

**MINUTES OF THE ANNUAL MEETING OF THE BOARD  
OF DIRECTORS OF THE SALINA AIRPORT AUTHORITY  
MARCH 20, 2024  
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 reported that staff published and distributed the meeting notice and board packet on Friday, March 15, 2024.

**Attendance**

Present were Directors Roberg, Carlin, Boos, O'Brien and Commerford. 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 (via VTC). Guests at the meeting were Julie Yager-Zucker, Avflight Salina; Bob Vidricksen, Saline County Commissioner (VTC); Greg Lenkiewicz, City of Salina Commissioner; Lindsey Dreiling, Drieling Aviation services; Rene Drexler, Salina Area Chamber of Commerce; and Dan McFadden, Central National Bank.

**Agenda**

Executive Director Rogers reported no additions and provided a review of the agenda.

**Acceptance of Appointment and Oath of Office**

Windhorst announced the appointment of Airport Authority board member Ryan Commerford and

reappointment of Director Roberg. Director Commerford completed his board orientation on Wednesday, March 13, 2024 and signed the Code of Ethics statement. Director Roberg and Director Commerford executed their Acceptance of Appointment and Oath of Office.

### **Minutes**

Director Boos moved to accept the minutes of the February 21, 2024 meeting as presented, motion seconded by Director Carlin, and the motion passed 5 – 0.

### **Airport Activity**

Rogers provided a review of the upcoming FOL events, air traffic, fuel flowage and passenger enplanements for the previous month: 7,466 flights were reported by ATCT, a 2% increase over February 2023; fuel flowage for February 2024 was 2% less (145,336 gallons) compared to February 2023; SkyWest enplaned 814 passengers in February 2024, 5% below the same month in 2023, and 1,576 for the year (7% below 2023 year to date). Beginning April 2, 2024, SkyWest changes to the RON schedule. Rogers reviewed the connections at DEN, ORD, and international opportunities.

### **Financial Review**

Swanson reviewed the financials for February 2024 reporting unrestricted cash in the bank at month end, after returnable security deposits are deducted from the balance, to be \$1,253,006.

The first AIM Center ALOFT grant distribution (\$1,662,500) was received after February's closing. March financials will reflect the reimbursement of carried expenditures for AIM center equipment purchases and course development totaling \$514,316 through the end of February.

Income year-to-date is within \$1,000 for the same period in 2023. Airfield revenue is up 8%

(\$15,558) and other operating income is also up (\$4,561); building and land rentals are down comparatively. Total operating expenses are tracking 10% under budget for 2024. Totals are higher than 2023 (by \$32,992) due to planned increases in maintenance salaries and the addition of the AIM center expenditures in 2024. Swanson reported the net operating income before depreciation was \$10,562 for the month and \$44,503 year-to-date. \$13,207 for 2024 and \$3,162 for 2023 in utility costs are reclassified, capitalizing the expenditures associated with the Hangar 626 project. Chair Roberg directed staff to file the financials for audit.

### **Wichita Winwater Works Co. Lease Agreement**

Swanson reviewed the 10-year lease history with Wichita Winwater Works. Wichita Winwater Works leases 9,359 square feet of warehouse space (Bldg. 723) and 2.11 acres of land at 1915 Beechcraft Road and is set to expire on March 31, 2024. The terms for the proposed lease agreement are:

<b>Term:</b>	April 1, 2024, to March 31, 2026
<b>Basic Rental:</b>	\$3,000 per month or \$36,000 per year
<b>Rate per Square Foot:</b>	\$3.85
<b>Tenant Responsibility:</b>	Commercial Property Insurance, Utilities, first \$500 per year in HVAC repairs/maintenance, and all routine building maintenance
<b>SAA Responsibility:</b>	Structural maintenance and mechanical systems that are not repairable.

Director Carlin moved, seconded by Director Boos, to approve the two-year lease with Wichita Winwater Works and authorize Director Roberg to sign the lease agreement. Motion carried 5 – 0.

### **Hangar H509 sewer line repairs**

Rogers discussed the use of Hangar H509 and renovations that have taken place as per the request of the International Aerobatics Club. Cunningham provided the recap of in-house repairs made over the winter and the scope of work for the remaining repairs. Bids were received on March 3 from three contractors with Superior Plumbing/Borettec presenting the lowest responsive proposal for replumbing the northwest Hangar 509 restrooms and boring a new 340' sewer service line. Director Boos moved to approve the bid from Superior Plumbing/Borettec in the amount of \$26,500 and authorize the executive director to sign the contract. Director Commerford seconded. The motion carried 5 - 0.

### **AIM Center at SLN**

Rogers recapped the AIM Center at SLN graduation event of the first cohort. Rene Drexler updated the board on student recruitment efforts for the second (spring) and third (summer) cohorts. Swanson discussed potential sponsors and scholarship opportunities. Lindsey Dreiling commented on student testimonials and presented the plan for tracking graduates.

### **Election of Officers and Affiliated Board Liaison Assignments for 2024 - 2025**

Rogers proposed the following slate of officers and affiliated board liaison assignments for 2024-2025.

#### ***Slate of Officers 2024 - 2025***

<b>Chair</b>	Stephanie Carlin
<b>Vice-Chair</b>	Donald Boos
<b>Secretary</b>	John O'Brien
<b>Treasurer</b>	Ryan Commerford
<b>Past Chair</b>	Tod Roberg

***Affiliated Board Liaison Assignments***

<b>AIM Center Steering Committee (SAA board liaison)</b>	John O'Brien
<b>Salina Area Chamber of Commerce Board of Directors (SAA board liaison)</b>	Stephanie Carlin
<b>Schilling Project Executive Group (SAA board liaison)</b>	Donald Boos
<b>Salina Community Economic Development Organization (SAA board liaison)</b>	Ryan Commerford

Director Carlin moved to approve the slate of officers and affiliated board liaison assignments for 2024 – 2025, seconded by Director Boos. Motion carried unanimously.

**SAA Resolution 24-02**

Swanson presented SAA Resolution 24-02, designating the depositories for funds of the Salina Airport Authority and designating the individuals authorized to sign checks on said accounts and directing how said checks are to be signed. Director O'Brien moved to adopt SAA Resolution 24-02, seconded by Director Carlin. Motion carried 5 – 0.

**Project AAERO**

Rogers reviewed Project AAERO and the activity of congressional staff on behalf of the State of Kansas. Dreiling discussed the current and future applications of UAS and AAM operations. A task force will be created to direct the project and begin the grant application process.

**Terminal Building Update**

Miller provided an update on the terminal building expansion project and noted that the design plans were 30% percent complete and reviewed by the FAA. Key components to the plans include

two (2) secure arrival and departure gates at the west end of the concourse, an expanded lobby area, and a redesigned baggage claim area.

### **Director's Forum**

Rogers presented Chair Roberg with a token of appreciation for his term as the Salina Airport Authority board's 2023-2024 chair. Lindsey Dreiling received the 2024 Chairman's Award for Excellence for her services to the SAA board and staff to successfully achieve core values, goals, and objectives.

### **Executive Session**

At 9:17 a.m., Director Roberg moved that the Airport Authority board of directors' recess into an executive session for twenty (20) minutes to discuss the subject of administrative personnel matters relating to the terms of employment of the Executive Director and the Deputy Executive Director. The discussion of those administrative personnel matters affects the privacy interests of the individual employees and the need for executive session discussion is based upon the need to discuss personnel matters of non-elected personnel in executive session pursuant to K.S.A. 75-4319(b)(1). The open meeting will resume in this room at 9:37 a.m.

Director Boos seconded motion. The motion passed unanimously.

The open meeting resumed at 9:37 a.m.

Director Carlin moved to adjourn the meeting, seconded by Director Commerford. The meeting adjourned at 9:40 a.m. following a unanimous vote.

Minutes approved at the April 17, 2024 board meeting.

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Kasey L. Windhorst, Board Clerk

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