



METROPOLITAN TOPEKA AIRPORT AUTHORITY

TOPEKA REGIONAL | BILLARD AIRPORT  
AIRPORT & BUSINESS CENTER

## Board of Directors

### Metropolitan Topeka Airport Authority February 18, 2025

**Regular Monthly Meeting ..... 3:00 PM**

Chairman Mike Munson brought the regular monthly meeting of the MTAA Board of Directors to order at 3:00 PM with the following other Board members present: Michael Odupitan, Carlos Cortez, Brian Armstrong and Sam Sutton. All attendees were via Teams. Also in attendance were:

- Jennifer Kuchinski, WSP USA, Inc.
- Scott Uhl, WSP USA, Inc.
- Amie Oesterrich, Heinen Bros Ag
- 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 John Ross, MTAA Police and Fire Chief
- Garrett Gjerstad, Argus
- Molly Howey, GO Topeka
- Mayor Mike Padilla

#### **Item 1. Notice.**

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

#### **Item 2. Approve Minutes of the MTAA's Regularly Scheduled Board Meeting of January 21, 2025.**

Chairman Munson asked the Board to review the minutes of the Regularly Scheduled Board Meeting of January 21, 2025. He inquired if there were any additions, corrections or comments to the Minutes. **Mr. Cortez made the motion to approve the minutes of the Regularly Scheduled Board Meeting of January 21, 2025. Mr. Armstrong seconded the motion. Motion carried.**

#### **Item 3. 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 4. Adopt the Agenda.**

Chairman Munson inquired if there were any changes to the Agenda as presented. **Mr. Sutton made a motion to adopt the Agenda. Mr. Munson seconded the motion. Motion carried.**

#### **Discussion Items:**

#### **Item 5. Discussion of Self-Fueling at Billard Airport**

Mr. Johnson introduced Mr. Gjerstad with Argus. Ms. Kuchinski also helped present options for TOP/Billard Fueling. There have been two proposals received, one with Garsite and one with KEAR. Discussion ensued about costs and benefits and potential for funding the project. The Board agreed to assign this to the operations/maintenance committee to bring a proposal to the Board at the next meeting including funding options. Chairman Munson asked counsel how to formally approve the Board Committees. He asked for a motion to amend the agenda to add

item 10.a. to approve the committees. **Mr. Armstrong made the motion to amend the agenda to add item 10.a. Mr. Sutton seconded the motion. Motion carried.**

**Action Items:**

**Item 6. Consider Approval of Volaire Aviation Consulting Agreement**

Mr. Johnson reported the proposal was received for a full-time consulting agreement with Volaire. Mr. Armstrong asked Mr. Sneden to give an update on how the task force was doing with himself and Volaire. Mr. Sneden gave a short update on the commercial air service research and case studies that have been done already. Mr. Johnson noted funds were available in the budget under consulting services. **Mr. Munson made a motion to approve the agreement with Volaire Aviation. Mr. Armstrong seconded the motion. Motion carried.**

**Item 7. Consider Purchase of Building 621**

Mr. Sneden led the discussion on the proposal to reacquire the lease on building #621. This was agreed upon to reacquire at a purchase cost of \$85,000. **Mr. Armstrong made a motion to approve the purchase to buy back the lease for \$85,000. Mr. Sutton seconded the motion. Motion carried.**

**Item 8. Consider Creation of MTAA Human Resources Manager Position.**

Mr. Johnson noted the need to create a position for a human resources manager as opposed to a human resources specialist. This puts the individual at the correct title for the work this individual is already doing. Mr. Munson asked how compensation would be determined. Mr. Johnson responded that management has looked at comparable positions in the area. **Mr. Armstrong made a motion to approve the creation of a Human Resources Manager position. Mr. Odupitan seconded the motion. Motion carried.**

**Item 9. Consider Purchase of Insulation on Hangar 10**

Mr. Johnson led the discussion on the proposal to work on improvements for Hangar 10 at Billard Airport which was just leased to Mr. Osborne. This agenda item is to purchase new spray-in insulation for the roof. **Mr. Munson made a motion to approve the purchase of replacement insulation for \$12,245.20. Mr. Armstrong seconded the motion. Motion carried.**

**Item 10. Consider Purchase of Door Replacement on Hangar 10**

Mr. Johnson continued the discussion of items needed for Hangar 10. The door at the hangar is in severe need of replacement. Two bids were obtained and the best option was a quote from S&S Powerlift for \$24,734.32 which is a bi-fold style door. **Mr. Sutton made a motion to approve the purchase for the hangar 10 door in the amount of \$24,734.32. Mr. Cortez seconded the motion. Motion carried.**

**Item 10a. Appoint Formal Committee Members**

Chairman Munson discussed the committee structure based on the preferences submitted by Board members to Mr. Johnson. Committees are as follows: Budget and Finance: Mike Munson, Brian Armstrong, Eric Johnson, Laura Hartley and Curtis Sneden; Economic Development: Brian Armstrong, Michael Odupitan, Curtis Sneden and Eric Johnson; Operations and Maintenance: Sam Sutton, Carlos Cortez, Terry Poley, Eric Johnson and Curtis Sneden. **Mr. Munson made a motion to approve the committees as noted. Mr. Armstrong seconded the motion. Motion carried.**

**Information Only Items:**

**Item 11. Monthly Reports**

**11.a. Project Updates – Sam Stallbaumer, WSP USA**

Ms. Kuchinski with WSP provided the following updates:

- Taxiway A/D project is planning to start back up again and lighting is being installed. Anticipated late March/April for asphalt.
- MRO North Terminal Apron (NTA) has 30% of plans submitted for review.
- Work is just getting started on the TOP Apron Rehab. Survey work has been completed and design work is underway. Bid requests will go out tomorrow, 2/19/25. Construction should occur in Summer 2025. Project split is 95 FAA/5 MTAA.

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

Mr. Johnson provided the following report:

- The air service forum with Volaire air service forum was announced today and runs March 17-19.
- We advertised an Operations Officer. Interviews will be next week for that position.

- The ACIP update was submitted to the FAA. This will be reviewed and prioritized by the FAA. This encompasses projects to work on in 2025 at both airports. For FOE, we have the following projects planned/ongoing: rehabilitation of Taxiway A, rehabilitation of Taxiway A north end, rehabilitation of the apron on the north end of the terminal, and rehabilitation of taxiway C. For TOP, we have the following projects planned/ongoing: extend runway 18/36 to connect to B, rehabilitation of runway 18/36, new connection to taxiway B, rehabilitation of runway 13/31, and rehabilitation of taxiway E.
- The Board has previously requested a log of complaints. Mr. Johnson informed the Board there was one individual who calls often about noise levels at Billard Airport. He lives approximately a mile away and noise levels have been investigated and are not unusual for the activity at Billard.

#### **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 January 2025 through early February 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 January 2025 was presented to the Board for their information and review.

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

Mr. Sneden provided the following report:

- MRO work is ongoing. Site design work is at 30% completion stage. Mr. Sneden will be attending an MRO conference in April.
- Whale Parcel sale was closed, and funds were received.
- Defense cooperation had a tour of 190<sup>th</sup> and FOE on 2/4/25 and they were very engaged.
- Office remodel task force update- met with HTK on 2/5/25.
- Update on other leasing activity and maintenance improvements on properties. Building inspections have been done by Deana and have been completed on almost all properties.

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

Ms. Hartley presented the monthly financial reports through December 31, 2024 as well as the delinquent status report as of January 31, 2025.

#### **11.g. Directors' Comments**

Mr. Sutton – noted that he saw a couple jobs on the website and asked if we have put up the electrician job on the website. Mr. Johnson replied we had not yet and have not looked into the specifications yet.

Mr. Armstrong expressed excitement about the Board committees and starting work.

Mr. Odupitan had no comments.

Mr. Cortez was happy to hear everyone was on the same page for the new Billard fuel station.

Chairman Munson noted March 11<sup>th</sup> they will represent to the City Council and invited other board members to come to if available. The meeting will be at 6pm.

#### **Item 12. Executive Session**

Chairman Munson inquired if there was a need for an Executive Session. Mr. Resner and Mr. Johnson responded that there was not.

**Adjournment**

Chairman Munson inquired if there was any further business to discuss, hearing none, he asked for a motion to adjourn. **Mr. Armstrong made a motion to adjourn. Mr. Odupitan seconded the motion and the meeting was adjourned at 4:34 p.m.**

These official minutes were approved by the Board of Directors on March 26, 2025.

  
\_\_\_\_\_  
Brian Armstrong, Secretary