

**MINUTES OF THE SPECIAL MEETING OF THE BOARD
OF DIRECTORS OF THE SALINA AIRPORT AUTHORITY
DECEMBER 4, 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 published and distributed the meeting notice and agenda on Wednesday, November 27, 2024.

Attendance

Present were Directors Carlin, 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. No guests attended either in person or by VTC.

Agenda

Executive Director Miller reviewed the agenda. There were no changes.

Consideration and Approval of Hangar 606 truss repair bid SAA Resolution 24-13

Miller gave a recap of the May 2024 storm and the damage to the roof trusses at Hangar 606. Following a structural survey after the storm, the building was determined to need repair. Cunningham reviewed the scope of work outlined by the engineer to safely remove and repair the damaged truss section. The bid tab was presented and discussed. The low bid was submitted by James K. Coy Construction with completion within 2 – 3 weeks. Miller noted repairs need to be

completed by the first quarter of 2025.

Director O'Brien made the motion to approve the bid received by James K. Coy Construction, in the amount of \$85,902.00, with an allowable \$10,000.00 contingency, for a total not to exceed \$95,902.00, and authorizing the Executive Director to sign the contract. Director Roberg seconded. Motion passed 5 – 0.

Discussion of the SAA's 2025 Operating Plan and Budget

Miller discussed the budget summary comparing the last 3 years with the proposed operating budget for 2025. Swanson commented on adjustments required for 2025.

Swanson updated members on the AIM Center ALOFT grant. Matt Hanson, project administrator with Witt O'Brien's, toured the facility and reviewed the current reporting process with Swanson. Swanson relayed Hanson's estimate that the second disbursement will be released in the first quarter of 2025.

Aligning efforts for the 2025 budget, Miller presented the 2025 Goals by Core Value. Miller noted that the underlying focus is completing current projects on time and on budget.

Staff will distribute the proposed 2025 Operating Plan and Budget to the board for review prior to the December 18, 2024 board meeting. Discussion will continue at the next regular board meeting.

Director O'Brien moved to adjourn the meeting, seconded by Director Boos. Motion carried, 5 –
0. The meeting adjourned at 9:00 A.M.

Minutes approved at the December 18, 2024 board meeting.

Kasey L. Windhorst, Board Clerk

(SEAL)

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