



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

**Board of Directors**

**Metropolitan Topeka Airport Authority  
 February 20, 2024**

**Work Session..... 2:00 PM**

Mr. Sneden presented the Board of Directors with revised documents for review and discussion on the proposed Leasing Policy. After discussions were held on the presented documents, it was requested that the documents be revised and updated drafts presented at the next month's meeting.

Mr. Resner presented proposed amendments to the MTAA Bylaws for review and discussion. The document was reviewed starting at Section 2.09 and ending at Section 2.09 with further review at the next month's meeting.

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

Chairman Brian Armstrong brought the regular monthly meeting of the MTAA Board of Directors to order at 3:00 PM with the following other Board members present: Lisa Stubbs, Joe Ledbetter and Sam Sutton. Mike Munson was not in attendance. Also in attendance were:

- Sam Stallbaumer, WSP USA, Inc.
- Scott Uhl, WSP USA, Inc.
- Steven Osborne, TOP Aviation Services
- Jordan Freborg, HNTB
- Councilman Marcus Miller (Via ZOOM)
- John Lueger, Heinen Bros Ag (Via ZOOM)
- Amy Oesterrich, Heinen Bros Ag (Via ZOOM)
- Scott Gilchrist, Million Air-Topeka (Via ZOOM)
- Patrik Traul, Vaerus Aviation (Via Zoom)
- Don Loyd – MTAA (TOP Fuel Service)
- Terry Poley – MTAA (Maintenance Department)
- Eric Johnson – MTAA President
- Curtis Sneden – MTAA Director of Development
- Cheryl Trobough – MTAA Director of Administration & Finance
- Laura Hartley – MTAA Asst. Director of Administration & Finance
- Deana Prescott – MTAA (Administrative Office)
- Timothy Resner of Frieden & Forbes, LP – Legal Counsel to the Board

**Item 1. Notice.**

Chairman Armstrong 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 MTAA's Regularly Scheduled Board Meeting of January 16, 2024.**

Chairman Armstrong asked the Board to review the minutes of the Regularly Scheduled Board Meeting of January 16, 2024. He inquired if there were any additions, corrections or comments to the Minutes.

**Ms. Stubbs made the motion to approve the minutes of the Regularly Scheduled Board Meeting of January 16, 2024 with one small correction on the work session. Mr. Ledbetter seconded the motion. Motion carried.**

**Item 3. Public Comment.**

Chairman Armstrong inquired if there was anyone registered to speak during Public Comment. Mr. Johnson replied that there was one person signed up to speak.

**Item 4. Adopt the Agenda.**

Chairman Armstrong inquired if there were any changes to the Agenda as presented. **Mr. Ledbetter made a motion to adopt the Agenda, moving the public comment to Item 7.a. Mr. Sutton seconded the motion. Motion carried.**

**Action Items:**

**Item 5. Consider Adoption of Policies Reviewed During January 16, 2024 Work Session.**

5a. Chairman Armstrong asked for a motion to approve MTAA Rules and Regulations for the Metropolitan Topeka Airport Authority as covered in the January 16, 2024 work session. **Mr. Ledbetter made the motion to approve MTAA Rules and Regulations. Ms. Stubbs seconded the motion. Motion carried.**

5b. Chairman Armstrong asked for a motion to approve Policy on Reimbursement of Major Repair or Remodel Projects as covered in the January 16, 2024 work session. **After discussion, the Board agreed to table the motion and review a revised policy at the next month's meeting.**

5c. Chairman Armstrong asked for a motion to approve Standards of Maintenance and Upkeep as covered in the January 16, 2024 work session. **Mr. Ledbetter made the motion to approve Standards of Maintenance and Upkeep with the addition of non-operable vehicles in Item #6 in the policy. Ms. Stubbs seconded the motion. Motion carried.**

**Item 6. Review and Consider Quotes for Purchase of Sewer/Drainage System Camera.**

Mr. Johnson reported that the MTAA Maintenance Department is tasked with making repairs to buildings in preparation for lease or to be occupied by MTAA staff. It is not uncommon that a camera is required to inspect a pipeline to determine the cause of a blockage or identify the location of an underground break.

Three quotes were obtained with costs ranging from \$13,947 - \$15,642. Mr. Johnson recommended approval of the quote provided by Johnstone Supply at a cost of \$13,947.26.

**Mr. Ledbetter made a motion to approve the quote from Johnstone Supply in the amount of Thirteen Thousand Nine Hundred Forty-seven Dollars and Twenty-six Cents (\$13,947.26) as presented. Mr. Sutton seconded the motion. Motion carried.**

**Discussion Items:**

**Item 7. Phillip Billard Terminal Building #4.**

Mr. Sneden led the discussion with a presentation on keeping the old terminal building at Phillip Billard.

**Item 7.a. Public Comment.**

Mr. Sneden introduced the public comment speaker. The public comment was from Steven Osborne with TOP Aviation Services, affiliated with the Osborne Company. Mr. Osborne presented on his vision for the old terminal building at Phillip Billard. He reported that there is not enough classroom and office space in their current facility for their aviation education program. Mr. Osborne asked the Board to pause on a decision to demolish the old terminal building. Discussion ensued.

**Information Only Items:**

**Item 8. Monthly Reports**

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

Mr. Johnson provided the following report:

- Chairman Armstrong, Mr. Johnson & Mr. Sneden were invited to the Oakland NIA meeting on February 19<sup>th</sup> to provide a short presentation on the work completed at Billard Airport and what's to come. Followed by Q&A.
- Plans are underway with Visit Topeka to host the an upcoming Kansas Association of Airports conference at Hotel Topeka on October 9<sup>th</sup> through 11<sup>th</sup>.
- Ongoing Maintenance at Billard Airport was discussed to include: Completion of underground electrical service and the removal of the old poles; installation of door seals on the T-Hangars; installation of gates to be connected to electric

service in the near future. Entry codes will be assigned to airport users for their appropriate access; and the completion of the Hangar 17 insulation project.

- Project Updates:

- **TOP TERMINAL - CONSTRUCTION**

- Finishing up punch list and addressing items that arise

- **FOE SRE BUILDING - CONSTRUCTION**

- Poured all foundations and grade beams

- Poured concrete for sand storage

- Placing underground utilities (storm sewer and MEP for building)

- Begin to place subgrade for slab on grade and pour ASAP

- 240 calendar day contract

- Complete 5-3-2024

- **FUEL FARM - CONSTRUCTION**

- Fuel Farm tanks placed

- Lights placed

- Fine grading (weather dependent) and placement of fence

- Finishing MEP/tanks/piping

- Awaiting skids

- **FOE PBB - CONSTRUCTION**

- Grant has been modified to make it entirely BIL-ATP and no more CARES Funds

- Extends period of performance

- Contractor to remanufacture bridge with American Steel and deliver August/September

- **TWY A-D - DESIGN**

- Advertising 1-16-2024

- Bid opening moved from Feb 21 to April 23

- FAA cannot issue grant until possibly July

- Need ability to hold bids till mid-July

- Later bid opening allows for contractors to give more accurate pricing

- **MISC**

- Reviewing revising ACIP based on FAA funding

- ACIP sets up next 3 years of FAA funded projects

- FAA funding is crucial to the sponsor to maintain airport infrastructure to serve aviation community

#### **8.b. Maintenance Report – Mr. Johnson**

The Maintenance Report for work completed by the MTAA Maintenance Department on the grounds, airfield, vehicles and buildings from January 11, 2024 to February 9, 2024 was presented to the Board for their information and review.

#### **8.c. TOP Fuel Service Sales Report Maintenance Report – Mr. Johnson**

The TOP Fuel Sales by Product Summary Report for the month of January 2024, along with a comparison of 2023 & 2024 gallons sold were presented to the Board for their information and review.

#### **8.d. Economic Development & Leasing Activity – Mr. Sneden**

Mr. Sneden provided the following report:

- Update to the Board on efforts to obtain state funding to support the MRO project. The MTAA is seeking \$3.35 million from the state budget to offset the cost of design work, possible land acquisition and related costs in preparation for construction of an MRO hanger. It was noted that the budget bill containing this request has moved through the Senate transportation and ways and means Committees and is on its way to the Senate floor for passage. Topeka and Salina are collaborating on this lobbying project.
- The Board was informed of recent conversations with local architects who may be engaged to develop a business plan for TBRC. The consultant would

help develop a thorough inventory of properties and conditions, research demand and develop an overall "zoning" program to help drive different types of development in different parts of the business park. Bringing this information back to the board is anticipated in the next 60 days with a more thorough proposal for their approval.

- Update to the Board on various Leasing activities, including tenants who are moving into buildings 167 and 252, as well as prospects looking at building 151 and the recently vacated building 624.
- Information was shared on the recent upgrade currently underway of MTAA's website, including displaying the new graphics for the website landing pages.

#### **8.e. Directors' Comments**

Mr. Ledbetter expressed concerns that the general public cannot reach the Board easily. He suggested providing Board member email addresses out to the public. He commended the MTAA on the recent work on the hangars.

Ms. Stubbs expressed appreciation on a good meeting and progress being made for the airports.

Mr. Sutton thanked Mr. Osborne for coming to speak and agrees the tenants' businesses are growing and we need to encourage that. He expressed concern with hangar 600 and its possible repair. He wants to see the MTAA continue with the fencing at Billard and stated that the MTAA Maintenance Department needs a maintenance building at Billard.

Mr. Armstrong said he got a tour of the new terminal building and commended Don Loyd on great work. GTP's business after hours is at the 190<sup>th</sup> and noted it would be nice if everyone could participate.

#### **Item 9. Executive Session**

Chairman Armstrong inquired if there was a need for an Executive Session. Mr. Resner and Mr. Johnson responded that there was.

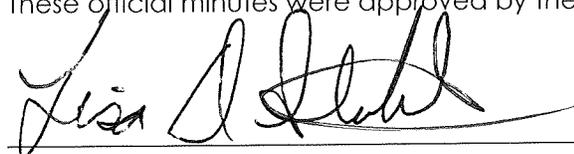
**Ms. Stubbs made a motion that the meeting be recessed for the purpose of an Executive Session, pursuant to the Kansas Open Meeting Laws. The justification for this Executive Session is the need to preserve attorney-client confidentiality in the discussion of Acquisition and sale of real property. Ms. Stubbs stated that the Executive Session will be for a period not to exceed thirty (30) minutes beginning at 4:40 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.**

Chairman Armstrong reconvened the Open Session meeting at 5:10 PM and stated that there was no action as a result of the Executive Session.

#### **Adjournment**

Chairman Armstrong inquired if there was any further business to discuss, hearing none, he asked for a motion to adjourn. **Mr. Ledbetter made a motion to adjourn. Ms. Stubbs seconded the motion and the meeting was adjourned at 5:10 p.m.**

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

  
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Lisa D. Stubbs, Secretary