

**MINUTES OF THE REGULAR MEETING OF THE BOARD  
OF DIRECTORS OF THE SALINA AIRPORT AUTHORITY  
JANUARY 20, 2021  
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, January 15, 2021.

**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. Gary Foss, The ArkStar Group; Eric Brown, Salina Area Chamber of Commerce; Renee Duxler, Salina Area Chamber of Commerce; Mitch Robinson, Salina Community Economic Development Organization; Melissa Hodges, City of Salina Mayor; Bob Vidricksen, Saline County Commissioner; Julie Yager-Zucker, Avflight Salina and Michael Bunn, T-hangar tenant were guests via video conference.

### **Additions to the Agenda**

Chairman Eichelberger asked if there were any additions to the agenda. 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 December 16, 2020 regular board meeting. Director Vancil moved, seconded by Director Gunn, to approve the minutes of the December 16, 2020 regular 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 4,269 operations during December 2020, which was a 7% decrease compared to the December 2019 total of 4,587. A total of 60,448 operations have occurred year-to-date which is 21% less than the December 2019 year-to-date total of 76,553. December fuel flowage came in at 114,869 gallons which was a 32% increase compared to December 2019 total of 87,182 gallons. A total of 2,295,009 gallons have been delivered on the airport during 2020 which is a slight increase compared to the 2019 total of 2,278,659. United/SkyWest flights enplaned 628 passengers, which was a 66% decrease as compared to the December 2019 total of 1,874 enplaned passengers. The airline's total passenger count was 1,168 which was a 68% decrease as compared to the December 2019 total of 3,629. For CY 2020 a total of 7,877 passengers enplaned United/SkyWest flights as compared to the CY 2019 total of 19,710 passenger enplanements. The 60% decrease is consistent with the national decline in air travel during COVID19.

Director of Administration and Finance, Shelli Swanson reported on the preliminary year-end financial statements for 2020. Highlights from the preliminary year-end December 31, 2020 financials include:

- Unrestricted cash in bank at \$1,545,361
- Total income exceeded budget by \$166,202 and beat YOY by 9.23%
- Total operating expenses came in just slightly over budget (\$11,907) and 3.3% more than 2019
- Net operating income for the year came in at \$224,386, exceeding 2019's NIBD by \$146,856

Swanson reported that while the increase in leasing activity resulted in income exceeding budget by 7%, the SAA was able to hold operating costs to just \$11,907 over budget.

Swanson commented on a short-term lease agreement with Central Plains Agronomy for temporary storage at Bldg. 1080 (2,227 SF). This four-month agreement will generate \$950/month or \$3,800. Chairman Eichelberger directed staff to file the financials for audit.

### **Salina Area Chamber of Commerce Economic Development Update**

Executive Director Rogers introduced Salina Area Chamber of Commerce president and CEO Eric Brown and Renee Duxler, economic and workforce development director to the board. Brown provided an overview to the board and updated unemployment stats for Saline County. Duxler presented the *Imagine Salina* campaign and highlighted on website and marketing improvements, organic social media/ internal engagement, testimonial videos, recruiting material, community tours, and quarterly priorities to attract workers to businesses located at the Salina Airport and the Airport Industrial Center.

### **Salina Regional Airport Air Service Development Annual Review**

Executive Director Rogers introduced Gary Foss, managing partner for The ArkStar Group.

Foss presented the annual review of Salina's scheduled air service and highlighted on air service history, passenger and seat growth prior to pandemic, advanced booking comparisons, key performance indicators, completion schedules and total enplanements. Foss noted four majoring leverage points to generate airline traffic include schedules, air fares, market awareness and corporate penetration. Between August 2020 and November 2020 passengers returned to Salina United/SkyWest flights at a faster rate than the national average. Salina's late 2020 recovery is a good indicator that 2021 will be a better year for passenger enplanements.

### **Runway 17/35 Rehabilitation Project**

Rogers provided an overview of the Runway 17/35 rehabilitation project and funding summary through federal fiscal year 2023. The current estimated cost for the project is \$4.8M. FAA AIP grant funds will cover 90% of project costs or approximately \$4.32M. The Airport Authority's mill levy for federal grant matching funds will fund the SAA's 10% local share of \$480K. The multi-year grant can be issued as early as May 2021. The project design can be completed during CY21, construction bids obtained in CY21 and construction completed during the Spring/Summer of CY22. A May 2021 multi-year AIP grant agreement will reimburse the Airport Authority for 90% of the cost to design, bid and construct the project. Rogers recommends approval of a maximum expenditure of \$454,378 with Jviation for the completion of Runway 17/35 rehabilitation design and bidding and submit a multi-year FAA AIP grant application for Runway 17/35 design and construction. Director Gunn moved, seconded by

Weisel.

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

### **Salina Area Technical College Request for the Acquisition of SAA Property**

Rogers updated the board on a request from the Board of Trustees for the Salina Area Technical College (SATC) for the acquisition of Salina Airport Authority property. The college is interested in acquiring two lots totaling 3.2 acres located at the Northwest end of Berschell Rd. The properties would be used for future expansion of the SATC campus as part of SATC board or trustees plans to expand the college's capabilities to meet local and area workforce education and training needs. A high SATC priority is the construction of a new health science building that may be good fit on the SAA's 3.2 acres. SATC president Greg Nichols will present details about the campus vision and enhanced education programs at the Feb. 17 board meeting.

### **Staff Reports**

#### **COVID 19 Financial Assistant**

Rogers commented on the COVID19 financial assistance available through the FAA's Airport Coronavirus Response Grant Program for commercial service airports. With additional COVID19 grant funding available the Airport Authority will be able to continue to reimbursement airport operating expenses and purchase needed airfield equipment. The next equipment priorities are a replacement for our 30-year-old front end loader and a brush chipper.

Aircraft Storage Hangar Construction Design and Bidding Schedule

Salina Airport Authority staff meet with Hutton architects on Monday, January 4. The scope of work for the hangars was firmed up and added the design of a stand-alone, public restroom to the project. A stand alone, public restroom building will be situated to benefit all GA hangar tenants and be available for use 24-hours per day. Director of Facilities and Construction, Kenny Bieker reviewed the project schedule.

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 9:45 A.M.

Minutes approved at the February 17, 2021 Board Meeting.

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Secretary

(SEAL)