

**MINUTES OF THE REGULAR MEETING OF THE BOARD  
OF DIRECTORS OF THE SALINA AIRPORT AUTHORITY  
JULY 19, 2023  
HANGAR 600, ROOM 100**

**Call to Order**

Chair Tod Roberg called the meeting to order at 8:00 A.M. and confirmed that a quorum was present. Business and Communications Manager Kasey Windhorst noted the board packet was distributed and published on Friday, July 14, 2023.

**Attendance**

Attendance was taken. Present were Directors Roberg, Carlin (via VTC), Gunn, O'Brien and Boos. Executive Director Tim Rogers; Director of Administration and Finance Shelli Swanson; Director of Facilities and Construction Maynard Cunningham; Business and Communications Manager Kasey Windhorst; Airport Administration Specialist Michelle Moon; and Attorney Greg Bengtson attended. Guests were Jami Benyshek, AdamsBrown (via VTC); Lindsey Dreiling, Dreiling Aviation Services; Cody Heiman, First Bank Kansas; Mitch Robinson, Salina Community Economic Development Organization; and Saline County Commissioner Bob Vidricksen (via VTC).

**Agenda**

Executive Director Rogers provided an overview of the agenda and stated no additions to the agenda.

**Minutes**

Director Gunn moved to approve the minutes of the June 21, 2023 regular board meeting as

presented. Director Boos seconded the motion. Motion carried 5 – 0.

### **Airport Activity**

Rogers reviewed the air traffic, fuel flowage and enplanement reports for the month of June. The market report, submitted by Gary Foss, Arkstar, provided the key performance indicators such as traffic, fares, operations, and schedule changes. K-State posted the highest number of flights this summer in the program's history. Enplanements for 2023 year-to-date remain below 2022 year-to-date due to the tag with Hays. However, SLN is SkyWest's best performing tagged United Express market, and second overall performer.

### **Financial Review**

Swanson provided a review of financial activity ending June 30, 2023. Total assets are up year-over-year by 21%. Unrestricted cash in the bank is at \$1.288M. The sale of the 2023 GO bonds closed in June. Total liabilities were up 12% over June 2022. Rental revenue year-to-date is up 7% over 2022 and fuel flowage revenue is up 3% over budget projection. Administrative expenses and maintenance expenses are under budget for the month. Net operating income before depreciation is \$217,572. Swanson discussed the 10-year Operating Revenue and Expenses trend analysis. Swanson reviewed the significant capital expenditures and disbursements from the 2021-1 and 2022-1 GO Temp note project fund accounts during the month of June. Chair Roberg directed staff to file the financials for audit.

### **Essential Air Service**

Rogers reviewed the status of the bids received by the USDOT for Essential Air Service at Salina. The USDOT deemed neither bid was viable and extended SkyWest's contract through the end of

the year. Rogers discussed the proposed public comment responses to USDOT. O'Brien moved to approve the draft of the USDOT community comments letter from the Salina Airport Authority, seconded by Gunn. Motion passed 5 – 0.

### **2022 Annual Comprehensive Financial Report (ACFR)**

The 2022 Annual Comprehensive Financial Report was presented to the Salina Airport Authority board. Swanson stated that the Annual Comprehensive Financial Report is available on the SAA website at <https://www.salinaairport.com/media/37124/2022-acfr-web.pdf>. Swanson introduced Jami Benyshek, CPA, AdamsBrown. Swanson stated that AdamsBrown was engaged to provide an independent review of the financial statements. Per the Independent Auditor's Report statement from AdamsBrown,

*In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities of Salina Airport Authority as of December 31, 2022 and 2021, and the respective changes in financial position and, where applicable, cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.*

Swanson and Benyshek reviewed the results of the audit report. Swanson noted upcoming changes to GASB regulations for 2024.

### **2024 GO Bond Debt Service Schedule**

Swanson provided the Bond and Interest Fund Mill Levy Projection report to the board which incorporated the update of assessed valuations for the 2023 Mill Levy. Rogers reviewed the G.O. bond debt service schedule and mill levy requirements.

#### **Intent to Exceed the Revenue Neutral Rate for 2023 Mill Levy for the Budget Year 2024**

Rogers reviewed the required process for the intent to exceed the Revenue Neutral Rate. The SAA's 2022 certified mill levy rate is 4.968 generating an estimated \$2,732,871. The projected 2023 mill levy rate is 6.3042 that would generate an estimated \$3,488,837. A notice of intent also sets a date for a public hearing to provide an opportunity for public comment concerning the SAA's 2024 mill levy budget. The date of this year's public hearing would be August 30, 2023.

Director Gunn moved that the board approve the Notice of Revenue Neutral Intent certification to be submitted to the Saline County Clerk and authorize Chair Roberg to sign the notice. Director Carlin seconded the motion. Carried 5 – 0.

#### **Transfer of Land to Salina Area Technical College**

Rogers reviewed action by the board at the March 10, 2021 meeting, regarding the transfer of Lot 8 and Lot 9 to the Salina Area Technical College for construction of new buildings. SATC has successfully secured funding for the design and construction of the new building. Lot 9 is needed for utilities that will serve the future expansion. Director Boos moved to approve the transfer of Lot 9, Block 4, Schilling Subdivision No. 5, City of Salina (1.72 acres) to the Salina Area Technical College for the construction of a new building for the Industrial Maintenance and Automation Program by means of a Kansas Warranty Deed. Director O'Brien seconded the motion. The vote carried unanimously.

## **2024 Goals by Core Values (STARS)**

Rogers and Dreiling presented the 2024 STARS goals overview and prioritized goals. The prioritized list includes the top 15 goals for 2024. Rogers noted the addition of goal #13 regarding support of the Kansas Air Service Development Fund.

## **Staff Reports**

Rogers announced the award from FAA's discretionary fund of \$1M for the purchase of Snow Removal Equipment (SRE). This project is a STARS (Safety) goal, replacing two 1970's era plows. Rogers also reviewed the other planned 2024 projects including Fuel Farm and Runway 12/30.

## **Executive Session**

At 9:22 A.M., Director O'Brien made the following motion:

I move that the Salina Airport Authority board of director's recess into executive session for fifteen (15) minutes to discuss the subject of applicants for the position of deputy executive director 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 9:37 A.M.

Director Gunn seconded the motion. The motion passed unanimously.

The open meeting resumed at 9:37 A.M.

There was no board action following the executive session.

Director Boos moved to adjourn, seconded by Director Gunn. The meeting was adjourned at 9:38 A.M. following a unanimous vote.

Minutes approved at the August 16, 2023 board meeting.

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Kasey L. Windhorst, Board Clerk

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