

**MINUTES OF THE REGULAR MEETING OF THE BOARD
OF DIRECTORS OF THE SALINA AIRPORT AUTHORITY
DECEMBER 15, 2021
HANGAR 600, ROOM 100**

Call to Order

The meeting was called to order at 8:00 A.M. by Chair Kristin Gunn. Chair Gunn confirmed that a quorum was present, and Business and Communications Manager Kasey Windhorst stated that the board meeting notice and packet was published and distributed on Friday, December 10, 2021.

Attendance

Attendance was taken. Chair Gunn, Directors Weisel, Roberg, Buer (via VTC) and Eichelberger (via VTC) were present. Executive Director Tim Rogers; Director of Administration and Finance Shelli Swanson; Director of Facilities and Construction Maynard Cunningham (via VTC); Business and Communications Manager Kasey Windhorst; Airport Administration Specialist Michelle Moon; and Attorney Greg Bengtson were in attendance. Bob Vidricksen, Saline County Commissioner attended the meeting via video conference.

Additions to the Agenda

Chair Gunn asked if there were any additions to the agenda. Executive Director Rogers stated there were no additions to the agenda.

Minutes

Chair Gunn asked if the board members had additions or corrections to the minutes of the November 17, 2021, regular board meeting or the December 1, 2021, special board meeting.

Director Weisel moved, seconded by Director Roberg, to approve the minutes of the November 17, 2021 regular board meeting and the December 1, 2021 special board meeting. Motion passed unanimously.

Airport Activity and Financial Reports

Executive Director Rogers reported that during November 2021, the air traffic control tower (ATCT) recorded 6,808 operations, a 34% increase as compared to the November 2020 total of 5,078. Year-to-date, a total of 75,507 operations have occurred which is also a 34% increase over November 2020 YTD total of 56,179. Fuel Flowage for November 2021 came in at 160,279 gallons. This is 12% less than the November 2020 total of 171,011 gallons; November 2021 year-to-date is 1,925,048 gallons, 12% less than the November 2020 YTD total of 2,180,258 gallons. Passenger enplanements for SkyWest during November 2021 was 1,949 passengers, 224% over November 2020 total of 602 passengers. November YTD passenger count was 3,893 which was a 261% increase over the November 2020 YTD total of 1,079. 2021 passenger enplanements continue to recover at a pace greater than the national average. Rogers reviewed the key performance indicators prepared by ArkStar Group.

Director of Administration and Finance Swanson reported on the financials for the month of November 2021. November's cash in bank increased due to closing on temporary notes. Total operating income for November was at \$382,630, 17% over budget. Revenues continue to be ahead of 2020 levels by 8.2% YOY. Total operating expenses are 13% over budget and 15.4% over 2020 with utilities representing 42% of the YOY increase. Net operating income before depreciation at November's close was \$137,792, which is \$95,509 ahead of budget projection. Swanson presented

a detailed report of expenditures from the 2021-1 General Obligation Temporary Note that closed on November 10, 2021.

SAA entered into a 3-week lease with Fort Riley's Combat Aviation Brigade for the leasing of 18,394 sq. ft. of hangar space, offices, and ground support equipment in support of upcoming military flights. This short-term agreement will generate \$14,875 in rental in December. The Combat Aviation Brigade is a regular customer and airport user.

SAA's 2022 Operating Plan and Budget

Swanson presented the 2022 Operating Plan and Budget for the Board's review, including detailed expense reports and updates to the 2022 budget summary. Rogers highlighted on significant goals and objectives for 2022.

Director Weisel moved, seconded by Director Roberg to approve the proposed 2022 Operating Plan and Budget Report. Motion carried unanimously.

2022 Liability and Commercial Property Insurance Coverage

Rogers provided an overview of policies and renewals scheduled for January 1, 2022. Swanson reviewed the preliminary summary of the 2022 insurance package and premiums and commented on changes for the upcoming calendar year to include policy limits, deductible amounts and premiums for the Authority's automobile, equipment, commercial property, environmental, workers' compensation, cyber, and liability insurance coverages.

SAA Resolution No. 21-12

Swanson reviewed SAA Resolution No. 21-12 and stated that the current Flexible Spending Account plan year was established in 2002 to begin each February 1, which coincided with the health insurance plan year. The SAA participates in and is a group member under the City of Salina’s health insurance plan. For 2022, the City is changing the health insurance plan year commencement from February 1 to January 1. Resolution 21-12 will provide the SAA the ability to modify the Section 125 plan commencement date to align with the health insurance plan.

Director Roberg moved to approve Resolution No. 21-12 amending the Salina Airport Authority’s Health Care and Dependent Care Flexible Spending Account. Seconded by Director Weisel. Motion passed unanimously.

Hangar H959 Demolition of Abandoned Boiler Equipment

Director Roberg abstained and excused himself from the discussion and motion. Rogers noted that Airport Authority director Tod Roberg was not involved in the solicitation of bids. Rogers provided an overview of the proposed project and reviewed the following bid summary with the board.

Contractor	Bid Amount
1 Vision	\$22,000
Systems 4	\$32,193
T&R Construction	\$16,875

Director Eichelberger moved to accept the low bid submitted by T&R Construction in the amount of \$16,875 for the demolition of abandoned boiler equipment in Shop #4 at hangar H959, seconded by Director Buer. Motion carried 4-0, with Director Roberg abstaining.

Staff Reports

Rogers updated the board on the concourse improvement project's completion including the installation of the heating and cooling units this week, window installations in progress and restroom facilities by January 31, 2022. SkyWest gate podium and seating will be in place this week. Carpet will be installed by January 19, 2022. The inspection has been completed and a temporary Occupancy Permit has been issued by the City of Salina.

Rogers discussed a new workforce housing development that is being planned for adjoining land to SAA property. The development will need a road to connect the location to Centennial Road; the egress would be through SAA property. The City of Salina is reworking the drainage along Centennial Road. Developers will be working on the design and the SAA will be involved in the final approval of the plans for the outlet.

Executive Session

At 9:05 AM. Director Buer moved the following:

I move that the Salina Airport Authority board of directors recess into executive session for fifteen (15) minutes to discuss the subject of the Executive Director's performance evaluation and matters

affecting the privacy interests of other individual employees 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 9:20 AM.

Director Roberg second the motion. The motion passed unanimously.

The open meeting resumed at 9:20 AM.

Director Weisel motioned to extend the Executive Director's contract for one year, commencing January 1, 2022 and terminating December 31, 2022. Seconded by Director Roberg. Motion passed unanimously.

Upon a motion duly made, the meeting adjourned at 9:22 A.M.

Minutes approved at the January 19, 2022 Board Meeting.

Secretary

(SEAL)