

**DATE:** September 13, 2024  
**TO:** SAA Board of Directors  
**FROM:** Pieter Miller and Shelli Swanson  
**SUBJECT:** **September 18, 2024, SAA Regular Board Meeting**

Enclosed are items for your review prior to Wednesday's meeting. Please note that the meeting will be held in the **first-floor conference room, Hangar 600, 2720 Arnold Ct.** A map showing the location of Hangar 600 is enclosed in your board meeting packet. The meeting is also available via the following GoTo link. <https://meet.goto.com/salinaairport/salina-airport-authority-board-meeting>

Wednesday's meeting features agenda items that support Airport Authority **STARS** objectives:

**Safety:**

- Pumphouse 305 Underground Storage Tanks (UST) Decommissioning Project
- Lavatory Cart Dump Station Relocation Project

**Trust:**

- August 2024 Financial Reports
- Title VI Civil Rights Program Update

**Adaptability:**

- SkyWest Airline Service Update
- Temporary Bond Sale for Capital Improvements

**Rooted in Community:**

- AIM Center Parking Lot Project
- Central States Enterprises Hangar Acquisition and Leasing

**Success:**

- Airport Activity Report
- Hangar 626 Rehabilitation and Parking Lot Expansion

Please note the following agenda item comments.

**Agenda Item #5 – Airport Activity, Scheduled Air Service and Financial Statement Reports for the Month Ending August 31, 2024** (Miller/Foss and Swanson)

**Airport Activity – Air Traffic** (Miller)

The Salina air traffic control tower (ATCT) recorded 4,787 operations during August 2024, which was a 19% decrease compared to the August 2023 total of 5,945. For the year-to-date, a total of 43,567 operations have occurred at Salina Airport, which is 22% less than the August 2023 YTD total of 55,988.

**Airport Activity – Fuel Flowage** (Miller)

The August 2024 fuel flowage came in at 223,648 gallons, which was 67% more than the August 2023 total of 134,250 gallons. For the year-to-date, a total of 1,371,232 gallons have been delivered at the airport, which is 5% more than the August 2023 YTD total of 1,311,463 gallons.

### **Airport Activity – Passenger Enplanements** (Miller)

During August 2024, SkyWest enplaned 1,787 passengers, which was a 48% increase over the August 2023 total of 1,209 passengers. The August 2024 total passenger count was 3,269, which was a 171% increase compared to the August 2023 total of 1,209. Total YTD passenger enplanements on SkyWest flights totaled 11,437, which was a 9% increase compared to the August 2023 YTD total of 10,459

### **Scheduled Air Service Updates** (Miller/Foss)

Gary Foss, Chief Executive Office for The ArkStar Group will provide the Board of Directors with an update on airline service for the Salina Regional Airport. The update will include information about enplanements, on time scheduling, projected ridership and marketing efforts.

### **Financial Reports – Comments and Notes** (Swanson)

Highlights from the August financials include:

#### ➤ **Cash in Bank:**

- The unrestricted cash balance at the end of August was \$1,618,050. This amount was calculated by subtracting \$154,795 in security deposits returnable and \$738,284 in FEMA funds from the total operating funds. As noted on the Statement of Net Position, current bond funds on deposit are approximately \$3MM, AIM Center funds reside at \$455,276, and Mill Levy at \$1MM, rounding out total cash in bank at \$6.9M.
- The disbursements from the bond project fund accounts during August are included as a separate report in the enclosed financial statements.

#### ➤ **Revenue Performance:**

- Year-to-date operating income has increased by 6% or \$125,591 compared to the same period in 2023. Airfield revenue has risen by 14%, reflecting increases in landing fees, hangar rental, and fuel flowage fees. However, building and land rentals have decreased slightly by 1% compared to the previous period.

#### ➤ **Expense Management:**

- Total operating expenses are currently tracking 2% over budget and have increased by \$303,602 or 15% compared to 2023. This increase is primarily due to higher costs in airfield maintenance, equipment repairs, and maintenance salaries.

#### ➤ **Net Operating Income Analysis:**

- Net operating income year-to-date equaled \$8,419. The improved financial performance is attributed to the reduction in expenses in several categories compared to the earlier part of the year and increased revenue from the Hangar 626 project. We are progressing towards our annual year-end budget target of \$57,046.

#### ➤ **Other Operating Income and Expenses.**

- Total net income for the month equaled -\$129,083 after depreciation, with a year-to-date total of \$926,297. This figure includes contributed capital from various federal, state, and local grants as reported in the non-operating income section of the Profit and Loss Statements.
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### **Financial Reports – August 2024 Significant Capital Expenditures/Payables Report Enclosed**

**Short-term Leasing Activity**

On Aug. 1, 2024, the SA entered a 5-month equipment yard lease with Kansas Erosion for the storage of hay bales. The agreement will result in \$4,000 of land rent.

In support of the 1<sup>st</sup> ID flights from Salina, on Aug. 16, the SAA entered into a 15-day lease agreement with Fort Riley for Hangar 509 generating \$9,275 in hangar rental income.

Staff is coordinating with two flight test operators for runway performance testing and two military units for training at SLN, all scheduled for later this fall. Airfield operations and fuel flowage are expected to remain strong as we head into the winter months.

**Financial Reports – Accounts Receivable Past Due 31 days or more as of September 13, 2024**

(Swanson)

<b>Account</b>	<b>Amount</b>	<b>Days</b>	<b>Comments</b>
AGCO Corporation	\$618	>90	Utilities and Finance Charges
Atlas Air	\$1,741	31-60	Landing Fees and ARFF coverage
Shane Brown	\$963	31-90	Storage Igloo Rent
Kansas Military Board	\$3,332	31-90	Bldg. Rent
Stryten Salina	\$5,415	31-90	Bldg. Rent & utilities

**Agenda item #6 - Consideration of Resolution No. 24-11 authorizing the issuance of SAA General Obligation Temporary Notes for the purpose of financing the cost of certain capital improvements and review of financing plan.** (Miller/Swanson)

Enclosed you will find Resolution No-24-11 which authorizes the issuance of general obligation bonds and/or temporary notes to fund the following three capital improvements the SAA has been working on over the last several months:

- Certain street, sanitary sewer, waterline, and storm drainage improvements in order to facilitate future development on a parcel of land owned by the Authority and referred to as Project 80 - (\$6,000,000);
- Design and site preparation costs related to construction of existing Aircraft Maintenance, Repair and Overhaul (MRO) facilities including office, warehousing, interior shops and paint facilities (\$2,000,000);
- Acquisition of a 9,000 square foot aircraft hangar and associated fixtures located at 3148 Arnold Avenue, Salina Regional Airport (\$460,000).

As the Board may recall, at its June 26, 2024, meeting, the Board approved Resolution No. 24-05 authorizing the issuance of up to \$13MM in General Obligation Temporary Notes. Since the June meeting, certain aspects of the authorized improvements have changed as further described below and staff is recommending the Board consider the enclosed Resolution No. 24-11 reauthorizing certain improvements as modified as well as other capital improvements further outlined below.

Project budgets for the improvements have been developed and the revised total borrowing of the proposed 2024-1 GOTN is \$8,460,000 exclusive of interim financing and costs of issuance.

**Airport Industrial Subdivision 3- Project 80**

The construction plans for Airport Industrial Center #3 focus on the development of essential infrastructure, including roads, utilities, and drainage systems. Phase I will extend 725 linear feet of

Scanlan Avenue and 1,015 linear feet of Swanson Drive, both constructed with 10-inch concrete pavement to provide durable access for the development area and future tenants. Utility improvements include the installation of 3,910 linear feet of an 8-inch water line and 3,577 linear feet of an 8-inch gravity sewer system to ensure adequate water supply and waste management for the site. Additionally, the project will include the construction of 1,781 linear feet of electrical conduit with 11 pull boxes to support electrical infrastructure.

In terms of drainage, a 4.02-acre permanent detention pond will be constructed as part of Phase I to manage stormwater runoff effectively and ensure long-term protection against flooding. The drainage system will also include the construction of 1,616 linear feet of a drainage channel to guide stormwater into the detention pond. These measures will not only handle excess water but also enhance the overall sustainability and attractiveness of the site for future development.

### **MRO Hangar**

The original concept for the North MRO hangar development at the Salina Regional Airport was to construct two new 89,000 sq. ft. paint hangars, designed to support wide-body aircraft like the Boeing 777 for 1 Vision Aviation's NAIR Werx B777 passenger-to-cargo conversion project. These facilities would have included full paint capabilities and additional space for heavy maintenance and modifications, enhancing the airport's MRO capacity. The project was set to be funded through lease revenue bonds and a potential State of Kansas grant. However, with the B777 conversion project placed on indefinite hold and 1 Vision's financial concerns about meeting state funding requirements, the original large-scale expansion became economically impractical.

In response, the Salina Airport Authority and 1 Vision shifted their focus to modifying an existing hangar to accommodate wide-body aircraft. The revised plan includes installing a "tail dock," refurbishing hangar doors, and modifying apron pavement to fit larger aircraft like the Boeing 777. This updated approach is projected to cost between \$2 and \$2.2 million, with an additional \$150,000 estimated for design and geotechnical work. While more modest than the original concept, this plan allows 1 Vision to continue servicing wide-body aircraft and sets the stage for potential future expansion when market conditions improve.

### **Hangar Facility Acquisition**

The Salina Airport Authority (SAA) has an opportunity to exercise its Right of First Refusal to acquire the Central States Enterprises Hangar, a facility located at the Salina Regional Airport, following a set of terms defined in their lease agreement.

This right is granted to SAA as part of the land lease agreement between Central States Enterprises, LLC, and the SAA, originally executed in February 2021. The hangar, located at 3148 Arnold Ave., and directly west of the Blue Beacon Corporate Flight Department hangar, is situated on approximately 34,677.6 square feet (0.796 acres) of SAA leased land. This facility includes an 8,182 square foot hangar, a 582 square foot office, and other associated fixtures, including one underground storage for Jet A fuel.

Under the lease agreement, Central States Enterprises was granted the ability to sell the hangar and its fixtures. However, before completing a sale to an external party, they are bound to offer the SAA the opportunity to purchase the facility at the same price offered to a third party. The SAA was notified of the impending sale, which triggered its Right of First Refusal, allowing it to match the offer and acquire the property.

Following the Board approval of financing acquisition with GO bond financing, SAA staff would bring back to the board a real estate sales contract to acquire the hangar. It is the recommendation by SAA staff to keep this asset active by leasing it to a new tenant. There is already interest from a potential tenant, which positions the hangar as an important component of SAA's broader efforts to support aviation

services at the Salina Regional Airport. This acquisition also allows the SAA to maintain control over key infrastructure at the Salina Regional Airport.

As the projects described above have developed, the SAA has established project budgets and estimated construction costs and determined that initial financing through General Obligation Temporary notes to be the most economical feasible option. At the Board meeting, we will present the long-term financing scenarios for each project, revenue projects, and possible impact to future SAA budgets and mill levy.

**Recommendation:** Approval of Resolution No. 24-11 providing the statutory authority for the issuance of General Obligation Bonds and/or Temporary Notes of the SAA for the purpose of financing the cost of certain capital improvements and authorize Chair Carlin to sign.

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**Agenda Item #7 – Consideration and approval of Hangar 626/AIM Center Parking Lot Bids**

(Miller/Cunningham)

The Salina Airport Authority received bids for construction of a new asphalt parking lot located south of the Hangar 626 south ramp. The parking lot will serve Hangar 606 and Hangar 626 employees, AIM Center students and instructors, and can be used for overflow parking from Hangar 600 events. The scope of work includes site work and preparation for approximately 32,000 sq. ft. of asphalt parking for up to 88 parking stalls, and 4 handicap accessible parking stalls. Approximately 430 feet of new airport perimeter chain link fence with two card operated security gates for pedestrian access to Hangars 606 and 626 will be included in the project. A portion of the fence along the east side of Arnold court will be removed to allow access to the parking lot. Parking vehicles outside of the perimeter fence reduces the number of vehicles entering the airfield and increases airport safety. Funding for the parking lot with total project cost of \$211,715, including a 5% contingency, is from the Hangar 626 Rehabilitation Project fund.

**Recommendation:** Approval of the bids from T&R Construction, Dellinger Fence, and APAC for construction of a new asphalt parking lot located south of the Hangar 626 ramp at a cost not to exceed \$211,715 and authorize the executive director to sign contracts with each contractor.

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**Agenda Item #8 – Consideration and approval of lavatory cart dump station bids** (Cunningham)

The Salina Airport Authority is undertaking a project to relocate the lavatory cart dump station. The project involves demolishing and removing the existing dump site and associated infrastructure, such as asphalt paving and drain lines, at the current location near Hangar 509. A new site will be established behind the general aviation public restroom, with new features including a concrete dump pad, a surrounding apron, a shower pad, and a driveway connecting to the taxiway. The new location will provide added convenience for SkyWest, Avflight and 1 Vision, as it is closer to their operations compared to the old site. Additionally, the new station will meet KDHE lavatory cart dump station requirements, ensuring compliance with state regulations.

**Recommendation:** Approval of the bid from Bar-S Construction for construction of a new lavatory cart station at a cost not-to-exceed \$35,924 and authorize the executive director to sign a contract with the contractor.

**Agenda Item #9 – Title VI Civil Rights Act of 1964 Program Update** (Swanson)

Attached in your packet is the Salina Airport Authority’s Title VI Plan. The plan ensures compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, national origin, sex, disability, creed, or age in programs receiving federal assistance. As a federally obligated airport, the FAA requires this plan to ensure nondiscrimination across all airport activities.

The plan includes monitoring for potential impacts on protected communities, providing language assistance for individuals with Limited English Proficiency (LEP), and enforcing nondiscrimination clauses in contracts. Michelle Moon is designated as the Plan Coordinator and will oversee the implementation and compliance efforts.

The Board of Directors is formally accepting the Title VI Program, which will be submitted to the FAA Civil Rights Office for review and approval. Any material modifications required by the FAA will be reported back to the Board for updates.

If you have any questions or need further clarification, we are prepared to discuss the plan in more detail at the board meeting.

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**Staff Reports:**

**Agenda Item #10 – Project AAERO Update.** (Dreiling)

Lindsey Dreiling (Dreiling Aviation Services) will provide an update on the Salina Regional Airports Project AAERO: Advanced Aviation & Engineering Research Operations. This project focuses on studying Uncrewed Aircraft Systems (UAS) and Advanced Air Mobility (AAM) at Salina Regional Airport (SLN) and nearby airspace. The goal is to integrate advanced detect and avoid (DAA) technologies and provide recommendations for making UAS and AAM operations smooth and safe in Class D airspace and the National Airspace System (NAS)

**Agenda Item #11 - Pump House 305 UST Decommissioning Project Update** (Cunningham)

The decommissioning of the Pump House 305 Underground Storage Tank (UST) system at the Salina Regional Airport involves removing all equipment and materials related to the former aviation fuel operation. This includes excavating and disposing of the USTs, pipelines, and contaminated soil. The UST system, installed in the 1950s, has been found to contain petroleum-related contamination in the soil. After the tanks and impacted soil are removed, the contaminated soil will undergo land farming to aerate and degrade volatile compounds. The project’s goal is to remediate the site and restore it to a backfilled, safe condition with a focus on environmental cleanup and soil rehabilitation.

No bids were received for the project on 9/12/24. SAA staff are evaluating options for completing the Pump House 305 UST removal and will provide recommendations to the SAA Board once the available options are clear. An update will be shared at a future meeting.

Please let us know if you have any questions you would like for us to prepare for in advance of the meeting.

**SALINA AIRPORT AUTHORITY REGULAR BOARD MEETING**  
**Hangar H600, First Floor Conference Room**  
**2720 Arnold Court**

**September 18, 2024 – 8:00 AM**

**AGENDA**

**Action Items:**

1. Call to order, determine that a quorum is present and confirm that the meeting notice has been published. (Carlin)
2. Recognition of guests. (Carlin)
3. Additions to the agenda and agenda overview. (Miller)
4. Approval of the minutes of the August 21<sup>st</sup>, 2024, regular board meeting and September 4<sup>th</sup>, 2024 Special Board meeting (Carlin)
5. Review of airport activity and financial reports for the month ending August 31, 2024. (Miller/Swanson/Foss)
6. Consideration of Resolution No. 24-11 authorizing the issuance of SAA General Obligation Temporary Notes for the purpose of financing the cost of certain capital improvements and review of financing plan. (Miller/Swanson)
7. Consideration of Hangar 626/AIM Center Parking Lot Bids (Miller/Cunningham)
8. Consideration of Lavatory Cart Dump Station Bids (Cunningham)
9. Presentation of the SAA's Title VI Program in Compliance with the Civil Rights Act of 1964. (Swanson)

**Staff Reports:** (Miller)

10. Project AAERO Update (Dreiling)
11. Pump House 305 UST Decommissioning Project Update (Cunningham)

**Directors' Forum:** (Carlin)

**Visitor's Questions and Comments:** (Carlin)

**Announcements:** (Windhorst)



**Executive Session** (Carlin)

12. An executive session of the board of directors to discuss with legal counsel the subject of legal considerations and points of negotiation relating to the sale of real estate. (Carlin)

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

Airport Authority board action following the executive session may or may not occur.

**Adjournment:** (Carlin)





**MINUTES OF THE REGULAR MEETING  
OF THE SALINA AIRPORT AUTHORITY BOARD OF DIRECTORS  
AUGUST 21, 2024  
HANGAR 600, ROOM 100**

**Call to Order**

Chair Stephanie Carlin 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 and distributed the meeting notice and board packet on Friday, August 16, 2024. A revised agenda was published and distributed the following Monday, August 19, 2024.

**Attendance**

Present were Directors Carlin, O'Brien, Roberg (via VTC), Commerford and Boos; Executive Director Pieter Miller; Director of Administration and Finance Shelli Swanson; Business and Communications Manager Kasey Windhorst; Airport Administration Specialist Michelle Moon; and Attorney Greg Bengtson. Guests at the meeting were Brandon Walker, Midwest ATC; Justin Owens, Kaw Valley Engineering; and Cody Heiman, First Bank Kansas.

**Agenda**

Executive Director Miller reviewed the agenda with the board.

**Minutes**

Director Boos moved to accept the minutes of the July 17, 2024 regular board meeting as presented. Director O'Brien seconded the motion. Motion passed 5 – 0.

**Airport Activity**

Miller reviewed the activity for July, 2024, stating that traffic for the month was down 24% from the same period in 2023 (5,110 operations during July 2024 compared to the July 2023 total of 6,791). For the year-to-date, a total of 38,780 operations occurred at SLN, 23% less than the 50,043 YTD count for July 2023. Fuel flowage, however, was up 36% for the month (187,920 gallons in July 2024; 137,604 gallons in July 2023), and 2% less year-to-date (1,147,584 gallons YTD 2024 compared to 1,177,215 gallons YTD 2023) primarily due to an increase in military flights. Traffic at SLN increased by 24.4% in July. SkyWest enplaned 1,939 passengers (July 2023 had 1,558 passenger enplanements). The July 2024 total passenger count (enplaned and deplaned) was 3,823, a 25% increase as compared to 3,037 total for July 2023. Total YTD passenger enplanements on SkyWest flights has reached 9,650 passengers, a 4% increase over the July 2023 YTD total of 9,250. Miller noted that the DEN flights are consistently selling at 90-95% load capacity.

Miller reported that the grant application to the Kansas Air Service Development Incentive Program (KASDI) was submitted. The first round of grants will be announced August 15, 2024. Funding, if received, would be for a new route for SkyWest, enhancing SLN's regional connectivity, and promoting Salina as an operational hub for SkyWest (as early as 2025).

### **Financial Review**

Swanson presented July 2024 financial reports. Total assets are up year over year at \$7.6M, an 11% increase over July 2023. The profit and loss report notes operating revenue up 3% over 2023 year-to-date. Operating expenses are 1% over budget, 16% higher compared to July 2023 year-to-date. Net operating income is down \$3,895 for 2024 year to date, due to several first quarter expenditures. Income is anticipated to recover through new rent generated by the H626. Total Net Income is \$342,786 for July 2024 and \$1,009,926 total year to date.

Swanson reviewed the significant capital expenditures and grant fund activity, noting that the bond fund detail report was provided in the board packet. Chair Carlin directed the staff to file the financials for audit.

### **Quarterly Review of the STARS lines of effort**

Miller updated the board on the STARS lines of efforts for quarter 3. Miller noted which projects were completed during the second quarter, and then discussed the projects added during the same period.

### **Review of SAA Resolution 24-08**

Swanson presented Resolution 24-08, to levy an ad valorem tax for the purpose of paying the interest on and principle of general obligation based on the Board's actions the previous month stating its intent not to levy a tax above its Revenue Neutral Rate. Resolution 24-08 meets the final required step, establishing the SAA's 2024 mill levy for GO Bond debt service for the budget year 2025. Director Commerford moved to approve and authorize Chair Carlin to sign SAA Resolution No. 24-08 levying an ad valorem tax of an estimated 4.873 mills on all taxable tangible property within the City of Salina, Kansas for the purpose of paying the interest on and principal of general obligation bonds of the Salina Airport Authority pursuant to K.S.A. 27-323(a). Director Boos seconded the motion. The Board voted 5 – 0 in favor.

### **Review of SAA Resolution 24-09**

Swanson presented the resolution to the Board, noting that the notice published in the Salina Journal June 28, 2024, and July 7, 2024, informed the public of the intended use of the funds by the Airport Authority, and the citizen's opportunity to file a review petition. The 30-day period for

petition submittal expired on August 6, 2024. A petition was not filed following the last publication of the Airport Authority's notice of intent. Resolution 24-09 is the last step in the process of establishing the SAA's 2024 mill levy for matching federal or state grant funds for the budget year 2025.

Director O'Brien moved for approval of the resolution and to authorize Chair Carlin to sign SAA Resolution No. 24-09 levying an ad valorem tax of an estimated 1 mill on all taxable tangible property within the City of Salina, Kansas for the purpose of providing matching funds to qualify for federal or state grants relating to the development, improvement, operation, or maintenance of the Salina Regional Airport pursuant to K.S.A 27-322(b). Director Boos seconded the motion, which was carried by unanimous vote.

### **Terminal Water Line Bid Review and Consideration**

Miller provided an overview of the scope of work to relocate the waterline from near the concourse so that the terminal building expansion may proceed. Bids were received August 6, 2024 from five companies. The work is not FAA eligible and must be funded entirely by the Airport Authority. Swanson presented options of a 20-year special benefit district assessment bond or a lump sum payment plan. Director Boos moved to approve the construction bid from Smoky Hill for relocation of the waterline at the M.J. Kennedy Air Terminal Building in the amount of \$179,368 and authorize the executive director to sign the contract documents. Director O'Brien seconded. The vote was 5 – 0.

### **M.J. Kennedy Terminal Building Agreements**

Miller updated the board on the terminal building expansion project. This project will enhance

airport capacity, modernize infrastructure, and improve operational efficiency to meet current and future demands. Several key components need approval for the project to proceed, including the design and construction observation contract with Woolpert, acceptance of the FAA Bipartisan Infrastructure Law (BiL) Airport Terminal Program (ATP) grant offer, and the award of the construction contract to Icon Structures.

Director Boos made the motion to approve the Professional Services Agreement with Woolpert in an amount not to exceed \$1,363,983.18 for design and construction observation, approve the acceptance of the FAA BiL ATP grant offer Project No 3-20-0072-055-2023 in the amount of \$6,419,098, State of Kansas Build Back Kansas grant offer contingent on receipt, and approve the award of the construction contract to Icon Structures in the amount of \$7,423,000 (Schedules 1-4) contingent upon FAA concurrence, and authorize the Executive Director to sign all related agreements. Director Commerford seconded the motion. The motion was unanimously approved.

**Terminal building parking lot reconstruction FAA MAP Grant Offer and engineer design agreement**

Miller provided an overview of the FAA Military Airport Program (MAP) grant offer and presented the contract from Lochner Inc. to design and provide bidding services for Phase 2 of the parking lot reconstruction effort. Miller outlined the work to date, funding sources, and the scope of work. Director O'Brien moved to approve the acceptance of the FAA MAP grant offer Project No. 3-20-0072-54-2024 in the amount of \$272,016 contingent upon its receipt, Build Back Kansas grant offer contingent upon its receipt, and approve the award of the design services contract to Lochner, Inc, in the amount of \$275,000 contingent upon FAA concurrence, and authorize the Executive Director to sign all related agreements. Director Boos seconded the motion which

passed, 5 – 0.

### **Runway 12/30 Project**

Miller provided an overview of the Runway 12/30 rehabilitation project which encompasses a series of infrastructure improvements aimed at enhancing safety and operational efficiency. The rehabilitation will include milling and replacing 3 inches of existing asphalt pavement, as well as addressing the runway safety areas at the intersections of Runways 4/22 and 18/36 by removing and backfilling existing concrete to meet current FAA safety standards. Additionally, improvements will include upgrading drainage systems and replacing aging electrical equipment for runway lighting and taxiway edge lighting. Miller submitted to the Board for consideration the contract with Woolpert for Engineering and Observation Professional Services. APAC Kansas was the only construction company submitting a bid for the project. The construction schedule is delayed until October 1 as the runway is in use (IAC) and is dependent on the weather conditions.

Director Roberg recused himself from the vote.

Director Ryan moved to approve the FAA BIL AIG Grant offer (Project No. 3-20-0072-053-2024) for \$1,850,319 and the anticipated FAA AIP Grant offer (Project No. 3-20-0072-052-2024) for \$3,411,906, contingent upon its receipt, and State of Kansas Build Back Kansas grant upon its receipt. Additionally, approve the construction observation services contract with Woolpert in the amount of \$306,698.32, and the award of the construction contract to APAC Kansas, pending FAA concurrence and authorize the Executive Director to sign all related agreements. Director Boos seconded and the motion passed, 4 – 0.

## **Review and Approval of Agricultural Lease Addendum – David Persigehl**

Swanson reviewed the lease history of tenant farmer David Persigehl. The key changes include:

1. Removal of Tract 1A: Effective November 1, 2024, Tract 1A (76.17 acres) will be removed from the leased premises to accommodate the construction of an interior road and utility network for industrial development at the Salina Regional Airport.
2. Remaining Leasehold: The lease will continue with approximately 39.57 acres located at the Salina Regional Airport as depicted on Exhibit A attached to the Addendum.

Director Boos moved to approve the Lease Addendum with David Persigehl and authorize Chair Carlin to sign. Director O'Brien seconded, and the motion was carried unanimously.

## **Salina Airport Authority Board of Directors Training**

Counselor Bengtson, in compliance with Resolution 17-7463, provided training on the topic of Conflict of Interest, ensuring that board members are fully aware of their ethical obligations in service, transparency and decision-making. By participating in this training, board members commit to upholding the highest standards of ethical conduct in their duties.

## **Directors' Forum**

Miller presented Kasey Windhorst with Resolution 24-10, recognizing her 20 years of service to the Salina Airport Authority.

Miller reviewed the storm damage from the July 31, 2024 event, recording a maximum windspeed of 83 MPH at the Salina Regional Airport. Staff estimated approximately \$150K in structural damage. Swanson reviewed insurance claim deductible values. If Saline County is declared a national disaster area, FEMA funding may be available.

### **Executive Session**

At 9:50 A.M., Director Carlin moved that the Salina Airport Authority board of directors recess into executive session for ten (10) minutes pursuant to K.S.A. 75-4319(b)(2) to discuss with legal counsel the subject of legal considerations and points of negotiation relating to the sale of real estate based upon the need for consultation with an attorney for the public body which would be deemed privileged in the attorney-client relationship. The open meeting will resume in this room at 10:05 A.M.

Second by Director Commerford. The motion passed unanimously.

The open meeting resumed at 10:05 A.M.

At 10:06 A.M., Director Carlin moved that the Salina Airport Authority board of directors extend the executive session for an additional five (5) minutes pursuant to K.S.A. 75-4319(b)(2) to discuss with legal counsel the subject of legal considerations and points of negotiation relating to the sale of real estate based upon the need for consultation with an attorney for the public body which would be deemed privileged in the attorney-client relationship. The open meeting will resume in this room at 10:11 A.M.

Second by Director O'Brien. The motion passed unanimously.

The open meeting resumed at 10:11 A.M.



At 10:12 A.M., Director Carlin moved that the Salina Airport Authority board of directors extend the executive session for an additional ten (10) minutes pursuant to K.S.A. 75-4319(b)(2) to discuss with legal counsel the subject of legal considerations and points of negotiation relating to the sale of real estate based upon the need for consultation with an attorney for the public body which would be deemed privileged in the attorney-client relationship. The open meeting will resume in this room at 10:22 A.M.

Second by Director Boos. The motion passed unanimously.

The open meeting resumed at 10:22 A.M.

At 10:25 A.M., Director Carlin moved that the Salina Airport Authority board of directors extend the executive session for an additional five (5) minutes pursuant to K.S.A. 75-4319(b)(2) to discuss with legal counsel the subject of legal considerations and points of negotiation relating to the sale of real estate based upon the need for consultation with an attorney for the public body which would be deemed privileged in the attorney-client relationship. The open meeting will resume in this room at 10:30 A.M.

Second by Director Boos. The motion passed unanimously.

The open meeting resumed at 10:30 A.M.

There was no board action following the executive session.

Director Commerford moved to adjourn the meeting, seconded by Director Boos. The meeting adjourned at 10:30 A.M. following the unanimous vote.

Minutes approved at the September 18, 2024 board meeting.

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Kasey L. Windhorst, Board Clerk

(SEAL)

DRAFT

**MINUTES OF THE SPECIAL MEETING OF THE BOARD  
OF DIRECTORS OF THE SALINA AIRPORT AUTHORITY  
SEPTEMBER 4, 2024  
HANGAR 600, ROOM 100**

**Call to Order**

Acting Chair John O'Brien 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 and distributed the meeting notice on Friday, August 30, 2024 and the amended agenda on Tuesday, September 3, 2024.

**Attendance**

Present were Directors O'Brien, Commerford and Roberg. Director Boos attended via VTC. 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 were in attendance.

**Agenda**

Executive Director Miller noted deletion of the Executive Session, agenda item no. 5.

**Drainage Easement Agreement with Bradley Trust**

Miller provided an update to the board on the status of the drainage easement agreement with Bradley Trust, pertaining to the development of Airport Industrial Subdivision III, known as "Project 80." Miller reviewed the proposed location and the phased scope of work.

Swanson presented the project cost and funding options for consideration. Bengtson noted the

necessary documentation required to move forward with the implementation of the plan. Bengston also disclosed that Clark, Mize, and Linville (CML) represent the Bradley Trust through another attorney at the firm, but confirmed that negotiations have not involved CML. The SAA Board expressed no concerns regarding this matter.

Director Roberg moved to approve the acquisition of drainage easement across the Bradley parcel for the Airport Industrial Subdivision III development in the approximate amount of \$75,000 for construction and \$65,000 for easement acquisition and authorize the Executive Director to sign all related documents. The motion was seconded by Director Commerford. Motion carried, 4-0.

Director Roberg moved to adjourn the meeting, seconded by Director Boos. The meeting adjourned at 8:18 A.M. with the 4 - 0 vote.

Minutes approved at the September 18, 2024 board meeting.

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Kasey L. Windhorst, Board Clerk

(SEAL)

**SALINA AIRPORT AUTHORITY  
AIRPORT ACTIVITY REPORT  
2024**

**AIR TRAFFIC/ATCT**

August, 2024	4,787 Operations 623 Instrument Operations 319 Peak Day
August, 2023	5,945 Operations 720 Instrument Operations 367 Peak Day
January 2024 - August 2024	43,567 Operations
January 2023 - August 2023	55,988 Operations
January 2022 - August 2022	43,117 Operations

**FUEL FLOWAGE**

August, 2024	223,648 Gallons
August, 2023	134,250 Gallons
January 2024 - August 2024	1,371,232 Gallons
January 2023 - August 2023	1,311,463 Gallons
January 2022 - August 2022	1,438,737 Gallons

KSU-S	Avflight Salina	Avflight	
		Military/Gov't Portion	Self-fuel Station Portion
5,840	217,809	51,171	389
9,755	124,495	23,974	263
60,625	1,310,608	396,142	1,831
85,775	1,225,688	352,527	2,063
80,821	1,357,916	412,630	2,817

**SkyWest Airlines**

**ENPLANEMENTS**

August, 2024	1,787 Passengers
August, 2023	1,209 Passengers
January 2024 - August 2024	11,437 Passengers
January 2023 - August 2023	10,459 Passengers
January 2022 - August 2022	13,436 Passengers

**DEPLANEMENTS**

1,869 Passengers
1,157 Passengers

**TOTAL**

3,656
2,366

**ENPLANEMENTS - Charter Flights**

August, 2024	1,482 Passengers
August, 2023	0 Passengers
January 2024 - August 2024	2,796 Passengers
January 2023 - August 2023	462 Passengers
January 2022 - August 2022	2,198 Passengers

**TOTAL ENPLANEMENTS - Scheduled Flights & Charter Flights**

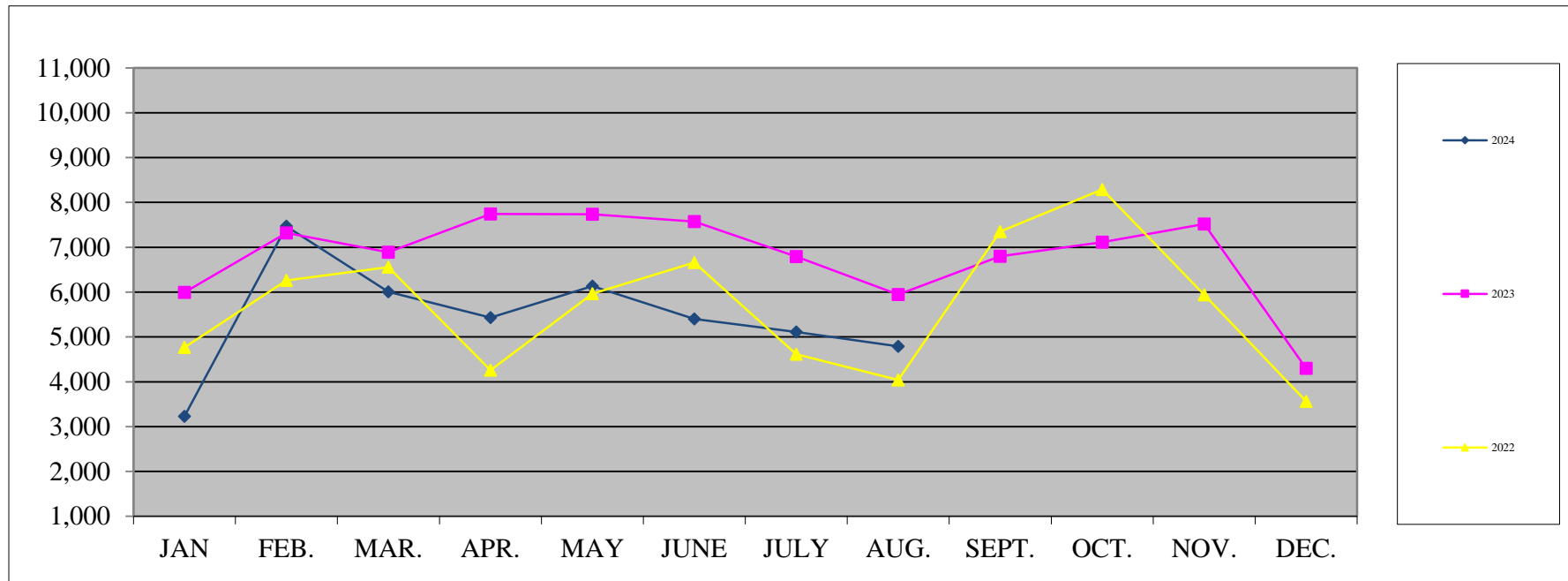
August, 2024	3,269 Passengers
August, 2023	1,209 Passengers
January 2024 - August 2024	14,233 Passengers
January 2023 - August 2023	10,921 Passengers
January 2022 - August 2022	15,634 Passengers

**AIRPORT TRAFFIC RECORD**  
**2023 - 2024**

	ITINERANT					LOCAL			Total Operations
	AC	AT	GA	MI	Total Itinerant	Civil	Military	Total Local	
<b>2024</b>									
January, 24	126	861	482	240	1,709	1,448	74	1,522	3,231
February, 24	138	1,905	818	182	3,043	4,166	257	4,423	7,466
March, 24	143	1,364	772	302	2,581	3,254	172	3,426	6,007
April, 24	89	1,512	755	171	2,527	2,835	68	2,903	5,430
May, 24	89	1,285	894	181	2,449	3,596	88	3,684	6,133
June, 24	72	1,119	837	313	2,341	2,932	130	3,062	5,403
July, 24	67	1,109	940	191	2,307	2,596	207	2,803	5,110
August, 24	101	1,113	982	139	2,335	2,376	76	2,452	4,787
September, 24									
October, 24									
November, 24									
December, 24									
<b>Totals January - August</b>	<b>825</b>	<b>10,268</b>	<b>6,480</b>	<b>1,719</b>	<b>19,292</b>	<b>23,203</b>	<b>1,072</b>	<b>24,275</b>	<b>43,567</b>
<b>2023</b>									
January, 23	125	1,650	655	267	2,697	3,018	278	3,296	5,993
February, 23	130	2,351	701	299	3,481	3,615	224	3,839	7,320
March, 23	138	1,757	652	349	2,896	3,766	228	3,994	6,890
April, 23	130	2,074	759	348	3,311	4,246	186	4,432	7,743
May, 23	128	1,893	898	341	3,260	4,184	290	4,474	7,734
June, 23	133	1,930	856	373	3,292	4,010	270	4,280	7,572
July, 23	130	1,553	842	252	2,777	3,780	234	4,014	6,791
August, 23	120	1,422	873	306	2,721	2,934	290	3,224	5,945
September, 23									
October, 23									
November, 23									
December, 23									
<b>Totals January - August</b>	<b>1,034</b>	<b>14,630</b>	<b>6,236</b>	<b>2,535</b>	<b>24,435</b>	<b>29,553</b>	<b>2,000</b>	<b>31,553</b>	<b>55,988</b>
<b>Difference</b>	<b>-209</b>	<b>-4,362</b>	<b>244</b>	<b>-816</b>	<b>-5,143</b>	<b>-6,350</b>	<b>-928</b>	<b>-7,278</b>	<b>-12,421</b>
<b>YTD % Change</b>	<b>-20%</b>	<b>-30%</b>	<b>4%</b>	<b>-32%</b>	<b>-21%</b>	<b>-21%</b>	<b>-46%</b>	<b>-23%</b>	<b>-22%</b>
<b>Legend:</b>	<b>AC: Air Carrier</b>		<b>AT: Air Taxi</b>						
	<b>GA: General Aviation</b>		<b>MI: Military</b>						

**AIR TRAFFIC**

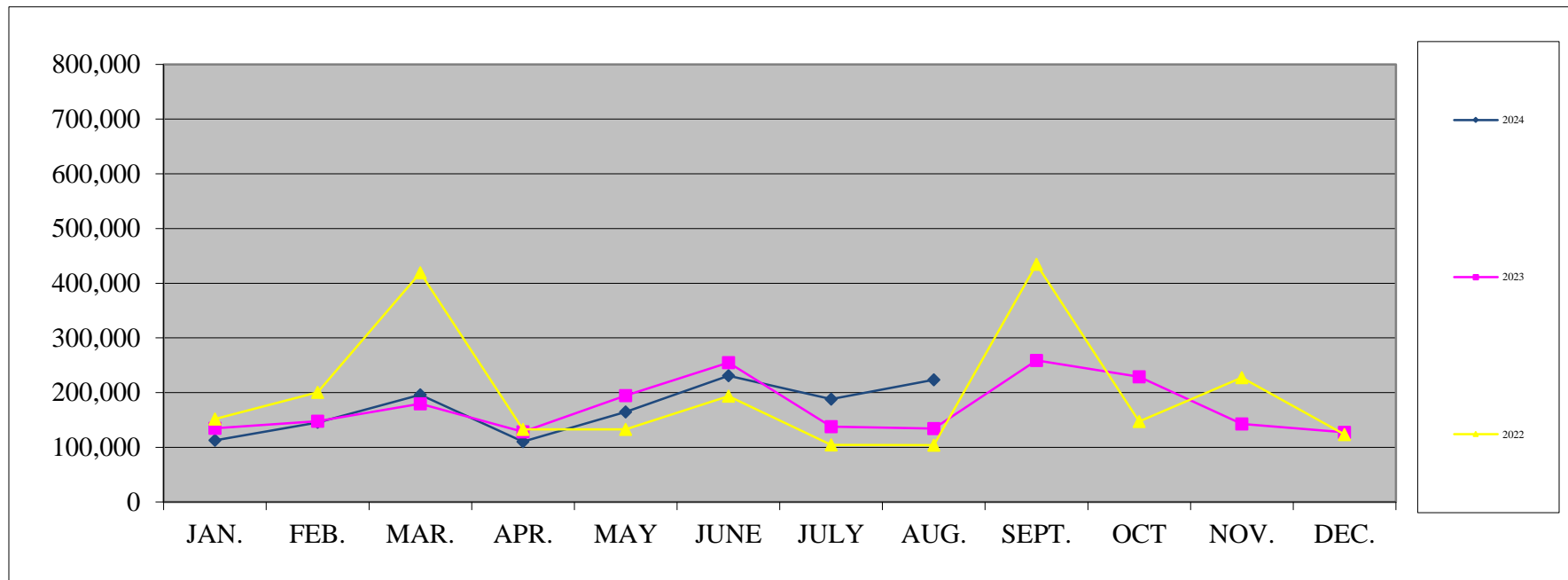
	<u>JAN</u>	<u>FEB.</u>	<u>MAR.</u>	<u>APR.</u>	<u>MAY</u>	<u>JUNE</u>	<u>JULY</u>	<u>AUG.</u>	<u>SEPT.</u>	<u>OCT.</u>	<u>NOV.</u>	<u>DEC.</u>	<u>TOTAL</u>
<b>2024</b>	3,231	7,466	6,007	5,430	6,133	5,403	5,110	<b>4,787</b>	6,801	7,112	7,521	4,297	<b>43,567</b>
<b>2023</b>	5,993	7,320	6,890	7,743	7,734	7,572	6,791	5,945	6,801	7,112	7,521	4,297	81,719
<b>2022</b>	4,764	6,260	6,557	4,258	5,965	6,660	4,613	4,040	7,352	8,289	5,940	3,564	68,262
<b>2021</b>	3,996	5,989	7,688	8,739	6,570	7,142	7,230	6,181	7,206	7,958	6,808	5,463	80,970
<b>2020</b>	3,109	6,494	2,841	1,398	2,614	5,846	5,399	7,318	7,550	8,532	5,078	4,269	60,448
<b>2019</b>	3,102	4,852	6,848	8,225	6,328	8,541	8,051	5,520	7,187	7,240	6,072	4,587	76,553
<b>2018</b>	3,418	4,601	6,312	5,510	5,094	6,865	6,865	4,910	6,336	9,974	5,317	4,091	69,293
<b>2017</b>	3,539	6,598	5,329	5,340	4,253	4,338	3,613	4,717	7,081	6,177	6,062	4,094	61,141
<b>2016</b>	4,422	7,789	7,962	7,312	6,898	8,011	5,877	4,789	7,593	6,052	5,458	4,948	77,111
<b>2015</b>	6,918	7,133	8,557	8,870	8,022	7,268	8,089	5,426	8,846	11,367	8,753	7,101	96,350
<b>2014</b>	6,511	6,887	7,143	8,426	8,365	7,234	7,423	5,756	9,035	10,496	8,316	5,509	91,101



**FUEL FLOWAGE**

**Gallons of Fuel Sold at SLN**

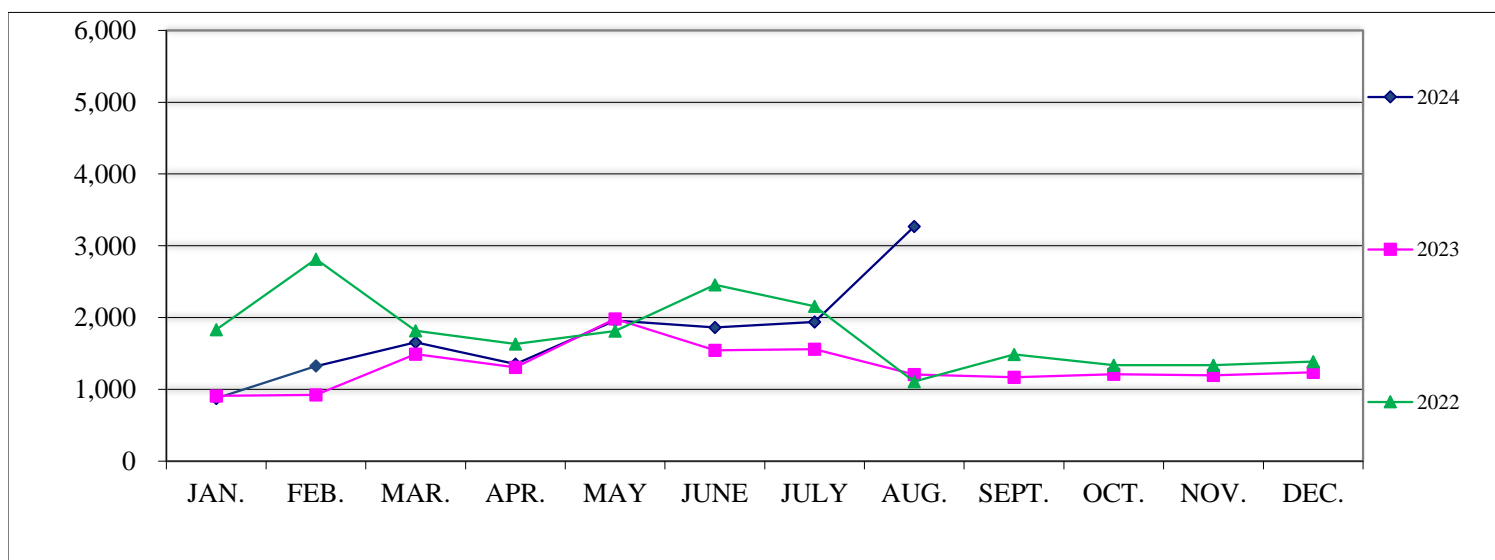
	<u>JAN.</u>	<u>FEB.</u>	<u>MAR.</u>	<u>APR.</u>	<u>MAY</u>	<u>JUNE</u>	<u>JULY</u>	<u>AUG.</u>	<u>SEPT.</u>	<u>OCT</u>	<u>NOV.</u>	<u>DEC.</u>	<u>TOTAL</u>
<b>2024</b>	112,666	145,336	195,892	110,346	164,602	230,822	187,920	<b>223,648</b>					<b>1,371,232</b>
<b>2023</b>	134,955	147,775	179,414	128,122	194,746	254,599	137,603	134,249	258,893	228,702	142,909	127,411	2,069,378
<b>2022</b>	151,697	200,550	418,947	132,791	132,881	193,611	104,328	103,932	434,725	147,216	227,214	123,281	2,371,173
<b>2021</b>	118,269	145,726	209,376	127,107	171,289	159,725	236,452	226,367	171,259	199,197	160,279	171,150	2,096,198
<b>2020</b>	118,337	341,329	124,865	56,765	90,326	105,987	142,234	692,613	128,710	208,081	170,893	114,869	2,295,009
<b>2019</b>	156,531	183,334	150,881	119,745	172,835	157,376	111,147	645,834	161,888	223,382	108,525	87,182	2,278,659
<b>2018</b>	74,807	186,507	172,561	154,513	131,941	367,663	288,977	303,273	348,454	161,563	125,129	99,437	2,414,825
<b>2017</b>	115,075	588,072	203,387	149,134	143,801	211,351	160,134	126,751	418,616	172,614	200,050	133,173	2,622,158
<b>2016</b>	80,221	136,763	130,990	94,673	153,410	132,964	208,846	375,330	137,906	126,983	100,764	182,062	1,860,912
<b>2015</b>	176,746	188,406	290,470	132,543	128,100	126,428	237,782	108,581	143,816	717,601	147,853	89,277	2,487,603
<b>2014</b>	115,573	135,651	112,694	95,549	110,387	282,468	103,108	83,757	91,423	652,207	90,948	97,295	1,971,061





## ENPLANEMENTS

	<u>JAN.</u>	<u>FEB.</u>	<u>MAR.</u>	<u>APR.</u>	<u>MAY</u>	<u>JUNE</u>	<u>JULY</u>	<u>AUG.</u>	<u>SEPT.</u>	<u>OCT.</u>	<u>NOV.</u>	<u>DEC.</u>	<u>TOTAL</u>
<b>2024</b>	875	1,324	1,655	1,352	1,958	1,861	1,939	<b>3,269</b>					<b>14,233</b>
<b>2023</b>	910	922	1,489	1,307	1,982	1,544	1,558	1,209	1,167	1,212	1,195	1,239	15,734
<b>2022</b>	1,833	2,815	1,815	1,634	1,813	2,458	2,157	1,109	1,486	1,338	1,339	1,386	20,252
<b>2021</b>	638	548	909	904	2,151	1,979	2,379	1,859	2,050	2,182	1,949	2,032	19,407
<b>2020</b>	1,232	4,716	2,219	52	105	338	392	1,705	552	624	602	628	10,561
<b>2019</b>	996	1,659	1,698	1,548	1,865	1,727	2,065	2,556	1,540	1,958	1,703	1,874	21,189
<b>2018</b>	414	715	370	783	1,387	1,751	1,623	5,553	2,095	2,230	1,756	1,622	20,299
<b>2017</b>	720	1,344	731	756	761	852	793	746	3,874	946	1,229	1,207	13,959
<b>2016</b>	36	0	0	0	0	104	372	910	637	558	574	692	3,883
<b>2015</b>	528	107	4,550	531	122	88	77	79	61	3,574	592	80	10,389
<b>2014</b>	145	109	140	135	175	403	282	223	178	431	157	178	2,556



**\*\*Adjustment based on Nonscheduled/On-Demand Air Carrier Filings FAA Form 1800-31**

# ***SALINA** Airport*

*Authority*

**AUGUST 2024**

FINANCIAL STATEMENTS

Moody's Credit Opinion -  
Salina Airport Authority, KS /  
8 May 2023

Salina Airport Authority  
Statement of Net Position Prev Year Comparison

09/15/2024

As of August 31, 2024

	Aug 31, 24	Jul 31, 24	\$ Change	Aug 31, 23	\$ Change	% Change
<b>ASSETS</b>						
<b>Current Assets</b>						
<b>Checking/Savings</b>						
Cash in Bank-Bond Funds	2,976,437	4,044,947	-1,068,509	9,730,938	-6,754,500	-69.41%
Cash in bank-Operating Funds	2,511,129	2,722,289	-211,161	2,160,036	351,093	16.25%
Cash in Bank - AIM Center	455,276	675,988	-220,713	0	455,276	100.0%
Cash in Bank - Mill Levy	1,002,217	3,159,550	-2,157,332	605,107	397,110	65.63%
<b>Total Checking/Savings</b>	6,945,059	10,602,774	-3,657,715	12,496,081	-5,551,022	-44.42%
<b>Accounts Receivable</b>						
Accounts Receivable	218,971	207,801	11,170	48,337	170,634	353.01%
<b>Total Accounts Receivable</b>	218,971	207,801	11,170	48,337	170,634	353.01%
<b>Other Current Assets</b>						
Agri Land Receivable	71,000	71,000	0	71,000	0	0.0%
Mill Levy receivable	293,470	293,470	0	235,117	58,353	24.82%
Other current assets	806,956	819,955	-12,999	816,287	-9,331	-1.14%
Undeposited Funds	2,555	0	2,555	3,521	-966	-27.44%
<b>Total Other Current Assets</b>	1,173,981	1,184,425	-10,444	1,125,925	48,056	4.27%
<b>Total Current Assets</b>	8,338,011	11,995,001	-3,656,990	13,670,343	-5,332,332	-39.01%
<b>Fixed Assets</b>						
Fixed assets at cost	119,718,751	118,046,790	1,671,961	104,278,354	15,440,397	14.81%
Less accumulated depreciation	-58,533,721	-58,283,721	-250,000	-55,453,721	-3,080,000	-5.55%
<b>Total Fixed Assets</b>	61,185,031	59,763,069	1,421,961	48,824,633	12,360,397	25.32%
<b>Other Assets</b>						
Deferred Outflow of Resources	1,020,668	1,020,668	0	1,147,779	-127,111	-11.08%
Other assets	3,009,970	3,009,970	0	3,009,970	0	0.0%
<b>Total Other Assets</b>	4,030,638	4,030,638	0	4,157,749	-127,111	-3.06%
<b>TOTAL ASSETS</b>	<b>73,553,680</b>	<b>75,788,708</b>	<b>-2,235,028</b>	<b>66,652,725</b>	<b>6,900,955</b>	<b>10.35%</b>
<b>LIABILITIES &amp; EQUITY</b>						
<b>Liabilities</b>						
<b>Current Liabilities</b>						
<b>Accounts Payable</b>						
Accounts payable	1,956,508	1,609,575	346,933	713,352	1,243,156	174.27%
<b>Total Accounts Payable</b>	1,956,508	1,609,575	346,933	713,352	1,243,156	174.27%
<b>Total Credit Cards</b>	0	0	0	-15	15	100.0%
<b>Other Current Liabilities</b>						
Accrued debt interest payable	137,851	589,046	-451,195	-2,023	139,874	6,914.03%
Debt, current portion	6,803,560	6,803,560	0	1,710,000	5,093,560	297.87%
Deferred Agri Land Revenue	23,667	29,583	-5,917	23,667	0	0.0%
Deferred Mill Levy revenue	1,162,946	1,453,682	-290,736	910,957	251,989	27.66%
Other current liabilities	366,202	312,583	53,618	260,723	105,479	40.46%
<b>Total Other Current Liabilities</b>	8,494,225	9,188,454	-694,229	2,903,323	5,590,902	192.57%
<b>Total Current Liabilities</b>	10,450,733	10,798,029	-347,296	3,616,661	6,834,073	188.96%
<b>Long Term Liabilities</b>						
Debt - Long Term	36,490,110	38,250,110	-1,760,000	33,029,395	3,460,715	10.48%
Deferred Inflows of Resources	3,621,787	3,621,787	0	3,621,787	0	0.0%
Less current portion	-6,803,560	-6,803,560	0	-1,710,000	-5,093,560	-297.87%
Net OPEB Liability (KPEERS)	9,003	9,003	0	9,003	0	0.0%
Net Pension Liability	942,015	942,015	0	942,015	0	0.0%
Security Deposits Returnable	154,795	153,444	1,351	118,220	36,575	30.94%
<b>Total Long Term Liabilities</b>	34,414,150	36,172,799	-1,758,649	36,010,420	-1,596,270	-4.43%
<b>Total Liabilities</b>	44,864,883	46,970,828	-2,105,945	39,627,080	5,237,803	13.22%
<b>Equity</b>						
Invested in Capital Assets net	26,538,198	24,770,925	1,767,273	25,701,142	837,056	3.26%
Net assets, Designated	90,000	90,000	0	90,000	0	0.0%
Net assets, Unrestricted	1,134,301	2,901,574	-1,767,273	829,950	304,351	36.67%
Net Income	926,298	1,055,382	-129,083	404,553	521,745	128.97%
<b>Total Equity</b>	28,688,797	28,817,880	-129,083	27,025,645	1,663,152	6.15%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>73,553,680</b>	<b>75,788,708</b>	<b>-2,235,028</b>	<b>66,652,725</b>	<b>6,900,955</b>	<b>10.35%</b>

Salina Airport Authority  
**Profit & Loss Budget Performance**  
 August 2024

3:00 PM  
 09/15/2024  
 Accrual Basis

	<u>Aug 24</u>	<u>Jan - Aug 24</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
<b>Airfield revenue</b>						
Fuel Flowage Fees	22,031	134,289	136,667	-2,378	98%	205,000
Hangar rent	111,912	768,270	763,333	4,937	101%	1,145,000
Landing fees	8,383	36,769	20,667	16,102	178%	31,000
Ramp rent	6,525	52,200	45,667	6,533	114%	68,500
<b>Total Airfield revenue</b>	<b>148,851</b>	<b>991,528</b>	<b>966,334</b>	<b>25,194</b>	<b>103%</b>	<b>1,449,500</b>
<b>Building and land rent</b>						
Agri land rent	5,917	48,367	47,333	1,034	102%	71,000
<b>Building rents - Long Term</b>						
Short-term leasing	27,434	211,296	401,333	-190,037	53%	602,000
Building rents - Long Term - Other	94,555	752,269	602,000	150,269	125%	903,000
<b>Total Building rents - Long Term</b>	<b>121,989</b>	<b>963,565</b>	<b>1,003,333</b>	<b>-39,768</b>	<b>96%</b>	<b>1,505,000</b>
<b>Land rent</b>						
Basic Land Rent	11,028	88,478	75,533	12,945	117%	113,300
Property tax - tenant share	10,975	87,800	87,800	0	100%	131,700
<b>Total Land rent</b>	<b>22,003</b>	<b>176,278</b>	<b>163,333</b>	<b>12,945</b>	<b>108%</b>	<b>245,000</b>
Tank rent	1,306	10,448	13,333	-2,885	78%	20,000
<b>Total Building and land rent</b>	<b>151,215</b>	<b>1,198,658</b>	<b>1,227,332</b>	<b>-28,674</b>	<b>98%</b>	<b>1,841,000</b>
<b>Other revenue</b>						
Airport Marketing	0	20,000	20,000	0	100%	20,000
Commissions	0	16,415	16,667	-252	98%	25,000
Other income	9,720	55,098	50,000	5,098	110%	75,000
<b>Total Other revenue</b>	<b>9,720</b>	<b>91,513</b>	<b>86,667</b>	<b>4,846</b>	<b>106%</b>	<b>120,000</b>
<b>Total Income</b>	<b>309,786</b>	<b>2,281,699</b>	<b>2,280,333</b>	<b>1,366</b>	<b>100%</b>	<b>3,410,500</b>
<b>Gross Profit</b>	<b>309,786</b>	<b>2,281,699</b>	<b>2,280,333</b>	<b>1,366</b>	<b>100%</b>	<b>3,410,500</b>
<b>Expense</b>						
<b>Administrative expenses</b>						
A/E, consultants, brokers	4,771	72,761	56,667	16,094	128%	85,000
Airport promotion	27,024	160,169	170,000	-9,831	94%	255,000
Bad Debt Expense	0	0	3,333	-3,333	0%	5,000
Computer/Network Admin.	5,957	33,388	36,667	-3,279	91%	55,000
Dues and subscriptions	947	15,689	20,000	-4,311	78%	30,000
Employee retirement	11,701	83,672	78,236	5,436	107%	117,354
FICA and medicare tax expense	8,575	61,279	57,333	3,946	107%	86,000
Industrial development	4,792	38,333	40,000	-1,667	96%	60,000
Insurance , property	18,750	150,767	160,000	-9,233	94%	240,000
Insurance, medical	40,193	166,026	162,667	3,359	102%	244,000
Kansas unemployment tax	0	568	667	-99	85%	1,000
Legal and accounting	0	34,837	40,667	-5,830	86%	61,000
Office salaries	58,006	490,856	447,333	43,523	110%	671,000
Office Supplies	40	7,477	7,000	477	107%	10,500
Other administrative expense	2,165	10,986	10,000	986	110%	15,000
Postage	0	849	1,333	-484	64%	2,000
Property tax expense	12,083	96,667	100,000	-3,333	97%	150,000
Special Events	0	12,627	1,333	11,294	947%	2,000
Telephone	1,524	12,879	19,000	-6,121	68%	28,500
Training	1,548	2,438	8,000	-5,562	30%	12,000
Travel and meetings	646	6,284	10,000	-3,716	63%	15,000
<b>Total Administrative expenses</b>	<b>198,722</b>	<b>1,458,552</b>	<b>1,430,236</b>	<b>28,316</b>	<b>102%</b>	<b>2,145,354</b>

	<u>Aug 24</u>	<u>Jan - Aug 24</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
<b>Maintenance expenses</b>						
Airfield maintenance	7,442	64,121	35,000	29,121	183%	52,500
Airport Security	0	1,028	1,733	-705	59%	2,600
Building maintenance	24,027	160,922	133,333	27,589	121%	200,000
Equipment fuel and repairs	6,335	82,108	60,000	22,108	137%	90,000
Fire Services	0	1,978	23,333	-21,355	8%	35,000
Grounds maintenance	0	3,447	15,333	-11,886	22%	23,000
Maintenance salaries	54,697	314,041	313,333	708	100%	470,000
Other maintenance expenses	1,998	14,008	15,000	-992	93%	22,500
Snow removal expense	0	3,151	15,000	-11,849	21%	22,500
Utilities	16,370	169,924	193,333	-23,409	88%	290,000
<b>Total Maintenance expenses</b>	<b>110,869</b>	<b>814,728</b>	<b>805,398</b>	<b>9,330</b>	<b>101%</b>	<b>1,208,100</b>
<b>Total Expense</b>	<b>309,591</b>	<b>2,273,280</b>	<b>2,235,634</b>	<b>37,646</b>	<b>102%</b>	<b>3,353,454</b>
<b>Net Ordinary Income</b>	<b>195</b>	<b>8,419</b>	<b>44,699</b>	<b>-36,280</b>	<b>19%</b>	<b>57,046</b>
<b>Other Income/Expense</b>						
<b>Other Income</b>						
AIM Center Tuition	400	2,400	4,600	-2,200	52%	8,600
<b>Capital contributed</b>						
Air Service Grants	33,333	433,332	433,332	0	100%	666,664
Capital contributed - Other	0	1,002,425	8,825,000	-7,822,575	11%	13,825,000
<b>Total Capital contributed</b>	<b>33,333</b>	<b>1,435,757</b>	<b>9,258,332</b>	<b>-7,822,575</b>	<b>16%</b>	<b>14,491,664</b>
Gain on sale of assets	0	480,567	450,000	30,567	107%	850,000
<b>Interest income</b>						
Int. Income -2023 Bond Proceeds	8,873	213,655	120,000	93,655	178%	180,000
Interest income on deposits	25,523	130,070	16,000	114,070	813%	24,000
<b>Total Interest income</b>	<b>34,396</b>	<b>343,725</b>	<b>136,000</b>	<b>207,725</b>	<b>253%</b>	<b>204,000</b>
Mill levy income	290,736	2,326,292	2,325,891	401	100%	3,488,837
<b>Total Other Income</b>	<b>358,865</b>	<b>4,588,741</b>	<b>12,174,823</b>	<b>-7,586,082</b>	<b>38%</b>	<b>19,043,101</b>
<b>Other Expense</b>						
<b>AIM Center Expenses</b>						
Consultants	875	22,459	27,805	-5,346	81%	36,472
Equipment, Fuel & Repairs	311	2,664	1,500	1,164	178%	2,500
Events	0	11,435	3,000	8,435	381%	4,000
Instructors / Vendor 3rd Party	12,500	77,011	80,000	-2,989	96%	95,000
Marketing/Communication	14,599	60,286	58,563	1,723	103%	90,230
Other	0	1,239	1,500	-261	83%	1,500
Technology	0	2,802	15,000	-12,198	19%	15,000
<b>Total AIM Center Expenses</b>	<b>28,285</b>	<b>177,896</b>	<b>187,368</b>	<b>-9,472</b>	<b>95%</b>	<b>244,702</b>
<b>Debt interest expense net</b>						
Bond issue cost	0	1,103	25,000	-23,897	4%	50,000
Interest Expense on Debt	119,858	958,864	958,864	0	100%	1,438,296
<b>Total Debt interest expense net</b>	<b>119,858</b>	<b>959,967</b>	<b>983,864</b>	<b>-23,897</b>	<b>98%</b>	<b>1,488,296</b>
Depreciation expense	250,000	2,080,000	2,160,000	-80,000	96%	3,240,000
SkyWest Overnight Flight	90,000	453,000	450,000	3,000	101%	810,000
<b>Total Other Expense</b>	<b>488,143</b>	<b>3,670,863</b>	<b>3,781,232</b>	<b>-110,369</b>	<b>97%</b>	<b>5,782,998</b>
<b>Net Other Income</b>	<b>-129,278</b>	<b>917,878</b>	<b>8,393,591</b>	<b>-7,475,713</b>	<b>11%</b>	<b>13,260,103</b>
<b>Net Income</b>	<b>-129,083</b>	<b>926,297</b>	<b>8,438,290</b>	<b>-7,511,993</b>	<b>11%</b>	<b>13,317,149</b>

**Salina Airport Authority**  
**Profit & Loss Prev Year Comparison**  
 January through August 2024

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 09/15/2024  
 Accrual Basis

	Jan - Aug 24	Jan - Aug 23	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Airfield revenue</b>				
Fuel Flowage Fees	134,289	116,327	17,962	15%
Hangar rent	768,270	687,921	80,349	12%
Landing fees	36,769	17,374	19,395	112%
Ramp rent	52,200	50,935	1,265	2%
<b>Total Airfield revenue</b>	<b>991,528</b>	<b>872,557</b>	<b>118,971</b>	<b>14%</b>
<b>Building and land rent</b>				
Agri land rent	48,367	47,833	534	1%
<b>Building rents - Long Term</b>				
Short-term leasing	211,296	279,809	-68,513	-24%
Building rents - Long Term - Other	752,269	708,422	43,847	6%
<b>Total Building rents - Long Term</b>	<b>963,565</b>	<b>988,231</b>	<b>-24,666</b>	<b>-2%</b>
<b>Land rent</b>				
Basic Land Rent	88,478	91,996	-3,518	-4%
Property tax - tenant share	87,800	73,333	14,467	20%
<b>Total Land rent</b>	<b>176,278</b>	<b>165,329</b>	<b>10,949</b>	<b>7%</b>
Tank rent	10,448	9,760	688	7%
<b>Total Building and land rent</b>	<b>1,198,658</b>	<b>1,211,153</b>	<b>-12,495</b>	<b>-1%</b>
<b>Other revenue</b>				
Airport Marketing	20,000	20,000	0	0%
ARFF Training	475	0	475	100%
Commissions	16,415	19,638	-3,223	-16%
Other income	54,623	32,760	21,863	67%
<b>Total Other revenue</b>	<b>91,513</b>	<b>72,398</b>	<b>19,115</b>	<b>26%</b>
<b>Total Income</b>	<b>2,281,699</b>	<b>2,156,108</b>	<b>125,591</b>	<b>6%</b>
<b>Gross Profit</b>	<b>2,281,699</b>	<b>2,156,108</b>	<b>125,591</b>	<b>6%</b>
<b>Expense</b>				
<b>Administrative expenses</b>				
A/E, consultants, brokers	72,761	65,546	7,215	11%
<b>Airport promotion</b>				
Air Serv. Mktg - SAA	155,838	167,261	-11,423	-7%
Airport promotion - Other	4,331	5,546	-1,215	-22%
<b>Total Airport promotion</b>	<b>160,169</b>	<b>172,807</b>	<b>-12,638</b>	<b>-7%</b>
Computer/Network Admin.	33,388	30,943	2,445	8%
Dues and subscriptions	15,689	19,300	-3,611	-19%
Employee retirement	83,672	60,492	23,180	38%
FICA and medicare tax expense	61,279	48,031	13,248	28%
Industrial development	38,333	38,333	0	0%
Insurance , property	150,767	150,417	350	0%
Insurance, medical	166,026	142,422	23,604	17%
Kansas unemployment tax	568	475	93	20%
Legal and accounting	34,837	46,400	-11,563	-25%
Office salaries	490,856	370,120	120,736	33%
Office Supplies	7,477	3,970	3,507	88%
<b>Other administrative expense</b>				
Merchant Processing Fees	8,466	5,447	3,019	55%
Other administrative expense - Other	2,520	3,874	-1,354	-35%
<b>Total Other administrative expense</b>	<b>10,986</b>	<b>9,321</b>	<b>1,665</b>	<b>18%</b>
Payroll expenses	0	0	0	0%
Postage	849	1,511	-662	-44%
Property tax expense	96,667	96,667	0	0%
Special Events	12,627	730	11,897	1,630%
Telephone	12,879	12,826	53	0%
Training	2,438	4,457	-2,019	-45%
Travel and meetings	6,284	4,251	2,033	48%
<b>Total Administrative expenses</b>	<b>1,458,552</b>	<b>1,279,019</b>	<b>179,533</b>	<b>14%</b>

	Jan - Aug 24	Jan - Aug 23	\$ Change	% Change
<b>Maintenance expenses</b>				
Airfield maintenance	64,121	37,940	26,181	69%
Airport Security	1,028	1,648	-620	-38%
Building maintenance	160,922	154,828	6,094	4%
Equipment fuel and repairs	82,108	58,710	23,398	40%
Fire Services	1,978	2,396	-418	-17%
Grounds maintenance	3,447	12,441	-8,994	-72%
Maintenance salaries	314,041	260,112	53,929	21%
Other maintenance expenses	14,008	12,390	1,618	13%
Snow removal expense	3,151	413	2,738	663%
Utilities	169,924	149,781	20,143	13%
<b>Total Maintenance expenses</b>	<b>814,728</b>	<b>690,659</b>	<b>124,069</b>	<b>18%</b>
Uncategorized Expenses	0	0	0	0%
<b>Total Expense</b>	<b>2,273,280</b>	<b>1,969,678</b>	<b>303,602</b>	<b>15%</b>
Net Ordinary Income	8,419	186,430	-178,011	-95%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
AIM Center Tuition	2,400	0	2,400	100%
<b>Capital contributed</b>				
Air Service Grants	433,332	0	433,332	100%
Capital contributed - Other	1,002,425	712,318	290,107	41%
<b>Total Capital contributed</b>	<b>1,435,757</b>	<b>712,318</b>	<b>723,439</b>	<b>102%</b>
Gain on sale of assets	480,567	29,653	450,914	1,521%
<b>Interest income</b>				
Int. Income -2023 Bond Proceeds	213,655	99,868	113,787	114%
Interest income on deposits	130,070	65,948	64,122	97%
<b>Total Interest income</b>	<b>343,725</b>	<b>165,816</b>	<b>177,909</b>	<b>107%</b>
Mill levy income	2,326,292	1,828,335	497,957	27%
<b>Total Other Income</b>	<b>4,588,741</b>	<b>2,736,122</b>	<b>1,852,619</b>	<b>68%</b>
<b>Other Expense</b>				
<b>AIM Center Expenses</b>				
Consultants	22,459	0	22,459	100%
Equipment, Fuel & Repairs	2,664	0	2,664	100%
Events	11,435	0	11,435	100%
Instructors / Vendor 3rd Party	77,011	0	77,011	100%
Marketing/Communication	60,286	0	60,286	100%
Other	1,239	0	1,239	100%
Technology	2,802	0	2,802	100%
<b>Total AIM Center Expenses</b>	<b>177,896</b>	<b>0</b>	<b>177,896</b>	<b>100%</b>
<b>Debt interest expense net</b>				
Bond issue cost	1,103	161,276	-160,173	-99%
Interest Expense on Debt	958,864	356,724	602,140	169%
<b>Total Debt interest expense net</b>	<b>959,967</b>	<b>518,000</b>	<b>441,967</b>	<b>85%</b>
Depreciation expense	2,080,000	2,000,000	80,000	4%
SkyWest Overnight Flight	453,000	0	453,000	100%
<b>Total Other Expense</b>	<b>3,670,863</b>	<b>2,518,000</b>	<b>1,152,863</b>	<b>46%</b>
<b>Net Other Income</b>	<b>917,878</b>	<b>218,122</b>	<b>699,756</b>	<b>321%</b>
<b>Net Income</b>	<b>926,297</b>	<b>404,552</b>	<b>521,745</b>	<b>129%</b>

Salina Airport Authority  
**Capital Additions Budget vs. Actual**

As of August 31, 2024

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09/15/2024

Accrual Basis

	Aug 24	Jan - Aug 24	Annual Budget	% Annual Budget	% of Annual Budget
<b>ASSETS</b>					
<b>Fixed Assets</b>					
<b>Fixed assets at cost</b>					
<b>Airfield</b>					
AIP-48 Rwy 12/30 Rehab Design		140,349	36,500	103,849	385%
AIP-49 Fuel Farm Construction	1,423,919	3,493,636	5,969,226	-2,475,590	59%
AIP-50-51 SRE Equip A/E & Acq.		15,644	1,777,324	-1,761,680	1%
AIP-52/53 Rwy 12/30 Rehab Const		3,887	7,177,810	-7,173,923	0%
AIP-54 Term. Parking Lot Design		500	275,000	-274,500	0%
AIP-55 Term. Bldg. Exp. Design		877	250,000	-249,123	0%
AIP-XX AFFF to F3 Transition		2,348	50,000	-47,652	5%
AIP 52-53 Rwy 12-30 Const.		0	0	0	0%
Airfield Improvements		46,241	50,000	-3,759	92%
Airfield Security		0	10,000	-10,000	0%
Fuel Farm Construction-Non Fed	224	140,862	1,065,042	-924,180	13%
GA Hangar Construction	20,082	1,233,136	700,000	533,136	176%
H626 Apron-Taxi Area Imps.		691,924	830,000	-138,076	83%
<b>Total Airfield</b>	<b>1,444,225</b>	<b>5,769,404</b>	<b>18,190,902</b>	<b>-12,421,498</b>	<b>32%</b>
<b>Buildings &amp; Improvements</b>					
<b>Bldg. 120 Terminal building</b>					
Terminal Bldg. Other		0	20,000	-20,000	0%
<b>Total Bldg. 120 Terminal building</b>	<b>0</b>	<b>0</b>	<b>20,000</b>	<b>-20,000</b>	<b>0%</b>
<b>Building improvements</b>					
Bldg. #1021 Facility Imps.		0	35,000	-35,000	0%
Bldg. 394 Parking Lot Imps.		0	35,000	-35,000	0%
Bldg. 412 Imps.		9,503	10,000	-497	95%
Bldg. 520 Imps.		0	20,000	-20,000	0%
Bldg. Imps. Other	4,892	42,170	50,000	-7,830	84%
Hangar #509 Imps.		63,523	20,000	43,523	318%
Hangar 504 Improvements		6,083	15,000	-8,917	41%
Hangar 600 Improvements		0	20,000	-20,000	0%
Hangar 606 Rehabilitation		0	15,000	-15,000	0%
Hangar 626 AIM Classroom 111	222,844	584,764	760,000	-175,236	77%
Hangar 626 Rehabilitation		2,569,417	2,918,100	-348,683	88%
Hangar 959 Rehabilitation		20,440	25,000	-4,560	82%
<b>Total Building improvements</b>	<b>227,736</b>	<b>3,295,900</b>	<b>3,923,100</b>	<b>-627,200</b>	<b>84%</b>
<b>FBO Improvements</b>					
Bldg. 700 Imps. Avflight North		0	20,000	-20,000	0%
Hangar 409-1 Imps Avflight So.		0	15,000	-15,000	0%
<b>Total FBO Improvements</b>	<b>0</b>	<b>0</b>	<b>35,000</b>	<b>-35,000</b>	<b>0%</b>
Pumphouse 305		0	10,000	-10,000	0%
<b>Total Buildings &amp; Improvements</b>	<b>227,736</b>	<b>3,295,900</b>	<b>3,988,100</b>	<b>-692,200</b>	<b>83%</b>
<b>Equipment</b>					
Airfield Equipment		0	15,000	-15,000	0%
ARFF equipment		0	25,000	-25,000	0%
Communications equipment		10,425	20,000	-9,575	52%
Computer equipment		939	15,000	-14,061	6%
Industrial center equipment		0	25,000	-25,000	0%
Office equipment		5,160	7,500	-2,340	69%
Other Equipment		415,455	1,743,000	-1,327,545	24%
Shop equipment		0	15,000	-15,000	0%
Vehicles		0	15,000	-15,000	0%
<b>Total Equipment</b>	<b>0</b>	<b>431,979</b>	<b>1,880,500</b>	<b>-1,448,521</b>	<b>23%</b>
<b>Land</b>					
Airport Indust. Cent. Imps.		186,597	25,000	161,597	746%
Rail Spur Imps.		0	25,000	-25,000	0%
<b>Total Land</b>	<b>0</b>	<b>186,597</b>	<b>50,000</b>	<b>136,597</b>	<b>373%</b>
<b>Total Fixed assets at cost</b>	<b>1,671,961</b>	<b>9,683,880</b>	<b>24,109,502</b>	<b>-14,425,622</b>	<b>40%</b>



## Salina Airport Authority

### Significant Capital Expenditures Detail

#### August 2024

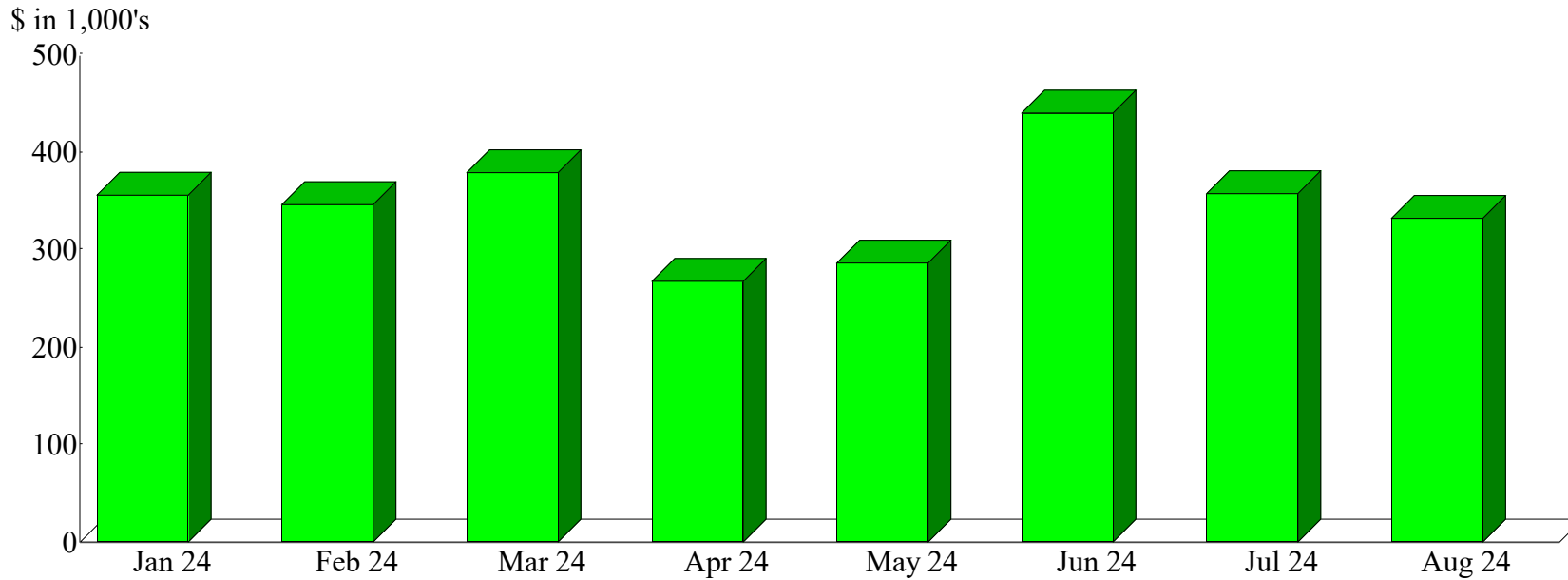
Type	Date	Name	Memo	Amount	Balance
<b>Fixed assets at cost</b>					
<b>Airfield</b>					
<b>AIP-49 Fuel Farm Construction</b>					
Bill	08/25/2024	American Environmental Aviation,...	AIP 3-20-0072-047/049-2023 Fuel Farm - Progress Estimate #5	1,423,919.00	1,423,919.00
Total AIP-49 Fuel Farm Construction				1,423,919.00	1,423,919.00
<b>Fuel Farm Construction-Non Fed</b>					
Bill	08/31/2024	Gannett Kansas LocaliQ	Notice to Bidders - UST removal	224.20	224.20
Total Fuel Farm Construction-Non Fed				224.20	224.20
<b>GA Hangar Construction</b>					
Bill	08/01/2024	KDHE-IPS	GA Hangar Project - Annual permit fee for Construction Stormwater Pe...	0.00	0.00
Bill	08/07/2024	Lowe's Business Account Inc	New C Hangars - Concrete; PPE	223.12	223.12
Bill	08/14/2024	Dellinger Temp Fence & Supply L...	GA Hangars - additional rent of temp fence; damage to panel, stands ...	2,928.00	3,151.12
Bill	08/15/2024	Luminous Neon Inc.	GA Hangar Exterior signs (C-2 -C-17) Qty 16 - Progress payment 1 of 2	792.25	3,943.37
Bill	08/31/2024	Bret Givens Construction, Inc.	Final Billing - New G Hangars	15,828.00	19,771.37
Bill	08/31/2024	Bret Givens Construction, Inc.	lockset	311.00	20,082.37
Total GA Hangar Construction				20,082.37	20,082.37
Total Airfield				1,444,225.57	1,444,225.57
<b>Buildings &amp; Improvements</b>					
<b>Building improvements</b>					
<b>Bldg. Imps. Other</b>					
Bill	08/31/2024	Hutton Corporation	Hangar 606 - design services - truss repair following storm damage	4,891.91	4,891.91
Total Bldg. Imps. Other				4,891.91	4,891.91
<b>Hangar 626 AIM Classroom 111</b>					
Bill	08/09/2024	Spray Equipment & Service Center	AIM Center Paint Booth - progress payment - on approval of signed dr...	15,715.74	15,715.74
Bill	08/30/2024	Hutton Corporation	AIM Center Rm 111 - Progress Payment 3	202,328.13	218,043.87
Bill	08/31/2024	Architect One, Inc.	Phase V - Construction Admn & Closeout	4,800.00	222,843.87
Total Hangar 626 AIM Classroom 111				222,843.87	222,843.87
Total Building improvements				227,735.78	227,735.78
Total Buildings & Improvements				227,735.78	227,735.78
Total Fixed assets at cost				1,671,961.35	1,671,961.35
<b>Less accumulated depreciation</b>					
General Journal	08/31/2024		recur	-150,000.00	-150,000.00
General Journal	08/31/2024		recur	-100,000.00	-250,000.00
Total Less accumulated depreciation				-250,000.00	-250,000.00
<b>TOTAL</b>				<b>1,421,961.35</b>	<b>1,421,961.35</b>

**Salina Airport Authority**  
**Distributions from the Bond Project Funds**  
**As of August 31, 2024**

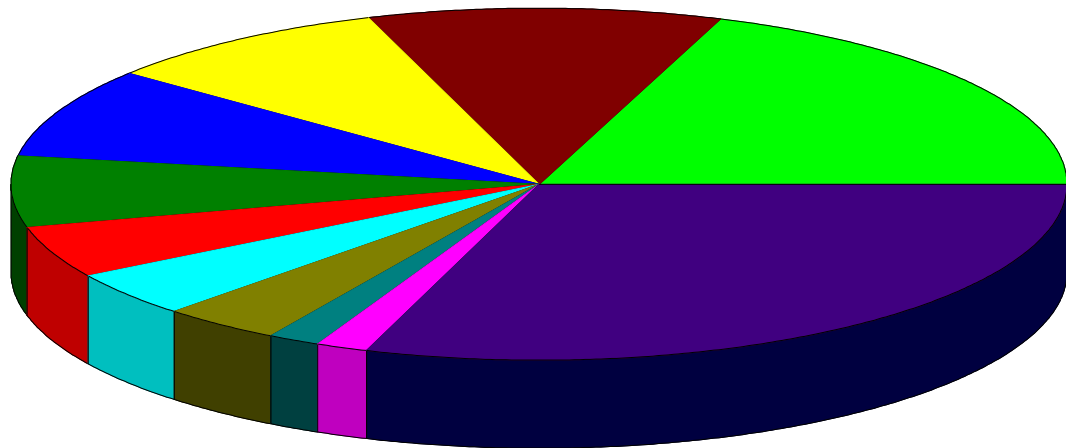
Type	Date	Name	Memo	Debit	Credit	Balance
<b>Cash in Bank-Bond Funds</b>						2,453,869.73
<b>BSB 2022-1 GO Temp Note (9668)</b>						4,969.16
Deposit	08/31/2024		Interest	4.85		4,974.01
Total BSB 2022-1 GO Temp Note (9668)				4.85	0.00	4,974.01
<b>Equity- 2023 GO Bond (8824)</b>						2,448,900.57
Bill Pmt -Check	08/09/2024	American Environmental Aviation, Inc.	AIP 49 Fuel Farm - Progress payment No. 4		479,208.50	1,969,692.07
Bill Pmt -Check	08/09/2024	APAC-Kansas, Inc., Shears Div.	GA Hangars Taxilane - 6" asphalt paving		264,230.15	1,705,461.92
Bill Pmt -Check	08/09/2024	Salina Supply Company, Inc.	New Hangars - clay x PVC couplers		80.70	1,705,381.22
Bill Pmt -Check	08/14/2024	Sam's Club Mastercard	H626 signs		60.28	1,705,320.94
Bill Pmt -Check	08/14/2024	Evergy Inc	Utility - H626 Cap Exp Electric - 2024 Jul		819.55	1,704,501.39
Bill Pmt -Check	08/15/2024	Bret Givens Construction, Inc.	GA Hangars - Progress payment		10,000.00	1,694,501.39
Bill Pmt -Check	08/15/2024	Dragun Corp	UST Closure progress payment - July 2024		8,399.94	1,686,101.45
Bill Pmt -Check	08/15/2024	Hutton Corporation	H626 Renovations - progress payment 16		272,865.23	1,413,236.22
Bill Pmt -Check	08/15/2024	Luminous Neon Inc.	Progress payment 1 - signage at GA Hangars		792.25	1,412,443.97
Bill Pmt -Check	08/27/2024	City of Salina	Utility - H626 Cap. Exp. Water - 6/11/24 - 7/12/24		67.46	1,412,376.51
Bill Pmt -Check	08/27/2024	Dellinger Fence Co.	GA Hangar - remove / reinstall chain link fence		12,110.00	1,400,266.51
Bill Pmt -Check	08/27/2024	Dellinger Temp Fence & Supply LLC	GA Hangar - additional rent for temporary fence		2,928.00	1,397,338.51
Bill Pmt -Check	08/27/2024	Earles Engineering & Inspections, Inc.	H626 Progress Payment - Final design of parking lot		2,500.00	1,394,838.51
Bill Pmt -Check	08/27/2024	Kansas Gas Service	Utility - H626 Cap Exp. gas srvc - transport- 2/024 July		97.20	1,394,741.31
Bill Pmt -Check	08/27/2024	Wilson & Company, Inc.	Waterline Relocation - progress payment		9,150.00	1,385,591.31
Bill Pmt -Check	08/29/2024	Lowe's Business Account Inc	GA Hangars - landscape stakes, concrete		283.76	1,385,307.55
Bill Pmt -Check	08/29/2024	Prairie Landworks, Inc.	GA Hangars Project Progress Estimate #8		20,267.00	1,365,040.55
Deposit	08/31/2024		Interest	8,869.49		1,373,910.04
Total Equity- 2023 GO Bond (8824)				8,869.49	1,083,860.02	1,373,910.04
Total Cash in Bank-Bond Funds				8,874.34	1,083,860.02	1,378,884.05
<b>Cash in bank-Operating Funds</b>						20,668.00
<b>SFB - Cash mgmt (2636)</b>						20,668.00
<b>SFB-2023 GOTN-Issuance Costs</b>						20,668.00
Total SFB-2023 GOTN-Issuance Costs						20,668.00
Total SFB - Cash mgmt (2636)						20,668.00
Total Cash in bank-Operating Funds						20,668.00
<b>TOTAL</b>				<b>8,874.34</b>	<b>1,083,860.02</b>	<b>1,399,552.05</b>

Sales by Month  
January through August 2024

Dollar Sales



Sales Summary  
January through August 2024

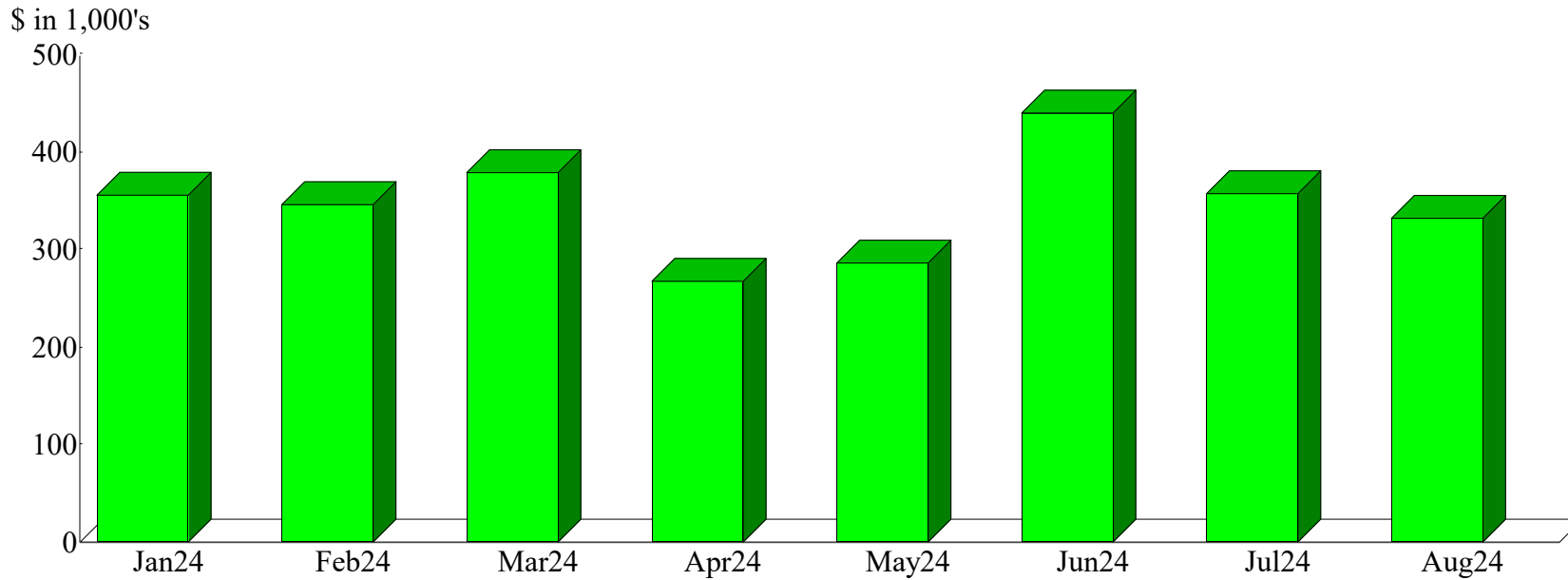


1 Vision Aviation, PLLC	19.46%
Saline County	10.85
Avflight Salina	8.98
Kansas Erosion Products, LLC.	8.29
Stryten Salina, LLC	6.55
City of Salina, KS	4.82
K-State Salina	4.17
Universal Forest Products (UFP)	3.72
SkyWest Airlines, Inc.	1.61
Durham School Service, L.P.	1.61
Other	29.95
<b>Total</b>	<b>\$2,763,789.78</b>

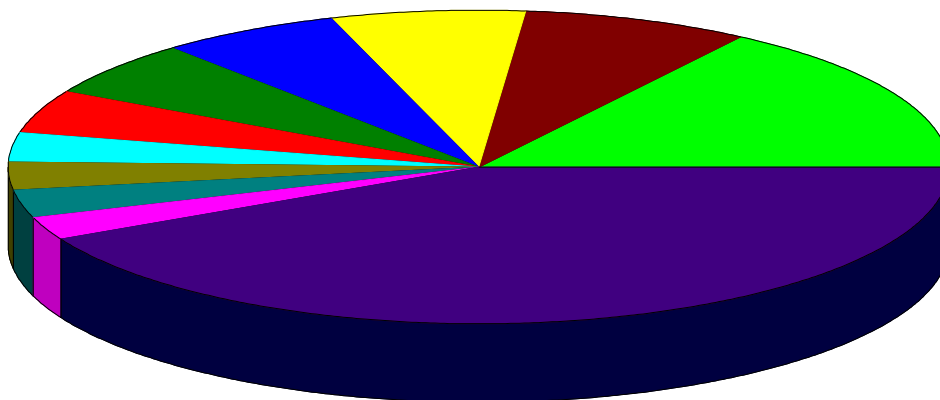
By Customer

Sales by Month  
January through August 2024

Dollar Sales



Sales Summary  
January through August 2024



Air Service Grant (Air Service Grant)	15.68%
H-00959-1 (Hangar Facility H959 - 2044 S	7.93
H-0606-3 (Hangar 606, 2630 Arnold Court	6.71
B-01021 (Building #1021 located at 3600	6.34
B-00655-3 (Bldg. #655 (96,611 SF) - 2656	5.83
FFF-Avflight Salina (Fuel Flowage Fee @	4.52
B-00620-1 (Building #620 (30,000 SF) an	3.07
H-0600-4 (Hangar 600 - 2720 Arnold Court	2.98
Insurance(CP) (Insurance Reimbursement)	2.97
H-0600-1 (Hangar 600 - 20,217 sq. ft.)	2.41
Other	41.58
<b>Total</b>	<b>\$2,763,789.78</b>

By Item

## RESOLUTION NO. 24-11

### A RESOLUTION PROVIDING STATUTORY AUTHORITY FOR THE ISSUANCE OF GENERAL OBLIGATION BONDS AND/OR TEMPORARY NOTES OF THE SALINA AIRPORT AUTHORITY FOR THE PURPOSE OF FINANCING THE COST OF CERTAIN CAPITAL IMPROVEMENTS

**WHEREAS**, the Salina Airport Authority (Salina, Kansas) (the “Authority”) is a legally constituted public airport authority, duly created, organized and existing under the Constitution and laws of the State, including specifically K.S.A 27-315 to 27-326 *et seq.* (the “Act”); and

**WHEREAS**, the Board of Directors of the Authority (the “Governing Body”) has previously adopted Resolution No. 24-05 (the “Prior Resolution”), authorizing the issuance of general obligation bonds and/or temporary notes of the Authority to finance certain improvements described therein (the “Prior Improvements”); and

**WHEREAS**, certain aspects of the Prior Improvements have changed, and the Governing Body deems it necessary and advisable to re-authorize certain components of the Prior Improvements, as modified, as well as other capital improvements of the Authority, all as further described herein; and

**WHEREAS**, based on the foregoing, the Governing Body has considered the need for certain improvements described as follows (collectively, the “Improvements”):

- Certain street, sanitary sewer, waterline, and storm drainage improvements in order to facilitate future development on a parcel of land owned by the Authority (\$6,000,000);
- Design, site preparation, and construction costs related to development and enhancement of Aircraft Maintenance, Repair and Overhaul (MRO) facilities including office, warehousing, interior shops and paint facilities (\$2,000,000);
- Acquisition of a 9,000 square foot aircraft hangar and associated fixtures located at 3148 Arnold Avenue, Salina Regional Airport (\$460,000).

**WHEREAS**, the Governing Body finds and determines that it is necessary and advisable to authorize the issuance of general obligation bonds and/or temporary notes of the Authority (collectively, the “Bonds”) to provide funds to pay the costs of the Improvements.

**THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SALINA AIRPORT AUTHORITY AS FOLLOWS:**

**Section 1. Project Authorization.** The acquisition and construction of the Improvements is hereby authorized.

**Section 2. Repealer.** The Prior Resolution, including financing authorization for the Prior Improvements, is hereby repealed.

**Section 3. Bond Authorization.** The issuance of the Bonds under the Act to pay the costs of the Improvements in the amounts set forth herein, exclusive interest on interim financing and costs of issuance, is hereby conditionally authorized, subject to a subsequent resolution of the Authority authorizing the issuance and prescribing the details of the Bonds.

**Section 4. Reimbursement.** To the extent applicable, the proceeds of the Bonds may reimburse expenditures of the Authority for the Improvements made on or after the date which is 60 days before the date of the Prior Resolution, pursuant to Treasury Regulation § 1.150-2.

**Section 5. Further Actions.** The Executive Director, the Director of Administration and Finance, and such other agents and officials of Authority as may be necessary, are hereby authorized and directed to take such other action as may be necessary to carry out the intent of this Resolution.

**Section 6. Effectiveness.** This Resolution shall take effect immediately upon its adoption.

**ADOPTED** by the governing body of the Authority on September 18, 2024.

SALINA AIRPORT AUTHORITY

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Stephanie Carlin, Chair

(SEAL)

ATTEST:

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

**Salina Airport Authority**  
**General Obligation Temporary Notes**  
**Series 2024-1,2&3**

**Revised Calendar of Events**

<i>Date</i>	<i>Activity</i>	<i>Responsible Party</i>
<b><u>September</u></b>	4 Draft resolution authorizing MRO project ("Project Resolution") distributed	BC
	9 Begin preliminary official statement ("POS") data collection	MA
	11 Comments due on Project Resolution	I/BC/MA
	Final Project Resolution forwarded to Authority	BC
	18 Board reviews financing plan	I/MA
	Board adopts Project Resolution	I/MA
	19 Draft POS distributed for comment	MA
	Information forwarded to rating agency; Rating call scheduled	MA
	23 City Commission conducts Advisability Hearing for benefit district	I/BC
	25 SOLVE Disclosure review report ordered, if needed	MA
	CUSIP numbers applied	MA
<b><u>October</u></b>	2 Draft resolution authorizing sale of Notes ("Sale Resolution") distributed	BC
	Draft notice of sale ("NOS") distributed	BC
	9 Comments due on draft Sale Resolution	I/BC/MA
	Final Sale Resolution forwarded to Authority	BC
	14 City Commission adopts ordinance authorizing bonds/notes	--
	Pre-rating and due diligence meeting (on or before this date)	I/MA
	15 Rating conference call (on or before this date)	I/MA
	16 Board adopts Sale Resolution	I
	21 Comments due on POS and NOS	I/BC/MA
	22 Finalize Note sizing	I/MA
	Receive rating from rating agency	I/MA
	NOS forwarded to Bloomberg and The Bond Buyer	MA
	POS distributed to potential bidders	MA
	23 Draft Note Resolutions distributed	BC
	29 Comments due on draft Note Resolutions	I/BC/MA
	30 Note sale date	I/BC/MA
	Final terms incorporated into Note Resolutions	BC
	Final Note Resolutions Forwarded to Authority	BC
	Results of sale presented to Board at special meeting (or morning of Oct 31st)	I/MA
	Board adopts Note Resolutions	I
	31 Transcript assembly begins	BC
<b><u>November</u></b>	4 Final Official Statement printed	MA
	11 Transcript completed and forwarded to Attorney General	BC
	18 Note printing complete; Notes forwarded to State Treasurer	BC
	Note registration instructions to State Treasurer	--
	19 Closing arrangements distributed in writing	MA
	21 Transcript approved	--
	Notes forwarded to DTC	--
	26 Closing and delivery of funds	I/BC/MA
<b><u>December</u></b>	1 Redemption of Series 2023-1 Notes	--

<b>September</b>						
S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

<b>October</b>						
S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

<b>November</b>						
S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

I = Issuer, Salina Airport Authority  
BC = Bond Counsel, Gilmore & Bell  
MA = Municipal Advisor, Stifel, Nicolaus & Company



# The Salina Airport Authority Title VI Plan

## 1. Title VI Policy Statement<sup>1</sup>

The Salina Airport Authority (the “SAA”) assures that no person shall on the grounds of race, color, national origin (including limited English proficiency (LEP)), sex (including sexual orientation and gender identity), disability, creed, or age, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 (PL 100.259), Section 520 of the Airport and Airway Improvement Act of 1982, and related authorities (hereafter, “Title VI and related requirements”), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity that receives U.S. Department of Transportation (DOT) funding. Title VI also prohibits retaliation for asserting or otherwise participating in claims of discrimination.

The Salina Airport Authority further assures every effort will be made to ensure nondiscrimination in all its programs and activities, whether those programs are federally funded or not. The Airport Sponsor agrees, among other things, to understand the communities surrounding or in the flight path, as well as customers that use the Airport. Anytime communities may be impacted by programs or activities the Salina Airport Authority will take action to involve them and the public in the decision-making process.

The Salina Airport Authority requires nondiscrimination assurances, as prescribed by FAA, from each tenant, contractor, and concessionaire providing an activity, service, or facility at the Airport. Assurances must be included in any related lease, contract, or franchise agreement between the Salina Airport Authority and each tenant, contractor, and concessionaire, as well as in any similar agreements with their own sub-tenants and sub-contractors.

Michelle Moon, available at 785.827.3914 and michellem@salair.org, is responsible for overseeing the Airport Sponsor’s compliance with Title VI and the point of contact for all airport Title VI matters and related responsibilities, including those required by 49 CFR Part 21.

\_\_\_\_\_  
*Signature*

Pieter Miller, C.M.  
Executive Director

\_\_\_\_\_  
October 1, 2024

Effective Date

\_\_\_\_\_  
September 30, 2027

3-Year Expiration Date

<sup>1</sup> This policy statement will be translated into languages other than English, upon request and based on patron and local language demographics.

## 2. Administration

The Salina Airport Authority Board of Directors has reviewed and adopted this Title VI Plan for the Salina Airport Authority. This plan will be updated no less than once every 3 years. The plan will not be re-adopted following minor changes, such as updating the Executive Director’s or Coordinator’s name. Significant revisions to our policies or federal guidelines may warrant re-adoption by the Board and resubmittal to FAA.

In addition to the Coordinator and airport sponsor’s leadership, the following people also assist with our Title VI program requirements:

<b>Staff Supporting Title VI Program</b>	<b>Airport Sponsor Program / Office</b>
<i>Kasey Windhorst, Business &amp; Communications Manager</i>	<i>Finance &amp; Administration</i>
<i>Michelle R. Swanson, C.M. Director of Administration and Finance</i>	<i>Finance &amp; Administration</i>

The Salina Airport Authority has the following airport program sub-recipients:

<b>Sub-Recipients</b>
<i>None</i>

As of the date of this plan, The Salina Airport Authority has the following pending applications for Federal financial assistance:

<b>Federal Source</b>	<b>Grant Number</b>	<b>Amount</b>
<i>None</i>		

Updated information for pending and awarded grant applications will be available through the following methods:

<b>Federal Source</b>	<b>Grant Award Information Available at:</b>
<i>FAA AIP</i>	<i><a href="https://www.faa.gov/airports/aip/">https://www.faa.gov/airports/aip/</a></i>

### **3. Grant and Procurement Assurances**

49 CFR § 21.7 (a)(1); 49 CFR Part 21 Appendix C (b)

The Salina Airport Authority will complete standard grant assurances for Title VI and related requirements, in the form prescribed by FAA.

See [https://www.faa.gov/airports/aip/grant\\_assurances](https://www.faa.gov/airports/aip/grant_assurances)

#### **Clauses/Covenants**

- a. All contracts, leases, deeds, licenses, permits, and other similar instruments, must contain the contractual requirements and clauses, in the form prescribed by FAA. See [https://www.faa.gov/airports/aip/procurement/federal\\_contract\\_provisions/](https://www.faa.gov/airports/aip/procurement/federal_contract_provisions/). Note that unlike many other clauses, Civil Rights clauses are required in all contracts. Note also special clauses that are required for certain types of contracts, such as land acquisition.
- b. The Salina Airport Authority requires Civil Rights clauses to be included in solicitations and contracts for all subcontractors, subleases, and any other agreements.

#### **Description of Oversight Methods for Subcontracts**

The **Salina Airport Authority** is committed to ensuring compliance with Title VI of the Civil Rights Act of 1964 and related nondiscrimination authorities. To this end, the SAA mandates that Civil Rights clauses are included in all solicitations, contracts, subcontracts, subleases, and any other agreements associated with airport operations. This requirement applies to all entities doing business with the SAA, including contractors, concessionaires, tenants, and sub-recipients of federal financial assistance.

#### **Methods for Inclusion:**

1. Use of Standard Templates:

The SAA has developed standardized templates that include the required Civil Rights clauses. These templates are used consistently across all contracts, leases, subcontracts, and other agreements. The templates are updated periodically to ensure compliance with the latest FAA guidelines and federal regulations.

2. Inclusion in Checklists:

To ensure that the Civil Rights clauses are incorporated into all applicable agreements, the SAA has integrated this requirement into its lease and contractor checklists. These checklists are used by staff during the procurement, contracting, and leasing processes to verify that all necessary clauses are present and correctly formatted in each document.

3. Periodic Compliance Checks and Audits:

The SAA conducts periodic compliance checks to verify that all sub-recipients, contractors, and other entities have incorporated the required Civil Rights clauses in their agreements. As part of this process, the SAA commits to auditing not less than 10 percent of contracts, leases, and subcontracts each year to ensure the clauses are properly included and that the entities understand their obligations under Title VI.

4. Directives and Training:

SAA staff responsible for contract administration and oversight are provided with clear directives and training on the importance of including Civil Rights clauses in all agreements. Training sessions cover the use of templates, review of checklists, and procedures for conducting compliance checks.

5. Continuous Improvement

The SAA regularly reviews its processes for including Civil Rights clauses to identify opportunities for improvement. Feedback from staff, contractors, and other stakeholders is used to refine templates, update checklists, and enhance training materials to maintain a high standard of compliance.

By utilizing these methods, the Salina Airport Authority ensures that all contractual agreements reflect its commitment to nondiscrimination and compliance with Title VI and related requirements. This approach not only fulfills regulatory obligations but also reinforces the SAA's dedication to promoting equitable and inclusive practices across all its programs and activities.

#### **4. Title VI Coordinator Responsibilities**

The Coordinator is responsible for ensuring that they and other staff supporting Title VI are trained in Title VI requirements. Essential training topics include:

- Basic Title VI requirements
- Airport language assistance resources and practices
- Collecting and assessing demographic data
- Reporting Title VI complaints and other required FAA notifications.

See the Training Section for more information about expected training for all staff.

Among other responsibilities, the Coordinator:

- Proactively ensures that the Airport Sponsor is in compliance with nondiscrimination requirements of Title VI and reports to The Salina Airport Authority leadership on the status of Title VI compliances.
- Responds promptly to requests by FAA for data and records and for the scheduling of compliance reviews and other FAA meetings to determine compliance with Title VI and related requirements.
- Receives discrimination complaints covered by Title VI and related requirements, and forwards them to the FAA, within 15 days of receipt, together with any actions taken to resolve the matter.
- Provides the FAA with updates regarding its response and status of early resolution efforts to complaints concerning Title VI and related requirements (49 CFR Part 21, Appendix C(b)(3)), including resolution efforts.
- Annually reviews the airport's Title VI plan and disseminates information throughout staff and the Airport Sponsor's leadership.
- Coordinates data collection to evaluate whether racial or ethnic groups are unequally benefited or impacted by airport programs. The data will be regularly assessed and readily available upon request (49 CFR § 21.9(b) & (c)). Data collection methods will include optional demographic questions in: airport customer satisfaction surveys, customer complaints, airport event sign-in sheets, and bids/proposals for airport contracts, and other methods described in the airport Community Participation Plan (CPP).
- Maintains demographic data for members of appointed planning and advisory bodies for the airport. Identifies any disparities compared to the community. Provides information to the membership selecting official/committee, particularly when vacancies occur.
- Maintains a copy of 49 CFR Part 21 for inspection by any person asking for it during normal working hours (49 CFR 21, Appendix C (b)(2)(i)).

See Notice, Compliance reviews, Audits, Lawsuits, and Other Investigations, and Complaints Sections of this Plan.

The Coordinator has requested and received access to the Title VI portion of the FAA Civil Rights Connect System (<https://faa.civilrightsconnect.com/>).

## **5. Notice**

49 CFR Part 21 Appendix C(b)(2)(ii)

The Salina Airport Authority will conspicuously display the FAA-provided Unlawful Discrimination Poster in all public areas on airport property, including those with pedestrian activity. The Coordinator ensures that these posters are visible, accessible,<sup>2</sup> and maintained. The poster template is available at the following weblink -

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<sup>2</sup> For more information about website accessibility, please visit ADA.gov.

[https://www.faa.gov/about/office\\_org/headquarters\\_offices/acr/com\\_civ\\_support/non\\_disc\\_pr/](https://www.faa.gov/about/office_org/headquarters_offices/acr/com_civ_support/non_disc_pr/) and a completed copy is attached. See Section 15 Appendix.

The Salina Airport Authority has posted the above Title VI policy statement at its staff offices.

The Salina Airport Authority will distribute this Title VI Plan among its employees and airport contractors, concessionaires, lessees, and tenants. This plan will be distributed by September 30, 2024 via all employee meetings, email, direct mailing, and on its public facing website at [www.salinaairport.com](http://www.salinaairport.com).

Posters are displayed in the M.J. Kennedy Air Terminal Bldg. and other areas on airport property, including the following public locations:

<b>Terminal/FBO/Concessions/ Other Locations</b>	<b>Quantity in Pre-Security Area</b>	<b>Quantity in Post-Security Area</b>	<b>Additional Quantities</b>
Terminal TSA screening area	0	1	
Hertz office	1	0	0
Avflight General Aviation Terminal lobby	1	0	0
The Salina Airport Authority Administrative Office	1	0	0
The Salina Airport ARFF Station	1	0	0
The Salina Airport Maintenance Shop	1	0	0

#### Outreach to Affected Communities

The Salina Airport Authority ensures that notices for public meetings reach all segments of the impacted community. The Title VI coordinator will identify effective media platforms to share announcements and notices. Announcements are made in social media, general circulation newspapers, community newspapers, and email broadcast. The SAA Finance and Administration Department contacts leaders and representatives in Affected Communities directly to confirm effective media platforms to reach all Affected Communities<sup>3</sup> and provide important feedback on translated materials. The office maintains records of all such notices and the efforts made to reach each of the Affected Communities.

The Salina Airport Authority will create a detailed CPP by December 31, 2024. A copy of the plan will be available at [www.salinaairport.com](http://www.salinaairport.com).

<http://www.salinaairport.com>

<sup>3</sup> We will not subject any persons to discrimination based on race, color, national origin, age, sex, or creed. The term “protected communities” is used within this Title VI Plan to highlight the requirements of Title VI, 49 U.S.C. § 47123, the Age Discrimination Act of 1975, and in some instances, includes low-income populations under Executive Order 12898.

To ensure that the community is effectively informed of and able to participate in public hearings, SAA Finance and Administration Department includes public notices translated into appropriate languages, including for any language spoken by a significant number or proportion of the Affected Community population that has limited English proficiency (LEP). Such social media postings and notices will include direction for obtaining an interpreter, free of charge, for public hearings. 28 CFR § 42.405(d). See Limited English Proficiency (LEP) Section.

## **6. Community Statistics**

Title VI regulations require Federal grant recipients to know their community demographics. See 49 CFR § 21.9(b). By knowing this information, the Salina Airport Authority will be able to identify, understand, and engage with communities. In doing so, the Salina Airport Authority needs to know about communities eligible to be served, actually or potentially affected, benefited or burdened by the Salina Airport Authority’s airport program.

<b>Affected Communities<sup>4</sup></b>	<b>Population</b>
The Affected Community is Kansas Department of Transportation (KDOT) District 2, detailed below:	Combined population is 172,620, estimated for 7/1/22, detailed below:
Saline County, Kansas	53,596
McPherson County, Kansas	30,012
Dickinson County, Kansas	18,430
Marion County, Kansas	11,868
Cloud County, Kansas	8,946
Clay County, Kansas	8,043
Ellsworth County, Kansas	6,355
Mitchell County, Kansas	5,738
Ottawa County, Kansas	5,795
Morris County, Kansas	5,349
Washington County, Kansas	5,501
Republic County, Kansas	4,642
Lincoln County, Kansas	2,899
Jewell County, Kansas	2,898
Chase County, Kansas	2,548

(Hereafter, the above communities will be referred to collectively as “the Affected Communities”).

We have identified the following facts about the Affected Communities:

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<sup>4</sup> “Affected communities” means any readily identifiable group potentially impacted by an airport project or operation, such as the community immediately surrounding a project or a community in the flight path. Data retrieved November 2, 2023 from <https://www.census.gov/quickfacts/fact/table/salinecountykansas,KS/IPE120222>

Low Income Communities<sup>5</sup>.

A low-income area is an identifiable group of persons living in geographic proximity, whose median household income is at or below the Department of Health and Human Services poverty guidelines. Pursuant to Executive Order 12898, “Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations,” The Salina Airport Authority is collecting information about affected and potentially affected low-income communities. According to *U.S. Census Report website, www.census.gov*, the overall poverty level for the Kansas Department of Transportation District 2, encompassing the entire area affected by and benefitting from the airport operations that includes all of the Affected Communities is approximately 10.9 %. The poverty rate remains low compared with the rest of the state at 12% [https://data.census.gov/table?q=s1701&g=040XX00US20\\$0500000&tid=ACSST5Y2019.S1701](https://data.census.gov/table?q=s1701&g=040XX00US20$0500000&tid=ACSST5Y2019.S1701).

The poverty rates for the specific Affected Communities are as follows [*list, if Census or local data is available*].

<b>Affected Community</b>	<b>Poverty Rate 2019</b>
<b>KDOT District 2 Total</b>	<b>10.68%</b>
Saline County, Kansas	11.50%
McPherson County, Kansas	8.80%
Dickinson County, Kansas	11.90%
Marion County, Kansas	8.70%
Cloud County, Kansas	11.40%
Clay County, Kansas	8.10%
Ellsworth County, Kansas	9.30%
Mitchell County, Kansas	14.80%
Ottawa County, Kansas	9.90%
Morris County, Kansas	9.00%
Washington County, Kansas	10.90%
Republic County, Kansas	10.80%
Lincoln County, Kansas	9.20%
Jewell County, Kansas	17.70%
Chase County, Kansas	11.80%

Racial and Ethnic Communities.

Demographic data for race, color, and national origin was evaluated to identify racial and ethnic communities and populations in each Affected Community. The demographic composition by

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<sup>5</sup> Low-income data must be collected to assist in our compliance with Environmental Justice requirements (not Title VI requirements). For example, this data will be utilized in our Community Participation Plan (CPP) to help ensure the meaningful involvement of low income communities in airport programs and activities.



race, color, or national origin for the specific Affected Communities are as follows<sup>6</sup>:

**Affected Community: KDOT District 2**

**Total Affected Community Population: 167,041 2019**

<b>Demographic Group within Affected Community</b>	<b>Number of People in Minority Group</b>	<b>Percent of Total Affected Community Population</b>
White and Hispanic or Latino Origin	156,045	93.42%
Black or African American and Hispanic or Latino Origin	2,370	1.42%
American Indian or Alaska Native alone and Hispanic or Latino Origin	819	.49%
Asian along and Hispanic or Latino Origin	1,729	1.04%
Native Hawaiian or Other Pacific Islander alone and Hispanic or Latino Origin	22	.01%
Some other race alone and Hispanic or Latino Origin	1,711	1.02%
Two or more races and Hispanic or Latino Origin	4,355	2.60%
Hispanic or Latino origin of any race	10,159	6.08%
White alone, not Hispanic or Latino	148,516	88.91%

Limited English Proficiency (LEP).

The goal of all language access planning and implementation is to ensure that The Salina Airport Authority communicates effectively with limited English proficient (LEP) individuals. Effective language access requires self-assessment and planning. The next table lists non-English languages<sup>7</sup> that are spoken in LEP households in the Affected Communities. The data source is <https://www.lep.gov/media/document/3946>

The threshold we have used for identifying the languages with significant LEP populations is the DOT LEP Policy Guidance safe harbor threshold, which is 5% or 1,000, whichever is less.<sup>8</sup> The safe harbor for our community is 5% or 1,000, whichever is less. Please refer to the end of this document to find data for all languages in our community.

<sup>6</sup> Recommend using demographic groups from the U.S. Census.

<sup>7</sup> Recommend using language groups from the U.S. Census, and using data for the “Speak English less than ‘very well’” category for each language over the threshold.

<sup>8</sup> See the DOT LEP Policy Guidance at <https://www.federalregister.gov/d/05-23972/p-133>. The safe harbor provisions apply to the translation of written documents only; however, it provides a consistent starting point for identifying significant LEP populations.

Languages Spoken by LEP Population that Meet the Safe Harbor Threshold	Number	Margin of Error
<i>Spanish</i>	1,923	+/-621

**Table B16001: Language Spoken at Home by Ability to Speak English**

Frequency of contact with LEP individuals at the airport and airport-related activities (all languages):

Languages Spoken by LEP Persons	A few times a year (12 or less days a year)	Several times a month (13 to 51 days a year)	At least once a week (52 to 364 days a year)	Every day (365 days a year)
<i>Spanish</i>				X
<i>Vietnamese</i>		X		
<i>German</i>		X		
<i>Chinese</i>		X		
<i>Korean</i>		X		

This information is updated annually<sup>9</sup> through checking the following resources:

Data Sources for Languages Spoken in Affected Community	Website link to Data Source
<i>www.lep.gov</i>	<i>https://www.lep.gov/media/document/3946</i>

Beneficiary Diversity.

Demographic information is collected from airport customers, attendees at community meetings, and businesses seeking opportunities at the airport, through voluntary disclosures.

**Description of Beneficiary Demographic Information Collection Methods**

- *The Airport’s Finance and Administration Department conducts biannual surveys of airport guests for customer satisfaction with airport concessions, restroom cleanliness, food offerings, and other elements and services. The survey includes a voluntary request for demographic information.*
- *Participants at small business workshops, pre-bid meetings, and other public meetings are asked to complete an anonymous survey that includes demographic information.*
- *Businesses that submit bids or offers are asked to complete an anonymous survey that includes demographic information, submitted through a data collection website.*

<sup>9</sup> Data should be kept up to date, but this plan does not need to be updated for incremental data changes during the Plan’s 3-year period.

Staff and Advisory Board Diversity.

Demographic information is collected from airport program employees and members of planning and advisory boards, through voluntary disclosures.

<b>Description of Employee and Advisory Board Demographic Information Collection Methods</b>
<ul style="list-style-type: none"> <li>• <i>Employees are asked to submit voluntary confidential demographic information at time of hiring. Job applicants are asked to submit the same information when submitting their job application through the job application website.</i></li> <li>• <i>Every 3 years, the airport administration sends an email to all board members asking them to voluntarily and anonymously enter demographic information through an online survey.</i></li> </ul>

**7. Potential or Known Community Impacts**

Projects or services receiving federal financial assistance have the potential to touch so many aspects of American life. Thus, in general, no Salina Airport Authority activity must have a discriminatory disparate impact on the basis of race, color, national origin (including LEP), sex (including sexual orientation and gender identity), disability, creed, or age. This means that policies or procedures that have a disparate impact would require a well-documented substantial legitimate nondiscriminatory justification, summarized below. Impacts to protected communities must be avoided or minimized to the extent possible. No project with a discriminatory impact on protected communities will be undertaken.<sup>10</sup>

The following airport facilities are already in use or under construction and expected to be in use within the next 3 years:

<b>Building No.</b>	<b>Existing Airport Facilities</b>	<b>Affected Community Impacted by Operation of the Facility</b>
120	Terminal Building	<i>District 2 applies to all listed facilities.</i>
700	General Aviation Terminal Bldg - FBO	
	General Aviation Storage Hangars	

The following airport facility projects (including all alternatives) are in construction or expected to be in construction within the next 3 years:

<b>Airport Facility Construction Projects</b>	<b>Affected Community Impacted by Construction of the Facility</b>
General Aviation Hangars (C-Hangars)	District 2
AIM Center of Excellence at SLN H626, Room 111	District 2

<sup>10</sup> In order to carry out an alternative with a discriminatory impact, the airport sponsor must demonstrate that there was a substantial legitimate justification for the decision. The sponsor must also show that alternatives with less discriminatory impacts were meaningfully considered and rejected for legitimate reasons.

We have analyzed the above existing facilities and facility construction projects for disparate impacts on the basis of race, color, or national origin (including LEP) in Affected Communities. The following have disparate impacts:

<b>Facilities or Construction Projects with Disparate Impacts</b>	<b>Affected Community Impacted</b>	<b>Impact Can Be Eliminated?</b>
<i>None</i>		

**Justifications:**

<b>Facilities or Construction Projects</b>	<b>Justification</b>
<i>Not applicable</i>	

**8. Limited English Proficiency (LEP)**

**Executive Order 13166**

The Salina Airport Authority (SAA) is committed to providing meaningful access to airport services for individuals with Limited English Proficiency (LEP). In creating a Language Assistance Plan, the SAA considers the volume, proportion, and frequency of contact with LEP individuals to determine the appropriate level of language assistance needed.

**Community Language Assessment:**

Based on the Community Statistics section, the following languages have been identified as spoken by LEP persons in the affected communities:

<b>Language</b>
<i>Spanish</i>
<i>Vietnamese</i>
<i>German</i>
<i>Chinese</i>
<i>Korean</i>

Due to the relatively low demand for translation and interpretation services in our area, the Salina Airport Authority does not have local, dedicated translation service providers. However, we have identified basic tools and strategies to address occasional LEP needs.

### **Current Language Assistance Resources:**

The SAA collects data on languages spoken by airport guests through the following methods:

- **Google Translate:** Available on the SAA website to assist with basic translation needs in multiple languages.
- **Assumptions from Flight Origins/Destinations:** General assumptions about language needs are made based on flight routes.
- **Assistance Requests to SAA Administrative Offices:** Self-reporting requests for language assistance are handled directly through administrative offices.
- **Assistance Requests to Terminal Tenants:** Periodic self-reporting by tenants of encounters with LEP guests.

Based on this data, no additional languages beyond those listed above have been identified as frequently spoken by LEP guests at the airport.

### **Language Assistance Plan:**

Given the limited demand, the SAA has adopted a pragmatic approach to providing language assistance:

- **Written Notices:** All vital written notices include a statement in Spanish and other prevalent languages on how to access translated materials via Google Translate or similar online tools.
- **Translation Services:** Currently, the primary tool for translation is Google Translate. No dedicated local or external vendors are available due to the low frequency of LEP needs.
- **Interpretation Services:** At present, the SAA does not have specific vendors for interpretation services. For occasional needs, Google Translate or similar online tools are used to facilitate basic communication.

### **Communication and Outreach:**

The Title VI Coordinator will continue to monitor the community's language needs by engaging with local educators, community groups, and other stakeholders. The Coordinator will ensure that SAA leadership and staff are aware of their responsibilities to provide accessible language assistance, even with limited resources. As the need for language services evolves, SAA will adjust its approach and explore additional resources as necessary.

**Information Availability:**

- **Translation Assistance:** Information on using Google Translate for written translation is available on the airport's website and through inquiries at the SAA Administrative Offices.
- **Interpretation Assistance:** Given the limited need, in-person interpretation services are not available. Staff will direct LEP individuals to Google Translate or offer basic assistance using available technology.

The Salina Airport Authority remains committed to providing access to services for all guests, including those with limited English proficiency, and will continue to explore practical, technology-based solutions to meet language needs as they arise.

**9. Transportation**

49 Part CFR 21 Appendix C (a)(1)(ix)

In the Community Statistics section of this plan, we identified Affected Communities and provided demographic and related data for the community populations. The minority and disadvantaged community areas located within the Affected Communities are identified below. Other minority and disadvantaged community areas that are near the airport but not within Affected Communities are also identified below.

We have coordinated with local transit entities to encourage them to provide transit service access between the airport and these areas.

The following chart identifies existing and planned transit services connecting the airport employment centers with the identified minority and disadvantaged community areas.

<b>Minority and/or Disadvantaged Community Areas</b>	<b>Transit Service</b>	<b>Planned or Existing</b>
District 2	Fixed-route buses	Existing
District 2	Fixed-route buses	Planned

## **10. Minority Businesses**

49 CFR 21 Appendix C (a)(1)(x)

Bids for airport concessions and other business opportunities are solicited from area minority and woman-owned businesses through the following methods:

<b>Airport Business Opportunity</b>	<b>Minority Business Outreach Methods</b>
<i>No business opportunities are currently available.</i>	<p><i>When Request for Quotes are advertised for airport business opportunities, the following methods are used:</i></p> <p><i>Advertised under the “Business Opportunities” Heading at <a href="https://www.salinaairport.com/public-information.aspx">https://www.salinaairport.com/public-information.aspx</a></i></p> <p><i>Direct solicitation to the companies listed in the KDOT Disadvantaged Business Enterprise Directory</i></p> <p><i><a href="https://kdotapp.ksdot.gov/dbecontractorlist/">https://kdotapp.ksdot.gov/dbecontractorlist/</a></i></p>

Selections are in compliance with Title VI, Part 21, and related requirements. Information on the award process and documentation for specific bid decisions is kept with SAA Finance and Administration Department.

## **11. Training**

New employee orientation incorporates Title VI training. Topics include:

- Title VI and related laws prohibit discrimination on the basis of race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age
- Title VI complaints must be forwarded to the Coordinator
- Protections against retaliation for filing civil rights complaints or related actions
- Title VI notices must be displayed throughout the airport public facilities
- All contracts must include Title VI clauses
- Language interpretation and translation services
- Cultural and community relations sensitivity training
- Anti-harassment training

Refresher information will be provided annually.

## **12. Compliance Reviews, Audits, Complaints, Lawsuits, and Other Investigations**

FAA Notification. The Coordinator will notify FAA of any pending investigations and reviews, including:

- Compliance reviews or audits concerning civil rights requirements<sup>11</sup>
- Complaints, lawsuits, or other investigations alleging noncompliance with civil rights requirements<sup>12</sup>

As discussed in the Title VI Complaints Section, Title VI complaints must be forwarded to FAA contacts within 15 days of receipt. For all other civil rights investigations, the Salina Airport Authority must notify FAA contacts of any new investigations prior to grant execution.

At regular intervals, the Coordinator will provide FAA contacts with status updates for the investigations and reviews, until completed. For each existing investigation or review completed within 5 years of this plan, the Coordinator will also provide a statement about the outcome, unless previously provided.

## **13. Title VI Complaints**

49 CFR 21.11; 49 CFR 21 Appendix C (b)(3); 28 CFR 42.406(d)

Scope. These procedures are for complaints of discrimination under Title VI and related laws (hereafter “Title VI Complaints.” In order to be a Title VI Complaint, the complaint must:

1. Allege discrimination on the basis of race, color, national origin (including LEP), sex (including sexual orientation and gender identity), disability, creed, or age or violations administrative requirements under Title VI or related laws.
2. Not only be for employment matters<sup>13</sup>
3. Allege misconduct by the Salina Airport Authority, including airport employees, contractors, concessionaires, lessees, or tenants.
4. Concern an airport facility or actions by the Salina Airport Authority including airport employees, contractors, concessionaires, lessees, or tenants.

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<sup>11</sup> Includes any Title VI, ADA, Sec. 504, Title VII/EEO, or other civil rights program compliance review or audit to be performed on the airport sponsor or any of its sub-recipients by any State, local or Federal agency.

<sup>12</sup> Includes allegations of discrimination based on race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age, whether because of actions of the airport sponsor itself, or its employees, contractors, or tenants. Includes noncompliance with related administrative requirements under civil rights laws.

<sup>13</sup> Complaints of employment discrimination must be addressed as required by EEOC and other applicable authorities with jurisdiction over employment matters. If an Airport sponsor employment activity is supported by FAA-provided financial assistance or it is alleged that the employment discrimination affects the broader airport program, complaints about that activity must also be reported to FAA.



Rights. Any person who believes that they have been subjected to discrimination on the basis of race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age has the right to file a complaint with the Salina Airport Authority.<sup>14</sup> Alternatively, they can file a formal complaint with an outside agency, such as the U.S. Departments of Justice or Transportation, or the Federal Aviation Administration (FAA), or seek other legal remedies.

Receipt of Complaint. The Coordinator will log in the complaint and promptly send copies of the complaint to the Salina Airport Authority Executive Director, the Director of Administration and Finance, and the supervisor of the office named in the complaint.

Complaints must be filed within 180 days of the discriminatory event, must be in writing, and must be delivered to:

Michelle Moon  
Administrative Specialist  
**Salina Airport Authority**  
**Salina Regional Airport (KSLN)**  
3237 Arnold Ave.  
Salina, KS 67401  
Office (785) 827-3914  
michellem@salair.org

If a complaint is initially made by phone, it must be supplemented with a written complaint before 180 days after the discriminatory event has passed. If a verbal complaint is received, the complainant should be given a copy of the Airport Discrimination Complaint Procedures and instructed to submit a written complaint. Accommodation will be provided upon request to individuals unable to file a written complaint due to a disability.

Initial Procedure. The Coordinator may meet with the complainant to clarify the issues, obtain additional information, and determine if informal resolution might be possible in lieu of an investigation. If successfully resolved, the Coordinator will issue a closure letter to the complainant, record the disposition in the complaints log, and report the resolution to FAA.

### **Discrimination Complaint Referral Procedure**

Internal Complaint Referral. All Title VI complaints must be promptly forwarded to the Coordinator within 5 days.

Initial FAA Notification. A copy of each Title VI complaint will be forwarded to the FAA within 15 days of initial receipt (not the date that the Coordinator was notified). The Coordinator will forward a copy of the complaint and a statement describing all actions taken to resolve the matter, and the results thereof to the FAA Civil Rights staff. (Note: complaints based on disability do not have to be forwarded to FAA.) To transmit complaint information to the FAA, the Coordinator

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<sup>14</sup>

will upload complaint information to the FAA Civil Rights Connect System. The Coordinator will also seek technical assistance from FAA, as needed, throughout complaint intake, investigation and resolution process.

## **Investigation Procedure**

Assignment of Investigator. The Coordinator will immediately begin the investigation or designate an investigator.

Cooperation with FAA. The Coordinator will promptly investigate all Title VI complaints, including those referred by the FAA for investigation. If the FAA is investigating a complaint against the Salina Airport Authority, the Coordinator will avoid interfering with the FAA investigation, cooperate with the FAA when needed, and share factual information with the FAA.

Prompt Investigation. The Coordinator will make every effort to complete discrimination complaint investigations within 60 calendar days after the complaint is received. Some investigations may take longer with a justification for the delay and assurance that the investigation is being completed as quickly as possible.

Contact with Complainant. The Coordinator will meet with the complainant to clarify the issues and obtain additional information, and also speak with community members and potential witnesses, as appropriate.

Investigation Report. After completing the investigation, the Coordinator will prepare a written report.

Consultation with Legal Counsel. In each case, the Coordinator will consult with Legal Counsel regarding the investigation and the report. Airport Legal Counsel will ensure that the report is consistent with the DOT and FAA Title VI nondiscrimination requirements.

Prompt Resolution of Disputes. The Coordinator will emphasize voluntary compliance and quickly and fairly resolve disputes with complainants, or with contractors, tenants, or other persons, through dispute resolution, negotiation, and/or mediation.

Forwarding Report and Response to Complainant. At the completion of the investigation, the complainant and respondent will receive a letter of findings and determination of the investigation and any applicable resolution. The letter transmitting the findings, and any applicable resolution will state the Salina Airport Authority's conclusion regarding whether unlawful discrimination occurred, and will describe the complainant's appeal rights. A summary of the investigation report, any appeal, or follow-up actions will be sent to the FAA via the FAA Civil Rights Connect System.

Appeal Rights. The complainant must be notified of their right to appeal the findings or determinations, and of the procedures and requirements for an appeal:

- The complainant may appeal in writing to the Executive Director.

- The written appeal must be received within 30 business days after receipt of the written decision.
- The written appeal must contain all arguments, evidence, and documents supporting the basis for the appeal.
- The Executive Director will issue a final written decision in response to the appeal.

Avoiding Future Discrimination. In addition to taking action with respect to any specific instances of discrimination, the Salina Airport Authority will identify and implement measures to reduce the chances of similar discrimination in the future.

Intimidation and Retaliation Prohibited. The Salina Airport Authority employees, contractors, and tenants will not intimidate or retaliate against a person who has filed a complaint alleging discrimination.

For information on filing a complaint with DOT/FAA, please contact the Title VI Coordinator listed above.

This complaint procedure is shared with the public through the following methods:

**Website, In-person, and Other Distribution Methods**

1 Salina Airport Authority Title VI page at <https://www.salinaairport.com/public-information/civil-rights.aspx>

2. Required posters in the terminal and other public areas

3. In person at the Salina Airport Authority Administrative Offices, 3237 Arnold Av., Salina, KS 67401

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## **14. Population / Language Data**

The full B16001 and S1701 tables for the area from [www.census.gov](http://www.census.gov) are located on the Salina Airport Authority Title VI page at <https://www.salinaairport.com/public-information/civil-rights.aspx>

## **15. Completed Unlawful Discrimination Poster**

The completed Unlawful Discrimination Poster completed from [https://www.faa.gov/about/office\\_org/headquarters\\_offices/acr/com\\_civ\\_support/non\\_disc\\_pr/](https://www.faa.gov/about/office_org/headquarters_offices/acr/com_civ_support/non_disc_pr/) is located on the Salina Airport Authority Title VI page at <https://www.salinaairport.com/public-information/civil-rights.aspx>

**DATE:** September 11, 2024  
**TO:** Pieter Miller  
**FROM:** Maynard Cunningham  
**SUBJECT:** **September 18, 2024, SAA Regular Board Meeting**

## **Facilities and Construction Notes**

### **New Projects**

- **PH305 (SLN Fuel Facility Decommissioning and UST Removal)** – The bid opening was scheduled September 12, 2024, with no bids received for decommissioning and removal of the existing PH305 and underground storage tanks (UST).
- **Building 1021 (Kansas Erosion, LLC) Concrete Repairs** – Jame Coy Construction was selected to remove and replace three areas of deteriorated concrete at Building 1021. The repairs will increase safety for the moving of materials and loading trucks. Concrete removal started September 9. Two areas are completed and the third will be completed this week.

### **Current Projects**

- **Hangar 606 (1Vision Aviation) Storm Damage** – Resulting from the reported 100 mph wind gusts on May 19, 2024, a bottom chord in one of the arched roof trusses at Hangar 606 and bracing connecting to another chord were damaged. MKEC engineers provided a repair proposal for review. Hutton is reviewing and a subcontractor met onsite to review the project to determine structural steel shoring requirements while the repairs are being made to include in a cost proposal and schedule. Multiple proposals may be required. The hangar space is occupiable awaiting repairs.
- **M.J. Kennedy Air Terminal Building Renovation & Expansion** – One bid was received July 24 for the terminal building renovation and expansion. The grant application was submitted to the FAA on July 31, 2024. A grant offer for the Bipartisan Infrastructure Law (BIL) - Airport Terminal Program Grant (ATP) was received August 13, 2024. SAA is awaiting a contract concurrence letter from the FAA.
- **M.J. Kennedy Air Terminal Parking Lot Rehabilitation & Expansion AIP 54 (Design)** – Salina Airport Authority received a Project Initiation Letter from the FAA for the M.J. Kennedy Air Terminal Parking Lot Rehabilitation & Expansion design Thursday, January 11, 2024. An updated engineering contract and independent fee estimates have been submitted to the FAA for review. SAA is awaiting a contract concurrence letter from the FAA for design. SAA received an Initiation of Work letter from the FAA Sept. 10, 2024, for construction of the project.
- **Lavatory Cart Station (Avflight & Skywest) Design** – Earles Engineering provided a preliminary plan for the new lavatory cart station site located adjacent to the general aviation restrooms. Bids were received by contractors and a bid summary is included in the board packet for review. The existing station located near Hangar 509 will be removed by SAA maintenance personnel.
- **Hangar 606/626 (1Vision Aviation & AIM) Parking Lot Design** - Earles Engineering was selected to design a parking area south of Hangar 626 to provide parking for 1 Vision Aviation and AIM Center personnel and allow access through secure pedestrian gate entrances. SAA received bids from contractors and a bid summary is included in the board packet for review.

- **Aviation Innovation & Maintenance (AIM) Center of Excellence at SLN (Hangar 626, Room 111)** – Hutton and its subcontractors continue work on renovations of Room 111 and AIM Center improvements in Hangar 626. Interior painting and the epoxy flooring is complete in Rm 111, and new windows are installed. The ceiling grid is being installed. The footings and foundation for the exterior screen wall are completed and the entrance sidewalk is being formed for concrete placement. Renovations are scheduled for completion in September 2024.



- **Runway 12/30 AIP-48** – Rehabilitation of Runway 12/30 includes asphalt mill and overlay, edge lighting, lighted guidance signs, and removal of portions of excess pavement. A grant offer for Bipartisan Infrastructure Law (BIL) Airport Infrastructure Grant (AIG) funding was received August 13. SAA is awaiting a contract concurrence letter from the FAA.

- **PH305 (SLN Fuel Facility Construction) AIP 49** – Fuel tanks have been placed and American Environmental personnel continue fitting and connecting pipes. The equipment pad area concrete has been placed and the first pump skids were set last week with pipe and electrical connections to be completed. The canopy is scheduled to be constructed in early October. The schedule for the new fuel facility is to be operational in October.



### Special Projects

- **Schilling Project Environmental Remediation**
  - **Plume B Excavation** – Excavation of Plume B near Building 614 as part of the Schilling environmental remediation project started August 6. Excavation of approximately 8200 cubic yards of soil continues as soil samples are sent off for testing.
  - **Directed Groundwater Recirculation System (DGRS)** – Comments have been submitted to Ollsen after reviewing the design report and 30% plans for the DGRS. A site walk through is tentatively scheduled on October 2, 2024 to review property updates and development since the project design began.
- **H959 (1 Vision Aviation)** – Air Discharge Analysis – Dragun and partner Environmental Partners met with 1 Vision and SAA personnel to review aircraft painting project information and tour 1 Vision sites on May 28, 2024. Material calculations indicate that 1 Vision’s annual usage is below the state regulation thresholds. Dragun has recommended approaching the state air permitting authority to discuss options for registering the minor source activities.

### Completed Projects

- **Building 412(Century Business Systems) and Building 620(Universal Forest Products) New Doors** – Four new exterior hollow metal doors and frames have been installed at B412, and three new doors and frames have been installed at B620.

**DATE:** September 12, 2024  
**TO:** Pieter Miller, Executive Director  
**FROM:** David Sorell  
**SUBJECT:** September Board Meeting Update

### **Airport Operations and Maintenance:**

During the month of August/September operations, ARFF, and maintenance completed their wildlife training. This training will certify them for the upcoming year in compliance with part 139.

Airport wildlife training is crucial for several reasons:



1. **Safety:** Wildlife, such as birds and mammals, can pose significant risks to aircraft. Collisions with birds, known as bird strikes, can cause damage to airplanes, potentially endangering passengers and crew. Proper training helps airport staff manage wildlife hazards effectively to minimize these risks.

2. **Operational Efficiency:** Wildlife strikes can lead to delays and disruptions in flight schedules. Effective wildlife management

ensures smoother operations and helps keep flights on time by reducing the likelihood of such incidents.

3. **Regulatory Compliance:** Many countries have regulations and standards for wildlife management at airports. Training ensures that airport staff are aware of and adhere to these regulations, avoiding legal issues and penalties.
4. **Environmental Stewardship:** Airports need to balance operational needs with environmental concerns. Training helps staff understand how to manage wildlife in a way that is both effective and considerate of ecological impacts, promoting sustainable practices.



5. **Cost Savings:** Wildlife strikes can be costly due to damage to aircraft, repairs, and operational disruptions. By implementing effective wildlife management strategies, airports can reduce these costs and improve their overall financial performance.
6. **Public Perception:** Efficient wildlife management reflects well on an airport's commitment to safety and operational excellence. It helps maintain a positive image and trust among passengers and the public.

Overall, airport wildlife training is essential to mitigate these risks and maintain the safety and integrity of airport operations.

In addition to the wildlife training, Salina Airport Authority (SAA) staff will be hosting a table top exercise with all Saline county emergency responders during the month of September. The training will include LEO, KHP, SRHC, SkyWest, SFD, SPD to name a few. We will be reviewing SAA Airport Emergency Plan (AEP) and discussing the role of each party and their assets they bring to an emergency.

**DATE:** September 13, 2024  
**TO:** Pieter Miller, Executive Director  
**FROM:** Kasey L. Windhorst  
**SUBJECT:** September Board Meeting Update

### **Employee Training**

SAA Maintenance, Operations and Aircraft Rescue and Fire Fighting (ARFF) personnel will participate in the annual Mobile Aircraft Firefighting Trainer (MAFT). The MAFT will be on-site at Salina Regional Airport, September 23-24, 2024. The MAFT is a unique 50-foot-long realistic aircraft mock-up that simulates fires in and on the aircraft via propane burners. The training is designed to move the responders through a simulated emergency to include initial response, firefighting operations, victim handling, IMS communications, aircraft shut down, battery disconnect, primary search, secondary search, securing for NTSB, vehicle operations and teamwork. This training event allows SAA personnel, Salina Fire Department (SFD) and rural fire districts to comply with the annual live fire burn and complete the required Part 139 training.

### **Staffing**

Salina Airport Authority (SAA) is actively seeking qualified candidates to fill a full-time Aircraft Rescue Fire Fighting (ARFF) and Operations Specialist. The ARFF team plays a critical role in ensuring the safety of airport operations, responding to emergencies involving aircraft, performing firefighting duties, and assisting with medical emergencies. This position is essential to maintaining the airport's compliance with FAA safety regulations, including those specific to firefighting and rescue preparedness. The full job description and employment application may be found on the SAA website under employment opportunities or using the below links.

[ARFF/Operations Specialist Invitation](#)

[SAA Employment Application](#)

### **Events**

#### **Salina Area Young Professionals Lunch & Learn**

Salina Airport Authority (SAA) welcomed members of the Salina Area Young Professionals (SAYP) for an engaging and informative Lunch & Learn event on September 6, 2024. The event, held at Hangar 600, provided SAYP members with an in-depth overview of the Salina Regional Airport and the surrounding Salina Airport Industrial Center.

During the Lunch & Learn, attendees had the opportunity to hear about the strategic role the Salina Regional Airport plays in regional connectivity and economic development. Presentations

covered the wide range of operations at the airport, including air service, facilities, and its significance as a hub for aviation-related businesses.

The group also learned about the Salina Airport Industrial Center, that houses numerous tenants ranging from aviation companies to various industrial and manufacturing firms. The industrial center's unique location and infrastructure have positioned it as a premier site for business growth and innovation in the region.

The Salina Airport Authority continues to play a vital role in fostering growth and partnerships within the community, supporting both local businesses and the regional economy.

### 2024 U.S. National Aerobatic Championships



Don't miss the exciting 2024 U.S. National Aerobatic Championships, happening September 22-27, 2024 at the Salina Regional Airport. Some of the nation's top aerobatic pilots will compete for national titles, with breathtaking aerial performances throughout the week.

#### Event Details:

- Location: Hangar 509, 2734 Arnold Court, Salina, KS
- Spectator Viewing: Fossett Plaza, 2035 Beechcraft Road
- First Contest Flight: *Advanced Category*, September 22 at 2:00 PM

The official contest schedule, detailing all flight times and events, is now posted on the IAC's official website for the US Nationals at <https://www.iac.org/2024-us-national-aerobatic-championships-program/schedule-of-events>.

### Announcements

Below are the upcoming scheduled board meetings and special board meetings through the end of the year. All board meetings will be held at Hangar H600, Room 100.

Wednesday, September 18, 2024, 8:00 a.m.	Regular Board Meeting
Wednesday, October 16, 2024, 8:00 a.m.	Regular Board Meeting
Wed., October 30 or Thurs., Oct. 31 (Time TBD)	Special Board Meeting
Wednesday, November 20, 2024, 8:00 a.m.	Regular Board Meeting
Wednesday, December 4, 2024, 8:00 a.m.	Special Board Meeting
Wednesday, December 18, 2024, 8:00 a.m.	Regular Board Meeting