



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

Board of Directors

**Metropolitan Topeka Airport Authority
 April 16, 2024**

Work Session..... 2:00 PM

Chairman Armstrong brought up discussion of the 2023 financial reports received. Mr. Ledbetter asked several questions and discussion ensued. They asked to receive the current financial reports for the May 2024 meeting.

Mr. Resner presented proposed amendments to the MTAA Bylaws for review and discussion. The document was reviewed starting at Section 5.01 and completed review. Mr. Resner presented a conflict-of-interest policy for Board review. Further review will occur at 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, Sam Sutton and Mike Munson. Also in attendance were:

- Sam Stallbaumer - WSP USA, Inc.
- Scott Uhl - WSP USA, Inc.
- Amy Oesterrich, Heinen Bros Ag (Via ZOOM)
- Molly Howey – Go Topeka
- Jordan Freborg - HNTB
- Dawn Gomez
- Don Loyd – MTAA (TOP Fuel Service)
- Terry Poley – MTAA (Maintenance Department)
- Maj. Chris Ortega – MTAA Police & Fire Chief
- Capt. Chad Schmale – MTAA Police & Fire
- 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
- Matt Narsh – MTAA (Administrative Office)
- Deana Prescott – 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 Special Board Meeting of March 15, 2024 and the Regularly Scheduled Board Meeting of March 19, 2024.

Chairman Armstrong asked the Board to review the minutes of the Special Board Meeting of March 15, 2024 and the Regularly Scheduled Board Meeting of March 19, 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 Special Board Meeting of March 15, 2024 and the Regularly Scheduled Board Meeting of March 19, 2024. Mr. Sutton 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 there was one person registered to speak, Dawn Gomez. She did not address the Board.

Item 4. Adopt the Agenda.

Chairman Armstrong inquired if there were any changes to the Agenda as presented. **Mr. Munson made a motion to adopt the Agenda as presented. Ms. Stubbs seconded the motion. Motion carried.**

Discussion Items:

Item 5. Philip Billard Terminal Building #4.

Mr. Johnson led the discussion on the Billard terminal building, noting there is a hold on construction or demolition depending on what will be decided with Top Aviation Explorers. Discussion ensued.

Item 6. Billard Fence Status Update

Mr. Sneden discussed the issue with the fence at the Billard airport. The issue relates to not having the permit approved yet by the City due to code issues. Graphics showing the alternate fence placement were presented. The airport property is zoned residential and the MTAA is working to comply and compromise with the City. Discussion ensued.

Item 7. Update on Philip Billard Terminal Restaurant

Mr. Sneden announced that the negotiations have gone well with the prospective tenant the Board chose to pursue for the new terminal restaurant. The letter of intent was sent and most feedback has been positive and concerned timeline and operational questions. Once items are finalized, plans for the announcement to the public will be made.

Item 8. MRO Update

Mr. Sneden led the discussion on the MRO. The lobbyist Mr. Davis and others have worked to get State funding for the MRO initiatives. MTAA was awarded one million dollars to aid in the development of this project. The items of first concern are the environmental study and site prep.

Item 9. Monthly Financial Reports

Ms. Trobough presented the monthly financial reports through November 30, 2023 as well as the delinquent status report as of March 31, 2024. These were discussed in work session as well as during this time.

Information Only Items:

Item 10. Monthly Reports

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

Mr. Johnson provided the following report:

- There has been renewed discussion with an airline for less-than-daily service. The airline is very interested in Topeka service but requires a Minimum Revenue Guarantee (MRG) to offset the risks. A grant application for a Small Community Air Service Development (SCASD) grant later this year.
- The Airport Joint Use Agreement (AJUA) renewal is underway. The new agreement will make MTAA responsible for rubber removal, which the 190th has been responsible for under previous agreements. They are working on putting this out for bid to be done in 2024 and MTAA is hoping to use their bid information to include as MTAA cost in the upcoming AJUA. The contact with the National Guard Bureau (NGB) has requested approval from her superiors to allow this.
- The type of foam used in MTAA ARFF trucks contains PFAS which has become a hot subject matter. Staff recently met with a vendor that can supply a new foam product that will replace what has been used for years. The challenge is that the PFAS product has to be flushed from each truck to avoid mixing the products. If not cleaned properly, the mixture will gel and cause the foam proportioning valves to malfunction. MTAA has a total of 4 trucks that will need to be cleaned.

However, it is expected that one truck may be transferred to another airport or authorized for sale by the FAA. Since this truck was purchased with federal funds, the proceeds of the sale can only be used for an AIP-eligible projects approved by the FAA.

- A request for qualifications (RFQ) for the next on-call engineer contract is being developed. The FAA requires a contract with a qualified engineer firm for a period of 5 years with projects identified within that timeframe. Projects already included in the current on-call will be completed under the current contract as long as time permits.

10.b. Maintenance Report – Mr. Johnson

The Maintenance Report for work completed by the MTAA Maintenance Department on the grounds, airfield, vehicles and buildings from March 11, 2024 to April 12, 2024 was presented to the Board for their information and review. Mr. Sutton asked about water testing and was informed water was tested daily as per KDHE requirements.

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

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

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

Mr. Sneden provided the following report:

- Recap of the MRO conference in Chicago, IL which he attended April 9-11.
- Discussed County Commission presentation/update last week.
- Working in conjunction with Go Topeka and Baker Donelson on aviation in Topeka and future possibilities.
- Engaged a broker to sell a parcel from Philip Billard (Whale Parcel) and the list price is \$223k.
- Update on other leasing activity and maintenance improvements on properties.

10.e. Directors' Comments

Mr. Ledbetter expressed a want to be able to work with Steven Osborne and the flight school if at all possible. He discussed several buildings and improvements he would like to see made to them:

- Hangar 619 – The condition of the windows needs to be addressed.
- Hangar 612 – The rubbish on the ramp needs to be removed.
- Hangar 600 – The condition of the door and windows needs to be addressed.

Mr. Sutton agreed with Mr. Ledbetter on the condition of the buildings and the need for cleanup.

Chairman Armstrong expressed appreciation to Ms. Trobough and Ms. Hartley for their work on catching up the monthly financial statements.

Item 11. Executive Session

Chairman Armstrong inquired if there was a need for an Executive Session. Mr. Resner, Mr. Johnson and Mr. Sneden responded that there were two separate items to discuss. **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 is Attorney-client communication pertaining to pending contract negotiations. Ms. Stubbs stated that the Executive Session will be for a period not to exceed fifteen (15) minutes beginning at 4:20 PM and the meeting shall reconvene in open session at 4:35 PM. Mr. Munson seconded the motion. Motion carried. Chairman Armstrong reconvened the meeting at 4:35 PM and asked for a motion for the second Executive Session.**

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 current lease negotiations. Ms. Stubbs stated that the Executive Session will be for a period not to exceed fifteen (15) minutes beginning at 4:35 PM and the meeting shall reconvene in open session at 4:50 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 4:50 PM.

Adjournment

Chairman Armstrong inquired if there was any further business to discuss, hearing none, he asked for a motion to adjourn. **Ms. Stubbs made a motion to adjourn. Mr. Sutton seconded the motion and the meeting was adjourned at 4:52 p.m.**

These official minutes were approved by the Board of Directors on May 21, 2024.



Lisa D. Stubbs, Secretary