

**MINUTES OF THE REGULAR MEETING
OF THE SALINA AIRPORT AUTHORITY BOARD OF DIRECTORS
MAY 21, 2025
HANGAR 600, ROOM 100**

Call to Order

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, May 16, 2025.

Attendance

Directors Boos, Roberg, O'Brien, Commerford and Bunn attended in person as did 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. Mitch Robinson, Salina Community Economic Development Organization; and Cody Heiman, First Bank Kansas attended the meeting as guests.

Agenda

Executive Director Miller reviewed the agenda with no additions or changes to the items.

Minutes

Director Commerford moved to accept the April 16, 2025, regular board meeting minutes and the April 21, 2025, special board meeting minutes. Director O'Brien seconded the motion. Motion passed 5-0.

Airport Activity

Miller provided the monthly airport activity statistics to the board. For air traffic, SLN recorded 5,167 operations during April 2025, a slight decrease from the 5,430 operations recorded in April 2024. Year-to-date operations (January–April) totaled 22,240, close to the 22,134 operations for the same period in 2024. Fuel flowage totaled 313,679 gallons in April 2025, representing a 184% increase over April 2024's 110,346 gallons, directly influenced by Jaded Thunder activity. Miller reported passenger enplanements already totaling 11,683 for first quarter 2025, representing 58% of 2023's annual total and 44% of 2024's. April alone set a new monthly record with 2,242 enplanements, marking a 52% increase over April 2024. Load factors are also trending upward, with departing aircraft averaging about two-thirds full in April (22% increase year-over-year). Miller noted that the flight to Houston is strong - 54% of May seats had already sold by mid-month - Denver and Chicago remain solid as well. Miller relayed that Gary Foss with ArkStar noted that 84% of roundtrip ticket prices in SLN's top fifteen destinations match or beat those of other carriers.

Financial Review

Swanson reviewed the April 2025 financials, the first quarter report presenting a status of strength and growth. Unrestricted cash in bank is \$1,622,314, an increase over February 2025. Restricted funds: Bond funds at \$6.22M, following disbursements for project 80, Hangar 125 and Hangar 959 MRO; AIM Center at \$1.45M, anticipating student supply purchases in the next quarter; Mill Levy Funds at \$1.39M. Total cash in bank: \$10.84M, up 51% year-over-year. Revenue reported includes airfield activity at 66% over April 2024, attributed to military utilization; building and land rent up 7% YoY; and other revenue up 93% for the same period in 2024 due to equipment rental and FOL activity. Total income year-to-date is \$1.47M, over budget by 20%. Operating

expenses are up 5% over the previous year-to-date period yet remain below 2025 budget by 4%. Staff are monitoring utility costs closely for conservation and efficiency.

Swanson highlighted capital projects. Project 80 had \$752K in expenses, including the Progress Payment #5; Fuel Farm (AIP-49) expenses for April were \$194K; and the Terminal Parking Design (AIP-54) had \$37K in disbursements; Avflight North Improvement and the North Ramp project had a combined total of \$45,400 in expenses. Swanson noted that the Terminal Parking Design was at 90% completion with the bid opening scheduled for May 28, 2025, followed by the grant submittal mid-June.

Director Boos instructed staff to file the financials for audit.

Consideration of Pomp Tire Service Lease Agreement for Units F&G, Bldg. 520

Swanson provided a review of the historical lease activity by this long-time tenant, followed by the terms of the proposed agreement. Director Roberg moved to approve the lease agreement with Pomp's Tire Service, Inc. for Units F & G in Building 520 at the Salina Development Center and authorize the Board Chair to finalize and sign the agreement on behalf of the Salina Airport Authority. Director O'Brien seconded the motion. The vote carried unanimously.

Reconsider Update to the 2025 Other Income Fee Schedule

Swanson provided discussion notes from April 16, 2025, board meeting. Since the airport authority no longer offered fax services, the fee would be removed from the schedule. Swanson stated that customers may be charged credit card fees at a rate no higher than 3% per state law. Staff and

board discussed three options to effectively reduce the \$35,600 anticipated expense to the authority while continuing to offer the service to customers wanting to use credit cards. Swanson reviewed the customer's payment options menu.

Director Commerford moved to approve the revised 2025 Other Income Fee Schedule, including the addition of a credit card convenience fee of 3%, due at the time of payment, and the removal of the obsolete fax service fee. Director O'Brien seconded the motion. The vote passed 4 – 1.

Staff will notify current credit card customers of the change and provide the payment menu listing the ACH option by email. Credit card fees will be implemented during the third quarter of CY2025.

Strategic Planning Session Agenda Consideration

Miller reviewed the agenda draft for the upcoming May 29, 2025, strategic planning session. Lindsey Dreiling is distributing an airport users survey to assist in the meeting's focus. The meeting will be held at H600, first floor conference room and is open to the public.

Staff Reports

Cunningham reported that the terminal building was on schedule and that the contractors' performance is professional and positive. Miller presented a time lapse drone video for the previous three weeks of construction. Cunningham discussed Hangar 959 compliance activity.

Miller and Windhorst gave an update and provided the timeline for the website development project.

Executive Session

Director Boos moved that the board recess into executive session at 9:05 a.m. for fifteen (15) minutes to discuss with legal counsel the subject of confidential proprietary information relating to a corporation based upon the need to discuss data relating to financial affairs of corporations, partnerships, trusts, and individual proprietorship pursuant to KSA 75-4319. The open meeting will resume in this room at 9:20 a.m.

Director O'Brien seconded the motion. The vote passed unanimously.

The open meeting resumed at 9:20 a.m.

Announcements

Windhorst announced that the June regular board meeting is rescheduled from Wednesday, June 18, 2025, to Tuesday, June 24, 2025, due to calendar conflicts.

Director Commerford moved to adjourn; Director Roberg seconded the motion. Motion carried 5 – 0.

The meeting adjourned at 9:30 a.m.

Minutes approved at the June 24, 2025, board meeting.

Kasey L. Windhorst, Board Clerk

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