

**MINUTES OF THE ANNUAL MEETING
OF THE SALINA AIRPORT AUTHORITY BOARD OF DIRECTORS
MARCH 19, 2025
HANGAR 600, ROOM 100**

Call to Order

Vice-Chair Boos called the board meeting to order at 8:00 a.m. and confirmed that a quorum was present. Business and Communications Manager Kasey Windhorst confirmed that the board meeting notice and packet were published and distributed on Friday, March 14, 2025.

Attendance

Directors Boos, Roberg and Bunns attended in person; Directors Commerford and O'Brien attended remotely (VTC). Attending in person were 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. Guests in attendance: Cody Heiman, First Bank Kansas. Guests attending remotely; Gary Foss, ArkStar.

Election of Officers

Director Boos presented the following slate of officers for 2025-2026.

Slate of Officers 2025 - 2026

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

Director Roberg moved to approve the sale of officers as presented. Director Bunn seconded the motion. Vote was in favor, 5-0.

Agenda

Executive Director Miller provided a review of the meeting's agenda, noting no additions or changes.

Minutes

Director Roberg moved to accept the minutes of the meetings of February 19, 2025, regular board meeting and March 5, 2025, special board meeting. Director Commerford seconded the motion. Motion passed 5-0.

Airport Activity

Miller presented the activity report for calendar year 2024. Air operations for 2024 reached 66,189, a decrease of 19% from the 2023 total of 81,719. Miller noted that the difference is likely the number of military personnel boarding and disembarking in 2023 for a large training event. Miller stated that air traffic for SLN remains strong, with preliminary data indicating a potential rebound. Fuel flowage was up a total of 7% for 2024. Fuel consumption, inclusive of commercial, military and general aviation flights, was 2,267,515 gallons for 2024, compared to 2,121,949 gallons in 2023. Passenger enplanements for SkyWest for 2024 totaled 25,326 (19,335 passengers on United commercial flights; 5,991 charter flight passengers). This is a significant increase over 2023 at 15,734 passengers, indicating the success of SkyWest's regional service.

Statistics for the month of February 2025 included air traffic up 5% over February 2024, fuel flowage for the same period was up 9%, and passenger enplanements increased by 7%.

Financial Review

Swanson reviewed the February 2025 financials noting that activity was primarily focused on capital investments and strong revenue growth. Swanson noted that unrestricted cash was down to \$1,234,596 due to property liability insurance premiums and to capital expenditures that will be reimbursed following closing for the general obligation temporary notes. Bond funds are down as the applicable projects are completed. Airfield Revenue is up, and revenue generated from building and land rent is up due to the use of the newly completed fuel farm and occupancy of facilities. Expenses are up 23% year-over-year due to maintenance and snow removal related expenses. Increases of 9% in administrative expenses are due to new advertising efforts for Houston flights as well as increases in insurance. Net operating income is \$16,762 with a total net income of \$1.62 MM, including grant funding and asset sales. Swanson reviewed the accounts receivable report for the board, noting several outstanding accounts have been resolved. Director Boos instructed staff to file the financials for audit.

Board Liaison Assignments

Miller presented the following list of proposed affiliated board liaison assignments, noting the practice of rotating board member duties so that the board is well versed in activities.

Affiliated Board Liaison Assignments

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

Director Roberg moved to accept the affiliated board liaison assignments for the 2025-2026 term of the Salina Airport Authority Board as presented. Director Bunn seconded the motion. The vote passed unanimously. Miller will meet with each director to review their assigned committee prior to the next meeting.

Consideration and approval of Resolution 25-04 designating the various bank depositories of the Salina Airport Authority

Swanson reviewed the practice of signing bank cards by board members, noting that it was previously necessary for all board members to have signatures on file. Standard practice has changed, and the resolution adapts to current requirements. Director Roberg moved to approve Resolution 25-04; Director Commerford seconded the motion. Motion passed 5-0.

Review of 2024 Air Service Activity for Salina Regional Airport

Miller introduced Gary Foss, SAA air service consultant, to the board. Foss provided a comprehensive review of SkyWest activity for 2024 at SLN, highlighting marketing activity and overnight maintenance. Foss outlined projections for 2025 and development of the SLN-IAH route.

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

Miller reviewed SAA Resolution 24-11 for the acquisition of the hangar located at 3148 Arnold Ave. and the sales agreement approved at the December 18, 2024, board meeting. The owner discovered a claim against the property and is working to resolve the matter. The addendum and escrow agreement under consideration will facilitate the completion of the transaction while ensuring clear title for the SAA, extending the closing date to March 27, 2025, and establishing an escrow process for the purchase funds.

Director Roberg moved to approve the Addendum and Escrow Agreement between the Salina Airport Authority (Buyer), Central States Enterprises, LLC (Seller), and Land Title Services, Inc. (Escrow Agent), extending the closing date and establishing an escrow process for the purchase funds, authorizing Chair Boos to sign the Addendum and Escrow Agreement, along with any related documents necessary to facilitate the transaction. Director O'Brien provided the second. Motion passed 5 – 0.

SAA Board Member Conflict of Interest Education/Training

Board attorney Greg Bengston distributed and discussed City of Salina Resolution 17-7463 as the guidelines to board members regarding conflict of interest. Bengston provided examples and discussed the required disclosure methods. Each board member signed the Code of Ethics statement.

Staff Reports

Terminal Building Update

Cunningham reported to the board that the terminal building remodel project was on schedule. The temporary sidewalk will be finished, and the temporary terminal gate will be in use beginning Friday, March 21, 2025. Demolition begins the following Monday. Miller noted that the security cameras are relocated, and the flight information display monitors are moved and rewired.

Website Update

Windhorst provided an update on the website redevelopment project to the board. Contract documents with CivicPlus have been executed. Windhorst reviewed the timeline for the new website. The goal is to launch the third quarter of 2025.

Executive Session

At 9:24 a.m., Director Boos made a motion to recess into executive session for thirty (30) 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 the board meeting room at 9:54 a.m.

Director Roberg seconded the motion, and the vote passed unanimously.

The open meeting resumed at 9:54 a.m.

At 9:55 a.m., Director Boos made a motion to recess into executive session for fifteen (15) 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 the board meeting room at 10:10 a.m.

Director Roberg seconded the motion, and the vote passed unanimously.

The open meeting resumed at 10:10 a.m.

Directors' Forum

Director Commerford requested additional information on the upcoming Salina Community Economic Development Organization Annual Member/Partner Meeting. Staff will distribute the draft agenda.

Director Boos requested a Strategic Planning Meeting to be held in May. Staff will poll members and schedule a date for the meeting.

Announcements

Windhorst reviewed the dates of upcoming SAA board meetings and SCEDO partner meeting. Windhorst commented that board photos are scheduled following the April 16 board meeting.

Director Roberg moved to adjourn the meeting, seconded by Director Bunn. The motion passed 5-0. The meeting adjourned at 10:15 a.m.

Minutes approved at the April 16, 2025, board meeting.

Kasey L. Windhorst, Board Clerk

(SEAL)