

**MINUTES OF THE ANNUAL MEETING OF THE BOARD  
OF DIRECTORS OF THE SALINA AIRPORT AUTHORITY  
MARCH 17, 2021  
HANGAR 600, ROOM 100**

**Call to Order**

The meeting was called to order at 8:00 AM by Chairman Alan Eichelberger. Chairman Eichelberger confirmed that a quorum was present. Business and Communications Manager Kasey Windhorst noted the board meeting notice was published and distributed on Friday, March 12, 2021.

**Attendance**

Attendance was taken. Chairman Eichelberger, Directors Buer, Gunn, Roberg and Weisel were present. Executive Director Tim Rogers; Director of Administration and Finance Shelli Swanson; Director of Facilities and Construction Kenny Bieker (via video conference); Business and Communications Manager Kasey Windhorst; Airport Administration Specialist Jazstyn Moyer; and Attorney Greg Bengtson was in attendance. Bob Vidricksen, Saline County Commissioner and Trent Davis, Salina City Commissioner attended via video conference. Julie Yager-Zucker, Avflight Salina and Michael Bunn, T-hangar tenant were in attendance as guest.

**Additions to the Agenda**

Chairman Eichelberger asked if there were any additions to the agenda. Executive Director Rogers stated there were no additions.

**Minutes**

Chairman Eichelberger asked if the board members had additions or corrections to the minutes of the February 17, 2021 regular board meeting and March 10, 2021 special board meeting.

Director Gunn moved, seconded by Director Buer, to approve the minutes of the February 17, 2021 regular board meeting and March 10, 2021 special board meeting.

### **Airport Activity and Financial Reports**

Executive Director Rogers reported that the Salina Air Traffic Control Tower (ATCT) recorded 5,989 operations during February 2021, which was a 8% decrease compared to the February 2020 total of 6,494. For year-to-date a total of 9,984 operations have occurred at the airport which is 4% more than the February year-to-date total of 9,603. February fuel flowage came in at 145,726 gallons which was a 57% decrease compared to February 2020 total of 341,329 gallons. United/SkyWest flights enplaned 413 passengers, which was a 63% decrease as compared to the February 2020 total of 1,112 enplaned passengers. Advance booking numbers indicate that travelers are gradually resuming air travel.

Director of Administration and Finance, Shelli Swanson reported on the following highlights from the February 2021 financials.

- Unrestricted cash in bank at \$1,149,602.
- Total YTD income came in \$6,125 over budget projections and is down just slightly over the first two months in 2020 (.38%).
- Total operating expenses came in 1% over budget and are down 1.17% from 2020 or \$4,771 less.

- Net operating income before depreciation equaled \$10,214 at the end of February.

At the end of February, the SAA remitted \$307,959 to the State Treasurer's office for the semi-annual interest payments on the Authority's outstanding general obligation bonds. Swanson commented on the short-term leasing activity during the month. Swanson noted that the SAA received the final reimbursement under the \$1.8 million 2020 CARES act grant and completed the close-out process. Chairman Eichelberger directed staff to file the financials for audit.

### **Salina Airport Authority's 2020 Audit Update**

Director of Finance and Administration Swanson reported on the 2020 audit to the board as the audit committee. Swanson commented that majority of the audit was completed remotely, and the on-site field work was completed on Tuesday, March 9, 2021 by Adams, Brown, Beran & Bell (ABBB). ABBB reported no findings during the audit. The 2020 audit report will be presented to the board at the June board meeting. Chairman Eichelberger presented staff the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA).

### **FAA Grant Offers and Agreements for Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA)**

Executive Director Rogers provided an overview of the Federal Aviation Administration grant offers and agreements for Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA). The first grant agreement is in the amount of \$1,005,444 to be used by the Airport Authority for costs related to operations, personnel and equipment. The second grant is in the

amount of \$3,342 to be used to provide relief from rent and minimum annual guarantees to on-airport car rental concessions. Rogers reviewed the following airfield equipment to be purchased with CRRSAA grant funds.

<b>GROUP 3</b>				
	<b>Supplier</b>	<b>Budget</b>	<b>Proposals</b>	<b>Difference</b>
Airfield Signage (LED Kits)	Lumacurve	\$ 80,000	\$ 77,753	\$ (2,247)
Airfield Perimeter Gate Openers	Cheney Door	25,000	20,340	(4,660)
Board Room Furniture	One Office Solutions	20,000	15,437	(4,563)
Wheel Loader	Murphey Tractor	200,000	179,198	(20,802)
(5) Wheel Loader Attachments	TBD	100,000	65,000	(35,000)
Wood/Brush Chipper	Fairbank Equipment	65,000	60,630	(4,370)
Term. Bldg. AEDs	Western First Aid	7,500	7,305	(195)
(2) Ford/Dodge SUV (surplus)	KHP Fleet Sales	60,000	57,700	(2,300)
3/4 T pickup (surplus)	KHP Fleet Sales	25,000	-	(25,000)
Bldg. 700 Roof (Avflight)	TBD	22,500	-	(22,500)
Vehicle Lift	Northern Tool & Equipment	6,000	5,810	(190)
Scissor Lift - 32 ft. (39 ft. working height) with trailer	United Rentals & K-Four Trailer	60,000	30,000	(30,000)
Concrete Saw	Ohio Power Tools	6,000	5,000	(1,000)
Equipment accessories / contingency		48,000		
<b>Total</b>		<b>\$ 725,000</b>	<b>\$ 524,173</b>	<b>\$ (200,827)</b>

Director Gunn moved to approve the Coronavirus Response and Relief Supplemental Appropriations Act grant agreements and authorize chair Eichelberger and board attorney Bengtson to sign the agreements and approve the proposed budget for the purchase of airfield equipment funded by CRRSAA grant funds. Seconded by Director Weisel. Motion passed unanimously.

### **Election of Officers and Committee Assignments for 2021-2022**

Executive Director Rogers reviewed the recommended slate of officers and committee assignments for 2021 - 2022.

The recommended slate of officers for 2021 - 2022 is as follows:

<b>Chair</b>	<b>Kristin Gunn</b>
<b>Vice-Chair</b>	Kent Buer
<b>Secretary</b>	Brian Weisel
<b>Treasurer</b>	Tod Roberg
<b>Past Chairman</b>	Al Eichelberger

The recommended committee assignments for 2021 -2022 are as follows:

<b>Salina Area Chamber of Commerce Board of Directors (ex officio member)</b>	<b>Kristin Gunn</b>
<b>Schilling Project Executive Group (SAA board liaison)</b>	Kristin Gunn
<b>Salina Community Economic Developmet Organization (SAA board liaison)</b>	Kent Buer

Director Weisel moved to approve the slate of SAA board officers for 2021 and 2022 and approve the board committee liaison assignments for 2021 and 2022, seconded by Director Gunn. Motion passed unanimously.

#### **SAA Resolution No. 21-02**

Executive Director Rogers presented SAA Resolution 21-02, designating the banks used by the Airport Authority, specifying individuals authorized to sign SAA checks, and defining the number of signatures required on each check. **A RESOLUTION DESIGNATING THE DEPOSITORIES FOR FUNDS OF THE SALINA AIRPORT AUTHORITY AND DESIGNATING THE INDIVIDUALS AUTHORIZED TO SIGN CHECKS ON SAID ACCOUNTS AN DIRECTING HOW SAID CHECKS ARE TO BE SIGNED.** Director Weisel moved, seconded by Director Roberg, to approve Resolution 21-02. Motion carried unanimously.

#### **SAA Board of Directors Reference Manual**

Rogers commented on the updated SAA board members reference manual and noted the manual is available online at <https://www.salinaairport.com/media/36548/boardreferencemanual-2021.pdf>. Board Attorney Bengtson discussed conflicts of interest policy related to substantial

interest and prospective interest.

### **Director's Forum**

#### **Chairman's Recognition**

Director Gunn presented Chairman Eichelberger a token of appreciation for his term as the SAA board's 2020 – 2021 chairman. Eichelberger presided over the announcement of the 400,000 sq. ft. expansion of the Salina Tony's Pizza plant and the announcement of the \$65,900,000 Schilling Project settlement.

The meeting adjourned at 9:22 A.M.

Minutes approved at the April 21, 2021 Board Meeting.

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Secretary

(SEAL)