

**MINUTES OF THE ANNUAL MEETING OF THE BOARD
OF DIRECTORS OF THE SALINA AIRPORT AUTHORITY
MARCH 15, 2023
HANGAR 600, ROOM 100**

Call to Order

Executive Director Tim Rogers called the meeting to order at 8:00 A.M. and confirmed that a quorum was present. Business and Communications Manager Kasey Windhorst stated that the meeting notice was published on Friday, March 10, 2023 and the board packet was published and distributed on Monday, March 13, 2023.

Attendance

Attendance was taken. Present were Directors Gunn, Boos and O'Brien. Directors Roberg and Carlin attended via VTC. 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. Guests were Mitch Robinson, Salina Community Economic Development Organization; Julie Yager-Zucker, Avflight Salina; Michael Bunn, Tenant; David Arteberry, Stiefel; Mitch Walter, Gillmore & Bell, (VTC); Lindsey Dreiling, Dreiling Aviation Services; Tim Unruh; Mike King and Jason Gillig, Hutton Construction; and Cody Heiman, First Bank Kansas.

After a motion was duly made, Director Gunn was appointed acting chair for the duration of the meeting.

Acceptance of Appointment and Oath of Office

Executive Director Rogers announced the appointment of Airport Authority board members, Don Boos and John O'Brien. Boos and O'Brien will serve a three-year term. Director Boos and Director O'Brien executed their Acceptance of Appointment and Oath of Office.

Additions to the Agenda

Chair Gunn asked if there were any additions to the agenda. Executive Director Rogers stated that there were no additions but deletion of agenda items 8 and 9. Rogers provided an overview of the agenda items, including an in-depth review of the projects slated for 2023 - 2024.

Minutes

Chair Gunn asked if the board members had any additions or corrections to the minutes of the February 15, 2023 board meeting. Director Carlin moved to accept the minutes of the February 15, 2023 regular board meeting as written. Seconded by Director O'Brien. Motion carried 5-0.

Airport Activity

Executive Director Rogers reported that air traffic was meeting expectations with a 17% increase in the number of operations for February 2023 over February 2022. Fuel Flowage for the month is down by 26% from February 2022. Enplanements of 854 passengers for February 2023 are down 37% less than February 2022 due to the tag with Hays. For 2023 year to date, enplanements are at 1,696 passengers, a 34% decrease from 2022 YTD.

Financial Reports

Director of Administration and Finance Swanson reviewed the financial reports for the month ending February 28, 2023. Total assets were up 8% year over year with unrestricted cash in bank at \$1,610,511. Income for February 2023, including fuel fees, is tracking with the 2023 budget projections. Total income year to date is 8.4% over 2022 YTD. Total operating expenses remain under budget by 13%, with total maintenance expenses at 8% under budget. Swanson reviewed disbursements from the 2021-1 and 2022-1 GO Temp Note project fund accounts during the month of February. Adams Brown, SAA auditing firm is scheduled for audit fieldwork on March 23, 2023.

Penske Truck Leasing, Co. Lease Agreement

Swanson presented and reviewed the proposed lease agreement with Penske Truck Leasing, Co. for 1.30 acres of land located at the Airport Road equipment storage yard. The proposed rental rate is \$426.00/month for a one-year term with a two-year option, beginning April 1, 2023. Due to the two-year option, the board's approval is needed. Swanson stated that legal counsel is reviewing the terms of an addendum to the airport authority's lease agreement proposed by the tenant regarding insurance language. Director Carlin moved to approve the Penske Truck Leasing, Co. lease agreement pending counsel's review and authorize the Executive Director to sign the lease. Seconded by Director Boos. Motion carried 5 – 0.

GA Hangar Construction

Director Roberg abstained from discussion and vote.

Executive Director Rogers reviewed the status of the GA Hangars project. There are 54 A and B hangars in use. The remaining, storm damaged, P-hangars and D-hangars are to be removed and replaced with the new general aviation hangars. The plans have been approved by the FAA for 11, 50 x 50 units and 2, 60 x 50 units. Swanson stated that FEMA has committed \$992,809 to the project's not to exceed amount of \$2,912,809 cost. The remainder of the cost would be funded by a \$1.2 M, 20-year General Obligation Bond. Revenue generated by leasing the hangars at \$575/month (\$595 for 60 x 50), will be used to fund bond payments. Motion was made by Director Boos to proceed with the project, not to exceed \$2,919,809, and lease the hangars at \$575/month for each 50 x 50 unit and \$595/month for each 50 x 60 unit. Motion seconded by Director O'Brien. Motion carried 4 – 0.

Hangar 626 Rehabilitation

Rogers reported on the design phase for the Hangar 626 rehabilitation project and introduced Jason Gillig of Hutton to the board. Gillig explained the terms of the Construction Manager at Risk (CMAR) contract and the benefits of the contract. A CMAR service contract provides the earliest possible construction completion date and a known not to exceed cost of construction. Director Boos moved to approve the Executive Director sign the amended Hangar 626 contract with Hutton, converting the design contract to a CMAR, not to exceed \$4,922,227. Director O'Brien seconded. Motion carried 5 – 0.

2023 G.O. Bond Financing Plan

Rogers introduced David Arteberry, Stiefel, and Mitch Walter, Gillmore & Bell. Swanson reviewed the 2023 financing plan including an overview of the original bonds, debt service and

levy requirements, and the estimated debt service schedule. Swanson detailed the plan to redeem the \$6M of outstanding bonds from 2020, 2021 and 2022, and finance the \$9.7M in additional costs for 2023, for a G.O. Bond value not to exceed \$16,725,000. Arteberry reviewed interest rates, sizing calculations and proposed calendar.

SAA Resolution 23 – 04

Rogers presented SAA Resolution No. 23-04 to the board. The resolution provides statutory authority for the issuance of general obligation bonds of the Salina Airport Authority for the purpose of financing the cost to rehabilitate hangar H626, construct general aviation aircraft storage hangars and an aviation fuel facility at the Salina Regional Airport. Director Boos moved, seconded by Director Carlin to approve SAA Resolution No. 23-04. Motion carried 5 – 0.

Election of Officers and Committee Assignments for 2023 – 2024

Director Gunn proposed the following slate of officers and committee assignments for 2023-2024:

<i>Slate of Officers 2023-2024</i>	
Chair	Tod Roberg
Vice-Chair	Stephanie Carlin
Secretary	John O'Brien
Treasurer	Donald Boos
Past Chair	Kristin Gunn

<i>Committee Assignments</i>	
Salina Area Chamber of Commerce Board of Directors (ex officio member)	Tod Roberg
Schilling Project Executive Group (SAA board liaison)	Kristin Gunn
Salina Community Economic Development Organization (SAA board liaison)	Stephanie Carlin

Director O'Brien motion to approve the election of the board officers and committee assignments for 2023-2024 as presented. Director Carlin seconded the motion. Motion passed 5-0.

SAA Resolution 23-05

Swanson presented SAA Resolution 23-05, the resolution designating the depositories for funds of the Salina Airport Authority and designating the individuals authorized to sign checks on said accounts and directing how said checks are to be signed. Director Carlin moved to adopt SAA Resolution 23-05, seconded by Director Roberg. Motion carried 5 – 0.

Strategic Planning Meeting

Rogers introduced Lindsey Dreiling, Dreiling Aviation Services. Dreiling presented the proposed agenda for the strategic planning meeting scheduled for March 29, 2023 at 2:00 p.m. Dreiling will email a survey to the board members, staff and SAA partners with responses due by March 24, 2023. The results will be used to assist with goal setting, timelines, and actions.

Announcements

Windhorst noted that board member photos will be taken following the April 19, 2023 regular board meeting.

Director Boos moved the adjourn, seconded by Director O'Brien. The meeting adjourned at 9:42 A.M.

Minutes approved at the April 19, 2023, board meeting.

Kasey L. Windhorst, Board Clerk

(SEAL)

Draft