



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

Board of Directors

Metropolitan Topeka Airport Authority October 17, 2023

Work Session – Tour of New TOP Terminal Building.....2:00 PM

Mr. Johnson, Mr. Loyd and Sam Stallbaumer of WSP led the group on a tour of the new TOP terminal building as the construction is nearing completion.

Regular Monthly Meeting (Held at Philip Billard Hangar #15).....3:00 PM

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

- Sam Stallbaumer, WSP USA, Inc.
- Scott Uhl, WSP USA, Inc.
- Scott Gilchrist, MillionAir Topeka
- Jordan Freborg, HNTB
- John Lueger, Heinen Bros Ag (Via ZOOM)
- Amy Oesterrich, Heinen Bros Ag (via ZOOM)
- Mayor Michael Padilla, City of Topeka (Via ZOOM)
- Don Loyd – MTAA (TOP Fuel Service)
- Capt. Chris Ortega – MTAA (Police & Fire Department)
- Terry Poley – MTAA (Maintenance Department)
- Eric Johnson – MTAA President
- Curtis Sneden – MTAA Director of Development
- Matt Narsh – MTAA (Administrative Office)
- Deana Prescott – MTAA (Administrative Office)
- Timothy Resner of Frieden & Forbes, LP – Legal Counsel to the Board

Item 1. Notice

Chairwoman Stubbs 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 Regularly Scheduled Board Meetings of August 15, 2023 and September 18, 2023 and the 2024 Budget Public Hearings held on September 19, 2023.

Chairwoman Stubbs asked the Board to review the minutes of the Regularly Scheduled Board Meetings of August 15, 2023 and September 18, 2023 and the 2024 Budget Public Hearings held on September 19, 2023. She inquired if there were any additions, corrections or comments to the Minutes.

Mr. Munson made the motion to approve the minutes of the Regularly Scheduled Board Meetings of August 15, 2023 and September 18, 2023 and the 2024 Budget Public Hearings held on September 19, 2023 as presented. Mr. Armstrong seconded the motion. Motion carried.

Item 3. Public Comment

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

Item 4. Adopt the Agenda.

Chairwoman Stubbs inquired if there were any changes to the Agenda as presented. **Mr. Ledbetter made a motion to adopt the Agenda as presented. Mr. Sutfon seconded the motion. Motion carried.**

Item 5. Consider Installation of Water Tower Insulation-Frost Jacket.

Mr. Johnson reported that during the project to refurbish the 750,000-gallon water tower, Utility Service Co., Inc. discovered the tank riser pipe had rusted through and required replacement. This work was included in our service agreement and completed at no additional cost. However, the insulation-frost jacket was damaged and requires replacement and is not covered by the service agreement.

A quote was requested from Utility Service Co., Inc. to provide and install the insulation which is used to protect the water supply line from freezing during cold weather was presented which identified the scope of work and a cost of \$25,424.00.

Mr. Johnson requested the Board's authorization to contract with Utility Service Co., Inc. for the installation of the insulation-frost jacket at the cost as quoted.

Mr. Ledbetter inquired about the amount of money being spent for the service contract on the tower. Mr. Johnson replied that he would get the cost figures for the contract and circulate them to the Board. The service contract covers an annual inspection of the tank and tower; a wash out and disinfection bi-annually; and the contractor has the responsibility to refurbish and reline the tank and tower as needed.

Mr. Armstrong asked if, big picture, will the MTAA continue to own & operate the current water tower after the City's new tower goes online. Mr. Johnson responded that depending on the water flow, the MTAA may need to continue the tower operation for fire coverage.

Mr. Resner approved the contract form with the addition of the MTAA's Standard Terms to be attached.

Mr. Ledbetter made a motion to approve the contract with Utility Service Co., Inc. for the purchase and installation of the water tower insulation-frost jacket at a cost of Twenty-Five Thousand Four Hundred Twenty-four Dollars and No Cents (\$25,424.00). Mr. Armstrong seconded the motion. Motion carried.

Item 6. Consider Maintenance Building Overhead Door Replacement.

Mr. Johnson reported that the existing overhead door at the MTAA maintenance building is not wide enough for the large airfield trucks to pass through without careful maneuvering or removal of the plow or broom head. During inclement weather, should a truck become disabled, staff may need to tow a vehicle in for repairs. Having a door large enough to accommodate the airfield equipment will save valuable time. Building modifications to accommodate the installation of the larger door will be completed by the MTAA maintenance department.

Staff requested quotes from several vendors for the installation of a 20-foot-wide door and received two responses. The lowest quote received was from Heartland Door and Window which quoted the installation of a 20'2" x 14'1" overhead door with a 1HP Liftmaster Trolley Operator at a cost of \$10,528.86.

Mr. Johnson requested the Board authorize the replacement of the overhead door at a cost not to exceed \$10,528.86.

Mr. Ledbetter inquired when the SRE building would be completed to which Mr. Johnson replied May 2024. Mr. Munson asked if the maintenance building will still be used once the SRE building is complete and Mr. Johnson responded that the building continue to be used as the Maintenance Shop and the SRE building will be used for snow removal equipment storage.

Mr. Munson made a motion for staff to contract with Heartland Door and Window for the purchase and installation of the 20'2" X 14'1" door at the quoted cost of Ten Thousand Five Hundred Twenty-

Eight Dollars and Eighty-six Cents (\$10,528.86). Mr. Armstrong seconded the motion. Motion carried with four affirmative votes and Mr. Ledbetter voting against.

Item 7. Consider Billard Airport Fence and Gate Bids.

Mr. Johnson reported that at the Board's direction, specifications were developed for the installation of fence and gates for select portions of Philip Billard Airport. The project is identified in two stages. Stage One includes approximately 3,165 feet of fence along the West side of the T-Hangars and Hangar 17, extending from the State of Kansas property on the South end and continuing North to approximately NE Center Avenue. Stage Two includes approximately 160 feet of fence and two (2) 25' automatic gates controlling access to the T-Hangars and to the airfield.

Additionally, the Kansas Highway Patrol (KHP) requested 700 feet of fence and a 25' automatic gate to control access to their facility. This was identified in the RFB as Bid Alternate #1. The KHP will be responsible for all expenses related to Bid Alternate #1.

Due to the close proximity to the FAA navaid shelter on the Northwest corner of the airport, input was from the FAA Central Region. The planner offered the following concerns:

- Partial fencing can be problematic for corralling wildlife in this area of the airport.
- This isn't a security fence either. The federal government does not do security fencing like this.

A request for bids was advertised with a public bid opening held on October 12, 2023. Two bids were received with the apparent low bid provided by Kansas Fencing, Inc. at a total cost of \$172,777.00. The KHP's share of this expense for Bid Alternate #1 is \$37,658.00 with the balance of \$135,119 being the responsibility of the MTAA.

Mr. Ledbetter made a motion to accept, subject to an agreement in writing from the Kansas Highway Patrol for their share of the expense, the bid provided by Kansas Fencing, Inc. at a total cost not to exceed One Hundred Seventy-two Thousand Seven Hundred Seventy-seven Dollars and No Cents (\$172,777.00). Mr. Armstrong seconded the motion. Mr. Ledbetter amended his motion to include a condition of FAA clearance. Mr. Armstrong indicated his second was in agreement with the amendment to the motion.

Board members raised questions concerning:

- access road and gate to allow access to hangars;
- tenant feedback on fence;
- addressing safety concerns; and
- hampering future development.

Mr. Johnson responded with:

- access road is in the master plan;
- feedback ranging from NO FENCE to concerns regarding access and logistical questions which will be addressed;
- safety concerns will be addressed by phasing the project; and
- more space can be allowed for future development by extending the fence out.

Mr. Ledbetter remarked that he sees this as a way to protect the T-Hangars and other hangars on the airfield. He also likes the participation by KHP.

After the discussion, Chairwoman Stubbs called for the vote. Motion carried.

Item 8. Consider Quotes for Installation of Gutter at 438 SE 61st St. (#167).

Mr. Sneden reported that in the course of remodeling Building 167 in anticipation of hosting a new tenant, MTAA has learned the guttering, which is not a specialized tenant requirement, is badly in need of replacement. There is evidence of a water intrusion in the building's electrical box, therefore, in order to protect the building, it is appropriate that the MTAA should undertake the work.

MTAA has obtained three quotes for the cost of installing new gutters and downspouts on Building 167. They range from \$7,800 to \$25,349. The higher bid proposes to custom fabricate the guttering, whereas the lower bids do not discuss fabrication.

Mr. Johnson explained that due to the size of the building, the number and size of the downspouts to carry the water is an integral issue. It was requested that the Board approve an expenditure for this building improvement not to exceed \$25,349 to install new guttering and downspouts on Building 167.

Mr. Ledbetter stated that 6" gutters should be sufficient and that the same specifications should be bid at 7" or 6" gutters.

Chairwoman Stubbs stated that the item would be tabled to allow staff time to obtain more comparable quotes.

Discussion Items:

Item 9. 10,000 Sq.ft. Multi-Purpose Hangar at Billard Airport

Mr. Ledbetter asked for discussion on the amount of space needed for a hangar. Mr. Johnson replied that a box hangar for an A&P school / transient aircraft could be 12,000 to 15,000 sq.ft.

Mr. Ledbetter inquired how many transient aircraft are hangered. Mr. Loyd replied that occasionally there are two or three hangered overnight and when the weather gets bad, it will be more. It was discussed that a 10,000 sq.ft. hangar would support three corporate airplanes.

Mr. Ledbetter stated that it is the consensus that hangar space is needed for transient aircraft and inquired how much space would be left over for the A&P school. Mr. Johnson responded that a study would be required to understand what square footage is needed.

Mr. Sneden stated that he is setting up meetings with Washburn Tech and WSU Tech to figure out details regarding what is needed. Making the investment could be good for Billard and meet the needs for the MRO.

Information Only Items:

Item 10. Monthly Reports

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

Mr. Johnson provided the following report:

- The notification of award was issued for the Small Community Air Service Development Grant but unfortunately, Topeka Regional Airport was not an award recipient this year. Shortly after hearing about the SCASD Grant, a call was received from an airline proposing destination service twice weekly with plans for this to grow to several other locations in the future. They are aware the MTAA doesn't have the full Minimum Revenue Guarantee but may be willing to move forward with the MTAA portion.
- Transportation Security Administration has been contacted to inform them of the potential service. They removed all screening equipment which will need to be reinstalled, for which they are developing a plan.
- The FAA Certification inspection of Topeka Regional Airport is currently underway (conducted on October 17, 2023). The inspector has already reviewed the required documentation of records and is currently conducting a physical inspection of the airport. The inspection also requires a timed ARFF response to be conducted in accordance with 14 CFR Part 139.319.

10.b. Monthly Fuel Sales at Billard – TOP Fuel Service

Mr. Johnson provided a verbal report of total sales year-to-date of \$697,000 for 128,000 gallons. He did not have the breakdown of JetA and Avgas available, but the information will be provided to the Board.

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

Mr. Sneden provided the following report:

- Townhall Meeting on Thursday, October 19 will include recent work on T-Hangars; future work on T-Hangars; fuel prices; and T-Hangar leasing policy.
- Report of D.C. trip – Lt. Gov. meeting with Topeka, Wichita & Salina; concerned Topeka may have over-estimated on cost for site preparation.
- Met with Shawnee County state delegation to educate on statutes and process moving forward.
- Report of Boeing Seattle trip with TEAM KANSAS, including the Lt. Gov. Also visited with site selectors and airport real estate professionals.
- Recently met with developer regarding block hangars.
- The selection committee for the Billard Airport restaurant operator had good conversations with potential restaurant operators.
- Working with potential tenant for Bldg. #167 to address corporate standards on the remodel. Maintenance Director Terry Poley and his team are working to stay on track.
- Bldg. #151 was recently returned to the MTAA and is nearly ready to be leased without much work to be done.
- There is a potential tenant for Bldg. #379 who wants to make some improvements to the building for their specific needs.

10.d. Directors' Comments

- Mr. Munson noted that the T-Hangars look great with the recent roof application and painting. He also wanted to say that the FBO personnel are doing a great job.
- Mr. Sutton stated that there are T-Hangar buildings with groundwater issues where the water & paint drained back into the hangar. Mr. Poley requested the hangar numbers in order to address the issue.
- Mr. Ledbetter commented that there is a broken window and open door that needs to be addressed in the T-Hangar #9-#16 building.

He also noted that TOP Hangar #7 and Hangar #10 need more work than paint. Hangar #9 also needs some big improvement.

Mr. Ledbetter also commented that Hangar #619 at FOE is in need of repairs to include new windows and metal siding.

Mr. Ledbetter stated that the junk aircraft owned by American Flight Museum needs to be removed.

Item 12. Executive Session

Chairwoman Stubbs stated there was a need for an Executive Session.

Mr. Armstrong 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. Mr. Armstrong stated that the Executive Session will be for a period not to exceed fifteen (15) minutes beginning at 4:20 p.m. and this meeting shall reconvene at 4:35 p.m. The Executive Session is to also include Eric Johnson, Tim Resner and Curtis Sneden. Mr. Ledbetter seconded the motion. Motion carried.

Chairwoman Stubbs reconvened the Open Session meeting at 4:35 PM stating additional time was needed. **Mr. Armstrong made a motion to extend the executive session for an additional ten (10) minutes and this meeting will reconvene at 4:45 PM. Mr. Ledbetter seconded the motion. Motion carried.**

Chairwoman Stubbs reconvened the meeting at 4:45 PM and stated that there was no action as a result of the Executive Session.

Adjournment

Chairwoman Stubbs inquired if there was any further business to discuss, hearing none, she asked for a motion to adjourn. **Mr. Munson made a motion to adjourn. Mr. Armstrong seconded the motion and the meeting was adjourned at 4:45 PM.**

These official minutes were approved by the Board of Directors on November 21, 2023.



Sam Sutton (Nov 22, 2023 20:23 CST)

Samuel W. Sutton, Secretary