



MTAA

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

Board of Directors

Metropolitan Topeka Airport Authority October 21, 2025

Regular Monthly Meeting.....2:30 PM

Chairman Mike Munson brought the regular monthly meeting of the MTAA Board of Directors to order at 2:30 PM with the following other board members present: Brian Armstrong, Carlos Cortez, Sam Sutton, and Michael Odupitan. Also, in attendance were:

- Sam Stallbaumer, WSP USA, Inc.
- Scott Uhl, WSP USA, Inc.
- Eric Johnson, MTAA President
- Curtis Sneden, MTAA Director of Development
- Laura Hartley, MTAA Director of Administration & Finance
- Tim Resner of Frieden & Forbes, LP, Legal Counsel to the Board
- Deana Prescott, MTAA (Administrative Office)
- Terry Poley, MTAA Director of Maintenance
- Chief John Ross, MTAA Police and Fire
- Tommi Poley, via Teams MTAA (Administrative Office)
- Carol Marple, Public
- Linda Urton, via Teams MTAA (Administrative Office)
- Matt Narsh, MTAA (Administrative Office)
- Joseph Ledbetter, Public
- Don Loyd, MTAA TOP Fuel Manager
- Bill Naeger, Bartlett & West
- Kelly Conway, Bartlett & West
- Jeff Lolley, Bartlett & West
- Kristina Dietrick, HR Partners
- Kevin Cowan, Gilmore & Bell, P.C.

Item 1. Notice.

Notifications were sent to everyone who requested them.

Item 2. Approve Minutes.

Chairman Munson asked the Board to review the minutes of the Public Budget Hearing Meeting of September 16, 2025. **Mr. Sutton made the motion to approve the amended minutes of the Public Budget Hearing Meeting of September 16, 2025. Mr. Armstrong seconded the motion. Motion carried.**

Chairman Munson asked the Board to review the minutes of the Regularly Scheduled Board Meeting of September 16, 2025. **Mr. Sutton made the motion to approve the minutes of the Regularly Scheduled Board Meeting of September 16, 2025. Mr. Armstrong seconded the motion. Motion Carried.**

Chairman Munson asked the Board to review the minutes of the Special Board Meeting of September 29, 2025. **Mr. Armstrong made the motion to approve the minutes of the Special Board Meeting of September 29, 2025. Mr. Odupitan seconded the motion. Motion carried.**

Item 3. Public Comment.

Chairman Munson inquired if there was anyone registered to speak during Public Comment. Mr. Ledbetter had registered to speak but had not done so according to the Board regulations. Mr. Munson stated that he had no issue in letting Mr. Ledbetter speak.

Mr. Ledbetter stated that he was opposed to any bond issuance without public acceptance first being obtained. He also inquired as to the cash on hand. He would like to see the HVAC at FOE Terminal be paid using that cash instead of receiving a bond for the project.

Item 4. Adopt the Agenda.

Chairman Munson asked if there were any changes or corrections to be made to the agenda. **Mr. Odupitan made the motion to adopt the agenda with changes made by Mr. Armstrong to add Item 10a, consider approval of \$1 Million Line of Credit, and Mr. Munson adding Item 5a, Executive Session. Mr. Armstrong seconded the motion. Motion carried.**

Action Items:

Item 5. Consider Board Resolution 25-308, Project Authorization/Intent Resolution for Bonding

Mr. Sneden spoke about Board Resolution 25-308 and introduced Mr. Kevin Cowan of Gilmore & Bell; P.C. Mr. Cowan explained the process of issuing bonds and tax-exempt status as well as explaining state law on expenditures. He gave a general overview of how the resolution process works and answered questions from the Board. **Mr. Armstrong made the motion to accept Board Resolution 25-308, Project Authorization/Intent Resolution for Bonding. Mr. Cortez seconded the motion. Motion carried.**

Item 6. Consider Creation of MTAA Maintenance Foreman Position

Mr. Johnson spoke to the Board concerning the need to have a Maintenance Foreman position. With all the extra work happening around the park it has become necessary to split the maintenance crew into different work groups. Having a Maintenance Foreman allows each work crew to have someone in charge of the crew to make decisions and keep the work flowing smoothly. Mr. Johnson and Mr. Poley (MTAA Director of Maintenance) answered questions from the Board. **Mr. Odupitan made the motion to add the position of Maintenance Foreman. Mr. Armstrong seconded the motion. Motion carried.**

Item 5a. Executive Session

Mr. Armstrong made the motion to recess the Regularly Scheduled Board Meeting to a closed session to discuss personnel matters, justification being to discuss personnel matters of non-elected personnel. Regularly Scheduled Meeting will be reconvened in the MTAA Board Meeting Room and via Microsoft Teams at 3:25 PM. Mr. Armstrong invited Kristina Dietrick with HR Partners and Tim Resner into the closed session. Mr. Munson seconded the motion. Motion Carried. Re-opened the Regularly Scheduled Board Meeting at 3:25 PM with no formal action taken.

Item 7. Consider Bid for Topeka Regional Airport Terminal HVAC System

Mr. Johnson gave an overview of the scope of work needed and Mr. Bill Naeger and Mr. Kelly Conway, both with Bartlett & West, gave updates and answered questions from the Board concerning construction timelines and estimates. Discussions with Mr. Johnson and the Board continued pertaining to the bids that were received. **Mr. Odupitan made the motion to accept the bid from Senne Company not to exceed \$1,840,102.00. Mr. Armstrong seconded the motion. Motion carried.**

Item 8. Consider WSP TO #3 – Topeka Regional Taxiway Alpha Rehab - Design

Mr. Johnson talked about the project design and geotech as related to the FAA Federal AIP project. He stated that this would be a whole project (design and construction) being funded in 2026. Mr. Stallbaumer of WSP also answered questions concerning the project. KANG (190th) is coordinating funding for their share of the costs. **Mr. Munson made the motion to accept WSP TO # 3 -Topeka Regional Taxiway Alpha Rehab – Design and Mr. Sutton seconded the motion. Mr. Armstrong abstained from the vote as he is part of the survey consultants. Motion carried.**

Item 9. Consider WSP TO # 4 – Phillip Billard Airport Runway 18-36 Rehab – Design

Mr. Johnson reported on project analysis and updates on Phillip Billard Runway 18-36 mill and overlay. Mr. Stallbaumer and Mr. Johnson answered questions from the Board. **Mr. Sutton made the motion to accept WSP TO # 4 – Phillip Billard Airport Runway 18-36 Rehab – Design and Mr. Cortez seconded the**

motion. Mr. Armstrong abstained from the vote as Bartlett & West are consultants on the project. Motion carried.

Item 10. Consider Design Engineering Contract for Phillip Billard Improvements

Mr. Sneden introduced Mr. Jeff Lolley of Bartlett & West for discussions on location and an overview of the project. Questions were asked regarding the type of road. Mr. Johnson was asked about federal funding for this project and relayed that this project does not meet federal funding guidelines. **Mr. Sutton made the motion to accept Design Engineering Contract for Phillip Billard Improvements not to exceed \$97,822.00. Mr. Munson seconded the motion. Mr. Armstrong abstained from the vote as the contract is with Bartlett & West. Motion carried.**

Item 10a. Consider Approval of \$1M Line of Credit with Heritage Bank

Ms. Hartley explained the need to have a LOC in place. It would be renewed annually with good financial standings. She answered questions from the Board and gave assurance that Board approval would still be needed to execute funds, and all draws from the LOC. **Mr. Armstrong made the motion to accept Mr. Johnson as signer of \$1M LOC with Heritage Bank to include Board approval on all draws. Mr. Sutton seconded the motion. Motion carried.**

Information Only Items:

Item 11. Monthly Reports

11.a. Project updates – Sam Stallbaumer, WSP USA

Taxiway Alpha is almost done, no VASI or reels yet. FAA portion is waiting for federal furlough to be done. Billard work is in progress with concrete work may need to push back until Spring.

11.b. Aviation-Related Issues & Air Service – Mr. Johnson

- North America Conference November 4th – 6th to network with airlines. Mr. Johnson will be attending.
- FAA Certification Inspection is taking place today at Topeka Regional. Reports received so far look good.
- A meeting was held with Argus. Mr. Johnson, Mr. Sneden, Mr. Cortez, and Mr. Sutton attended.
- Vaerus is preparing for the demo of building 625.
- Annual Storm Water inspections went well. They were impressed with the new Fuel Farm.

11.c. 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 September 2025 through early October 2025 was presented to the Board for their information and review.

11.d. TOP Fuel Service Sales Report – Mr. Johnson

The Top Fuel Sales by Product Summary Report for the month of September 2025 was presented to the Board for their information and review. Mr. Loyd noted that fuel sales are up from last year due in part to the military helicopters and Osborne Flight School.

11.e. Economic Development & Leasing Activity – Mr. Sneden

- Mr. Sneden commented that the Kansas Dept. of Commerce and Go Topeka had brought to us an industrial prospect from Newton, Kansas. Park Aerospace Corporation is looking to construct a 100,000 square foot building with view of aircraft take-offs and landings.
- Leasing Activity Update – The remodel of Building 450 is nearly complete and the tenants of Building 449C are looking to lease Building 450 also.
- The tenant in Building 657 will be vacating at the end of November.
- Deana Prescott was promoted to Leasing Manager.

11.f. Financials Reports – Ms. Hartley

Ms. Hartley presented the delinquent accounts and cash reserves as of September 30, 2025 to the Board for their information and review. The financial statements as of August 31, 2025 were also received.

11.g. Director's Comments

- Mr. Cortez thanked Mr. Johnson for letting the Board know about the Fire Training that took place. He enjoyed watching the Fire Department run drills.
- Mr. Munson asked Mr. Resner to clarify how things work concerning next month's elections for a new Chairperson, Vice Chairperson, and Secretary. He also asked that next month the Board meet at Billard.
- No other comments were made.

Item 12. Executive Session

Mr. Armstrong moved to recess the regularly scheduled meeting to close session for legal discussion regarding certain MTAA leases, justification being attorney/client privilege consultation with MTAA's attorney. The meeting will reconvene in the MTAA Board Meeting Room and via Microsoft Teams by 5:00 PM. Included is Eric Johnson, Curtis Sneden, and Tim Resner in the Executive Session. Mr. Munson seconded the motion. Motion carried. The regularly scheduled Board Meeting resumed at 5:00 PM with no formal action taken.

Adjournment

Chairman Munson called for a motion to adjourn. Mr. Sutton made a motion to adjourn, and Mr. Odupitan seconded the motion. Motion Carried. Meeting adjourned at 5:00 pm

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



Brian Armstrong, Secretary