

**MINUTES OF THE REGULAR MEETING  
OF THE SALINA AIRPORT AUTHORITY BOARD OF DIRECTORS  
FEBRUARY 19, 2025  
HANGAR 600, ROOM 100**

**Call to Order**

Board Chair Carlin called the board meeting to order at 8:00 a.m. and confirmed that a quorum was present. Airport Administration Specialist Michelle Moon confirmed that the board meeting notice and packet were published and distributed on Friday, February 14, 2025.

**Attendance**

Directors Carlin, Boos, and O'Brien attended in person; Director Commerford attended remotely (VTC). Director Roberg was absent. Attending in person were Executive Director Pieter Miller; Director of Administration and Finance Shelli Swanson; Director of Facilities and Construction Maynard Cunningham; Airport Administration Specialist Michelle Moon; and Attorney Greg Bengtson. Guests in attendance: Mitch Robinson, Salina Community Economic Development Organization, Julie Yager-Zucker, Avflight; Jim Weese, Saline County Commissioner; Brandon Walker, Midwest ATC; Cody Heiman, First Bank Kansas. Guests attending remotely: Trent Davis, City of Salina; John Franke, Franke Schultz and Mullen; and Amisha Daniels, McCown Gordon.

**Agenda**

Executive Director Miller provided a review of the meeting's agenda.

**Minutes**

Director Boos moved to accept the minutes of the meetings for January 15, 2025 Regular Meeting, January 23, 2025 Special Meeting and January 24, 2025 Special Meeting. Director O'Brien seconded the motion. Motion passed 3 – 0.

### **Airport Activity**

Miller updated the board on operations at the airport. General operations as reported by ATC were as expected for January 2025, reporting 4,380 flights for the month, a 35% increase over the same month last year. SkyWest reported that on-time flights departing SLN were at 88%, not including weather-related delays. The load factor for January 2025 SkyWest flights to Denver and Chicago are averaging 70% or higher, reporting 1,609 passengers for the month. Houston flight sales began for flights after May 2, 2025 with almost 500 tickets already sold. Fuel flowage for January 2025 was reported at 160,970 gallons, up over January 2024 (112,666 gallons).

### **Financial Review**

Swanson reviewed the January 2025 financials. Total assets for the month are \$80,815,813, an increase of \$5,585,195 from the previous month (\$75,230,618). The unrestricted cash balance is \$2,257,758. Operating income is up 25% year-over-year by \$67,624. Airfield revenue is up year-over-year by 34% (\$151,259 January 2025, \$112,702 January 2024); landing fees making the largest contribution of \$13,419 for January 2025 (\$2,258 January 2024). Building and land rent for January 2025 is up 3% over January 2024 at \$152,288 for long-term and short-term leases.

Operating expenses are up 43% due to snow removal operations and utility expenses. Administrative expenses are also up by 14% due to property expenses and airport promotions in the first month. Administrative expenses remain under budget by 5%.

Net Operating income has a loss for January 2025 of \$45,790, due to the higher seasonal expenses. However, receiving AIM tuition, grant distributions and the payment for the 20-acre sale, total net income is up over 2024. 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.

**Consideration and approval of Salina Community Economic Development Organization (SCEDO) Members Agreement**

Miller provided a history of the SCEDO and introduced Mitch Robinson. Robinson provided a detailed review of the changes to the agreement:

1. Transition to an Annual Funding Model
2. Annual Members Meeting Requirement
3. Greater Financial Accountability & Transparency
4. Clarification of SCEDO's Advisory Role
5. Membership Withdrawal & Financial Compliance
6. Administrative & Operational Updates

Bengtson noted that the SCEDO's tax status and responsibilities to the members, noting the changes would facilitate budgeting practices of the entities. Robinson reported that the proposal had already been reviewed and approved by the City of Salina, Salina Area Chamber of Commerce, and Saline County. Miller noted the recent SAA projects that benefited from the association with SCEDO.

Director O'Brien moved to approve the Salina Community Economic Development Organization (SCEDO) Members Agreement and authorize the Chair to sign, Director Boos seconded the motion. The vote passed unanimously.

**Consideration and approval of Contract with Stone Sand for underground storage tank removal**

Miller reviewed for the board the project and bidding process, noting that this was the second request for bids with a revised scope of work as the first request did not receive any bids. Cunningham reviewed the bid tab and explained each part of the project. Cunningham noted the differences in rates for each contractor and explained their approaches to completing the project. Cunningham noted that Stone Sand was a new bidder to the airport and confirmed that the company had been vetted. Director Boos moved to approve the contract with Stone Sand Company for the removal of the underground storage tanks on the Salina Regional Airport and authorize the Executive Director to sign all related documents. Director O'Brien seconded the motion, which passed 4 – 0.

### **Consideration and approval of Hangar 703 Bird Clean-Up and Mitigation Contract bids**

Miller and Cunningham provided photos of the interior of Hangar 703. Miller noted that hangar 703 has been used for cold storage and for overnight accommodation for Avflight emergency aircraft storage. A full update to the hangar is in future plans, but cleanup is needed immediately for upcoming leases. Cunningham reviewed the bids, noting that services and approaches were different between bids. A review of what each bidder proposed included analysis of the involvement of airport maintenance staff and system ownership.

Director Boos moved to approve the bid from World Pest Control for clean-up, sanitation, and mitigation of birds in Hangar 703 in the amount of \$42,366 and authorize the executive director to sign a contract for the project, Director O'Brien provided the second. Motion passed 4 – 0.

### **Consideration and approval of Contract with CivicPlus for Salina Airport Authority website development**

Miller reviewed the status of the Salina Airport and Salina Industrial Area website and the need for an update. After reviewing the bid tab, Miller reviewed the services offered by each bidder. Windhorst provided weblinks to sample sites hosted by CivicPlus. Miller responded to questions from the board regarding the timeframe for implementation and the goals for the revised site.

Director O'Brien moved to approve the bid from CivicPlus for Salina Airport Authority website development and authorize the Executive Director to sign. Director Commerford seconded the motion, and the vote passed 4 – 0.

**Consideration of SAA Resolution No 25-01 recognizing Stephanie Carlin for three years of service as a member of the Salina Airport Authority board of directors**

Director Boos presented Resolution 25-01 to the board expressing gratitude and appreciation to Stephanie Carlin for her three years of service rendered to the City of Salina and its citizens. Director O'Brien moved to approve SAA Resolution 25-01, Director Commerford seconded, and the motion passed unanimously.

**Staff Reports**

**Terminal Building Update**

Miller reported that Icon, the general contractor for the project, is on site this week, meeting with subcontractors and planning mobilization activities. Dreiling Aviation is providing drone photography to document the project's progress in a time-lapse format. Cunningham reported that the contract is for 500 days, and that the terminal construction should be complete by May of 2026.

**MRO Project Update**

Miller provided a brief review of the scope of work and the current grant funding available from the state. He noted that the Kansas Department of Commerce is considering the proposal to use

NIST funding as the airport authority's match to the grant, as the opportunity has not been addressed before by this governing entity. Miller is planning a site visit in the next 30 days with KDOT, KDOC, K-State and interested parties to cement the concepts of the proposal and obtain application approval.

### **Directors' Forum**

Director Carlin requested that the agenda be rearrange, moving the executive session to follow the Director's forum, as the meeting was running longer than expected.

### **Presentation of the SAA's 2025 Chairman's Award of Excellence**

The SAA Chairman's Award for Excellence was established to recognize an individual, tenant or consulting firm that assists the Airport Authority board and staff to successfully achieve Core Values goals and objectives. Chair Carlin presented the 2025 award to recipient Brandon Walker, Midwest Air Traffic Control (ATC) SLN tower manager.

### **Executive Session**

At 9:30 a.m., Director Boos moved the board recess into executive session for twenty (20) minutes to discuss the subject of legal considerations relating to the fuel facility project with legal counsel based upon the need for consultation with an attorney for the public body which would be deemed privileged in the attorney-client relationship pursuant to KSA 45-7319(b)(2). The open meeting will resume in this room at 9:50 a.m. Chair Carlin noted that Airport Authority board action

following the executive session is not expected to occur. The vote to move to an executive session was seconded by Director O'Brien and the vote passed unanimously.

The open meeting resumed at 9:50 a.m.

At 9:52 a.m., Director Carlin moved the board recess into executive session for ten (10) minutes to discuss the subject of confidential proprietary information relating to a corporation based upon the need to discuss data relating to financial affairs of corporations, partnerships, trusts, and individual proprietorship pursuant to KSA 75-4319. The open meeting will resume in this room at 10:02 a.m. Airport Authority board action following the executive session is not expected to occur. Director Boos seconded the motion. Vote passed 4 – 0.

The open meeting resumed at 10:02 a.m.

### **Announcements**

Miller provided the dates of the next regular board meeting and reminded board members of the spring cohort AIM graduation.

Director O'Brien made a motion to adjourn the meeting, seconded by Director Boos. The motion passed 4-0. The meeting adjourned at 10:08 a.m.

Minutes approved at the March 19, 2025 board meeting.

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Kasey L. Windhorst, Board Clerk

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