



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

## Board of Directors

### Metropolitan Topeka Airport Authority December 17, 2024

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

Chairman Munson 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 and Sam Sutton. Michael Odupitan was in attendance via Zoom. Also in attendance were:

- Sam Stallbaumer, WSP USA, Inc.
- Scott Uhl, WSP USA, Inc.
- Jennifer Kuchinski, WSP USA, Inc.
- John Lueger, Heinen Bros Ag via Zoom
- Bill Naeger, Bartlett & West
- Kristina Dietrick, HR Partners
- Lisa Zerbe, HR Partners
- Marcus Miller, City Council member via Zoom
- 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)
- Matt Narsh, 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
- Mayor Mike Padilla via Zoom

The meeting started with Chairman Munson thanking former Chairman Armstrong and the presentation of the chairman gavel for his service as the Board Chair. Then quick introductions were in order for the two new board members, Carlos Cortez with Cortez Transportation Company, Inc. and Michael Odupitan with Omni Corp. The rest of those present, including the MTAA Executive Staff, were introduced.

#### Item 1. Executive Session with HR Partners

Chairman Munson noted there was a need for an Executive Session. **Mr. Armstrong 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 to review the President's performance review with HR Partners. The Executive Session will be for a period not to exceed forty-five (45) minutes beginning at 2:40 PM and the meeting shall reconvene in open session at 3:25 PM. The executive session will include Lisa Zerbe, Kristina Dietrick and Tim Resner. Mr. Munson seconded the motion. Motion carried. Mr. Armstrong made a motion to extend the executive session for fifteen (15) minutes beginning at 3:25 PM and reconvening in open session at 3:40 PM. Mr. Sutton seconded. Motion carried. Chairman Munson reconvened the meeting at 3:41 PM.**

#### Item 2. Notice

Chairman Munson inquired if everyone who requested notification had been notified of this meeting. **Ms. Hartley replied that notifications were sent.**

**Item 3. Approve Minutes of the MTAA's Regularly Scheduled Board Meeting of November 19, 2024**

Chairman Munson asked the Board to review the minutes of the Board Meeting of November 19, 2024. He inquired if there were any additions, corrections or comments to the Minutes. None were noted. **Mr. Armstrong made the motion to approve the minutes for the Meeting on November 19, 2024. Mr. Sutfon seconded the motion. Motion carried.**

**Item 4. Public Comment**

Chairman Munson 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 Munson asked for a motion to adopt the agenda with one additional change, to add in Item 6A for a second lease assignment request. **Mr. Munson made the motion to approve the agenda as modified. Mr. Sutfon seconded the motion. Motion carried.**

**Action Items:**

**Item 6. Consider Assignment of Lease for Hangar 7 at Billard Airport**

Mr. Sneden presented the assignment request for Hangar 7 at Billard (Stone Hangar). This is currently leased to Heinen (H&H). They are planning to dissolve the company that is our tenant and assign the lease to the parent company for the remainder of the term. Per the leasing policy, this assignment needs to be approved by the Board. The parent company provided financials which were reviewed by Mr. Sneden, Mr. Johnson and Ms. Hartley with no concerns noted to reassign the lease. Discussion ensued about the current and future use of the hangar. **Mr. Armstrong made a motion to assign the lease to Heinen Bros. Agra Service, Inc. Mr. Munson seconded the motion. Motion carried.**

**Item 6a. Consider Assignment of Lease on Buildings #147, 148, and 149 at Topeka Regional Business Center**

Mr. Sneden presented the assignment request for buildings #147, 148 and 149 which are currently leased to Concrete Supply of Topeka. This lease would be assigned to an entity that is purchasing their business: Midwest Concrete Materials, Inc. The MTAA requested financials and there were no concerns noted by Mr. Sneden, Mr. Johnson and Ms. Hartley. Discussion ensued about the length of lease and the value of the rental property. **Mr. Armstrong made the motion to approve the lease assignment to Midwest Concrete Materials for buildings 147, 148 and 149. Mr. Sutfon seconded the motion. Motion carried.**

**Item 7. Consider Bartlett & West, Inc. Professional Services Agreement**

Mr. Johnson led the discussion on a follow-up from the last meeting. Mr. Bill Naeger is in attendance from Bartlett & West. The air handling units and thermostats in the Forbes terminal are very outdated. Bartlett & West would perform an HVAC evaluation at a lump sum cost of twenty-four thousand dollars (\$24,000). Mr. Naeger expanded more on the study. This would include suggestions and possible budgeted costs for changes recommended for the HVAC system. Board discussion ensued regarding the cost of the evaluation, timing, and next steps. **Mr. Munson made the motion to approve the HVAC study in the amount of \$24,000, subject to discussion of adding MTAA's standard terms and conditions. Mr. Sutfon seconded the motion. Mr. Armstrong recused himself due to conflict of interest (employed by Bartlett & West). Motion carried.**

**Item 8. Consider DebtBook – Lease and SBITA Management Renewal**

Ms. Hartley presented the request to renew the DebtBook program which is needed for compliance with GASB 87 and GASB 96. The renewal cost for 11/2024-11/2025 is twelve thousand dollars (\$12,000.00). **Mr. Munson made the motion to renew DebtBook for the next year. Mr. Armstrong seconded the motion. Motion carried.**

**Informational Only Items:**

**Item 9. Monthly Financial Reports**

**9a. Project Updates – Sam Stallbaumer, WSP USA, Inc.**

Mr. Stallbaumer provided the following report:

- Taxiway A/D project is commencing for a winter break. Seeding and marking should be done in the spring. During the shut down period KANG (KS Air National Guard) asked that the runway be partially opened to allow for military traffic. A

winter shutdown was not anticipated; however, start was delayed due to FAA grant award.

- MRO preliminary phase has started. It will be built on the north terminal apron at Forbes.
- Work is just getting started on the TOP Apron Rehab. A site visit has been completed. The 50% design is in process and there will be a regroup with the MTAA stakeholders. Construction should occur in Summer 2025.

#### **9b. Aviation-Related Issues & Air Service – Mr. Johnson**

Mr. Johnson provided the following report:

- Met with an airline via phone. There is interest, but not receiving the 2<sup>nd</sup> SCASD grant is not ideal. Orlando and Vegas are top markets with less-than-daily flights. We need to figure out how to get the minimum revenue guarantee. He recommended moving Volaire (consultant) from an on-call to a monthly retainer. Mr. Johnson plans to have Volaire present at the January 2025 meeting. The minimum revenue guarantee is \$2M to get air service started. Plan for community engagement needs to happen at the January meeting.
- SPARK/BASE Grant – extended agreement for another 6 months.
- Working with FAA on approval for a fuel farm at Billard airport. Discussed getting the subcommittee together in January to discuss self-fueling at Billard.
- Work has initiated for a maintenance shop at billard. A site has been selected for FAA approval.
- Admin building renovations – input from the Board is welcomed. The Board arranged a subcommittee to work on this in more detail including Brian and Michael from the Board.

#### **9c. 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 November 2024 was presented to the Board for their information and review.

#### **9d. TOP Fuel Service Sales Report Maintenance Report – Mr. Johnson**

The TOP Fuel Sales by Product Summary Report for the month of November 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.e. Economic Development & Leasing Activity – Mr. Sneden**

Mr. Sneden provided the following report:

- Whale Parcel sale is in the final stages. The FAA has granted release of the property. Closing will occur this Friday, December 20, 2024.
- 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. Mr. Sneden presented to the Shawnee County Legislative Delegation and received unanimous support.
- Aerospace Industry Calls are ongoing. A group site visit is being planned for March 2025.
- Defense Cooperation – Office of Local Defense and Community Cooperation – federal grant monies could be available to benefit local military. The first step is doing a compatible use study. The Chamber of Commerce could likely serve as a hub for this.
- Update on other leasing activity and maintenance improvements on properties.

#### **9.f. Financial Reports**

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

**9.g. Directors' Comments**

Mr. Sutton went to the EAA Christmas Party and he heard many positive comments about the Billard airport. He complimented Terry and his crew and Don and his crew for responding to tenant needs and requests. One comment he noted was that there seems to be no exterior lighting around the hangars when planes are taxiing.

Chairman Munson expressed again for the new board members to not be afraid to ask questions and be vulnerable. He expressed excitement for the new year with the new board.

Mr. Armstrong expressed welcome to our two new board members and is excited for the new board.

Mr. Cortez is learning a lot.

**Adjournment**

**Mr. Sutton made a motion to adjourn. Mr. Munson seconded the motion and the meeting was adjourned at 5:20 p.m.**

These official minutes were approved by the Board of Directors on January 21, 2025.



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Brian Armstrong, Secretary