



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

Board of Directors

**Metropolitan Topeka Airport Authority
 March 21, 2023**

Work Session2:30 PM

Discussion during the Work Session was on the MTAA Board Director's prioritization of the tasks identified by Staff for completion.

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 and Mike Munson. Also in attendance were:

- Sam Stallbaumer, WSP USA, Inc.
- Molly Howey, GO Topeka
- Mayor Mike Padilla, City of Topeka (via Zoom)
- Jeff White, Columbia Capital (via Zoom)
- Joseph Ledbetter, Ledbetter Law Office (via Zoom)
- Don Loyd – MTAA (TOP Fuel Service)
- Chief Bill Wempe – MTAA (Police & Fire Department)
- Capt. Frank Rezac – MTAA (Police & Fire Department)
- 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 Regularly Scheduled Board Meeting February 21, 2023.

Chairwoman Stubbs asked the Board to review the Minutes of the Regularly Scheduled Board Meeting of February 21, 2023. She inquired if there were any additions, corrections or comments to the Minutes.

Mr. Munson made the motion to approve the Minutes of the Regularly Scheduled Board Meeting February 21, 2023 as presented. 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 stated that there was an item to be added to the agenda as Item 5.a. as the first action item to consider the proposal submitted by Columbia Capital to act as the MTAA's municipal advisor. As a second amendment, Mr. Johnson requested that Item 6. be amended to include the consideration of MTAA Resolution No. 23-289.

Mr. Munson made a motion to amend the Agenda to include Item 5.a. Consider Approval of Columbia Capital Proposal and to add Resolution No. 23-289 to Item 6. Mr. Armstrong seconded the motion. Motion carried.

Mr. Munson made a motion to adopt the Agenda as amended. Mr. Armstrong seconded the motion. Motion carried.

Item 5. Consider Proposal Submitted by Columbia Capital – Jeff White

Chairwoman Stubbs welcomed Jeff White (via ZOOM) and reported that she, Mr. Armstrong, Mr. Resner, Mr. Johnson and Ms. Trobough had met recently with Mr. White and his airport-expert team member, Rhona DiCamillo, to discuss the MTA's bonding capabilities. Mr. White briefed the Board on the Scope of Services to be provided under the proposal provided.

The Scope of Services and fees for the three general phases are included as:

1. Exploration (gathering of information from the MTA) - \$0 Fee
2. Design (written plan of finance supporting development) – Unified Rate of \$295/hour
3. Execute (full financial advisory services from bond issuance to closing)
 - A. GO Bonds/Notes - \$25,000 plus \$1.50 per \$1,000 bonds offered;
 - B. Revenue Bonds/Notes - \$35,000 plus \$2.00 per \$1,000 bonds offered;
 - C. Unrated/Below-Investment-Grade Rating – Above schedule plus \$35,000;
 - D. Other associated fees as outlined in the proposal.

Mr. Munson made a motion to authorize the Chair to sign on behalf of the Board as acceptance of the proposal. Mr. Armstrong seconded the motion. Motion carried.

Item 5. Consider Amendment No. 1 to Cares Airport Grant Agreement No. 3-20-0082-023-2023.

Mr. Johnson reported that the Federal Aviation Administration (FAA) provided a grant amendment for Grant Agreement No. 3-20-0082-023-2023 (BIL-ATP). This will amend the period of performance date to align with the CARES O&M grant.

This amendment also modifies the project description as follows: Construct Terminal Building (7,356 SF) – Phase 1 (Project Inspection Fees, Site Work and Construction of Building Structure and public areas). Construct parking lot for new terminal building (2,300 SY).

All other terms and conditions of the Grant Agreement remain in full force and effect. This description just clarifies the grant is to cover construction costs and project inspection fees. The grant amount remains the same.

Mr. Munson made a motion to authorize Mr. Johnson to sign in acceptance of Amendment No. 1 to Grant Agreement No. 3-20-0082-023-2023 from the Federal Aviation Administration. Mr. Armstrong seconded the motion. Motion carried.

Item 6. Consider Approval of Resolution No. 23-289 and Amendment No. 1 to CARES Airport Grant Agreement No. 3-20-0082-024-2023.

Mr. Johnson reported that the Federal Aviation Administration (FAA) provided a grant amendment for Grant Agreement No. 3-20-0082-024-2023 (CARES Dev). This amendment will reduce the grant amount from \$1,576,219 to \$949,269. This grant will cover the construction costs including the kitchen and conference room area. The design costs will no longer be covered under this grant.

A new grant 3-20-0082-026-2023 will be issued in the amount of \$626,950, to cover the design cost that was originally in grant 3-20-0082-024-2023.

The Board was requested to consider adoption of MTA Resolution No. 23-289, authorizing that upon receipt of Grant Offer 3-20-0082-026-2023, the MTA President be authorized to sign in acceptance of the grant offer and Grant Amendment No. 1 to Grant No. 3-20-0082-024-2023.

Mr. Armstrong made a motion to adopt Resolution No. 23-289 authorizing Mr. Johnson to sign in acceptance of Grant Offer 3-20-0082-026-2023 and Amendment No. 1 to Grant Agreement No. 3-20-0082-024-2023 from the Federal Aviation Administration. Mr. Munson seconded the motion. Motion carried.

Item 7. Consider Quotes for MTAA Maintenance Department Equipment Trailer.

Mr. Johnson reported that with the change in operations, the MTAA Maintenance Department is moving more equipment between Topeka Regional and Billard Airports. To simplify this process, staff budgeted to purchase a mid-size trailer that will accommodate most of the equipment which is difficult to travel between the two airports.

Staff searched for trailers meeting their needs and provided several quotes. Mr. Johnson recommended the Board approve the purchase from Jim's Trailer Sales at the quote of \$17,100.00 for a 32' heavy duty, tandem axle, gooseneck trailer. They currently have one on the lot now at a cost of \$16,300.00. Mr. Johnson explained that if the trailer on the lot is sold before the staff is approved to make the purchase, the quoted price of \$17,100.00 will be charged when the order is placed.

Mr. Armstrong made a motion to approve the purchase of the 32' gooseneck trailer from Jim's Trailer Sales at a cost not to exceed of Seventeen Thousand One Hundred Dollars and No Cents. (\$17,100.00). Mr. Sutton seconded the motion. Motion carried.

Item 8. Consider Quotes for Vehicle Lift for MTAA Maintenance Department.

Mr. Johnson reported that the MTAA Maintenance Department routinely provides multi-level maintenance and repairs on all MTAA vehicles and equipment. A small-vehicle lift was budgeted for purchase in 2023 and staff obtained two quotes meeting the specifications required for the department's operation.

Mr. Johnson made the recommendation the Board accept the quote provided by NAPA Auto and authorize staff to purchase a small-vehicle lift at a cost of \$15,349.99.

Mr. Munson made a motion to approve the purchase of the vehicle lift from NAPA Auto at a cost of Fifteen Thousand Three Hundred Forty-nine Dollars and Ninety-nine Cents. (\$15,349.99). Mr. Armstrong seconded the motion. Motion carried.

Item 9. Consider Quotes for MTAA Police & Fire Department Purchase of Hose and Equipment.

Mr. Johnson reported that the MTAA Police and Fire Department budgeted for some fire hose and equipment purchases in 2023. Staff obtained quotes for the replacement of fire hose and miscellaneous equipment, which includes various valves, nozzles, fittings and tools along with hose of different diameter and lengths.

Mr. Johnson recommended the Board accept the quote provided by Weis Fire & Safety Equipment, LLC and authorize staff to purchase the replacement hose at a cost of \$26,236.25 and equipment at a cost of \$17,996.99 for a total purchase of \$44,233.16.

Mr. Armstrong made a motion to approve the purchase of fire hose and miscellaneous fire equipment from Weis Fire & Safety Equipment, LLC at a cost of Forty-Four Thousand Two Hundred Thirty-three Dollars and Sixteen Cents (\$44,233.16). Mr. Sutton seconded the motion. Motion carried.

Item 10. Consider Quotes for MTAA Police & Fire Purchase of Rescue Fire Struts.

Mr. Johnson reported that during rescue and recovery operations, fire departments often rely on equipment that can be carried to a site to lift and stabilize an object. Rescue Jacks allow firefighters to lift and stabilize the object until additional stabilizing rescue struts can be placed under or around the section so rescue efforts can be performed. Without this equipment, rescue operations are delayed while waiting for heavy equipment to arrive. With the rescue jacks, MTAA firefighters would be able to perform a majority of these functions independently and not have to rely on a third party to do so. Waiting on a third party to arrive and perform such a function takes time and time costs lives or the loss of property.

Mr. Johnson recommended the Board approve the purchase based upon the quote provided by Rescue Specialists for Rescue Jacks which have a lift capacity of 12,500 lbs. and a stabilization capacity of 25,000 lbs. The quoted price is \$12,548.00.

Mr. Munson made a motion to accept the quote provided by Rescue Specialists and authorize staff to purchase the Apex 3 Point Kit at a cost of Twelve Thousand Five Hundred Forty-eight Dollars and No Cents (\$12,548.00). Mr. Armstrong seconded the motion. Motion carried.

Item 11. Consider Quotes for MTAA Police & Fire Purchase of SCBAs.

Mr. Johnson reported The Police and Fire Department recently acquired a multi-purpose rescue truck. Self-Contained Breathing Apparatus (SCBA) is normally included as part of the inventory on a truck of this type but they were not included in the bid specifications.

Conrad Fire Equipment, Inc. is the sole vendor in this region and provided a quote of \$34,213.56 for the purchase of four MSA G1 SCBA's, facepieces and air cylinders. Mr. Johnson recommended the approval of this 2023 budgeted purchase.

Mr. Armstrong made a motion to accept the quote provided by Conrad Fire Equipment Inc. and authorize staff to purchase the items identified at a cost of Thirty-four Thousand Two Hundred Thirteen Dollars and Fifty-six Cents. (\$34,213.56). Mr. Munson seconded the motion. Motion carried.

Item 12. Consider Grant Opportunity from Northeast Kansas Homeland Security for Replacement Vehicle for MTAA EOD Unit.

Mr. Johnson reported that the MTAA's Explosive Ordinance Disposal (EOD) Unit has an opportunity to apply for a grant through Northeast Kansas Homeland Security. MTAA EOD is currently in line to receive two items including a new robot and a new X-ray machine. These items have been voted on and approved by the NEKHS. The robot was originally priced at \$318,777.00 and the X-Ray machine was originally priced at \$72,826.00 and will be funded 100% by NEKHS.

The third project that MTAA EOD has applied for through the NEKHS grant process is the replacement of the EOD vehicle. The EOD Unit's current vehicle is a 1985 GMC "box truck" that was obtained several years ago from another fire department. The truck was utilized as an equipment truck and also served as a "light and air" truck. This truck transports all the equipment for EOD including the suits worn by our bomb technicians, the robot, explosives used for detonating dangerous explosive devices at the scene of incidents and a host of other equipment utilized throughout an EOD call.

The vehicle that would be purchased would be constructed by a company that builds specialized vehicles used by EOD Units. In speaking with our NEKHS Project Coordinator, Nelson Casteel, with Shawnee County Emergency Management, staff learned that this particular project would have the greatest probability of being approved by the Council if the MTAA would be able to provide a local match towards the purchase of the vehicle. An amount of \$130,000.00 would be sufficient for this purpose and shows the Council that our department is committed to the project and the overall sustainment and success of the MTAA EOD Unit.

No funds are required now, just a commitment to make the funds available for the purchase sometime after January 2024.

Mr. Johnson recommended the Board issue a letter of commitment to a local match of One Hundred Thirty Thousand Dollars and No Cents (\$130,000.00) for the purchase of a specialized vehicle for MTAA's EOD Unit to be included in the 2024 Budget.

Mr. Armstrong made a motion to approve a 2024 Budgeted commitment of One Hundred Thirty Thousand Dollars and No Cents (\$130,000.00) for the purchase of a specialized vehicle for MTAA's EOD Unit and a letter be issued for the Chairwoman's signature. Mr. Sutfon seconded the motion. Motion carried.

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 fully staffed and is completing training of the new hires. Hours of operation will be gradually expanded as employees are assigned to shifts. Fuel prices are attracting attention and there have recently been a couple of customers stop for fuel that otherwise would have overflowed Topeka. These were cross-country trips that stopped only because of the prices.
- Coffman Associates working on the Documented CatEx. Patrick Taylor says he feels confident it will be completed in 2-3 weeks.
- There has been interest in a Shawnee County Delegation tour of the airport facilities. Consensus of the Board is to treat the tour as an Open Meeting so that all Board members are able to attend.
- With the increased cost of the fuel farm at Topeka Regional, the CARES Act Grant available for the SRE building is reduced. WSP, HTK and Mr. Johnson met to discuss alternatives. The most logical way to reduce the cost of the SRE building is to eliminate the office and storage space. This significantly changes the overall size of the building. At a later date when funding is available, a lean-to structure could be constructed for office and small storage.

Mr. Resner provided a Legislative Update that HB 2336 passed the House and was sent to the Senate. If passes in the Senate, the bill will be sent to Committee.

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

Mr. Johnson provided the following report:

- He recently met with Topeka City Council member Christina Valdivia-Acala to discuss the improvements taking place at Billard Airport. She invited Mr. Johnson to speak at an upcoming NIA meeting in the Oakland area. This is a positive move and will be a good way to share information in the community. Mr. Armstrong requested the date of the meeting be passed on to the Board when it is available.
- The contract with Premier Employment Solutions was approved by counsel and returned with recommended changes and will be signed once accepted.
- Building 114 will be vacant at the end of the month. Staff will inspect the building to see if improvements are warranted or if moving forward with demolition is the solution.
- R&R Pallet experienced an equipment failure and had weather to contend with. They are behind schedule but continue with the cleanup.
- Maintenance staff installed privacy screening in the South portion of fence at the maintenance shop along University Blvd. New windows were ordered to replace the windows on Building 186.
- Mr. Johnson spoke to the tenant in Building 801. She is trying to determine the owner(s) of the trailers and debris in the parking lot East of the building. Staff is working with her to get the area cleaned up.

18.c. Monthly Financial Reports – Ms. Trobough

Ms. Trobough provided the following reports:

- The report for the month and year ending 12/31/2022 reflects revenue to be \$341,471 more than budgeted which is a net result from:
 - a. Taxes and Assessments receipts finished the year at \$38,636 under the anticipated budgeted;
 - b. Landing Fees income shows to be \$7,654 less than budgeted;
 - c. Fuel Flowage Fees are \$94,121 more than budgeted;
 - d. Passenger Facility Charges are under budget by \$3,123;
 - e. Lease & Rental Fees actual income is \$152,174 more than budgeted;
 - f. Reimbursements total to be \$47,811 more than budgeted;
 - g. CD Interest income is \$34,037 more than budgeted;
 - h. Water/Sewer Sales are \$76,047 more than budgeted with Water/Sewer Costs reflecting to be \$67,910 over the budgeted cost.
- 2022 Encumbered Funds Expensed for a total of \$358,589 as follows:
 - a. Health & Dental Insurance – **\$60,000**
 - b. Consulting Services – **\$132,500**
 - c. Air Service Marketing – **\$150,000**
 - d. Economic Development – **\$10,000**
 - e. Ammunition – **\$1,643**
 - f. P&F Alerts-Body Cam – **\$4,446**
- Overall, the operating expenses ended the year with a favorable budget variance of \$59,775.
- There were no Capital Improvement purchases made during the month of December. 2022 Encumbered Funds for Capital Improvements for a total of \$1,130,721 as follows:
 - a. Pavement Repair – **\$300,000** (2023 Street Project)
 - b. Buildings – **\$420,000** (Future Projects)
 - c. Vehicles – **\$270,721** (Maintenance Trucks)
 - d. Equipment – **\$140,000** (Friction Tester/Gate Control System)
- The Cash Balance at year-end was \$917,194 with CD Investments of an additional \$5,778,124 for a total of **\$6,695,319**.

Mr. Armstrong moved to accept and file the Monthly Financial Reports as presented for the month and year ended December 31, 2022. Mr. Munson seconded the motion. Motion carried.

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. Munson seconded the motion and the meeting was adjourned at 4:27 p.m.**

These official minutes were approved by the Board of Directors on April 18, 2023.



Samuel W. Sutton, Secretary