



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

Board of Directors

**Metropolitan Topeka Airport Authority  
 January 21, 2025**

**Regular Monthly Meeting ..... 3:00 PM**

Chairman Munson brought the regular monthly meeting of the MTAA Board of Directors to order at 3:00 PM with the following other Board members present: Carlos Cortez, Michael Odupitan and Sam Sutton. Brian Armstrong was in attendance via Teams. Also in attendance were:

- Sam Stallbaumer, WSP USA, Inc.
- Scott Uhl, WSP USA, Inc.
- John Lueger, Heinen Bros Ag via Teams
- Terry Poley, MTAA Director of Maintenance
- Eric Johnson, MTAA President
- Don Loyd, TOP Fuel Service FBO Manager
- Curtis Sneden, MTAA Director of Development
- Laura Hartley, MTAA Director of Administration & Finance
- Deana Prescott, MTAA (Administrative Office)
- Matt Narsh, MTAA (Administrative Office)
- Timothy Resner of Frieden & Forbes, LP, Legal Counsel to the Board
- Chief John Ross, MTAA Police and Fire Chief
- Scott Gilchrist, Million Air via Teams
- Mayor Mike Padilla
- Jake Penning, Volaire Aviation
- Kevin Hahn, Ardith Group
- Kent Lammers, Topeka Business
- Amie Oesterrich, Henin Bros Ag via Teams
- Ashley Lehman, Go Topeka
- Jenna Johnston, Advisor's Excel
- Aaron Mays, SNCO Commissioner
- Sean Dixon, Visit Topeka
- Robert Perez, City of Topeka Manager

**Item 1. Notice**

Chairman Munson inquired if everyone who requested notification had been notified of this meeting. **Mr. Johnson replied that notifications were sent.**

**Item 2. Approve Minutes of the MTAA's Regularly Scheduled Board Meeting of December 17, 2024**

Chairman Munson asked the Board to review the minutes of the Board Meeting of December 17, 2024. He inquired if there were any additions, corrections or comments to the Minutes. None were noted. **Mr. Odupitan made the motion to approve the minutes for the Meeting on December 17, 2024. Mr. Sutton seconded the motion. Motion carried.**

**Item 3. Public Comment**

Chairman Munson inquired if there was anyone registered to speak during Public Comment. **Mr. Johnson replied that there was no one registered to speak.**

**Item 4. Adopt the Agenda**

Chairman Munson asked for a motion to adopt the agenda with one additional change, to add in Item 10A for a snowblower purchase request. **Mr. Munson made the motion to approve the agenda as modified. Mr. Sutton seconded the motion. Motion carried.**

#### **Item 5. Volaire Air Service Presentation**

Chairman Munson introduced Jack Penning with Volaire Aviation. Mr. Penning gave a presentation on air service opportunities for Topeka Regional Airport. A lengthy discussion occurred with questions from the audience.

#### **Discussion Items:**

#### **Item 6. Discussion of Installation of Self-Serve Fuel System at Billard and Possible Waiver of Purchasing Policy**

Chairman Munson noted a meeting was held on January 9<sup>th</sup> with Mr. Sutton, Mr. Munson, Mr. Johnson, Mr. Sneden, Mr. Loyd, Mr. Stallbaumer, and a couple tenants of the Billard airport. The purpose of the meeting was to gauge interest in self-serve fueling at Billard. Overall, the consensus was self-fueling was a great idea, but they did not want to take away from the FBO full-service offerings. Chairman Munson commented that appreciation was expressed by a customer at Billard for the quality of the FBO and full-service options. Mr. Johnson noted that the MTAA was in receipt of a Sourcewell/purchasing quote from KEAR who worked on our fuel farm at Topeka Regional Airport. It was suggested to look at prices for 12,000 gallon tanks as well as 20,000 gallon tanks. The board directed Mr. Johnson to proceed with getting quotes to present at the next Board meeting.

#### **Item 7. Review of Code of Conduct Policy and Possible Action**

Mr. Resner presented the most recent draft Code of Conduct policy, which had been worked on by the Board throughout 2024. **Chairman Munson made the motion to approve Resolution No. 25-305 to adopt the Code of Conduct policy. Mr. Sutton seconded the motion. Motion carried and passed with 5 votes for and 0 against.**

#### **Item 8. Board Committees**

Chairman Munson noted the amended bylaws required 3 standing committees: Budget & Finance, Economic Development and Operations & Maintenance. Each committee should be comprised of at least 2 board members and either the President or the President's designee. Chairman Munson asked all board members to send their preferences to Mr. Johnson to comprise the committees by the next Board Meeting.

#### **Action Items:**

#### **Item 9. Consider Approval of Memorandum of Agreement with Whitney B. Damron, P.A.**

Mr. Sneden presented the request to renew the contract with the lobbyist Whitney Damron in the amount of \$3,000/mo plus expenses. Questions were asked if the contract could be terminated at the end of the legislative session without recourse. Mr. Sneden replied that would not be a problem. The Board asked what Mr. Damron has done for us thus far. Mr. Sneden replied he is a good conduit to the Governor's office for us. **Mr. Munson made the motion to renew the contract with Whitney Damron for the next year. Mr. Odupitan seconded the motion. Motion carried.**

#### **Item 10. Consider Purchase of John Deere Tractor**

Mr. Johnson presented the request to purchase a John Deere tractor as budgeted in the amount of \$103,173.25. **Mr. Cortez made the motion to approve the purchase of the tractor for \$103,173.25. Mr. Sutton seconded the motion. Motion carried.**

#### **Item 10A. Consider Authorization to Repair Snowblower**

Mr. Johnson presented the request to allow staff to repair a snowblower that broke down. The approximate cost of a new snowblower this size is over \$800K. The head gasket is broke and the MTAA received two quotes on possible outcomes to repair. If the repair is just a head gasket kit, the approximate cost to repair is \$11,330. The second quote provided was for a tear down and overhaul of the engine if needed. This second quote would be in the amount of approximately \$35,000. **Mr. Munson made the motion to approve the repairs in an amount not to exceed \$40,000 for the snowblower. Mr. Cortez seconded the motion. Motion carried.**

#### **Item 11. Consider Purchase of John Deere Batwing Rotary Cutters**

Mr. Johnson presented the request to purchase two John Deere Batwing Rotary Cutters as budgeted for in 2025. The batwings are \$34,030.52 each. **Mr. Sutton made the motion to approve the purchase of the batwings for a total of \$68,061.04. Mr. Cortez seconded the motion. Motion carried.**

#### **Item 12. Consider Purchase of John Deere Diesel Trim Mowers**

Mr. Johnson presented the request to purchase two John Deere trim mowers. These were not budgeted; however, savings was found in the purchase of the John Deere tractors as opposed to the budgeted amounts. Questions were asked about how often equipment is purchased and what happens to the old equipment. Questions were also asked about the location of the equipment to ensure both airports are receiving the newer equipment. The trim mowers are \$25,896.64 each. **Mr. Odupitan made the motion to approve the purchase of the mowers for a total of \$51,793.28. Mr. Cortez seconded the motion. Motion carried.**

#### **Item 13. Consider Approval to Transfer Emergency Vehicle to Osage County Sheriff's Office**

Mr. Johnson presented the request to transfer a bomb truck to Osage County Sheriff's Department. The hazardous device unit has not been in effect at the MTAA for several years and the truck sits dormant. The Osage County Sheriff's Dept. has a need for this equipment. The board asked if there would be similar goodwill coming back to our department and Chief Ross replied that the Osage County Sheriff's office provide officers to assist in our air show last fall. **Mr. Sutton made the motion to approve the transfer of the vehicle to the Osage County Sheriff's Office. Mr. Munson seconded the motion. Motion carried.**

#### **Informational Only Items:**

#### **Item 14. Monthly Financial Reports**

##### **14a. Project Updates – Sam Stallbaumer, WSP USA, Inc.**

Mr. Stallbaumer provided the following report:

- Taxiway A/D project is planning to start back up again next week if the snow is melted.
- MRO preliminary phase has started. It will be built on the north terminal apron at Forbes.
- Work is just getting started on the TOP Apron Rehab. Survey work has been completed and design work is underway. A site visit has been completed. The 50% design is in process and there will be a regroup with the MTAA stakeholders. Construction should occur in Summer 2025.

##### **14b. Aviation-Related Issues & Air Service – Mr. Johnson**

Mr. Johnson provided the following report:

- The air service forum with Volaire was announced today and runs March 17-19.
- We are seeking applicants to work alongside our Operations Manager to prepare for her retirement.
- The ACIP update is due and is required annually. This encompasses projects to work on in 2025 at both airports. For FOE, we have the following projects planned/ongoing: rehabilitation of Taxiway A, rehabilitation of Taxiway A north end, rehabilitation of the apron on the north end of the terminal, and rehabilitation of taxiway C. For TOP, we have the following projects planned/ongoing: extend runway 18/36 to connect to B, rehabilitation of runway 18/36, new connection to taxiway B, rehabilitation of runway 13/31, and rehabilitation of taxiway E.

##### **14c. Maintenance Report – Mr. Johnson**

The Maintenance Report for work completed by the MTAA Maintenance Department on the grounds, airfield, vehicles and buildings for the month of December 2024 through early January 2025 was presented to the Board for their information and review.

##### **14d. TOP Fuel Service Sales Report and Year End FBO Report – Mr. Loyd**

The TOP Fuel Sales by Product Summary Report for the month of December 2024, along with year-to-date annual sales were presented to the Board for their information and review. Mr. Loyd commented on his plans for the FBO and the revenue streams he wants to focus on for 2025.

##### **14.e. Economic Development & Leasing Activity – Mr. Sneden**

Mr. Sneden provided the following report:

- Whale Parcel sale is set to close on January 31, 2025.

- MRO work is ongoing. Dryling Aviation Services created a feasibility study which is being reviewed. Site visits are ongoing. Demand for MRO work is increasing.
- Update on other leasing activity and maintenance improvements on properties. Building inspections have been done by Deana and have been completed on almost all properties.
- There have been a few website updates to check out.

#### **14.f. Financial Reports**

Ms. Hartley presented the draft monthly financial reports through December 31, 2024 as well as the delinquent status report as of December 31, 2024.

#### **14.g. Directors' Comments**

Skipped due to time constraints

#### **Item 15. Executive Session**

Chairman Munson noted there was a need for an Executive Session. **Mr. Munson moved 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 to review a lease proposal subject to attorney-client privilege. The Executive Session will be for a period not to exceed fifteen (15) minutes beginning at 5:35 PM and the meeting shall reconvene in open session at 5:50 PM. The executive session will include Eric Johnson, Curtis Sneden, and Tim Resner. Mr. Sutton seconded the motion. Motion carried. Chairman Munson reconvened the meeting at 5:55 PM.**

#### **Adjournment**

Chairman Munson made a motion to adjourn. Mr. Sutton seconded the motion and the meeting was adjourned at 5:55 p.m.

These official minutes were approved by the Board of Directors on February 18, 2025.

  
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Brian Armstrong, Secretary