

**MINUTES OF THE REGULAR MEETING OF THE BOARD
OF DIRECTORS OF THE SALINA AIRPORT AUTHORITY
NOVEMBER 16, 2022
HANGAR 600, ROOM 100**

Call to Order

Chair Kent Buer called the meeting to order at 8:00 A.M. and confirmed that a quorum was present. Business and Communications Manager Kasey Windhorst stated that the meeting notice and board packets were published on Thursday, November 10, 2022.

Attendance

Attendance was taken. Chair Buer, Directors Carlin, Gunn, Eichelberger and Roberg (via GTM) were present. Executive Director Tim Rogers; Director of Administration and Finance Shelli Swanson; Director of Facilities and Construction Maynard Cunningham; Business and Communications Manager Kasey Windhorst; Administration Specialist Michelle Moon; and Attorney Greg Bengtson attended. Mitch Robinson, Salina Community Economic Development Organization, Julie Yager-Zuker, Avflight Salina, Eric Brown and Renee Duxler, Salina Chamber of Commerce, Matt Schroeder, Dragun Corporation (via GTM), and Mike Hoppock, City Commissioner (via GTM) were attending guests.

Additions to the Agenda

Chair Buer asked if there were any additions to the agenda. Executive Director Rogers stated that the agenda did not have any additions. Rogers then provided an overview of the agenda items.

Minutes

Chair Buer asked if the board members had additions or corrections to the minutes. Director Gunn

moved to approve the minutes of the October 19, 2022 regular board meeting and the minutes of the November 2, 2022 special board meeting as written. Director Carlin seconded the motion. Motion carried 5-0.

Airport Activity

Executive Director Rogers reviewed the October 2022 airport traffic activity, fuel flowage and enplanements. Salina air traffic control tower (ATCT) recorded 8,289 operations during October 2022 which was a 4% increase as compared to the October 2021 total of 7,958. Aircraft operations are back to expected levels following the completion of the Runway 17/35 resurfacing project and installation of new LED runway lights. October 2022 fuel flowage came in at 147,216 gallons which was 26% less than the October 2021 total of 199,197 gallons. For the year-to-date, a total of 2,020,678 gallons have been delivered which is 14% more than the October 2021 YTD total of 1,764,769 gallons. SkyWest enplaned 1,270 passengers during the month of October, which was a 35% decrease over the October 2021 total of 1,967 passengers. For the year-to-date, a total of 15,822 passengers have enplaned United Express flights which is 10% more than the October 2021 YTD total of 14,372 enplaned passengers. The October 2022 decrease in passenger enplanements reflects the continued negative impact of the routing and scheduling tag with Hays. Rogers discussed the upcoming SkyWest schedule change for December and the updated market review provided by Arkstar Group.

Financial Reports

Director of Administration and Finance Swanson reviewed the financials ending October 31, 2022. Assets are up 18% year-over-year, unrestricted cash in the bank is \$1,890,364. Total year-to-date income came in at \$240,252 over the same period in 2021 and is tracking 11% or \$258,255 over

budget projections. Total operating expense came in 4% over budget and are running 7.1% more than 2021 or \$166,326. Net operating income before depreciation equaled \$176,592 year-to-date at the end of October. Swanson commented on the disbursements from the 2021-1 and 2022-1 GO Temp Note project fund accounts and highlighted on significant expenditures. Chair Buer directed the staff to file the financials for audit.

Financial Audit Engagement Letter

Swanson reviewed the AdamsBrown CPA engagement letter, proposing audit service for the years ending December 31, 2022, 2023 and 2024. The proposed scope of work will result in a Comprehensive Annual Financial Report that meets all local, state and federal requirements associated with an entity that is funded by a combinations of lease revenue, tax dollars, bond funds, state grants and federal grants. Director Carlin moved, and Director Gunn seconded the motion, to approve the proposed letter of engagement from the AdamsBrown CPA firm (Great Bend office) for the audit of Salina Airport Authority financial statements for the years ending December 31, 2022, 2023 and 2024. Motion carried 5-0.

Salina Mini-Storage Land Lease Assignment

Swanson provided a history of the lease with Salina Mini-Storage. Bengtson reviewed the Leasehold Assignment documents between the Salina Airport Authority and Larry W. Smith and Susan Joy Smith, aka S. Joy Smith, Trustees of the Larry W. Smith Trust. Bengtson highlighted the leasehold assignment modifications and acceptance of leasehold assignment by trustees. Director Eichelberger moved to approve the proposed Salina Mini-Storage Land Lease Consent to Leasehold Agreement. Director Gunn seconded the motion. Director Carlin requested additional

discussion with Smiths' legal counsel regarding the status of Salina Mini-Storage, L.P. Attorney Bengtson will report on the status of Salina Mini-Storage, L.P. at the next regular board meeting.

Salina Area Chamber of Commerce workforce recruitment update

Rogers introduced Salina Area Chamber of Commerce President and CEO Eric Brown and Renee Duxler, Director of Economic and Workforce Development. Duxler updated the board on the Imagine Salina campaign including Saline County's economic growth in the labor market, web trends, school-to-career partnerships, business expansion and retention, project open, housing update, childcare and priorities. Imagine Salina is in the 4th year of the 5-year program.

Rogers reviewed the Foulston Siefkin LLP consulting agreement. Eric Sexton will represent Salina's economic interests in Topeka. The total agreement is \$55,000/year and will be billed to the Chamber. The Chamber will bill the community partners (City of Salina, Saline County, SCEDO, K-State Salina, and Salina Airport Authority) \$9,166/each for Mr. Sexton's services. The total airport authority commitment to the Salina Chamber of Commerce is \$16,700 for calendar year 2023.

Former Schilling AFB Project Update

Rogers introduced Matt Schroeder, Dragun Corporation project engineer. Schroeder provided an update to the board on the groundwater plume locations, remedial design, CAD remediation plan, current activities and the upcoming schedule for 2023. Schroeder anticipates that if KDHE approves the plan/design, Dragun will begin moving the contaminated soil of plume B in the second quarter of 2023.

Request for Special Board Meeting

Due to timing, Rogers recommends a special board meeting on December 5, 2022 at 4:00 p.m. to discuss the remaining agenda items 10 – 12 of the November 16, 2022 agenda, with the addition of an executive session. SAA board members confirmed availability for the special board meeting on December 5, 2022.

Directors' Forum

Director Eichelberger requested an update of the general aviation hangar project. Swanson responded that FEMA is still reviewing data. Swanson does anticipate a response by FEMA by the end of the year.

Staff Reports

Rogers stated that there were no further staff reports.

Announcements

Windhorst reminded the board of the upcoming Candy Canes & Airplanes event and the next regular board meeting.

Upon a motion duly made, the meeting adjourned at 10:05 A.M.

Minutes approved at the December 21, 2022, board meeting.

By: _____

(SEAL)

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