

**MINUTES OF THE REGULAR MEETING OF THE BOARD
OF DIRECTORS OF THE SALINA AIRPORT AUTHORITY
DECEMBER 16, 2020
VIA GOTO MEETING VIDEO AND AUDIO LINK**

Call to Order

The meeting was called to order at 8:00 AM by Chairman Alan Eichelberger. Business and Communications Manager Kasey Windhorst completed roll call and confirmed that a quorum was present. Windhorst noted the board meeting notice was published and distributed on Friday, December 11, 2020.

Meeting Procedures

Executive Director Rogers reviewed the following meeting procedures (K.A.R. 16-20-1 concerning open meetings during an emergency declaration).

- a. Mute all participant microphones, phones or other electronic devices.
- b. SAA board members, staff and presenters are required to state the individual's name each time the individual begins to speak or vote.
- c. The **Visitor's Forum** that follows the **Directors' Forum** is the time for public comment.
- d. Each board motion will be clearly stated before a board vote and the results of the vote will be announced.
- e. All motions will identify the SAA board officer and/or staff member authorized to sign a legally binding document for the Airport Authority.
- f. The meeting will be recorded (video and audio) and posted to the Airport Authority's website.

- g. Executive session procedures will be as follows:
- i. Visitors and nonessential attendees will be asked to leave the VTC.
 - ii. After visitors and nonessential staff have been dismissed, access to the VTC will be locked.
 - iii. At the end of the executive session and when the open meeting resumes, the VTC will be unlocked and visitors will be able to again login to the meeting.

Attendance

Roll call attendance was taken. Chairman Eichelberger, Directors Buer, Gunn, Vancil and Weisel attended via video conference. Executive Director Tim Rogers; Director of Administration and Finance Shelli Swanson; Director of Facilities and Construction Kenny Bieker; Business and Communications Manager Kasey Windhorst and Attorney Greg Bengtson attended via video conference. Mitch Robinson, Salina Community Economic Development Organization and Melissa Hodges, Salina City Commissioner were guests via video conference.

Additions to the Agenda

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

Minutes

Chairman Eichelberger asked if the board members had additions or corrections to the minutes of the November 18, 2020 regular board meeting and the December 2, 2020 special board meeting. Director Weisel moved, seconded by Director Vancil, to approve the minutes of the November

18, 2020 regular board meeting and the December 2, 2020 special board meeting.

Roll call vote: Director Buer – Aye, Chairman Eichelberger – Aye, Director Gunn – Aye, Director Vancil - Aye and Director Weisel - Aye. Motion passed unanimously.

Airport Activity and Financial Reports

Executive Director Rogers reported that the Salina Air Traffic Control Tower (ATCT) recorded 5,078 operations during November 2020, which was a 16% decrease compared to the same period last year. A total of 56,179 operations have occurred year-to-date which is 22% less than the November 2019 year-to-date total of 71,966. November fuel flowage came in at 171,011 gallons which was a 57% increase compared to November 2019 total of 108,524 gallons. A total of 2,180,258 gallons have been delivered on the airport during 2020 which is a slight decrease compared to the 2019 total of 2,191,477. United/SkyWest flights enplaned 602 passengers, which was a 65% decrease as compared to the November 2019 total of 1,703 enplaned passengers. The airline's total passenger count was 1,079 which was a 68% decrease as compared to the November 2019 total of 3,340.

Director of Administration and Finance, Shelli Swanson reported on the financials for the month of November 2020. Total operating revenue is exceeding budget at the end of November by \$185,834 and is exceeding 2019 income by 8.61% as a result of year-over-year growth in landing fees, building rental, land rental and other income such as ARFF standby fees and equipment rentals. Total operating expenses are tracking 2% under budget bringing net income before depreciation to \$303,537 year-to-date which represents a 180% increase over 2019.

Swanson commented on a short-term lease agreement with Northwest Crane Service for 20,000 SF of pavement located on the north ramp. The rental rate is \$.192 SF/year and will result in additional \$1,1920 in revenue. Chairman Eichelberger directed staff to file the financials for audit.

2021 Operating Plan and Budget

Executive Director Rogers reviewed the final draft of the Airport Authority's 2021 Operating Plan and Budget. Rogers highlighted on the following priorities for 2021.

- Continued fuel flowage growth
- Market available buildings, hangars, and development lots to reach 85% occupancy
- Continue air service development and marketing efforts
- Secure FAA MAP grant funding for terminal building expansion
- Secure FAA grant funding for the Runway 17/35 rehabilitation project
- Support implementation of the K-State Polytechnic Global Aeronautics Initiative and campus vision initiatives
- Complete the Schilling Project remedial design (RD) and start remedial action (RA) work
- Airport Industrial Center development objectives and expansion projects
- Contract with the Salina Chamber for services to meet aerospace workforce recruitment and workforce housing needs
- End CY 2021 with an ending operating cash balance greater than \$1.5M
- Achieve an occupancy rate greater than 85% for available hangars and building

- Support 2021 FOL deployments
- Support Ft. Riley APOE/D operations
- Complete the design of new GA aircraft storage hangars, secure project financing, prelease units and construction hangars
- Recruit and hire one ARFF& operations specialist and create the new position of assistant manager of operations
- Update the job descriptions for the executive director, director of finance and administration, director of facilities and construction, business and communications manager and operations manager
- Develop a standard environmental report for prospective tenants considering hangar and building available for lease
- Prepare an EDA grant application for hangar H626 rehabilitation

Director Gunn moved, seconded by Director Vancil to approve the 2021 Salina Airport Authority Operating plan and Budget.

Roll call vote: Director Buer – Aye, Chairman Eichelberger – Aye, Director Gunn – Aye, Director Vancil - Aye and Director Weisel - Aye. Motion passed unanimously.

Executive Session

At 8:45 A.M. Director Vancil moved the following:

I move the Salina Airport Authority board of directors' recess into executive session for 30 minutes to discuss the subject of the final phrase of the Executive Director's 2020 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 9:15 AM.

Director Gunn seconded the motion.

Roll call vote: Director Buer – Aye, Chairman Eichelberger – Aye, Director Gunn – Aye, Director Vancil - Aye and Director Weisel - Aye.

The motion passed unanimously.

The open meeting resumed at 9:15 AM.

At 9:15 A.M. Director Gunn moved the following:

I move the Salina Airport Authority board of directors' recess into executive session for 15 minutes to discuss the subject of the final phrase of the Executive Director's 2020 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 9:30 AM.

Director Weisel seconded the motion.

Roll call vote: Director Buer – Aye, Chairman Eichelberger – Aye, Director Gunn – Aye,

Director Vancil - Aye and Director Weisel - Aye.

The motion passed unanimously.

The open meeting resumed at 9:30 AM.

Executive Director's Employment Contract

Director Gunn moved to approve the extension of the executive director's employment contract for calendar year 2021 at a base salary of \$141,143 and authorize Chairman Eichelberger to sign the executive director's 2020-2021 wage and salary adjustment form on behalf of the board of directors. Seconded by Director Weisel.

Roll call vote: Director Buer – Aye, Chairman Eichelberger – Aye, Director Gunn – Aye, Director Vancil - Aye and Director Weisel - Aye. Motion passed unanimously.

A motion was made to adjourn the meeting.

Roll call vote: Director Buer – Aye, Chairman Eichelberger – Aye, Director Gunn – Aye, Director Vancil - Aye and Director Weisel - Aye. Motion passed unanimously.

The meeting adjourned at 9:34 A.M.

Minutes approved at the January 20,2021 Board Meeting.

Secretary

(SEAL)

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