and Communications Manager, Kasey Windhorst noted the board meeting notice was published and distributed Friday, November 26, 2021, and the Amended Agenda was distributed Tuesday, November 30, 2021.

**Attendance**

Attendance was taken. Chair Gunn, Directors Buer (via VTC), Eichelberger, Roberg, and Weisel were present. Executive Director Tim Rogers; Director of Administration and Finance Shelli Swanson; Director of Facilities and Construction Maynard Cunningham; Business and Communications Manager Kasey Windhorst, Airport Administration Specialist Michelle Moon and Attorney Greg Bengtson attended. There were no guests in attendance.

**Additions to the Agenda**

Chair Gunn asked if there were any additions to the agenda. Executive Director Rogers stated there were no additions to the agenda.

**2022 Operating Plan and Budget Draft Review**

Executive Director Rogers commented on the 2022 priorities and highlighted on the North Ramp development plans for MRO. The Kansas framework for growth specifically notes MRO as a

growth target. Director of Administration and Finance Swanson presented the draft budget report and operating plan for 2022. Swanson reviewed the Mission Statement, Organizational Chart and highlighted on significant items in the budget summary report. The final version of the 2022 Operating Plan and Budget will be presented at the December 15, 2021, regular Board Meeting.

### **Century Business Systems, Inc. Lease Agreement**

Swanson distributed the proposed lease agreement with Century Business Systems, Inc. for a portion of Building 412 located at 2804 Arnold Ave. and reviewed the following lease terms.

<b>Term:</b>	Three (3) years
<b>Effective date:</b>	December 1, 2021
<b>Option to renew:</b>	Four (4) additional terms of two (2) years
<b>Premises:</b>	A portion of Bldg. 412, 2804 Arnold Avenue (2,830 SF)
<b>Rental:</b>	\$1,590 per month \$19,080 per year
<b>Additional Rental:</b>	All applicable property tax and utilities

Director Weisel moved to approve the lease agreement with Century Business Systems, Inc. for a portion of Bldg. 412 and authorize Chair Gunn and Secretary Weisel to sign the lease agreement.

Seconded by Director Roberg. Motion carried 5 – 0.

### **Staff Reports**

Rogers updated the board on the status of the sale of the 80-acre tract of land located in the Airport Industrial Center.

Rogers summarized the GA Hangar project progress and financing plan. Swanson commented on

lease terms. Director Roberg suggested submitting Request for Proposals on the project.

**Executive Session**

At 9:10 AM. Director Weisel moved the following:

I move that the Salina Airport Authority board of directors recess into executive session for ten (10) minutes to discuss the subject of the Executive Director's performance evaluation and matters affecting the privacy interests of other individual employees based upon the need to discuss personnel matters of non-elected personnel pursuant to K.S.A. 75-4319(b)(1). The open meeting will resume in this room at 9:20 AM.

Director Eichelberger second the motion. The motion passed unanimously.

The open meeting resumed at 9:20 AM.

Upon a motion duly made, the meeting adjourned at 9:22 AM.

Minutes approved at the December 15, 2021 Board Meeting.

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Secretary

(SEAL)