



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

Board of Directors

**Metropolitan Topeka Airport Authority
 May 16, 2023**

Work Session – 2024 Budget Workshop.....2:30 PM

Draft #1 of the 2024 Budget was presented to the Board. Staff provided this draft as a starting point on the budget for further discussion at the June Board meeting. It was discussed that the July 1 valuation will be received in June, hopefully in time for review at the June Budget Workshop. The Board will approve the budget to publish at the July Board meeting.

Regular Monthly Meeting 3:00 PM

Chairwoman Lisa Stubbs brought the regular monthly meeting of the MTAA Board of Directors to order at 3:05 PM with the following Board members present: Brian Armstrong, Sam Sutton (via ZOOM), Mike Munson and Joe Ledbetter. Also in attendance were:

- Sam Stallbaumer, WSP USA, Inc.
- Jack Penning, Volaire Aviation
- Molly Howey, GO Topeka
- Paul Bossert, Premier Employment Solutions
- Mayor Mike Padilla, City of Topeka (via ZOOM)
- Amy Oesterrich, Heinen Bros Ag (via ZOOM)
- Dale Mueller, WSP USA, Inc. (via ZOOM)
- Don Loyd – MTAA (TOP Fuel Service)
- 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 Special Board Meeting of April 11, 2023 and Regularly Scheduled Board Meeting of April 18, 2023.

Chairwoman Stubbs asked the Board to review the Minutes of the Special Board Meeting of April 11, 2023 and the Regularly Scheduled Board Meeting of April 18, 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 Special Board Meeting of April 11, 2023 and Regularly Scheduled Board Meeting of April 18, 2023 as presented. Mr. Sutton seconded the motion. Mr. Armstrong and Mr. Ledbetter abstained from the vote. 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 7.a to consider a quote for airfield marking removal. Mr. Ledbetter requested a motion to add a discussion item for discussion on the Director of Development position reporting directly to the Board. **Mr. Munson made a motion to adopt the Agenda as amended by adding Item 7.a. as**

an Action Item to Consider Quote for Airfield Markings Removal and Item 7.b. as a Discussion Item Regarding Director of Development Reporting Directly to the Board. Mr. Ledbetter seconded the motion. Motion carried.

Item 5. Consider Approval of WSP USA, Inc., Agreement No. 30900280 - Task Order No. 14 MRO Site and Utility Design Services.

Mr. Johnson reported it has taken quite some time and effort to reach this point but with the completion of Coffman Associates' Focused Planning Study to assess Maintenance, Repair, and Overhaul (MRO) Hangar Development and the pending FAA approval of the Documented CatEx, the next phase of the process is the design. The project includes the design of an access road connecting SE Gary Ormsby Drive to the new site, a level grading site for a 1,100,000 square foot Apron, Construction of a parallel Taxiway F connecting Runway 3 to Taxiway C, all utilities to the building site, parking lot for employees and security fencing.

Mr. Johnson requested the Board approve WSP USA, Inc., Task Order No. 14 – Design of Maintenance, Repair and Overhaul (MRO) Facility Site, in the total amount of \$ 2,200,070.00. The SPARK Base grant funds \$1 Million of the design cost with the MTA funding the balance.

Mr. Munson made the motion to approve the WSP USA, Inc., Task Order No. 14 – Design of Maintenance, Repair and Overhaul (MRO) Facility Site, in the total amount of Two Million Two Hundred Thousand Seventy Dollars and Zero Cents (\$ 2,200,070.00). Mr. Ledbetter seconded the motion. Mr. Armstrong abstained from the vote. Motion carried.

Item 6. Consider Quotes for Fencing and Gate Installation at 201 SE University Blvd. (Bldg. #801) at Topeka Regional Business Center.

Mr. Johnson reported on the on-going efforts to improve the appearance of the Topeka Regional Business Center, staff obtained quotes for the installation of a privacy fence at 201 SE University Blvd. (Building 801). Due to the nature of their business, the tenant in the building routinely has a collection of granite slabs and pieces stored near and around the west side of the building.

Quotes were obtained from Davis Fence Co. and Kansas Fencing, Inc. Both provided quotes for similar fencing and gates. Davis Fence also provided an option to install a swing gate rather than a cantilever style which reduces the overall cost.

Mr. Johnson recommended the Board authorize the installation of the privacy fence and 24' swing gate offered by Davis Fence Co. at a cost of \$17,440.00.

Mr. Armstrong made a motion to accept the quote provided by Davis Fence Co. at a cost of Seventeen Thousand Four Hundred Forty Dollars and No Cents (\$17,440.00). Mr. Ledbetter seconded the motion. Motion carried.

Item 7. Consider Proposals for T-Hangar Roof Restoration Utilizing "The Interlocal Purchasing System" (TIPS).

Mr. Johnson reported that the MTA is responsible for all maintenance and repairs of the T-Hangars at Philip Billard Airport. In the past, staff relied on the FBO to inform the Maintenance Department of deficiencies requiring attention. Just prior to taking over as the FBO, staff inspected the hangars and found that many had small leaks in the metal roofs needing to be addressed.

Utilizing "The Interlocal Purchasing System" (TIPS), quotes were solicited from participating members for a spray application roof system, similar to the type used on Hangar 10 and Hangar 17 at Billard Airport.

Quotes for the work were received from Midwest Diversified, Inc. and PRORoof LLC. with the quote from Midwest Diversified, Inc. being the lowest cost and providing a twenty-year non-prorated warranty.

Mr. Johnson recommendation, should the Board decide to move forward with this project, is to authorize staff to contract with Midwest Diversified, Inc. at a fixed cost of \$398,000.00 for the installation of the Puma-XL roof system on all MTAA T-Hangars at Billard Airport.

Mr. Armstrong made a motion to accept the quote from Midwest Diversified, Inc. and authorize staff to sign the contract at a cost of Three Hundred Ninety-Eight Thousand Dollars (\$398,000.00). Mr. Ledbetter seconded the motion. Motion carried.

Item 7.a. Consider Quote for Airfield Markings Removal.

Mr. Johnson reported that the MTAA Maintenance Department is preparing for the annual airfield paint project. Some of the existing paint markings need to be removed with new marking installed in a different location. This task has been performed by staff in the past by lightly grinding the surface but it is destructive and the paint in the grooves of the pavement surface cannot be removed by grinding. A contractor was identified who can media blast the pavement surface, which also removes the paint in the pavement grooves and is less destructive to the pavement.

Masters Media Blasting, LLC provided a quote to complete the paint removal. The thickness of the paint in some areas may take more effort than other areas so the contractor provided a range of time they expect it may take. Mr. Johnson recommended the Board accept the quote provided by Masters Media Blasting, LLC at a cost not to exceed \$18,960.00.

Mr. Munson made a motion to accept the quote from Masters Media Blasting, LLC at a cost not to exceed Eighteen Thousand Nine Hundred Sixty Dollars and No Cents. (\$18,960.00). Mr. Armstrong seconded the motion. Motion carried.

Item 7.b. Discussion on Director of Development Position.

There was discussion regarding Mr. Ledbetter's request for the Board to consider having the Director of Development position report directly to the Board of Directors and that the Board conduct the annual performance review on the hired individual.

Chairwoman Stubbs stated her opinion that the current hierarchy would be her preference with having the President of the MTAA being over the Director of Development as they are over all other MTAA department heads.

Mr. Armstrong stated that he is not of an opinion either way, but he feels it will be dependent on the candidate hired to fill the position. He wants to see what kind of applicants are being considered and how they would work into the MTAA's organization.

Mr. Munson would agree with Mr. Armstrong and stated that he wants this position to operate under the MTAA, but to act autonomous and not be held back from performing the functions of the position.

Information Only Items:

Item 8. Monthly Reports

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

Mr. Johnson provided the following report:

- Jack Penning with Volaire Aviation was present to provide a brief presentation on today's airline climate and exciting possibilities.
- SCASD Grant Application was submitted early May. If awarded, this would provide a minimum revenue guarantee to the selected airline. Without an MRG, a new start-up would be difficult, if not impossible. The day after the grant application was submitted, an airline provided a letter of support for the MTAA's application. That letter was forwarded to the USDOT to be included with the application and verification has been received that it has been included.

- T-Hangar policy – At least 6 aircraft stored in the T-Hangars are not airworthy. Staff recommends the MTAA Board of Directors adopt a policy that provides preference to airworthy aircraft. There are currently about 10 aircraft owners on a waiting list for a T-Hangar.
- T-Hangar development – In discussions with another person interested in building T-Hangars. During the most recent conversation, he stated that he can't make the numbers work. Another meeting will be scheduled soon to discuss alternatives.
- The Commemorative Air Force (CAF) Central Texas Wing has confirmed July 10-13 as the dates their Douglas C-47 "That's All, Brother" will visit KFOE and operate from the Combat Air Museum.

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

Mr. Johnson provided the following report:

- Hangar 603 – JB Turner Roofing will begin working on Hangar 603 on Thursday. Delivery of the insulation is still a week out. This gives them time to start removing all the old siding and making any necessary modifications to the steel framework in preparation for the insulation and metal siding.
- SOD farming operation at Billard. This is an initial discussion but may be the perfect fit for MTAA. As mentioned before, the FAA's new guidance for airports is to restrict seed producing farming operation on airport property. This is the last year of the lease at Billard. SOD may be the answer. The benefit to the MTAA is the lease on the ground and the fact that staff would not have to increase their mowing responsibilities.
- Generic information on the prospect for Building 167. There is a prospective tenant for Building 167. This company is working with a commercial real estate group and requires a certain amount of work on the building if they elect to make the move. The work would include improved office space, additional loading docks and a connecting driveway to SE Evans. It is assumed the MTAA would fund the improvements with an adjusted lease rate. As we learn more about this, I will forward the information to the Board.
- CARES/BIL Projects
 - FOE Fuel Farm ramping up to begin;
 - TOP Terminal Building – Foundation poured & steel delivered. Beginning to put up columns;
 - FOE Passenger Boarding Bridge – Working out details with the contractor. Still scheduled for November installation. Removal and foundation work will likely need to be completed 60 in advance of that;
 - SRE Building bid opening is on the calendar for May 24th. This is a smaller version than initially planned but will still accommodate the fleet of SRE.

Item 9. Executive Session

Chairwoman Stubbs stated there was a need for an Executive Session.

Mr. Armstrong made a motion to be recessed for the purpose of an Executive Session, pursuant to the Kansas Open Meeting Laws, for the purpose of discussing applicants for the position of Director of Development, with the justification being to discuss personnel matters of nonelected personnel, for a period of twenty (20) minutes, with the meeting to resume in open session at 4:57 PM. The Executive Session is to include Eric Johnson, Tim Resner and Paul Bossert. Mr. Munson seconded the motion. Motion carried.

Chairwoman Stubbs reconvened the Open Session meeting at 4:57 PM stating that there was no action as a result of the Executive Session.

Mr. Munson 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 the need to preserve attorney-client confidentiality in the discussion of legal matters. Mr. Armstrong stated that the Executive Session will be for a period not to exceed ten (10) minutes beginning at 4:58 PM and this meeting shall reconvene at 5:08 PM. Mr. Armstrong seconded the motion. Motion carried.

Chairwoman Stubbs reconvened the Open Session meeting at 5:08 PM stating that there was no action as a result of the Executive Session.

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. Ledbetter seconded the motion and the meeting was adjourned at 5:10 PM.**

These official minutes were approved by the Board of Directors on June 20, 2023.



Samuel W. Sutton, Secretary