



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

Board of Directors

Metropolitan Topeka Airport Authority October 22, 2024

Regular Monthly Meeting 2:00 PM

Vice-Chair Mike Munson brought the regular monthly meeting of the MTAA Board of Directors to order at 2:00 PM with the following other Board members present: Lisa Stubbs, Joe Ledbetter, and Sam Sutton. Brian Armstrong attended via Zoom. Also in attendance were:

- Col. Noah Diehl, USAF 190th
- Sam Stallbaumer, WSP USA, Inc.
- Scott Uhl, WSP USA, Inc.
- Jennifer Knudiski, WSP USA Inc.
- 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)
- Timothy Resner of Frieden & Forbes, LP, Legal Counsel to the Board
- Crystal Campbell, SKY Restaurant
- Matt Narsh, MTAA (Administrative Office)
- Chief Chris Ortega, MTAA Police and Fire Chief
- Brett Holt, Garver
- Tracy Blocker, TAC
- Amy Oesterrich, Heinen Bros Ag. Via Zoom
- Scott Gilchrist, Million Air
- Chris Stemler, SKY Restaurant

Item 1. Notice

Vice-Chair 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 Public Hearings for the 2025 Budget and the Regularly Scheduled Board Meeting of September 17, 2024

Vice-Chair Munson asked the Board to review the minutes of the Public Hearings for the 2025 budget and the Regularly Scheduled Board Meeting of September 17, 2024. He inquired if there were any additions, corrections or comments to the Minutes. None were noted. **Ms. Stubbs made the motion to approve the minutes for the Public Hearings on September 17, 2024. Mr. Ledbetter seconded the motion. Mr. Ledbetter made a motion to approve the minutes for the Regularly Scheduled Board Meeting of September 17, 2024. Mr. Sutton seconded the motion. Motions carried.**

Item 3. Public Comment

Vice-Chair 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

Vice-Chair Munson asked for a motion to add agenda item #8b for the modifications for a approval of reimbursement of expenses for major tenant improvements at hangar #26. **Mr. Ledbetter made the motion to add the tractor purchase to the agenda. Ms. Stubbs seconded the motion. Motion carried.**

Action Item:

Item 5. Consider Recommendation of the Selection Committee for the Award of the Five (5) Year On-Call Architectural/Engineering Contract

The selection committee was made up of Board Vice-Chair Munson, Col. Noah Diehl, Laura Hartley, Eric Johnson, and Sam Sutton (who was unable to attend the interviews due to unforeseen circumstances). See separate report from the Selection Committee.

It is noted that Chairman Armstrong abstained from voting as he has a conflict of interest as an employee of a subconsultant that would work with all of the consultants that were interviewed. The committee recommended the board award the next five (5) year contract to WSP, USA Inc. **Ms. Stubbs made a motion to follow the recommendation of the selection committee. Mr. Munson seconded the motion. The vote was Mr. Munson and Ms. Stubbs in favor and Mr. Sutton and Mr. Ledbetter against. Legal counsel suggested moving the meeting to an executive session for further discussion. See item #10 below.**

Item 6. Consider Quote for Replacement Tires for Loader

Mr. Johnson presented the request for new tires needed for the wheel loader used by maintenance. Two quotes were obtained. The low quote received was from KAB Tire Service for \$11,130. **Mr. Ledbetter made a motion to approve the quote from KAB Tire in the amount of \$11,130. Mr. Munson seconded. Motion carried.**

Item 7. Consider Quote for Asbestos Abatement at Topeka Regional Business Center

Mr. Johnson presented the request to cleanup asbestos for a building that had wind damage. The MTAA advertised on the website to receive quotes and several were received. The low quote was for Jacobsen Asbestos for \$28,870. **Mr. Ledbetter made a motion to approve the asbestos cleanup using Jacobson Asbestos for \$28,870. Mr. Sutton seconded the motion. Motion carried.**

Item 8. Consider Approval of Transfer of Ownership Interest at SKY Restaurant

Mr. Sneden presented the request to approve the transfer of ownership in SKY Restaurant per the lease agreement. Bobby Santacroce is planning to be bought out by the current general manager Crystal Campbell. Discussion commenced on if the ownership change also represents a lease change as well. **Ms. Stubbs made the motion to approve the transfer of ownership interest at SKY Restaurant, which also includes the lease release of Bobby Santacroce and a lease addition of Crystal Campbell with personal guarantees changed. Mr. Ledbetter seconded the motion. Motion carried.**

Item 8b. Consider Approval for Reimbursement of Expenses for Major Tenant Improvement

Mr. Sneden presented the request for rent abatement for Billard Airport Hangar #26 for TAC. The estimated project cost is \$25,000 and the maximum abatement allowed by the policy is \$22,794.24/year. Work done is concrete and sidewalk work, including making the sidewalk and ramp ADA compliant. **Mr. Munson made a motion to approve the work and rent abatement of \$22,500 (90%) for Hangar #26. Mr. Sutton seconded the motion. Motion carried.**

10. Executive Session

Vice-Chair Munson asked to move to an executive session to discuss how to proceed for the on-call engineer selection. **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 Attorney-client communication pertaining to pending contract negotiations for the on-call engineering selection. Mr. Munson stated that the Executive Session will be for a period not to exceed twenty (20) minutes beginning at 3:11 PM and the meeting shall reconvene in open session at 3:31 PM. The Executive session will include Eric Johnson and Tim Resner. Mr. Ledbetter seconded the motion. Motion carried. Vice-Chair Munson reconvened the meeting at 3:31 PM and asked for a motion for the second Executive Session.**

Mr. Munson moved to extend the Executive Session, pursuant to the Kansas Open Meeting Laws. The justification for this Executive Session Attorney-client communication pertaining to current lease negotiations. Mr. Munson stated that the Executive Session will be for a period not to exceed fifteen (15) minutes beginning at 3:31 PM and the meeting shall reconvene in open session at 3:46 PM. The Executive Session is to include Eric Johnson and Tim Resner. Mr. Ledbetter seconded the motion. Motion carried. Vice-Chair Munson reconvened the meeting at 3:50 PM.

No actions will be made by the Board at this time. Mr. Sutton made a motion to remand the matter back to the selection committee to reconsider its' recommendation and focus on criteria b and c and provide a supplemental report with its recommendation to the Board. Mr. Ledbetter seconded the motion. Motion carried.

Informational Only Items:

Item 9. Monthly Financial Reports

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

Mr. Johnson provided the following report:

- Air Service grant update
- The FAA inspection was Thursday, Oct. 17th. There were items to note, but it was overall a good inspection.
- Taxiway A/D project continues with paving tomorrow. Winter work should wrap up by the 3rd week of November with seeding and marking in the spring.
- Survey of MRO site is complete.
- KDHE did a surprise inspection and no issues were noted.
- New tractor has arrived but we are waiting on wheel weights.

9.b. Maintenance Report – Mr. Johnson

The Maintenance Report for work completed by the MTAA Maintenance Department on the grounds, airfield, vehicles and buildings from September 9, 2024 to October 13, 2024 was presented to the Board for their information and review.

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

The TOP Fuel Sales by Product Summary Report for the month of September 2024, along with year to date annual sales were presented to the Board for their information and review. The Board asked for a few changes to the report including transient aircraft numbers.

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

Mr. Sneden provided the following report:

- Air show went off very well and the MTAA put in a lot of effort and hours.
- Air show networking went well to update them on MRO/NIAR, which is progressing slowly but still moving forward. We have engaged a lobbyist to help with this funding. Asking for about \$15.5M in her budget for this next fiscal year for the MRO. Our local share would be approx. \$6M.
- The sale of "Whale Parcel" has progressed. The FAA approval is in process.
- Project Donkey – air refueling possible project update.
- Update on other leasing activity and maintenance improvements on properties.

9e. Financial Reports

Ms. Hartley presented the monthly financial reports through September 30, 2024 as well as the delinquent status report as of September 30, 2024.

9f. Directors' Comments

Mr. Munson bragged on everyone at the air show and said it was amazing. He specifically noted Chief Ortega and Mr. Poley were excellent to work with. Scott with Million Air was an excellent host. Brooks Petit and Patrick Traul with Vaerus Aviation did an amazing job. The pilots noted they received excellent hospitality from us. Abby Wempe with ACA Rentals. The comments he heard was especially the night show was amazing. It was a good way to highlight what Topeka aviation can do.

Mr. Sutton was unable to attend the air show due to assisting with hurricane relief.

Chairman Armstrong expressed that he heard great things about the air show and appreciated the help from Eric and Curtis on the MRO presentation.

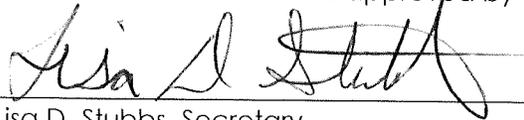
Ms. Stubbs echoed everything Mike said. From a community standpoint, Lisa has heard excellent praise for it. It was a great family friendly event. She also expressed thanks to Scott at Million Air for hosting the after hours event.

Mr. Ledbetter thanked all the staff involved in the air show as well as Million Air and Brooks. He asked for a repair cost on hangar #600. Mr. Sneden will get the cost estimate to Joe.

Adjournment

Ms. Stubbs made a motion to adjourn. Mr. Ledbetter seconded the motion and the meeting was adjourned at 4:21 p.m.

These official minutes were approved by the Board of Directors on November 19, 2024.



Lisa D. Stubbs, Secretary