



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

Board of Directors

Metropolitan Topeka Airport Authority November 21, 2023

Regular Monthly Meeting 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, Mike Munson and Joe Ledbetter, with Sam Sutton attending via ZOOM. Also in attendance were:

- Sam Stallbaumer, WSP USA, Inc.
- Eric Ives, WIBW-TV
- Molly Howey, GO-Topeka
- John Lueger, Heinen Bros Ag (Via ZOOM)
- Scott Gilchrist, Million Air Topeka (Via ZOOM)
- Clark Trammell, Topeka Citizen (via ZOOM)
- Michelle Brokaw, Topeka Citizen (Via ZOOM)
- Supporters of Tammy's Billard Restaurant (as listed on attachment)
- Don Loyd – MTAA (TOP Fuel Service)
- Col. John Ross – MTAA (Police & Fire Department)
- Maj. Chris Ortega – MTAA (Police & Fire Department)
- Lt. Aaron Badger – MTAA (Fire Department)
- Sgt. Joshua Peters – MTAA (Police Department)
- Terry Poley – MTAA (Maintenance Department)
- Eric Johnson – MTAA President
- Curtis Sneden – MTAA Director of Development
- Cheryl Trobough – MTAA Director of Administration & Finance
- Matt Narsh – MTAA (Administrative Office)
- Keri Horton – 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. **Ms. Trobough replied that notifications were sent.**

Item 2. Approve Minutes of the Regularly Scheduled Board Meeting of October 17, 2023 and the Town Hall Meeting of October 19, 2023.

Chairwoman Stubbs asked the Board to review the minutes of the Regularly Scheduled Board Meeting of October 17, 2023 and the Town Hall Meeting of October 19, 2023. She inquired if there were any additions, corrections or comments to the Minutes.

Mr. Ledbetter made the motion to approve the minutes of the Regularly Scheduled Board Meeting of October 17, 2023 as presented. Mr. Armstrong seconded the motion. Motion carried.

Mr. Ledbetter Made a motion to approve the minutes of the Town Hall Meeting of October 19, 2023 as presented. Mr. Sutton seconded the motion. Motion carried with Mr. Armstrong and Mr. Munson abstaining from the vote due to unattendance at the meeting.

Item 3. Public Comment – Registrants: Jim LaCrone; Jeff LaCrone; Dawn Gomez; George Kern; Jim Mirowski; Bill Moore; Ron Banister.

Chairwoman Stubbs acknowledged the registrants to speak during Public Comment. All were present with the exception of Dawn Gomez. Those in attendance spoke in support of maintaining Tammy's Billard Restaurant operation at Philip Billard Airport.

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. Sutton seconded the motion. Motion carried.**

Item 5. Election of Officers for December 2023 through November 2024.

Chairwoman Stubbs asked if there was a slate of officers to be considered. **Mr. Munson made a motion to consider the slate of Brian Armstrong – Chair; Mike Munson – Vice-Chair; and Lisa Stubbs – Secretary as Board officers for 2024. Mr. Armstrong seconded the motion.**

Mr. Ledbetter stated that he felt it was customary to move Board members up through the officer positions and **offered a substitute motion of Brian Armstrong – Chair; Sam Sutton – Vice-Chair; and Mike Munson – Secretary as Board officers for 2024. Mr. Sutton seconded the motion.**

Chairwoman Stubbs called for the vote on Mr. Ledbetter's substitute motion which failed 2-3 with Mr. Ledbetter and Mr. Sutton voting in favor and Mr. Armstrong, Mr. Munson and Ms. Stubbs voting against.

Chairwoman Stubbs then called for the vote on Mr. Munson's original motion which passed 3-2 with Mr. Armstrong, Mr. Munson and Ms. Stubbs voting in favor and Mr. Ledbetter and Mr. Sutton voting against.

Item 6. Consider Resolution No. 23-294 for Authorization of Depository Signatures; and Resolution No. 23-295 for Authorization of Certificates of Deposit Signatures at All Shawnee County Financial Institutions.

Ms. Trobough explained that with the election of a new chair, the Board of Directors needs to review and approve Resolutions as follows:

1. Resolution No. 23-294 for Certification of Authorization of signatures on the bank accounts at Fidelity State Bank & Trust;
2. Resolution No. 23-295 to designate signatures for the Certificates of Deposit.

Mr. Ledbetter made a motion to adopt Resolutions No. 23-294 and No. 23-295 as presented. Mr. Munson seconded the motion. Motion carried.

Item 7. Consider Approval of Quote Regarding Asbestos Abatement at 6440 SE Forbes Ave. (Bldg. #625).

Mr. Johnson reported that Building 625 has a significant amount of floor tile adhered with mastic, both containing asbestos material along with some ACM wrapped piping. It has been the practice of the MTAA to address asbestos abatement in our properties prior to major construction, renovations or demolition.

With the anticipated lease of the area including Building 625, staff initiated the process of cleaning out the building and requested proposals for asbestos abatement.

Jacobson Asbestos Company provided a quote of \$19,875.00. This includes preparation, removal, disposal and OSHA compliant air monitoring in the structure.

Mr. Johnson requested the Board authorize the removal of the asbestos material at a cost not to exceed \$19,875.00.

Mr. Ledbetter stated that it was his understanding that there was a contract in place citing that the building would be demolished by the contracting party. Mr. Johnson stated that there is not a contract in place yet. Mr. Ledbetter inquired if there is any type of agreement. Mr. Sneden stated that there have been discussions but there is nothing signed and in place.

Mr. Ledbetter made a motion to table the item for more information regarding the disposition of this building. Mr. Sutfon seconded the motion.

After a brief discussion, Mr. Resner advised that it would be necessary to discuss the matter in detail in an Executive Session due to information covered under a non-disclosure agreement.

Mr. Ledbetter withdrew his original motion and 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. Ledbetter stated that the Executive Session will be for a period not to exceed ten (10) minutes beginning at 3:35 p.m. and this meeting shall reconvene at 3:45 p.m. The Executive Session is to also include Eric Johnson and Curtis Sneden. Mr. Munson seconded the motion. Motion carried.

Chairwoman Stubbs reconvened the meeting at 3:45 PM. **Mr. Ledbetter made a motion to deny the requested expenses. Mr. Munson seconded the motion. Motion carried.**

Discussion Items:

Item 8. Maintenance Report.

The Maintenance Report for work completed by the MTA Maintenance Department on the grounds, airfield, vehicles and buildings from October 16, 2023 to November 15, 2023 was presented to the Board for their information and review.

Item 9. TOP Fuel Service Fuel Sales Report.

The TOP Fuel Sales by Product Summary Report for the month of October 2023, along with the sales from January through October were presented to the Board for their information and review.

Item 10. Discussion Regarding TOP Fuel Service Prices.

The volatility of the market was discussed. TOP Fuel Service staff informed the Board that fuel prices fluctuate weekly and the necessary adjustments are being made.

Item 11. Update Regarding Billard Fence Project.

The FAA is still working on the airspace analysis for the fence line at Billard Airport. Due to the KHP not being airport property, the contractor began working in that area. The airspace analysis is expected to be completed in the next couple weeks. The State of Kansas provided a purchase order for their portion of the project. Staff will invoice the State upon completion of the project.

Item 12. Update of Repair Requests from Billard Town Hall Meeting.

The Maintenance Department ordered all the electrical parts to address the lighting in the T-Hangars. Work began on Friday.

The doors and windows at Billard T-Hangars have been repaired or replaced. Upon further inspection, there are a couple more doors that should be replaced soon. Staff is obtaining quotes for those now.

Item 13. Update Regarding TOP Fuel Service JetA Fuel Truck.

Earlier this month, the TOP Fuel Service Jet A truck failed. This truck is still under warranty so staff immediately contacted ProFlo to make repairs. The technician inspected it and determined the PTO failed and required replacement. ProFlo made arrangements with Kansas Powertrain to order the necessary components and complete the repairs. The truck was returned to service but is still not 100%. This has been communicated to ProFlo and Kansas Powertrain.

Information Only Items:

Item 14. Monthly Reports

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

Mr. Johnson provided the following report:

- American Flight Museum was contacted again regarding the aircraft parked on the apron south of the terminal building. Robert Rice responded by email stating

they are in the process of selling both aircraft and should have it wrapped up by the end of this week.

- The FAA completed the annual 14 CFR Part 139 inspection. There were some discrepancies to address which were corrected and the inspection was closed out on Friday, November 17th.
- The Water Tower is back on line. The system was tested in accordance with KDHE requirements and is fully operational. The water tower should not require any more than the scheduled wash out and minor maintenance for another 15 years.
- Apron pavement repairs completed at FOE. There were ten storm water drains on the apron at FOE that were in need of repair. Bettis asphalt provided a reasonable quote for the repair and completed this work earlier in the month.
- Bids were publicly opened for the SE Forbes Avenue overlay project on November 16th. Sam Stallbaumer will review the bids and confirm accuracy. The bids will be available for Board consideration at the December meeting. This project is scheduled to begin in April 2024. Also included in the bid is the cost for the mill and overlay of the terminal building parking lot.

14.b. Economic Development & Leasing Activity – Mr. Sneden

Mr. Sneden provided the following report:

- Topeka will be playing an important role in the Kansas Aviation Triad, along with Salina and Wichita. This should open new sectors including wide-body jet maintenance, repair and overhaul. The MTAA is working with local and state authorities to fund design, site preparation and ultimately construction of a hangar complex to house future MRO operations. WSP has been doing significant design work relative to the site at TRBC which is optimal from the standpoint of traffic, visibility and available room. However, the cost of site preparation there has grown to an estimated \$57 million. The MTAA team is looking to alternative sites which, though perhaps compromising some other convenient attribute could be converted to MRO use at a lower cost. The MTAA will be asking the Governor to include \$3 to \$4 million in her next state budget to support design work, possible land acquisition and environmental assessment at the alternative sites.
- Building 167 has been converted into two rentable spaces, the northern-most of which is under final lease negotiations with the prospect tenant likely to take occupancy in December.
- Building 379 has recently been leased by K&L Concert Systems. The new tenant is making substantial repairs and upgrades to the interior of the building, while the MTAA has installed a gravel drive to give the tenant vehicular access to the north loading dock.
- Mr. Sneden and lease administrator, Deana Prescott, have been working with tenants along University Boulevard to clarify boundary lines and clean up overgrown foliage. This will be an ongoing project to elevate the overall look of the campus.
- Mr. Sneden thanked his MTAA colleagues and the Air Explorer Post No. 8 at Billard Airport for hosting the October 19 Tenant Town Hall meeting. Approximately 40 Billard tenants and other community members attended. They received a briefing on recent work projects at Billard and the upcoming new leasing policy to be implemented at Billard.

14.c. Directors' Comments

- Mr. Ledbetter expressed concerns regarding the upkeep and overall appearance of Bldgs. #140, #801, #600 and #619.

- Mr. Armstrong expressed his appreciation to the staff for all of their hard work on the projects completed throughout the year.
- Mr. Munson briefly presented a proposal he would like discussed at the next meeting concerning the development for a Board Policy to streamline communications with staff.

Item 15. 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 thirteen (13) minutes beginning at 4:57 p.m. and this meeting shall reconvene at 5:10 p.m. The Executive Session is to also include Eric Johnson and Curtis Sneden. Mr. Ledbetter seconded the motion. Motion carried.

Chairwoman Stubbs reconvened the Open Session meeting at 5:10 PM stating additional time was needed. **Mr. Armstrong made a motion to extend the executive session for an additional nineteen (19) minutes and this meeting will reconvene at 5:30 PM. Mr. Ledbetter seconded the motion. Motion carried.**

Chairwoman Stubbs reconvened the Open Session meeting at 5:30 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 5:42 PM. Mr. Ledbetter seconded the motion. Motion carried.**

Chairwoman Stubbs reconvened the meeting at 5:42 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. Ledbetter seconded the motion and the meeting was adjourned at 5:42 PM.**

These official minutes were approved by the Board of Directors on December 19, 2023.



Lisa D. Stubbs, Secretary