



# MTAA

METROPOLITAN TOPEKA AIRPORT AUTHORITY

TOPEKA REGIONAL AIRPORT & BUSINESS CENTER | BILLARD AIRPORT

## Board of Directors

### Metropolitan Topeka Airport Authority November 19, 2024

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

Chairman Armstrong brought the regular monthly meeting of the MTAA Board of Directors to order at 2:30 PM with the following other Board members present: Mike Munson, Joe Ledbetter, and Sam Sutton. Lisa Stubbs attended via Zoom. Also in attendance were:

- Sam Stallbaumer, WSP USA, Inc.
- Scott Uhl, WSP USA, Inc.
- Jennifer Kuchinski, WSP USA, Inc.
- Haley Summer, Top Aviation Services via Zoom
- Judi Gray, Top Aviation Services via Zoom
- Heath Hudson, Top Aviation Services via Zoom
- Amy Oesterrich, Heinen Bros Ag via Zoom
- Unknown iPhone user via Zoom
- Stephen Osborne, Top Aviation Services
- 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
- Chief Chris Ortega, MTAA Police and Fire Chief
- Scott Gilchrist, Million Air

#### Item 1. Executive Session

Mr. Resner noted HR Partners had an emergency and the executive session with HR Partners will need to be rescheduled.

#### Item 2. Notice

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

#### Item 3. Approve Minutes of the MTAA's Regularly Scheduled Board Meeting of October 22, 2024, as well as the Special Meeting Minutes for October 30 and October 31, 2024

Chairman Armstrong asked the Board to review the minutes of the Regularly Scheduled Board Meeting of October 22, 2024 and the Special Board Meeting Minutes for October 30 and October 31, 2024. He inquired if there were any additions, corrections or comments to the Minutes. None were noted. **Mr. Munson made the motion to approve the minutes for the Meeting on October 22, 2024. Ms. Stubbs seconded the motion. Mr. Munson made a motion to approve the minutes for the Special Board Meetings of October 30, and October 31, 2024. Mr. Sutton seconded the motion. Motions carried.**

#### Item 4. Public Comment

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

#### **Item 5. Adopt the Agenda**

Chairman Armstrong asked for a motion to adopt the agenda with the additional changes. Item 6 will become 6c, item 13 will become 6a, item 14 will become 6b, and items 11 and 10 will switch places. **Mr. Munson made the motion to approve the agenda as modified. Mr. Ledbetter seconded the motion. Motion carried.**

#### **Item 6.a. Executive Session**

Chairman Armstrong asked to move to an executive session regarding leasing. **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 leasing negotiations. Mr. Armstrong stated that the Executive Session will be for a period not to exceed ten (10) minutes beginning at 2:46 PM and the meeting shall reconvene in open session at 3:00 PM. The Executive session will include Eric Johnson, Curtis Sneden and Tim Resner. Mr. Ledbetter seconded the motion. Motion carried. Chairman Armstrong reconvened the meeting at 2:46 PM.**

#### **Item 6b. Potential Action Regarding Lease at Billard Airport**

**Mr. Ledbetter made the motion to approve the lease on the old Phillip Billard terminal with OC Development, Inc. and MTAA Contract #2116.01 Billard Airport. This shall be for 25 year period beginning on the commencement date. Mr. Sutton seconded the motion. Motion carried.**

#### **Informational Items:**

#### **Item 6.c. Discuss Mechanical Engineer to Design and Oversee Replacement of Air Handling Units and Thermostats at FOE Terminal Building**

Mr. Johnson led the discussion on the 40-year-old air handling units in the building. This is something beyond the scope of the maintenance staff at the MTAA. The request is to get an engineer to design and get a price on replacing the AHUs. This will be brought to the Board at the next regular Board meeting.

#### **Item 7. Discuss Maintenance Shop at Billard Airport**

Mr. Johnson led the discussion on the need for a maintenance shop at Billard Airport. The maintenance staff there currently do not have a safe, secure facility to house tools and equipment. A location has been identified near Hangar #17. The shop would encompass approximately 4,000-5,000 feet. This would also allow the MTAA to house a rescue vehicle at Billard; currently there are none. Board discussion ensued.

#### **Action Items:**

#### **Item 8. Election of Officers for December 2024 through November 2025**

Mr. Johnson presented the item to elect the 2025 officers. A motion was made by Chairman Armstrong to have Mr. Munson as Board Chairman, Mr. Sutton as Vice Chair and Mr. Armstrong as secretary. Mr. Sutton seconded the motion. Ms. Stubbs voted in favor of the motion, and Mr. Ledbetter abstained from voting. **Motion carried.**

#### **Item 9. Consider Resolution No. 24-303 for Authorization of Depository Signatures: and Resolution No. 24-304 for Authorization of Certificates of Deposit Signatures at All Shawnee County Financial Institutions**

Mr. Johnson presented the request for Resolutions No. 24-303 and 24-304 to change signatories on the banking accounts and CDs for the new Board Chairman. **Chairman Armstrong made the motion to approve the resolutions. Mr. Sutton seconded the motion. Ms. Stubbs and Mr. Ledbetter voted in favor, and Mr. Munson abstained from voting. Motion carried.**

#### **Item 10. Consider Professional Services Agreement No. US040451 with WSP USA, Inc. for 2025-2030**

Mr. Johnson presented the request to sign the on-call contract with WSP for the five (5) year term. **Mr. Munson made the motion to approve the request. Mr. Ledbetter seconded the motion. Motion carried, 4 votes to approve with Chairman Armstrong abstaining.**

**Item 11. Consider Approval of WSP USA, Inc. Task Order No. 01 – Rehabilitation of TOP Apron Design**

Mr. Johnson presented the contract for WSP for Task Order No. 01 for work on the TOP Apron Project. The agreement award requested was in the amount of \$168,400.00. **Mr. Munson made a motion to approve the award of Agreement No. US0040451 – Task Order No. 01 in the amount of \$168,400.00. Mr. Ledbetter seconded the motion. Motion carried, 4 votes to approve with Chairman Armstrong abstaining.**

**Item 12. Consider Greater Topeka Partnership Sponsorship Proposal for 2024-2025 Events & Programs.**

Mr. Sneden presented the request for the 2024-2025 sponsorship with the Greater Topeka Chamber of Commerce. The request was broken up into 4 sponsorship sections totaling \$12,000.00. **Mr. Armstrong made the motion to approve the sponsorship request in the amount of \$12,000.00 Mr. Ledbetter seconded the motion. Motion carried.**

**Informational Only Items:**

**Item 15. Monthly Financial Reports**

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

Mr. Stallbaumer provided the following report:

- Taxiway A/D project continues with paving tomorrow. Winter work should wrap up by the 3<sup>rd</sup> week of November with seeding and marking in the spring.
- Survey of MRO site is complete.
- Street rehab work is shut down for winter and striping will be finished in the spring.
- Work is just getting started on the TOP Apron Rehab. Construction should occur in Summer 2025.

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

Mr. Johnson provided the following report:

- Air Service grant update. Requested a meeting with the airline and are waiting to hear back. Did not receive the 2<sup>nd</sup> SCASD grant.
- Airport improvement program updates due to the FAA by January 24, 2025.
- New tractor has arrived and was accepted. One more tractor and two more batwings have been budgeted for and will be purchased in early 2025.
- Heartland Park surveyors noted one of their corner pins was slightly inside our fence line. We will double check the survey, but the fence line may need to be moved at some future point.
- Quotes for replacing fence line at old terminal building and hangar (billard). Two options for fencing – rod iron or chain link. The decision was to just repair or remove the fence.
- Picked up significant amount of materials from the abandoned apron that was used by Head, inc. including stone, asphalt millings, etc. They want to store the equipment until June. The materials can be for our use, which has a little bit of value to us.
- Air space analysis for ATC tower at Billard has been completed and approved. This was a ATP grant and does not impact the MTAA. Construction time is likely 2026 or later.

December meeting requests from Chairman Armstrong included looking at renderings for conference room renovations and to keep working on self-fueling options at billard. It was discussed to have a subcommittee to discuss self-fueling including Mr. Munson, Mr. Sutton, along with Mr. Johnson and Mr. Loyd to discuss options. It was suggested to include a couple of tenants in the subcommittee that use fuel as well.

**15.c. Maintenance Report – Mr. Johnson**

The Maintenance Report for work completed by the MTAA Maintenance Department on the grounds, airfield, vehicles and buildings from October 15, 2024 to November 8, 2024 was presented to the Board for their information and review.

**15.d. TOP Fuel Service Sales Report Maintenance Report – Mr. Johnson**

The TOP Fuel Sales by Product Summary Report for the month of October 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.

**15.e. Economic Development & Leasing Activity – Mr. Sneden**

Mr. Sneden provided the following report:

- Asking for about \$15.5M in the governor's budget for this next fiscal year for the MRO. Our local share would be approx. \$6M. Engaged Dryling Aviation Services to create a feasibility study.
- Project Donkey – air refueling possible project update. CEO may come out for a site visit in December.
- Update on other leasing activity and maintenance improvements on properties.
- Whale Parcel in process – the FAA is waiting on comments.
- Inquiry through KDOC to relocate part of their operations in Topeka. The MTAA is able to meet all the needs of the firm per their inquiry.

**15.f. Financial Reports**

Ms. Hartley presented the monthly financial reports through October 31, 2024 as well as the delinquent status report as of October 31, 2024. Discussion ensued on the largest, oldest receivable and steps taken to remedy that receivable.

**15.g. Directors' Comments**

Mr. Munson commented about the need for Board orientation on leasing, activities, finance, etc.

Mr. Sutton thanked Lisa and Joe for all they have done on the Board. Hangar #600 needs repaired or fixed and has been brought up several times before. The buildings need to be kept up better. He asked about the Billard fence phase 2. Mr. Johnson replied there were no other funds budgeted for the fence until 2025.

Chairman Armstrong thanked two board members that are in their last meeting, Lisa and Joe. They were given parting gifts as a thank you for their service.

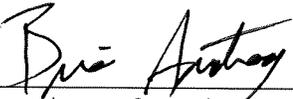
Ms. Stubbs stated it has been an honor to serve on the MTAA Board. It has been a magnificent board and great staff.

Mr. Ledbetter thanked Sam as a Board member. He thanked Terry for all his hard work on buildings. He thanked Deana for being knowledgeable about the buildings. He thanked Curtis and commented that he has enjoyed working with him. He also commented that self-service fuel at Billard should be a priority next year as should the lack of air service at Forbes.

**Adjournment**

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

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

  
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Brian Armstrong, Secretary