



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

Board of Directors

Metropolitan Topeka Airport Authority March 19, 2024

Work Session..... 2:00 PM

Mr. Resner presented proposed amendments to the MTAA Bylaws for review and discussion. The document was reviewed starting at Section 3.01 and ending at Section 5.03 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, Mike Munson and Sam Sutton. Also in attendance were:

- Sam Stallbaumer, WSP USA, Inc.
- Scott Uhl, WSP USA, Inc.
- Steven Osborne, Osborne Companies/Top Aviation Services
- Scott Gilchrist, Million Air Topeka
- Jordan Freborg - HNTB
- Brooks Pettit – Thunder Over the Heartland (Vaerus Aviation)
- Amy Oesterreich, Heinen Bros Ag (Via ZOOM)
- John Lueger, H&H (Via ZOOM)
- Don Loyd – MTAA (TOP Fuel Service)
- Terry Poley – MTAA (Maintenance Department)
- Maj. Chris Ortega – MTAA (Police & Fire 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)
- Matt Narsh – 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 February 20, 2024.

Chairman Armstrong asked the Board to review the minutes of the Regularly Scheduled Board Meeting of February 20, 2024. He inquired if there were any additions, corrections or comments to the Minutes.

Mr. Ledbetter made the motion to approve the minutes of the Regularly Scheduled Board Meeting of February 20, 2024 as presented. Ms. Stubbs 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 Steven Osborne with Top Aviation Explorers was here once again to speak.

Mr. Osborne gave an update on the aircraft education program. He also gave an update on the status and his opinion of the poor condition of the old Billard Airport terminal. He commented that the terminal is suitable for a renovation project. The cost of construction he estimates would

be around \$1 million dollars and take 12-18 months to complete. Mr. Osborne offered that his company could absorb all the costs of construction and not rely on the MTAA for anything as long as rental rates are agreed upon by both parties. Discussion commenced.

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 as presented. Mr. Sutfon seconded the motion. Motion carried.**

Item 5. Presentation by Brooks Pettit – Thunder Over the Heartland Airshow 2024.

Brooks Pettit with Vaerus Aviation gave a presentation on the plans for the 2024 Thunder Over the Heartland Airshow, which will occur October 11-13, 2024 at Topeka Regional Airport.

Action Items:

Item 6. Consideration of Adoption of Policies Reviewed During February 20, 2024 Work Session.

6.a. Leasing Policy

Chairman Armstrong asked for a motion to approve the Leasing Policy for the Metropolitan Topeka Airport Authority as covered in the February 20, 2024 work session. **Mr. Ledbetter made the motion to approve Leasing Policy. Mr. Munson seconded the motion. Motion carried.**

6.b. Policy on Reimbursement of Major Repair and Remodel Projects.

Mr. Sneden presented the policy as amended after review last month. Chairman Armstrong asked for a motion to approve the Policy on Reimbursement of Major Repair and Remodel Projects as covered in the February 20, 2024 work session. **Mr. Ledbetter made the motion to approve Policy on Reimbursement of Major Repair and Remodel Projects. Mr. Munson seconded the motion. Motion carried.**

Item 7. Review and Consider Approval of Payment of Leasing Broker Commissions.

Mr. Sneden reported that both the north & south sides of building #167 are under lease with new tenants. This was heavily facilitated by Ed Eller of KS Commercial. Mr. Eller has asked for a 6% commission of rentals to be received during the initial term of the leases. The commissions requested are \$17,068.17 (167N) and \$25,705.36 (167S).

Ms. Stubbs made a motion to approve the requested commission in the amount of Forty-Two Thousand Seven Hundred Seventy-Three Dollars and Fifty-Three Cents (\$42,773.53) as presented. Mr. Ledbetter seconded the motion. Motion carried.

Item 8. Consider Approval of Quote Regarding Additional Asbestos Abatement at 6800 SE Forbes Ave. (Bldg #624).

Mr. Johnson reported that building #624 has a significant amount of ACM wrapped piping in the building. The quote from Jacobson Asbestos Company was provided which includes the scope of work for preparation, removal, disposal and OSHA compliant air monitoring. He mentioned a quote was requested from another company who declined to provide a quote. The document identifies a service cost of \$28,760.00 for which Mr. Johnson requested Board approval.

Ms. Stubbs made a motion to approve the quote from Jacobson Asbestos Company in the amount of Twenty-eight Thousand Seven Hundred Sixty Dollars and Zero Cents (\$28,760.00) as presented. Mr. Ledbetter seconded the motion. Motion carried.

Item 10. Executive Session

Chairman Armstrong stated there was a need for an Executive Session before proceeding to the discussion items. **Ms. Stubbs 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 Attorney-client communication pertaining to pending negotiations. Ms. Stubbs stated that the Executive Session will be for a period not to exceed ten (10) minutes beginning at 4:25 PM and the meeting shall reconvene in open session at 4:35 PM. The Executive Session is to include Eric Johnson and Curtis Sneden. Mr. Ledbetter seconded the motion. Motion carried. Chairman Armstrong reconvened the meeting at 4:35 p.m. Ms. Stubbs excused herself from the meeting.**

Discussion Items:

Item 9. Phillip Billard Terminal Building #4.

This was covered during the public comment.

Item 10. Billard Fence Update

No discussion held.

Information Only Items:

Item 11. Monthly Reports

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

Mr. Johnson provided the following report:

- There is a call scheduled later in March to continue discussions and maintain a relationship with an airline interested in providing service for less-than-daily flights to vacation destinations.
- The Board was informed that there have been new military customers at TOP Fuel Service and good feedback regarding the facilities and the new Billard terminal.
- Mr. Johnson noted the AJUA worksheet was submitted – allowable costs are significantly higher now than they were in 2012 due to inflation. This is expected to be for a 10-year agreement.
- Project Updates:
 - MRO – PRE-CONSTRUCTION**
 - Mr. Sneden is working with a task force to continue momentum
 - TOP TERMINAL - CONSTRUCTION**
 - Wrapping up punch list and closeout of grant
 - FOE SRE BUILDING - CONSTRUCTION**
 - Slab has been poured
 - Building is on-site and steel should be up by the next board meeting
 - 240 calendar day contract
 - Completion slated for 5-3-2024
 - FUEL FARM - CONSTRUCTION**
 - Waiting on skids currently
 - Tanks are on-site
 - Preparing for commissioning and them demo of existing fuel farm
 - 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 expect to deliver in August/September
 - TWY A-D - DESIGN**
 - Bid opening is April 23
 - MISC**
 - Construction starts April/May for SE Forbes rehab
 - Prep work needed for FAA capital improvement program (ACIP) is ongoing

11.b. Maintenance Report – Mr. Johnson

The Maintenance Report for work completed by the MTAA Maintenance Department on the grounds, airfield, vehicles and buildings from February 12, 2024 to March 8, 2024 was presented to the Board for their information and review.

11.c. TOP Fuel Service Sales Report Maintenance Report – Mr. Johnson

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

11.d. Economic Development & Leasing Activity – Mr. Sneden

Mr. Sneden provided the following report:

- Update on the MTAA's efforts to obtain a state appropriation of \$3.35 million to support continued design work and possible site acquisition for the MRO hanger complex. It was noted that the appropriations request had passed the Senate and would go before the House Appropriations Committee on March 21. He and lobbyist, Paul Davis, have been working closely with the Shawnee County delegation and with Salina to follow the legislation through to passage.
- A biweekly MRO task force has been convened to begin charting the steps necessary to bring the MRO complex to fruition.
- MTAA Chairman Armstrong and Mr. Sneden presented to the Topeka City Council on March 5. The two provided background on the origins of the MTAA and governing structure as well as updates on the MRO project and recent investments at Philip Billard Airport.
- Reported on various policies being promulgated to facilitate development of MTAA properties. The Standards of Maintenance and Upkeep and reformatted Rules and Regulations had already been finalized. The Board has also adopted the Leasing Policy and the Policy on Reimbursement of Major Repairs And Remodels. Still to come are Minimum Standards for Aeronautical Activities and Design and Construction Standards.
- Provided an update on recent Leasing activity. As previously reported, Building 167 has two new tenants and is now fully occupied. Building 252 has a new tenant set to move in mid-April. Negotiations are underway with a prospective tenant for Building 624. He thanked the MTAA maintenance team for their work installing insulation at Hangar 17.

11.e. Directors' Comments

Mr. Ledbetter noted concern about runoff water at the new Billard terminal. Mr. Johnson noted this was already going to be corrected with an upcoming FAA project. Mr. Ledbetter noted excitement about Mr. Osborne's presentation and the prospect of new business from that networking contact.

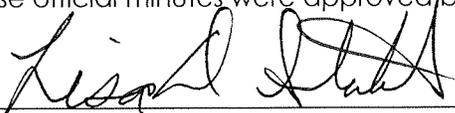
Mr. Sutton commented about the good work being done at the hangars at Billard from the EAA meeting last night. He commented that there was some additional maintenance work that could be done on the new gate. He also asked about the seeming influx of KAIP funding for projects and why the MTAA is not applying for the KAIP funds. Mr. Johnson reported that the MTAA was applying for all available funding that it could sustain. Many projects are reimbursement based and cash flow creates limitations.

Mr. Armstrong asked about absent finance reports. He was informed the finance department is working diligently to get reports caught up.

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. Mr. Sutton seconded the motion and the meeting was adjourned at 5:02 p.m.**

These official minutes were approved by the Board of Directors on April 16, 2024.



Lisa D. Stubbs, Secretary