

**Metropolitan Topeka Airport Authority
 November 18, 2025**

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

Vice Chairman Sam Sutton 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, Michael Odupitan, and Mike Munson via TEAMS. Also, in attendance were:

- Sam Stallbaumer, 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)
- Linda Urton, via Teams MTAA (Administrative Office)
- Matt Narsh, via Teams MTAA (Administrative Office)
- Joseph Ledbetter, Public
- Don Loyd, MTAA TOP Fuel Manager
- Terri Roberts, Public
- Todd Meier, Riverside Farms, LLC.
- Amy Oesterreich, via Teams Heinen Aviation
- Kyle Rohr, Million Air Topeka
- Stephen Osborne, TOP Aviation

Item 1. Notice.

Notifications were sent to everyone who requested them.

Item 2. Approve Minutes.

Vice Chairman Sutton asked the Board to review the minutes of the Regularly Scheduled Board Meeting of October 21, 2025. **Mr. Odupitan made the motion to approve the minutes of the Regularly Scheduled Board Meeting of October 21, 2025. Mr. Armstrong seconded the motion. Motion Carried.**

Item 3. Public Comment.

Vice Chairman Sutton inquired if there was anyone registered to speak during Public Comment. Mr. Ledbetter, Ms. Roberts, Mr. Osborne, and Mr. Meier had all registered to speak.

Mr. Ledbetter stated that he was in favor of Item # 10 on the agenda for consideration of helping with the costs of sewer repairs at Billard. He also spoke about grant money that the Manhattan Airport had received in 2023 from the Kansas Build Fund. Mr. Ledbetter was granted an extra two minutes to continue speaking. Ms. Roberts addressed the Board concerning the current three (3) business days' notice for public comments and would like to see the 2024 audit and the 2026 budget posted on the website. Mr. Osborne spoke on the progress connected to the Flight Academy with updates given on continuing construction and estimated times of completion. He also stated his approval for Item # 10 on the agenda. Mr. Meier discussed a crop lease buyout of \$67K, related to property he currently leases. Mr.

Johnson gave a brief summary of the FAA rules on farming and crop production. Mr. Johnson also stated that he is waiting to hear back from USDA on what options are available as well.

Item 4. Adopt the Agenda.

Vice Chairman Sutton asked for a motion to adopt the agenda with an additional change, to add in Item # 4a for executive session to discuss BOD policies and leases. **Mr. Armstrong made the motion to adopt the agenda as modified. Mr. Cortez seconded the motion. Motion carried.**

Item 4a. Executive Session

Vice Chairman Sutton noted there was a need for an Executive Session. **Mr. Armstrong made the motion that the meeting be recessed for the purpose of an Executive Session, pursuant to the Kansas Open Meeting Laws. The justification being discussion on BOD policy and a leasing matter. The Executive Session will be for a period not to exceed fifteen (15) minutes beginning at 3:03 PM and the meeting shall be reconvened in open session at 3:18 PM. The Executive Session will include Eric Johnson and Curtis Sneden. Mr. Munson seconded the motion. Motion carried. Vice Chairman Sutton reconvened the meeting at 3:21 PM.**

Item 5. Consider revision of MTAA Bylaws

Mr. Armstrong asked Mr. Resner about the legalities associated with changing the bylaws. Mr. Resner explained the process required with the number of votes it would take and how the verbiage of Section 3.08 would need to read. **Mr. Armstrong made the motion to request to amend Section 3.08 of the MTAA bylaws from three (3) business days written notice given to the President for public comments to only one (1) business day written notice to be given to the President. Vice Chairman Sutton seconded the motion. Motion carried. This will be voted on for Board approval at the December meeting.**

Item 6. Consider Bid for Billard Fence Project

Mr. Johnson reported to the Board that we had received three (3) sealed bids relating to the fence project at Billard and stated that the low bid was from Kansas Fencing. Mr. Johnson and Mr. Sneden discussed with the Board the location of the fencing and where the keypad-controlled gates would be. They also discussed the permits and logistics of the fence project. Mr. Cortez inquired about the gates being installed now rather than later and Mr. Johnson suggested a modification to put in the post required to support the future gate now. **Mr. Cortez made the motion to accept the bid from Kansas Fencing, in the amount of \$86,110.00 and Mr. Odupitan seconded the motion. Motion Carried.**

Item 7. Consider Deductible Payment on Billard Tenant Loss

Mr. Armstrong asked if a vote was needed on this item. Mr. Resner replied that his suggestion would be to ask staff to negotiate a lease amendment to conform to current practice so it will address the premium with deductible with the tenant. **Mr. Armstrong made the motion to pay the \$10K deductible and to get the lease amended. Vice Chairman Sutton seconded the motion. Motion carried.**

Item 8. Election of Officers for December 2025 through November 2026

The election of Officers for December 2025 through November 2026 resulted in the following positions. Mr. Sutton as Chairman, Mr. Cortez as Vice Chairman, and Mr. Odupitan as Secretary. **Mr. Armstrong made the motion to accept the new Board positions. Mr. Munson seconded the motion. Motion carried.**

Item 9. Consider Resolution No. 25-309 for Authorization of Depository Signatures; and Resolution No. 25-310 for Authorization of Certificates of Deposit Signatures at All Shawnee County Financial Institutions

Ms. Hartley explained the resolutions were to transfer signatures from Mr. Munson as outgoing Chairman to Mr. Sutton as incoming Chairman. Mr. Munson recused himself from the vote, for appearances, even though there is no financial business conducted with Central National Bank. **Vice Chairman Sutton made the motion to approve Resolution No. 25-309 and Resolution No. 25-310. Mr. Cortez seconded the motion. Motion carried.**

Item 10. Consider Cost of Sewer Repairs at Billard

Mr. Sneden showed graphics to the Board as to where the line is located and let them know that Mr. Osborne was at their disposal for any questions regarding the line. Mr. Johnson stated that the line goes all the way up to the new lift station and that this is the only one on that line going to that lift station. Mr. Sneden noted there are MTAA/tenant negotiations ongoing. **Mr. Armstrong made the motion to continue with the cost share agreement negotiations currently in place. Vice Chairman Sutton seconded the motion. Motion carried.**

Information Only Items:

Item 11. Monthly Reports

11.a. Project updates – Sam Stallbaumer, WSP USA – reported by Mr. Johnson

Billard project is done for the year due to weather. It will start back up in the Spring. Taxiway Alpha Geotech starts on Monday the 24th for Topeka Regional. Operations is working with KANG to coordinate work on 18-36. AIP projects we're working on with WSP will go to the FAA in January.

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

- The KASDI grant has expired. We were encouraged to try again next year.
- The Air Service conference was held earlier in the month. We have a potential meeting with a daily carrier.
- The FAA inspection was good overall. Paint markings need attention.
- TOP Fuel Facility update. Stakeholder meeting is coming up. If interested in attending, we will get the information to you.
- Preconstruction meeting is set for early December for HVAC at Topeka Regional Airport.

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 October 2025 through early November 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 October 2025 was presented to the Board for their information and review.

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

- Mr. Sneden commented that we are waiting for a final draft of lease to approve the MRO Hangar.
- The old Vaerus Hangar has been torn down, and they are making room for new construction.
- Praise to Terry and his team for work done on Building 450 and the parking lot that was added, and to Deana for being the navigator on the project. Building 383 has been leased to Midwest Single Source.
- MTAA was the host of ICC for 2025. The city of Topeka will be the 2026 host.
- Thank you to Michael, Mike, and Brian for attending the State of the Community event.

11.f. Financials Reports – Ms. Hartley

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

11.g. Director's Comments

- Mr. Munson commented that Billard FBO has a good crew.
- Mr. Odupitan commented on meeting kids from the flight academy and mentioned how affordable it was.
- Mr. Armstrong commented about the State of the Community event and how Commissioner Aaron Mays spent the first 10 minutes talking about Forbes and Billard and was very positive with his comments. Thanks to Curtis and Tim for their work on the MRO project. Mr. Armstrong also commented that he had been reappointed for a third term. He also requested that the next

meeting be moved to 1:00 PM so as not to be a conflict with another meeting he has that same afternoon.

- Mr. Sutton thanked Stephen Osborne and Tracy Blocker for their efforts in aviation and thanked Curtis for his work with the MRO project.
- No other comments were made.

Item 12. Executive Session

Mr. Armstrong moved to recess the regularly scheduled meeting to closed session for the purpose of consulting legal counsel regarding legal litigation, the statute of which would be subject to attorney/client privilege. The meeting will resume in 15 minutes at 4:16 PM with open session and Teams. Executive Session would include Eric Johnson and Curtis Sneden. Mr. Odupitan seconded the motion. Motion carried. The regularly scheduled Board Meeting resumed at 4:16 PM.

Adjournment

Vice Chairman Sutton called for a motion to adjourn. **Mr. Armstrong made a motion to adjourn, and Mr. Munson seconded the motion. Motion Carried. Meeting adjourned at 4:16 pm**

These official minutes were approved by the Board of Directors on December 16, 2025.

Brian Armstrong, Secretary