



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

Board of Directors

**Metropolitan Topeka Airport Authority
 April 18, 2023**

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 (via ZOOM), Sam Sutton, Mike Munson and Joe Ledbetter. Also in attendance were:

- Sam Stallbaumer, WSP USA, Inc.
- Jennifer Kuchinski, WSP USA, Inc.
- Jen Hannon, HTK Architects
- Jordan Freborg, HNTB
- Molly Howey, GO Topeka
- Robert Rice, American Flight Museum, Inc.
- Mayor Mike Padilla, City of Topeka (via ZOOM)
- Amy Oesterrich, Heinen Bros Ag (via ZOOM)
- Don Loyd – MTAA (TOP Fuel Service)
- Chief Bill Wempe – 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 Special Board Meeting of March 14, 2023 and the Regularly Scheduled Board Meeting March 21, 2023.

Chairwoman Stubbs asked the Board to review the Minutes of the Special Board Meeting of March 14, 2023 and the Regularly Scheduled Board Meeting of March 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. Sutton seconded the motion. Mr. Ledbetter abstained from the vote due to this being his first meeting as a member of the Board. 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 6.a to consider Change Order No. 1 on the FOE Terminal Storm Damage Repair Contract. Mr. Munson requested an additional item be added for further discussion on the Director of Development position. Chairwoman Stubbs stated that this item could be added as Agenda Item 6.b. **Mr. Munson made a motion to adopt the Agenda as amended by the addition of Agenda Items 6.a. and 6.b. Mr. Ledbetter seconded the motion. Motion carried.**

Before proceeding to the agenda items, Chairwoman Stubbs introduced Joseph Ledbetter as the City of Topeka's newest appointment to serve as an MTAA Board member.

Item 5. Presentation by American Flight Museum, Inc. for Consideration of MTAA Participation in Improvements at Hangar 612.

Mr. Johnson provided some background history on Hangar 612 at Topeka Regional Airport. The hangar is leased to the American Flight Museum (AFM) at a rate which is below market value. The lease on this hangar calls for AFM to bear all responsibility for the maintenance and upkeep of the facility. The hangar was constructed in 1942 and has suffered extensive damage as the concrete apron has shifted over the years. The concrete floor is buckled leaving the track out of alignment which is causing problems with the hangar doors.

Section 511 (a)(9) of the Airport and Airway Improvement Act of 1982 requires airports to be as self-sustaining as possible. This is also identified in Grant Assurance Number 24 however, FAA Order 5190.6B Chapter 17.16 provides exceptions to this requirement for Not-for-Profit Aviation Organizations, including aviation museums.

Mr. Robert Rice, AFM President, was in attendance to request assistance from the MTAA for the repair of the hangar door track and adjacent concrete. AFM received a bid from Bettis Asphalt for \$120,000.00 for the repair work. There were other quotes received which were much higher. The request by AFM is for the MTAA to share in the cost by providing rent abatement for a portion of the repair expense; or for the MTAA to front the repair costs and recoup the funds through a negotiated lease rate over a longer lease term than their current two-year lease.

It was the consensus of the Board that Mr. Johnson and Mr. Rice meet to negotiate lease terms agreeable to both parties for presentation to the Board for their consideration.

Item 6. Consider Proposal from Schwerdt Design Group for Siding and Roof Projects in Topeka Regional Business Center.

Mr. Johnson reported that inspections of several buildings in the Topeka Regional Business Center in need of exterior renovations were completed. Greg Schwerdt of Schwerdt Design Group (SDG) was contacted to discuss the various designs and construction materials of the buildings. Given the differences of the buildings, working with an architect to ensure the use of proper material and installation techniques for each is recommended.

A proposal was requested from SDG for the design as follows:

Roof replacement at:

206 SE Airport West Dr. (Bldg. 820) - **Fee associated is \$12,800.00**

Siding projects for buildings at the following locations:

545 SE Engle St. (Bldg. 131); 6145 SE Cardenas St. (Bldg. 154); 430 SE Engle St. (Bldg. 180);
and 201 SE University Blvd. (Bldg. 801) - **Combined fee associated is \$51,800.00**

6804 SE Ross St. (Hangar 612) - **Fee associated is \$18,500.00**

The total fee proposed by SDG for design services is \$83,100.00 with anticipated construction costs of \$1,775,000.00. Follow-up discussions clarified limiting work on Building 820 to the lower roof only (4,500sf) which will reduce the project cost. Plans are to address Hangar 612 separately which will reduce the design fees by \$18,500.00.

Mr. Munson made a motion to authorize Mr. Johnson to sign the contract with Schwerdt Design Group in an amount not to exceed \$64,800.00. Mr. Armstrong seconded the motion. Motion carried.

Item 6.a. Consider Approval of Change Order No. 1 on FOE Terminal Storm Damage Repair Contract.

Mr. Johnson reported that the Board accepted Senne Company's bid of \$283,628.00 to repair the FOE terminal building storm damage, which includes repair and replacement of the remaining soffit to match the new area.

Senne Company began the repair work and discovered additional long-term water damage that needs to be addressed. This damage appears to be due to age and water penetration due to the failure of the Exterior Insulation Finishing System (EIFS).

The proper repair for this is to remove the EIFS, sheathing and insulation on the west side of the terminal building and replace the sheathing and insulation and install new metal wall panel. There was discussion of replacing all remaining EIFS with a future project, as funds are available. Senne Company submitted Change Order No. 001 to provide this work at a cost of \$106,828.00 which Mr. Johnson requested the Board to approve.

Mr. Sutton made a motion to approve the change order submitted by Senne Company for the additional repair work for the amount of One Hundred Six Thousand Eight Hundred Twenty-eight Dollars and No Cents (\$106,828.00). Mr. Armstrong seconded the motion. Motion carried.

Item 6.b. Discussion on Director of Development Position.

Mr. Ledbetter led discussion regarding the Director of Development position, focusing on increasing the annual salary from the posted \$90,000 to a base of \$120,000 to a range of \$130,000 or possibly \$135,000.

Following discussion, **Mr. Ledbetter made a motion to increase the base salary for the Director of Development to a range of \$120,000 - \$135,000. Chairwoman Stubbs inquired if his motion was to include authorizing Mr. Johnson to contact Premier Employment to revise their advertisement for the position. Mr. Ledbetter agreed. Mr. Munson seconded the motion. Chairwoman Stubbs asked for discussion.**

Mr. Armstrong inquired if there had been any feedback from Premier. Mr. Johnson responded that Paul Bossert at Premier Employment has had some interest in the position as advertised and expects to have a report for the Board soon.

Chairwoman Stubbs asked in the current top of the range is advertised as \$120,000. Mr. Johnson responded that there currently isn't a top range, the listing was approved as \$90,000 and is negotiable commensurate with experience. Mr. Resner requested the distribution of the position description approved by the Board at the February Board meeting.

Chairwoman Stubbs inquired that if the salary was originally approved as a starting point and negotiable depending on experience, why is it necessary to place a cap on it? She stated that she would be more in favor of increasing the base and making it negotiable depending on the experience of the individual.

After further discussion, **Mr. Ledbetter withdrew his original motion and offered a substitute motion to amend the Position Description for the Director of Development to increase the base salary to read "\$120,000 and is negotiable commensurate with experience". Mr. Sutton seconded the motion. Motion carried.** Chairwoman Stubbs directed Mr. Johnson to contact Paul Bossert to modify the listing as posted with Premier Employment.

Item 7. WSP USA, Inc. Presentation on MRO Design and Potential Phasing.

Mr. Johnson reported that Coffman Associates completed the MRO Report identifying three alternatives. Alternate #2 was selected for presentation to the FAA. The documented CatEx material is being compiled for submission to the FAA. Once completed, WSP can begin design work for the MRO site.

Sam Stallbaumer with WSP provided information on the MRO design. The Alternate #2 layout was reviewed with the Board and potential phasing opportunities based on available funding limitations was discussed.

Information Only Items:

Item 8. Monthly Reports

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

Mr. Johnson provided the following report:

- TOP Fuel Service: The new refueler trucks should be arriving this week. In-service commissioning and training will take place before the loaner trucks are returned to ProFlo. Fuel sales at Billard have steadily increased since January. TOP Fuel Service is inspecting all T-Hangars to see what aircraft are stored there and what appears to be airworthy vs non-airworthy.
- Quality Assurance Project – PFAS Remedial Investigation. This work is being completed the Kansas Army National Guard. The approved fire-fighting foam has been determined to be hazardous. They had a release on their property they are tracking. The MTAA still has this type of foam in inventory and will continue to until a replacement is approved by the FAA. Until then, it will not be used for training purposes.
- The airports are attracting attention from developers and contractors for box hangar and T-hangar construction. Two developers that have expressed an interest in box hangar development, including the MRO facility. Recent communications with a local contractor indicate that he may be interested in building T-hangars if he can get the numbers to work. A ground lease can be provided for the development but his challenge is the rental rate for T-hangars.

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

Mr. Johnson provided the following report:

- WSP's design of the 2023-2024 Street project is at 50%. They anticipate bidding late spring. This project includes SE Forbes Avenue from Gary Ormsby Drive to SE Airport East Dr. There are some drainage issues along SE Forbes Ave. to be addressed.
- Building 170D is a 20,000sf warehouse that has been vacant for a couple years except for some short-term storage. A potential tenant has expressed interest in the building. The MTAA Maintenance Department is coordinating some repairs. A draft lease will be sent to the prospective tenant for review. This lease should generate approximately \$50,000 annually.
- Estimates have been requested for 8' fence with privacy slats as the fence line replacement along University Blvd. for Mr. O's (estimate for the south fence line is \$17,500) and Sunflower Auto Auction (estimate for the South and West fence line is approximately \$55,000 and the North and East portions is \$58,000). Based on the quotes, this will need to be advertised for sealed bids.

Item 9. 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. Munson made a motion to adjourn. Mr. Sutton seconded the motion and the meeting was adjourned at 4:48 p.m.**

These official minutes were approved by the Board of Directors on May 16, 2023.



Samuel W. Sutton, Secretary