

**MINUTES OF THE REGULAR MEETING  
OF THE SALINA AIRPORT AUTHORITY BOARD OF DIRECTORS  
SEPTEMBER 18, 2024  
HANGAR 600, ROOM 100**

**Call to Order**

The board meeting was called to order at 8:00 A.M. by Director Commerford, acting Chair, and it was confirmed that a quorum was present. Business and Communications Manager Kasey Windhorst reported that staff published and distributed the meeting notice and agenda Friday, September 13, 2024. An amended agenda and complete board packet were published and distributed the following Monday, September 16, 2024.

**Attendance**

Present were Directors Commerford and O'Brien, with Directors Roberg, Boos and Carlin attended via VTC. Attending in person were Executive Director Pieter Miller; Director of Administration and Finance Shelli Swanson; Director of Facilities and Construction Maynard Cunningham; Business and Communications Manager Kasey Windhorst; Airport Administration Specialist Michelle Moon; and Attorney Greg Bengtson. Guests at the meeting were Brandon Walker, Midwest ATC; Justin Owens, Kaw Valley Engineering; Cody Heiman, First Bank Kansas; Dan McFadden, Central National Bank; Julie Yeager Zuker, Avflight; Lindsey Dreiling, Drieling Aviation Services; Mitch Robinson, Salina Community Economic Development Organization; and David Arteberry, Stifel, Nicolaus & Company. Guests attending by remote access (VTC) were Bob Vidricksen, Saline County Commissioner; Mitch Walter, Gilmore & Bell; and Gary Foss, ArkStar.

**Agenda**

Executive Director Miller reviewed the agenda noting no additions or deletions. Projects for discussion were listed and identified by the STARS objectives.

### **Minutes**

Director O'Brien moved to accept the minutes of the August 21, 2024 regular board meeting and the minutes of the September 4, 2024 special board meeting as presented. Director Boos seconded the motion. Motion passed 5 – 0.

### **Airport Activity**

Gary Foss, CEO of ArkStar, presented the board with a review of key performance indicators for SkyWest air service including initiative updates, connectivity, traffic, enplanements year-to-date, route performances, area airfare comparisons and advertising effectiveness. Foss included the anticipated addition of a Chicago RON flight beginning the first quarter of 2025. This will further streamline the flight schedules for early morning departures and late evening arrivals, meeting the needs of business and recreational customers to arrive early at almost any US destination. Efforts continue toward securing a third hub flight between SLN and Houston for the spring of 2025.

### **Financial Review**

Swanson updated the board regarding the grants discussed at the August board meeting. All four of the awards have been received and processed.

For the August financials, Swanson noted that the second quarter bond payments were completed. Bond funds on deposit are reported at approximately \$3MM, AIM Center deposits are \$455,276, and Mill Levy deposits are at \$1MM. Total assets are up 10.35% over August 2023. Cash in bank

is \$6.9M. Year-to-date operating income for January through August 2024 is 6% higher (\$125,591) than the same period 2023, attributed to the increased FOL activity. Operating expenses are 2% over budget. Net operating income is \$8,419 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. Director Carlin instructed staff to file the financials for audit.

### **Review of SAA Resolution 24-11**

Swanson reviewed the projects previously approved for funding by the board: Project 80 roads and utilities, North Ramp MRO, and the terminal building waterline. Since the June board meeting, aspects of the authorized improvements have changed significantly. Resolution No. 24-11 is under consideration to address the modified scope of work to certain improvements, an addition of other capital improvements, and reduce the amount of bond funding from \$13M to \$8,460,000. Miller confirmed that Project 80 will remain the same and receive \$6M. The North Ramp MRO will change as funding requires a dollar-for-dollar match. Available funds do not support the construction of new hangars. \$2M will be allocated to remodel the existing structure to include a retrofit for wide-body aircraft and put the hangar into service. The terminal building waterline financing is restructured and removed from the bond note funding. Hangar acquisition has been added for \$460K.

David Arteberry reviewed the calendar of bond events, the debt overview report, differences in tax status applicable to the interest earned from each bond, and the possible payback structure.

Director Commerford moved for board 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 authorizing Chair Carlin to sign. Director O'Brien

seconded the motion. The board voted 5-0 in approval.

### **Hangar 626 / AIM Center Parking Lot Bid Consideration**

Miller described the need for additional parking for the tenants at H626 to accommodate students and employees. Cunningham discussed the current safety issues and the need for walk-in access. Miller discussed the project structure, noting that the SAA will contract directly with each contractor. Cunningham stated that T & R, APAC, and Dellinger Fence submitted successful bids. Swanson noted that funding was available due to an underrun from the original remodel contract with Hutton.

Director Roberg recused himself from discussion and voting.

Director Boos made the motion to approve 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.

Director O'Brien seconded the motion. The vote carried, 4 – 0.

### **Lavatory Cart Dump Station Bid Consideration**

Miller reviewed the current station's location and age. Cunningham presented a diagram of the new central location, allowing the use of the lift station and water supply access. The SAA is acting as prime for this project. Director O'Brien moved to approve 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. Director Commerford seconded the motion. The motion was unanimously approved.

Director Carlin left the meeting for another obligation.

### **Presentation of the Salina Airport Authority's Title VI Program**

Swanson distributed the Title VI Program, which will be submitted to the FAA Civil Rights Office for review and approval. Grant applications to the FAA require active participation by airports in 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.

### **Staff Reports:**

Lindsey Dreiling updated the board on Project AAERO and the Advanced Air Mobility plan. Project AAERO focuses on the infrastructure required at airports for electric aircraft such as heliports, vertical lift pads, and EV charging stations for aircraft and automobiles. Dreiling recapped activity at the state level, federal level and national level planning for commercial applications. There is potential for a new SLN tenant as soon as January 2026, needing space for test flights.

Cunningham discussed the Pump House 305 UST Decommissioning Project. The new fueling station is progressing well. The next part of the project is to excavate and dispose of the

Underground Storage Tanks (UST), pipelines, and contaminated soil, remediate the site and restore it to a backfilled, safe condition with a focus on environmental cleanup and soil rehabilitation. Cunningham reported that while contractors were interested in the project, no bids were received by the 9/12/24 bid date. The next option is for staff to evaluate the feasibility of an in-house project or make changes to the scope of work and seek bids again. An update will be shared at a future meeting.

### **Announcements**

Windhorst reviewed the upcoming board meeting schedule and noted a special SAA board meeting will be held on Wednesday, October 30, 2024 at 4:00p.m. Miller invited everyone to the public viewing of the US National Aerobatic Championships.

### **Executive Session**

At 9:40 A.M., Director Commerford 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 9:50 A.M.

Second by Director Boos. The motion passed unanimously.

The open meeting resumed at 9:50 A.M.

At 9:51 A.M., Director O'Brien moved that the Salina Airport Authority board of directors extend the 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 10:01 A.M.

Second by Director Boos. The motion passed unanimously.

The open meeting resumed at 10:01 A.M.

Following executive session, Director Commerford moved to accept the contract with AMS 2024 BTS – Salina KS, LLC for the purchase of approximately 20 acres located in the Salina Airport Industrial Subdivision III and authorize the vice-chair, Director Boos, to sign. Director O'Brien seconded the motion. The board voted 4-0 in favor.

Director Commerford moved to adjourn the meeting, seconded by Director O'Brien. The meeting adjourned at 10:09 A.M. following the unanimous vote.

Minutes approved at the October 16, 2024 board meeting.

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Kasey L. Windhorst, Board Clerk

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