



METROPOLITAN TOPEKA AIRPORT AUTHORITY

TOPEKA REGIONAL AIRPORT & BUSINESS CENTER | BILLARD AIRPORT

## Board of Directors

### Metropolitan Topeka Airport Authority February 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, Sam Sutton, Erica-Garcia Babb and Mike Munson. Also in attendance were:

- Sam Stallbaumer, WSP USA, Inc.
- Molly Howey, GO Topeka
- George Laliberte, AOPA/Billard
- Jordan Freborg, HNTB
- Mayor Mike Padilla, City of Topeka (via Zoom)
- Bradley DeMers, City of Topeka (via Zoom)
- John Lueger, Heinen Brothers (via Zoom)
- Don Loyd – MTAA (TOP Fuel Service)
- Terry Poley – MTAA (Maintenance Department)
- Timothy Resner of Frieden & Forbes, LP – Legal Counsel to the Board

Other staff members present were Eric Johnson, Cheryl Trobough and Matt Narsh.

#### **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 MTAA's Special Board Meeting December 12, 2022 and the Regularly Scheduled Board Meeting December 20, 2022.**

Chairwoman Stubbs asked the Board to review the Minutes of the Special Board Meeting December 12, 2022 and the Regularly Scheduled Board Meeting of December 20, 2022. She inquired if there were any additions, corrections or comments to the Minutes.

Mr. Munson stated that The December 20, 2022 minutes should be amended to include the wording "Motion carried." after the motion and second to approve the SCADA monitoring system presented in Item 7.

**Mr. Munson then moved to approve the Minutes of the Special Board Meeting December 12, 2022 as presented and the Regularly Scheduled Board Meeting December 20, 2022 as amended. Mr. Armstrong seconded the motion. Motion carried.**

#### **Item 3. Public Comment.**

Chairwoman Stubbs inquired if there was anyone registered to speak during Public Comment. Mr. Johnson replied that there was not.

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

Chairwoman Stubbs inquired if there were any changes to the Agenda as presented. **Mr. Sutton made a motion to adopt the Agenda as presented. Ms. Garcia-Babb seconded the motion. Motion carried.**

**Item 5. Consider Approval of Quote to Repair Overhead Doors at the MTAA P&F Department (Bldg. #623).**

Mr. Johnson reported that Building 623 was constructed in 1985 and with only a couple exceptions, all overhead door openers and hardware are original. Several mechanical failures have occurred recently which makes the opening of the doors impossible during the malfunction. This presents a serious issue when crews are responding to an emergency call.

A request for quotes was advertised on the MTAA website for the replacement of ten (10) door openers and the necessary hardware. Three quotes were received with Mark's Overhead Door Service providing the lowest price. This quote provides for the replacement of all remaining original door openers and related hardware at a cost of \$27,967.50. This includes removal and disposal of the old equipment and installation of all new openers and hardware.

Mr. Johnson requested the Board to authorize the purchase of the new overhead door openers, cables, springs and hardware at a cost of \$27,967.50.

**Mr. Munson made a motion to approve the quote received from Mark's Overhead Doors for the replacement of the door openers as quoted for an amount not to exceed Twenty-Seven Thousand Nine Hundred Sixty-Seven Dollars and Fifty Cents (\$27,967.50). Ms. Garcia-Babb seconded the motion. Motion carried.**

**Item 6. Consider Quote for Airfield Paint for Topeka Regional Airport and Philip Billard Airport.**

Mr. Johnson reported that in preparation for the upcoming airfield painting season, staff started early to obtain quotes for paint due to the supply chain issues experienced in 2021 and 2022.

The MTAA is required to ensure paint marking on runways, taxiways and aprons meet FAA requirements. Given the size of the airfields, this requires a significant amount of paint even with a rotational schedule.

Three quotes were received for the required paint. Crafc0, Inc. indicated they can supply the white, yellow and black paint in 55-gallon drums. This discounts the price, and considering the number of markings needed to be addressed, 55-gallon drums simplify the process. Lead time for production is at least three to four weeks.

Mr. Johnson made a recommendation that the Board accept the quote provided by Crafc0, Inc. and authorize staff to purchase the required paint at a cost of \$14,344.00.

**Mr. Armstrong made a motion to accept the quote received from Crafc0, Inc. for the necessary airfield paint as quoted for an amount not to exceed Fourteen Thousand Three Hundred Forty-Four Dollars and No Cents (\$14,344.00). Mr. Sutton seconded the motion. Motion carried.**

**Item 7. Consider Approval of Quote for a New Ground Power Unit for TOP Fuel Service.**

Mr. Johnson reported that with the MTAA assuming responsibility for the Fixed Base Operation at Philip Billard Airport on January 1, 2023, there were several equipment purchases needed. During the December meeting of the Board of Directors, a significant amount of equipment and supplies were authorized for purchase. However, information on a ground power unit (GPU) was not available at that time. The GPU is used to provide power to an aircraft during starting.

Staff identified some used pieces of equipment and two new units. A new GPU offers reliability and warranty that a used model cannot. Making a purchase of an older, used model could present challenges in times of equipment failure.

Mr. Johnson requested the Board to approve the purchase of the BatesField Diesel 3000 Series GPU with optional brakes at a total cost of \$45,345.00.

**Mr. Munson made a motion to approve the purchase of the BatesFeild Diesel 3000 Series GPU to include the brake option at a cost not to exceed Forty-Five Thousand Three Hundred Forty-five Dollars and No Cents (\$45,345.00). Ms. Garcia-Babb seconded the motion. Motion carried.**

**Item 8. Consider Creation of MTAA Director of Development Position.**

Mr. Munson presented a Memorandum on the subject of Director of "Planning" and Development (copy of memorandum attached). He led discussion on several items highlighted in the memorandum, i.e. qualifications; salary; recruiting; search and hire committee; and reporting structure.

All board members expressed their support of Mr. Munson's memorandum. There was discussion on the job title with "Director of Development" being the consensus of the Board. The Board reviewed a position description as drafted by counsel and discussed working with a local recruiting agency to assist in the hiring.

**Ms. Garcia-Babb made a motion to authorize the creation of the Director of Development position and direct Mr. Johnson to move forward with the recruiter selection. Mr. Sutton seconded the motion. Motion carried.**

**Item 9. Consider Submitting an Application for a Small Community Air Service Development Grant.**

Mr. Johnson reported that it is anticipated that the US Department of Transportation will release the RFP for Small Community Air Service Development (SCASD) Grant applications towards the end of February. The MTAA's agreement with Volaire Aviation Consultants requires the Board of Directors to authorize work performed on a case-by-case basis.

Mr. Johnson requested the Board for authorization for Volaire Aviation Consultants to prepare the grant application for submission to the USDOT at the stated cost in the agreement of \$12,500.00.

**Mr. Armstrong made a motion to authorize the expenditure of Twelve Thousand Five Hundred Dollars and No Cents (\$12,500.00) for Volaire Aviation Consultants to prepare submission of the Small Community Air Service Development grant application. Mr. Munson seconded the motion. Motion carried.**

**Item 10. Consider WSP Task Order No. 12 – FOE Fuel Farm Construction Administration.**

Mr. Johnson reported that WSP USA Inc.'s (WSP) contract for design of this project was previously approved by the Board and the FAA. The construction administration for this phase of the project will be included in the grant to allow reimbursement of the funds as negotiated.

WSP recently submitted the contract documents which includes the scope of work and the construction engineering services fee. Staff will make arrangements with Crawford, Murphy & Tilly Engineers & Consultants to provide an Independent Fee Estimate (IFE). The IFE is an eligible administrative cost for reimbursement under the grant and is used to assist staff with determining a fair value for the services provided.

The initial document provided by WSP identifies a construction engineering service cost of \$647,030.00. Upon receipt of the IFE, staff will conduct a comparison of the WSP service fee and the IFE, and proceed with negotiations, if deemed necessary, prior to submission to the FAA for their approval.

**Mr. Armstrong made a motion to approve Task Order No. 12 – FOE Fuel Farm Construction Administration Services, in the total amount of Six Hundred Forty-seven Thousand Thirty Dollars and No Cents (\$647,030.00), subject to Staff's completion of the Independent Fee Estimate (IFE) and FAA approval. Mr. Munson seconded the motion. Motion carried.**

**Item 11. Consider Resolution Nos. 23-287 and 23-288 to amend Resolution Nos. 22-285 and 22-286.**

Mr. Johnson reported that the Board of Directors adopted two resolutions at the December meeting authorizing acceptance of an FAA grant for Topeka Regional Airport and 2 FAA grants for Phillip Billard which had the project numbers listed as ending in -2022. Because the grant agreements were not provided by the FAA until 2023, the project numbers end in -2023. Given the amount of money involved, adopting resolutions to amend the previous resolutions will signify the Board's intent was to accept what was ultimately provided.

**Ms. Garcia-Babb made a motion to adopt Resolution No. 23-287 and Resolution No. 23-288. Mr. Munson seconded the motion. Motion carried.**

**Discussion Items:**

**Item 12. MRO Site Timeline, NIAR LOI and Funding.**

Mr. Johnson reported that the MRO Site Timeline is still being worked by Coffman Associates. They are working through the documented CATEX; have updated the ALP; and estimate WSP commencing design work in July 2023. There was discussion on drafting an LOI in an attempt to secure a non-binding commitment. Mr. Munson suggested a meeting be held with a NIAR representative to discuss a commitment on NIAR's part.

**Item 13. MTAA Priorities List.**

Mr. Resner led discussion on stakeholder wishes and budget constraints, and suggested the Board establish a Priority List of Projects and determine how best to proceed. Items to be prioritized include:

- Billard Fuel Farm
- Aesthetics – fencing / screening; hoop house for R&R Pallets; tree-trimming;
- T-Hangar Development
- Box Hangar adjacent to Billard Terminal
- High-speed internet throughout Topeka Regional Airport
- Billard business park security fence
- Way-finding Signage along Topeka Blvd.

**Item 14. MTAA Development Plan.**

There was discussion on obtaining feedback from developers, a consultant, GTP and/or local stakeholders regarding what a development plan could look like for Topeka Regional Airport. Mr. Resner made a presentation showing the master plan land use and sites which could be used for aviation and non-aviation development. Mr. Resner discussed potential development plan(s) including how the MTAA could finance development either through a land lease development approach or through a revenue bond approach, or the mix of the two. A key consideration for the MTAA is how can sufficient revenue streams be created for sustainable development and operation of the airport.

**Item 15. HB 2336**

Mr. Resner reported that HB 2336 passed the House Commerce Committee on February 20<sup>th</sup> with an increase of General Obligation bonding authority without a public vote from \$1 Million to \$10 Million. There had been discussion of increasing the authority to 1.85% of County assessed valuation, however that was not included in the legislation.

**Item 16. Topic List for Community Engagement Action Session**

Mr. Johnson stated that the MTAA needs to develop a list of topics to be discussed. Chairwoman Stubbs suggested that she sees the MTAA's Priorities List and the Topic List for Community Engagement Action Session to be one and the same. At some point, additional conversations will need to be initiated with Leo Presley for direction and to work from his expertise.

**Item 17. Topeka Regional Business Center Standards**

It was proposed that the MTAA modify the Rules & Regulations to include Business Center Standards for the buildings.

**Information Only Items:**

**Item 18. Monthly Reports**

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

Mr. Johnson provided the following report:

- TOP Fuel Service is staying busy and receiving a lot of positive comments. The Maintenance Department continues to make repairs to the T-Hangars. Fuel trucks are expected to be delivered in March.
- Senator Moran visited Billard Airport on Friday. It was a great opportunity for staff to update him on what's happening there. A tour of TAC & KHP was arranged.

**18.b. Economic Development & Leasing Activity – Mr. Johnson**

Mr. Johnson provided the following report:

- Cox completed the internet install at Billard on Friday. Technical Applications Consulting is up and running.
- The tenants in Building 114 are removing the cars and debris from the parking lot and yard. They have until March 31<sup>st</sup> to vacate the property. Staff will inspect the building at that time to be sure nothing was left for the MTAA to address.
- Contact was made with Rodney Wadel, owner of R&R Pallet last week. While this conversation has been held before, he indicated he would address the pile of pallet mulch this week. He had a shredder brought in over the weekend and they continue to shred the material. They also committed 4 trucks to haul the mulch off site. The pile of mulch will always be there but they will work to keep it at a more manageable size. He is also looking into a hoop structure to install on the property to mask the appearance.
- Icon structures will begin installing fence at the site of the new terminal building on February 27<sup>th</sup>. During a safety meeting yesterday, the discussion turned to parking and storage availability. Tammy has also expressed her concerns about parking for restaurant customers. Areas have been identified that can be turned into temporary parking and another area for storage of materials. More than likely, this will be a change order but eligibility for federal funding is in question.

**18.c. Monthly Financial Reports – Ms. Trobough**

Ms. Trobough explained that the reports for the month and year ending 12/31/2022 are still in preparation. The reports for the month ending 11/30/2022 are ready to be presented. Chairwoman Stubbs made a suggestion that the Board forego the presentation of the November financial report and receive the December year-end report at the next meeting. The rest of the Board agreed by consensus.

**Item 19. Executive Session**

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

**Adjournment**

Chairwoman Stubbs inquired if there was any further business to discuss, hearing none, she asked for a motion to adjourn. **Mr. Armstrong made a motion to adjourn. Mr. Sutton seconded the motion and the meeting was adjourned at 5:25 p.m.**

These official minutes were approved by the Board of Directors on March 21, 2023.

  
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Samuel W. Sutton, Secretary

**MEMORANDUM**

From: Mike Munson, MTAA Board Member  
To: MTAA Board of Directors and Staff

RE: Director of "Planning" and Development

Dear Fellow Board Members:

These are only my thoughts and I wanted to share them with each of you in hopes of creating some additional thoughts and discussion on this new MTAA position.

I want to be very clear: **I am a big supporter of our current MTAA President and Director of Airports, Eric Johnson, and believe he has done a great job as the leader of our two airports and related facilities**, including maintaining facilities on a limited budget, being fiscally responsible with the tax dollars we are entrusted to utilize, enhancing our leasing operations, ensuring our employees have the necessary resources to fulfill their job functions, maintaining open lines of communication with the FAA and other governmental agencies, among many other duties and responsibilities.

Additionally, Eric has been wearing many hats recently and fulfilling many other duties that are technically outside of his direct responsibilities, such as leasing manager, development director, state and government liaison - just to name a few - and I believe those additional duties are significantly weighing him down at the present time. It is my hope that this new position will eliminate some of those time constraints that are currently being placed on Eric.

We are in a new era at the MTAA ... *The Development Era* ... and it is an exciting time to be involved with the MTAA. It is great that we are having this discussion and focusing on hiring someone to take the lead on the business and economic development side of our airport facilities. We also cannot forget that we are running two AIRPORTS and must remain compliant with a voluminous amount of FAA and related regulations.

The easy task is making the decision to create the position - I think it is a great one, and fully support it. The more difficult decision I believe we as a board face, is figuring out how this position is structured, where this person fits in at the MTAA, who this person reports to, and, of course, finding the right person to take on this role (is this person currently living and working in Topeka right now?).

I have spent quite a bit of time over the last several days thinking about this position, what it means for the MTAA, and I have also discussed this issue with several key stakeholders that have provided great input on the topic.

Things to consider:

- **Qualifications**. This person needs to be a self-starter, with good business acumen and judgment, have a thorough understanding of real estate and development issues (or the ability/willingness to learn), possibly with an engineering background, an understanding of local, city, county and state governmental affairs issues and potential funding sources, someone who is willing to solve problems, talk to people, meet with people, and promote our airports and real estate to local leaders and potential developers. We want someone with a proven track record to recruit and attract business. This person needs to look at a potential opportunity and figure out ways to make it happen while eliminating roadblocks along the way.
- **Salary & Incentives**. What is our budget? We need to ensure we advertise this in a way that will attract top talent. We also need to find ways to tie a base salary with the potential for incentives based on stellar performance,

additional educational opportunities, and potentially tuition reimbursement for additional certifications (i.e., Certified Economic Developer, Economic Development Conferences, etc.).

- **Recruiter.** I believe we should consider using a recruiter to help us in this endeavor. I believe there are several great options here locally. It is hard to find someone based solely off a job posting. We have learned that lesson over the past year as we have looked for a leasing/property manager. I believe it would be beneficial to the board to engage with a local firm and learn more about that process.
- **Search and Hiring Committee.** This is a key role at the MTAA and I firmly believe we need to include several interested stakeholders in our quest to find the right person. For that reason, I propose we establish a sub-committee to participate and play an active role in the hiring process. You know what they say: Hire Slowly; Fire Quickly. I realize we want to get moving on this ASAP however we need to ensure we have a solid in plan in place before charging forward. Finding the right person to fill this role is key – if we find the right person – they will be successful.
  - Thoughts on a hiring committee: 1) Eric Johnson; 2) Two MTAA Board Members; 3) A county representative; 4) A city representative; 5) An interested stakeholder from KFOE; 6) An interested stakeholder from KTOP; 7) Molly Howey or Matt Pivarnik.
  - Local Talent Pool: Is this person living and working in Topeka now? If we hire an outside professional it will take them several years to get up to speed and learn about Topeka. We have a large talent pool here in Topeka (or potentially Wichita or Salina, considering their significant airport presence) and we need to find ways to leverage our contacts.
  - Airport Experience: I am not 100% sure that this person needs to have a detailed background in aviation.
- **Reporting Structure.** My thought would be that the position is a direct report to Eric Johnson, the President of the MTAA, with this being a quasi-lateral role with strict oversight from a sub-committee of the MTAA Board titled the “Aviation Development Task Force” or “Aviation Development Committee” that is comprised of certain MTAA Board Members, Third Parties, and local leaders. Our new Development Director needs to be able to operate in a somewhat autonomous fashion and not be held back in this role.
  - Eric Johnson, President and Director of Airports;
  - (NAME ???), Director of “Planning” and Development

I envision this person receiving their semi-annual/annual performance evaluation from the MTAA Board. We do not want this person to feel stifled or constrained in their ability to fulfill their job duties/functions.

- **Communication and Reporting to the Board.** My preference is that this person will provide direct and monthly reports to the board of directors – on all leasing and economic development ideas and progress. This person is tasked with carrying out the vision of the Board. I believe a seat at the table in the monthly board meetings is necessary.

I hope you will take my comments in the spirit in which they were intended. I request that my comments be made a part of the record on this discussion item.

Thanks,



Mike Munson, MTAA Board Member