EXECUTIVE DIRECTOR
3237 Arnold Ave.
Salina, Kansas 67401
Telephone (785) 827-3914 • FAX (785) 827-2221 • email trogers@salair.org

DATE: January 17, 2020

TO: SAA Board of Directors

FROM: Tim Rogers and Shelli Swanson

SUBJECT: **January 22, 2020 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.

Wednesday's meeting will focus on four 2020 Airport Authority priorities.

- Market available buildings, hangars and development lots for increased airport and airport industrial center economic impact.
- Review financial statements to identify trends and monitor progress towards meeting 2020 goals.
- Continued scheduled air service marketing and development.
- Complete a terminal building requirements study.

Please note the following agenda comments.

Agenda Item #5 – Review of Airport Activity and Financial Reports for the Month and Year Ending December 31, 2019 (Rogers and Swanson)

Airport Activity – Air Traffic (Rogers)

The December 2019 air traffic count increased 12% to 4,587 operations as compared to the December 2018 total of 4,091. December air traffic count is consistently low due to the semester break for K-State flight training. For CY 2019 a total of 76,553 operations were recorded which is 10.5%% more than the December 2018 YTD total of 69,141. The CY 2019 air traffic total marked the second consecutive year for air traffic growth. The air traffic growth coincides with two consecutive years of record enrollment in K-State's professional pilot program.

Airport Activity – Fuel Flowage (Rogers)

December 2019 fuel flowage was 87,182 gallons, which was a 12% decrease as compared to the December 2018 total of 99,437 gallons. For CY 2019 fuel flowage totaled 2,278,659 gallons which is down 6% as compared to the CY 2018 total of 2,414,824 gallons.

Airport Activity – Passenger Counts (Rogers)

SkyWest enplaned 1,874 passengers, which was a 15.5% increase over the December 2018 total of 1,622 passengers. The airline's total passenger count was 3,629 which was a 20% increase over the December 2018 total of 3,015. For CY 2018 a total of 19,710 passengers enplaned scheduled air carrier flights as compared to the CY 2018 total of 14,642 passenger enplanements. Passenger enplanements have increased for three consecutive calendar years.

Financial Reports – Comments and Notes (Swanson)

We've been busy with our usual year end activity in order to bring you the preliminary December 31, 2019 financial statements. In addition to adjusting accruals to actual, we're working on tax and informational returns, W-2s, 1099s and other year-end activity.

Our preliminary statements positively show total operating income arriving at nearly $2.5 million and within 3% of budget projections. Total operating expenses for the year ended under budget by 4% or ($109,433). Total net income before depreciation reached $83,669 which exceeded the budget by $46,424.

Financial Reports – Accounts Receivable Past Due 31 days or more as of January 17, 2020 (Swanson)

Account	Amount	Days	Comments
Allegiant Air Charter	$1,187	61-90	Landing Fees & ARFF Coverage

Agenda Item #6 – Review of the 10-Year Trend Analysis for the Period Ending December 31, 2019. (Swanson)

At the meeting Shelli will present the 10-year trend analysis of Airport Authority financial performance related to airport and airport industrial center operations.

Agenda Item #7 – Review of the ArkStar Group's December 2019 SLN Market Review (Rogers)

Gary Foss will join the meeting via GoToMeeting to present the December 2019 SLN Market Review. His report will cover both CY 2019 performance and a look ahead at 2020 goals and objectives.

Agenda Item #8 – Presentation of the Completed Building Inventory and Building Requirements Chapters of the Terminal Building Requirements Study. (Rogers)

Steve Benson with Coffman Associates will attend the meeting and review the results of the building inventory and building requirements chapters of the M.J. Kennedy Air Terminal Requirements Study. The completed chapters are included in the board meeting packet for your review prior to the meeting.

Agenda Items #9 and #10 – Executive Sessions (Bengtson and Rogers)

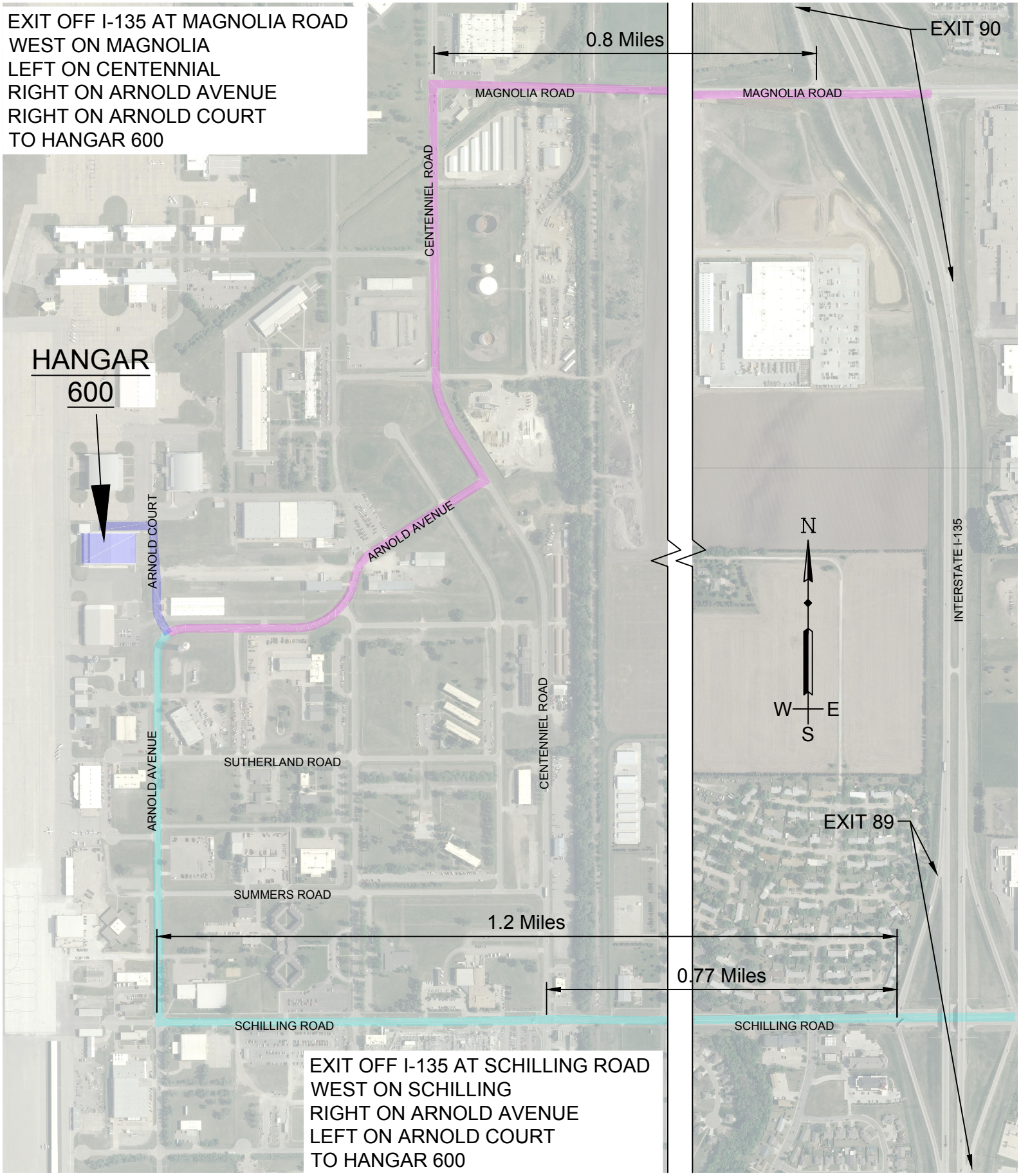
As noted on the agenda, each executive session requires a separate motion since different topics will be discussed. Each motion states the topic to be discussed and the relevant statutory citation providing the ability to discuss the topic in executive session. After each executive session the open meeting will be resumed and the motion and vote for the next executive session will occur. Board action is not expected following either executive session.

Announcements

- The Salina Airport Authority will join the City of Salina, USD-305 and K-State Polytechnic for a joint meeting scheduled for **1:30 PM, Wednesday, January 22, 2020 joint meeting at the Tony's Pizza Event Center, Room 202.** Board members and senior staff for the four public entities will be briefed in executive session by special environmental counsel on the status of mediation with representatives of the U.S. Department of Justice and U.S. Army Corps of Engineers associated with pending litigation in U.S. District Court. The executive session with legal counsel is based upon the need for consultation with an attorney for the public bodies which (the consultation) would be deemed privileged in the attorney-client relationship pursuant to K.S.A. 45-7319(b)(2).

Please contact me if you have any questions or comments.

DIRECTIONS TO HANGAR 600 (2720 ARNOLD COURT)



Drawing Number 2156-03-16

SALINA AIRPORT AUTHORITY REGULAR BOARD MEETING

Hangar H600, Second Floor Conference Room
2720 Arnold Court
January 22, 2020– 8:00 AM

AGENDA

Action Items

1. Call to order, determine a quorum is present and confirm that the meeting notice has been published. (Buer)
2. Recognition of guests. (Buer)
3. Additions to the agenda. (Buer)
4. Approval of the minutes of the December 18, 2019 regular board meeting. (Buer)
5. Review of airport activity and financial reports for the month ending December 31, 2019. (Rogers & Swanson)
6. Review of the December 31, 2019 ten (10) year financial trend analysis report. (Swanson)
7. Review of the ArkStar Group's December 2019, SLN Market Review. (Rogers)
8. Presentation of the building inventory and requirement chapters for the M.J. Kennedy Air Terminal Requirements Study. (Rogers)

Directors' Forum (Buer)

Visitor's Questions and Comments (Buer)

Staff Reports (Buer)

Announcements (Windhorst)

Executive Sessions (Buer)

9. An executive session of the board of directors to discuss trade secrets of a corporation. (Buer)

I move that the Airport Authority board of directors recess into an executive session for twenty (20) minutes to discuss the subject of a specific economic development project based upon the need to discuss data relating to the financial affairs or traded secrets of corporations, partnerships, trusts and individual proprietorships pursuant to K.S.A. 75-4319(b)(4). The open meeting will resume in this room at ____ AM.

10. An executive session of the board of directors to discuss matters of non-elected personnel. (Buer)

I move the Salina Airport Authority board of directors recess into executive session for 20 minutes to discuss the subject of the Executive Director's performance evaluation 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 _____ AM.

Adjournment (Buer)

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE SALINA AIRPORT AUTHORITY DECEMBER 18, 2019 HANGAR 600 SECOND FLOOR CONFERENCE ROOM

Call to Order

The meeting was called to order at 8:00 AM by Chairman Kent Buer. Chairman Buer confirmed that a quorum was present and that the meeting notice was published.

Attendance

Attendance was taken. Chairman Buer, Directors Eichelberger, Vancil, Weisel, and Gunn were present. Also present were Executive Director Tim Rogers; Director of Administration and Finance Shelli Swanson; Director of Facilities and Construction Kenny Bieker; Business and Communications Manager Kasey Windhorst; Administrative Assistant Kaycie Taylor, and Attorney Greg Bengtson. Jay Hatchett, SLN ATCT; James Charlesworth, Charlesworth Consulting; Michael Bunn, T-hangar Tenant and Mitch Robinson, Salina Community Economic Development Organization were guests.

Additions to the Agenda

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

Minutes

Chairman Buer asked if the board members had additions or corrections to the minutes of the November 13, 2019 regular board meeting. Director Gunn moved, seconded by Director Vancil, to approve the minutes of the November 13, 2019 regular board meeting. Motion passed unanimously.

Airport Activity and Financial Reports

Executive Director Rogers reported on airport activity for the month of November 2019. The Salina Air Traffic Control Tower (ATCT) recorded 6,072 operations during November 2019, which was a 14% increase from the November 2018 total of 5,317. A total of 71,966 operations have occurred during 2019, which is a 10% increase from the 2018 year-to-date total of 65,202. November 2019 fuel flowage arrived at 108,525 gallons which was 13% less than the November 2018 total of 125,129. A total of 2,191,477 gallons have been delivered on the airport during 2019 which is a 5% decrease from the 2018 year-to-date total of 2,315,386. SkyWest reported 3,340 total passengers during November 2019 which was 2% more than the November 2018 total of 3,279 total passengers. SkyWest reported 17,836 passengers for the year-to-date, which was a 37% increase as compared to the November 2018 year-to-date total of 13,020. Rogers reviewed air service key performance indicators prepared by the ArkStar Group. New flights will begin March 5, 2020 with two non-stop daily flights, one to Denver and one to Chicago. Flights will depart Salina early enough to arrive in each respective airport to connect with more destinations. Rogers also reviewed the most recent Passenger Forecast from Coffman Associates which will be submitted to the FAA for approval by year end.

Director of Administration and Finance, Shelli Swanson reported on the financials for November 2019. Total operating revenue arrived within 1% of budget with total operating expenses tracking 4% under budget projections, or $98,118. The net income before depreciation year to date total arrived at $113,052. Swanson commented on short term leasing activity and reviewed budget projections for the remainder of 2019. Chairman Buer directed staff to file the financials for audit.

2020 Liability and Commercial Property Insurance Coverages

Executive Director Rogers welcomed Salina Airport Authority's risk management consultant, James Charlesworth with Charlesworth Consulting. Charlesworth reviewed the insurance renewal process and commented on the property and liability insurance coverages and deductibles for 2020. Director of Administration and Finance, Shelli Swanson distributed the 2016-2020 commercial property and liability insurance expense analysis and premium summary for 2020. The total 2020 cost is expected to be $216,470 which is an 14.3% increase over the 2019 expense of $189,361, due to changes in the insurance market on a global level.

2020 Operating Plan and Budget

Executive Director, Tim Rogers presented the final draft 2020 budget report and operating plan to the board. Director Eichelberger moved, seconded by Director Gunn to approve the 2020 Operating Plan and Budget Report. Motion passed unanimously.

T-Hangar Construction Project Financing Options

Rogers reviewed the proposed location for new T-Hangar construction and the scope of work. Swanson distributed several financial models to the board to include options for 20 and 25-year project financing. The SAA's plan to build 42 T-Hangars and 4 Box Hangars is still undergoing a more thorough build cost analysis. Rogers stated that work will continue to make this project a viable possibility for the SAA and tenants alike.

Resolution No. 19-13

Executive Director Rogers presented SAA Resolution No. 19-13, reappointing Pete F. Brungardt to the board of directors for the Salina Community Economic Development Organization (SCEDO). Rogers reviewed the portion of the SCEDO member's agreement, stating that the Salina Airport Authority appoints two of the nine member SCEDO board of directors. Rogers shared that as one of the first appointees, Pete Brungardt is eligible for a second three-year term that would run from February 1, 2020 to January 31, 2023. Director Gunn moved, seconded by Director Weisel, to approve Resolution 19-13. Motion carried unanimously.

Visitors Questions and Comments

Michael Bunn, T-Hangar Tenant, asked if the T-Hangar project would include a rental cost of more than $600/month. Rogers stated that the goal was to make the cost to tenants comparable to market value. Bunn asked if the project was able to be funded by G.O. Bonds. Rogers stated G.O. Bonds are typically used to fund projects for use by the public. This project would not be used by the general public and would be a taxable bond, resulting in a borrowing rate comparable to the current options presented.

Executive Session

At 9:00 A.M. Director Gunn moved the following:

I move that the Airport Authority board of directors recess into an executive session for twenty (20) minutes to discuss the subject of a specific economic development project based upon the need to discuss data relating to the financial affairs or traded secrets of corporations, partnerships, trusts and individual proprietorships pursuant to K.S.A. 75-4319(b)(4). The open meeting will resume in this room at 9:20 AM

Director Weisel seconded the motion. The motion passed unanimously.

The open meeting resumed at 9:20 AM.

Executive Session

At 9:23 A.M. Director Vancil moved the following:

I move that the Airport Authority board of directors recess into an executive session for twenty (20) minutes to discuss the subject of anticipated mediation with representatives of the U.S. Department of Justice and U.S. Army Corps of Engineers associated with pending litigation in U.S. District Court with legal counsel based upon the need for consultation with an attorney for the public body which would be deemed privileged in the attorney-client relationship pursuant to K.S.A. 45-7319(b)(2). The open meeting will resume in this room at 9:43 AM.

Director Gunn seconded the motion. The motion passed unanimously.

The open meeting resumed at 9:43 AM.

Executive Session

At 9:46 A.M. Director Weisel moved the following:

I move the Salina Airport Authority board of directors recess into executive session for 20 minutes to discuss the subject of the Executive Director's performance evaluation 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 10:06 AM.

Director Weisel seconded the motion. The motion passed unanimously.

The open meeting resumed at 10:06 AM.

Upon a motion duly made, the meeting adjourned at 10:06 A.M.

Minutes approved at the January 22, 2020 Board Meeting.

_____

Secretary
(SEAL)

SALINA AIRPORT AUTHORITY
AIRPORT ACTIVITY REPORT
2019

AIR TRAFFIC/ATCT

December , 2019	4,587	Operations
	575	Instrument Operations
	382	Peak Day
December , 2018	4,091	Operations
	613	Instrument Operations
	438	Peak Day
January 2019 - December 2019	76,553	Operations
January 2018 - December 2018	69,293	Operations
January 2017 - December 2017	61,141	Operations

				Avflight	
FUEL FLOWAGE		**KSU-S**	**Avflight Salina**	**Military/Gov't Portion**	**Self-fuel Station Portion**
December , 2019	87,182 Gallons	6,125	81,057	7,228	0
December , 2018	99,437 Gallons	5,266	94,172	5,217	603
January 2019 - December 2019	2,278,659 Gallons	102,442	2,176,217	997,201	4,426
January 2018 - December 2018	2,414,824 Gallons	88,931	2,325,893	1,086,014	7,994
January 2017 - December 2017	2,622,157 Gallons	98,360	2,523,797	903,709	8,802

SkyWest Airlines	**ENPLANEMENTS**	**DEPLANEMENTS**	**TOTAL**
December , 2019	1,874 Passengers	1,755 Passengers	3,629
December , 2018	1,622 Passengers	1,393 Passengers	3,015

January 2019 - December 2019	19,710	Passengers
January 2018 - December 2018	14,642	Passengers
January 2017 - December 2017	8,883	Passengers

ENPLANEMENTS - Charter Flights

December , 2019	0	Passengers
December , 2018	0	Passengers
January 2019 - December 2019	1,479	Passengers
January 2018 - December 2018	5,657	Passengers
January 2017 - December 2017	5,076	Passengers

TOTAL ENPLANEMENTS - Scheduled Flights & Charter Flights

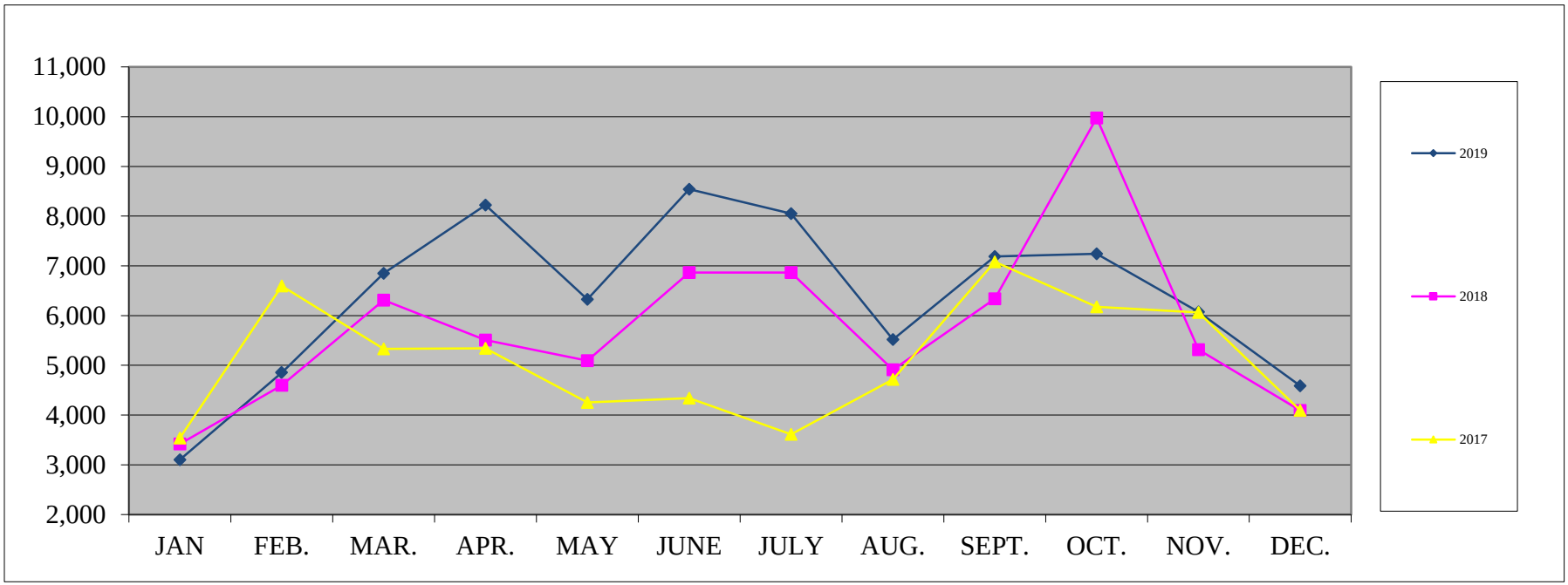
December , 2019	1,874	Passengers
December , 2018	1,622	Passengers
January 2019 - December 2019	21,189	Passengers
January 2018 - December 2018	20,299	Passengers
January 2017 - December 2017	13,959	Passengers

AIRPORT TRAFFIC RECORD
2018 - 2019

	ITINERANT					LOCAL			
	AC	AT	GA	MI	Total Itinerant	Civil	Military	Total Local	Total Operations
2019									
January, 19	61	819	600	258	1,738	992	372	1,364	3,102
February, 19	104	1,553	555	211	2,423	2,232	197	2,429	4,852
March, 19	115	1,765	790	147	2,817	3,811	220	4,031	6,848
April, 19	104	2,112	966	232	3,414	4,608	203	4,811	8,225
May, 19	118	1,464	939	235	2,756	3,328	244	3,572	6,328
June, 19	103	2,025	968	302	3,398	4,497	646	5,143	8,541
July, 19	119	2,084	877	155	3,235	4,506	310	4,816	8,051
August, 19	133	1,272	984	700	3,089	2,169	262	2,431	5,520
September, 19	117	2,268	1,924	236	4,545	2,500	142	2,642	7,187
October, 19	126	1,934	833	181	3,074	3,994	172	4,166	7,240
November, 19	121	1,710	744	98	2,673	3,299	100	3,399	6,072
December, 19	124	1,293	590	129	2,136	2,321	130	2,451	4,587
Totals January - December	**1,345**	**20,299**	**10,770**	**2,884**	**35,298**	**38,257**	**2,998**	**41,255**	**76,553**
2018									
January, 18	0	1,068	587	205	1,860	1,390	168	1,558	3,418
February, 18	17	1,282	541	316	2,156	2,103	342	2,445	4,601
March, 18	2	1,413	840	462	2,717	2,976	619	3,595	6,312
April, 18	6	1,469	670	284	2,429	2,666	415	3,081	5,510
May, 18	7	1,431	811	264	2,513	2,370	211	2,581	5,094
June, 18	14	1,696	983	348	3,041	3,088	736	3,824	6,865
July, 18	4	1,444	874	464	2,786	3,502	577	4,079	6,865
August, 18	46	1,390	899	289	2,624	2,124	162	2,286	4,910
September, 18	48	1,846	767	332	2,993	2,823	520	3,343	6,336
October, 18	12	2,443	838	354	3,647	5,941	386	6,327	9,974
November, 18	6	1,702	640	173	2,521	2,742	54	2,796	5,317
December, 18	10	1,089	622	171	1,892	1,987	212	2,199	4,091
Totals January - December	**172**	**18,273**	**9,072**	**3,662**	**31,179**	**33,712**	**4,402**	**38,114**	**69,293**
Difference	**1,173**	**2,026**	**1,698**	**-778**	**4,119**	**4,545**	**-1,404**	**3,141**	**7,260**
YTD % Change	**682%**	**11%**	**19%**	**-21%**	**13%**	**13%**	**-32%**	**8%**	**10%**
Legend:	**AC: Air Carrier**			**AT: Air Taxi**					
	GA: General Aviation			**MI: Military**					

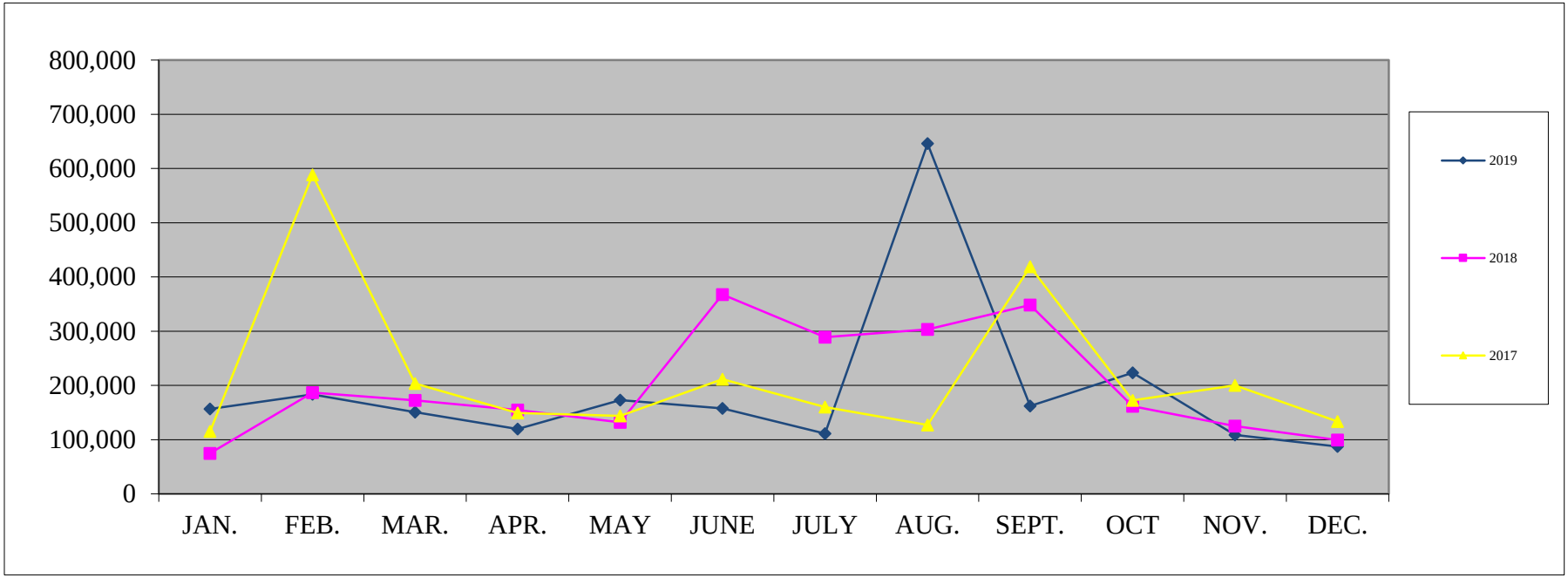
AIR TRAFFIC

	JAN	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	TOTAL
2019	3,102	4,852	6,848	8,225	6,328	8,541	8,051	5,520	7,187	7,240	6,072	**4,587**	**76,553**
2018	3,418	4,601	6,312	5,510	5,094	6,865	6,865	4,910	6,336	9,974	5,317	4,091	69,293
2017	3,539	6,598	5,329	5,340	4,253	4,338	3,613	4,717	7,081	6,177	6,062	4,094	61,141
2016	4,422	7,789	7,962	7,312	6,898	8,011	5,877	4,789	7,593	6,052	5,458	4,948	77,111
2015	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
2014	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
2013	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
2012	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
2011	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
2010	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
2009	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



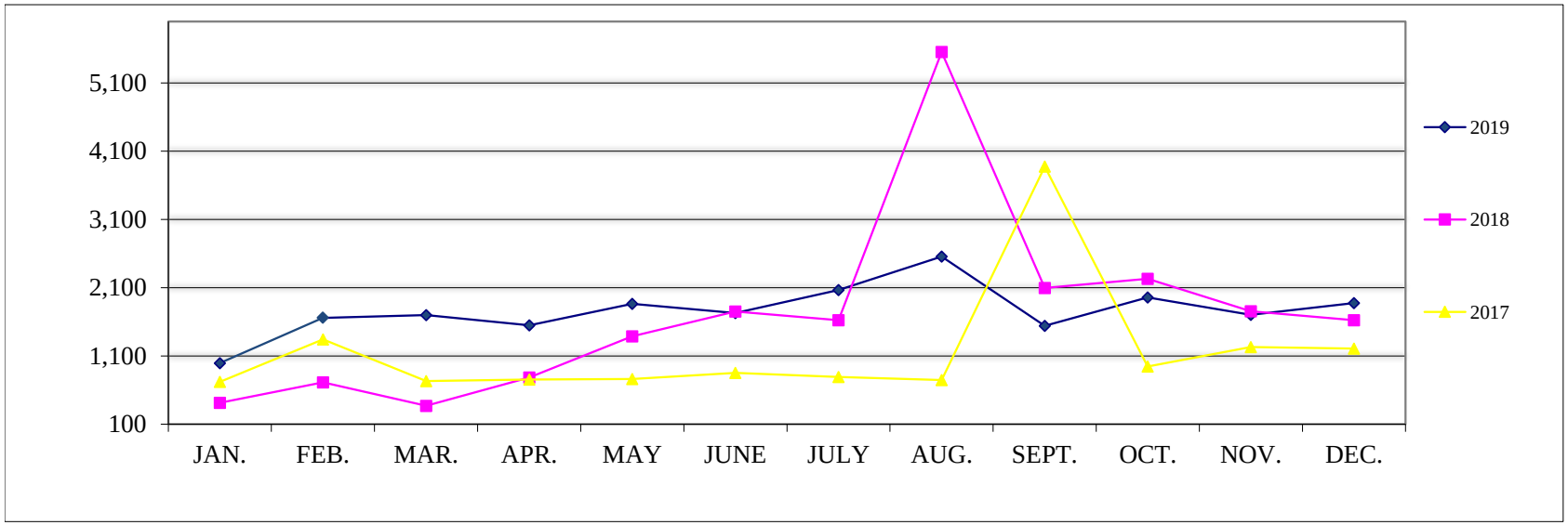
FUEL FLOWAGE
Gallons of Fuel Sold at SLN

	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT	NOV.	DEC.	TOTAL
2019	156,531	183,334	150,881	119,745	172,835	157,376	111,147	645,834	161,888	223,382	108,525	**87,182**	**2,278,659**
2018	74,807	186,507	172,561	154,513	131,941	367,663	288,977	303,273	348,454	161,563	125,129	99,437	2,414,825
2017	115,075	588,072	203,387	149,134	143,801	211,351	160,134	126,751	418,616	172,614	200,050	133,173	2,622,158
2016	80,221	136,763	130,990	94,673	153,410	132,964	208,846	375,330	137,906	126,983	100,764	182,062	1,860,912
2015	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
2014	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
2013	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
2012	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
2011	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
2010	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
2009	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



ENPLANEMENTS

	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	FAA Adjustment	TOTAL
2019	996	1,659	1,698	1,548	1,865	1,727	2,065	2,556	1,540	1,958	1,703	**1,874**		**21,189**
2018	414	715	370	783	1,387	1,751	1,623	5,553	2,095	2,230	1,756	1,622	-4,322	15,977
2017	720	1,344	731	756	761	852	793	746	3,874	946	1,229	1,207	-109	13,850
2016	36	0	0	0	0	104	372	910	637	558	574	692	84	3,967
2015	528	107	4,550	531	122	88	77	79	61	3,574	592	80	-310	10,079
2014	145	109	140	135	175	403	282	223	178	431	157	178	-158	2,398
2013	166	191	205	214	243	218	202	205	161	178	212	243	391	2,829
2012	237	249	247	216	287	213	174	198	151	187	229	335	803	3,526
2011	146	156	205	181	254	258	261	234	225	287	264	234	152	2,857
2010	81	97	139	116	668	166	162	154	178	436	234	510	203	3,144
2009	224	227	275	223	232	210	225	242	439	190	223	129	29	2,868



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

PRELIMINARY YEAR END

Salina Airport Authority
Statement of Net Assets Prev Year Comparison
As of December 31, 2019

01/17/2020

		Dec 31, 19	Nov 30, 19	$ Change	Dec 31, 18	$ Change	% Change
ASSETS							
Current Assets							
Checking/Savings							
Cash in Bank-Bond Funds		264,683	488,095	-223,412	-10	264,693	2,646,930%
Cash in bank-Operating Funds		130,687	200,636	-69,949	254,951	-124,264	-49%
Cash in Bank - Mill Levy		256,868	269,142	-12,274	449	256,419	57,109%
Total Checking/Savings	1	652,238	957,873	-305,635	255,390	396,848	155%
Accounts Receivable							
Accounts Receivable		94,876	185,922	-91,046	145,403	-50,527	-35%
Total Accounts Receivable		94,876	185,922	-91,046	145,403	-50,527	-35%
Other Current Assets							
Mill Levy receivable		0	27,144	-27,144	0	0	0%
Other current assets	2	1,009,353	33,810	975,543	7,097	1,002,256	14,122%
Undeposited Funds		2,781	12,832	-10,051	0	2,781	100%
Total Other Current Assets		1,012,134	73,786	938,348	7,097	1,005,037	14,161%
Total Current Assets		1,759,248	1,217,581	541,667	407,890	1,351,358	331%
Fixed Assets							
Fixed assets at cost		91,406,255	91,279,557	126,698	88,399,681	3,006,574	3%
Less accumulated depreciation		-47,290,772	-47,061,442	-229,330	-44,538,812	-2,751,960	-6%
Total Fixed Assets		44,115,483	44,218,115	-102,632	43,860,869	254,614	1%
Other Assets							
Deferred Outlflow of Resources		1,255,554	1,381,850	-126,296	1,381,850	-126,296	-9%
Total Other Assets		1,255,554	1,381,850	-126,296	1,381,850	-126,296	-9%
TOTAL ASSETS		**47,130,285**	**46,817,546**	**312,739**	**45,650,609**	**1,479,676**	**3%**
LIABILITIES & EQUITY							
Liabilities							
Current Liabilities							
Accounts Payable							
Accounts payable	3	841,611	1,027,972	-186,361	1,075,793	-234,182	-22%
Total Accounts Payable		841,611	1,027,972	-186,361	1,075,793	-234,182	-22%
Credit Cards		0	0	0	0	0	0%
Other Current Liabilities							
Accrued debt interest payable		206,624	103,365	103,259	218,063	-11,439	-5%
Debt, current portion		1,427,350	1,969,153	-541,803	1,969,153	-541,803	-28%
Deferred Mill Levy revenue		0	199,800	-199,800	0	0	0%
Other current liabilities		143,742	248,702	-104,960	153,973	-10,231	-7%
Total Other Current Liabilities		1,777,716	2,521,020	-743,304	2,341,189	-563,473	-24%
Total Current Liabilities		2,619,327	3,548,992	-929,665	3,416,982	-797,655	-23%
Long Term Liabilities							
Debt - Long Term		22,412,102	22,412,963	-861	21,369,845	1,042,257	5%
Deferred Inflows of Resources		68,366	68,366	0	68,366	0	0%
Less current portion		-1,427,350	-1,969,153	541,803	-1,969,153	541,803	28%
Net OPEB Liability (KPERS)		11,126	11,126	0	11,126	0	0%
Net Pension Liability		605,630	605,630	0	605,630	0	0%
Security Deposits Returnable		57,564	57,564	0	48,680	8,884	18%
Total Long Term Liabilities		21,727,438	21,186,496	540,942	20,134,494	1,592,944	8%
Total Liabilities		24,346,765	24,735,488	-388,723	23,551,476	795,289	3%
Equity							
Invested in Capital Assets net		21,703,381	21,800,151	-96,770	22,491,023	-787,642	-4%
Net assets, Designated		90,000	90,000	0	90,000	0	0%
Net assets, Unrestricted		305,751	208,981	96,770	-784,893	1,090,644	139%
Net Income		684,388	-17,077	701,465	303,003	381,385	126%
Total Equity		22,783,520	22,082,055	701,465	22,099,133	684,387	3%
TOTAL LIABILITIES & EQUITY		**47,130,285**	**46,817,543**	**312,742**	**45,650,609**	**1,479,676**	**3%**

		Dec 19	Jan - Dec 19	YTD Budget	$ Over Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
Airfield revenue							
Fuel Flowage Fees		7,124	185,249	200,000	-14,751	93%	200,000
Hangar rent		33,688	652,895	576,307	76,588	113%	576,307
Landing fees		2,494	35,693	25,000	10,693	143%	25,000
Ramp rent		4,760	54,085	50,000	4,085	108%	50,000
Total Airfield revenue	4	48,066	927,922	851,307	76,615	109%	851,307
Building and land rent							
Agri land rent		0	72,673	56,000	16,673	130%	56,000
Building rents - Long Term							
Short-term leasing		31,865	333,600	210,000	123,600	159%	210,000
Building rents - Long Term - Other		60,636	712,389	916,660	-204,271	78%	916,660
Total Building rents - Long Term		92,501	1,045,989	1,126,660	-80,671	93%	1,126,660
Land rent							
Basic Land Rent		9,299	109,785	101,131	8,654	109%	101,131
Property tax - tenant share		-5,869	107,705	123,899	-16,194	87%	123,899
Total Land rent		3,430	217,490	225,030	-7,540	97%	225,030
Tank rent		1,161	13,635	11,970	1,665	114%	11,970
Total Building and land rent	5	97,092	1,349,787	1,419,660	-69,873	95%	1,419,660
Other revenue							
Airport Marketing		9,341	68,380	110,000	-41,620	62%	110,000
Commissions		1,840	33,977	35,000	-1,023	97%	35,000
Other income		2,751	52,892	80,000	-27,108	66%	80,000
Total Other revenue		13,932	155,249	225,000	-69,751	69%	225,000
Total Income		159,090	2,432,958	2,495,967	-63,009	97%	2,495,967
Gross Profit	6	159,090	2,432,958	2,495,967	-63,009	97%	2,495,967
Expense							
Administrative expenses							
A/E, consultants, brokers		4,377	33,401	21,000	12,401	159%	21,000
Airport promotion		5,820	140,086	194,950	-54,864	72%	194,950
Bad Debt Expense		1,500	2,709	15,000	-12,291	18%	15,000
Computer/Network Admin.		782	20,523	19,143	1,380	107%	19,143
Dues and subscriptions		2,706	25,432	25,000	432	102%	25,000
Employee retirement		9,393	80,798	82,685	-1,887	98%	82,685
FICA and medicare tax expense		5,226	59,373	63,289	-3,916	94%	63,289
Industrial development		0	31,071	42,500	-11,429	73%	42,500
Insurance , property		12,333	172,412	175,000	-2,588	99%	175,000
Insurance, medical		14,384	188,029	225,000	-36,971	84%	225,000
Kansas unemployment tax		248	818	1,000	-182	82%	1,000
Legal and accounting		2,667	47,346	32,500	14,846	146%	32,500
Office salaries		68,900	519,492	497,780	21,712	104%	497,780
Office Supplies		1,905	9,479	6,000	3,479	158%	6,000
Other administrative expense		1,066	11,172	10,875	297	103%	10,875
Postage		428	2,077	3,000	-923	69%	3,000
Property tax expense		-6,723	142,350	162,625	-20,275	88%	162,625
Special Events		106	2,084	1,000	1,084	208%	1,000
Telephone		2,159	20,617	18,375	2,242	112%	18,375
Training		0	2,235	7,000	-4,765	32%	7,000
Travel and meetings		1,774	12,316	12,000	316	103%	12,000
Total Administrative expenses		129,051	1,523,820	1,615,722	-91,902	94%	1,615,722

	Dec 19	Jan - Dec 19	YTD Budget	$ Over Budget	% of Budget	Annual Budget
Maintenance expenses						
Airfield maintenance	130	26,334	30,900	-4,566	85%	30,900
Airport Security	1,650	3,892	4,000	-108	97%	4,000
Building maintenance	2,059	76,345	49,650	26,695	154%	49,650
Equipment fuel and repairs	3,771	84,516	90,000	-5,484	94%	90,000
Fire Services	0	16,108	19,000	-2,892	85%	19,000
Grounds maintenance	0	6,200	4,500	1,700	138%	4,500
Maintenance salaries	26,791	323,608	364,950	-41,342	89%	364,950
Other maintenance expenses	1,311	13,381	20,000	-6,619	67%	20,000
Snow removal expense	2,136	22,580	20,000	2,580	113%	20,000
Utilities	17,845	252,505	240,000	12,505	105%	240,000
Total Maintenance expenses	55,693	825,469	843,000	-17,531	98%	843,000
Total Expense	184,744	2,349,289	2,458,722	-109,433	96%	2,458,722
Net Ordinary Income	-25,654	83,669	37,245	46,424	225%	37,245
Other Income/Expense						
Other Income						
Capital contributed	1,012,106	1,801,196	792,469	1,008,727	227%	792,469
Gain on sale of assets	0	55,120	24,000	31,120	230%	24,000
Interest income						
Interest income on deposits	380	17,954	540	17,414	3,325%	540
Total Interest income	380	17,954	540	17,414	3,325%	540
Mill levy income	172,656	2,371,463	2,397,603	-26,140	99%	2,397,603
Total Other Income	1,185,142	4,245,733	3,214,612	1,031,121	132%	3,214,612
Other Expense						
Debt interest expense net						
Bond issue cost	0	73,185	19,710	53,475	371%	19,710
Interest Expense on Debt	228,693	819,869	644,575	175,294	127%	644,575
Total Debt interest expense net	228,693	893,054	664,285	228,769	134%	664,285
Depreciation expense	229,330	2,751,960	2,751,960	0	100%	2,751,960
Total Other Expense	458,023	3,645,014	3,416,245	228,769	107%	3,416,245
Net Other Income	727,119	600,719	-201,633	802,352	-298%	-201,633
Net Income	**701,465**	**684,388**	**-164,388**	**848,776**	**-416%**	**-164,388**

Salina Airport Authority
Profit & Loss Prev Year Comparison
January through December 2019

5:09 PM
01/17/2020
Accrual Basis

	Jan - Dec 19	Jan - Dec 18	$ Change	% Change
Ordinary Income/Expense				
Income				
Airfield revenue				
Fuel Flowage Fees	185,248.68	194,646.74	-9,398.06	-4.83%
Hangar rent	652,894.58	478,572.76	174,321.82	36.43%
Landing fees	35,693.19	60,237.56	-24,544.37	-40.75%
Ramp rent	54,085.00	47,298.00	6,787.00	14.35%
Total Airfield revenue	927,921.45	780,755.06	147,166.39	18.85%
Building and land rent				
Agri land rent	72,673.35	70,689.00	1,984.35	2.81%
Building rents - Long Term				
Short-term leasing	333,600.00	335,750.42	-2,150.42	-0.64%
Building rents - Long Term - Other	712,389.44	753,251.56	-40,862.12	-5.43%
Total Building rents - Long Term	1,045,989.44	1,089,001.98	-43,012.54	-3.95%
Land rent				
Basic Land Rent	109,785.49	101,722.79	8,062.70	7.93%
Property tax - tenant share	107,704.84	109,232.27	-1,527.43	-1.4%
Land rent - Other	0.00	0.00	0.00	0.0%
Total Land rent	217,490.33	210,955.06	6,535.27	3.1%
Tank rent	13,635.00	12,636.00	999.00	7.91%
Total Building and land rent	1,349,788.12	1,383,282.04	-33,493.92	-2.42%
Other revenue				
Airport Marketing	68,380.42	144,863.36	-76,482.94	-52.8%
ARFF Training	0.00	900.00	-900.00	-100.0%
Commissions	33,976.95	25,746.19	8,230.76	31.97%
Other income	52,891.52	164,345.81	-111,454.29	-67.82%
Total Other revenue	155,248.89	335,855.36	-180,606.47	-53.78%
Total Income	2,432,958.46	2,499,892.46	-66,934.00	-2.68%
Gross Profit	2,432,958.46	2,499,892.46	-66,934.00	-2.68%
Expense				
Administrative expenses				
A/E, consultants, brokers	33,401.20	21,072.25	12,328.95	58.51%
Airport promotion				
Total Airport promotion	140,086.41	232,499.64	-92,413.23	-39.75%
Bad Debt Expense	2,708.95	10,390.40	-7,681.45	-73.93%
Computer/Network Admin.	20,522.71	13,808.91	6,713.80	48.62%
Dues and subscriptions	25,431.90	23,164.43	2,267.47	9.79%
Employee retirement	80,797.73	39,856.06	40,941.67	102.72%
FICA and medicare tax expense	59,372.54	60,404.36	-1,031.82	-1.71%
Industrial development	31,071.43	50,000.00	-18,928.57	-37.86%
Insurance , property	172,412.22	148,114.95	24,297.27	16.4%
Insurance, medical	188,028.51	210,799.14	-22,770.63	-10.8%
Kansas unemployment tax	817.80	814.90	2.90	0.36%
Legal and accounting	47,345.90	43,055.30	4,290.60	9.97%
Office salaries	519,492.18	506,159.53	13,332.65	2.63%
Office Supplies	9,478.83	13,317.16	-3,838.33	-28.82%
Other administrative expense				
Merchant Processing Fees	4,700.90	3,492.03	1,208.87	34.62%
Other administrative expense - Other	6,470.90	6,343.09	127.81	2.02%
Total Other administrative expense	11,171.80	9,835.12	1,336.68	13.59%
Payroll expenses	0.00	0.00	0.00	0.0%
Postage	2,077.44	4,024.87	-1,947.43	-48.39%
Property tax expense	142,350.32	145,975.75	-3,625.43	-2.48%
Special Events	2,083.78	436.08	1,647.70	377.84%
Telephone	20,617.20	19,133.31	1,483.89	7.76%
Training	2,235.00	6,638.43	-4,403.43	-66.33%
Travel and meetings	12,315.71	8,013.06	4,302.65	53.7%
Total Administrative expenses	1,523,819.56	1,567,513.65	-43,694.09	-2.79%

	Jan - Dec 19	Jan - Dec 18	$ Change	% Change
Maintenance expenses				
Airfield maintenance	26,334.30	32,025.09	-5,690.79	-17.77%
Airport Security	3,892.42	2,414.13	1,478.29	61.24%
Building maintenance	76,345.31	83,586.52	-7,241.21	-8.66%
Equipment fuel and repairs	84,516.08	111,684.59	-27,168.51	-24.33%
Fire Services	16,107.96	16,520.68	-412.72	-2.5%
Grounds maintenance	6,200.24	3,416.29	2,783.95	81.49%
Maintenance salaries	323,608.20	344,740.26	-21,132.06	-6.13%
Other maintenance expenses	13,381.28	14,802.83	-1,421.55	-9.6%
Snow removal expense	22,579.96	5,673.86	16,906.10	297.97%
Utilities	252,505.37	248,792.34	3,713.03	1.49%
Total Maintenance expenses	825,471.12	863,656.59	-38,185.47	-4.42%
Total Expense	2,349,290.68	2,431,170.24	-81,879.56	-3.37%
Net Ordinary Income	83,667.78	68,722.22	14,945.56	21.75%
Other Income/Expense				
Other Income				
Capital contributed	1,801,196.00	1,474,356.12	326,839.88	22.17%
Gain on sale of assets	55,120.00	5,375.00	49,745.00	925.49%
Interest income				
Interest income on deposits	17,954.49	3,744.30	14,210.19	379.52%
Total Interest income	17,954.49	3,744.30	14,210.19	379.52%
Mill levy income	2,371,463.20	2,338,966.94	32,496.26	1.39%
Total Other Income	4,245,733.69	3,822,442.36	423,291.33	11.07%
Other Expense				
Debt interest expense net				
Bond issue cost	73,184.50	0.00	73,184.50	100.0%
Interest Expense on Debt	819,868.63	827,143.20	-7,274.57	-0.88%
Total Debt interest expense net	893,053.13	827,143.20	65,909.93	7.97%
Depreciation expense	2,751,960.00	2,761,018.87	-9,058.87	-0.33%
Total Other Expense	3,645,013.13	3,588,162.07	56,851.06	1.58%
Net Other Income	600,720.56	234,280.29	366,440.27	156.41%
Net Income	**684,388.34**	**303,002.51**	**381,385.83**	**125.87%**

Salina Airport Authority
Capital Additions Budget vs. Actual
As of December 31, 2019

5:16 PM
01/17/2020
Accrual Basis

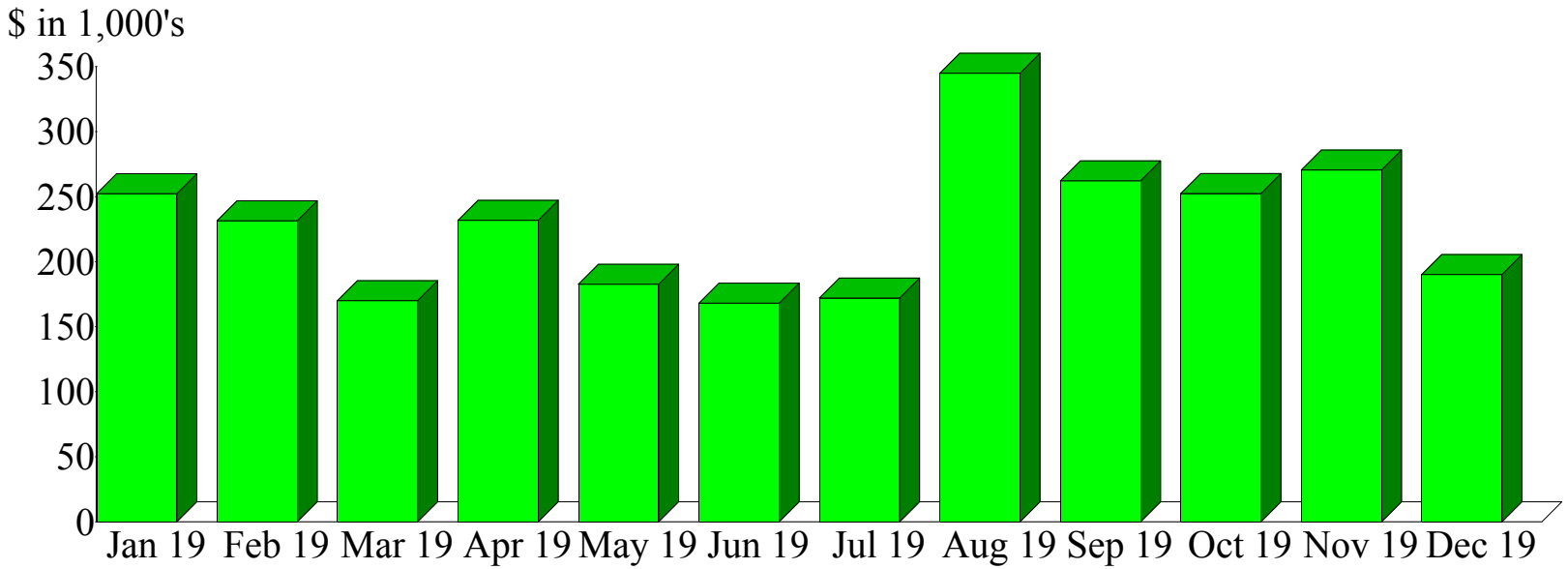
	Dec 19	Jan-Dec 19	Annual Budget	+/- Annual Budget	% of Annual Budget
ASSETS					
Fixed Assets					
Fixed assets at cost					
Airfeld					
AIP-39 ARFF Vehicle Acquisition		655	655	0	100%
AIP-40 Terminal Master Plan	16,248	113,217	200,000	-86,783	57%
AIP-41 Rwy 17/35 Rehab		5,000	1	4,999	500,000%
AIP-42 Txy D Extension		2,480	1	2,479	248,000%
Rwy 17/35 Improvements	2,500	10,256	250,000	-239,744	4%
Total Airfeld	18,748	131,608	450,657	-319,049	29%
Buildings & Improvements					
Building improvements					
Bldg. Imps. Other	8,749	44,747	20,000	24,747	224%
Hangar 504 Improvements	27,505	278,640	240,000	38,640	116%
Hangar 959 Rehabilitation	63,886	2,209,574	2,638,918	-429,344	84%
Total Building improvements	100,140	2,532,961	2,898,918	-365,957	87%
Total Buildings & Improvements	100,140	2,532,961	2,898,918	-365,957	87%
Equipment					
Communications equipment		0	5,000	-5,000	0%
Computer equipment		4,372	2,500	1,872	175%
Shop equipment		44,953	0	44,953	100%
Total Equipment	0	49,325	7,500	41,825	658%
Land					
Airport Indust. Cent. Imps.		1,070	10,000	-8,930	11%
Environmental					
Environmental - SAFB	4,960	201,006	30,000	171,006	670%
Total Environmental	4,960	201,006	30,000	171,006	670%
Rail Spur Imps.	2,850	53,083	10,000	43,083	531%
Total Land	7,810	255,159	50,000	205,159	510%
Total Fixed assets at cost	126,698	2,969,053	3,407,075	-438,022	87%
Total Fixed Assets	126,698	2,969,053	3,407,075	-438,022	87%

Salina Airport Authority
Significant Capital Expenditures Detail
December 2019

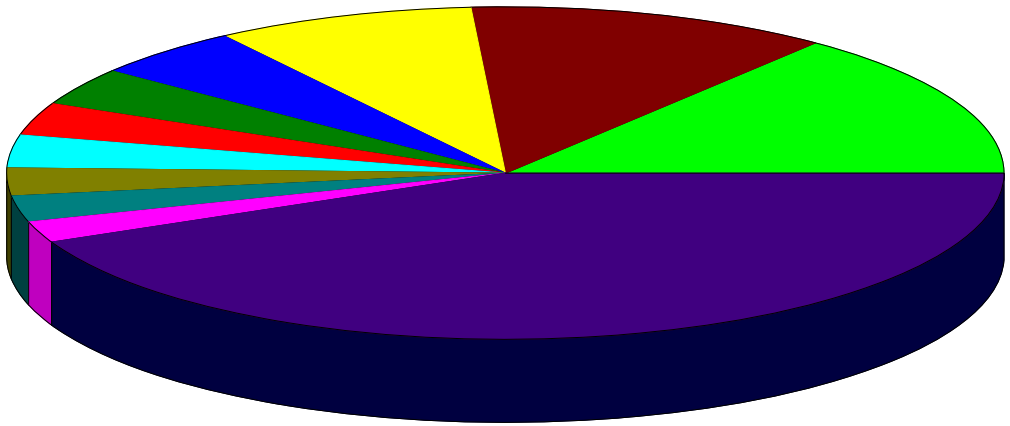
Type	Date	Name	Memo	Amount	Balance
Fixed assets at cost					
Airfeld					
AIP-40 Terminal Master Plan					
Bill	12/31/2019	Coffman Associates, Inc.	Term. Area Airport Master Plan	16,248.00	16,248.00
Total AIP-40 Terminal Master Plan				16,248.00	16,248.00
AIP-41 Rwy 17/35 Rehab					
Bill	12/31/2019	Coffman Associates, Inc.	Rwy 17/35 Rehab Design	2,500.00	2,500.00
Total AIP-41 Rwy 17/35 Rehab				2,500.00	2,500.00
Total Airfeld				18,748.00	18,748.00
Buildings & Improvements					
Building improvements					
Bldg. 655 Rehabilitation					
Bill	12/02/2019	Propane Central, L.L.C.	655 Rehab	30.23	30.23
Total Bldg. 655 Rehabilitation				30.23	30.23
Bldg. Imps. Other					
Bill	12/13/2019	Ryan Roofing, Inc.	B500 Roof Repair	8,718.75	8,718.75
Total Bldg. Imps. Other				8,718.75	8,718.75
Hangar 504 Improvements					
Bill	12/13/2019	Ryan Roofing, Inc.	H504 Roof Repairs	26,980.00	26,980.00
Bill	12/20/2019	B-R-C Bearing Company, Inc.	Fix limit switch for south door - H504	308.70	27,288.70
Bill	12/23/2019	Western Extralite Company,...	H504 East Side Light	215.80	27,504.50
Total Hangar 504 Improvements				27,504.50	27,504.50
Hangar 959 Rehabilitation					
PH-305					
Bill	12/26/2019	Salina Supply Company, Inc.	Parts for New Screens	24.34	24.34
Bill	12/31/2019	Salina Supply Company, Inc.	Parts for PH305 New Screens	8.32	32.66
Total PH-305				32.66	32.66
Hangar 959 Rehabilitation - Other					
Bill	12/02/2019	Superior Plumbing and Heat...	Remaining balance on H959 plumbing improvements	30,890.40	30,890.40
Bill	12/04/2019	Superior Plumbing and Heat...	Scaffold set up/tear down, repair sprinkler line, insulate wat...	9,864.37	40,754.77
Bill	12/12/2019	Johnson Controls, L.P.	H959 Fire Suppression System	689.00	41,443.77
Bill	12/13/2019	Systems 4	Install eyewash Station H959	3,172.00	44,615.77
Bill	12/17/2019	Superior Plumbing and Heat...	Rebuild H959 Febco 860 Relief Pressure Zone BF Device	1,690.51	46,306.28
Bill	12/18/2019	Waddle's Heating & Cooling...	HVAC H959	191.80	46,498.08
Bill	12/20/2019	Helm Electric, LLC	Gates by H959 - Electrical Work	10,678.00	57,176.08
Bill	12/20/2019	Baker Distributing Company...	Heaters - H959	2,685.77	59,861.85
Bill	12/20/2019	Baker Distributing Company...	Heaters H959	1,041.98	60,903.83
Bill	12/29/2019	Plains Environmental Services	Well Repair	2,950.00	63,853.83
Total Hangar 959 Rehabilitation - Other				63,853.83	63,853.83
Total Hangar 959 Rehabilitation				63,886.49	63,886.49
Total Building improvements				100,139.97	100,139.97
Total Buildings & Improvements				100,139.97	100,139.97
Land					
Environmental					
Environmental - SAFB					
Bill	12/18/2019	Stinson Leonard Street, LLP	Mediation Services (By Spencer Fane)	2,719.85	2,719.85
Bill	12/31/2019	Clark, Mize & Linville	Env. legal fees -December 2019	2,240.10	4,959.95
Total Environmental - SAFB				4,959.95	4,959.95
Total Environmental				4,959.95	4,959.95
Rail Spur Imps.					
Bill	12/10/2019	Winfield United	Union Pacific demurrage reimbursement	2,850.00	2,850.00
Total Rail Spur Imps.				2,850.00	2,850.00
Total Land				7,809.95	7,809.95
Total Fixed assets at cost				126,697.92	126,697.92
TOTAL				**126,697.92**	**126,697.92**

Sales by Month
January through December 2019

Dollar Sales



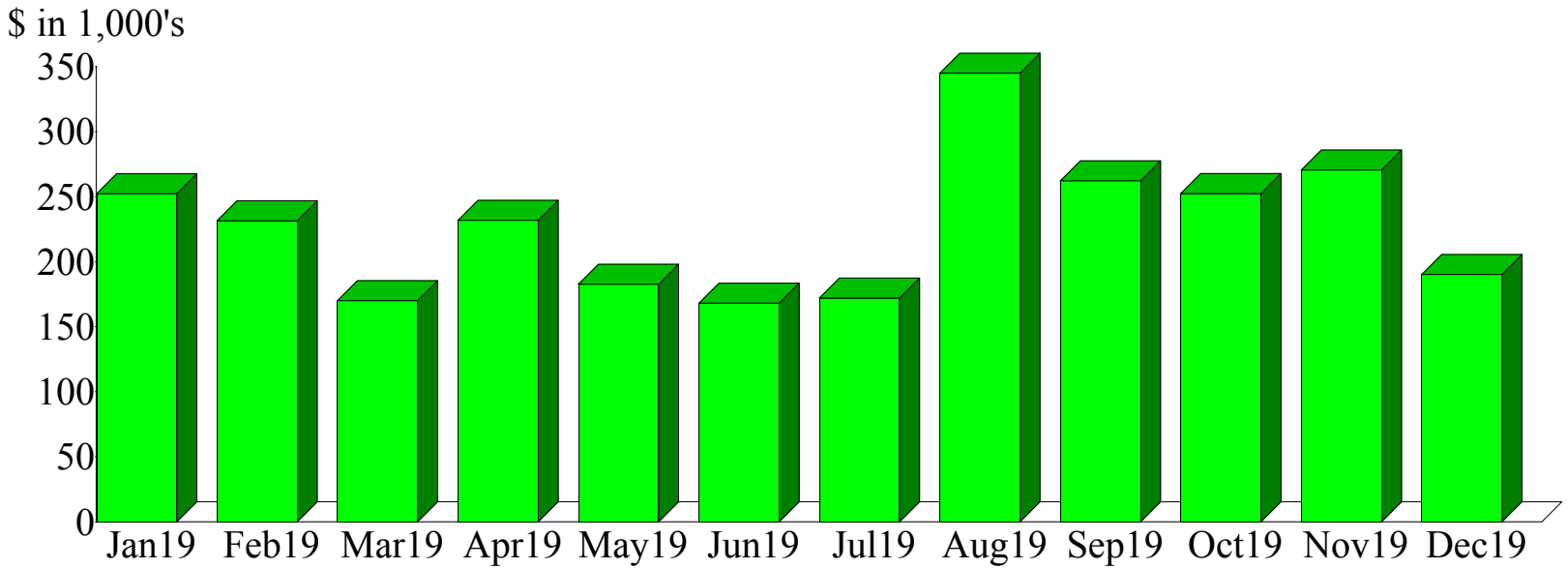
Sales Summary
January through December 2019



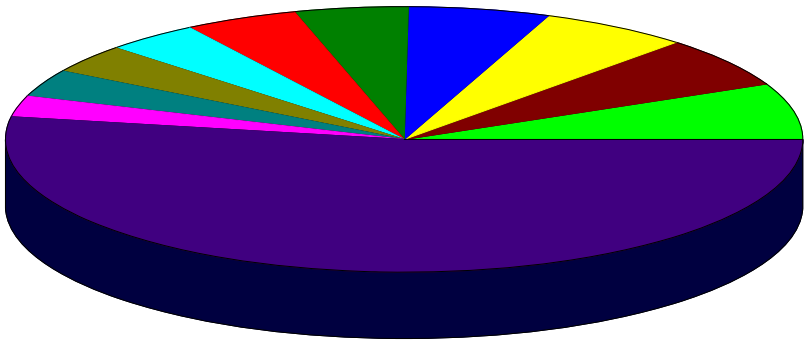
Kansas Erosion Products, LLC.	14.38%
Avflight Salina	11.84
Exide	8.52
Wal-Mart Stores, Inc.	5.06
Universal Forest Products (UFP)	3.81
USSOCOM (Jaded Thunder)	3.31
City of Salina, KS	3.30
SFC Global Supply Chain	2.83
Kansas State Polytechnic - Salina	2.70
582nd Helicopter Group	2.17
Other	42.08
Total	$2,728,780.41

By Customer

Sales by Month
January through December 2019



Sales Summary
January through December 2019



Utility Reimbursement (Utility Reimburse	6.94%
FFF-Avflight Salina (Fuel Flowage Fee @	6.30
B-01021 (Building #1021 located at 3600	6.07
H-0606-1 (Hangar 606 - 2630 Arnold Ct.	5.88
B-00655-3 (Bldg. #655 (56,961 SF) - 2656	4.65
H-0600-1 (Hangar 600 - 20,217 sq. ft.)	4.62
pptx (2019 Real Estate Taxes (see attach	3.95
H-0509-1 (Hangar 509 Rental)	3.52
B-00620-1 (Building #620 (30,000 SF) an	3.43
B-00655-4 (Bldg. #655 (33,992 SF) - 2656	2.59
Other	52.05
Total	$2,728,780.41

By Item

Chapter One
INVENTORY OF EXISTING TERMINAL CONDITIONS

The Salina Regional Airport (SLN) Terminal Area Master Plan has been undertaken to provide the Salina Airport Authority with guidance for future development of its passenger ter-minal facilities to satisfy current and future demand. The specific objectives of the study are:

- Inventory existing terminal area infrastructure including terminal building systems (HVAC, utilities, fire protection, communication systems, and access control.
- Inventory existing functional areas of the terminal building including ticketing, lobby ar-eas, hold rooms, TSA, airline offices, rest rooms, and administration offices.
- Inventory the terminal aircraft apron, surface road access, and vehicle parking.
- Develop a forecast of aviation demand indicators that impact terminal area planning such as enplanements (passenger boardings), commercial operations, and commercial aircraft fleet mix. Project commercial service demand for 2025, 2030, and 2040.
- Based on the aviation demand forecasts determine future facility requirements include aircraft gates and apron area, terminal building by functional areas, landside road access, curbside needs, and vehicle parking.

- Formulate and evaluate up development alternatives including a No Action alternative.
- Present a refined development concept and project phasing plan to include project cost estimates.
- Prepare a financial feasibility analysis for implementation of the recommended terminal area development concept.

TERMINAL BUILDING

Construction of the M.J. Kennedy Air Terminal building was completed in the late 1960s. The building was named in honor and memory of the first chairman of the Salina Airport Authority. M.J. Kennedy served as chairman from 1965 to 1971. The building has been updated several times over the years, most recently in 2015 when much of the first floor was remodeled to accommodate the need for Transportation Security Administration (TSA) screening and a secure passenger hold room.

Exhibit 1A presents the current terminal building layout. The ground floor of the terminal building is functionally laid out to accommodate passenger and visitor activity. The ground floor encompasses approximately 11,980 square feet of space. The second floor is used exclusively for airport administration and is approximately 3,000 square feet. The building is set back approximately 250 feet from the aircraft apron. An enclosed corridor provides protection from the elements for passengers.

FUNCTIONAL COMPONENTS

Airport terminal buildings have defined functional areas which are each impacted by passenger and visitor activity. **Exhibit 1A** also presents the airport terminal building floor space classified by functional area. Generally, the functional areas can be classified in the following manner:

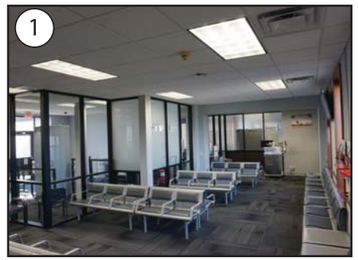
- Departure Processing: Departure processing functions include the ticket counter areas, airline offices, outbound baggage preparation, ticket lobby, security stations, circulation and queuing areas.

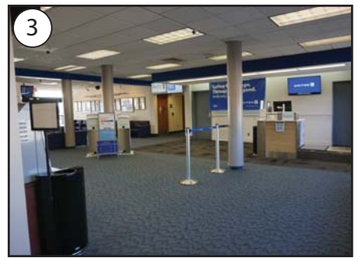
- Arrivals Processing: Arrival processing functions include baggage claim, inbound baggage functions, and baggage claim lobby.

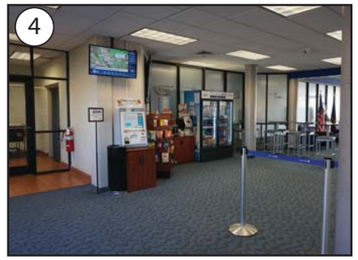
- Concourse Facilities: Concourse facilities include airline gates, passenger hold rooms, and circulation.

- Public Spaces: Public spaces include restrooms, concessions, rental car counters, welcome lobby, and circulation.

- Administration Space: Administrative space is often located within terminal buildings, typically separate from the passenger functions.







Terminal Functional Area	Sq. Ft.
Departure Processing	
Ticket Counter Area	80
Ticket Lobby Queuing Area	250
Ticket Lobby Circulation	390
Public Lobby	1,020
Arrival Processing	
Inbound Baggage	1000
Baggage Claim Floor Area	140
Baggage Claim Circulation Area	760
Security Processing	
Queuing Area	470
Station Area	650
TSA Administration/Operations	650
Airline Operations	
Outbound Baggage	500
Airline Office	970
Concourse Facilities	
Passenger Hold Room	830
Gate Area	300
Concourse Circulation	120
Other Public Spaces	
Restrooms	1,000
Concessions	200
Rental Car Area and Office	600
Airport Administration	
Offices/Conference	3,350
Building Systems/Support	
Mechanical/HVAC Systems	250
General Circulation/ Stairwells/Storage	1,450
Total Square Footage	**14,980**

This page intentionally left blank

- Building Systems/Support: Building systems and support areas include mechanical rooms, stairwells, and storage.

TERMINAL ORGANIZATION

The M.J. Air Terminal building is functionally organized to promote efficient passenger and visitor flow. Departing passengers enter from the east side near the middle of the building and proceed through a public lobby directly to the airline ticket counters or ticket kiosks in this central section of the building. The public lobby area includes seating and vending concessions. Enplaning passengers can wait with visitors in this area if they arrive ahead of the opening of the security checkpoint. Checked-in passengers then proceed through the TSA checkpoint located to the north of the public lobby. After clearing the checkpoint, departing passengers enter the secure hold room to await the boarding call for their aircraft.

When called, departing passengers proceed toward the gate, and after their ticket is scanned, are escorted down a 240 foot-long, glass-enclosed corridor that extends to the aircraft apron where their aircraft awaits. Passengers board the aircraft from the apron via a portable boarding ramp.

Arriving passengers depart the aircraft in the same manner and proceed down the secure corridor to reach the terminal building. Arriving passengers turn to the right Just prior to the holdroom to enter the terminal building. They then proceed past the airline ticket counter either through the ticket lobby to the front entrance, or to a hallway extending to the south end of the building where the baggage claim is located. The rental car facilities are also located at the south end of the building. After claiming their baggage, arriving passengers can exit the building from doors near the bag claim lobby.

From a terminal organization perspective, passenger flows are appropriately separated with departing and arriving functions being located at the north and south ends respectively. While arriving passengers departing avoid passing through the departing passenger hold room, they do have to pass though the ticketing area upon arrival.

TERMINAL BUILDING SYSTEMS

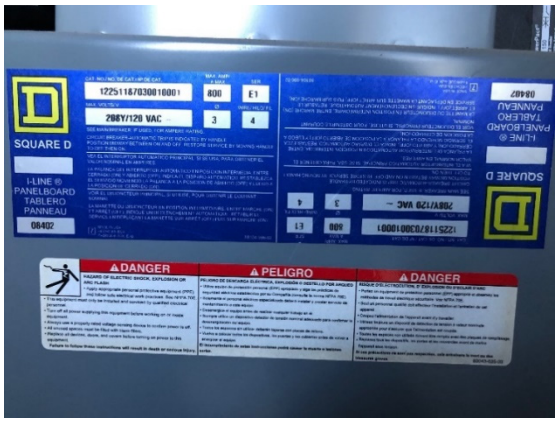
Building systems include utilities and communications systems serving the terminal building. Available utilities include electrical, gas, water, sanitary sewer, and telephone. The terminal also has two fiber optic data connections for IT infrastructure that provides wireless access (public and private) and a telephone line connection.

The building has three mechanical rooms; the north mechanical area, a first-floor closet and a second-floor closet. The north mechanical area consists of two rooms; one at ground level where the main electrical service connects to the building, and one below ground that also serves as an access point to the utility crawlspace that runs under the building. The utility crawlspace shown in the accompanying photo is approximately three feet high and two feet wide and runs under the outer perimeter of the building.

Utility Crawlspace

Electrical Service

Exhibit 1B depicts the electrical utility service in the vicinity of the terminal building. Evergy is the service provider. Overhead power lines extend south along Arnold Avenue to a power pole on the north side of the terminal. From there the lines run underground supplying power to the terminal main panel. The accompanying photo shows the electrical service panel where the terminal building power connects to the main line. The main electrical service enters the building at the north mechanical closet and is distributed to subpanels located throughout the building. The main panel provides 800 amp, three-phase power delivering 208-240 volt and 120-volt circuits. The higher voltage circuits are used for larger electrical loads such as the HVAC units while 120-volt circuits are standard outlets supplying power for office equipment, wall outlets and smaller load circuits.



Electrical Service Panel

Natural Gas

The terminal is heated by forced air furnaces fueled natural gas. Natural gas is supplied by Kansas Gas Service. No other natural gas appliances are currently in use in the terminal building. The line runs on the north side of the terminal in a 2-inch ductile iron pipe (DIP). The connection to the terminal is also a 2-inch DIP line. The lines connect at a gas meter located at the exterior of the northeast corner of the terminal building. From there a 2-inch line runs to the rooftop where iron pipe supplies the rooftop commercial heating units.

Water

Water is supplied to the terminal through buried lines. **Exhibit 1B** depicts the 12-inch DIP coming from the south across the west side of the terminal building. As it approaches Arnold Avenue an in-line control valve (gate valve) reduces the pipe size by two inches, to a 10-inch DIP line, which turns west for about 41 feet where it then turns north again crossing beneath Arnold Ave. The

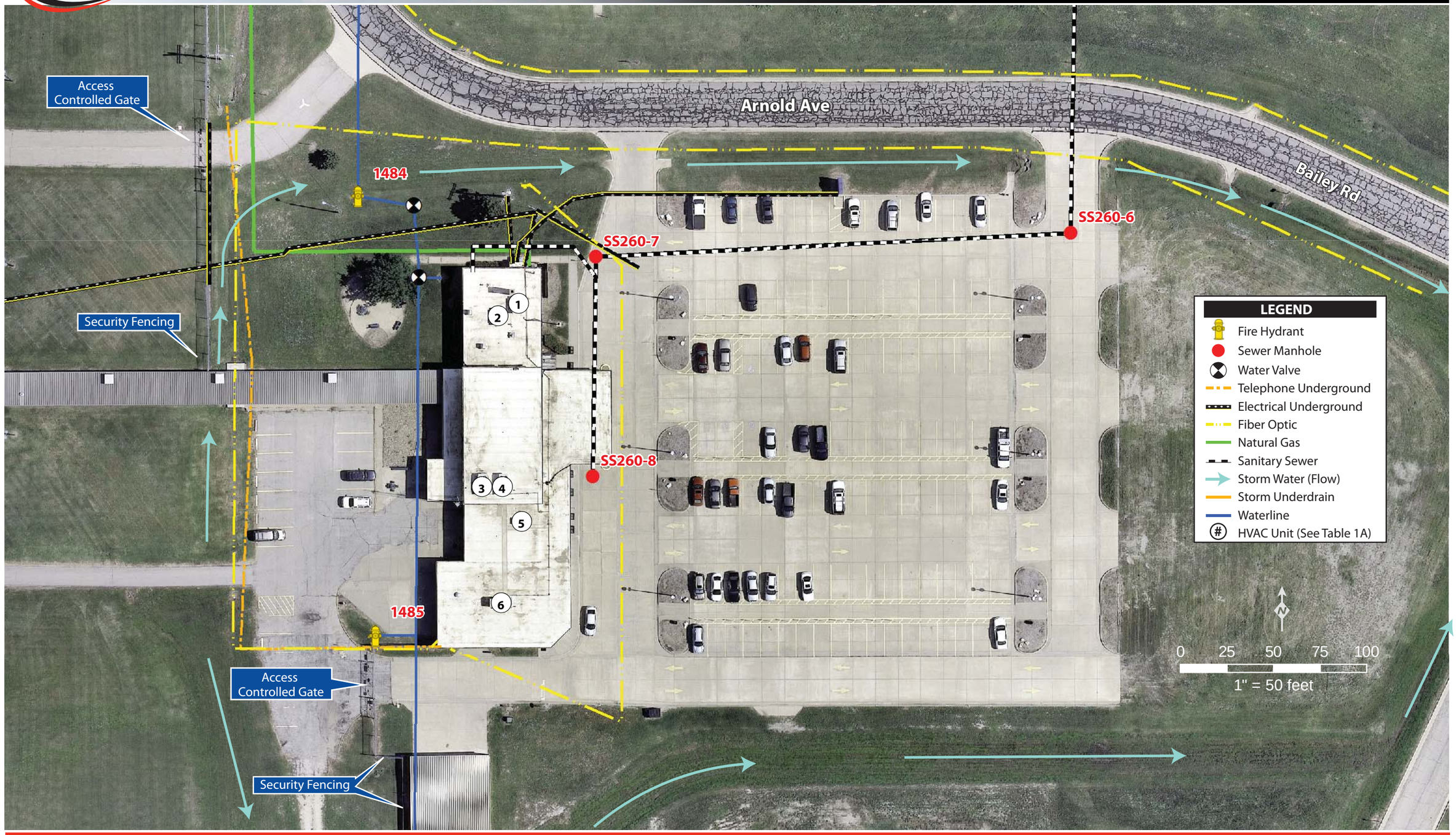


Exhibit 1B
TERMINAL UTILITY LOCATIONS

This page intentionally left blank

supply line to the terminal is a two-inch main tap and valve entering the terminal at the northwest corner. There are two fire hydrants, each with 6-inch line taps; one connects into the 12-inch line on the southwest corner of the terminal and the other connects into the 10-inch line just after the junction to the west. Demand inside the terminal building primarily comes from restrooms, drinking fountains and sinks. The terminal is not equipped with a fire suppression system and does not have backflow prevention valves.

Wastewater

Wastewater lines from the terminal connects to the city sanitary sewer system in two locations; one each on the north and south ends of the building. The north end connection is a 4-inch Poly Vinyl Chloride (PVC) and was built to serve the TSA screening area and passenger holding area. The southern 4-inch vitrified clay pipe (VCP) pipe is the original connection for the terminal and is used for all other areas**.** An 8-inch gravity sewer main carries wastewater away from the terminal and into the main wastewater system. The city system's VCP line runs in a northerly direction on the east side of the terminal. The sanitary waste exits the terminal building and connects to the wastewater system at manhole SS260-8. From there it flows north to the end of terminal building at manhole SS260-7 it turns east to manhole SS260-6 where it turns north and crosses under Arnold Ave. leaving the terminal area. The manholes provide access, to the VCP lines buried under the parking lot. The gravity system and has adequate grade and flow to not require pressurization.

Stormwater Drainage

Drainage ditch east of terminal building

A system of ditches, culverts, detention areas and pipes carry stormwater away from the terminal area. **Exhibit 1B** depicts the routing of this gravity drainage system. Drainage culverts run around the north, south and west sides of the terminal. The ditches on the west side of the terminal flow north and cross Arnold Ave. There is a utility storm underdrain pipe between the terminal and the ramp to help prevent flooding in the terminal building in the event of heavy rainfall. There are drainage ditches, depicted in in the accompanying photo, on the west and south sides the terminal site to route water to the east toward Centennial Ave.

Heating Ventilation and Air Conditioning System (HVAC)

HVAC systems have four main components; heating unit (furnace), cooling unit (air conditioner), duct work to move the conditioned air, and a control system (thermostat). **Exhibit 1B** shows the location of the HVAC units on top of the terminal building.

Climate control into the terminal building is maintained by six commercial units that sit on the roof. These are package units meaning they are self-contained and supply heating and cooling. They energy to run the cooling system is electric, while the energy to the heating system is from natural gas. **Table 1A** provides details of these rooftop units.

Table 1A
HVAC UNIT DESCRIPTIONS

Label	Manufacturer	Model	Description	Area
1	Lennox	LGH036H4ES1Y	Package Unit (gas heating/electric cooling)	TSA Screening Area
2	Lennox	LGH036H4ES1Y	Package Unit (gas heating/electric cooling)	Passenger Holding Area
3	Lennox	LGH102H4BH1Y	Package Unit (gas heating/electric cooling)	First Floor Lobby
4	Lennox	LGH102H4BH1Y	Package Unit (gas heating/electric cooling)	Second Floor Offices
5	Trane	YSC048E3RZA0F97	Package Unit (gas heating/electric cooling)	TSA Offices
6	Lennox	LGH102H4BH1Y	Package Unit (gas heating/electric cooling)	South Terminal Areas

Each unit supplies a specific area as shown in **Table 1A**. Unit 1 conditions the TSA Screening Area. Unit 2 conditions the passenger holding area. Unit 3 conditions the first-floor lobby. Unit 4 conditions the administrative offices. Unit 5 conditions the TSA administration offices. Unit 6 conditions the southern terminal areas which include; baggage claim, Hertz Rental car, airline offices and a conference room. There are barriers such as doors or glass separating all areas except for areas 3 and 6 which are connected through an open hallway. There is no central control system as each unit has its own thermostat located in the conditioned space.

Communications and Fiber Optic Lines

The communication systems connected to the terminal building include traditional phone lines, internet service, and radio communication in the VHF and UHF ranges. The main demarcation area is in the southwest corner of the terminal. From there it splits off to sub-demark rooms for each of the terminal's operators except Hertz Car Rental which connects directly to the demarcation panel. Phone service is used by all terminal operators.

Fiber optic internet service is provided Nex-Tech. The fiber optic trunk line is owned by AT&T. There are two fiber optic lines on the north and south sides of Arnold Ave. The southern leg feeds the terminal building and continues west as Arnold Ave turns north.

There are two feeder lines to the terminal building. The first extends from a junction box approximately 40 feet south of Arnold Ave and 40 feet west of the parking lot entrance and runs down the east side of the building the width of the parking lot then turns back at approximately a 45-degree angle to connect to the southwest corner of the terminal building at the main demark

area. This line supplies internet service to the terminal building. TSA requires a separate fiber optic line. It crosses the entrance road west of the terminal, on the north side of the road, then crosses under it again going south along the back (west side) of the terminal building. It turns east at the edge of the west terminal parking lot and connects to the southwest corner of the terminal building at the main demark area.

WI-FI is provided throughout the terminal building. There is public and private Wi-Fi using the Nex-Tech router. The terminal building has a security system comprising of 22 cameras. It also has a fire prevention system of heat sensors. There are no other security or alarm systems in the terminal.

There is a communication tower located on the west side of the terminal in the center of the building. It provides communication from the terminal to the ARFF station and the maintenance building through line-of-sight antennae. The UHF and VHF radio communications also are on this tower.

The terminal is equipped with informational display screens. Some provide general guidance and visitor information, and others are part of a Flight Information Display System (FIDS) system. In total there are 13 display screens. The general circulation area has two FIDS screens and six informational screens including one for the airline ticket counter, one with flight scheduling, and one that provides local weather information. The baggage claim area has three screens, two of which provide visitor information and one is part of the FIDS system. The secure gate area has two screens, one is a FIDS screen and the other provides general information.

TERMINAL AREA SECURITY

Salina Regional Airport is certified as a Class I, Index A Airport under CFR 14 Part 139. The airport also has established security procedures in its Airport Security Program. The airfield and its aprons are secured by six-foot chain-link fence with topped with a one-foot barbed wire. There are established procedures for controlling access onto the AOA through gates. All persons inside the secure area must either be badged or escorted by badged personnel.

Exhibit 1B depicts the location of security fence and gates in the vicinity of the M. J. Kennedy Terminal. Security fencing extending from the north ties into the enclosed walkway at the terminal. There is an access-controlled gate off Arnold Avenue just north of the terminal. Security fencing from the south ties into the southwest corner of the terminal. There is another access-controlled gate in this area.

TSA Passenger Security Checkpoint

The passenger terminal is divided into sterile and non-sterile areas for passenger and baggage. Sterile areas are accessible only to staff

with security clearance and ticketed passengers who have undergone screening by TSA staff. The TSA security checkpoint in the north end of the building separates the sterile area for ticket passengers from the non-sterile public areas. After their identification has been checked, passengers stage their carry-on luggage and personal items on a divest table before placing on a belt to be screened in an accessible property scanning system (APSS). While their property is being screen, passenger enter a walk-through metal detector. On the other side of the APSS, passengers gather their belongings then proceed to the hold room, unless it is determined additional inspection is necessary. In that situation, they are moved to a nearby secondary screening location for further inspection.

The other sterile area in the terminal is not accessible to the public or passengers. It is behind the ticketing area and includes airline offices, outbound baggage, and inbound baggage. The TSA is charged with screening all checked bags prior to being loaded onto an aircraft. This is currently accomplished in the outbound baggage room. After being checked at the ticket counter, bags are taken through an access-controlled door to the outbound baggage room and given to TSA personnel. Bags are then screened using explosive trace detection (ETD). Once the bag is cleared, it is placed on the outbound baggage cart and becomes the responsibility of the airline to load on the aircraft.

ETD Checked Bag Screening Equipment

TSA administrative offices are located in a separate secure area across the hallway from the airline offices.

TERMINAL AIRCRAFT APRON

The terminal aircraft parking apron is an expanse of paved area for commercial/charter aircraft parking and circulation. Typically, the terminal apron is located near the airside entry point, such as adjacent a terminal building or FBO facility. The terminal aircraft apron at SLN is approximately 18,333 square yards, measuring 550 feet by 300 feet. The apron area includes a looping taxilane that extends from parallel Taxiway A. The terminal apron is constructed of concrete and has the strength to accommodate regular use by large commercial transport aircraft. The terminal apron is marked with a taxilane centerline, one commercial aircraft parking position and four transient parking positions for large aircraft. Fronting the north end of the terminal apron are two large conventional hangars housing airport businesses.

TERMINAL LANDSIDE ELEMENTS

There are several elements related to airport terminal functions that fall into the landside category including surface road access, terminal curb frontage, and vehicle parking. **Exhibit 1C** depicts terminal area elements outside the terminal building.

SURFACE ROAD ACCESS

Principal access to the airport terminal building is from Bailey Road which extends from Centennial Road to the east. Centennial is directly connected to three roads having interchange access with I-135 which are Magnolia Road, Schilling Road, and Water Well Road.

TERMINAL LOOP ROAD AND CURB FRONTAGE

Two-way access to the terminal building extends from Bailey Road. A terminal loop road passes in front of the terminal building and extends around the main terminal parking lot and terminates at Bailey Road.

The terminal curb element is the interface between the terminal building and the ground transportation system. Curb frontage is necessary for the loading and unloading of passengers and baggage. The arriving and departing curb frontage are approximately 180 feet in length. The northern half is primarily for unloading departing passengers and baggage and the southern half is for arriving passengers following baggage and/or rental car retrieval.

VEHICLE PARKING

Vehicle parking in the airline passenger terminal area of the airport includes those spaces utilized by passengers, visitors, and employees of the terminal facilities. Parking spaces are classified as public, employee, and rental car.

Public parking is available in a paved surface lot immediately east of the terminal building. This parking area contains 123 spaces, 18 of which are designated for rental cars. East of the terminal loop road is a gravel lot with 93 designated spaces for long-term/overflow vehicle parking. Immediately west of the terminal building and inside the security fence, is an 18-space parking lot for used by airport and airline vehicles and equipment. Most employees working at the terminal building park in the public parking area. Just outside the fence, immediately south of the terminal building is a three-sided shade structure used by the rental car agency for quick turn servicing of returned rental cars.

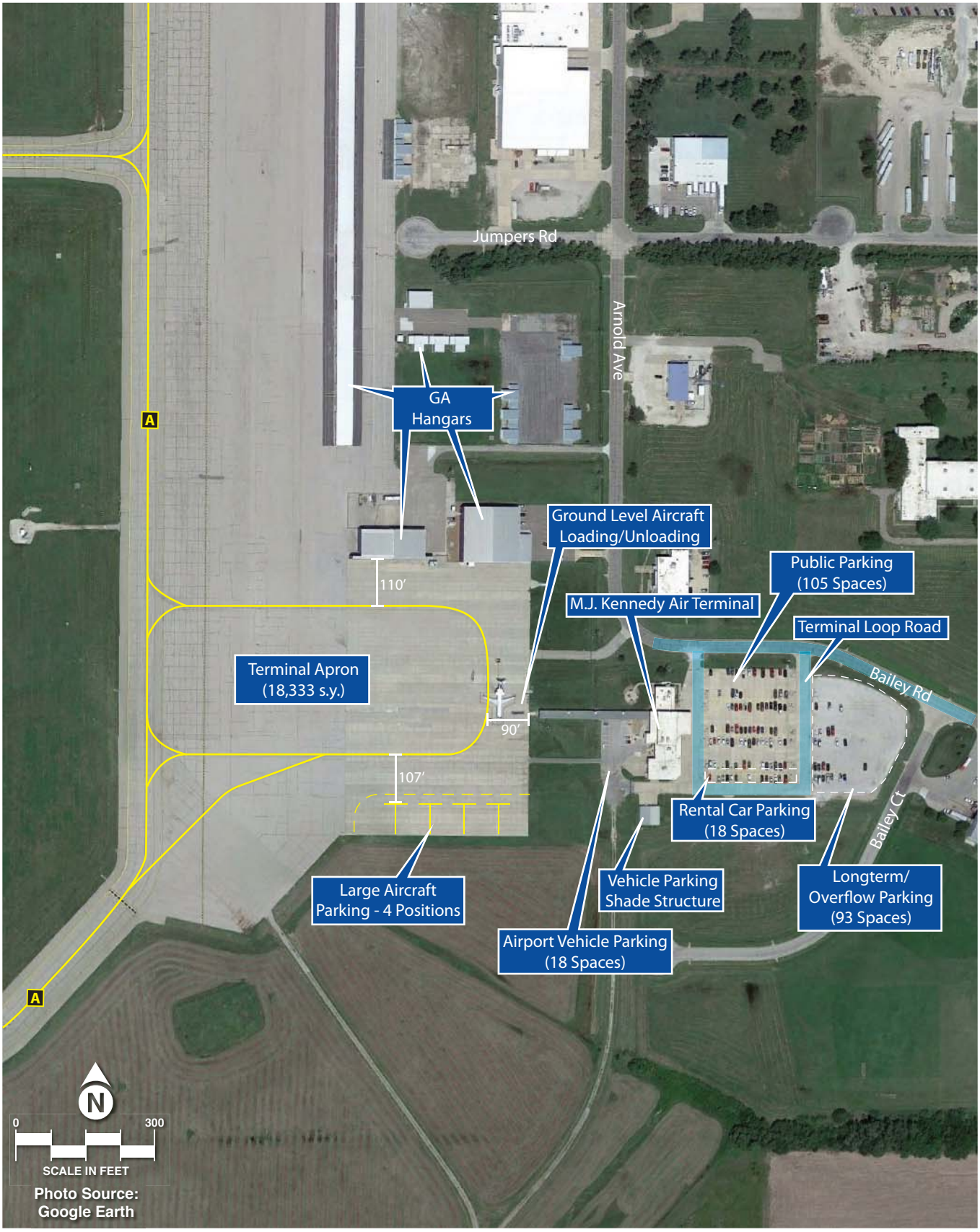


Exhibit 1C
TERMINAL AREA ELEMENTS

Chapter Three
TERMINAL AREA CAPABILITY AND FACILITY REQUIREMENTS

Components of the passenger terminal complex include aircraft gate positions, departures processing, arrivals processing, concourse facilities, as well as public spaces. This section identifies the functional components of the terminal building and examines the space requirements for each component to serve the projected passenger demand levels.

As passenger demand increases, so does space needs. Many aspects of passenger terminal design are based upon peaking periods of commercial activity as determined in **Chapter Two – Forecasts**. These are re-summarized as planning horizons in **Table 3A.** The planning horizons include Current (based upon demand anticipated for the current year of 2020); Intermediate (based upon forecast demand for 2030); Long Term (based upon the forecast for 2040); and High Range (based upon the High Range forecast).

The typical short-term horizon was not included in this analysis because typical design, financing and construction of a major terminal development can extend a full five years or beyond. Thus, to plan and design to a short-term demand level risks the facility being at capacity when it opens.

The requirements for the passenger terminal building are determined by comparing current and future demand to industry standards for terminal space needs. Resource documents utilized for guidelines and standards include:

- FAA Advisory Circular 150/5360-13A – Airport Terminal Planning
- ACRP Report 25 – Airport Passenger Terminal Planning and Design
- ACRP Report – 55 – Passenger Level of Service and Spatial Planning for Airport Terminals
- TSA Checkpoint Design Guide
- TSA Planning Guidelines for Checked Baggage Inspection Systems
- IATA Airport Development Reference Manual

ACRP Report 25 includes a spreadsheet model based on industry standards. The spreadsheet was calibrated for the SLN terminal based upon observations of passenger activities and terminal operations. The model utilizes the standard queuing theory which can be defined as: passengers arriving minus passengers processed equals passengers in queue. The evaluation of individual processing elements is based on industry standards and formulas.

TABLE 3A
Terminal Activity Planning Horizons
Salina Regional Airport

	Current (2020)	Intermediate	Long Term	High Range
AIRLINE ENPLANEMENTS				
Annual	22,000	33,000	40,000	65,000
Peak Month	2,100	3,200	3,800	6,200
Design Day	80	120	140	230
Design Hour	45	80	100	140
TOTAL PASSENGERS				
Design Hour	90	160	200	280
AIRLINE OPERATIONS				
Annual	1,800	2,400	2,400	3,500
Peak Month	159	212	212	316
Design Day	6	8	8	12
Design Hour	2	4	4	6
Design Hour Departures	1	2	2	2

The model considers the level of service standards established by the International Air Transport Association (IATA). Level of service (LOS) defines the comfort and quality of the passenger experience. Some are related to crowding in queuing areas, while others define the amount of time a passenger must wait for processing. **Table 3B** outlines these basic level of service standards.

In general, LOS C is a typical design goal for most airports. LOS B would be a preferred goal if the budget allows. LOS A is generally too expensive to achieve, and thus prohibitive to implement. For purposes of this analysis, an LOS C or C+ was used to represent a median between LOS B and C.

TABLE 3B
Level of Service Standards (IATA)
Salina Regional Airport

AREA PER OCCUPANT								
Level of Service Standards	**A**	**B**	**C+**	**C**	**C-**	**D**	**E**	**F**
	Ft^2	Ft^2	Ft^2	Ft^2	Ft^2	Ft^2	Ft^2	Ft^2
Check-in Queue Area	19.4	17.2	16.1	15.1	14.0	12.9	10.8	-
Wait/Circulate	29.1	24.8	22.6	20.4	18.3	16.1	12.8	-
Hold Room	15.1	13.5	12.8	12.0	11.3	10.5	8.0	-
Bag Claim Area (excl. claim device)	21.5	19.4	18.3	17.2	16.1	15.1	12.9	-
Federal Inspection Services	15.1	12.9	11.8	10.8	9.7	8.6	6.5	-

A – Excellent levels of service; conditions of free flow; excellent level of comfort.
B – High level of service; condition of stable flow; very few delays; high level of comfort.
C – Good level of service; condition of stable flow; acceptable delay; good level of comfort.
D – Adequate level of service; condition of unstable flow; acceptable delays for short periods of time; adequate level of comfort.
E – Inadequate level of service; condition of unstable flow; unacceptable delays; inadequate levels of comfort.
F – Unacceptable levels of service; conditions of cross flows, system breakdown and unacceptable delays; unacceptable levels of comfort. Applies to areas below LOS E.

AIRCRAFT GATES/APRON PARKING

An airport terminal gate designates an aircraft parking position adjacent to a terminal building for the loading and unloading of passengers and baggage. The airline schedule, size and type of aircraft served, the parking arrangement, and assignment procedures affect the required number of gates, size, and layout of the terminal gates.

Presently, there is a single terminal gate at SLN. Passengers are ground boarded. The single aircraft position is marked to accommodate the CRJ-200 currently serving the airport. Necessary parking positions can also be affected by the number of aircraft that remain overnight (RON). Currently there is only one RON.

It is anticipated by the Intermediate Term Horizon, a second flight to Chicago could be added. The current flight from and to Chicago (as of March 5, 2020) arrives and departs during the noon hour, a second flight in the future very likely could be an evening arrival with a morning departure like the second Denver flight currently. This would result in two RON aircraft and require a second RON at least overnight. Depending upon the airline operation, the evening arrivals could be within the same hour. The same for the morning departure.

Terminal apron requirements are determined by the number of gates, the size of the gates, the maneuvering area required for aircraft at gates, and the aircraft parking layout in the gate area. The existing commercial apron is designed for 12 aircraft positions, with alternative parking configurations able to accommodate three RON aircraft as well as a deicing pad. The existing apron is properly sized to accommodate existing demand. This would result in the need for at least a second parking position, if not a second gate.

Over the long term, the gates and parking positions would remain at two, but they will need to accommodate the larger regional jets in the 66 to 75 seat-category. The high range scenario considers adding two more daily flights, but it is not anticipated that schedules would put three scheduled arrival or departures in the same hour. It is possible, however, that one of the two additional flights in the high range could include another overnight, increasing RON parking position requirements to three. The potential for charter flights utilizing the terminal would suggest that at least one additional parking position should be planned in the short term. The terminal ramp is adequately sized to accommodate at least three parking positions.

TERMINAL BUILDING REQUIREMENTS

Exhibit 3A outlines the space requirements for the planning horizons outlined earlier. The following discusses the needs for the various functional elements.

DEPARTURES PROCESSING

The first destination for most enplaning passengers in the terminal building is the ticket counters. The ticketing area includes the counters, queuing area and lobby, the ticket offices, and bag screening and processing.

Ticket Counters and Kiosks – Currently, there are two ticket counter positions and two kiosks available. The counter length is approximately 11 feet or 5.5 feet per position. The percentage of the departing passenger peak hour demand that check in at the ticket lobby is estimated at 85 percent. It was further estimated that 60 percent of those checking in at the terminal utilize the ticket counter and 40 percent utilize the two available self-serve kiosks. The remainder are assumed to check in prior to arriving at the terminal and do not have checked baggage. The spreadsheet model calculates the ticket counter requirements based on the passenger processing rate derived from observation and IATA LOS C averages.

The current counters and kiosks will generally be adequate for the intermediate planning horizon, but an additional counter position could be required in the long term, along with an additional kiosk in the high range scenario. The airline ticket office appears adequately sized for the long-term planning horizon.

Ticket Lobby - The ticket lobby floor area consists of the active check-in and queue area as well as circulation. The ticket lobby demand includes a percentage of well-wishers in addition to the passengers. Industry standards assume that some passengers enter the queue with their friends or family for assistance. The evaluation was based on a service goal of a 2.5-minute processing time, a maximum 10-minute wait in queue, and an LOS C of 14.0 square feet per person in queue with baggage.

FUNCTIONAL AREA	Unit	Available	PLANNING HORIZONS Current 22,000	Intermediate 33,000	Long 40,000	High 65,000
DEPARTURES PROCESSING						
Ticketing						
Agent Positions	#	2	1	2	3	3
Kiosk Positions	#	2	2	2	2	3
Counter Frontage	LF	11	11	11	17	17
Counter Area	SF	80	110	110	165	165
Kiosk Area	SF	100	110	110	110	160
Active Check-in and Queue Area	SF	250	385	385	580	580
Ticket Lobby Circulation	SF	290	510	510	675	765
Airline Ticket Office	SF	970	550	550	825	825
ATO/Outbound Baggage						
TSA Baggage Screening	SF	150	200	300	940	1,740
Outbound Baggage	SF	350	1,100	1,300	1,300	1,800
Public Area						
Waiting Lobby	SF	1,020	1,200	2,100	2,700	3,700
Security Stations						
Number	#	1	1	1	2	2
Queuing Area	SF	470	400	400	800	800
Station Area	SF	650	625	625	1,250	1,250
TSA Administration/Operations	SF	650	650	650	650	650
ARRIVALS PROCESSING						
Baggage Claim						
Claim Display Frontage	LF	34	39	43	57	78
Inbound Baggage	SF	1,000	620	690	910	1,250
Baggage Service Office	SF	0	80	90	110	160
Claim Lobby						
Claim Device Floor Area	SF	140	195	215	285	390
Circulation Area	SF	760	1,070	1,240	1,550	2,160
GATE FACILITIES						
Passenger Holdrooms						
Gates		1	1	2	2	2
Hold Room Area	SF	1,000	1,100	1,900	2,200	2,900
Concourse Circulation						
Circulation Area	SF	120	220	380	440	580
PUBLIC SPACES						
Restrooms						
Area	SF	1,130	405	720	900	1,260
Concessions						
Food & Beverage	SF	100	330	495	600	975
Retail/Office	SF	100	130	200	240	390
Rental Car						
Counter Frontage	LF	10	10	10	20	30
Counter and Office Area	SF	500	300	300	600	900
Counter Queuing Area	SF	100	100	100	200	300
Airport Administration						
Administration/Operations	SF	3,000	3,000	3,000	3,000	3,000
Conference Center	SF	350	350	350	350	350
FUNCTIONAL AREA TOTAL						
Total Programmed Functional Area	SF	13,280	13,630	16,610	21,270	26,890
BUILDING SYSTEMS/SUPPORT						
Mechanical/HVAC	SF	250	550	660	850	1,080
General Circulation/Stairwells/Storage	SF	1,450	2,860	3,490	4,470	5,650
TOTAL TERMINAL						
Gross Building Area	SF	14,980	17,040	20,760	26,590	33,620

The ticket lobby is currently undersized by LOS C standards. Arriving passengers must pass through the ticket lobby upon entering the main terminal. This can create further congestion during mid-day turnround flights.

Public Area - The public waiting lobby is located between the ticketing lobby and the security screening area. At SLN, this space is utilized both by departing and arriving passengers, meeters/greeters, and well-wishers. Ideally, passengers depart the secure area away from ticketing, but at SLN they cross right through ticketing heading either for the front door or baggage claim.

LOS C sizing for the waiting lobby is 20.4 square foot per occupant. It was determined to be marginally adequate for current demand but will need to be doubled in size by the intermediate term. It would need to be more than tripled in size under the high range scenario.

Bag Screening and Processing – The Transportation Security Administration (TSA) must inspect every checked bag that is to be put on an aircraft. The current system at SLN requires an airline employee to carry bags from the counter to a TSA bag inspector in the secure outbound baggage area where each bag is screened using explosive trace detection (EDT). Once screening is complete, the bag is transferred to the airline's outbound baggage cart. An EDT has capacity to screen up to 50 bags per hour.

As the number of checked bags increase, additional EDT may be needed. As the number of inspectors increase, an explosive detection system (EDS) may become more efficient. The EDS will process up to 175 bags per hour, however, at least one EDT would still be necessary to inspect oversized baggage that will not fit through the EDS. The EDT was considered adequate for the intermediate term, but an EDS was added for the long-term planning horizon and high range scenario.

Area required for outbound bag make-up was determined by the spreadsheet model based upon departures during a two to four-hour staging period and the size of the aircraft.

Passenger Security Screening – A process rate of 125 bags per hour was used to determine the number of bag screening stations required. At that rate, a second EDS screening unit would be required by the long-range planning horizon. This would also be adequate through the high range scenario. The required queuing area for the checkpoint was determined based upon *TSA Checkpoint Guidelines* of 400 square feet per station. It should be noted that the TSA is making efforts across the country to help further streamline the screening process at airports.

Currently there is minimal circulation space between the checkpoint and the holdroom. Additional space for circulation between the two will be addressed in the holdroom discussion.

ARRIVALS PROCESSING

The passenger arrivals process consists primarily of those facilities and functions that provide means to reunite the arriving passenger with items that were checked at the airport of origin.

Baggage Claim - It is estimated that 65 percent of arriving peak hour passengers claim checked baggage. The remaining 35 percent of the passengers bypass the baggage claim areas and go directly to the curb or to other ground transportation related facilities. An industry standard of 1.3 checked bags per passenger was utilized. The baggage claim floor area is based on the depth of the bag claim device, usually four to five feet. The current bag claim is a linear bag drop that is marginally adequate. Bag claim frontage will need to be increased by 23 feet in the long term and 44 feet in the high range scenario. The added length requirements could make a bag carousel more efficient than the current bag drop system

Claim Lobby - The lobby area adjacent to the baggage claim device includes space at the bag clam plus space for waiting and circulation. LOS C+ area of 18.3 square feet per person in the bag claim area (passengers claiming bags plus 30 percent for meters and greeters) was used. The demand for baggage claim lobby currently exceeds capacity, and the current size will need to be doubled by the long term, and nearly tripled under the high range scenario.

GATE FACILITIES

The sterile gate facilities consist primarily of secure passenger holdrooms and circulation space.

Holdrooms - The ACRP Spreadsheet Model was utilized to estimate holdroom size based upon available seats for the design aircraft for each gate and average load factor at the Airport. Podium space and queuing/exit space is also considered. The current holdroom is marginally adequate to support a single 50-seat aircraft and will need to be increased in size as larger regional aircraft are used or if two flights are set to depart within the same hour.

Circulation – In multi-gate terminals, concourses between the holdrooms are necessary for circulation. The circulation requirement after the security checkpoint at a one- or two-gate facility such as SLN exists, albeit more limited. For example, additional spaced for movement between the checkpoint and holdroom is desirable. As a result, gate circulation was estimated at twenty percent of the holdroom space.

PUBLIC SPACES

Public spaces include restrooms, concessions, and rental car facilities.

Restrooms - Restrooms in the terminal are currently located on the first floor, one in the secured passenger area, and one near the public waiting lobby. Restroom capacity is calculated based on square footage per peak hour passenger and well-wishers. While ACRP 25 recommend 2.5 square feet per person, a factor of 3.5 was used for SLN. Even then, the available restroom space

is adequate for the long term, although additional space in the sterile area may need to be considered before then.

Concessions and Retail - While planning standards and demand are an important consideration in the adequacy of concessions in a terminal, there are marketing considerations that determine the capacity and economic viability of airport food/beverage services and retail concessions. Vending concessions are currently available on both the secure and non-secure sides of the terminal.

At non-hub airports such as SLN, concessions are often concentrated on the non-sterile side of the terminal. Today a balance is more desirable as passengers are more inclined to use concession after they pass through security because they are more relaxed and certain they will not miss their flight. Still restaurants on the non-sterile side of a non-hub airport have often been popular with locals, particularly at airports with a large employment base such as SLN.

For planning purposes, food and beverage space was figured at 15 square feet per 1,000 annual enplanements and retail concessions were figured at 6 square feet per 1,000 annual enplanements. Additional space would be required to support a full restaurant option.

Rental Car – There is currently a single rental car agency (Hertz) on site at the terminal, although another agency (Enterprise) is located in Salina. Rental car space in terminals are typically comprised of a front counter with queuing space for customers in front and enclosed office space behind. The space required can be dependent upon design hour passengers, but at smaller airports, its space needs can be affected more by the number of agencies on site. Hertz is currently utilizing 600 square feet in the SLN terminal.

The minimum requirements per agency were at 10 feet of counter, with 30 feet of depth behind the counter to include office space and 10 feet in front of it for customer queuing. A single agency is assumed through the intermediate term with a second agency added in the long term and a third agency in the high range scenario.

Administrative Spaces - Often airport administrative offices are located within an airport terminal building. At the SLN, the Airport Authority's administrative staff occupies 3,000 square feet on the second floor. A 350 square-foot conference center is available on the first floor by baggage claim and the rental car space. By industry standards, the administrative offices are properly sized. The administration uses the conference room for small meetings, but Airport Authority Board meetings are held at another location on the airport.

The current administrative space should be adequate unless additional administrative personnel is added. The space needs will not be related to passenger activity levels. The current conference center is assumed adequate unless the Airport Authority should choose to include a larger space in the terminal for its open public meetings.

Net Terminal Building Requirements

The bottom of **Exhibit 3A** depicts the space requirements for the building systems and support and then sums the gross building area. This includes mechanical and heating and air conditioning (HVAC), as well as general circulation, stairwells, miscellaneous storage areas, and structural requirements. These were estimated at 25 percent of the total functional area in the terminal. The space requirements for the gross terminal building are already marginally adequate, resulting in a less than desirable level of service. While the gross terminal area can vary depending upon the design alternative and efficiencies planned, the basic need is estimated at approximately 21,000 square feet to serve the intermediate planning horizon and 26,500 feet for the long-term horizon. In addition, the building should be capable of future expansion to at least 34,000 square feet to accommodate the high range scenario.

TERMINAL ACCESS AND PARKING

TERMINAL CURB FRONTAGE

The terminal curb element is the direct interface between the terminal building and the ground transportation system. The length of the curb available for loading and unloading passengers and baggage is determined by the type and volume of ground vehicles anticipated during the peak period of the design day. Unloading of private and courtesy vehicles typically occurs adjacent to the ticketing area, while loading of private vehicles and taxis takes place on the curb adjacent to baggage claim. The total length of available space allotted for curbside unloading/loading, queuing, or vehicle staging is approximately 180 feet.

Table 4C presents the terminal curb capacity and requirements. Based upon projected enplanement levels and associated peaking conditions, the terminal curb should be adequate though the intermediate term but will need to be expanded for the long-term planning horizon as well as with the high range scenario.

TABLE 4C
Airline Terminal Curbfront and Auto Parking Requirements
Salina International Jetport

FUNCTIONAL ELEMENT	Existing	Current Need	Intermediate	Long Term	High Range
Terminal Curb					
Enplane Curb (ft)	90	40	80	100	140
Deplane Curb (ft)	90	60	100	120	160
Total Curb (ft)	**180**	**100**	**180**	**220**	**300**
Auto Parking					
Short Term Public*	-	19	29	35	56
Long Term Public	198	139	209	253	412
Total Public Parking	**198**	**158**	**238**	**288**	**468**
Employee**	-	11	17	20	33
Rental Car	18	14	21	26	42
Total All Parking	**216**	**184**	**276**	**334**	**543**

*Currently no designated short-term parking spaces
**Employee parking currently included in public parking area.

VEHICLE PARKING

Vehicle parking associated with the passenger terminal includes spaces utilized by passengers, visitors, employees and rental car companies. As noted in Chapter One, the existing public parking supply is located immediately to the east of the terminal. The number of spaces offered for each use are outlined in **Table 4K**. There is currently no designated short-term parking, and the northernmost row of parking spaces is utilized for rental car ready/return.

Standards for parking lot space requirements can vary significantly depending on the size and location of airports. A parking survey conducted over nine months in 2011 by Manhattan Regional Airport staff, was utilized in the MHK Terminal Area Master Plan to estimate that airport's public parking requirements. The space requirement was equal to approximately 6.4 spaces per 1,000 annual enplanements.

Lacking a similar survey at SLN, Google Earth aerial imagery was surveyed for SLN, MHK, and several other non-hub commercial airports with similar enplanement levels throughout the Great Plains and the Midwest. Noting the date of each aerial, a count of vehicles in the public parking lot was conducted. If the photo was not during the peak month for enplanements, the parking count was increased by a factor to equate to the peak month. A circulation factor of 10 percent was added so that drivers are not continually searching for the last spot available during the design day. The resulting parking requirement was divided by the total number of scheduled enplanements in that year for a ratio of parking spaces per 1,000 enplanements.

Of ten airports surveyed, the ratios ranged from 5.3 per 1,000 enplanements at Pierre, ND to 9.0 at Texarkana, AR. The ratio for MHK at 6.3 was very close to the ratio derived from their nine-month parking survey. SLN's ratio of 7.2 public parking spaces per 1,000 enplanements was near mid-range of the airport's surveyed. This ratio was applied to the planning horizons to estimate future parking requirements. Demand for short term parking typically comprises 10 to 15 percent of the total parking requirements. SLN currently does not have a designated short-term parking lot. This is common at airports that do not have a paid parking system. For future reference a 12 percent factor was applied.

The public parking requirements are presented in **Table 4C**. With the addition of the gravel lot, public parking is currently adequate, however, will need to be increased approximately 20 percent by the intermediate planning horizon, and 50 percent for the long-term horizon.

Employee parking requirements were estimated at 0.55 spaces per 1,000 annual enplanements. Ready/return requirements for rental cars was estimated at 0.65 spaces per 1,000 annual enplanements. As presented on **Table 4C**, employee parking requirements double by the long-term planning horizon. Additional rental car spaces could be required by the intermediate planning horizon.

SUMMARY

This chapter has examined the facility needs of the terminal as passenger demand increases. Industry standards and models were applied to design day and design hour aircraft and passenger activity to determine spatial needs. While recent modifications to the terminal have made it capable of accommodating the initial needs of regional jet service, continued growth in passenger traffic will require additional space and upgrades to efficiently meet the needs to at least level of service (LOS) C.

The level of service with the current terminal space will begin to deteriorate below level C in some functional areas within the next few years. As much as a 50 percent increase in overall space will be needed to maintain LOS C by the intermediate term annual enplanement level of 33,000. The long -term enplanement level on 40,000 could require another 25 percent increase in space.

A high range horizon was also considered in the analysis, should the airports activity grow beyond the FAA-approved forecast. At 65,000 annual enplanements, the terminal building may need to more than double its current 15,000 square feet to 33,600.