



***Charting the course for  
global success.***

# **SALINA AIRPORT AUTHORITY BOARD OF DIRECTORS REGULAR MEETING**

**WEDNESDAY, MAY 21, 2025**

## **Record Numbers "Flying Salina"**

By Todd Pittenger | May 17, 2025



Passenger air service in and out of Salina, including the new Houston flights, are surpassing expectations.



# CALL TO ORDER

## DON BOOS, CHAIR



Determine that a quorum is present.

Confirm the meeting notice publication.

Recognition of guests.





# **ADDITIONS TO THE AGENDA AND AGENDA REVIEW**

PIETER MILLER, C.M.

- 
4. Approval of the minutes of April 16, 2025 regular board meeting and April 21, 2025 Special Board Meeting.
  5. Review of airport activity and financial reports for the month ending April 30, 2025.
  6. Consideration of Pomp Tire Service Lease Agreement for Units F&G, Bldg. 520.
  7. Reconsider Update to the 2025 Other Income Fee Schedule.
  8. Strategic Planning Session Agenda Consideration.
  9. An executive session of the board of directors to discuss confidential proprietary information relating to financial affairs of corporations.

# STARS CORE VALUES ALIGNMENT

PIETER MILLER, C.M.



Initiating a strategic planning session reflects the Authority's adaptability in preparing for future growth, challenges, and opportunities.



Trust -- Agenda Item #7 --  
Reconsideration of the 2025 Other Income Fee Schedule

The delayed vote and additional evaluation demonstrate transparency and responsiveness to board input, reinforcing stakeholder trust in Authority processes.



Adaptability -- Agenda Item #8 --  
Consideration of Strategic Planning Session Agenda



Rooted in Community -- Agenda Item #6 --  
Consideration of Lease with Pomp's Tire Service, Inc.

Pomp's long-term tenancy and service to regional fleet customers confirms the Authority's commitment to supporting established businesses and community partners.





# APPROVALS

Approval of:

- the minutes of April 16, 2025 Regular Board Meeting,  
and
- the April 21, 2025 Special Board Meeting.

Don Boos, Chair



# REVIEW OF AIRPORT ACTIVITY AND FINANCIAL REPORTS

Month Ending April 30, 2025

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

## SALINA AIRPORT AUTHORITY AIRPORT ACTIVITY REPORT 2025

### AIR TRAFFIC/ATCT

April, 2025	5,167 Operations 642 Instrument Operations 593 Peak Day
April, 2024	5,430 Operations 541 Instrument Operations 514 Peak Day
January 2025 - April 2025	22,240 Operations
January 2024 - April 2024	22,134 Operations
January 2023 - April 2023	27,946 Operations

### FUEL FLOWAGE

April, 2025	313,679 Gallons
April, 2024	110,346 Gallons
January 2025 - April 2025	1,017,568 Gallons
January 2024 - April 2024	564,240 Gallons
January 2023 - April 2023	590,266 Gallons

### SkyWest Airlines

April, 2025	2,058 Passengers
April, 2024	1,352 Passengers
January 2025 - April 2025	7,357 Passengers
January 2024 - April 2024	3,986 Passengers
January 2023 - April 2023	4,365 Passengers

### ENPLANEMENTS - Charter Flights

April, 2025	184 Passengers
April, 2024	0 Passengers
January 2025 - April 2025	4,326 Passengers
January 2024 - April 2024	1,220 Passengers
January 2023 - April 2023	263 Passengers

### TOTAL ENPLANEMENTS - Scheduled Flights & Charter Flights

April, 2025	2,242 Passengers
April, 2024	1,352 Passengers
January 2025 - April 2025	11,683 Passengers
January 2024 - April 2024	5,206 Passengers
January 2023 - April 2023	4,628 Passengers

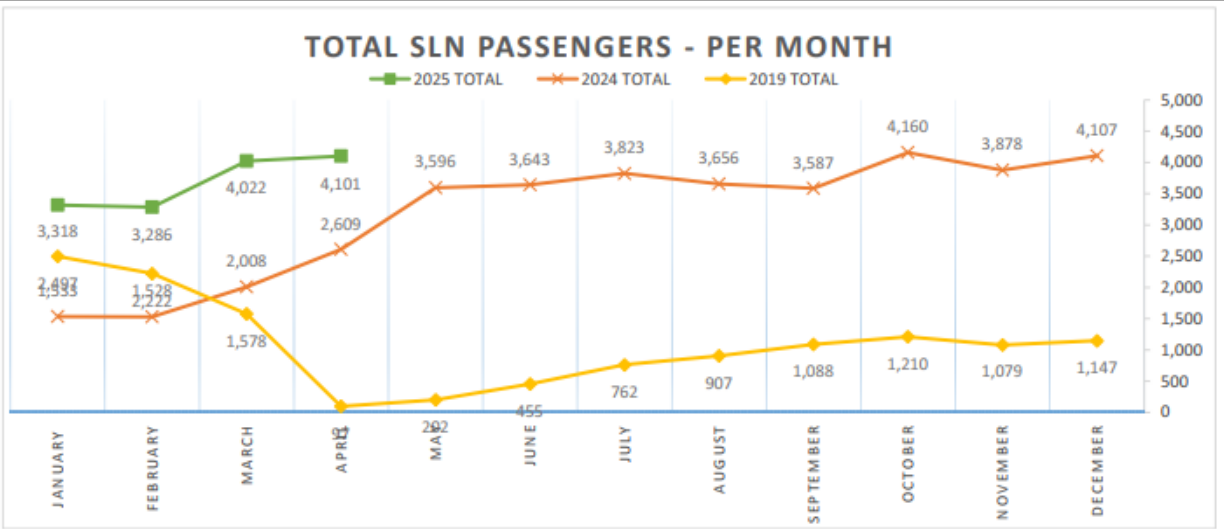
Avflight			
KSU-S	Avflight Salina	Military/Gov't Portion	Self-fuel Station Portion
9,646	304,033	212,829	210
7,799	102,548	19,552	416
33,069	984,499	399,104	1,210
33,557	530,684	141,231	676
42,700	547,566	112,901	966

ENPLANEMENTS	DEPLANEMENTS	TOTAL
2,043 Passengers	2,043 Passengers	4,101
1,257 Passengers	1,257 Passengers	2,609



# APRIL 2025 Activity Report

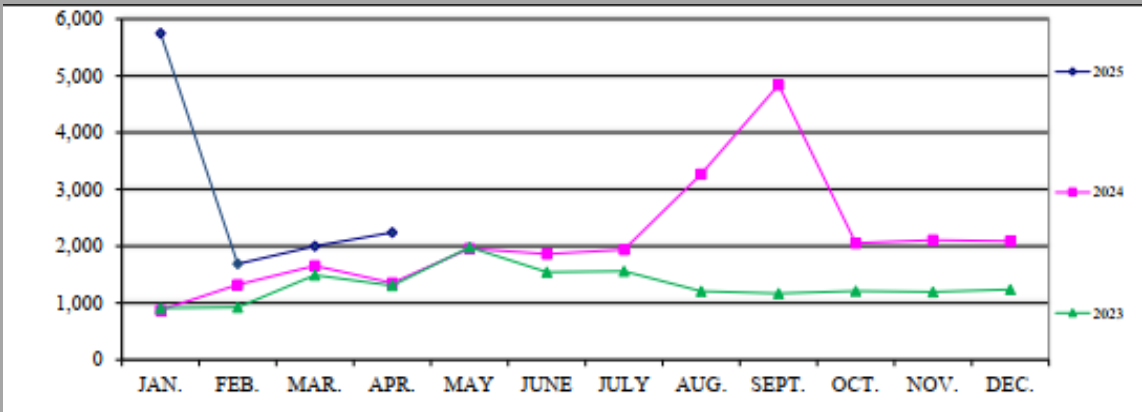
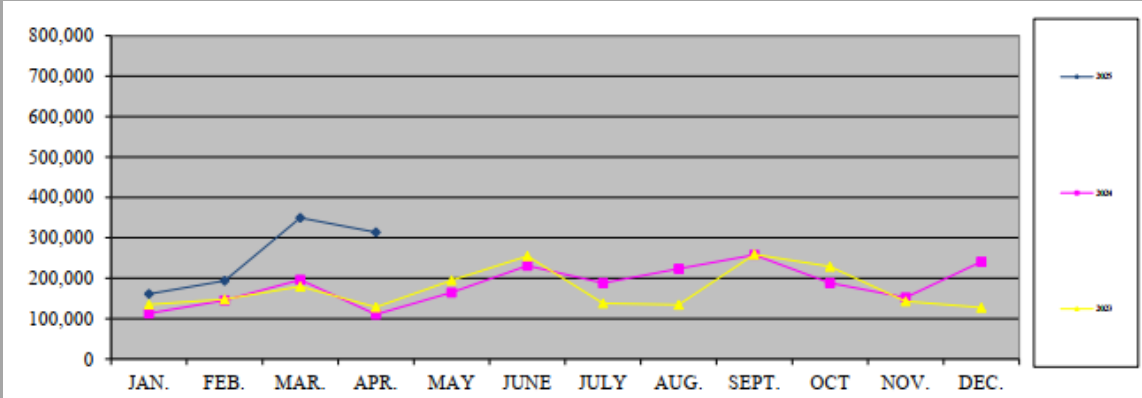
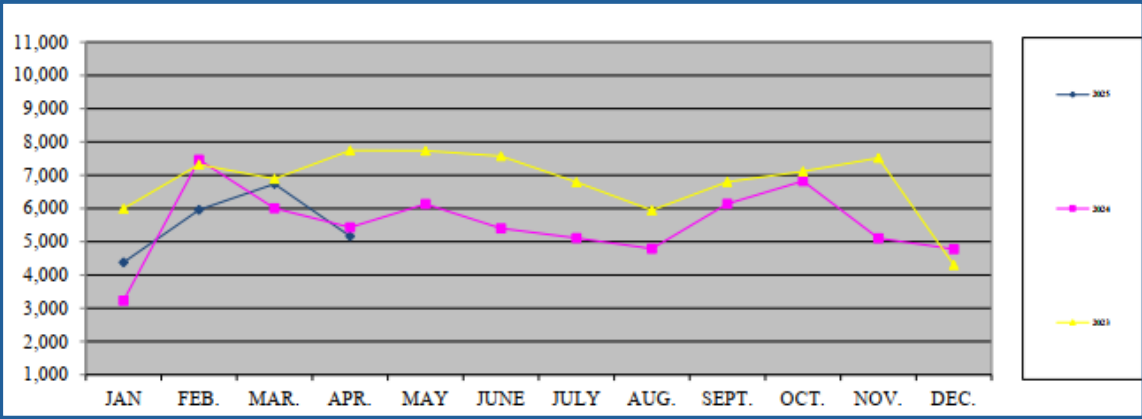
Pieter Miller, C.M.



- \* 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)

\$131.94



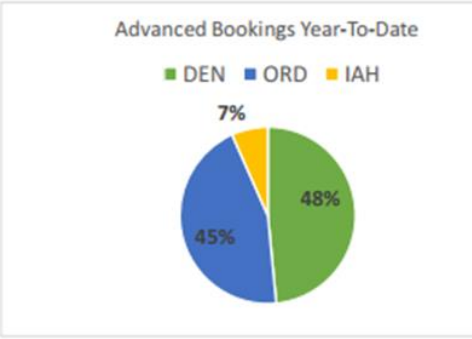
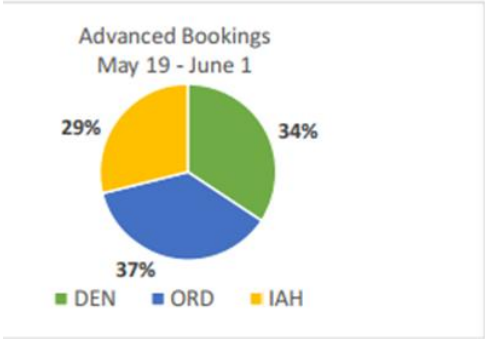
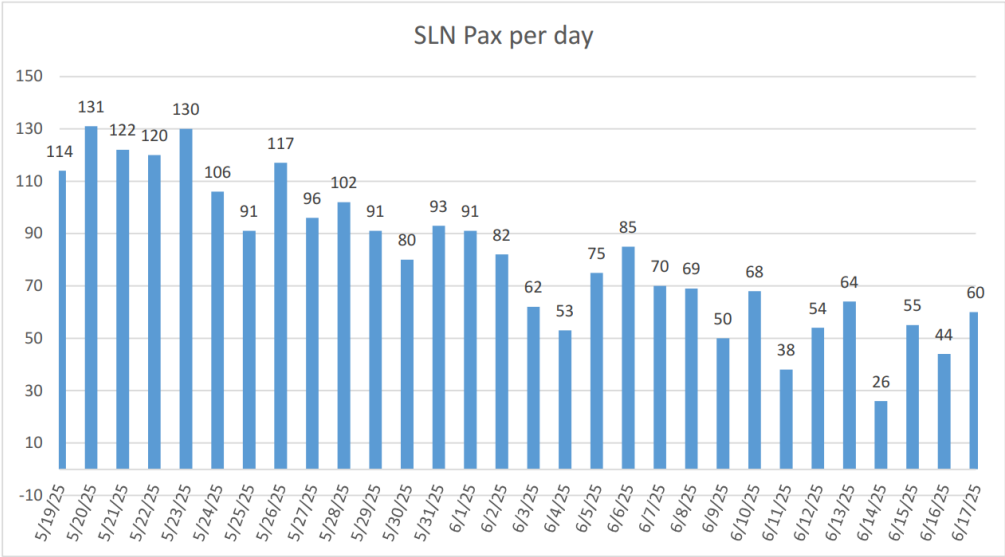
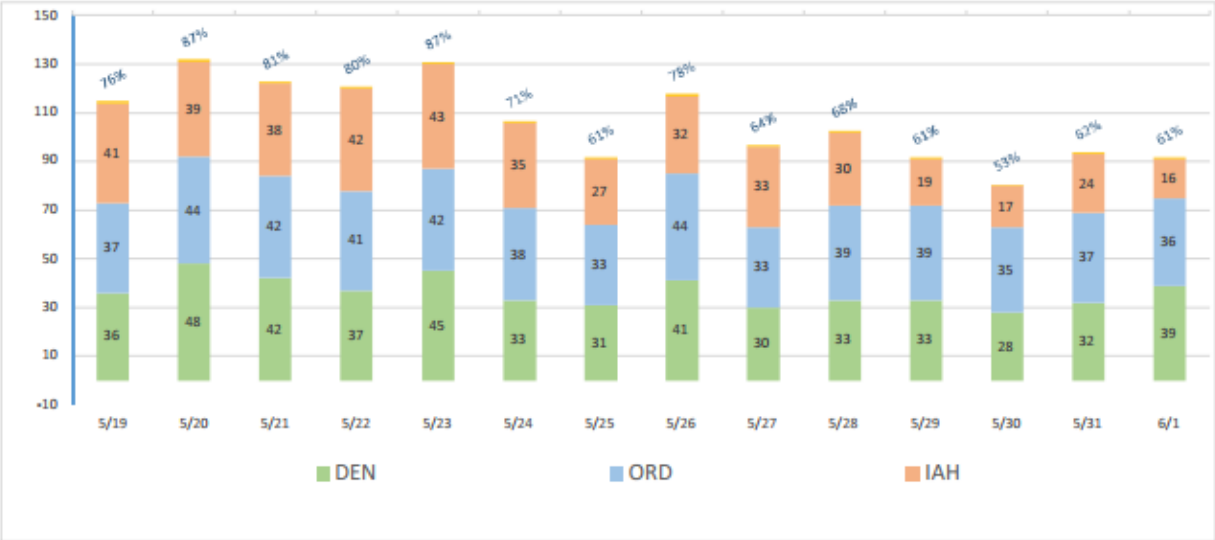
Air Traffic

Fuel Flowage

Enplanements



2025 SkyWest Airlines														
Advance Bookings - Enplanements														
Pax Comparison (DEN ORD and IAH)														
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	5/19	5/20	5/21	5/22	5/23	5/24	5/25	5/26	5/27	5/28	5/29	5/30	5/31	6/1
DEN	36	48	42	37	45	33	31	41	30	33	33	28	32	39
ORD	37	44	42	41	42	38	33	44	33	39	39	35	37	36
IAH	41	39	38	42	43	35	27	32	33	30	19	17	24	16
Total SLN Pax per day	114	131	122	120	130	106	91	117	96	102	91	80	93	91
SLN Load Factor	76%	87%	81%	80%	87%	71%	61%	78%	64%	68%	61%	53%	62%	61%
Total Load Factor (50 seats/flight)														





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# FINANCIAL STATEMENTS

APRIL 2025

## Financial Reports

Shelli Swanson, C.M.



## FINANCIAL STATEMENTS

APRIL 2025



MOODY'S CREDIT OPINION - SALINA AIRPORT AUTHORITY, KS / 21 FEBRUARY 2025

# Salina Airport Authority

## Statement of Net Position Prev Year Comparison

05/16/2025

As of April 30, 2025

	Apr 30, 25	Mar 31, 25	\$ Change	Apr 30, 24	\$ Change	% Change
<b>ASSETS</b>						
<b>Current Assets</b>						
Total Checking/Savings	10,843,199	14,281,604	-3,438,405	12,827,144	-1,983,945	-15%
Total Accounts Receivable	275,489	198,131	77,358	106,835	168,654	158%
Total Other Current Assets	2,847,042	2,904,932	-57,890	2,733,675	113,367	4%
<b>Total Current Assets</b>	13,965,730	17,384,667	-3,418,937	15,667,654	-1,701,924	-11%
<b>Total Fixed Assets</b>	68,397,872	67,564,091	833,781	56,456,205	11,941,667	21%
<b>Total Other Assets</b>	5,509,217	5,509,217	0	5,509,217	0	0%
<b>TOTAL ASSETS</b>	<b>87,872,819</b>	<b>90,457,975</b>	<b>-2,585,156</b>	<b>77,633,076</b>	<b>10,239,743</b>	<b>13%</b>
<b>LIABILITIES &amp; EQUITY</b>						
<b>Liabilities</b>						
Total Current Liabilities	11,314,549	13,767,503	-2,452,954	12,354,164	-1,039,615	-8%
Total Long Term Liabilities	44,652,854	44,743,204	-90,350	37,734,598	6,918,256	18%
<b>Total Liabilities</b>	55,967,403	58,510,707	-2,543,304	50,088,762	5,878,641	12%
<b>Total Equity</b>	31,905,415	31,947,268	-41,853	27,544,312	4,361,103	16%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>87,872,819</b>	<b>90,457,975</b>	<b>-2,585,156</b>	<b>77,633,074</b>	<b>10,239,745</b>	<b>13%</b>



# Salina Airport Authority

## Profit & Loss Prev Year Comparison

January through April 2025

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05/16/2025

Accrual Basis

	Jan - Apr 25	Jan - Apr 24	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Total Airfield revenue	725,503	435,774	289,729	66%
Total Building and land rent	639,132	596,117	43,015	7%
Total Other revenue	101,392	52,504	48,888	93%
Returned Check Charges	0	0	0	0%
<b>Total Income</b>	<u>1,466,027</u>	<u>1,084,395</u>	<u>381,632</u>	<u>35%</u>
<b>Gross Profit</b>	1,466,027	1,084,395	381,632	35%
<b>Expense</b>				
Total Administrative expenses	710,309	699,464	10,845	2%
Total Maintenance expenses	480,700	439,662	41,038	9%
Uncategorized Expenses	0	0	0	0%
<b>Total Expense</b>	<u>1,191,009</u>	<u>1,139,126</u>	<u>51,883</u>	<u>5%</u>
<b>Net Ordinary Income</b>	275,018	-54,731	329,749	602%
<b>Other Income/Expense</b>				
Total Other Income	3,525,423	3,009,910	515,513	17%
Total Other Expense	2,388,805	1,871,916	516,889	28%
<b>Net Other Income</b>	<u>1,136,618</u>	<u>1,137,994</u>	<u>-1,376</u>	<u>-0%</u>
<b>Net Income</b>	<u><u>1,411,637</u></u>	<u><u>1,083,262</u></u>	<u><u>328,375</u></u>	<u><u>30%</u></u>

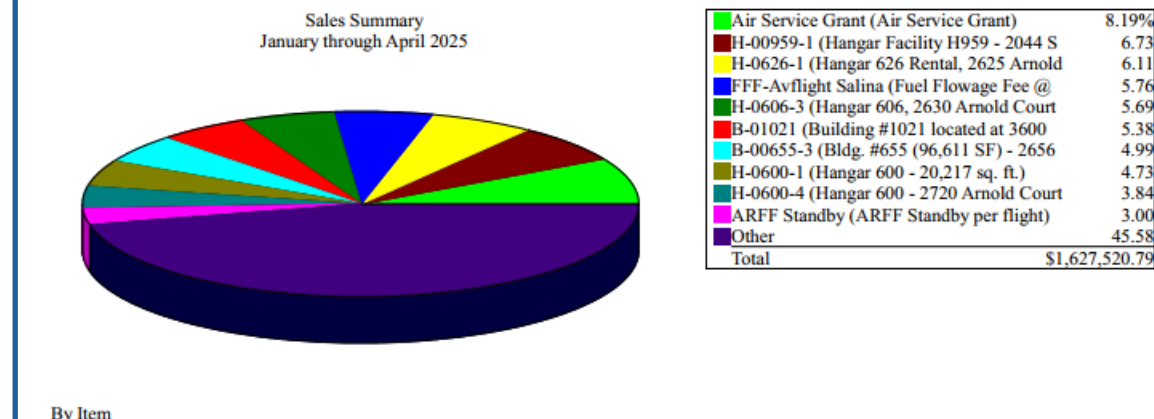
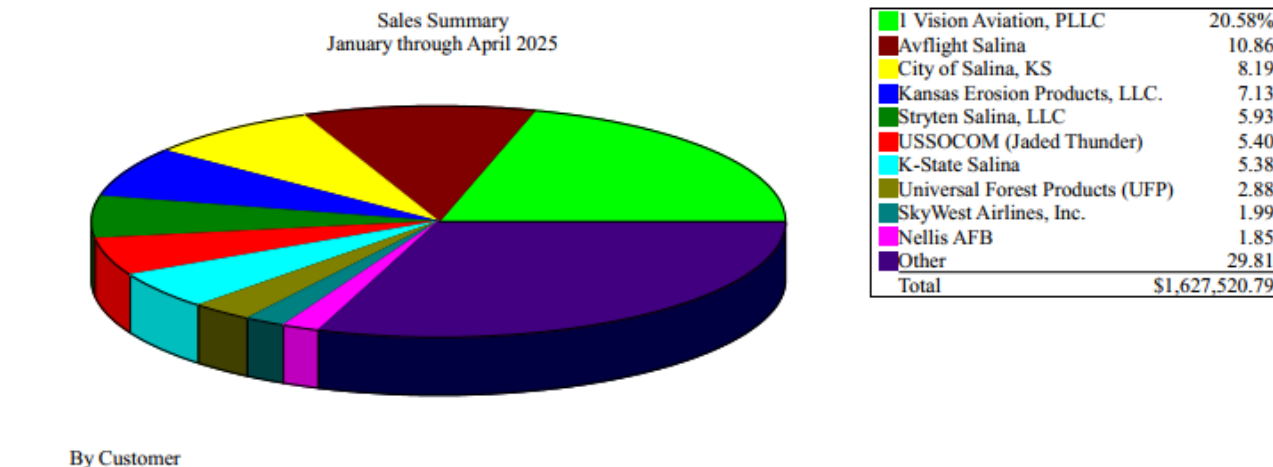
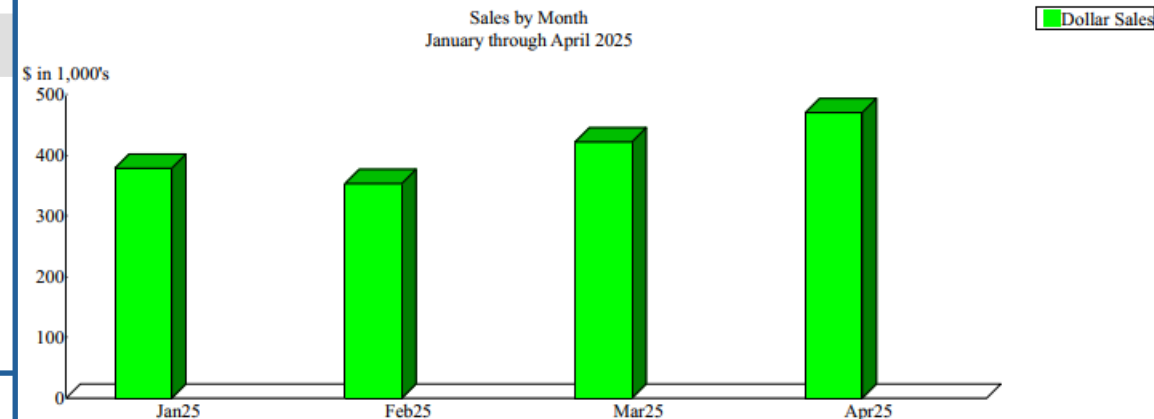
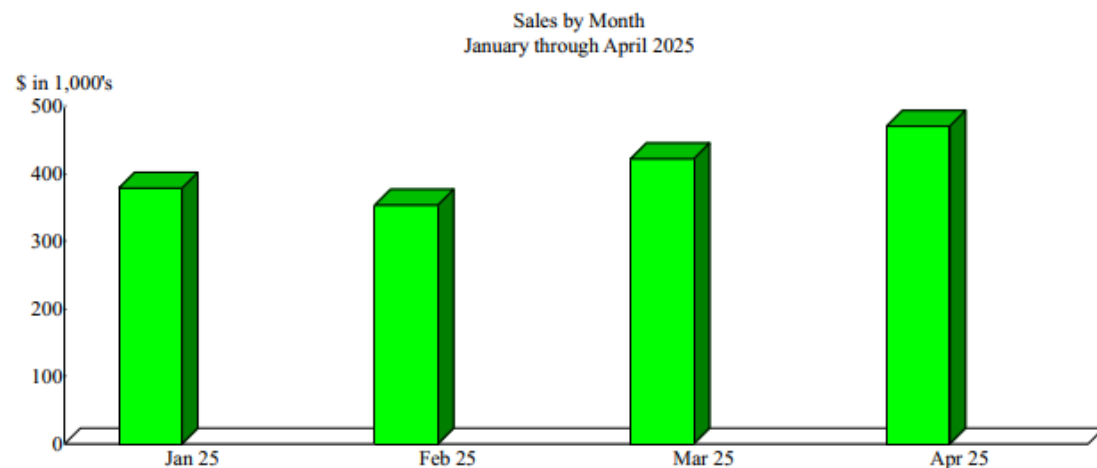


Salina Airport Authority  
Capital Additions Budget vs. Actual  
As of April 30, 2025

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05/16/2025  
Accrual Basis

	Apr 25	Jan-Apr 25	Annual Budget	+/- Annual Budget	% of Annual Budget
ASSETS					
Fixed Assets					
Fixed assets at cost					
Total Airfield	280,290	2,984,642	24,512,124	-21,527,482	12%
Total Buildings & Improvements	134,713	871,006	877,905	-6,899	99%
Total Equipment	0	340,618	1,415,000	-1,074,382	24%
Total Land	752,112	1,694,364	5,630,000	-3,935,636	30%
Total Fixed assets at cost	1,167,115	5,890,630	32,435,029	-26,544,399	18%





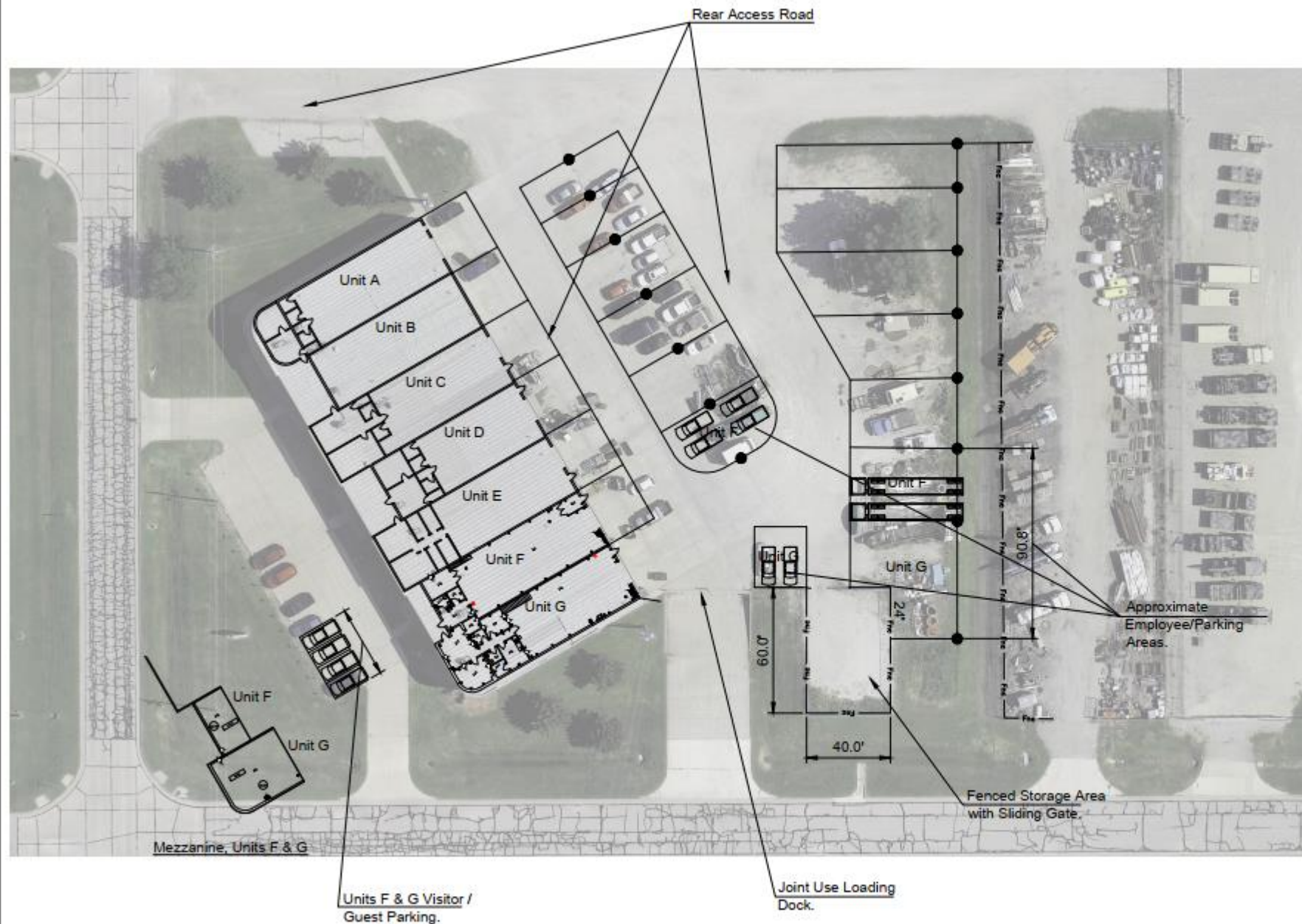
# CONSIDERATION OF LEASE WITH POMP'S TIRE SERVICE

*BLDG 520, UNITS F & G*

*SHELLI SWANSON, C.M.*







Total Areas, Unit G  
Warehouse = 1,773 S.F.  
Offices = 1,096 S.F.

Total Warehouse/Office = 2,869 S.F.

Mezzanine = 1,054 S.F.  
Max. Live Load - 75 PSI

Power - 400Amp Service (480V/208V/120 3 Phase)  
Gas - 1" Service  
Water - 1" Service

Total Areas, Unit F  
Warehouse = 2,124 S.F.  
Offices = 416 S.F.

Total Warehouse/Office = 2,540 S.F.

Mezzanine = 457 S.F.  
Max Live Load - 75 PSI

Power - 400Amp Service (480V/208V/120 3 Phase)  
Gas - 1" Service  
Water - 1" Service

Combined F & G Areas  
Warehouse = 3,897 S.F.  
Office = 1,512 S.F.  
Total = 5,409 S.F.

Total Mezzanine = 1,511 S.F.

N



Drawing Number 2242-11-16



3237 ARNOLD, SALINA, KS 67401  
(785-827-3914 FAX: 785-827-2221)

None : REVISIONS

KWB : DESIGNED BY

KWB : DRAWN BY

1" = 80' : SCALE

10/10, 1000 : DATE

Proposed  
Lease Term:

- Effective Date: December 1, 2025
- Term: One (1) year primary term
- Options: Three (3) one-year renewal options

Rent  
Structure:

- Basic Rent: \$3,389/month
- CPI Adjustment: Every two years
- Additional Rent: Lessee responsible for real estate taxes, maintenance contributions, applicable late fees
- Security Deposit: \$3,389 total

Key  
Responsibilities:

- **Lessee:** Routine maintenance, HVAC service contract, repairs to plumbing, electrical, interior features, and exterior fencing; insurance coverage naming the Authority and City as additional insureds
- **Authority:** Roof and exterior building maintenance, parking lot and common area upkeep, structural system replacements

Use of  
Premises:

- The premises will continue to be used for warehouse, fleet storage, administrative offices, and commercial tire service operations.

Warehouse = 1,773 S.F.  
Office = 1,068 S.F.  
Total Warehouse/Office = 2,841 S.F.  
Mezzanine = 1,054 S.F.  
Max Live Load - 75 PSI

Power - 400Amp Service (480V/208V/120 3 Phase)  
Gas - 1" Service  
Water - 1" Service

Total Area: Unit F  
Total Warehouse/Office = 2,841 S.F.

Mezzanine = 457 S.F.  
Max Live Load - 75 PSI

Power - 400Amp Service (480V/208V/120 3 Phase)

Concrete F & G Areas  
Total = 3,898 S.F.

Units F & G Visitor /  
Guest Parking

Joint Use Loading  
Dock







## **RECONSIDER UPDATE TO THE 2025 OTHER INCOME FEE SCHEDULE**

SHELLI SWANSON, C.M.



## MERCHANT SERVICES REVIEW

THE AUTHORITY CURRENTLY ABSORBS 100% OF CREDIT CARD PROCESSING FEES, AT AN AVERAGE EFFECTIVE RATE OF 3.45% + \$0.15 PER TRANSACTION.

IN 2025, THESE COSTS ARE PROJECTED TO TOTAL APPROXIMATELY \$35,600.

### Option 1 – Implement a 3% Convenience Fee on Credit Card Payments

*Customers paying by credit card would be charged a 3% fee at the time of payment.*

*Estimated annual SAA expense savings: up to \$30,000*

### Option 2 – Continue Absorbing All Credit Card Fees

*No fees would be passed on to the customer; the Authority continues absorbing all merchant charges.*

*Estimated 2025 expense: approximately \$28,600 under the Interchange-plus pricing model.*

### Option 3 – Implement a Convenience Fee Below 3%

*A lower percentage (e.g., 2% or 2.5%) could be applied to partially offset processing costs.*

*Estimated savings would scale accordingly.*





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# **STRATEGIC PLANNING SESSION AGENDA CONSIDERATION**

Pieter Miller, C.M.



# **May 29, 2025**



# STAFF REPORTS

TERMINAL BUILDING UPDATE  
WEBSITE UPDATE







## Terminal Building Update

Pieter Miller, C.M.  
Maynard Cunningham



# WEBSITE UPDATE



PIETER MILLER, C.M.  
KASEY WINDHORST



#2551A3



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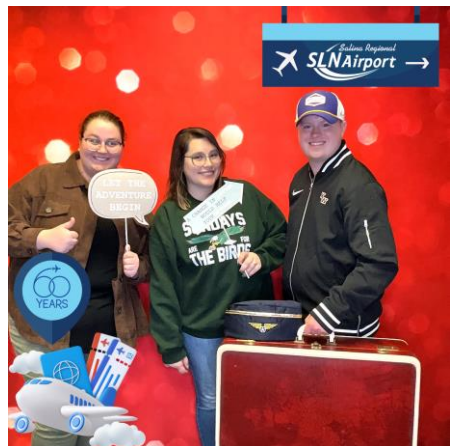
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<b>PHASE 1: INITIATE</b>	2-4 Weeks	<ul style="list-style-type: none"><li>• Project Kickoff Meeting</li><li>• Planning &amp; Scheduling</li></ul>
<b>PHASE 2: ANALYZE</b>	4-6 Weeks	<ul style="list-style-type: none"><li>• Customer Deliverable Submission</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>	6-10 Weeks	<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>	1-2 Weeks	<ul style="list-style-type: none"><li>• Website Finalization</li></ul>
<b>PHASE 5: EDUCATE</b>	1-2 Weeks	<ul style="list-style-type: none"><li>• Training Engagement</li></ul>
<b>PHASE 6: LAUNCH</b>	2-4 Weeks	<ul style="list-style-type: none"><li>• Launch Confirmation Meeting</li><li>• Website Launch</li></ul>





## EXECUTIVE SESSION

AN EXECUTIVE SESSION OF THE BOARD OF DIRECTORS TO DISCUSS CONFIDENTIAL PROPRIETARY INFORMATION RELATING TO FINANCIAL AFFAIRS OF CORPORATIONS.

AIRPORT AUTHORITY BOARD ACTION FOLLOWING THE EXECUTIVE SESSION MAY OR MAY NOT OCCUR.





## DIRECTORS' FORUM

DON BOOS, CHAIR

*John Utterback Jr.*  
PHOTOGRAPHY



# VISITOR'S QUESTIONS AND COMMENTS

DON BOOS, CHAIR



# ANNOUNCEMENTS

KASEY WINDHORST



Strategic  
Planning  
Session,  
Thursday,  
May 29,  
2025



Regular  
Board  
Meeting,  
Wednesday,  
June 24,  
2025



Regular  
Board  
Meeting,  
Wednesday,  
July 16,  
2025



Regular  
Board  
Meeting,  
Wednesday,  
August 20,  
2025







## Check-in time limits

United has set time limits for when you can check in and check your bags. Some airports or flights have special time limits which depend on location. If you don't meet your check-in time limits, we'll do our best to find another option. However, we have the right to deny service which may result in cancellation of your reservation, denied boarding or the option to check your bags.

### Without checked bags

Check in at least **45 minutes** before departure.

### With checked bags

Check in at least **45 minutes** before departure.

### International flights

Check in at least **60 minutes** before departure.

## Leader notice

### Minimum check-in window adjustments for domestic flights

#### What hasn't changed:

- Customers with checked bags will still need to check in 45 minutes before departure, unless exception conditions exist and are noted in [Wingtips by location](#).

#### How this adjustment will impact SPA:



Beginning **June 3**, our minimum check-in window for domestic flights for customers traveling without checked baggage will adjust to 45 minutes. The below copy will be communicated in the Airport Operations Weekly on **May 21** to Customer Service representatives.

Beginning **June 3**, our minimum check-in window for domestic flights for customers traveling without checked baggage will adjust to 45 minutes.

- Previously, check-in window for domestic flights for customers without checked baggage was 30 minutes.

#### This adjustment is being done to help:

- Create consistency for our customers and employees**, by streamlining four variations of domestic cut-off times into one.
- Leverage gate automation earlier for standby and upgrade processing** before boarding on 94% of our domestic flights.
  - Flights will auto-restrict as long as SPA is not disabled.
- Maximize time Customer Service representatives (CSRs) have to assist** customers during departure.





**ADJOURNMENT**  
DON BOOS, CHAIR