



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

Board of Directors

**Metropolitan Topeka Airport Authority
 April 15, 2025**

Regular Monthly Meeting 2:00 PM

Chairman Mike Munson brought the regular monthly meeting of the MTAA Board of Directors to order at 2:00 PM with the following other Board members present: Carlos Cortez, Brian Armstrong and Sam Sutton. Michael Odupitan was in attendance via Teams. Also in attendance were:

- Scott Uhl, 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)
- Terry Poley, MTAA Director of Maintenance
- Tim Resner 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
- Chad Wickman, Argus
- Molly Howey, GO Topeka
- Linda Urton, MTAA (Administrative Office via Teams)

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 March 26, 2025.

Chairman Munson asked the Board to review the minutes of the Regularly Scheduled Board Meeting of March 26, 2025. **Mr. Armstrong made the motion to approve the minutes of the Regularly Scheduled Board Meeting of March 26, 2025 with one minor correction to Item 1. Mr. Cortez 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 no one registered to speak.**

Item 4. Adopt the Agenda.

Chairman Munson advised there was a change to the agenda as presented. **Mr. Armstrong made a motion to adopt the Agenda as amended. Mr. Cortez seconded the motion. Motion carried.**

Action Items:

Item 5. Consider Argus Professional Engineering Services Agreement – PROGRAMMING SERVICES

Chad Wickman is here from Argus to respond to questions on the programming services agreement. The board had a lengthy discussion regarding self-fueling and fuel farm at Billard. It was noted that both JetA and AvGas should be setup, which will be added in the proposal. The programming phase would take approximately 3 months. It was discussed how old the fuel farm was currently and how long it was guessed to last. It was also brought up that there are a lot of expensive projects being discussed currently, and the Board should consider its fiscal duty as a tax paying entity. The Board agreed it would make sense to do the programming phase first to

get more complete to make a more informed decision going forward. Mr. Resner also noted the contract would include the standard terms and conditions. **Mr. Armstrong made a motion to approve the agreement with Argus as amended to include the standard terms and conditions and to include both JetA and AvGas over-wing. Mr. Sutton seconded the motion. Motion carried.**

Item 6. Consider Quotes for the Replacement of HVAC System at 7127 SE Forbes Ave. (Bldg. 449C)

Mr. Johnson presented the request to replace the HVAC system in building 449C. It is 25-30 years old. Three quotes were obtained with the lowest bid of Debacker's for \$18,900. **Mr. Cortez made a motion to approve the quote from Debackers in the amount of \$18,900. Mr. Sutton seconded the motion. Motion carried.**

Item 7. Consider Creation of MTAA Police & Fire Communications Supervisor Position

Mr. Johnson proposed creating a Police & Fire Communications Supervisor Position. A need was identified to have this position created, but it would be a one-to-one replacement as there is an individual retiring. The Board asked several follow up questions and discussion ensued. **Mr. Sutton made a motion to authorize the creation of the Police & Fire Communications Supervisor position which will replace the Administrative Assistant position. Mr. Cortez seconded the motion. Motion carried.**

Item 8. Consider Revised Quote for Pavement Repair at Topeka Regional Airport

Mr. Johnson presented the revised proposal for pavement repair at Topeka Regional. After the Board approved the original proposal in September 2024, additional pavement repair work was found to complete. The revised quote from Sunflower was \$36,000. **Mr. Armstrong made a motion to approve the revised quote from Sunflower Pavement for \$36,000. Mr. Sutton seconded the motion. Motion carried.**

Information Only Items:

Item 9. Monthly Reports

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

Mr. Stallbaumer with WSP provided the following updates:

- Taxiway A/D project is working on milling and base asphalt next week. Plans are to complete in May.
- TOP Apron Rehab bids were opened last week. Bids are being reviewed and should be ready for the board to review soon. Construction should occur in Summer 2025.

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

Mr. Johnson provided the following report:

- The airline reached out with a letter of intent to the MTAA. This helps get TSA rolling, and this will start the process to initiate grant applications for KASDI. The airline will be doing a site visit at Forbes on May 6.
- Rubber removal on 13-31 will occur the end of May which is covered as part of the AJUA agreement.
- The FAA Deputy Director is coming for a site visit on Thursday.

9.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 March 2025 through early April 2025 was presented to the Board for their information and review.

9.d. TOP Fuel Service Sales Report – Mr. Johnson

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

9.e. Economic Development & Leasing Activity – Mr. Sneden

Mr. Sneden provided the following report:

- We are in discussions with a firm looking at the preliminary framework for the MRO. We received a \$10M award from the state general funds. Mr. Sneden will be attending an MRO conference in April.
- The passenger air service interest has been a big focus and he is working on getting \$1M from community support. Visit Topeka is working on a pledge now.

- Update on capital improvement projects including the need for bonding in the future. A large portion of the discussion was spent here to discuss future projects and future needs, such as:
Philip Billard: Fuel Farm (\$4M), North Access Road (\$1bd), Sardou Road Upgrades (\$608k), Perimeter Fence (\$625K), New Hangars (\$2,046), for a total estimated cost of \$7M.
Forbes: Terminal HVAC (\$2.5M), MRO Hangar (\$19.3M), Hangar 619 (\$2M), Office Remodel (\$2,882,300) for a total estimated cost of \$26,7M.
It was noted anything above a \$10M bond request needs County Commission approval.
- 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.

9.f. Financial Reports – Ms. Hartley

Ms. Hartley presented the current assets/cash reserves sheet as of March 31, 2025 as well as the delinquent status report as of March 31, 2025. The Freeman account had finance charges of \$45,340.41 that are not expected to be collected. It was asked that the Board approve the write off of these charges. **Chairman Munson made a motion to write off the bad debt in the amount of \$45,340.41. Mr. Armstrong seconded the motion. Motion carried.**

9.g. Directors' Comments

Chairman Munson expressed thanks to Molly Howey for her words about the airport at the Go Topeka Meeting.

Mr. Cortez asked about advertising for an electrician to help out Terry. It was replied that the plan is to get the job description advertised on the website soon.

Mr. Odupitan had no comments.

Mr. Sutton commented that it was very dark at the Billard airport at night and asked if it would be possible to add additional lighting.

Mr. Armstrong noted that he will be out of town for the May meeting. He also expressed thanks to Curtis for juggling all of the capital improvement projects and presenting them to the Board. He also expressed thanks to Eric for working so diligently on the passenger air service. He noted it will be a very good asset for the community once we get there.

Item 10. Executive Session

Chairman Munson inquired if there was a need for an Executive Session. Mr. Resner 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 3:40 p.m.**

These official minutes were approved by the Board of Directors on May 28p, 2025.



Brian Armstrong, Secretary