



# MTAA

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

Board of Directors

## Metropolitan Topeka Airport Authority December 16, 2025

**Regular Monthly Meeting.....1:00 PM**

Chairman Sam Sutton brought the regular monthly meeting of the MTAA Board of Directors to order at 1:00 PM with the following other board members present: Carlos Cortez, and Mike Munson. Brian Armstrong via TEAMS at 1:13 PM briefly, and Michael Odupitan via TEAMS at 3:00PM. 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)
- Joseph Ledbetter, Public
- Don Loyd, MTAA TOP Fuel Manager
- Carol Marple, Public
- Asst. Chief Chris Ortega, MTAA Police and Fire
- Ashley Benton, MTAA Dispatch Supervisor
- Deric Morgan, Columbia Capital
- Lisa Zerbe, HR Partners
- Kristina Dietrick, HR Partners

### Item 1. Notice.

Notifications were sent to everyone who requested them.

### Item 2. Approve Minutes.

Chairman Sutton asked the Board to review the minutes of the Regularly Scheduled Board Meeting of November 18, 2025. **Mr. Munson made the motion to approve the minutes of the Regularly Scheduled Board Meeting of November 18, 2025. Mr. Cortez seconded the motion. Motion Carried.**

### Item 3. Public Comment.

Chairman Sutton inquired if there was anyone registered to speak during Public Comment. Mr. Ledbetter was the only person registered.

Mr. Ledbetter stated that he was in favor of Item # 5 on the agenda for revision of MTAA bylaws whereas the public would only have to give 24 hour written notice requesting to provide public comment instead of the current wording stating that (3) business days advance written notice be given. He also stated his disapproval of the \$10M bond and stated that cash reserves should be used on the Terminal HVAC replacement. Mr. Ledbetter was granted another two (2) minutes to finish his comments, and commented his approval for self serve fuel at Billard, that bond debt would be a burden on the tax payers, and his thought that the MTAA isn't being run effectively.

#### **Item 4. Adopt the Agenda.**

Chairman Sutton asked for a motion to adopt the agenda with an additional change, to add in Item # 4a for executive session to discuss a personnel evaluation. **Mr. Munson made the motion to adopt the agenda as modified. Mr. Cortez seconded the motion. Motion carried.**

#### **Item 4a. Executive Session**

Chairman Sutton noted there was a need for an Executive Session. **Chairman Sutton made the motion that the meeting be recessed for 30 minutes for the purpose of discussing a personnel evaluation. The justification being to discuss personnel matters of non elected personnel. The meeting will resume at 2:32 PM in the MTAA Conference Room and via Microsoft TEAMS. Chairman Sutton invited Lisa Zerbe and Kristina Dietrich with HR Partners, and Tim Resner, MTAA Legal Counsel to attend. Mr. Munson seconded the motion. Motion carried.**

#### **Item 5. Consider revision of MTAA Bylaws**

Mr. Resner explained to the Board how Section 3.08 of the MTAA Bylaws would read after changes were in effect, and that he would need a consensus on the rest of the language specificity on the Chair retaining control of public comment time and the granting of additional time. **Mr. Munson made the motion to accept the revised MTAA bylaws as Mr. Resner had read them. Mr. Cortez seconded. Mr. Armstrong was in attendance via Teams for this item. He and Chairman Sutton also voted in favor of the amendment. Motion carried with 4/5 vote.**

#### **Item 6. Consider Quote for HVAC for Building 623**

Mr. Johnson reported to the Board that we had advertised for quotes relating to the replacement of the HVAC at Building 623 - the Fire Station. He explained that the flooding that had occurred previously through the storm drain collapse had let mold grow in the duct work and that the HVAC unit had reached its end of life. Kaw Valley Heating & Cooling was the low bid at \$44,779.00 and has done good work for us in the past. **Chairman Sutton made the motion to accept the bid from Kaw Valley Heating & Cooling, in the amount of \$44,779.00. Mr. Cortez seconded the motion. Motion Carried.**

#### **Item 7. Consider Quote for HVAC for Building 657**

Mr. Johnson reported to the Board the updates that had taken place at Building 657 over the years and that those updates had satisfied the previous tenants' needs. He made the Board aware that there is a prospective new tenant that would require HVAC throughout the building, and that we had advertised for quotes with McElroy's coming in as the lowest bid at \$23,387.30. **Mr. Munson made the motion to accept the bid from McElroy's in the amount of \$23,387.30. Mr. Cortez seconded the motion. Motion carried.**

#### **Item 8. Consider Pay Rate for Electrician Position**

Mr. Johnson addressed the Board with the difficulties we were having in finding a qualified licensed Journeyman Electrician. He stated that everyone staff had spoken with agreed that the benefits were there, but the starting pay was too low to accept the position. Mr. Johnson then let the Board know we had a candidate who was very interested in the position and was willing to work with us on the pay if we could start him at a higher wage. Mr. Johnson then asked the Board to consider a starting wage of \$39.86 per hour. Mr. Cortez asked follow-up questions that Mr. Johnson and Mr. Poley answered. **Mr. Cortez made the motion to raise the starting pay rate for an Electrician to \$39.86 per hour. Mr. Munson seconded the motion. Motion carried.**

#### **Item 9. Approval of the Authorizing and Directing the Issuance, Sale and Delivery of General Obligation Bonds**

Mr. Sneden asked the Board to approve authorization by staff to start the issuance of bonds and moving forward with bond counsel. Mr. Deric Morgan with Columbia Capital then gave an outline on how the General Obligation Bonds work. He also explained the bonds would be 20 years and around the 4% margin depending on market values at time of issuance. Mr. Sneden reminded the Board that the budget has provisions to make the bond payments and that the mill levy was lower. The bonds would be used to pay for the new roads at Billard and enable projects with the MRO development. It would

also fund the Terminal HVAC and the Fuel Farm as well as infrastructure on hangars and the bonds could be paid off after 7 years. Mr. Resner read the motion to the Board as follows, **Motion to authorize staff and consultants to proceed with the sale of General Obligation Bonds not to exceed a par amount of \$4.9M on January 13, 2026, including a release of preliminary official statement which the Board authorizes the President or the Director of Administration and Finance to deem final. Mr. Munson made the motion to accept as had been read by Mr. Resner Mr. Cortez seconded the motion. Motion carried.**

#### **Information Only Items:**

#### **Item 10. Monthly Reports**

##### **10.a. Project updates – Sam Stallbaumer, WSP USA**

- Runway 18-36 survey is done
- Taxiway Alpha Project – 35 cores put in pavement
- Both above bids will open in May
- Alpha Delta Project is wrapping up

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

- An Air Service meeting is coming up with a potential airline.
- Replacement of the Terminal generator began last week with little disruption to the tenant. It should be completely online within 2 weeks.
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- Fencing materials for Billard have been ordered with work to begin in January
- A pre-construction meeting was held on December 11<sup>th</sup> for the new HVAC air handlers at TRA Terminal and work should begin late January or early February
- A meeting with Argus will be held December 22<sup>nd</sup> concerning the self -serve fuel farm at Billard.

##### **10.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.

##### **10.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. Ms. Hartley reported that 5,000 more gallons of fuel have been sold so far in 2025 than had been sold in 2024.

##### **10.e. Economic Development & Leasing Activity – Mr. Sneden**

- The MRO Hangar lease negotiations are almost ready for final approval
- Grant agreement with the State of Kansas is nearing completion
- Sewer repair at Billard agreement reached – work started December 15<sup>th</sup> due to be completed December 19<sup>th</sup>
- Looking at KDOT grant to assist with the 2026 Billard Road projects
- FIFA World Cup in June 2026 – trying to attract some traffic to our two Topeka airports
- Working hard to get insurance compliant with all tenants

##### **10.f. Financial Reports – Ms. Hartley**

- Ms. Hartley presented the delinquent accounts and cash reserves as of November 30, 2025, and the financial statements as of October 31, 2025, to Board for their information and review. **Mr. Munson made the motion to approve the reports. Mr. Cortez seconded. Motion carried.**

##### **10.g. Director's Comments**

- Chairman Sutton commented that the financial reports looked good. No other comments were made.

**Item 11. Executive Session**

Chairman Sutton moved to recess the regularly scheduled meeting to a closed session for the purposes of discussing a potential lease transaction with the justification being consultation with MTAA legal counsel which would be deemed privileged in the attorney/client relationship subject to KSA 75-4319B2. The meeting will resume at 3:00PM in the MTAA conference room and via Microsoft Teams. Invited to attend the closed session are Eric Johnson and Curtis Sneden. Mr. Cortez seconded. Motion carried.

Meeting resumed at 3:00 PM. Action from closed session. Mr. Munson moves to delegate Chairman Sutton authority to review and approve a final lease instrument with Davcon and to review and approve a grant agreement with the Department of Commerce. Mr. Cortez seconded. Chairman Sutton abstained from the vote. Motion carried.

**Item 11.a. Executive Session**

Chairman Sutton moved to recess the regularly scheduled meeting to a closed session to finish with Item 4a. Executive Session for personnel evaluation. Justification being to discuss personnel matters of non elected personnel pursuant to KSA 75-4319B1. The meeting will resume at 3:40 PM in the MTAA conference room and via Microsoft Teams. Only the Board will be invited to the closed session. Mr. Munson seconded. Motion carried. Meeting resumed at 3:40 PM with no action taken.

**Adjournment**

Chairman Sutton called for a motion to adjourn. Mr. Cortez made a motion to adjourn, and Mr. Munson seconded the motion. Motion Carried. Meeting adjourned at 3:41 PM

These official minutes were approved by the Board of Directors on January 20, 2026.

  
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Michael Odupitan, Secretary