

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF  
DIRECTORS OF THE SALINA AIRPORT AUTHORITY  
NOVEMBER 19, 2011  
M. J. KENNEDY AIR TERMINAL CONFERENCE ROOM**

**Call to Order**

The meeting was called to order at 8:00 A.M. by Chairman Thompson.

**Attendance**

Attendance was taken. Chairman Thompson, Directors Hassler, Miller, Maes and Neuschafer were present. Also present were Executive Director Tim Rogers; Manager of Administration and Finance Shelli Swanson; Manager of Facilities and Construction Kenny Bieker; Manager of Operations Gunner Wiles; Executive Assistant Kasey Windhorst; Administrative Assistant Gretchen Engstrom and Board Attorney Greg Bengtson. Norm Jennings, City Commissioner; Perry Havenar, Garver Engineering; Bruce Boyle, Air Traffic Control Tower; and Tim Unruh, Salina Journal were guests.

**Additions to the Agenda**

Chairman Thompson announced additional agenda item 9 for purposes of an Executive Session.

**Minutes**

Chairman Thompson asked if the board members had any additions or corrections to the minutes of the October 19, 2011 regular board meeting and the November 1, 2011 special board meeting. Director Neuschafer moved, seconded by Director Miller, to approve the minutes of the October 19, 2011 regular Board meeting and the November 1, 2011 special board meeting as prepared. Motion passed unanimously.

**Airport Activity and Financial Reports**

Executive Director Rogers reported over 9,000 airport operations for the month of October 2011. Increase in air traffic is due in part to growing K-State Salina professional flight program enrollment. The air traffic control tower now benefits from a new data feed from ASR 11 radar in Ft. Riley, Kansas. The benefit to receiving this radar is the ability to see all lower altitude air traffic in the Salina area. SeaPort Airlines finished October 2011 with 287 passenger enplanements resulting in a load factor of 42%. Rogers discussed the Order Requesting Proposals from the Department of Transportation for an April 1, 2012 to March 31, 2014 Salina, KS Essential Air Service (EAS) Program subsidy contract.

Manager of Administration and Finance Swanson reviewed the financials for the period ended October 31, 2011. Liabilities were up 5% due in part to progress payments toward the completion of the PAPI navigation aid as well as progress payments toward the construction of the new ARFF Station. Year-to-date total revenue came in on budget at 83% of the total annual budget. Administrative expenses tracked at 86% and maintenance expenses tracked at 83%. Swanson reported on significant expenses including an airport promotional piece for Site Selection magazine as well as prints associated with new aerial photos of the airport. Bids are anticipated to be received through Sunflower Insurance from CAN and Travelers Insurance for the 2012 insurance property and liability renewals. Chairman Thompson directed the staff to file the financials for audit.

**Hangar H606 Renovation Bids**

Rogers updated the board on the status of Hangar H606 renovations. Interior demolition and roof insulation have been completed and the hangar is now ready for final renovations. Hangar H606 interior renovations include an aircraft hangar fire suppression system, roughed-in offices, restrooms, hangar ventilation, office HVAC, hangar

bay heating and hangar bay sidewall insulation for which the following bids were received:

<u>Bidder</u>	<u>Bid</u>	<u>Calendar Days</u>
<b>Bauer &amp; Son Construction Wichita, KS</b>	\$1,549,000 \$31.47/SF	231
<b>Miller-Stauch Construction Kansas City, KS</b>	1,707,000 34.68/SF	140
<b>Busboom &amp; Rauh Construction Salina, KS</b>	1,798,400 36.54/SF	210
<b>Harbin Construction Salina, KS</b>	1,823,000 37.04/SF	240
<b>Cheney Construction Manhattan, KS</b>	1,886,898 38.33/SF	260

The following bids were received for Hangar H606 north and south hangar doors:

<u>Bidder</u>	<u>Bid</u>
<b>Overhead Door Wichita, KS</b>	\$335,600
<b>Industrial Door Columbia, TN</b>	363,750

Sufficient bond funds are available to complete this project in order to prepare for 2012 occupancy. Director Hassler moved to accept the low bids submitted by Bauer & Son Construction of Wichita, KS and Overhead Door of Wichita, KS for a total of \$1,884,600, seconded by Director Maes. Motion carried unanimously.

### **ARFF Station Equipment Budget**

Rogers introduced the prepared list and specifications for equipment necessary to furnish the new ARFF Station. The equipment is specified as follows:

<u>ARFF Station Equipment</u>	
<b>Fire Station Gear</b>	\$1,343.09
<b>Furniture/Furnishings</b>	6,261.67
<b>Appliances (commercial trade)</b>	5,284.96
<b>Communications/Radios/ACU-1000</b>	20,256.92
<b>Training Aids</b>	2,847.94
<b>Computers/IT</b>	2,495.00
<b>SCBA Equipment</b>	37,500.00
<b>Security Cameras - Airfield</b>	9,965.00
<b>Total</b>	<b>\$85,954.58</b>

Director Hassler moved to approve the purchase of the equipment necessary to provide for the use and occupancy of the SAA's new ARFF Station at a cost not to exceed \$87,500, seconded by Director Miller. Motion carried unanimously.

## **2012 SAA Budget Report**

Rogers distributed and reviewed the draft of the 2012 Budget Report. The Aviation Service Center marketing plan has been updated. Rogers emphasized the prioritization of capital improvement plans in view of triggers and events. The board was encouraged to review the budget and provide comments and feedback before the December 21, 2011 board meeting. The December board meeting will be used primarily to discuss the 2012 SAA Budget Report.

## **Executive Session**

At 8:55 A.M. Director Neuschafer moved to recess the open meeting until 9:15 A.M. for an executive session for the following:

Consulting with the board's legal counsel on a subject deemed privileged in the attorney- client relationship.

The subject to be discussed is the status of former Schilling AFB environmental contamination settlement negotiations with the U.S. Department of Justice.

The open meeting shall resume in the Salina Airport Authority conference room at 9:15 A.M.

Director Hassler seconded the motion. Motion carried unanimously.

The Open meeting resumed at 9:15 A.M.

Upon a motion duly made, the meeting adjourned at 9:15 A.M.

Minutes approved at the December 21, 2011 Board meeting.

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Secretary

(SEAL)