

# Salina Airport Authority Board of Directors

## Annual Meeting

Wednesday, March 19, 2025

*Charting the course for  
global success.*



# Call to Order

Don Boos

Determine that a quorum is present

Confirm Notice Publication

Recognition of Guests

Election of Officers

## Slate of Officers 2025-2026

Chair	Donald Boos
Vice-Chair	Ryan Commerford
Secretary	Michael Bunn
Treasurer	John O'Brien
Past Chair	Tod Roberg



# Additions to the agenda and agenda overview

Pieter Miller, C.M.

## STARS Core Values Alignment:

### Trust

Agenda Item #10 – Conflict of Interest Training: Educating board members on ethical decision-making reinforces transparency, integrity, and accountability. This training ensures that decisions are made in the best interest of the airport and the community, strengthening stakeholder trust.

### Adaptability

Agenda Item #9 – Addendum and Escrow Agreement for Hangar Purchase: Adjusting the purchase process due to the SBA lien issue demonstrates flexibility in problem-solving while protecting SAA’s interests. The escrow agreement ensures the transaction moves forward while mitigating financial and legal risks.

### Rooted in Community

Agenda Item #6 – Board Liaison Assignments: Assigning board members to key community and economic development organizations deepens engagement with local businesses, fostering collaboration and reinforcing SAA’s commitment to regional growth.





Approval of the minutes of the February 19, 2025 Regular Meeting and the March 5, 2025 Special Meeting

Don Boos, Chair

# Review of airport activity and financial reports for the month ending February 28, 2025.

Pieter Miller, C.M.  
Shelli Swanson, C.M.



## SALINA AIRPORT AUTHORITY AIRPORT ACTIVITY REPORT 2025

### AIR TRAFFIC/ATCT

February, 2025	5,956 Operations
	548 Instrument Operations
	500 Peak Day
February, 2024	7,466 Operations
	589 Instrument Operations
	603 Peak Day
January 2025 - February 2025	10,336 Operations
January 2024 - February 2024	10,697 Operations
January 2023 - February 2023	13,313 Operations

### FUEL FLOWAGE

February, 2025	193,543 Gallons
February, 2024	145,336 Gallons
January 2025 - February 2025	354,513 Gallons
January 2024 - February 2024	258,002 Gallons
January 2023 - February 2023	282,730 Gallons

KSU-S	Avflight Salina	Avflight	
		Military/Gov't Portion	Self-fuel Station Portion
10,051	183,492	48,611	413
10,079	135,257	28,606	84
15,230	339,283	72,321	606
15,609	242,393	54,649	129
21,846	260,884	46,317	470

### SkyWest Airlines

February, 2025	1,688 Passengers	1598 Passengers	3,286
February, 2024	814 Passengers	714 Passengers	1,528
January 2025 - February 2025	3,297 Passengers		
January 2024 - February 2024	1,576 Passengers		
January 2023 - February 2023	1,696 Passengers		

### ENPLANEMENTS

### DEPLANEMENTS

### TOTAL

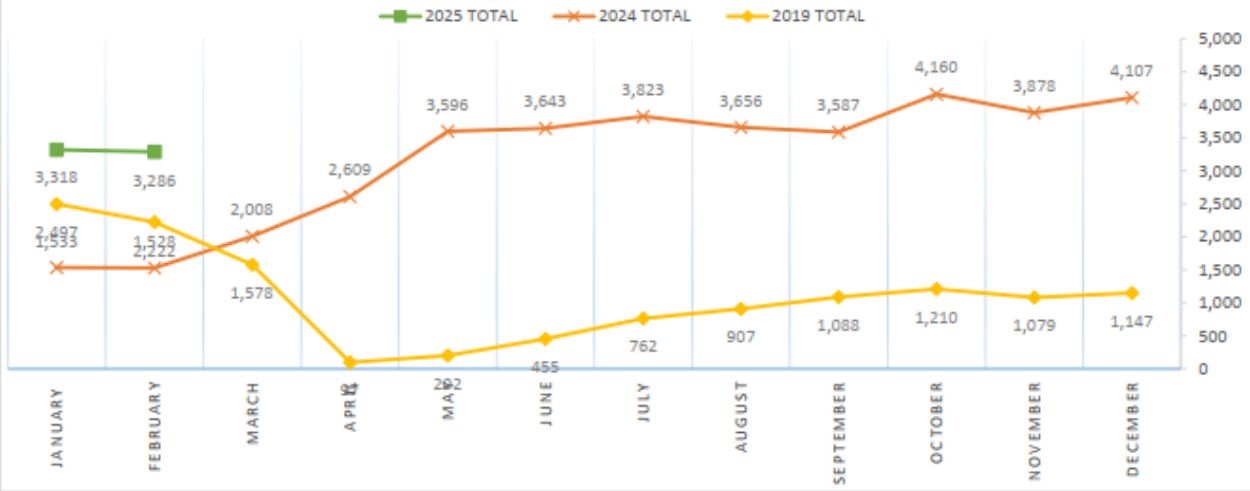
### ENPLANEMENTS - Charter Flights

February, 2025	0 Passengers
February, 2024	510 Passengers
January 2025 - February 2025	4,142 Passengers
January 2024 - February 2024	623 Passengers
January 2023 - February 2023	136 Passengers

### TOTAL ENPLANEMENTS - Scheduled Flights & Charter Flights

February, 2025	1,688 Passengers
February, 2024	1,324 Passengers
January 2025 - February 2025	7,439 Passengers
January 2024 - February 2024	2,199 Passengers
January 2023 - February 2023	1,832 Passengers

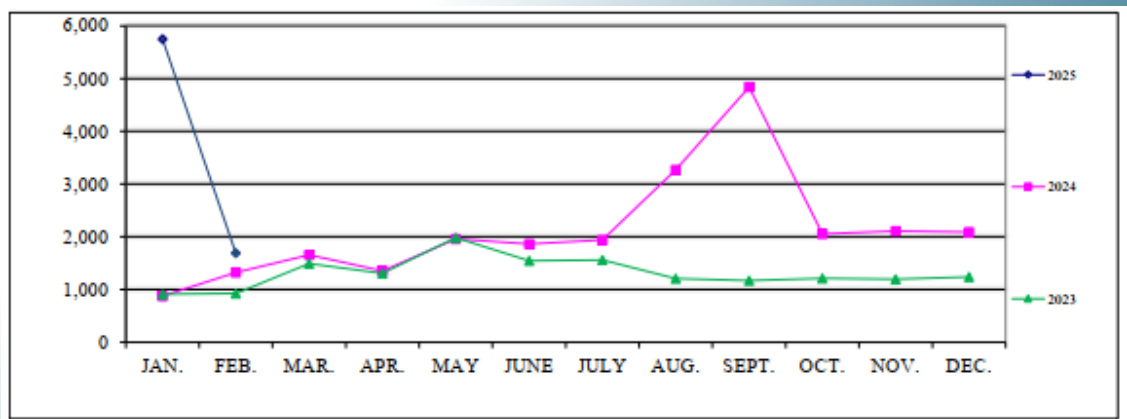
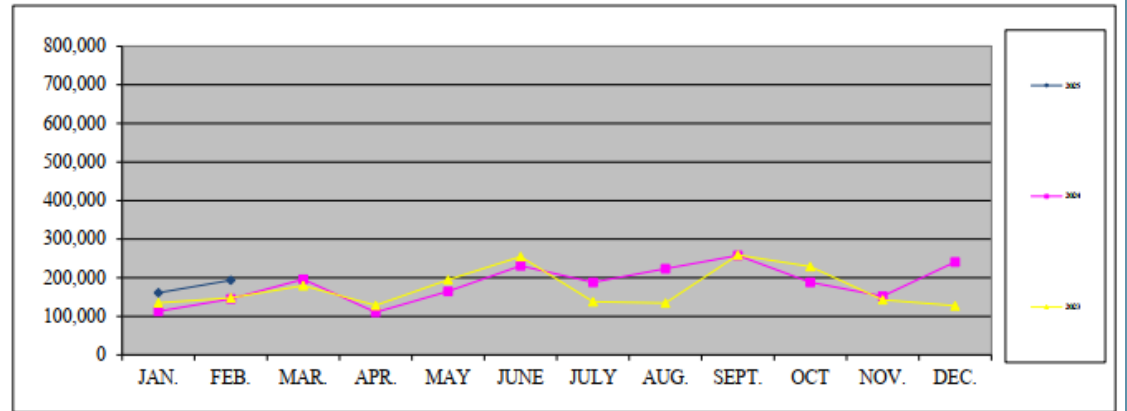
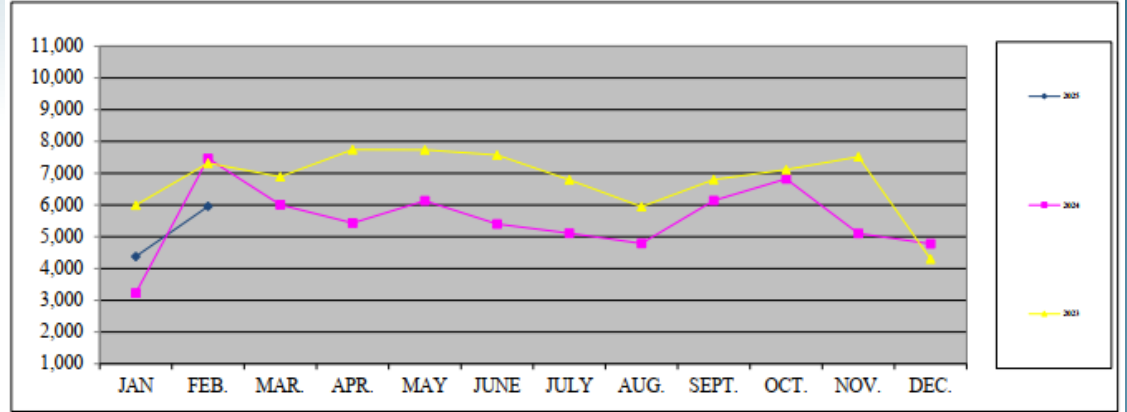
### TOTAL SLN PASSENGERS - PER MONTH



**\$143.04**

- \* Per Pax subsidy based on prior 12 months
- \* Subsidy amount based on \$5,960,542/year effective July 1, 2023
- \* Total passengers - the total of enplaned and deplaned passengers at SLN
- \* Passenger numbers reported are unaudited by SKW and subject to change

Source: SkyWest Monthly Activity Report (Rev/Non-Rev Pax)



# February 2025 Activity Report

Pieter Miller, C.M.

Air Traffic

Fuel Flowage

Enplanements





# Financial Reports

Shelli Swanson, C.M.

**ALINA** Airport  
Authority



**Salina Airport Authority**  
**Statement of Net Position Prev Year Comparison**

03/14/2025

As of February 28, 2025

	<u>Feb 28, 25</u>	<u>Jan 31, 25</u>	<u>\$ Change</u>	<u>Feb 29, 24</u>	<u>\$ Change</u>	<u>% Change</u>
<b>ASSETS</b>						
<b>Current Assets</b>						
Total Checking/Savings	6,391,026	8,378,241	-1,987,215	11,982,025	-5,590,999	-47%
Total Accounts Receivable	175,466	183,905	-8,439	158,897	16,569	10%
Total Other Current Assets	2,982,362	2,998,362	-16,000	4,019,910	-1,037,548	-26%
<b>Total Current Assets</b>	9,548,854	11,560,508	-2,011,654	16,160,832	-6,611,978	-41%
<b>Total Fixed Assets</b>	64,416,943	63,879,075	537,868	52,757,802	11,659,141	22%
<b>Total Other Assets</b>	5,509,217	5,509,217	0	5,509,217	0	0%
<b>TOTAL ASSETS</b>	<u>79,475,013</u>	<u>80,948,799</u>	<u>-1,473,786</u>	<u>74,427,851</u>	<u>5,047,162</u>	<u>7%</u>
<b>LIABILITIES &amp; EQUITY</b>						
<b>Liabilities</b>						
Total Current Liabilities	11,504,569	12,815,247	-1,310,678	10,381,428	1,123,141	11%
Total Long Term Liabilities	35,875,383	35,896,673	-21,290	37,734,310	-1,858,927	-5%
<b>Total Liabilities</b>	47,379,952	48,711,920	-1,331,968	48,115,738	-735,786	-2%
<b>Total Equity</b>	32,095,061	32,236,879	-141,818	26,312,113	5,782,948	22%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u>79,475,013</u>	<u>80,948,799</u>	<u>-1,473,786</u>	<u>74,427,851</u>	<u>5,047,162</u>	<u>7%</u>

**Salina Airport Authority**  
**Profit & Loss Prev Year Comparison**  
 January through February 2025

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03/14/2025

Accrual Basis

	<u>Jan - Feb 25</u>	<u>Jan - Feb 24</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Total Airfield revenue	302,909	210,185	92,724	44%
Total Building and land rent	316,820	294,614	22,206	8%
Total Other revenue	40,508	14,655	25,853	176%
<b>Total Income</b>	<u>660,237</u>	<u>519,454</u>	<u>140,783</u>	<u>27%</u>
<b>Gross Profit</b>	<u>660,237</u>	<u>519,454</u>	<u>140,783</u>	<u>27%</u>
<b>Expense</b>				
Total Administrative expenses	353,510	323,980	29,530	9%
Total Maintenance expenses	289,965	197,417	92,548	47%
Uncategorized Expenses	0	0	0	0%
<b>Total Expense</b>	<u>643,475</u>	<u>521,397</u>	<u>122,078</u>	<u>23%</u>
<b>Net Ordinary Income</b>	<u>16,762</u>	<u>-1,943</u>	<u>18,705</u>	<u>963%</u>
<b>Other Income/Expense</b>				
Total Other Income	<u>2,807,778</u>	<u>769,553</u>	<u>2,038,225</u>	<u>265%</u>
Total Other Expense	<u>1,205,045</u>	<u>916,549</u>	<u>288,496</u>	<u>31%</u>
<b>Net Other Income</b>	<u>1,602,733</u>	<u>-146,996</u>	<u>1,749,729</u>	<u>1,190%</u>
<b>Net Income</b>	<u><u>1,619,495</u></u>	<u><u>-148,939</u></u>	<u><u>1,768,434</u></u>	<u><u>1,187%</u></u>

# Salina Airport Authority

## Capital Additions Budget vs. Actual

As of February 28, 2025

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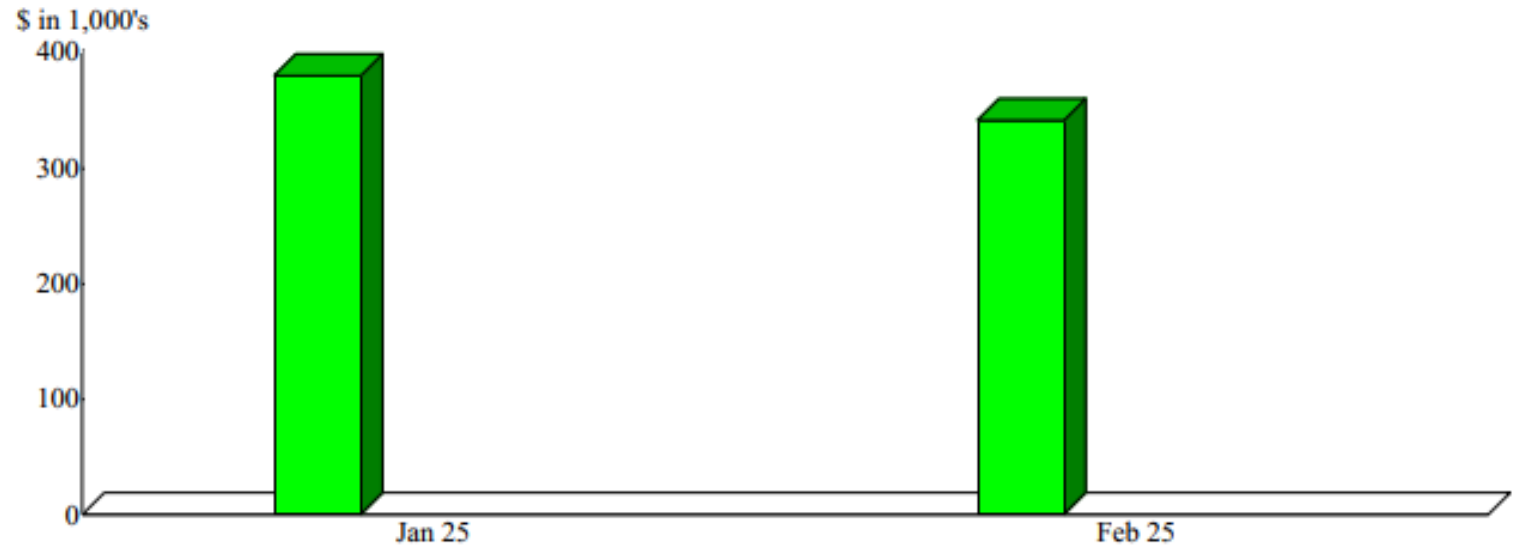
03/14/2025

Accrual Basis

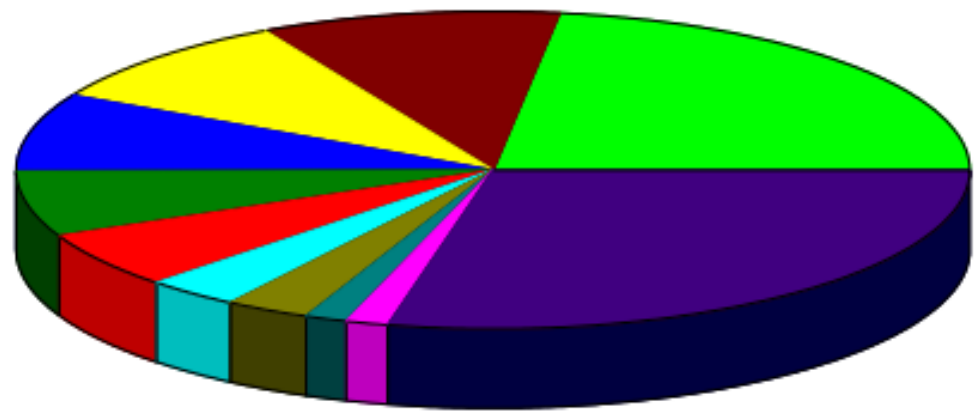
	<u>Jan - Feb 25</u>	<u>Feb 25</u>	<u>Annual Budget</u>	<u>+/- Annual Budget</u>	<u>% of Annual Budget</u>
<b>ASSETS</b>					
<b>Fixed Assets</b>					
<b>Fixed assets at cost</b>					
<b>Total Airfeld</b>	732,386	876,146	24,512,124	-23,635,978	4%
<b>Total Buildings &amp; Improvements</b>	84,153	105,383	877,905	-772,522	12%
<b>Total Equipment</b>	25,000	152,877	1,415,000	-1,262,123	11%
<b>Total Land</b>	29,662	120,639	5,630,000	-5,509,361	2%
<b>Total Fixed assets at cost</b>	<u>871,201</u>	<u>1,255,045</u>	<u>32,435,029</u>	<u>-31,179,984</u>	<u>4%</u>

Sales by Month  
January through February 2025

Dollar Sales



Sales Summary  
January through February 2025

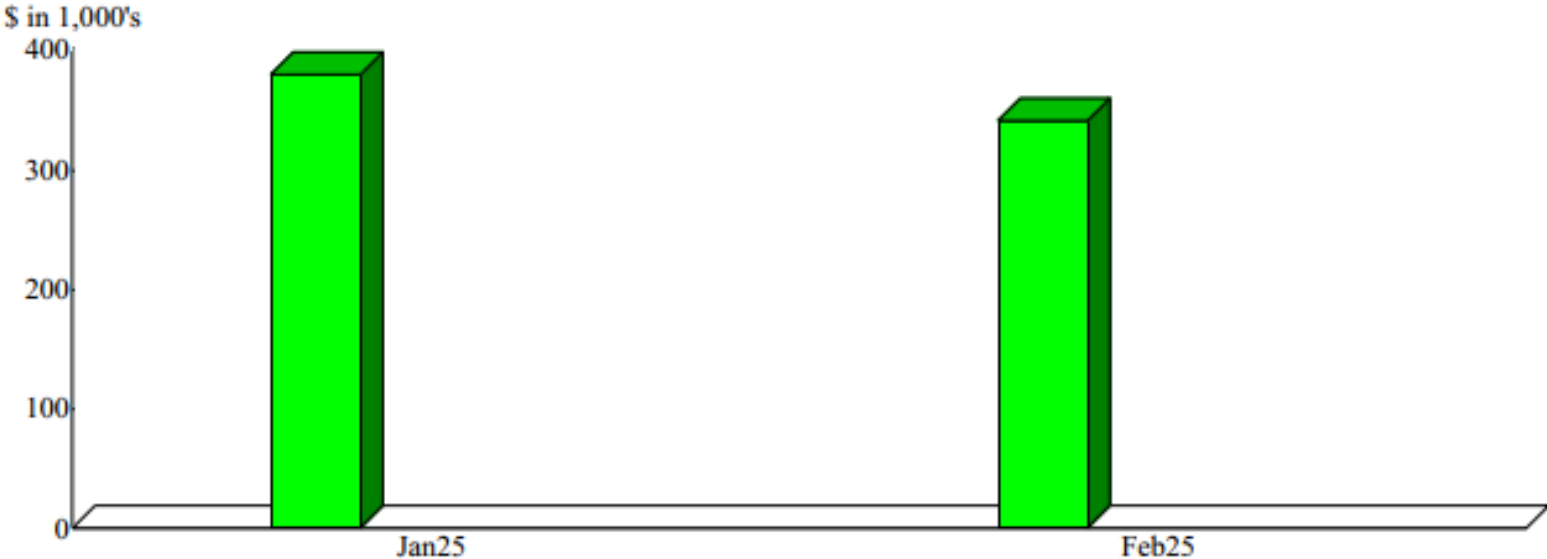


By Customer

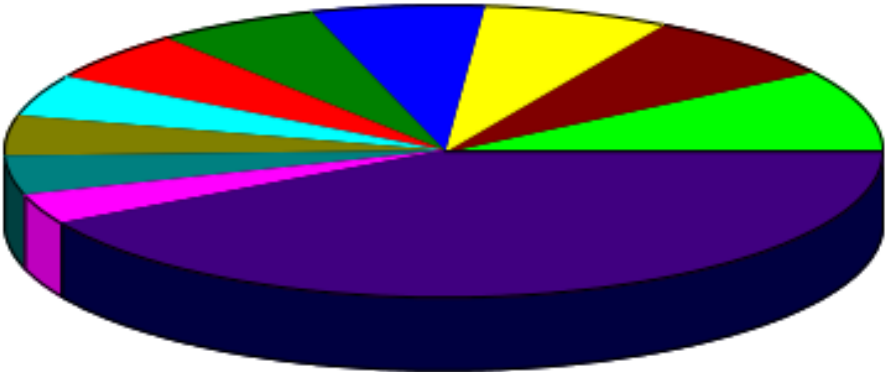
1 Vision Aviation, PLLC	22.91%
Avflight Salina	10.33
City of Salina, KS	9.26
Kansas Erosion Products, LLC.	8.06
Stryten Salina, LLC	6.73
K-State Salina	5.75
Universal Forest Products (UFP)	3.25
Allegiant Air Charter	2.91
Durham School Service, L.P.	1.59
Sierra Pacific	1.54
Other	27.68
<b>Total</b>	<b>\$720,069.07</b>

Sales by Month  
January through February 2025

Dollar Sales



Sales Summary  
January through February 2025



Air Service Grant (Air Service Grant)	9.26%
H-00959-1 (Hangar Facility H959 - 2044 S	7.61
H-0626-1 (Hangar 626 Rental, 2625 Arnold	6.91
H-0606-3 (Hangar 606, 2630 Arnold Court	6.44
B-01021 (Building #1021 located at 3600	6.08
B-00655-3 (Bldg. #655 (96,611 SF) - 2656	5.59
ARFF Standby (ARFF Standby per flight)	4.74
FFF-Avflight Salina (Fuel Flowage Fee @	4.49
H-0600-4 (Hangar 600 - 2720 Arnold Court	4.34
H-0600-1 (Hangar 600 - 20,217 sq. ft.)	3.36
Other	41.19
<b>Total</b>	<b>\$720,069.07</b>

# SAA Board liaison assignments for 2025 – 2026

Don Boos, Chair



Affiliated Board Assignments	SAA board liaison
AIM Center Steering Committee	John O'Brien
Salina Area Chamber of Commerce Board of Directors	Donald Boos
Schilling Project Executive Group	Ryan Commerford
Salina Community Economic Development Organization	Michael Bunn

A large military transport aircraft, possibly a C-17 Globemaster III, is parked on a tarmac. To its left is a white van. In the background, there are other ground service vehicles and a person walking. The sky is clear and blue, with a bright sun in the upper right corner.

# Action Items

7. Consideration of SAA Resolution 25-04 designating the various bank depositories of the Salina Airport Authority.  
(Swanson/Windhorst)

8. Review of 2024 Air Service Activity  
(Foss/Miller)

9. Consideration of Addendum and Escrow Agreement to the Contract of Purchase of Ground Lease Improvements from Central States Enterprises, LLC  
(Miller)

10. SAA Board Member Conflict of Interest Education/Training  
(Bengtson)



**A RESOLUTION 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:**

# Consideration of SAA Resolution 25-04

## *Designating the various bank depositories of the Salina Airport Authority*

Shelli Swanson, C.M.

Kasey Windhorst

BE IT RESOLVED, that Sunflower Bank, N.A., UMB National Bank of America, First Bank Kansas, Bank of America, N.A., Equity Bank, and Bennington State Bank, all of Salina, Kansas and State of Kansas Municipal Investment Pool be and are hereby designated depositories of the Salina Airport Authority and that funds so deposited may be withdrawn upon a check, draft, note or other order of the Authority.

BE IT FURTHER RESOLVED, that all checks, drafts, notes or orders drawn against said accounts be signed by either the Executive Director, Director of Administration and Finance, or Director of Facilities and Construction.

Pieter Miller, C.M.  
Michelle R. Swanson, C.M.  
Maynard Cunningham

Executive Director  
Director of Administration and Finance  
Director of Facilities and Construction

BE IT FURTHER RESOLVED, that all of the above banks are authorized and directed to honor and charge to the account of the Authority all checks drawn against the account of the Authority which bear the actual signature of at least one of the above named persons and may bear the facsimile signatures of one of the other named persons, after specimens of such facsimile signatures have been filed with the above designated banks, unless such banks have been notified of the limitation or qualification upon the use of such specimen facsimile signatures by anyone of the aforesaid officers of the Authority.

BE IT FURTHER RESOLVED, that said banks are hereby authorized and directed to honor and pay all checks, drafts, notes or orders so drawn, whether such checks, drafts, notes or orders be payable to the order of any such person signing and/or countersigning said checks, drafts, notes or orders, or any of such persons in their individual capacities or not, and whether such checks, drafts, notes or orders are deposited to the individual credit of any of the other officers or not. This resolution shall continue in force and said banks may consider the facts concerning the holders of said office, respectively, and their signatures to be and continue as set forth in the certificate of the Secretary or Treasurer, accompanying a copy of this resolution when delivered to said banks or in any similar subsequent certificate, until written notice to the contrary is duly served on said banks.

Adopted by the Board of Directors of the Salina Airport Authority on this 19<sup>th</sup> day of March, 2025.

By: \_\_\_\_\_  
Donald Boos, Chair

Attest: \_\_\_\_\_  
Kasey Windhorst, Board Clerk



# Review of 2024 Air Service Activity

Gary Foss, ArkStar  
Pieter Miller, C.M.



Consideration of  
Addendum and Escrow  
Agreement  
*to the Contract of  
Purchase of Ground  
Lease Improvements  
from Central States  
Enterprises, LLC*

Pieter Miller, C.M.



## ADDENDUM AND ESCROW AGREEMENT

This Addendum and Escrow Agreement ("Agreement") is made and entered into as of this \_\_\_\_\_ day of March, 2025, by and among Salina Airport Authority ("Buyer"), Central States Enterprises, LLC ("Seller"), and Land Title Services, Inc. ("Escrow Agent").

### RECITALS

WHEREAS, Buyer and Seller have entered into a Contract of Purchase of Ground Lease Improvements (the "Purchase Agreement") whereby Buyer has agreed to purchase from Seller certain improvements located on a part of Lot 25, Block 5, Schilling Subdivision No. 5, City of Salina, Saline County, Kansas (the "Improvements");

WHEREAS, under the Purchase Agreement, the parties agreed to close the purchase transaction on January 31, 2025 ("Closing Date");

WHEREAS, a UCC-1 Financing Statement has been filed by the U.S. Small Business Administration ("SBA"), identified as Filing No. 117334607, asserting a blanket lien on all tangible personal property owned by Seller;

WHEREAS, due to Seller's ongoing efforts to procure a termination of the SBA's UCC-1 Financing Statement, it is necessary to extend the Closing Date;

WHEREAS, if the SBA's UCC-1 Financing Statement is not terminated by the extended Closing Date, the parties wish to proceed with closing the sale and escrow the purchase proceeds pending the termination of the UCC-1 filing by SBA;

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties agree as follows:

1. Extension of Closing Date. The Closing Date is extended to March 27, 2025.

2. Appointment of Escrow Agent. If and only if the SBA's UCC-1 Financing Statement is not terminated by the Closing Date, Escrow Agent is appointed to hold the escrowed funds and perform its duties as follows:

A. Deposit of Escrowed Funds. Upon closing of the sale, Buyer shall deposit the sum of Four Hundred Fifty Thousand Dollars (\$450,000.00) (the "Escrowed Funds") with Escrow Agent. The Escrowed Funds shall be held in escrow until Seller provides written evidence satisfactory to Buyer that the UCC-1 Financing Statement filed by SBA has been properly terminated.

B. Disbursement of Escrowed Funds. Upon receipt of satisfactory documentation confirming the termination of the UCC-1 Financing Statement, Escrow Agent shall release the Escrowed Funds to Seller.

C. Indemnification by Seller. Seller agrees to indemnify, defend, and hold harmless Buyer from and against any and all claims, losses, liabilities, costs, and expenses, including reasonable attorney's fees, arising out of or related to: (a) Seller's failure to procure a termination of the SBA's UCC-1 Financing Statement in a timely manner; or (b) any action or proceeding initiated by or on behalf of the SBA, or its assigns, in relation to the UCC-1 Financing Statement or any lien or claim upon any of the Improvements or proceeds therefrom.

D. Escrow Agent's Duties. Escrow Agent shall perform its duties hereunder in a ministerial capacity and shall not be liable for any loss, liability, or damage unless caused by its gross negligence or willful misconduct. Escrow Agent shall be entitled to rely upon written instructions from both Buyer and Seller and shall not be required to determine the validity of any claim or document presented.

3. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Kansas.

4. Entire Agreement. This Agreement constitutes the entire understanding between the parties with respect to the escrow of funds and supersedes all prior agreements or understandings, whether written or oral.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

### BUYER:

**Salina Airport Authority**

By: \_\_\_\_\_  
Donald Boos, Chair

### SELLER:


**Central States Enterprises, LLC**

By: \_\_\_\_\_  
Roger Sanborn, Managing Member

### ESCROW AGENT:

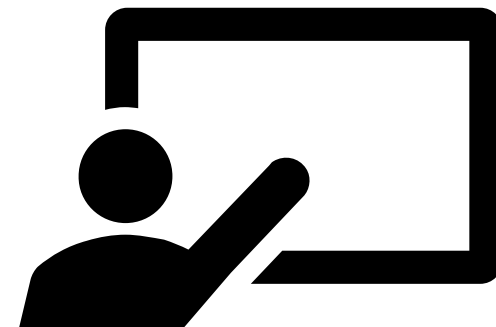
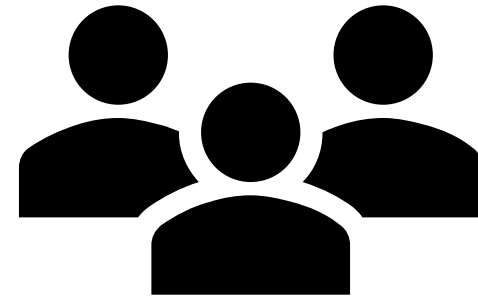
**Land Title Services, Inc.**

By: \_\_\_\_\_  
Austin Hoppock, Vice President



# SAA Board Member Conflict of Interest Education/Training

Greg Bengtson





### *Code of Ethics Statement*

Members of the Salina Airport Authority Board of Directors and Staff are entrusted to ensure that all Salina Regional Airport and Salina Airport Industrial Center stakeholders' interests are appropriately balanced, protected and preserved. This Code of Ethics Statement provides the principles that Salina Airport Authority Board Members and Staff are expected to adhere to and advocate. They embody rules regarding the responsibility of all board members and employees to the Salina Airport Authority, the public, and other stakeholders.

Members of the Salina Airport Authority Board of Directors and Staff will:

1. Act with honesty and integrity, avoiding actual or apparent conflicts of interest in personal and professional relationships.
2. Provide constituents with information that is accurate, complete, objective, relevant, timely, and understandable.
3. Comply with rules and regulations of federal, state and local governments, and other appropriate private and public regulatory agencies.
4. Act in good faith; responsibly; and with due care, competence, and diligence, without misrepresenting material facts or allowing one's independent judgment to be subordinated.
5. Respect the confidentiality of information acquired in the course of one's work, except when authorized or otherwise legally obligated to disclose. Confidential information acquired in the course of one's work will not be used for personal advantage.
6. Share knowledge and maintain skills important and relevant to constituents' needs.
7. Proactively promote ethical behavior as a responsible partner among peers, in the work environment, and in the community.
8. Achieve responsible use of and control over all assets and resources employed or entrusted.
9. Salina Airport Authority executive management also acknowledge and adhere to the American Association of Airport Executives Code of Ethics in the performance of their duties.



# Staff Reports

Pieter Miller, C.M.



# Terminal Building Update

- Pieter Miller, C.M.
- Maynard Cunningham



# Website Update

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Pieter Miller, C.M.

Kasey Windhorst



<b>PHASE 1: INITIATE</b>	<i>2-4 Weeks</i>	<ul style="list-style-type: none"><li>• Project Kickoff Meeting</li><li>• Planning &amp; Scheduling</li></ul>
<b>PHASE 2: ANALYZE</b>	<i>4-6 Weeks</i>	<ul style="list-style-type: none"><li>• Customer Deliverable Submission</li><li>• Consulting Engagement (if purchased)</li><li>• Design Discovery Meeting</li><li>• Content Process Meeting</li></ul>
<b>PHASE 3: DESIGN &amp; CONFIGURE</b>	<i>6-10 Weeks</i>	<ul style="list-style-type: none"><li>• Design Concept Development</li><li>• Design Concept Meeting</li><li>• Content Development</li><li>• Agendas &amp; Minutes Migration</li><li>• Website Completion</li></ul>
<b>PHASE 4: OPTIMIZE</b>	<i>1-2 Weeks</i>	<ul style="list-style-type: none"><li>• Website Finalization</li></ul>
<b>PHASE 5: EDUCATE</b>	<i>1-2 Weeks</i>	<ul style="list-style-type: none"><li>• Training Engagement</li></ul>
<b>PHASE 6: LAUNCH</b>	<i>2-4 Weeks</i>	<ul style="list-style-type: none"><li>• Launch Confirmation Meeting</li><li>• Website Launch</li></ul>

## Executive Session Don Boos, Chair

- *I move the board recess into executive session for \_\_\_ minutes to discuss with legal counsel the subject of legal considerations and points of negotiation relating to \_\_\_\_\_ MRO hangar development based upon the need for consultation with an attorney for the public body which would be deemed privileged in the attorney-client relationship pursuant to K.S.A. 75-4319(b)(2). The open meeting will resume in this room at \_\_\_\_\_ a.m.*

- Guests attending in person will leave the room; guests attending remotely will leave the site. Guests are welcome to return for the open meeting at \_\_\_\_\_ a.m.



# Directors' Forum

## Don Boos, Chair





# Visitor's Questions and Comments

Don Boos, Chair





# Announcements

Kasey Windhorst

Item	Date	Comments
SCEDO Joint Shareholder's Meeting	Monday, March 24, 2025	1:30 p.m., Chamber Annex Building
Regular Board Meeting	Wednesday, April 16, 2025	Board Member Photos
Regular Board Meeting	Wednesday, May 21, 2025	
Regular Board Meeting	Wednesday, June 18, 2025	

Item	Date	Comments
Superior Contracting & Manufacturing Services Groundbreaking	Friday, March 28, 2025	2:00 p.m., 1655 Wall Street



# Adjournment

Don Boos, Chair



## Legacy & Impact

- **"Doc" (B-29)** helped develop air refueling, leading to the KB-29, which paved the way for future tankers.
- The **KC-135 standardized aerial refueling**, keeping U.S. bombers and fighters operational worldwide for over **65 years**.
- The **KC-46 modernizes refueling** for the next generation, ensuring fuel support in **high-tech, contested environments**.

