



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

**Board of Directors**

**Metropolitan Topeka Airport Authority  
 May 28, 2025**

**Work Session.....2:00 PM**

Draft #1 of the 2026 Budget was presented to the Board. The Revenue Neutral Rate should be received from the county the first part of June. The work session concluded at 2:25 pm.

**Regular Monthly Meeting ..... 2:30 PM**

Chairman Mike Munson brought the regular monthly meeting of the MTAA Board of Directors to order at 2:30 PM with the following other Board members present: Michael Odupitan, Brian Armstrong and Sam Sutton. Carlos Cortez was in attendance via Teams. Also in attendance were:

- 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 Narsh, MTAA (Administrative Office)
- Scott Gilchrist, Million Air
- Kyle Rohr, Million Air
- 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
- Mohammed El Hadi, Garsite
- Tommi Poley, MTAA (Administrative Office via Teams)
- Marcus Miller via Teams (work session only)

**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 April 15, 2025.**

Chairman Munson asked the Board to review the minutes of the Regularly Scheduled Board Meeting of April 15, 2025. **Mr. Armstrong made the motion to approve the minutes of the Regularly Scheduled Board Meeting of April 15, 2025. Mr. Odupitan 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. Sutton seconded the motion. Motion carried.**

**Discussion Items:**

**Item 5. Garsite Presentation**

Mr. El Hadi presented the information on what Garsite can offer. The Board asked several questions regarding self-serve capabilities and cost vs. benefits of completing the self-serve at the same time as a new fuel farm, or separately. Garsite said their lead time was 26-30 weeks, so it could be completed before year end.

The results of the self-fuel survey were presented by Mr. Sneden. Out of all tenants and interested parties the survey was sent to, only 15 people responded. Of those 15 results, the summary noted self-fuel was not a huge priority. Many people thought there were other important things to focus on in the short-term and they would not pay extra for self-serve.

Mr. Cortez discussed the need to transition the old underground storage tanks into above ground storage tanks. Garsite will provide Mr. Johnson with the cost difference to separate the two projects vs. doing them at the same time. Garsite also noted they would ask about working with Argus to complete the permit setup and compliance aspects of the fuel farm and self-service.

**Action Items:**

**Item 6. Consider Purchase of One (1) New Admin Vehicle**

The 2025 budget includes funds for a new admin vehicle. Bids were solicited and advertised and no bids were received. A second attempt was made with no bids. Mr. Johnson reached out to Laird Noller to get a quote on a 5-passenger vehicle which was received in the amount of \$41,500. Mr. Odupitan asked how often this vehicle would be used and the response was daily. It would serve to reduce mileage and wear and tear on employee vehicles. The Board discussed looking at their contacts to see about obtaining other quotes for different cars but allowing Mr. Johnson authorization to purchase a vehicle up to \$41,500. **Mr. Armstrong made a motion to approve the purchase of an admin vehicle at a cost not to exceed \$41,500. Mr. Sutton seconded the motion. Motion carried.**

**Item 7. Consider Purchase of One (1) New Police Vehicle**

Mr. Johnson presented the request to purchase a new police SUV. Quotes were advertised and obtained from 2 vendors. The low bid after due diligence, was found to have a slow turn around time and a current law suit. Therefore, the recommendation was to go with SERV in the amount of \$59,230. **Mr. Munson made a motion to approve the quote from SERV in the amount of \$59,230. Mr. Odupitan seconded the motion. Motion carried.**

**Item 8. Consider Approval of Construction Bid on Billard Apron Project**

Mr. Johnson presented the request to approve the construction bid for the Philip Billard Apron Project. Bids were advertised and two were received. The low bid was Sunflower Paving in the amount of \$943,203.75. Mr. Johnson also requested that the Board authorize the acceptance of the FAA grant agreement when it becomes available. Due to timing, this is expected to have a 2 week turnaround. **Mr. Armstrong made a motion to authorize the acceptance for the FAA grant when it becomes available and to accept the bid with Sunflower Paving in the amount of \$943,203.75. Mr. Sutton seconded the motion. Motion carried.**

**Item 9. CA WSP TO #2 – Billard Apron Project**

Mr. Johnson presented the request to approve the WSP USA task order agreement #2 for the Philip Billard Apron project subject to the results of an independent fee analysis. The task order including MTAA & FAA share is \$136,490. **Mr. Armstrong made a motion to approve task order #2 pending the results of the independent fee analysis in the amount of \$136,490. Mr. Odupitan seconded the motion. Motion carried.**

**Item 10. Consider Service Bid for Storefront Wall at FOE Terminal**

Mr. Johnson presented the request to construct a glass storefront wall in the FOE terminal building to help secure the area for public air service. Quotes were advertised and two were received. The lowest quote was from Ziegler Glass in the amount of \$17,203. **Mr. Sutton made a motion to approve the installation of the storefront glass wall by Ziegler Glass at a cost of \$17,203. Mr. Armstrong seconded the motion. Motion carried.**

**Item 11. Consider Purchase of Overhead Door at Topeka Regional Terminal**

Mr. Johnson presented the request to install two new overhead doors at the terminal building outside area for tug access. Both prior doors were installed in 1985 and are past their useful life. Quotes were advertised and two were received. The lowest quote was from Mark's Overhead Door in the amount of \$20,724.40. **Mr. Odupitan made a motion to approve the installation of the overhead doors by Mark's Overhead Door at a cost of \$20,724.40. Mr. Munson seconded the motion. Motion carried.**

**Information Only Items:**

**Item 12. Monthly Reports**

**12.a. Project Updates – Sam Stallbaumer, WSP USA**

Mr. Stallbaumer with WSP provided the following updates:

- Taxiway A/D project is wrapping up with just striping left to finish up. The taxiways should be open tonight.
- TOP Apron Rehab bids were just approved and construction should start in August.

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

Mr. Johnson provided the following report:

- The terminal building updates have just been approved which will help with improvements needed for air service. The site visit with the airline earlier went well. Seating at the terminal should be for up to 140 passengers and we need additional rail seating which will be an action item on the agenda next month.
- Kyle Rohr will be the new GM for Million Air as Scott will be leaving. Scott will stay on for a bit to ensure a smooth transition.
- A new grant assurance (#40) was added regarding the sale of 100LL fuel

**12.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 April 2025 through mid-May 2025 was presented to the Board for their information and review.

**12.d. TOP Fuel Service Sales Report – Mr. Johnson**

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

**12.e. Economic Development & Leasing Activity – Mr. Sneden**

Mr. Sneden provided the following report:

- We are in discussions with International Aerospace Coatings for a 80k square foot hangar. We are also in talks with Wetta who may assist in the ground lease and help cover most of the fees. Early discussions are still ongoing.
- The MRG (minimum revenue guarantee) of \$3M has been reached with community pledges along with state and MTAA support.
- Capital improvement projects were discussed with an emphasis on prioritizing the projects and determining what amount should be budgeted for as well as bonded. The Board agreed further, detailed discussions were needed for this and there will be a special meeting prior to the regularly scheduled June Board meeting to discuss these items.
- 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.

**12.f. Financial Reports – Ms. Hartley**

Ms. Hartley presented the current assets/cash reserves sheet as of April 31, 2025 as well as the delinquent status report as of April 30, 2025. The February and March 2025 financials were also presented for review. The auditors had been onsite for the last week and planned to present the audit report in either August or September.

**12.g. Directors' Comments**

Elected to forgo to leave time for executive session.

### Item 13. Executive Session

Chairman Munson noted there was a need for an Executive Session. **Chairman 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 to review prospective contracts for leasing and economic development at Topeka Regional Airport with the justification being consultation with the MTAA attorney, which would be deemed privileged. Executive Session should not exceed thirty-five (35) minutes beginning at 4:20 PM and the meeting shall reconvene in open session at 4:55 PM. The executive session will include Curtis Sneden, Jack Penning (consultant as needed), Eric Johnson and Tim Resner. Mr. Armstrong seconded the motion. Motion carried. Chairman Munson reconvened the meeting at 4:55 PM.**

As a result of the executive session, Mr. Armstrong made a motion to delegate the authority to the Board Chair and President to negotiate and enter into a commercial air service agreement with an airline pursuant to which the MTAA commits to a minimum revenue guarantee of no more than \$3.25M over a term no shorter than four years. This delegated authority will expire if a commercial air service agreement is not executed by the airline by the start of the MTAA's next regularly scheduled Board meeting on June 17, 2025. Mr. Sutton seconded the motion. Motion carried.

### Adjournment

Chairman Munson **adjourned the meeting at 4:56 p.m.**

These official minutes were approved by the Board of Directors on June 17, 2025.

  
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Brian Armstrong, Secretary