

**MINUTES OF THE REGULAR MEETING OF THE BOARD
OF DIRECTORS OF THE SALINA AIRPORT AUTHORITY
AUGUST 16, 2023
HANGAR 600, ROOM 100**

Call to Order

Chair Tod Roberg called the meeting to order at 8:00 A.M. and confirmed that a quorum was present. Business and Communications Manager Kasey Windhorst noted that the meeting notice was published Friday, August 11, 2023, and the board packet was distributed Monday, August 14, 2023.

Attendance

Attendance was taken. Present were Directors Roberg (via VTC), Carlin, Gunn, O'Brien and Boos. Executive Director Tim Rogers; Director of Administration and Finance Shelli Swanson; Director of Facilities and Construction Maynard Cunningham; Business and Communications Manager Kasey Windhorst; and Attorney Greg Bengtson attended. Guests were Mitch Robinson, Salina Community Economic Development Organization; Cody Heiman, First Bank Kansas; Julie Yager-Zucker, Avflight Salina; David Arteberry, Stiefel; Mitch Walter, Gillmore & Bell; Lindsey Dreiling, Dreiling Aviation Services; and Pieter Miller, Hutchinson airport manager.

Agenda

Executive Director Rogers provided an overview of the agenda and stated no additions to the agenda.

Minutes

Director Gunn moved to approve the minutes of the July 19, 2023 regular board meeting as

presented. Director Boos seconded the motion. Motion carried 5 – 0.

Airport Activity

Rogers reviewed the air traffic, fuel flowage and enplanement reports for the month of July. ATCT recorded a total of 6,791 operations which was a 47% increase compared to the same period last year. Fuel flowage came in at 137,603 gallons which was 32% higher than July 2022. The increase is due to last year's Runway 17/35 closure which resulted in reduced operations and fuel sales. SkyWest boarded a total of 1,558 passengers during the month of July. Rogers updated the board on the media campaign and results for air service marketing.

Financial Review

Swanson provided a review of financial activity ending July 31, 2023. Unrestricted cash in bank at month end is \$1,730,342. Total income year-to-date is up 3% over 2022 (\$48,079 higher), tracking ahead of the budget projections for 2023. Net Operating Income Before Depreciation is \$212,944 year to date. Swanson reviewed the significant capital expenditures and disbursements from the 2022-1 GO Temp note project fund account during the month of July. Chair Roberg directed staff to file the financials for audit.

Federal Aviation Administration, Military Airport Program (MAP) Grant Offer – Fuel

Farm Construction Project

Rogers provided an overview and updated the board on the fuel farm construction project. Construction of a new fuel farm would result in additional revenue potential, such as: an increase in fuel flowage fees and adjustment to the lease rate. Rogers provided two options for consideration: (1) do not accept the grant, or (2) accept the grant and proceed with the new fuel

farm project. Arteberry reviewed the temporary note options available; Walter stated that the temporary notes would be taxable. Rogers reviewed the design and scope of work, scaled down to 152,000 gallons. Salina Airport Authority staff will provide additional revenue options at the next regular board meeting.

Director Gunn moved to accept the Federal Aviation Administration grant offer of \$2,341,271, seconded by director Boos. Motion carried 5 – 0.

Director O'Brien moved to award the fuel farm construction contract, in the amount of \$7,985,013, to American Environmental Aviation, seconded by director Gunn. Motion carried 5 – 0.

Director Boos moved to adopt SAA Resolution 23-12, providing for the issuance of up to \$5M in temporary general obligation notes, seconded by director Gunn. Motion carried 5 – 0.

FAA Airport Improvement Program (AIP) Grant - Snow Removal Equipment (SRE)

Rogers discussed the availability of \$1,599,592 in FAA grant funds for the purchase of snow removal equipment. The FAA's grant funding will cover 90% of the estimated cost of \$1.78M to purchase two new snowplows. A final grant offer will be submitted to the SAA after bids are received.

General Aviation (GA) C-Hangar Construction

Cunningham updated the board on the new General Aviation (GA) C-hangars at the Salina Regional Airport. Below is a summary of contractors selected for construction of the GA C-Hangars at SLN.

Work Item	Qty	Unit Cost	Estimated Construction Cost	Actual Cost	Variance	Selected Contractor
Box Hangars	13	\$138,462	\$1,800,000	\$1,800,000	\$0	Bret Givens Construction
Box Hangars CO No. 1 (relocation of the 60' hangars)	1	\$15,306	\$15,306	\$15,306	\$0	Bret Givens Construction
Sitework, Concrete	13	\$30,000	\$390,000	\$679,384	\$289,384	Prairie Landworks
Sitework (clearing along Jumper Road)	1	\$50,000	\$50,000	\$16,245	(\$33,755)	Prairie Landworks
Electric service	13	\$0	\$0	\$0	\$0	Everygy
Electrical	13	\$17,500	\$227,500	\$217,172	(\$10,328)	Precision Electrical
Asphalt Taxilane	13	\$25,700	\$334,100	\$224,610	(\$109,490)	APAC
Survey/Engineering	13	\$2,000	\$26,000	\$12,000	(\$14,000)	Earles Engineering
Permits	13	\$400	\$5,200	\$5,200	\$0	SAA
Fence Relocation	13	\$1,200	\$15,600	\$14,320	(\$1,280)	Prairie Landworks/ Dellinger Temp Fence
P-Hangar Demolition	9	\$0	\$0	\$0	\$0	
Contingency	0.49%	\$1,365	\$14,003	\$14,003	\$0	SAA
TOTAL		\$281,932	\$2,877,709	\$2,998,240	\$120,531	

Sitework is scheduled to begin in September with an estimated completion date in April 2024.

SLN Aviation Innovation and Maintenance Center of Excellence (AIM Center)

Dreiling gave an overview and update on the startup of the Salina Regional Airport AIM Center. Steering committee meetings are held monthly. The program timeline has the first class, (“Intro to Aviation Maintenance”), estimated to begin in October of 2023.

2024 Capital Expenditures Budget

Swanson presented and reviewed the proposed capital expenditures budget and projects scheduled for the calendar year 2024.

Announcements

Rogers discussed the upcoming partnership announcement event scheduled for Tuesday, August 22, 2023, 10:30 a.m. at Hangar H600.

Executive Session

At 9:30 A.M., Director Boos made the following motion:

I move that the Salina Airport Authority board of director's recess into executive session for twenty (20) minutes to discuss the subject of applicants for the position of deputy executive director 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 9:50 A.M.

Director Gunn seconded the motion. The motion passed unanimously.

The open meeting resumed at 9:50 A.M.

There was no board action following the executive session.

Director Gunn moved to adjourn, seconded by Director O'Brien. The meeting was adjourned at 10:06 A.M. following a unanimous vote.

Minutes approved at the September 20, 2023 board meeting.

Kasey L. Windhorst, Board Clerk

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