



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

**Board of Directors**

**Metropolitan Topeka Airport Authority  
 June 17, 2025**

**Work Session.....2:00 PM**  
 Draft #2 of the 2026 Budget was presented to the Board. The Revenue Neutral Rate received from the county is 2.141. There were 2 proposed draft avenues discussed: one with an option for bonded projects and the other option with the projects self-funded. The Budget & Finance subcommittee will meet on Tuesday, June 24, 2025 to discuss the drafts in further detail.

**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: Brian Armstrong. Carlos Cortez and Sam Sutton was in attendance via Teams. Michael Odupitan was not in attendance. Also in attendance were:

- Sam Stallbaumer, WSP USA, Inc. (via Teams)
- Scott Uhl, 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)
- 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
- Tommi Poley, MTAA (Administrative Office via Teams)
- Linda Urton, MTAA (Administrative Office via Teams)
- Jaiden Anderson, Legal intern with Central National Bank

**Item 1. Notice.**  
 Chairman Munson inquired if everyone who requested notification had been notified of this meeting. **Ms. Hartley replied that notifications were sent.**

**Item 2. Approve Minutes of the MTAA's Regularly Scheduled Board Meeting of May 28, 2025 and Special Board Meeting of June 10, 2025.**  
 Chairman Munson asked the Board to review the minutes of the Regularly Scheduled Board Meeting of May 28, 2025 and the Special Board Meeting of June 10, 2025. **Mr. Sutton made the motion to approve the minutes of the Regularly Scheduled Board Meeting of May 28, 2025. Mr. Armstrong seconded the motion. Mr. Armstrong made the motion to approve the minutes of the Special Board Meeting of June 10, 2025. Mr. Sutton seconded the motion. Motions 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.**

**Action Items:**

**Item 5. Consider Purchase of Beam Seating for FOE Terminal**

The sterile area/screening checkpoint in the terminal building at Topeka Regional does not have sufficient seating. Quotes were obtained for an additional 80 seats. The lowest quote was Modern Office at \$23,984 for 16 units of 5-place beam seating. Funds are available in the 2025 budget under Building Improvements #92300. **Mr. Armstrong made a motion to approve the purchase of beam seating with Modern Office for a cost of \$23,984.00. Mr. Munson seconded the motion. Motion carried.**

**Item 6. Formal Acceptance of Pledge by Shawnee County**

Mr. Sneden presented a request to formally accept a pledge from the Board of Commissioners of Shawnee County to the MTAA for \$500,000 to be used solely to support the MTAA in fulfilling its minimum revenue guarantee for air service. They requested that these funds be the last amount to be paid out if needed for the minimum revenue guarantee. Several questions were asked to clarify the agreement. **Mr. Armstrong made a motion to accept the pledge from Shawnee County in the amount of \$500,000. Mr. Sutton seconded the motion. Motion carried.**

**Item 7. Formal Acceptance of Topeka Community Foundation Designated Fund Agreement**

Mr. Sneden presented a request to formally accept the Topeka Community Foundation Designated Fund Agreement funded by an anonymous donor in the amount of \$50,000 for the MTAA solely to support the MTAA in fulfilling its minimum revenue guarantee for air service. The Fund will be drawn upon only if \$2M in combined MTAA and KS Department of Revenue funds have been expended to fulfill the minimum revenue guarantee. **Mr. Armstrong made a motion to accept the fund agreement from the Topeka Community Foundation in the amount of \$50,000. Mr. Sutton seconded the motion. Motion carried.**

**Item 8. Consider Air Service Marketing Agreement with Volaire Aviation, Inc.**

Mr. Johnson presented the contract with Volaire Aviation, Inc. to provide the MTAA with marketing services specific to air service. There are funds provided in the annual budget in line 31150 – Consulting Services. The board discussed the contract and suggested a couple of edits regarding the term of the agreement so there is a clause to opt out if the airline fails. Additional edits suggested were to have written authorization from Eric Johnson or Curtis Sneden to approve any services over the agreed upon 15 hours per month. It was also noted this contract should include the standard terms and conditions. The total contract was for a one-year period with a monthly cost of \$2,450/month. **Chairman Munson made a motion to approve the marketing agreement with Volaire Aviation with the authority of Eric Johnson, Curtis Sneden and Tim Resner to modify the commencement date, written approval will be required to exceed the 15 hours per month, and modified to include the standard terms and conditions to the contract in the monthly amount of \$2,450. Mr. Armstrong 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 mostly done with just the reimbursable agreement portion still outstanding. This should complete in August.
- TOP Apron Rehab is scheduled to start construction in August.

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

Mr. Johnson provided the following report:

- The airline is working on the minimum revenue guarantee agreement. The MTAA has signed and the airline has it to review.
- The MTAA has been working with the TSA in ensuring the screening checkpoint is ready to go. This is currently in review.
- 13-31 rubber removal has been completed.
- The pavement repair has been completed on Taxiway Alpha.
- Momentum 2027 for the Greater Topeka Partnership – there will be a meeting in July that the board is welcome to attend.

#### **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 May 2025 through early-June 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 May 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:

- The MRO work is continuing with large thanks to Sam at WSP. Wetta Ventures is still in talks and they are looking at other options for MRO site placement.
- Hangar development at Philip Billard Airport was discussed. There is a prospect that wants to do hangar development at billard, but it would be nice to have an access road to the new hangar.
- Building 449C is being remodeled and once completed, should lease very quickly.
- 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 May 31, 2025 as well as the delinquent status report as of May 31, 2025. The April 2025 financials were also presented for review. **Mr. Armstrong made a motion to note the financial report as received and reviewed. Mr. Sutton seconded the motion. Motion carried.**

#### **9.g. Directors' Comments**

Chairman Munson noted there will be a committee meeting for the budget and finance committee Tuesday 6/24.

Mr. Sutton apologized for missing the Bartlett & West meeting last week.

Mr. Cortez asked if there has been any information received from Garsite since the last board meeting. It was replied nothing further has been received.

Mr. Armstrong had no comments.

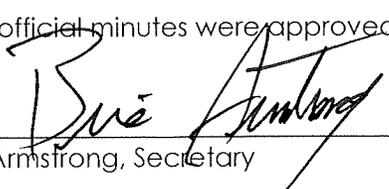
#### **Item 10. Executive Session**

Chairman Munson noted there was a need for an Executive Session. **Mr. Armstrong 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 contract negotiations with the MTAA attorney, which would be deemed privileged. Executive Session should not exceed fifteen (15) minutes beginning at 3:40 PM and the meeting shall reconvene in open session at 3:55 PM. The executive session will include Curtis Sneden, Eric Johnson and Tim Resner. Chairman Munson seconded the motion. Motion carried. Chairman Munson reconvened the meeting at 3:55 PM.**

#### **Adjournment**

Chairman Munson asked for a motion to adjourn. **Mr. Armstrong made a motion to adjourn the meeting. Mr. Cortez seconded the motion. Motion passed. The meeting was adjourned at 3:55 p.m.**

These official minutes were approved by the Board of Directors on July 15, 2025.

  
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Brian Armstrong, Secretary