

**MINUTES OF THE REGULAR MEETING OF THE BOARD  
OF DIRECTORS OF THE SALINA AIRPORT AUTHORITY  
APRIL 21, 2021  
HANGAR 600, ROOM 100**

**Call to Order**

The meeting was called to order at 8:00 AM by Chair Kristin Gunn. Chair Gunn confirmed that a quorum was present. Business and Communications Manager Kasey Windhorst noted the board meeting notice was published and distributed on Friday, April 16, 2021.

**Attendance**

Attendance was taken. Chair Gunn, Directors Buer, Eichelberger, Roberg and Weisel were present. Executive Director Tim Rogers; Director of Administration and Finance Shelli Swanson; Director of Facilities and Construction Kenny Bieker (via video conference); Business and Communications Manager Kasey Windhorst; Airport Administration Specialist Jazstyn Moyer; and Attorney Greg Bengtson was in attendance. Bob Vidricksen, Saline County Commissioner attended via video conference. Julie Yager-Zucker, Avflight Salina and Michael Bunn, T-hangar tenant were in attendance as guest.

**Additions to the Agenda**

Chair Gunn asked if there were any additions to the agenda. Executive Director Rogers stated the addition of item 8a for consideration of roofing bids for Bldg. 614 and Bldg. 700.

**Minutes**

Chair Gunn asked if the board members had additions or corrections to the minutes of the March

17, 2021 annual board meeting and April 7, 2021 special board meeting. Director Eichelberger moved, seconded by Director Weisel, to approve the minutes of the March 17, 2021 annual board meeting and April 7, 2021 special board meeting.

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

Executive Director Rogers reported that the Salina Air Traffic Control Tower (ATCT) recorded 7,688 operations during March 2021, which was a 171% increase compared to the March 2020 total of 2,841. For year-to-date a total of 17,673 operations have occurred at the airport which is 42% more than the March year-to-date total of 12,444. March fuel flowage came in at 209,376 gallons which was a 68% increase compared to March 2020 total of 124,865 gallons.

United/SkyWest flights enplaned 909 passengers, which was a 51% decrease as compared to the March 2020 total of 1,874 enplaned passengers. Rogers noted SLN fares are competitive with surrounding airports and passenger enplanements are expected to continue upward for the remainder of 2021.

Director of Administration and Finance Swanson reported on the financials for the 1<sup>st</sup> quarter of 2021. Total operating income arrived 7% over budget and is tracking 5.51% ahead and \$36,068 more than the same period in 2020. Administrative expenses ended up 7% under budget at the end of March while maintenance expenses arrived over budget by 53% bringing total operating costs over budget 14% or \$85,388. Year-to-date utility cost is exceeding budget by \$90,570.

Both short and long-term leasing activity continues to remain strong, and additional FOL activities are being finalized for the remainder of the year. Net operating income before depreciation for

March equaled \$51,907, however with the high natural gas associated with February, our NIBD YTD is \$-27,738. Chair Gunn directed staff to file the financials for audit.

### **January – March (Q1) 10-year trend analysis**

Director of Finance and Administration Swanson distributed and discussed the first quarter 10-year financial trend analysis report for 2012-2021. Operating revenue is continuing as a positive trend while maintenance expenses had a slight increase due to the recent utility expenses.

### **GA Aircraft Storage Hangars**

Executive Director Rogers updated the board on the construction of a new, five-unit aircraft storage hangar, an extended taxi lane service and a public restroom project. SAA staff reviewed bids received, 2021-2022 cash flow projections and sources and use of funds. Rogers discussed financing options and proposed lease terms. SAA staff recommends minimum of a 1-year lease at a rental rate of \$685/per month. Chair Gunn presented recommended motions to the board.

Director Buer moved to establish the financial goal of maintaining an operating cash balance equal to or greater than 75% of operating expenditures as of year-end for calendar years 2021 and 2022. Seconded by Director Weisel. Motion passed unanimously.

Director Weisel moved to approve the low bid submitted by Cheney Construction for the construction of a T-hangar area public restroom and approval of a \$158,985 capital expenditure for the project. Seconded by Director Roberg. Motion passed unanimously.

Director Roberg moved to approve the sole source bid from APAC Salina in the amount of \$113,172 for the extended taxi lane that will provide access to new general aviation aircraft storage hangars. Seconded by Director Eichelberger. Motion passed unanimously.

Director Weisel moved to accept the low bid submitted by Hutton for the construction of a five-unit aircraft storage hangar in the amount of \$769,783 and authorize Chair Gunn to execute the contract on pre-condition that staff pre-lease four out of five units. Seconded by Director Roberg. Motion passed unanimously.

Director Weisel moved to authorize SAA staff, bond counsel and financial advisor to proceed with the issuance of SAA general obligation bonds in the amount of \$475,000 to be funded by the new, five-unit aircraft storage hangar rental income. Seconded by Director Buer. Motion passed unanimously.

#### **2021-2022 Staffing and personnel transition plan**

Executive Director Rogers reviewed upcoming retirements and discussed a succession plan to fill the available staff positions for calendar years 2021-2022.

#### **Bldg. 614 and Bldg. 700 Roofing Contracts**

Rogers discussed bids received for roof repairs at B614, 2560 Arnold Court and B700, 2035 Beechcraft Rd. Yutzy Roofing submitted the low bid for B614 in the amount of \$139,287. Geisler Roofing submitted the low bid for B700 in the amount of \$21,713.50. Rogers noted the projects will be funded with CRRSAA grant funds. SAA staff recommends approval of the low

bids submitted for B614 and B700 roof repairs. Director Eichelberger moved, seconded by Director Weisel. Motion passed unanimously.

**Executive Session**

At 9:15 A.M. Director Weisel 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 Executive Director's 2022 employment contract and other individual employee issues 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 9:45 AM.

Director Eichelberger seconded the motion. The motion passed unanimously.

The open meeting resumed at 9:45 AM.

Upon a motion duly made, the meeting adjourned at 9:45 A.M.

Minutes approved at the May 19, 2021 Board Meeting.

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Secretary

(SEAL)