



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

**Board of Directors**

**Metropolitan Topeka Airport Authority  
 June 18, 2024**

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

Draft #2 of the 2025 Budget was presented to the Board. Staff provided updates to the draft presented in May. The timeline was discussed as was the likelihood of exceeding the Revenue Neutral Rate (RNR) of 2.065 as provided by the Shawnee County Clerk's office. The estimated assessed valuation as of July 1, 2024 of \$2,308,603,365 was provided.

Mr. Resner presented proposed amendments to the conflict of interest and code of conduct policies for Board review. The conflict of interest was reviewed and will be voted on in the July 2024 Board Meeting. Further review will occur during the regular meeting as noted below.

**Regular Monthly Meeting ..... 3:00 PM**

Chairman Brian Armstrong brought the regular monthly meeting of the MTAA Board of Directors to order at 3:02 PM with the following other Board members present: Mike Munson, Lisa Stubbs, Joe Ledbetter and Sam Sutton. Also in attendance were:

- Sam Stallbaumer - WSP USA, Inc.
- Scott Uhl - WSP USA, Inc.
- Scott Gilchrist – Million Air (Via ZOOM) - briefly
- Don Loyd – MTAA (TOP Fuel Service)
- Terry Poley – MTAA (Maintenance Department)
- Capt. Chad Schmale – MTAA Police & Fire
- Maj. Chris Ortega – MTAA Police & Fire Chief
- 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. **Mr. Johnson replied that notifications were sent.**

**Item 2. Approve Minutes of the MTAA's Regularly Scheduled Board Meeting of May 21, 2024 and the Special Board Meeting of June 3, 2024.**

Chairman Armstrong asked the Board to review the minutes of the Regularly Scheduled Board Meeting of May 21, 2024 and the Special Board Meeting of June 3, 2024. He inquired if there were any additions, corrections or comments to the Minutes.

**Mr. Ledbetter made the motion to approve the minutes as noted above. 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 no one registered to speak.**

**Item 4. Adopt the Agenda.**

Chairman Armstrong inquired if there were any changes to the Agenda as presented. The Board changed item #9 from executive session to further discussion of the code of conduct policy. **Mr. Munson made a motion to adopt the Agenda as amended. Mr. Sutton seconded the motion. Motion carried.**

**Action Items:**

**Item 5. Consider Option to Renew the Air Service Development Agreement with Volaire Aviation, Inc. and Authorize the Consultant to Develop the 2025 Small Community Air Service Development (SCASD) Grant Application Package.**

Mr. Johnson led the discussion on a request to continue the relationship with Volaire Aviation. They have several options to add on services, including \$12,500 for Volaire to develop the SCASD grant application. **Ms. Stubbs made the motion to approve continuing the relationship and authorize spending to allow Volaire to develop the 2025 SCASD grant in the amount of Twelve Thousand Five Hundred Dollars (\$12,500.00). Mr. Munson seconded the motion. Motion carried.**

**Item 6. Consider Approval of Quotes Received for the Repairs to the Air Handling Unit in the Topeka Regional Airport Terminal Building.**

Mr. Johnson led the discussion. The amount of the request is under the Board approval limit; however, there are 4 air handling units and one is not functioning and the other three will need repair sooner rather than later. There were two quotes received with McElroy's being the low quote in the amount of \$9,385. **Ms. Stubbs made the motion to approve the purchase of the air handling unit at Topeka Regional Airport through McElroys at a cost of Nine Thousand Three Hundred Eighty-five Dollars (\$9,385.00). Mr. Ledbetter seconded the motion. Motion carried.**

**Item 7. Consider MTAA Resolution No. 24-296 to Adopt Amended and Restated Bylaws.**

Chairman Armstrong asked for a vote on the amended and restated bylaws. Mr. Resner noted these must be passed with a 4/5ths vote. A role call vote was held. **Ms. Stubbs made the motion to approve the amended and restated bylaws per Resolution No. 24-296. Mr. Munson seconded the motion. Mr. Sutton voted for the motion. Mr. Ledbetter voted for the motion. Chairman Armstrong voted for the motion. Motion approved and carried with a vote of 5-0.**

**Informational Only Items:**

**Item 8. Monthly Financial Reports**

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

Mr. Johnson provided the following report:

- Last day to incur expenses for the CARES grants was yesterday, June 17, 2024.
- The Passenger Boarding Bridge is scheduled to be done in September the tentative install date is August 8, 2024.
- The contractor is working on site selection for the control tower at Billard. Design and construction is expected to take 2-3 years.
- KDOT air service incentive program for 2025 includes \$5M being offered for air service development. There are certain requirements that must be met, some of which could be challenging. We have notified KDOT that we are interested in pursuing this with an ask of approx. \$750,000.
- The contractor working on SE Evans is now done. The next project is the water line movement and mill and overlay as expected.
- Punchlist and warranty items are all that remain on the SRE building, terminal building at Billard, and fuel farm.
- The project with the Taxiway A/D construction is being delayed due to an issue with FAA reimbursable agreement.

**8.b. Maintenance Report – Mr. Johnson**

The Maintenance Report for work completed by the MTAA Maintenance Department on the grounds, airfield, vehicles and buildings from May 13, 2024 to June 14, 2024 was presented to the Board for their information and review.

#### **8.c. TOP Fuel Service Sales Report Maintenance Report – Mr. Johnson**

The TOP Fuel Sales by Product Summary Report for the month of May 2024, along with the 2024 total annual sales were presented to the Board for their information and review.

#### **8.d. Economic Development & Leasing Activity – Mr. Sneden**

Mr. Sneden provided the following report:

- Update on fencing at Billard airport.
- Update on MRO/NIAR, including that the task force is finalizing the analysis of optimal sites.
- Update with Go Topeka and Baker Donelson on aviation in Topeka and future possibilities. They have been participating in Aerospace Industry calls continuously.
- The sale of "Whale Parcel" has been executed. The buyer has already planted soybeans. If the FAA does not approve, the MTAA keeps earnest money. The FAA has had positive comments thus far.
- Update on other leasing activity and maintenance improvements on properties.
- Ribbon cutting of the new Billard Terminal Building will be July 2, 2024 at 10am.

#### **8.e. Financial Reports**

Ms. Hartley presented the monthly financial reports through January 31, 2024 as well as the delinquent status report as of May 31, 2024. The auditors are expected to present at the September board meeting.

#### **8.f. Directors' Comments**

Mr. Sutton expressed concerns about Building 600. He asked if there was any movement on repairs and upkeep. Mr. Sneden said this was in discussion with Freeman Holdings at this time. The message has been delivered that we intend for these buildings to be looking better. Mr. Sutton inquired about the sink hole at the new Billard terminal. Mr. Johnson reported this has been fixed and the finishing touches are being done on the pavement now.

Ms. Stubbs mentioned the excitement she had heard about Sky Restaurant.

Chairman Armstrong asked about doing something at the air show with the chamber of commerce and the board.

Mr. Munson expressed concerns about everything looking well and working well during the air show. He also inquired if the tenants were notified about the air show. Mr. Johnson replied notice has been given and reminders will be sent.

Mr. Ledbetter inquired about the roadwork progress. Mr. Johnson replied that the main road work will start in a couple of weeks. He also agreed with Mr. Sutton on building 600 and the appearance. Mr. Ledbetter also commented that building 619 had broken windows and building 612 has junk sitting out on their ramp that needs cleaned up. He would like to see improvements made to them.

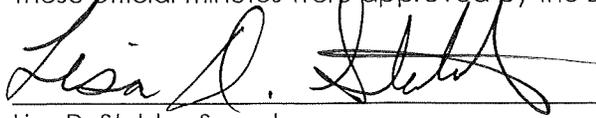
#### **Item 9. Review of Code of Conduct Policy.**

Mr. Resner continued discussion on the code of conduct policy. Discussion ensued and changes were discussed to be made for the next board work session.

#### **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. Munson seconded the motion and the meeting was adjourned at 4:48 p.m.**

These official minutes were approved by the Board of Directors on July 15, 2024.

  
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Lisa D. Stubbs, Secretary