

**DATE:** May 12, 2016  
**TO:** SAA Board of Directors  
**FROM:** Tim Rogers and Shelli Swanson  
**SUBJECT:** **May 18, 2016 Regular Board Meeting**

Enclosed are items for your review prior to Wednesday's meeting. Please note that the meeting will be held in the **second floor conference room, Hangar 600, 2720 Arnold Ct.** A map showing the location of Hangar 600 is enclosed in your board meeting packet.

Commissioner Karl Ryan will replace Mayor Crawford as the city commission's liaison to the Salina Airport Authority.

An executive session is on the agenda in order to discuss airport security issues.

Please note the following agenda comments.

**50 Years Ago – May, 1966**

The Airport Authority board of directors approved an agreement with Wilson and Company to “prepare plans for the renovation of Building 120 so that the same will be suitable for use as an airport terminal.” Today the M. J. Kennedy Air Terminal remains suitable for use as an airline terminal building. The recently completed \$250,000 remodeling project will support the start of nonstop Denver flights by Great Lakes Airlines on June 15.

**Agenda Item #5 – Review of airport activity and financial reports for the month ending April 30, 2016** (Rogers and Swanson)

**Airport Activity – Air Traffic** (Rogers)

The April, 2016 air traffic count dropped 17.5% to 7,312 operations as compared to the April, 2015 total of 8,870. The decrease was spread across the both total itinerant and local operations categories. For the year to date a total of 27,485 operations have been recorded which is 13% less than the 2015 YTD total of 31,478.

**Airport Activity – Fuel Flowage** (Rogers)

We're still waiting for large aircraft activity that is scheduled for the second half of 2016. As a result, April, 2016 fuel flowage (94,673 gallons) is down 28% as compared to the April total of 132,543 gallons. For the year to date fuel flowage (442,646 gallons) is down 44% as compared to the 2015 YTD total of 788,165 gallons.

Bombardier now has two C-Series flight test aircraft operating out of H959 for the summer. A Ft. Riley APOE coordination meeting is scheduled for later this month and at that time we'll see the preliminary schedule for the Summer/Fall deployment flights.

**Airport Activity – Passenger Enplanements** (Rogers)

There were no scheduled or charter passenger enplanements reported during April, 2016.

**Financial Reports – Comments and Notes** (Swanson)

During April, the following distributions were made from the 2015-A General Obligation Bond Fund, which you see includes a payment to Design Central for the terminal bldg. passenger holding area seating and a payment to Montgomery Door Controls to upgrade the terminal’s south automatic door.

Type	Date	Num	Adj	Name	Memo	Class	Clr	Split	Debit	Credit	Balance
Cash in Bank - Bond Funds											238,117.77
UMB Series 2015-A Proj Fund											238,117.77
Bill Pmt -Check	04/07/2016	1021		Montgomery Door Controls			✓	Accounts pa...		820.25	237,297.52
Bill Pmt -Check	04/27/2016	1022		Design Central, Inc.				Accounts pa...	12,241.67		225,055.85
General Journal	04/30/2016	2728	✓		Refund service charges		✓	Other admini...	42.00		225,097.85
General Journal	04/30/2016	2729	✓		Refund analysis service ch...		✓	Other admini...	24.00		225,121.85
Check	04/30/2016				Service Charge	Airport	✓	Other admini...		12.00	225,109.85
Deposit	04/30/2016				Interest	Airport	✓	Interest income	9.75		225,119.60
Total UMB Series 2015-A Proj Fund											225,119.60
Total Cash in Bank - Bond Funds											225,119.60
TOTAL											225,119.60

Total operating income for the month of May arrived 17% over budget and within \$185 for the YTD target. Fuel flowage fees are tracking under budget \$17,507 with hangar rent \$12,155 over budget through April. Additional hangar space leased by both Bombardier Learjet and military FOL operations contributed to hangar rent exceeding budget by 7%. With additional hangar leasing and airfield activity, comes other revenue generated with the leasing of ground support equipment. Other income reaped the benefit of this activity in April and brought this line item to \$9,518 ahead of projections. Total administrative expenses at the end of the April are still tracking 2% under budget and total maintenances expenses 13% equating to total operating costs under budget by 6% or nearly \$40,000. Net ordinary income before depreciation equaled \$42,582 for April and \$3,440 YTD.

**Financial Reports – April 2016 Significant Expenditures/Payables Report Enclosed** (Swanson)

**Financial Reports – Accounts Receivable Past Due 31 days or more as of May 13, 2016** (Swanson)

<u>Account</u>	<u>Amount</u>	<u>Days</u>	<u>Comments</u>
Charter Matrix	\$1,425	31-90	Bldg. rental and fin. charges
KSARNG	\$7,834	>90	Ramp repair
Tischlerei	\$19,199	31-90	Bldg. rental and fin. charges

**Agenda Item #6 – Executive Session** (Vancil)

An executive session has been scheduled in order to discuss security issues involved with the start of Great Lakes Airlines nonstop flights to the Denver International Airport. Enclosed is a copy of the motion for an executive session.

**Agenda Item #7 – Consideration of the Salina Regional Airport Law Enforcement Support Agreement** (Rogers)

Enclosed is a copy of my memorandum concerning the proposed agreement with the City and County for law enforcement support at the M. J. Kennedy Air Terminal. The City Commission will consider the agreement at their May 16 meeting. The County Commission will consider the agreement at their May 17 meeting.

**Recommendation-** Approval of the proposed **Salina Regional Airport Law Enforcement Support Agreement** with the City of Salina and Saline County.

**Agenda Item #8 – Review of updated budget and expenditures for Terminal Building improvements and remodeling (Rogers)**

At Wednesday's meeting I'll review changes in the terminal building remodeling budget and costs. Following the TSA's decision to return to Salina, we did learn that additional glass partitions in the passenger screening and holding room would be required. We have also finalized exterior signage needs. The additional cost will be offset by a smaller scope of work for the second floor offices that need to be prepared for Shelli and Kenny's move upstairs.

**Agenda Item #9 – Review of construction bids received for FAA AIP Project No. 36.** (Rogers, Bieker & Swanson)

FAA Project AIP Project No. 36 bids were received and opened on April 26. The low bid was submitted by APAC-Kansas in the amount of \$2,334,672. The Aviation engineer's estimate for the project was \$2,408,946.

An application for FAA AIP grant funds is being prepared and will be submitted to the FAA for approval and funding for 90% of project costs. The grant application will include costs for construction, construction observation services, project administration and all other associated expenses. An updated project budget will be presented to you at the meeting.

Please contact me if you have any questions or comments.

# DIRECTIONS TO HANGAR 600 (2720 ARNOLD COURT)

EXIT OFF I-135 AT MAGNOLIA ROAD  
WEST ON MAGNOLIA  
LEFT ON CENTENNIAL  
RIGHT ON SCANLAN  
CONTINUE ON GENERAL JIM  
RIGHT ON ARNOLD COURT  
TO HANGAR 600

0.8 Miles

EXIT 90

**HANGAR  
600**

ARNOLD COURT  
ARNOLD AVENUE

GENERAL JIM ROAD

SUTHERLAND ROAD

SUMMERS ROAD

SCHILLING ROAD

SCANLAN AVENUE

MAGNOLIA ROAD

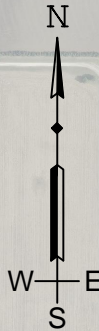
CENTENNIAL ROAD

CENTENNIAL ROAD

1.2 Miles

0.77 Miles

EXIT OFF I-135 AT SCHILLING ROAD  
WEST ON SCHILLING  
RIGHT ON ARNOLD AVENUE  
LEFT ON ARNOLD COURT  
TO HANGAR 600



INTERSTATE I-135

EXIT 89



**SALINA AIRPORT AUTHORITY REGULAR BOARD MEETING**  
**Hangar H600, Second Floor Conference Room**  
**2720 Arnold Court**  
**May 18, 2016 – 8:00 AM**

**AGENDA**

**Action Items**

1. Call to order and determine a quorum is present. (Vancil)
2. Recognition of guests. (Vancil)
3. Additions to the agenda. (Rogers)
4. Approval of the minutes of the April 20, 2016 regular board meeting. (Vancil)
5. Review of airport activity and financial reports for the month ending April 30, 2016. (Rogers and Swanson)

**Executive Session** (Vancil)

6. An executive session for the purpose of discussing matters relating to air carrier and passenger security measures at the Salina Regional Airport. (Rogers)
7. Consideration of a law enforcement support agreement with the City of Salina and Saline County. (Rogers)
8. Review of an updated budget for improvements and remodeling work at the M. J. Kennedy Air Terminal. (Rogers)
9. Review of construction bids received for FAA AIP Project No. 36 – Taxiway Echo Rehabilitation (Rogers, Swanson & Bieker)

**Directors' Forum** (Vancil)

**Visitor's Questions and Comments** (Vancil)

**Staff Reports**

- Airport and Airport Industrial Center marketing and recruitment activity (Rogers & Swanson)
- USDOT Small Community Air Service Development Grant application overview (Swanson)

**Announcements** (Rogers)

**Adjournment** (Vancil)



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF  
DIRECTORS OF THE SALINA AIRPORT AUTHORITY  
APRIL 20, 2016  
HANGAR 600 SECOND FLOOR CONFERENCE ROOM**

**Call to Order**

The meeting was called to order at 8:00 AM by Chairman Vancil.

**Attendance**

Attendance was taken. Chairman Vancil, Directors Maes, Neuschafer, and Platten were present. Also present were Executive Director Tim Rogers; Director of Administration and Finance Shelli Swanson; Office Manager Kasey Windhorst; Administrative Assistant Catarino Porras and Board Attorney Greg Bengtson. Tim Unruh, Salina Journal; Kaye Crawford, City of Salina Mayor; Jason Gage, City of Salina; Luci Larson, County Commission; Julie Yager-Zuker, Avflight; Dave Hadel, Burns & McDonnell; Don Weiser, Salina Area Chamber of Commerce; and Steven Howe, Congressman Huelskamp's Office were guests. Senator Jerry Moran and Great Lakes Airlines CEO Doug Voss were available via conference call.

**Air Service Update**

Chairman Vancil welcomed Great Lakes Airlines CEO Doug Voss and Senator Jerry Moran who joined the meeting via conference call. Senator Jerry Moran announced that the Transportation Security Administration (TSA) has approved the request for federal screening resources and other requirements at the Salina Regional Airport. Salina Airport Authority staff and board of directors thanked all involved with all the efforts to restore air service at the Salina Regional Airport.

**Additions to the Agenda**

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

**Minutes**

Chairman Vancil asked if the board members had additions or corrections to the minutes of the March 16, 2016 regular board meeting and the March 30, 2016 special board meeting. Director Neuschafer moved, seconded by Director Platten, to approve the minutes of the March 16, 2016 regular board meeting and the March 30, 2016 special board meeting. Motion passed unanimously.

**50 Years Ago**

Executive Director Rogers stated that in April 1966 the Airport Authority board of directors voted to authorize an agreement with the FAA to put the former Schilling AFB control tower in

operation as a civilian tower. Since opening in 1967, the Salina ATC has recorded annual aircraft operations ranging from 60,000 to 96,000 per year.

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

Executive Director Rogers reported on airport activity for the month of April 2016. Air traffic total operations for March 2016 dropped to 7,962 compared to 8,557 in March 2015. The 7% decrease was spread across the air carrier, air taxi, and local civil categories. The reduction in itinerant operations has contributed to lower fuel flowage for the year-to-date totals. Total fuel flowage for the month of March 2016 was 130,990 gallons which was a 55% decrease compared to the March 2015 total of 290,470 gallons. The 2015 increase in fuel was due to military operations completed during the month of March. Rogers anticipates an increase for 2016 due to the upcoming military operations scheduled for the remainder of the year.

Director of Administration and Finance Swanson reported on financials for the 1<sup>st</sup> quarter of 2016 and the month ending March 31, 2016. Swanson reviewed the budget summary and status of progress payments for the Terminal Building Remodel project. Total operating income arrived within 2% of budget. Total administrative expenses at the end of the 1<sup>st</sup> quarter came in 2% under budget and total maintenances expenses arrived at 15% under budget. Net ordinary income before depreciation is ahead of budget projections by \$8,701 for the year-to-date. Chairman Vancil directed the staff to file the financials for audit.

### **Long and Short-term Leasing Activity**

Director of Administration and Finance Swanson commented on long and short term leasing activity. Short-term leasing activity for the calendar year 2016 includes 601<sup>st</sup> Aviation Support Battalion, Learjet, 3-1 Assault Helicopter Battalion, USD 305, Diamond Engineering Co. and Hawkeye Helicopter. Total revenue for year-to-date short-term leases resulted in \$63,563. Long-term leasing activity includes Interstates Construction Services and Miller Pipeline Corporation. Annualized revenue for 2016 long-term leases is \$50,580. Rogers reviewed the updated scorecard highlighting leasing activity and available properties. Rogers defined long and short-term leases. A long-term lease is defined as an agreement of one year or more and usually includes options for lease renewal. Short-term lease is defined as an agreement of no more than one year in duration.

### **Economic Impact Update**

Executive Director Rogers reported on the updated economic impact report for the Airport and Airport Industrial Center. The leasing of hangar H506-1 to Miller Pipeline and building B394 to Interstates Construction resulted in an additional 34 jobs (100% premier jobs) with an average annual salary of \$51,470, \$24.75 per hour. A quality job pay ranges from \$14.64 to \$19.42 per hour while a premier job is greater than \$19.43 per hour. Total Salina Regional Airport and Airport Industrial Center jobs and payroll are estimated at 3,623 employees with a payroll of \$143,207,128.

### **FAA AIP Project No. 36**

Rogers updated the board on the status of FAA AIP Project No. 36. The FAA has authorized the SAA to obtain bids for the rehabilitation of Taxiway Echo and improved markings on Taxiway Alpha at the end of Runway 35. Rogers reviewed the area of construction, scope of engineering services to be contracted and project construction safety and phasing plan. The project schedule is listed below.

- April 26, 2016 Bid opening
- May 2, 2016 Grant submittal
- July 2016 Anticipated FAA grant award
- July 25, 2016 Contract award

A full package including the Aviation construction services agreement, grant application and construction contract documents will be available for board consideration no later than the August 17, 2016 board meeting.

### **Staff Reports**

- Rogers updated the board on real estate marketing and recruitment efforts. SAA staff has submitted responses to the Kansas Department of Commerce requests for information for Project Elm, Project Blue Star and Project Toto.
- Rogers commented on the status of the Salina Community Economic Development Organization (SCEDO). The process for hiring an Executive Director is underway and candidate interviews are being scheduled.
- Rogers reported on the upcoming public meeting regarding the former Schilling AFB Project. The meeting is scheduled for Friday, April 22<sup>nd</sup> at 9:00a.m. at the Kansas State Polytechnic Conference Center.

Upon a motion duly made, the meeting adjourned at 8:49 A.M.

Minutes approved at the May 18, 2016 Board meeting.

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Secretary

(SEAL)



**SALINA AIRPORT AUTHORITY  
AIRPORT ACTIVITY REPORT  
2016**

**AIR TRAFFIC/ATCT**

April, 2016	7,312 Operations 560 Instrument Operations 501 Peak Day
April, 2015	8,870 Operations 918 Instrument Operations 613 Peak Day
January 2016 - April 2016	27,485 Operations
January 2015 - April 2015	31,478 Operations
January 2014 - April 2014	28,967 Operations

**FUEL FLOWAGE**

April, 2016	94,673 Gallons
April, 2015	132,543 Gallons
January 2016 - April 2016	442,646 Gallons
January 2015 - April 2015	788,165 Gallons
January 2014 - April 2014	459,467 Gallons

		<b>Avflight</b>	
		<b>Military/Gov't</b>	<b>Self-fuel</b>
<b>KSU-S</b>	<b>Avflight Salina</b>	<b>Portion</b>	<b>Station Portion</b>
9,916	84,756	12,668	546
12,684	119,859	33,199	662
38,562	404,084	50,162	2,514
42,242	745,923	185,728	2,446
37,023	420,812	53,336	2,205

**ENPLANEMENTS - SEAPORT**

		<b>LOAD FACTOR</b>
April, 2016	0 Passengers	0%
April, 2015	133 Passengers	21%
January 2016 - April 2016	36 Passengers	17%
January 2015 - April 2015	464 Passengers	21%
January 2014 - April 2014	529 Passengers	21%

**TOTAL ENPLANEMENTS - Scheduled Flights & Charter Flights**

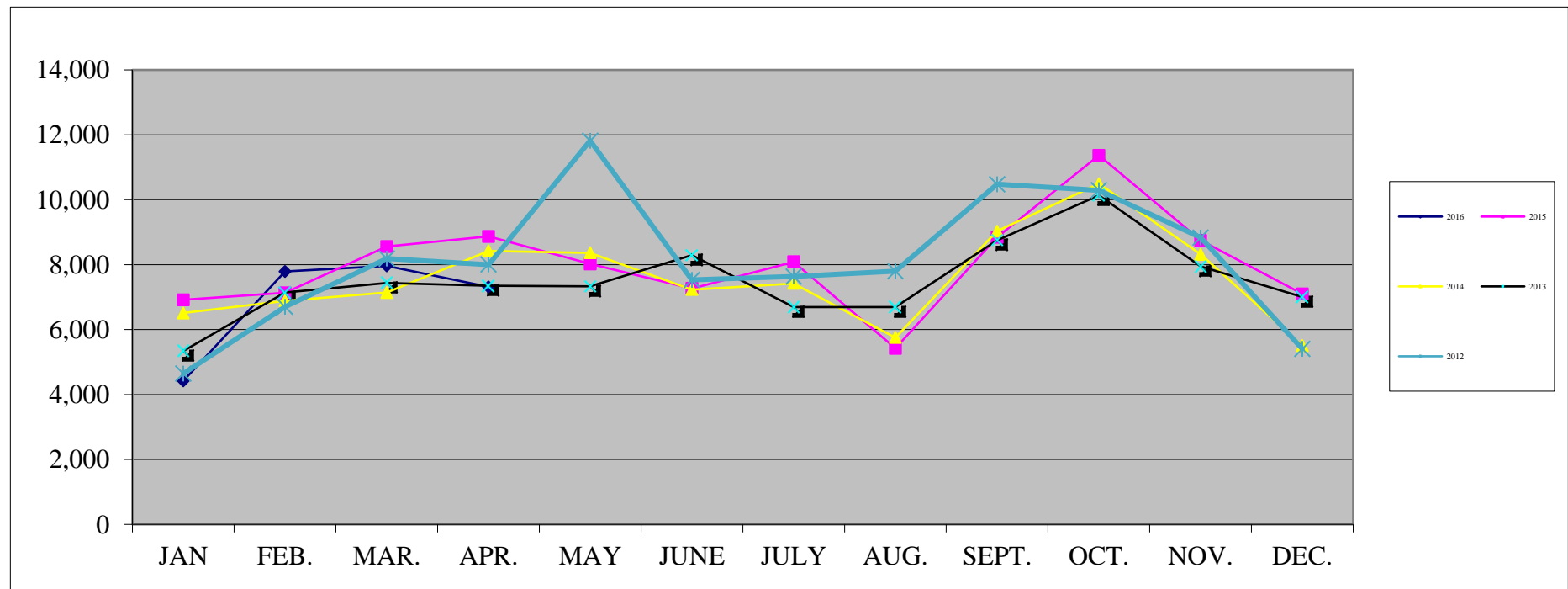
April, 2016	0 Passengers
April, 2015	531 Passengers
January 2016 - April 2016	36 Passengers
January 2015 - April 2015	5,716 Passengers
January 2014 - April 2014	529 Passengers

**AIRPORT TRAFFIC RECORD  
2015 - 2016**

	ITINERANT					LOCAL			Total Operations
	AC	AT	GA	MI	Total Itinerant	Civil	Military	Total Local	
<b>2016</b>									
January, 16	5	941	676	88	1,710	2,502	210	2,712	4,422
February, 16	78	2,171	1,038	208	3,495	4,064	230	4,294	7,789
March, 16	21	1,830	869	234	2,954	4,644	364	5,008	7,962
April, 16	15	1,799	791	269	2,874	4,110	328	4,438	7,312
May, 16									
June, 16									
July, 16									
August, 16									
September, 16									
October, 16									
November, 16									
December, 16									
<b>Totals January - April</b>	<b>119</b>	<b>6,741</b>	<b>3,374</b>	<b>799</b>	<b>11,033</b>	<b>15,320</b>	<b>1,132</b>	<b>16,452</b>	<b>27,485</b>
<b>2015</b>									
January, 15	7	1,543	723	138	2,411	4,243	264	4,507	6,918
February, 15	6	1,937	779	138	2,860	3,997	276	4,273	7,133
March, 15	68	2,086	814	176	3,144	5,079	334	5,413	8,557
April, 15	21	2,160	665	290	3,136	5,168	566	5,734	8,870
May, 15									
June, 15									
July, 15									
August, 15									
September, 15									
October, 15									
November, 15									
December, 15									
<b>Totals January - April</b>	<b>102</b>	<b>7,726</b>	<b>2,981</b>	<b>742</b>	<b>11,551</b>	<b>18,487</b>	<b>1,440</b>	<b>19,927</b>	<b>31,478</b>
<b>Difference</b>	<b>17</b>	<b>-985</b>	<b>393</b>	<b>57</b>	<b>-518</b>	<b>-3,167</b>	<b>-308</b>	<b>-3,475</b>	<b>-3,993</b>
<b>YTD % Change</b>	<b>17%</b>	<b>-13%</b>	<b>13%</b>	<b>8%</b>	<b>-4%</b>	<b>-17%</b>	<b>-21%</b>	<b>-17%</b>	<b>-13%</b>

**AIR TRAFFIC**

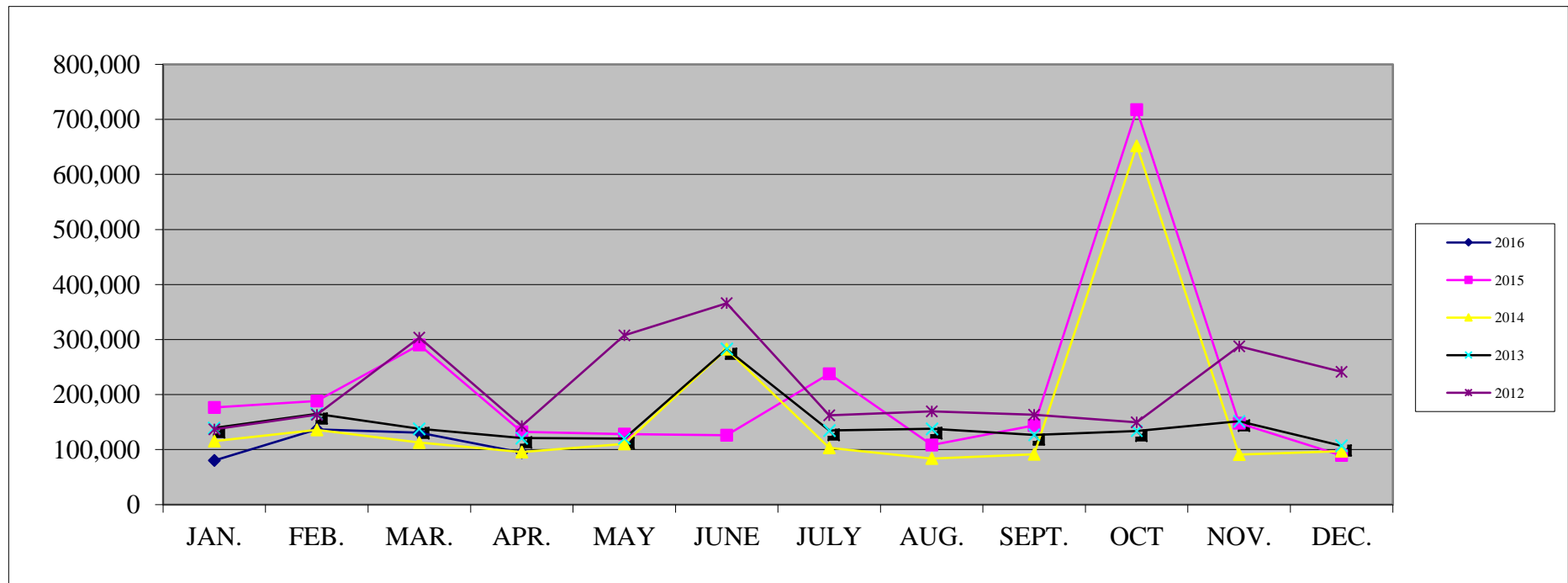
	<u>JAN</u>	<u>FEB.</u>	<u>MAR.</u>	<u>APR.</u>	<u>MAY</u>	<u>JUNE</u>	<u>JULY</u>	<u>AUG.</u>	<u>SEPT.</u>	<u>OCT.</u>	<u>NOV.</u>	<u>DEC.</u>	<u>TOTAL</u>
<b>2016</b>	4,422	7,789	7,962	7,312	8,022	7,268	8,089	5,426	8,846	11,367	8,753	7,101	<b>27,485</b>
<b>2015</b>	6,918	7,133	8,557	8,870	8,022	7,268	8,089	5,426	8,846	11,367	8,753	7,101	96,350
<b>2014</b>	6,511	6,887	7,143	8,426	8,365	7,234	7,423	5,756	9,035	10,496	8,316	5,509	91,101
<b>2013</b>	5,341	7,146	7,440	7,349	7,336	8,291	6,696	6,694	8,755	10,136	7,946	7,001	90,131
<b>2012</b>	4,642	6,700	8,189	8,002	11,819	7,532	7,635	7,802	10,478	10,292	8,838	5,409	97,338
<b>2011</b>	3,088	3,880	4,632	5,671	5,418	6,379	5,639	4,804	9,355	9,249	6,138	4,954	69,207
<b>2010</b>	2,760	4,430	5,743	5,964	4,611	4,572	4,364	4,009	6,816	7,653	5,100	4,429	60,451
<b>2009</b>	4,345	6,822	5,675	5,888	6,209	5,883	5,082	3,860	6,470	5,258	5,775	3,795	65,062
<b>2008</b>	4,233	6,749	6,063	6,291	5,530	6,345	5,356	4,112	7,425	8,125	6,571	4,775	71,575
<b>2007</b>	5,606	5,726	6,005	7,264	6,087	6,788	6,232	5,531	8,637	7,425	7,498	3,680	76,479
<b>2006</b>	5,660	6,886	6,468	6,719	6,958	6,411	5,074	6,370	8,692	9,410	6,894	5,922	81,464



**FUEL FLOWAGE**

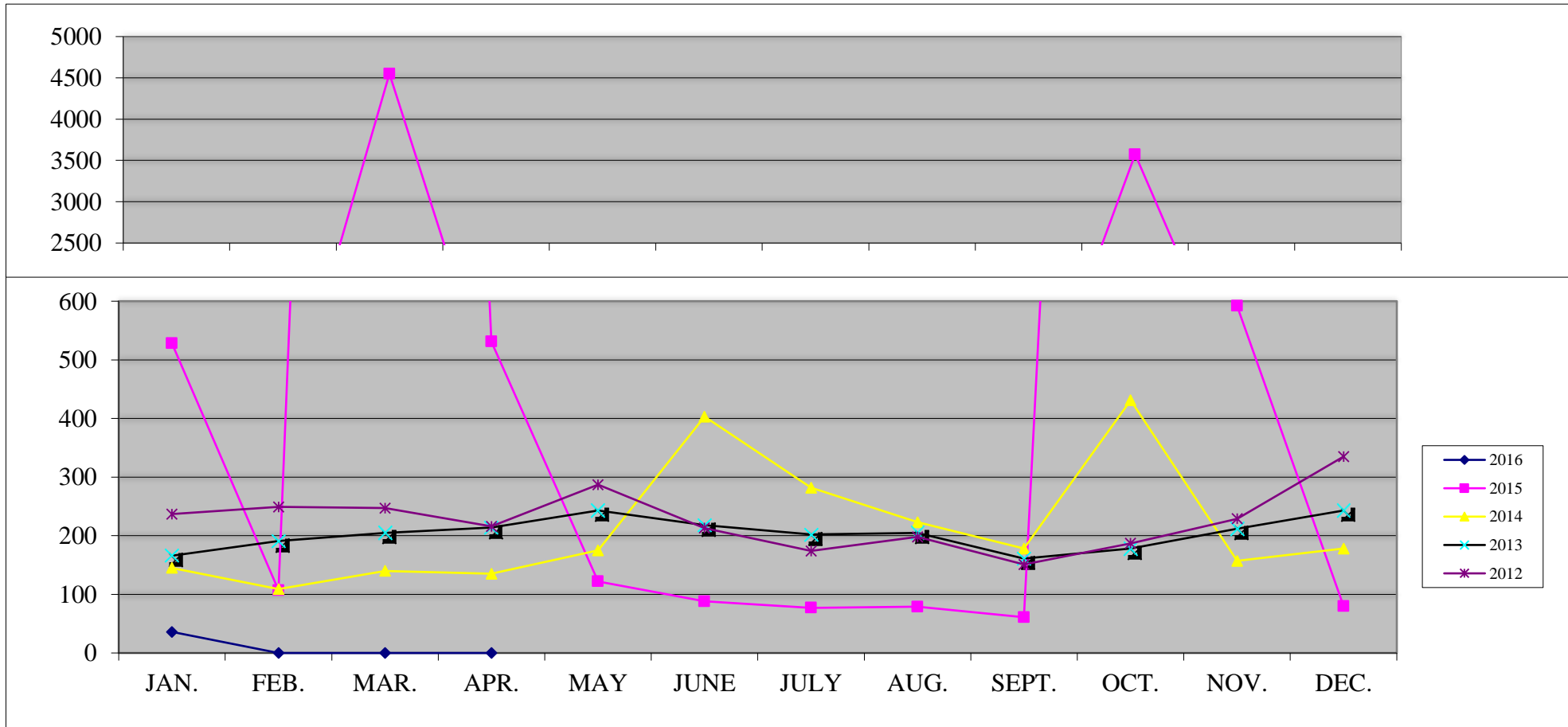
Gallons of Fuel Sold at SLN

	<u>JAN.</u>	<u>FEB.</u>	<u>MAR.</u>	<u>APR.</u>	<u>MAY</u>	<u>JUNE</u>	<u>JULY</u>	<u>AUG.</u>	<u>SEPT.</u>	<u>OCT</u>	<u>NOV.</u>	<u>DEC.</u>	<u>TOTAL</u>
<b>2016</b>	80,221	136,763	130,990	94,673									<b>442,647</b>
<b>2015</b>	176,746	188,406	290,470	132,543	128,100	126,428	237,782	108,581	143,816	717,601	147,853	89,277	2,487,603
<b>2014</b>	115,573	135,651	112,694	95,549	110,387	282,468	103,108	83,757	91,423	652,207	90,948	97,295	1,971,061
<b>2013</b>	139,227	165,167	138,056	121,295	120,083	282,743	134,677	137,840	126,523	134,024	151,427	106,917	1,757,981
<b>2012</b>	136,995	163,253	303,472	142,770	307,541	365,938	162,584	169,534	163,515	149,404	287,619	241,424	2,594,049
<b>2011</b>	158,199	175,703	311,254	168,490	141,986	261,097	246,687	202,390	178,133	172,586	203,684	166,461	2,386,670
<b>2010</b>	140,149	174,668	276,837	195,019	195,859	333,684	271,029	212,013	170,735	209,067	315,010	269,921	2,763,991
<b>2009</b>	202,765	239,649	182,205	183,738	192,029	306,421	222,991	145,268	171,251	216,190	256,904	162,174	2,481,585
<b>2008</b>	240,060	298,097	293,841	231,396	212,675	319,814	218,666	236,294	245,330	374,857	236,718	206,767	3,114,515
<b>2007</b>	301,504	331,456	315,827	300,209	306,483	433,448	292,410	317,909	323,365	294,420	327,122	234,641	3,778,794
<b>2006</b>	267,924	311,776	297,888	287,710	286,273	286,903	324,655	413,395	388,262	321,437	314,458	316,431	3,817,112



## ENPLANEMENTS

	<u>JAN.</u>	<u>FEB.</u>	<u>MAR.</u>	<u>APR.</u>	<u>MAY</u>	<u>JUNE</u>	<u>JULY</u>	<u>AUG.</u>	<u>SEPT.</u>	<u>OCT.</u>	<u>NOV.</u>	<u>DEC.</u>	<u>FAA</u> <u>Adjustment</u>	<u>TOTAL</u>
<b>2016</b>	36	0	0	0										<b>36</b>
<b>2015</b>	528	107	4,550	531	122	88	77	79	61	3,574	592	80		10,389
<b>2014</b>	145	109	140	135	175	403	282	223	178	431	157	178	-158	2,398
<b>2013</b>	166	191	205	214	243	218	202	205	161	178	212	243	391	2,829
<b>2012</b>	237	249	247	216	287	213	174	198	151	187	229	335	803	3,526
<b>2011</b>	146	156	205	181	254	258	261	234	225	287	264	234	152	2,857
<b>2010</b>	81	97	139	116	668	166	162	154	178	436	234	510	203	3,144
<b>2009</b>	224	227	275	223	232	210	225	242	439	190	223	129	29	2,868
<b>2008</b>	228	147	224	283	372	396	393	450	524	930	309	398	516	5,170
<b>2007</b>	109	81	133	107	185	226	221	285	241	325	679	353	1,182	4,127
<b>2006</b>	163	140	230	121	176	179	161	150	161	147	293	108	848	2,877



\*\*Adjustment based on Nonscheduled/On-Demand Air Carrier Filings FAA Form 1800-31

**Salina Airport Authority**  
**Statement of Net Assets Prev Year Comparison**  
**As of April 30, 2016**

	Apr 30, 16	Mar 31, 16	\$ Change	Apr 30, 15	\$ Change	% Change
<b>ASSETS</b>						
<b>Current Assets</b>						
<b>Checking/Savings</b>						
Cash in Bank - Bond Funds	225,120	238,118	-12,998	0	225,120	100%
Cash in bank & Petty Cash-Op	955,384	898,354	57,030	583,289	372,095	64%
<b>Total Checking/Savings</b>	<b>1,180,503</b>	<b>1,136,472</b>	<b>44,032</b>	<b>583,289</b>	<b>597,214</b>	<b>102%</b>
<b>Accounts Receivable</b>						
Accounts Receivable	149,372	148,198	1,174	168,101	-18,730	-11%
<b>Total Accounts Receivable</b>	<b>149,372</b>	<b>148,198</b>	<b>1,174</b>	<b>168,101</b>	<b>-18,730</b>	<b>-11%</b>
<b>Other Current Assets</b>						
Agri Land Receivable	58,000	58,000	0	58,000	0	0%
Mill Levy receivable	887,891	887,891	0	864,718	23,172	3%
Other current assets	137,521	139,811	-2,290	148,712	-11,191	-8%
Undeposited Funds	2,100	0	2,100	0	2,100	100%
<b>Total Other Current Assets</b>	<b>1,085,512</b>	<b>1,085,702</b>	<b>-190</b>	<b>1,071,430</b>	<b>14,081</b>	<b>1%</b>
<b>Total Current Assets</b>	<b>2,415,387</b>	<b>2,370,371</b>	<b>45,015</b>	<b>1,822,821</b>	<b>592,566</b>	<b>33%</b>
<b>Fixed Assets</b>						
Fixed assets at cost	82,226,386	82,205,493	20,894	81,936,346	290,040	0%
Less accumulated depreciation	-37,644,848	-37,424,685	-220,163	-35,054,198	-2,590,650	-7%
<b>Total Fixed Assets</b>	<b>44,581,538</b>	<b>44,780,807</b>	<b>-199,269</b>	<b>46,882,148</b>	<b>-2,300,610</b>	<b>-5%</b>
<b>Other Assets</b>						
Other assets	3,775	4,225	-450	0	3,775	100%
<b>Total Other Assets</b>	<b>3,775</b>	<b>4,225</b>	<b>-450</b>	<b>0</b>	<b>3,775</b>	<b>100%</b>
<b>TOTAL ASSETS</b>	<b>47,000,700</b>	<b>47,155,403</b>	<b>-154,704</b>	<b>48,704,969</b>	<b>-1,704,269</b>	<b>-4%</b>
<b>LIABILITIES &amp; EQUITY</b>						
<b>Liabilities</b>						
<b>Current Liabilities</b>						
<b>Accounts Payable</b>						
Accounts payable	72,653	62,705	9,948	40,598	32,055	79%
<b>Total Accounts Payable</b>	<b>72,653</b>	<b>62,705</b>	<b>9,948</b>	<b>40,598</b>	<b>32,055</b>	<b>79%</b>
<b>Credit Cards</b>						
Sam's Club Discover	0	-233	233	506	-506	-100%
<b>Total Credit Cards</b>	<b>0</b>	<b>-233</b>	<b>233</b>	<b>506</b>	<b>-506</b>	<b>-100%</b>
<b>Other Current Liabilities</b>						
Accrued debt interest payable	159,974	80,091	79,883	181,375	-21,401	-12%
Debt, current portion	1,109,894	1,109,894	0	1,025,674	84,220	8%
Deferred Agri Land Revenue	39,167	44,000	-4,833	38,667	500	1%
Deferred Mill Levy revenue	1,327,425	1,493,353	-165,928	1,327,510	-85	0%
Other current liabilities	240,911	227,941	12,971	230,435	10,476	5%
<b>Total Other Current Liabilities</b>	<b>2,877,371</b>	<b>2,955,279</b>	<b>-77,908</b>	<b>2,803,661</b>	<b>73,710</b>	<b>3%</b>
<b>Total Current Liabilities</b>	<b>2,950,024</b>	<b>3,017,750</b>	<b>-67,727</b>	<b>2,844,764</b>	<b>105,260</b>	<b>4%</b>
<b>Long Term Liabilities</b>						
Capital Lease Payable	28,301	28,301	0	82,296	-53,995	-66%
Debt - Long Term	22,823,445	22,823,445	0	23,023,503	-200,057	-1%
Less current portion	-1,109,894	-1,109,894	0	-1,025,674	-84,220	-8%
Security Deposits Returnable	44,977	40,452	4,525	22,729	22,248	98%
<b>Total Long Term Liabilities</b>	<b>21,786,829</b>	<b>21,782,304</b>	<b>4,525</b>	<b>22,102,854</b>	<b>-316,025</b>	<b>-1%</b>
<b>Total Liabilities</b>	<b>24,736,853</b>	<b>24,800,055</b>	<b>-63,202</b>	<b>24,947,618</b>	<b>-210,765</b>	<b>-1%</b>
<b>Equity</b>						
Invested in Capital Assets net	21,729,792	21,916,819	-187,027	23,776,707	-2,046,914	-9%
Net assets, Designated	90,000	90,000	0	90,000	0	0%
Net assets, Unrestricted	961,879	774,852	187,027	380,813	581,066	153%
Net Income	-517,825	-426,323	-91,502	-490,169	-27,656	-6%
<b>Total Equity</b>	<b>22,263,847</b>	<b>22,355,349</b>	<b>-91,502</b>	<b>23,757,351</b>	<b>-1,493,505</b>	<b>-6%</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>47,000,700</b>	<b>47,155,403</b>	<b>-154,704</b>	<b>48,704,969</b>	<b>-1,704,269</b>	<b>-4%</b>



## Salina Airport Authority Profit & Loss Budget Performance

April 2016

	Apr 16	Budget	\$ Over Budget	% of Budget	Jan - Apr 16	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
<b>Ordinary Income/Expense</b>									
<b>Income</b>									
<b>Airfield revenue</b>									
Fuel Flowage Fees	7,186	13,063	-5,877	55%	34,743	52,250	-17,507	66%	156,750
Hangar rent	66,598	43,313	23,285	154%	175,408	163,252	12,155	107%	515,000
Landing fees	0	450	-450	0%	208	1,800	-1,592	12%	5,400
Ramp rent	5,584	4,155	1,429	134%	18,506	16,622	1,884	111%	49,865
<b>Total Airfield revenue</b>	<b>79,367</b>	<b>60,981</b>	<b>18,386</b>	<b>130%</b>	<b>228,864</b>	<b>233,924</b>	<b>-5,060</b>	<b>98%</b>	<b>727,015</b>
<b>Building and land rent</b>									
Agri land rent	4,833	4,833	0	100%	19,333	19,333	-0	100%	58,000
Building rents									
Short-term leasing	5,369	3,867	1,501	139%	17,529	15,469	2,060	113%	46,408
Building rents - Other	67,065	64,883	2,182	103%	260,275	259,531	745	100%	778,592
<b>Total Building rents</b>	<b>72,433</b>	<b>68,750</b>	<b>3,683</b>	<b>105%</b>	<b>277,804</b>	<b>275,000</b>	<b>2,804</b>	<b>101%</b>	<b>825,000</b>
<b>Land rent</b>									
Basic Land Rent	5,068	7,192	-2,124	70%	22,142	28,666	-6,524	77%	86,199
Property tax - tenant share	10,833	10,833	0	100%	43,332	43,332	0	100%	129,996
Land rent - Other	750	0	750	100%	750	0	750	100%	0
<b>Total Land rent</b>	<b>16,651</b>	<b>18,025</b>	<b>-1,374</b>	<b>92%</b>	<b>66,224</b>	<b>71,998</b>	<b>-5,774</b>	<b>92%</b>	<b>216,195</b>
Tank rent	808	742	66	109%	3,232	2,967	265	109%	8,900
<b>Total Building and land rent</b>	<b>94,726</b>	<b>92,350</b>	<b>2,376</b>	<b>103%</b>	<b>366,594</b>	<b>369,298</b>	<b>-2,705</b>	<b>99%</b>	<b>1,108,095</b>
<b>Other revenue</b>									
ARFF Training	0	0	0	0%	0	0	0	0%	0
Commissions	0	1,667	-1,667	0%	4,729	6,667	-1,937	71%	20,000
Other income	11,967	3,417	8,550	350%	23,184	13,667	9,518	170%	41,000
<b>Total Other revenue</b>	<b>11,967</b>	<b>5,083</b>	<b>6,884</b>	<b>235%</b>	<b>27,914</b>	<b>20,333</b>	<b>7,580</b>	<b>137%</b>	<b>61,000</b>
<b>Total Income</b>	<b>186,060</b>	<b>158,414</b>	<b>27,646</b>	<b>117%</b>	<b>623,372</b>	<b>623,556</b>	<b>-184</b>	<b>100%</b>	<b>1,896,110</b>
<b>Gross Profit</b>	<b>186,060</b>	<b>158,414</b>	<b>27,646</b>	<b>117%</b>	<b>623,372</b>	<b>623,556</b>	<b>-184</b>	<b>100%</b>	<b>1,896,110</b>
<b>Expense</b>									
<b>Administrative expenses</b>									
A/E, consultants, brokers	4,135	1,993	2,142	207%	16,538	7,971	8,567	207%	23,913
Airport promotion	0	833	-833	0%	6,736	3,333	3,403	202%	10,000
Bad Debt Expense	0	0	0	0%	0	0	0	0%	0
Computer/Network Admin.	1,205	833	371	145%	4,805	3,333	1,471	144%	10,000
Dues and subscriptions	1,353	1,250	103	108%	6,686	5,000	1,686	134%	15,000
Employee retirement	4,586	4,951	-365	93%	21,772	22,280	-508	98%	66,840
FICA and medicare tax expense	3,938	4,051	-113	97%	17,550	18,230	-680	96%	54,690
Industrial development	3,750	3,750	0	100%	7,500	7,500	0	100%	15,000
Insurance - property	13,050	12,500	550	104%	43,954	50,000	-6,046	88%	150,000
Insurance, medical	13,884	15,750	-1,866	88%	56,217	63,000	-6,783	89%	189,000
Kansas unemployment tax	0	0	0	0%	178	250	-72	71%	1,000
Legal and accounting	3,743	2,583	1,159	145%	9,281	10,333	-1,052	90%	31,000
Office salaries	31,092	31,650	-558	98%	139,536	142,429	-2,893	98%	427,281
Office Supplies	1,289	500	789	258%	3,333	2,000	1,333	167%	6,000
Other administrative expense									
Merchant Processing Fees	32	57	-25	56%	159	228	-69	70%	685
Other administrative expense - Other	112	256	-144	44%	575	1,020	-445	56%	3,065
<b>Total Other administrative expense</b>	<b>144</b>	<b>313</b>	<b>-169</b>	<b>46%</b>	<b>734</b>	<b>1,249</b>	<b>-515</b>	<b>59%</b>	<b>3,750</b>
Postage	63	250	-187	25%	602	1,000	-398	60%	3,000
Property tax expense	13,750	13,750	0	100%	55,000	55,000	0	100%	165,000
Special Events	0	83	-83	0%	0	333	-333	0%	1,000
Telephone	1,184	1,313	-129	90%	5,231	5,250	-19	100%	15,750
Training	75	667	-592	11%	75	2,667	-2,592	3%	8,000
Travel and meetings	201	667	-466	30%	1,957	2,667	-709	73%	8,000
<b>Total Administrative expenses</b>	<b>97,439</b>	<b>97,687</b>	<b>-247</b>	<b>100%</b>	<b>397,685</b>	<b>403,825</b>	<b>-6,141</b>	<b>98%</b>	<b>1,204,224</b>
<b>Maintenance expenses</b>									
Airfield maintenance	3,748	1,375	2,373	273%	17,592	5,500	12,092	320%	16,500
Airport Security	0	42	-42	0%	0	167	-167	0%	500
Building maintenance	5,324	3,333	1,991	160%	13,852	13,333	519	104%	40,000
Equipment fuel and repairs	1,625	4,417	-2,791	37%	11,966	17,667	-5,700	68%	53,000
Fire Services	0	125	-125	0%	0	500	-500	0%	1,500
Grounds maintenance	392	292	100	134%	1,398	1,167	231	120%	3,500
Maintenance salaries	21,182	23,065	-1,883	92%	92,443	103,795	-11,352	89%	311,384
Other maintenance expenses	751	1,542	-790	49%	2,819	6,167	-3,347	46%	18,500
Snow removal expense	0	1,083	-1,083	0%	540	4,333	-3,793	12%	13,000
Utilities	13,016	15,000	-1,984	87%	81,636	102,944	-21,308	79%	205,000
<b>Total Maintenance expenses</b>	<b>46,039</b>	<b>50,274</b>	<b>-4,235</b>	<b>92%</b>	<b>222,247</b>	<b>255,572</b>	<b>-33,325</b>	<b>87%</b>	<b>662,884</b>

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05/12/16

Accrual Basis

## Salina Airport Authority Profit & Loss Budget Performance

April 2016

	Apr 16	Budget	\$ Over Budget	% of Budget	Jan - Apr 16	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Uncategorized Expenses	0	0	0	0%	0	0	0	0%	0
<b>Total Expense</b>	<b>143,478</b>	<b>147,961</b>	<b>-4,482</b>	<b>97%</b>	<b>619,932</b>	<b>659,398</b>	<b>-39,466</b>	<b>94%</b>	<b>1,867,108</b>
<b>Net Ordinary Income</b>	<b>42,582</b>	<b>10,453</b>	<b>32,128</b>	<b>407%</b>	<b>3,440</b>	<b>-35,842</b>	<b>39,282</b>	<b>-10%</b>	<b>29,002</b>
<b>Other Income/Expense</b>									
Other Income									
Capital contributed	0	283,458	-283,458	0%	14,270	1,133,833	-1,119,563	1%	3,401,500
Gain on sale of assets	0	0	0	0%	0	5,000	-5,000	0%	15,000
Interest income									
Interest income on deposits	34	21	13	164%	154	83	71	185%	250
<b>Total Interest income</b>	<b>34</b>	<b>21</b>	<b>13</b>	<b>164%</b>	<b>154</b>	<b>83</b>	<b>71</b>	<b>185%</b>	<b>250</b>
Mill levy income	165,928	165,928	0	100%	664,743	663,713	1,030	100%	1,991,138
<b>Total Other Income</b>	<b>165,962</b>	<b>449,407</b>	<b>-283,445</b>	<b>37%</b>	<b>679,167</b>	<b>1,802,629</b>	<b>-1,123,462</b>	<b>38%</b>	<b>5,407,888</b>
<b>Other Expense</b>									
Debt interest expense net									
Bond issue cost	0	3,750	-3,750	0%	0	15,000	-15,000	0%	45,000
Interest Expense on Debt	79,883	79,883	0	100%	319,781	319,533	248	100%	958,600
<b>Total Debt interest expense net</b>	<b>79,883</b>	<b>83,633</b>	<b>-3,750</b>	<b>96%</b>	<b>319,781</b>	<b>334,533</b>	<b>-14,752</b>	<b>96%</b>	<b>1,003,600</b>
Depreciation expense	220,163	220,163	0	100%	880,650	880,650	0	100%	2,641,950
<b>Total Other Expense</b>	<b>300,046</b>	<b>303,796</b>	<b>-3,750</b>	<b>99%</b>	<b>1,200,431</b>	<b>1,215,183</b>	<b>-14,752</b>	<b>99%</b>	<b>3,645,550</b>
<b>Net Other Income</b>	<b>-134,083</b>	<b>145,612</b>	<b>-279,695</b>	<b>-92%</b>	<b>-521,264</b>	<b>587,446</b>	<b>-1,108,710</b>	<b>-89%</b>	<b>1,762,338</b>
<b>Net Income</b>	<b>-91,502</b>	<b>156,065</b>	<b>-247,567</b>	<b>-59%</b>	<b>-517,825</b>	<b>551,604</b>	<b>-1,069,429</b>	<b>-94%</b>	<b>1,791,340</b>

**Salina Airport Authority**  
**Capital Additions Budget vs. Actual**  
As of April 30, 2016

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05/12/2016  
Accrual Basis

	<u>Apr 16</u>	<u>Jan- Apr 16</u>	<u>Annual Budget</u>	<u>+/- Annual Budget</u>	<u>% of Annual Budget</u>
<b>ASSETS</b>					
<b>Fixed Assets</b>					
<b>Fixed assets at cost</b>					
<b>Airfield</b>					
AIP-36 Txy E Rehab Const. Ph 1	11,544	0	3,515,248	-3,515,248	0%
AIP-37 Txy B & E Rehab Design		27,400	50,497	-23,097	54%
AIP-38 Txy B Rehab Const. Ph 2	1,855	1,855	1	1,854	185,500%
<b>Airfield Improvements</b>					
AMP - Economic Impact Study		0	5,875	-5,875	0%
Airfield Improvements - Other		0	15,000	-15,000	0%
<b>Total Airfield Improvements</b>	<u>0</u>	<u>0</u>	<u>20,875</u>	<u>-20,875</u>	<u>0%</u>
KAIP - 17/35 Slurry Seal		0	392,000	-392,000	0%
<b>Total Airfield</b>	<u>13,399</u>	<u>29,255</u>	<u>3,978,621</u>	<u>-3,949,366</u>	<u>1%</u>
<b>Buildings &amp; Improvements</b>					
<b>Building improvements</b>					
Bldg. 310 Enviro/Interior Demo		0	65,000	-65,000	0%
Bldg. 409-2 Imps.		18,682	21,500	-2,818	87%
Bldg. Imps. Other		0	20,000	-20,000	0%
<b>Total Building improvements</b>	<u>0</u>	<u>18,682</u>	<u>106,500</u>	<u>-87,818</u>	<u>18%</u>
Pumphouse 305		0	15,000	-15,000	0%
<b>Terminal building improvements</b>					
2015 Terminal Bldg. Remodel	6,110	107,178	228,368	-121,190	47%
2nd Floor Remodel-SAA Admin Ofc	1,200	1,740	1	1,739	174,000%
<b>Total Terminal building improvements</b>	<u>7,310</u>	<u>108,918</u>	<u>228,369</u>	<u>-119,451</u>	<u>48%</u>
<b>Total Buildings &amp; Improvements</b>	<u>7,310</u>	<u>127,600</u>	<u>349,869</u>	<u>-222,269</u>	<u>36%</u>
<b>Equipment</b>					
Communications equipment		0	2,000	-2,000	0%
Computer equipment		0	7,500	-7,500	0%
Other Equipment		6,221	15,000	-8,779	41%
Shop equipment		0	10,000	-10,000	0%
Vehicles		0	10,000	-10,000	0%
<b>Total Equipment</b>	<u>0</u>	<u>6,221</u>	<u>44,500</u>	<u>-38,279</u>	<u>14%</u>
<b>Land</b>					
Airport Indust. Cent. Imps.		0	15,000	-15,000	0%
<b>Environmental</b>					
Environmental - SAFB	184	2,478	15,000	-12,522	17%
<b>Total Environmental</b>	<u>184</u>	<u>2,478</u>	<u>15,000</u>	<u>-12,522</u>	<u>17%</u>
Nestle Site Imps.		0	18,500	-18,500	0%
Rail Spur Imps.		0	15,000	-15,000	0%
West Beechcraft Road Imps.		0	2,500	-2,500	0%
<b>Total Land</b>	<u>184</u>	<u>2,478</u>	<u>66,000</u>	<u>-63,522</u>	<u>4%</u>
<b>Total Fixed assets at cost</b>	<u>20,893</u>	<u>165,554</u>	<u>4,438,990</u>	<u>-4,273,436</u>	<u>4%</u>

## Salina Airport Authority Significant Capital Expenditures Detail April 2016

Type	Date	Name	Memo	Amount	Balance
<b>Fixed assets at cost</b>					
<b>Airfield</b>					
<b>AIP-37 Txy B &amp; E Rehab Design</b>					
Bill	04/15/2016	Jviation, Inc.	Inv. No. 10 - Txy B & E Rehab Design	11,544.30	11,544.30
Total AIP-37 Txy B & E Rehab Design				11,544.30	11,544.30
<b>AIP-38 Txy B Rehab Const. Ph 2</b>					
Bill	04/30/2016	Salina Journal	Invitation for bids - Txy B & E Rehab	1,855.30	1,855.30
Total AIP-38 Txy B Rehab Const. Ph 2				1,855.30	1,855.30
Total Airfield				13,399.60	13,399.60
<b>Buildings &amp; Improvements</b>					
<b>Terminal building improvements</b>					
<b>2015 Terminal Bldg. Remodel</b>					
Bill	04/26/2016	ServiceMaster Clean, Inc.	B120 construction - duct cleaning	1,860.00	1,860.00
Bill	04/28/2016	JMH Cleaning Service	Term. bldg. construction cleaning	750.00	2,610.00
Bill	04/29/2016	DMA Architects, PA	B120 remodel design and construction services	3,500.00	6,110.00
Total 2015 Terminal Bldg. Remodel				6,110.00	6,110.00
<b>2nd Floor Remodel-SAA Admin Ofc</b>					
Bill	04/26/2016	ServiceMaster Clean, Inc.	2nd floor cost allocation - duct cleaning	1,200.00	1,200.00
Total 2nd Floor Remodel-SAA Admin Ofc				1,200.00	1,200.00
Total Terminal building improvements				7,310.00	7,310.00
Total Buildings & Improvements				7,310.00	7,310.00
<b>Land</b>					
<b>Environmental</b>					
<b>Environmental - SAFB</b>					
Bill	04/13/2016	Clark, Mize & Linville	Env. - SAFB (March 2016)	112.00	112.00
Bill	04/30/2016	Clark, Mize & Linville	Env. - SAFB (April 2016)	72.00	184.00
Total Environmental - SAFB				184.00	184.00
Total Environmental				184.00	184.00
Total Land				184.00	184.00
Total Fixed assets at cost				20,893.60	20,893.60
<b>TOTAL</b>				<b>20,893.60</b>	<b>20,893.60</b>

**A MOTION TO RECESS FOR AN EXECUTIVE SESSION  
OF THE BOARD OF DIRECTORS FOR THE SALINA AIRPORT AUTHORITY**

Mister Chairman, I move to recess the Open meeting for an Executive Session for ten (10) minutes for the purposes of

- 1.) Discussing matters relating to air carrier and passenger security measures for the reason that public discussion of that information would compromise the Salina Airport Authority's security measures for the Salina Regional Airport.

The Open meeting shall resume in Hangar H600, 2<sup>nd</sup> Floor Conference Room at \_\_\_\_\_ A.M. (Ten (10) minutes after the start of the Executive Session).

**DATE:** May 11, 2016

**TO:** Jason Gage and Rita Deister

**FROM:** Tim Rogers

**SUBJECT: Proposed SAA, City and County Law Enforcement Support Agreement**

The restoration of scheduled air service at the Salina Regional Airport required the return of the Transportation Security Administration (TSA) for passenger screening services. On April 19, 2016 the TSA notified the Salina Airport Authority that the agency will provide the required passenger screening services in support of nonstop flights to the Denver International Airport on Great Lakes Airlines. Great Lakes will start Denver flights on June 15, 2016. The TSA is preparing to staff and equip the passenger screening checkpoint prior to June 15.

The Airport Authority has been working closely with the TSA to draft and gain TSA approval for an Airport Security Program (ASP) prior to June 15. A key requirement for the Salina ASP is the availability of local law enforcement to support passenger screening at the terminal building. The proposed **Salina Regional Airport Law Enforcement Support Agreement** meets the TSA requirement (49 CFR Part 1542) for law enforcement support during passenger screening prior to the departure of an air carrier flight.

The proposed agreement was drafted with the assistance of the TSA, Salina Police Department (SPD) and the Saline County Sheriff's Office (Sheriff's Office). Both the SPD and Sheriff's Office are willing to partner with the TSA and Airport Authority to provide a visible law enforcement presence at the TSA security screening checkpoint. The SPD and Sheriff's Office will coordinate the deployment of on duty officers and deputies to the checkpoint in accordance with the ASP and prevailing Aviation Security Contingency (AVSEC) Plan directives from the Department of Homeland Security (DHS). The AVSEC Plan defines certain threat levels and associated countermeasures.

The TSA will routinely share information and intelligence with the SPD and Sheriff's Office. The Wichita based Assistant Federal Security Director for Enforcement will be local law enforcement's liaison with both the TSA and DHS.

The specific provisions of the Salina Airport's ASP, AVSEC Plan contingencies and detailed screening checkpoint procedures cannot be discussed in a public meeting. Questions concerning the ASP's, AVSEC contingencies and checkpoint requirements and procedures can only be discussed during an executive session.

SPD officers and Sheriff's Office deputies will be responsible for enforcement of federal, state and local laws in the same manner that they currently carry out their duties throughout Salina and Saline County. Any offense that rises to the level of a federal crime would be referred to the appropriate federal law enforcement agency for further action. Local law enforcement currently deals with a wide variety of situations involving transportation security regulations and laws due to our proximity to two Interstate highways.

The agreement does not provide for reimbursement to either the City or County for law enforcement support. At this time federal funding is not available law enforcement support. The Airport Authority will seek an opportunity to apply for DHS grant funds that can be used to reimburse the City and County for law enforcement support.



The TSA will provide the training needed to fully understand the requirements of the ASP and AVSEC Contingency Plan. In fact, the TSA, Airport Authority, SPD and Sheriff's Office are scheduled for an initial coordination meeting on Wednesday, May 18. The meeting will be the first of many coordination and training meetings needed to support scheduled air service.

The agreement will be reviewed by the TSA, Airport Authority, SPD and Sheriff's office prior to December 1, 2016 to make sure that all parties are comfortable with the document's provisions and requirements. If necessary, the agreement can be amended to accommodate changing needs or requirements.

I will be in attendance at both the May 16 City Commission meeting and the May 17 County Commission meeting to answer questions and provide updates.

Thank you for your support and assistance with the restoration of scheduled air service for Salina and Saline County. The residents of Salina, Saline County and North Central Kansas are the benefactors of our cooperative efforts.

Cc: Sheriff Glen Kochanowski  
Chief Brad Nelson

**SALINA REGIONAL AIRPORT LAW ENFORCEMENT SUPPORT  
AGREEMENT**

This AGREEMENT is made and entered into this the \_\_ day of May, 2016 by and among the **Board of County Commissioners of Saline County, Kansas** (the “County”); the **Saline County Sheriff’s Office** (the “Sheriff’s Office”); the **City of Salina, Kansas** (the “City”); and the **Salina Airport Authority** (the “Authority”).

Recitals

A. The Authority is a political subdivision of the City created pursuant to K.S.A. 27-315 and operates the Salina Regional Airport (the “Airport”) and the M.J. Kennedy Air Terminal (the “Terminal”).

B. The current provider of scheduled airline service to the residents of Saline County and the City of Salina is Great Lakes Airlines, a United Airlines code share partner (the “Airline”).

C. On May 19, 2016 the Transportation Security Administration (TSA) approved the Authority’s request for passenger security screening services at the Terminal.

D. The Authority is required by 49 CFR Part 1542 to provide a uniformed law enforcement officer at the TSA’s passenger screening checkpoint (“Screening Checkpoint”) in accordance with the Authority’s Airport Security Program (ASP).

E. The Authority’s ASP also provides for a maximum response time to the TSA’s Screening Checkpoint after the Screening Checkpoint alarm has been activated.

F. The Authority, the County, the Sheriff’s Office, and the City desire to agree on duties and responsibilities of the Sheriff’s Office and the Salina Police Department (the “SPD”) in providing uniformed law enforcement officer services at the Terminal pursuant to K.S.A. 12-2908.

G. The parties wish to assure that any Sheriff’s Office or SPD personnel performing law enforcement duties under this agreement are authorized to enforce the ordinances of the City of Salina, as authorized by K.S.A. 12-2909.

H. Any reference to Law Enforcement Personnel (LEP) in this agreement shall include the Sheriff’s Office deputies and/or SPD officers.

NOW, THEREFORE, for the consideration and upon the terms and conditions hereinafter set forth, the parties agree as follows:

1. Purpose of Agreement. This agreement is for the purpose of securing the enforcement of all laws and to provide for a visible law enforcement presence by LEPs at the TSA Screening Checkpoint within the Terminal.

2. Area of Service. The area to be served under this agreement shall be primarily the Terminal; however, the authority of the LEPs under this agreement shall extend to the entire Airport.

3. Duties and Authorization to Enforce City Ordinances. The LEPs shall enforce all applicable federal, state, and local laws and regulations while on duty under this agreement. The LEPs are hereby authorized to enforce the ordinances of the City of Salina while on duty under this agreement.

4. Scheduling and Levels of Service.

(a) The LEP shall be present (with a patrol vehicle) at the Screening Checkpoint for all TSA Passenger Screenings in accordance with the Airport's ASP for a period of time commencing no less than thirty (30) minutes prior to the scheduled flight departure time and continuing until the TSA passenger screening is completed. Staffing and scheduling of LEPs necessary to fulfill the responsibilities of the Sheriff's Office and SPD under this agreement shall be coordinated by the Sheriff's Office and SPD.

(b) The Authority shall notify the Sheriff's Office and SPD of the Airline's published flight schedules, provide the Sheriff's Office and SPD with copies of all TSA security directives and information circulars, and include the Sheriff's Office and SPD in all meetings with the TSA. The Authority shall notify the Sheriff's Office and SPD of any changes in the Airline's flight schedule as soon as is reasonably possible. Records maintained by the Sheriff's Office and SPD shall document the time required on duty under this agreement. Both the Sheriff's Office and SPD shall take possession of confiscated weapons, ammunition, explosives or incendiary devices in a manner as to maintain chain of custody records and retain all confiscated items in an evidence locker.

(c) The Sheriff's Office and SPD shall support Aviation Security Contingency Plan EXISTING, ELEVATED and IMMINENT measures as provided for in the ASP.

(d) Court appearances by the LEPs, although in relation to enforcement actions originating while on duty under this contract, shall not fall within the scope of duties to be performed under this agreement.

5. Screening Checkpoint Functions: The LEPs shall be responsible at the Security Checkpoint for the following functions:

- a. Provide an armed deterrence to criminal activity.
- b. Respond to situations where an individual is interfering with the duties of the TSA at the screening checkpoint.
- c. Take appropriate action if a violation of the law occurs.
- d. When requested by a TSA officer, assist in preventing prohibited items from entering the sterile area.
- e. Provide for the overall security of the screening checkpoint, screeners and passengers.
- f. Take control of illegal items that are discovered at the checkpoint, such as firearms, ammunition, explosives and incendiaries.

6. Expenses. The Sheriff's Office and SPD shall not be responsible for any expenses related to the operation of the Screening Checkpoint.

7. Complaints and Discipline. Any complaint about the performance of the LEPs shall be directed to the Sheriff's Office and SPD. The respective agency shall determine whether the complaint is justified and warrants disciplinary action.

8. Records. The Sheriff's Office and SPD shall keep reasonably detailed records sufficient to make periodic reports to the Authority governing body on the fulfillment of the Sheriff's Office and SPD's responsibilities under this agreement.

9. Term. This contract shall become effective on June 1, 2016; shall be for a primary term of the remainder of the current calendar year; and shall renew automatically thereafter for sequential terms of one calendar year unless notification to the contrary is given by one party to the others no later than the December 1<sup>st</sup> prior to the subsequent January 1<sup>st</sup> renewal date.

10. Termination by Agreement. If the parties all agree in writing, this Agreement may be terminated under the terms and as of the date agreed upon.

11. Non-assignable. This contract shall not be assignable by any of the parties.

EXECUTED effective the day and year first stated above by the duly authorized officers of the parties.

**BOARD OF COUNTY COMMISSIONERS  
OF SALINE COUNTY, KANSAS**

By: \_\_\_\_\_  
Monte Shadwick, Chairman

Attest:

By: \_\_\_\_\_  
Donald R. Merriman, County Clerk

**SALINE COUNTY SHERIFF'S OFFICE**

By: \_\_\_\_\_  
Glen Kochanowski, Sheriff

**CITY OF SALINA, KANSAS**

By: \_\_\_\_\_  
Kaye J. Crawford, Mayor

Attest:

By: \_\_\_\_\_  
Shandi Wicks, CMC, City Clerk

**SALINA AIRPORT AUTHORITY**

By: \_\_\_\_\_  
Troy Vancil, Board Chairman

Attest:

By: \_\_\_\_\_  
Jeff E. Maes, Board Secretary



**Director of Facilities and Operations**

3237 Arnold Ave.

Salina, Kansas 67401

Telephone (785) 827-3914 • FAX (785) 827-2221 • E-Mail [kennyb@salair.org](mailto:kennyb@salair.org)

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**DATE:** 05/18/2016  
**TO:** SAA Board of Directors  
**FROM:** Kenny Bieker  
Director of Facilities and Construction  
**SUBJECT:** Project Updates

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**AIP Project No. 36 – Taxiway Echo and Alpha Construction**

A bid opening occurred on 4/26/16. APAC Shears Salina was the only bidder and the bid came in under the engineers estimated construction costs. A grant application was submitted to FAA for their participation in this project.

**Terminal Building**

The contractors have completed the project. Since completion we did add a wall partition that TSA requested between the TSA screening area and passenger secure holding area. Also in the terminal building 2<sup>nd</sup> floor we are having a partition wall installed on the east office area to create two offices for when Shelli and Kenny move upstairs. This would place all of the SAA office staff on the 2<sup>nd</sup> floor. A lot of work to prepare this move is being done with SAA maintenance staff.