

**MINUTES OF THE REGULAR MEETING OF THE BOARD  
OF DIRECTORS OF THE SALINA AIRPORT AUTHORITY  
NOVEMBER 15, 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 published and distributed on Thursday, November 9, 2023.

**Attendance**

Attendance was taken. Present were Directors Roberg, Carlin, Gunn, Boos and O'Brien. Executive Director Tim Rogers; Deputy Executive Director Pieter Miller; 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 at the meeting were Mitch Robinson, Salina Community Economic Development Organization; Julie Yager-Zucker, Avflight Salina; Lindsey Dreiling, Dreiling Aviation Services; Mitch Walter, Gillmore & Bell; David Arteberry, Stiefel; Cody Heiman, First Bank Kansas; Dustin Herrs, City of Salina; Mark Millard and Trevor Franzen, Superior Contracting and Manufacturing Services, Co., Inc.; and Trent Davis, City Commissioner (VTC).

**Agenda**

Executive Director Rogers provided an overview of the agenda. Rogers added the addition of Item 9A, City of Salina Neighborhood Revitalization Plan review.

## **Minutes**

Director Gunn moved to approve the minutes of the October 18, 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 October. The Salina air traffic control tower (ATCT) recorded 7,112 operations for October 2023, reflecting a 14% decrease from 2022 flights. October 2023 fuel flowage, at 228,702 gallons, was up 55% over 2022. Rogers thanked Julie Yager-Zucker, Avflight Salina, for their exceptional service. Avflight Salina supported several C-5 flights in October, with each plane fueling 23,000 Gallons. For passenger enplanements, SkyWest had an October 2023 count of 1,174, 7.5% less than October 2022. Total passenger count for 2023 year-to-date is 12,800, a decrease from October 2022 YTD of 15,822. This 19% decrease in travel at SLN is attributed to the tag with Hays.

Rogers updated the board on the Essential Air Service (EAS) proposals received for SLN. The 3-year EAS contract is effective January 1, 2024. The proposal from SkyWest breaks the tag with Hays, providing non-stop service to Denver and Chicago. Salina Airport Authority staff requests community comments from the City of Salina, Saline County, and the Chamber of Commerce supporting SkyWest's proposal.

## **Financial Review**

Swanson presented the financial report for the period ending October 31, 2023. Total year-to-date operating expenses came in \$5,907 under budget and is tracking just slightly over the 2022 expenditures. Total year-to-date income came in \$69,391 over the same period in 2022 which is

tracking \$189,748 ahead of budget. Net operating income before depreciation is \$222,839 year-to-date at the end of October. Swanson reviewed significant capital expenditures and provided a report of the disbursements from the bond proceeds project fund accounts for the month of October. Chair Roberg directed staff to file the financials for audit.

### **Resolution No. 23-17 - Taxable General Obligation Temporary Notes (GOTN)**

Swanson reviewed the actions of the board on the issue to date. David Arteberry presented the bid tab, concluding that Sunflower Bank provided the lowest interest rate. Mitch Walter reviewed the resolution, authorizing the issuing of the bonds, accepting Sunflower Bank's terms and schedule, and authorizing the Executive Director to sign. Rogers noted that all five institutions submitting bids for the bonds expressed interest in participating in the fuel facility project. Director Carlin moved to adopt SAA Resolution No. 23-17, authorizing the Executive Director to sign the bond proposal from Sunflower Bank. Director Gunn seconded the motion. Motion carried 5-0.

### **Land Purchase Option Agreement**

Rogers provided a historical overview of the lease relationship between Superior Contracting and Manufacturing Services, Co., Inc., and the Salina Airport Authority. Swanson reviewed the Option Agreement, process, and terms. Trevor Franzen stated that the company recognizes a need for buildings useful to both warehouse and manufacturing tenants. The new building would be directly south of the current facility. Director Gunn moved to approve the Option Agreement with Superior Contracting and Manufacturing Services, Co., Inc. for Lot 2, Block 1, Airport Industrial Center Subdivision and authorize Chair Roberg to sign the agreement. Director Boos seconded the motion. Director Carlin abstained. The motion passed 4 – 0.

### **Hangar H504 Bids Received for Stormwater Drainage Improvements**

Miller provided an overview of the condition of Hangar H504. A Request for Bids was issued November 1, 2023 and three (3) bids were received prior to the November 10, 2023 deadline. Cunningham reviewed the bid tab, noting the low bid was from James Coy Construction. Director O'Brien moved to approve the contract with James Coy Construction in the amount of \$20,678 for hangar H504 grading, drainage, and concrete improvements at a cost not to exceed \$24,150 and authorize the executive director to sign the contractor agreement. Director Gunn seconded the motion. Motion carried unanimously.

### **AIM Center Purchase of Tools and Equipment**

Miller presented the Phase 1 list of tools and equipment needed for the AIM Center training facility. Swanson discussed the ALOFT grant and application for this purchase as well as plans for Phase 2 buying. Miller noted that the tools and equipment are instructor driven, researched through the Sourcewell cooperative purchasing site for best pricing, and targeted to arrive prior to the first class in January 2024. Lindsey Dreiling provided an update on the marketing efforts for the AIM Center. Director Carlin moved to approve the purchase of Phase 1 and Phase 2 AIM Center tools and equipment at a cost not to exceed \$2,000,000 and authorize the deputy director to execute the purchase orders and contracting documents. Director O'Brien seconded the motion. Motion carried 5 – 0.

### **City of Salina Neighborhood Revitalization Plan**

Rogers provided an overview of the plan and the airport authority's participation since 2004. The city is asking the Authority to approve incorporating the ag-service site, located at 1097 W Old Hwy 40, into the revitalization plan. Dustin Herr presented the plan's benefits to landowners in the form of tax rebates for 10 years, and benefits to the City through higher tax revenues from raised property values in the targeted depressed areas. Bengtson reviewed the contract history, the process of interlocal payment, resolution, and renewed participation. The Revitalization Plan is reviewed for renewal every five (5) years by the six (6) participating local entities. Director Gunn moved to authorize Chair Roberg to sign the resolution, reaffirming the authority's participation in the program with the addition of the Ag-Service Site. Director O'Brien seconded; motion carried 5-0.

### **SAA 2024 Operating Plan**

Swanson presented and distributed the 2024 budget summary. The full budget will be distributed to the board at the December board meeting.

### **Staff Reports**

Rogers presented Zach Turner, ARFF/Operations Specialist, to the board and recognized Turner with the first STAR Core Values award.

Rogers provided the board with the 2024 Legislative Agenda for review, noting aviation development funding in the Governor's budget.

Rogers updated the board on the FAST SAF project budget and proposed plans to add the

remaining tanks to the new fuel facility project. Grant application is due November 25, 2023.

The K-AIRES project status was discussed. Nine (9) consulting firms submitted responses to the Request for Statements of Experience, Qualifications, and Interest.

Rogers recognized Lindsey Dreiling for completing her doctoral dissertation and achieving her Ph.D. from K-State.

### **Executive Session**

At 9:36 A.M., Director Boos made the following motion:

I move that the Salina Airport Authority board of directors' recess into executive session for fifteen (15) minutes to discuss the subject of the initial phase of the Executive Director's performance evaluation and matters affecting the privacy interest 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 9:51 A.M.

Director Gunn seconded the motion. The motion passed unanimously.

The open meeting resumed at 9:51 A.M.

There was no board action following executive session.

Upon a motion duly made, the meeting adjourned at 9:52 A.M.

Minutes approved at the December 20, 2023 board meeting.

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Kasey L. Windhorst, Board Clerk

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