



METROPOLITAN TOPEKA AIRPORT AUTHORITY
 TOPEKA REGIONAL AIRPORT & BUSINESS CENTER | BILLARD AIRPORT

Board of Directors

**Metropolitan Topeka Airport Authority
 January 16, 2024**

Work Session..... 2:00 PM

Mr. Sneden presented the Board of Directors with documents for review and discussion on:

- a. Rules and Regulations for the Metropolitan Topeka Airport Authority;
- b. Policy on Reimbursement of Major Repair or Remodel Projects; and
- c. Standards of Maintenance and Upkeep

After discussions were held on the presented documents, it was requested that the consideration of approval of these policies be included in the February Board Meeting Agenda.

Mr. Resner presented proposed amendments to the MTAA Bylaws for review and discussion. The document was reviewed through Section 2.07 and the review will continue during the February Work Session beginning at Article II, Section 2.08.

Regular Monthly Meeting 3:00 PM

Chairman Brian Armstrong brought the regular monthly meeting of the MTAA Board of Directors to order at 3:00 PM with the following Board members present: Lisa Stubbs, Joe Ledbetter and Sam Sutton. Mike Munson arrived at approximately 4:00 p.m. Also in attendance were:

- Sam Stallbaumer, WSP USA, Inc.
- Jennifer Kuchinski, WSP USA, Inc.
- Patrick Traul, Vaerus Aviation, Inc.
- Mark Emery, Vaerus Aviation, Inc.
- Tricia Dehn, Vaerus Aviation, Inc.
- Corey Dehn, SDG/Vaerus Aviation, Inc.
- Jared Hitchens, Greater Topeka Partnership
- Molly Howey, GO Topeka
- Jason Alatidd, Topeka Capital-Journal
- Alex Carter, WIBW
- Jovarie Downing, WIBW-TV
- Jared Long, KSNT News
- Mayor Michael Padilla, City of Topeka (Via ZOOM)
- Councilman Marcus Miller (Via ZOOM)
- Amy Oesterrich, Heinen Bros Ag (Via ZOOM)
- John Lueger, Heinen Bros Ag (Via ZOOM)
- Scott Gilchrist, Million Air Topeka (Via ZOOM)
- Don Loyd – MTAA (TOP Fuel Service)
- Maj. Chris Ortega – MTAA (Police & Fire Department)
- Capt. Chad Schmale – MTAA (Police & Fire Department)
- Terry Poley – MTAA (Maintenance Department)
- Eric Johnson – MTAA President
- Curtis Sneden – MTAA Director of Development
- Cheryl Trobough – MTAA Director of Administration & Finance
- Matt Narsh – MTAA (Administrative Office)
- Deana Prescott – MTAA (Administrative Office)
- Timothy Resner of Frieden & Forbes, LP – Legal Counsel to the Board

Item 1. Notice.

Chairman Armstrong inquired if everyone who requested notification had been notified of this meeting. **Ms. Trobough replied that notifications were sent.**

Item 2. Approve Minutes of the MTAA's Regularly Scheduled Board Meeting of December 19, 2023.

Chairman Armstrong asked the Board to review the minutes of the Regularly Scheduled Board Meeting of December 19, 2023. He inquired if there were any additions, corrections or comments to the Minutes.

Ms. Stubbs made the motion to approve the minutes of the Regularly Scheduled Board Meeting of December 19, 2023 as presented. Mr. Ledbetter seconded the motion. Motion carried.

Item 3. Public Comment.

Chairman Armstrong inquired if there was anyone registered to speak during Public Comment. Mr. Johnson replied that there was not.

Item 4. Adopt the Agenda.

Chairman Armstrong stated there was a need to amend the Agenda to include Item 5. Executive Session and Item 6. Consideration of Proposed MTAA Contract No. 2706.01 and stated that these additions will amend the published items to Item 7 through Item 11. **Mr. Sutton made the motion as stated by Chairman Armstrong. Ms. Stubbs seconded the motion. Motion carried.**

Item 5. Executive Session.

Chairman Armstrong stated there was a need for an Executive Session.

Ms. Stubbs made a motion that the meeting be recessed for the purpose of an Executive Session, pursuant to the Kansas Open Meeting Laws. The justification for this Executive Session is the need to preserve attorney-client confidentiality in the discussion of pending contract negotiations. Ms. Stubbs stated that the Executive Session will be for a period not to exceed twenty (20) minutes beginning at 3:07 p.m. and this meeting shall reconvene at 3:27 p.m. The Executive Session is to also include Eric Johnson and Curtis Sneden. Mr. Sutton seconded the motion. Motion carried.

Chairman Armstrong reconvened the Open Session meeting at 3:27 p.m.

Item 6. Consideration of Proposed MTAA Contract No. 2706.01.

Chairman Armstrong asked for a motion to approve MTAA Contract No. 2706.01 and Addendum. **Mr. Ledbetter made the motion to approve MTAA Contract No. 2706.01 and Addendum. Ms. Stubbs seconded the motion. Motion carried.**

Chairman Armstrong and Patrick Traul of Vaerus Aviation, Inc. affixed their signatures on the contract and addendum.

Item 7. Consider Approval of WSP USA, Inc. Agreement No. 30900280 - Task Order No. 16 – SE Forbes Avenue Street Project.

Mr. Johnson reported that with the Board's approval of the bid for the MTAA Street Overlay project for SE Forbes Avenue and areas of the Terminal Building parking lot, the next phase of the process is the construction administration agreement with WSP, USA, Inc.

Agreement No. 30900280 – Task Order No. 16 was provided by WSP which includes the scope of work and the construction administration services fee. The document identifies a construction administration service cost of \$96,940.00 for which Mr. Johnson requested Board approval.

Ms. Stubbs made a motion to approve WSP USA, Inc. Agreement No. 30900280 - Task Order No. 16 – SE Forbes Avenue Street Project in the amount of Ninety-Six Thousand Nine Hundred Forty Dollars and Zero Cents (\$96,940.00) as presented. Mr. Ledbetter seconded the motion. Motion carried.

Item 8. Review and Consider Quote for Purchase of Airfield Paint Equipment.

Mr. Johnson reported that Federal Aviation Regulations specifically identifies the process for applying paint markings on the airfield. The line striping machines currently owned have exceeded their useful service life. Due to multiple mechanical issues, repair costs are excessive and the machines do not provide adequate performance following the last repairs.

A quote was received from Crafcro Inc., a Sourcewell vendor, for a LineLazer V 250DC HP Reflective Series under Sourcewell Contract #080521-CFC. In addition to the base unit, additional spray-gun kits to increase the spray pattern were included. Staff is still searching for other Sourcewell vendors able to provide this equipment, but currently, Crafcro Inc.'s quote for two LineLazer V with the optional equipment at a cost of \$111,398.00 is the best available option.

Mr. Johnson requested Board approval for the purchase of Two (2) LineLazer V 250DC HP Reflective Series Striper units with the additional Spray Guns and Wheel kits at a maximum cost of \$111,398.00.

Mr. Sutton made a motion to approve the purchase of Two (2) LineLazer V 250DC HP Reflective Series Striper units with the additional Spray Guns and Wheel kits at a cost not to exceed One Hundred Eleven Thousand Three Hundred Ninety-Eight Dollars and No Cents (\$111,398.00). Mr. Ledbetter seconded the motion. Motion carried.

Discussion Items:

Item 9. Sale of Surplus Real Property.

Mr. Resner led the discussion with a presentation on Selling MTAA Property. The presentation included the different requirements depending on the method used when the property in question was acquired.

Item 9. TOP Fuel Service Fuel Sales Report.

The TOP Fuel Sales by Product Summary Report for the month of December 2023, along with the 2023 total annual sales were presented to the Board for their information and review.

Information Only Items:

Item 10. Monthly Reports

10.a. Aviation-Related Issues & Air Service – Mr. Johnson

Mr. Johnson provided the following report:

- AIR SERVICE – No change with the status regarding air service.
- AJUA Update – Meetings will continue with the NGB and staff of the 190th in early February to discuss the new AJUA. This phase of the process involves tracking aircraft operations and identifying military vs. civilian flights. Values are placed on the time spent maintaining the airfield to determine the military's share of the cost.
- T-Hangar Maintenance – Maintenance staff continues work on the T-hangars. They have installed a few of the rubber seals but winter weather has them focused on other areas. Work will continue as weather allows. Work continues on the electrical upgrades in the T-Hangars. This is slow going with Terry Poley being the only person qualified to perform the work but it is being completed. Lighting upgrades have been completed in 16 hangars.
- The City of Topeka is working on the replacement of the sewer pump station at Billard Airport. A set of plans for the work has been reviewed which includes the construction of the new station along with the demolition of the existing pump station. This new system will provide better service to the area. Angela Sharp, Bartlett & West, advised that the City Planning Commission hearing is scheduled for Monday, February 19th and the City Council action meeting would typically be scheduled for mid-March.
- TOP Fuel Service AvGas truck went down over the weekend. Cold temperatures were identified as the cause. The batteries were down and the fuel had gelled.
- The work for relocating the overhead electrical service near Hangars 9 and 10 at Billard is delayed due to weather. As soon as the crew can trench for the electrical cable, work will commence.
- Maintenance staff will be working in Hangar 17 beginning next week on the installation of the insulation purchased by the tenant in the building.

- Project Updates:
 - TOP TERMINAL - CONSTRUCTION**
 - Wrapping up punch list
 - Fixing HVAC in FBO due to noise
 - Turned utilities over to MTAA on 12-22-23
 - One outstanding MEP item for City to issue CO
 - FBO has moved in – finalizing punch list
 - FOE SRE BUILDING - CONSTRUCTION**
 - Reviewing submittals
 - Subgrade placed
 - Digging foundations/mechanical/trench drains to prepare for concrete pours
 - Trying to get concrete done before weather gets bad
 - Prepared with blankets and heaters if required
 - 240 calendar day contract
 - Complete 5-3-2024
 - Poured some of foundations before weather turned – working on submittals
 - Preparing for cold weather concrete pours (heaters, blankets, etc.)
 - FUEL FARM - CONSTRUCTION**
 - All removal of the first existing tank area is completed
 - All concrete is placed
 - Site clean-up and civil work on-going
 - Fabricating tanks and materials on-site
 - Tank delivered early January
 - Tanks and crane arrived on site 1-15-2024
 - Tanks in place on 1-16-2024
 - FOE PBB - CONSTRUCTION**
 - Planned installation of bridge mid-January
 - Awaiting FAA approval of Buy-American after contractor's internal audit
 - TWY A-D - DESIGN**
 - Finalizing design and FAA comments
 - Construction to begin spring/summer 2024
 - Advertised 1-16-2024
 - MISC**
 - Preparation of ACIP data sheets for submission by Friday, January 19
 - Entering this week and discussing AIP-BIL-AIG etc. funds with FAA Kansas Planner
 - Sets up funding for next 5 years of projects
 - Projects identified based on airport need and shown in the master plan
 - Projects are ranked across the region
 - Airfield pavement has high priority with highest priority starting at runway centerline proceeding outward

10.b. Maintenance Report – Mr. Johnson

The Maintenance Report for work completed by the MTAA Maintenance Department on the grounds, airfield, vehicles and buildings from December 15, 2023 to January 10, 2024 was presented to the Board for their information and review.

10.c. TOP Fuel Service Sales Report Maintenance Report – Mr. Johnson

The TOP Fuel Sales by Product Summary Report for the month of December 2023, along with the 2023 total annual sales were presented to the Board for their information and review.

10.d. Economic Development & Leasing Activity – Mr. Sneden

Mr. Sneden provided the following report:

- Discussion on the MTAA request for state appropriations in the amount of \$3.35 million to support the MRO hanger complex. The Governor's budget did not include funding for the NIAR project so both Salina and Topeka are working to have a budget amendment introduced. Topeka remains on schedule to develop its MRO hanger complex in time to meet NIAR's schedule.

- Prospects have contacted regarding availability of large hangars at Topeka Regional Airport. One firm is planning to visit Topeka this Spring. There appears to be quite a demand for this type of hangar space.
- Noted the earlier discussions on the policies which are being created to encourage development at MTAA properties, to include:
 - Standards of maintenance and upkeep;
 - Policy on reimbursement of major repairs, and remodels;
 - Reformatted rules and regulations;
 - Minimum standards for aeronautical activities;
 - Leasing policy, and, potentially; and
 - Design and construction standards.
- Working to develop a business plan for the Topeka Regional Business Center. This will entail an inventory of current properties, research of demand, a solid capital improvement plan and a crisp narrative to convey to developers how they could fit in at TRA and TRBC.
- Discussed leasing activity at building 167, farm leases around Billard, ongoing lease renewals and the website upgrade.

10.e. Directors' Comments

Mr. Ledbetter expressed his appreciation for all the work it took behind the scenes to accomplish the contract approved with Vaerus Aviation Inc. He stated that he would like to see more private development investment.

Mr. Armstrong relayed the following information: He had been made aware of a bill in the Kansas legislature to increase KDOT funding for airports to \$15M; Mayor Padilla has requested the MTAA make a presentation to City Council early in March (possibly March 5); Made a request that staff pursue building upgrades to the MTAA Administrative Office. (Mr. Johnson responded that based on the estimates received, staff is taking a new approach and working on ideas to begin with updating the Board Room.); and he recently had the opportunity to visit the Jet-A-Way Café in the Topeka Regional Airport terminal building and encouraged everyone to do the same.

Mr. Munson encouraged everyone to visit the recently opened Billard Terminal building. He also asked for a refresher on the bonding authority the MTAA was approved for last year.

Item 11. Executive Session

Chairman Armstrong inquired if there was a need for an Executive Session. Mr. Resner and Mr. Johnson responded that there was not.

Adjournment

Chairman Armstrong inquired if there was any further business to discuss, hearing none, he asked for a motion to adjourn. **Ms. Stubbs made a motion to adjourn. Mr. Sutton seconded the motion and the meeting was adjourned at 4:37 p.m..**

These official minutes were approved by the Board of Directors on February 20, 2024.



Lisa D. Stubbs, Secretary