

**MINUTES OF THE REGULAR MEETING  
OF THE SALINA AIRPORT AUTHORITY BOARD OF DIRECTORS  
OCTOBER 16, 2024  
HANGAR 600, ROOM 100**

**Call to Order**

The board meeting was called to order at 8:00 A.M. by Chair Carlin, 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, October 11, 2024.

**Attendance**

Present were Directors Carlin, Commerford, Boos and O'Brien, with Director Roberg attending 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; and Attorney Greg Bengtson. Guests at the meeting were Brandon Walker, Midwest ATC; Julie Yeager Zuker, Avflight; Mitch Robinson, Salina Community Economic Development Organization; Greg Lenkiewicz, City Commissioner; and David Arteberry, Stifel, Nicolaus & Company. Guest attending via VTC was Mitch Walter, Gilmore & Bell.

**Agenda**

Executive Director Miller reviewed the agenda noting no additions or deletions.

**Minutes**

Director Commerford moved to accept the minutes of the September 18, 2024 regular board meeting as presented. Director O'Brien seconded the motion. Motion passed 5 – 0.

### **Airport Activity**

A total of 6,142 ATC operations were recorded during the month of September 2024, down 10% from 6,801 in September 2023. Year-to-date operations totaled 49,709, a 21% decrease from 62,789 in September 2023. September 2024 fuel flowage was 257,721 gallons, which was a slight decrease compared to the September 2023 total of 258,893 gallons. For the year-to-date, a total of 1,628,954 gallons have been delivered at the airport, a 4% increase compared to the September 2023 YTD total of 1,570,356 gallons. SkyWest recorded a 53% increase in passenger enplanements year-over-year, totaling 1,785 passengers for September. The year-to-date enplanement figure reached 17,963, up from 14,991 in 2023, with a significant rise in load factors, particularly on the Salina-Denver route.

### **Financial Review**

Swanson reviewed the September 2024 financials, highlighting an unrestricted cash balance of \$2.3 million and year-to-date operating income up by 8% over the prior year. Notable revenue growth was attributed to increased hangar rentals and airfield revenue.

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.

### **SAA Resolution 24-12**

Swanson presented SAA Resolution No. 24-12, authorizing the sale of temporary notes to finance capital projects. Arteberry discussed the temporary note schedule and noted Moody's rating will

be issued after completion of the SAA audit.

Director Boos moved to approve SAA Resolution 24-12 authorizing the offering for sale of general obligation bond temporary notes of the Salina Airport Authority and authorizing Chair Carlin to sign the resolution. Seconded by Director O'Brien. The motion passed unanimously.

### **Stryten Lease Agreement Third Addendum**

Swanson provided a company overview of Stryten and the following proposed lease terms to Bldg. 655 located in the Salina Airport Industrial Center. The third addendum to the lease agreement grants one additional option to renew for a term of 2 ½ years.

<b>Term:</b>	February 1 <sup>st</sup> , 2025 to July 31 <sup>st</sup> , 2027
<b>Basic Rental:</b>	\$20,347 per month or \$244,164 per year
<b>Rate per Square Foot:</b>	\$2.53
<b>Tenant Responsibility:</b>	Commercial Property Insurance, Utilities, First \$500 per year in HVAC repairs/maintenance, and all routine building maintenance
<b>SAA Responsibility:</b>	Structural maintenance and mechanical systems that are not repairable

Director O'Brien moved to approve the third addendum to the lease with Stryten Salina LLC and authorize Chair Carlin to sign the addendum. Seconded by Director Boos. Motion carried.

### **2025 Capital Expenditures Budget**

Swanson distributed and reviewed the capital expenditures projects that will be a component of the SAA operating plan and budget for calendar year 2025.

### **2025 SCEDO Budget Request**

Mitch Robinson, SCEDO Executive Director provided an overview of the SCEDO history, roles and responsibilities, revisions to current partners agreement, review of Kansas certified sites program, and marketing plan. Robinson noted the budget request for \$50,000 aims at enhancing regional economic development efforts. Director Boos moved to approve \$50,000 from the Salina Airport Authority in 2025 for the annual Salina Community Economic Development contribution and authorize the Executive Director to sign the support agreement. Seconded by Director Commerford, the motion passed unanimously.

### **Kansas Air Service Development Incentive Grant**

Miller reported that the SAA received a \$1,000,000 grant from the Kansas Air Service Development Incentive (KASDI) program to support the launch of a new Salina (SLN) to Houston (IAH) route by SkyWest Airlines, operating as United Express. The grant will fund a Minimum Revenue Guarantee (MRG) to help sustain the service initially. This new route aligns with Salina's goal to expand its role as a maintenance hub for United Express, which already operates flights to Denver and Chicago from SLN. The Houston route is expected to create 60 additional jobs, supporting economic growth in the region. Director Commerford moved to approve the acceptance of the \$1,000,000 KASDI grant to support the development of the SLN-Houston (IAH) route and authorize the Executive Director to execute all necessary agreements related to the grant and the MRG. Director O'Brien seconded the motion. Motion passed unanimously.

## **Woolpert Engineering Agreement for MRO Tail-Dock Hangar Modification**

Miller commented on the Salina Regional Airport's MRO facility project, supported by Resolution No. 24-11 and up to \$35 million in matching funds from the State of Kansas under the "3 City MRO Play" program, includes modifications to Hangar 959 to accommodate large Group IV aircraft, such as the Boeing 777. Woolpert, Inc. has been contracted to provide design and engineering services, covering site planning, pavement improvements, and construction of a tail dock for wide-body aircraft maintenance. Woolpert will also handle the design of interior upgrades, including new shop spaces, warehousing, and advanced safety systems. The estimated cost for these services is \$219,136.50. Director Boos moved to approve an engineering design agreement with Woolpert for design and architectural services for a MRO tail-dock and hangar improvements to Hangar 959 and authorize the Executive Director to sign the agreement. Second by Director Commerford. Motion carried.

### **Staff Reports:**

Miller updated the board on Project 80 and noted the bid opening is scheduled for October 24, 2024.

Miller provided an overview of the AIP consultant selection process and reviewed the results of the RFQs received. A total of five firms submitted RFQs. The selection committee selected Lochner to serve as the SAA consulting firm for the next five years.

Miller thanked all airport businesses and organizations who helped respond to the JetBlue aircraft emergency response at the Salina Regional Airport during the previous month.

Minutes approved at the November 20, 2024 board meeting.

---

Kasey L. Windhorst, Board Clerk

(SEAL)

DRAFT