

**MINUTES OF THE REGULAR MEETING OF THE BOARD
OF DIRECTORS OF THE SALINA AIRPORT AUTHORITY
FEBRUARY 21, 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 the meeting notice and board packet on Friday, February 16, 2024.

Attendance

Present were Directors Roberg, Carlin, Gunn, Boos and O'Brien. 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. Guests at the meeting were Julie Yager-Zucker, Avflight Salina; Mitch Robinson, Salina Community Economic Development Organization; Bob Vidricksen, Saline County Commissioner; Greg Lenkiewicz, City of Salina Commissioner; Brandon Walker, Midwest ATC Service, Inc.; Dan Reed, base pilot; and Eric Brown, Hutton.

Agenda

Executive Director Rogers reported no additions to the agenda and provided a review of the agenda, focusing on the STARS lines of effort.

Minutes

Director Gunn moved to accept the minutes of the January 17, 2024 meeting as presented, motion seconded by Director Boos, motion passed 5 – 0.

Airport Activity

Rogers provided a review of air traffic, fuel flowage and passenger enplanements for the month of January 2024. Severe winter weather limited aircraft operations resulting in a decrease of air traffic and fuel flowage. SkyWest boarded a total of 762 passengers which was a decrease of 9% compared to the same period last year. Rogers commented on the upcoming FOL activity scheduled for 2024.

Financial Review

Swanson reviewed the financials for January 2024. Total income year-to-date surpassed the same period in 2023 by \$8,334, resulting in a 3% increase, but is currently tracking \$21,342 below the budget projections for 2024. Total operating expenses exceeded the budget by 2%, totaling \$50,249 more than the same period last year. Severe winter weather in January led to significantly higher energy costs, surpassing those of the same month in 2023 by \$15,000. Net operating income before depreciation incurred a loss of \$23,512 for the month. Swanson reviewed significant capital expenditures and highlighted on the disbursements from the bond proceeds project fund accounts for the month of January. Chair Roberg directed staff to file the financials for audit.

Consideration of bids received for roofing repairs and spray on roofing applications for hangars H506-1 and H506.2

Cunningham provided an overview of the H506-1 and H506-2 project and the bids received. Director Carlin moved to accept the bid submitted by Webcon, Inc, authorizing the completion of roofing repairs to Hangar H506-1 and H506-2, at a cost not to exceed \$29,284, including contingencies. Director O'Brien seconded the motion. Motion carried 5 – 0.

Air service development and terminal building expansion updates

Rogers presented the round-trip travel options effective April 2, 2024. A marketing campaign refresh is in progress and will debut in March 2024. Saline County approved the RON (remain overnight) flight agreement, and the City of Salina will address the proposed agreement at their February 26, 2024 meeting. The County's portion is payable in four installments.

Rogers reported that the airport authority received notice of selection of project consideration for the Bipartisan Infrastructure Law – Airport Terminal Program (BIL ATP) funding in the amount of \$7,041,832 for terminal expansion at SLN. Miller provided the project overview, noting that Woolpert was the engineer for the project and would be providing weekly updates until the grant application deadline of July 1, 2024. Construction is slated for late summer; completion targeted for 2025. A second project is also in design for the terminal building parking lot, with construction scheduled for summer of 2025.

Schilling Project Update

Rogers updated the board on the Schilling project and discussed the project's schedule for engineering design, KDHE approval and construction. Cunningham stated remedial action will

begin with Plume B. Soil excavation has started along Building B614, near the drainage ditch.

Consideration of bids received for the relocation of a City of Salina waterline.

Cunningham briefed the board on the waterline relocation project and reviewed the scope of work. The project consists of installing approximately 336 feet of new waterline west of the site for new fuel farm construction, connecting to the existing waterline north and south of the fuel farm project site. The waterline relocation allows for site excavation to occur without risk of damaging a city waterline and the relocated waterline will not lie underneath the new fuel farm. The City of Salina and KDHE reviewed the plans for standard specifications and design requirements prior to Salina Airport Authority advertising for project bids. Salina Airport Authority received four bids for relocation of the City of Salina waterline at the new SLN Aviation Fuel Storage project site. Boretac, LLC provided the low bid. Director Boos moved to approve the Boretac, LLC contract for \$72,100 for the waterline relocation project and authorize the Executive Director to sign the contract documents. Director Gunn seconded the motion. Motion carried unanimously.

Review and Discussion of the proposed development plan for the Salina Airport's West 300

Acres

Rogers commented on the future growth and expansion at the Salina Regional Airport. The proposed development plan, SLN West, would meet the needs and requirements for new facility construction by the military, DoD contractors and law enforcement agencies. Salina airport authority staff recommends that the board authorize Coffman and Associates to develop a Statement of Work, with amendment to the ALP. Director Gunn made the motion to authorize a contract with Coffman and Associates for an amount not to exceed \$30,000, seconded by Director Boos. Motion passed 5 – 0.

Executive Session

At 9:15 a.m., Director Carlin moved that the Airport Authority board of directors recess into an executive session for fifteen (15) minutes to discuss the subject of a potential economic development expansion project based upon the need to discuss data relating to the financial affairs or trade secrets of corporations, partnerships, trusts and individual proprietorships pursuant to K.S.A. 75-4319(b)(4). The open meeting will resume in this room at 9:30 a.m.

Director Gunn seconded motion. The motion passed unanimously.

The open meeting resumed at 9:30 a.m.

Consideration of a proposed contract with Wilson and Company for platting, rezoning, and annexation engineering services

Rogers discussed the 80-acre parcel located at the intersection of Water Well and Centennial Rd. The property is zoned agricultural, however for future growth, the lot must be annexed and rezoned. Cunningham noted proposals for platting, zoning, annexation, drainage detention analysis, conceptual layout of utilities and streets services were received from Wilson & Company and Kaw Valley Engineering. The low lump sum of \$39,500 was submitted by Wilson & Co.

Director Carlin moved that the board approve the proposed engineering services contract and authorize the executive director to sign the contract for \$39,500 with Wilson & Co. Director Boos seconded the motion. Motion passed 5 – 0.

Consideration of SAA Resolution No. 24-01 Recognizing Kristin Gunn for six years of service

as a member of the Salina Airport Authority Board of Directors

Chair Roberg presented Resolution 24-01 to the board expressing gratitude and appreciation to Kristin Gunn for her six years of service rendered to the City of Salina and its citizens. Director Boos moved to approve SAA Resolution No. 24-01, seconded by Director O'Brien. Motion passed unanimously.

Staff Reports

Swanson and Rogers reported on Aviation Day at the Capital. Swanson commented on the senate bill, SB 272 increasing the transfer from the state highway fund to the public use general aviation airport development fund from \$5M annually for airports to \$15M/year.

Announcements

Windhorst provided the schedule for the next series of board meetings, including the Annual meeting in March.

AIM Center Update / Tour

Miller and Swanson gave an update of the activities of the first cohort of AIM Center students.

Miller led a tour through the AIM Center classroom, Room 214 and Hangar H600 lab.

Director Carlin moved to adjourn the meeting, seconded by Director O'Brien. The meeting adjourned at 10:04 a.m. following a unanimous vote.

Minutes approved at the March 20, 2024 board meeting.

Kasey L. Windhorst, Board Clerk

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