



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

Board of Directors

Metropolitan Topeka Airport Authority March 26, 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: Carlos Cortez, Brian Armstrong and Sam Sutton. Michael Odupitan was not in attendance. Also in attendance were:

- Jennifer Kuchinski, WSP USA, Inc.
- Sam Stallbaumer, WSP USA, Inc.
- 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 Anstaett, MTAA Asst. Director of Maintenance
- Kevin Fowler of Frieden & Forbes, LP, Legal Counsel to the Board
- Chief John Ross, MTAA Police and Fire Chief
- Chris Ortega, MTAA Asst. Police and Fire Chief
- Garrett Gjerstad, Argus (via Teams)
- Molly Howey, GO Topeka
- Scott Gilchrist, Millionair
- Mayor Mike Padilla (via Teams)
- Kelly Conway, Bartlett & West
- Bill Naeger, Bartlett & West
- Linda Urton, MTAA (Administrative Office via Teams)
- Joe Ledbetter, Tax payer

Item 1: Notice

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

Item 2: Approve Minutes of the MTAA's Regularly Scheduled Board Meeting of February 18, 2025

Chairman Munson asked the Board to review the minutes of the Regularly Scheduled Board Meeting of February 18, 2025. He noted one change to the minutes to change "Chairman Armstrong" to "Chairman Munson" in the Minutes. **Mr. Armstrong made the motion to approve the minutes of the Regularly Scheduled Board Meeting of February 18, 2025 as corrected. Mr. Sutton 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 one individual (Joe Ledbetter) registered to speak.** Chairman Munson also noted the Board had received an email from Tracy Blocker to read during the meeting and put into the meeting minutes (see attached). Mr. Ledbetter spoke for just under four minutes. Both public comments were in regard to the request for self-serve fueling at Billard Airport. See attached for Mr. Ledbetter's comments.

Item 4: Adopt the Agenda

Chairman Munson advised there was a change to the agenda as presented. The task order for agenda item 9 was not yet ready, so item 10 would be come item 9. **Mr. Armstrong made a motion to adopt the Agenda as amended. Mr. Sutton seconded the motion. Motion carried.**

Metropolitan Topeka Airport Authority
Topeka Regional Airport & Business Center | Bldg. 620
6510 SE Forbes Ave., Ste. 1 | Topeka, KS 66619-1446
Phone :: 785.862.2362 | Fax :: 785.862.1830
mtaa-topeka.org

Discussion Items:

Item 5: Discussion of HVAC Services at Topeka Regional Airport Terminal

The HVAC Assessment Report was presented by Kelly Conway and Bill Naeger from Bartlett & West. The Board asked several questions of Bartlett & West including best options and recommendations to the Topeka Regional Airport terminal HVAC. Bartlett & West will provide Mr. Johnson with a break out for pricing with the options the Board advised. The Board recommended an action item to authorize Mr. Johnson to proceed. **Mr. Sutton made a motion to amend the agenda to add back and item 9 as an action item to proceed on HVAC services at Topeka Regional Airport. Mr. Munson seconded the motion. Motion carried.**

Item 9: Consider Authorization of Design Fee for HVAC Services

Immediately following the motion to amend the agenda, the Board discussed the process going forward with Bartlett & West for design services on the HVAC systems needed at Topeka Regional Airport Terminal. **Chairman Munson made a motion to approve the design of options 2 and 4 as proposed by Bartlett & West with design fees as negotiated by Mr. Johnson in amounts not to exceed a total sum of \$280,000. Mr. Cortez seconded the motion. Motion carried, with Mr. Armstrong abstaining from the vote due to a conflict of interest.**

Item 6: Discussion of Self-Fueling at Billard Airport

Mr. Johnson once again introduced Mr. Gjerstad with Argus. A lengthy discussion continued about the costs challenges with the code requirements for a self-fueling project. The engineering firm, WSP, was also consulted with their recommendations. The Board discussed implementing a self-fueling system now and then after a few months adding the new fuel farm versus doing it all at the same time. Argus will report back by the next board meeting with different options for the Board's consideration.

Action Items:

Item 7: Adoption of Resolution Expressing Support for 190th ARW

Mr. Sneden reported that the 190th Air Refueling Wing has been selected as a finalist to host a KC-46. A task force is coming to Topeka on March 31st and the MTAAs would like to formally express support for the 190th. **Chairman Munson noted on the Resolution the titles of Mr. Sutton and Mr. Armstrong need revising. Mr. Munson made a motion to approve Resolution No. 25-306 with the title changes noted. Mr. Sutton seconded the motion. Motion carried.**

Item 8: Consider Purchase of Lighted Runway Closure Markers

Mr. Johnson presented the proposal to purchase two lighted runway X's for use when the runway is closed, as required by the FAA. Requests for bids were advertised on the website and the MTAAs received a total of four quotes. The lowest price quote was from Blueglobes, Inc. for \$47,274. **Mr. Armstrong made a motion to approve the purchase to buy the lighted X's from Blueglobes for \$47,274. Mr. Sutton seconded the motion. Motion carried.**

Information Only Items:

Item 10: Monthly Reports

10.a. Project Updates – Sam Stallbaumer, WSP USA

Mr. Stallbaumer with WSP provided the following updates:

- Taxiway A/D project is planning to start milling and overlay next week.
- Work is just getting started on the TOP Apron Rehab. Survey work has been completed and design work is underway. Bid requests were delayed and opening will be 4/9/25. Construction should occur in Summer 2025.

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

Mr. Johnson provided the following report:

- The air service forum with Volaire went very well and there are several interested airlines that will continue discussions in the next few weeks.
- A new operations officer was selected from our own police department. She will be transitioning over in the next couple of months.
- The ACIP update was submitted to the FAA. The FAA we were just informed has cut funding. Entitlement funding is provided, but discretionary funding is

competitive. FAA will not have funds for anything other than runway rehabilitations for the next several years.

10.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 February 2025 through mid March 2025 was presented to the Board for their information and review.

10.d. TOP Fuel Service Sales Report - Mr. Johnson

The TOP Fuel Sales by Product Summary Report for the month of February 2025 was presented to the Board for their information and review.

10.e. Economic Development & Leasing Activity - Mr. Sneden

Mr. Sneden provided the following report:

- MRO work is ongoing. We received a \$10M award from the state general funds. Mr. Sneden will be attending an MRO conference in April.
- The MTAA presented its annual update to the Shawnee County Commission and City Council. Both received positive responses.
- The Greater Topeka Partnership annual meeting is coming up next week. It would be a good opportunity to network and discuss passenger air service in Topeka.
- Update on capital improvement projects including the need for bonding in the future.
- Sky restaurant has been doing well and sales are increasing.
- 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.

10.f. Financial Reports - Ms. Hartley

Ms. Hartley presented the monthly financial reports through January 31, 2025 as well as the delinquent status report as of February 28, 2025. Also provided was a new current asset/cash reserves breakout as well as a breakout of encumbrances reserved as of March 2025. **Mr. Armstrong made a motion to accept the financial report as presented. Mr. Sutton seconded the motion. Motion carried.**

10.g. Directors Comments

Chairman Munson commented that the last several meetings have ran long and suggested meetings go back to the 2pm start time. He also asked about when to schedule the committee meetings per the bylaws. It was determined by the Board that meetings should be scheduled by June 2025, as committees were just established last month.

Mr. Cortez had no comments.

Mr. Sutton asked if there has been any update about the Billard fencing. Mr. Johnson replied it was on the list of projects for FAA approval.

Mr. Armstrong expressed appreciation to Mr. Johnson and Mr. Sneden about pushing forward with everything going on: He noted it feels like we are headed in the right direction.

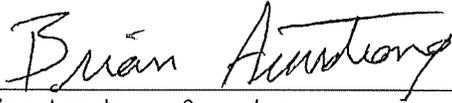
Item 11. Executive Session

Chairman Munson inquired if there was a need for an Executive Session. Mr. Fowler 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. Sutton made a motion to adjourn. Mr. Armstrong seconded the motion and the meeting was adjourned at 5:27 p.m.**

These official minutes were approved by the Board of Directors on April 15, 2025.

A handwritten signature in cursive script that reads "Brian Armstrong". The signature is written in black ink and is positioned above a horizontal line.

Brian Armstrong, Secretary