



METROPOLITAN TOPEKA AIRPORT AUTHORITY

TOPEKA REGIONAL AIRPORT & BUSINESS CENTER | BILLARD AIRPORT

Board of Directors

Metropolitan Topeka Airport Authority
July 15, 2024

Work Session..... 2:00 PM

Mr. Dwight Menke presented information to the Board on the current insurance climate as well as best options for fees for group medical insurance. The Board requested that they receive information on the next insurance renewal when it is available in September.

Draft #3 of the 2025 Budget was presented to the Board. Staff provided updates to the draft presented in June. 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 revised estimated assessed valuation as of July 1, 2024 of \$2,308,636,385 was provided.

Regular Monthly Meeting 3:00 PM

Chairman Brian Armstrong brought the regular monthly meeting of the MTAA Board of Directors to order at 3:01 PM with the following other Board members present: Lisa Stubbs, Joe Ledbetter, Sam Sutton and Mike Munson. Also in attendance were:

- Sam Stallbaumer - WSP USA, Inc.
Chris Prescott - Via ZOOM
Dwight Menke, Kansas Financial Insurance
Scott Uhl - WSP USA, Inc.
Scott Gilchrist - Million Air - Via ZOOM and later in person
Don Loyd - MTAA TOP Fuel Service
Terry Poley - MTAA Maintenance Department
Maj. Chris Ortega - MTAA Police & Fire Chief
Eric Johnson - MTAA President
Matt Narsh - MTAA Admin
Curtis Sneden - MTAA Director of Development
Cheryl Trobough - MTAA Director of Administration & Finance
Laura Hartley - MTAA Asst. Director of Administration & Finance
Deana Prescott - MTAA (Administrative Office)
Timothy Resner of Frieden & Forbes, LP - Legal Counsel to the Board
Lisa Zerbe - HR Partners - through Item 4a. below.

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 June 18, 2024.

Chairman Armstrong asked the Board to review the minutes of the Regularly Scheduled Board Meeting of June 18, 2024. He inquired if there were any additions, corrections or comments to the Minutes. Mr. Ledbetter added corrections to his Director's comments to add details of the complaints he had on a couple of the buildings being leased. Mr. Sutton made the motion to approve the minutes as noted above. Mr. Ledbetter 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 stated there were changes to the Agenda as presented. Two suggested items to be added were an executive session and discussion relating to the code of conduct. Mr. Armstrong made a motion to adopt the Agenda as amended. Mr. Ledbetter seconded the motion. Motion carried.

Item 4a. Executive Session

Lisa Zerbe with HR Partners attended to present information to discuss non-elected personnel. **Chairman 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 discuss non-elected personnel matters. The Executive Session will be for a period not to exceed twenty (20) minutes beginning at 3:06 PM and the meeting shall reconvene in open session at 3:26 PM. Included in the Executive Session will be Lisa Zerbe, Tim Resner and Eric Johnson. Mr. Munson seconded the motion. Motion carried. Chairman Armstrong reconvened the meeting at 3:27 p.m.**

Item 4b. Code of Conduct

Mr. Resner discussed the changes to the Code of Conduct based on the prior work session's comments. It was determined to present the revised Code of Conduct at the next monthly Board meeting for approval.

Action Items:

Item 5. Consider MTA Resolution No. 24-297 to Approve Conflict of Interest Policy.

Chairman Armstrong asked for a vote on the conflict-of-interest policy. Per the bylaws, policies must pass with a 4/5 vote. Mr. Munson found one small correction. **Ms. Stubbs made the motion to approve the conflict of interest policy per Resolution No. 24-297 including the correction noted. Mr. Munson seconded the motion. Motion approved and carried with a vote of 5-0.**

Item 6. Consider Write-off of Accounts Receivable No Longer Deemed Collectible.

Ms. Hartley presented the information on the customers with old, uncollectible balances. Total write-offs requested were in the amount of \$122,630.25. **Mr. Ledbetter made the motion to approve the write-offs of accounts receivable in the amount of One Hundred Twenty-Two Thousand Six Hundred Thirty Dollars and Twenty-Five Cents (\$122,630.25). Mr. Sutton seconded the motion. Motion carried.**

Item 7. Consider Resolution No. 24-298 for Authorization of Depository Signatures; and Resolution No. 24-299 for Authorization of Certificates of Deposit Signatures at All Shawnee County Financial Institutions

Mr. Johnson presented the request for Resolutions No. 24-298 and 24-299 to change signatories on the banking accounts and CDs from Cheryl Trobough to Laura Hartley. **Mr. Munson made the motion to approve the Resolutions No. 24-298 and 24-299. Mr. Ledbetter seconded the motion. Motion carried.**

Item 8. 2025 Budget – Notice of Revenue Neutral Rate Intent to Shawnee County Clerk.

Along with Draft #3 of the 2025 Budget, the Notice of Revenue Neutral Rate Intent form to be submitted to Shawnee County by 5:00 PM on July 20, 2024 and the Hearing Notice to Exceed Revenue Neutral Rate and Budget Hearing to be published were provided to the Board.

Based upon the budget as presented, the mill levy for the 2025 budget is expected to be 2.239 with the MTA's Ad Valorem tax levy to be \$5,168,921.

With the RNR being exceeded, there was discussion on the timeline to meet the deadlines as established by the Shawnee County Clerk's office:

- The Notice of Revenue Neutral Rate Intent to be exceeded will be sent to Shawnee County Clerk's office declaring the date of the RNR/Budget Hearings to be held September 17, 2024.
- The RNR/2025 Budget Hearing Notice for publication will be approved at the August 20, 2024 Board meeting allowing the publication of the notice ten (10) days prior to the RNR/Budget Hearings as required by the State. Once the notice is published, the only changes allowed to be made to the budget is to decrease the Proposed Expenditures for 2025.
- At the September 17th hearings, the process to follow will be:
 - 1) The RNR Hearing must be held first, allowing time for any taxpayers present to speak. The hearing is to be closed and a meeting called to order in open session for the Board to take a "Roll-Call" vote on the resolution to exceed the RNR.

- 2) Open Session is closed and the Budget Hearing for the 2025 Budget is held, allowing time for any taxpayers present to speak. Budget Hearing is then closed and the Regular Board Meeting convenes at the published time.
- 3) The Board will vote to approve the 2025 Budget for submission to the Shawnee County Clerk's office by October 1.

Mr. Ledbetter made a motion to notify the Shawnee County Clerk's office of the MTAA's intent to exceed the Revenue Neutral Rate and hold the RNR/2025 Budget Hearings on September 17, 2024. Ms. Stubbs seconded the motion. Motion carried.

Informational Only Items:

Item 9. Monthly Financial Reports

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

Mr. Johnson provided the following report:

- KS Assoc. of Airports conference Oct. 9-11 – the MTAA is hosting at Cyrus Hotel – airports from across the state of KS will attend.
- The Passenger Boarding Bridge schedule has been accelerated to this week and tentative install date moved up considerably.
- SE Evans paving work is complete. SE Forbes Ave work is ongoing.
- The project with the Taxiway A/D construction was being delayed due to an issue with FAA reimbursable agreement. This has progressed and a grant offer is expected within a week or two.
- KDOT has an airport grant for \$1,000,000 that MTAA has applied for. KDOT Aviation has allocated \$5,000,000 for this in 2025 and no one airport is eligible to receive over \$1,000,000. They hope to make announcements of the awards on July 25.
- The draft request for qualification services for on-call engineers has been submitted to the FAA. Once staff hears back from the FAA, the RFQ will be advertised. Mr. Johnson asked for Board volunteers for the selection committee once approval from the FAA is received.
- With the new Fuel Farm in full operation, there are 3 fuel storage tanks that are no longer being used. Mr. Johnson asked for guidance on how to proceed with disposing, repurposed, or selling the tanks. The Board will review information on the condition of the tanks at the next Board meeting and decide from there.

9.b. Maintenance Report – Mr. Johnson

The Maintenance Report for work completed by the MTAA Maintenance Department on the grounds, airfield, vehicles and buildings from June 17, 2024 to July 5, 2024 was presented to the Board for their information and review.

9.c. TOP Fuel Service Sales Report Maintenance Report – Mr. Johnson

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

9.d. Economic Development & Leasing Activity – Mr. Sneden

Mr. Sneden provided the following report:

- Update on MRO/NIAR, including that the task force has identified the optimal site for the MRO hangar complex.
- Mr. Sneden has been conducting aerospace industry calls and talking with industry executives along with Go Topeka and Baker Donelson on aviation in Topeka and future possibilities.
- 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.

- The ribbon cutting at Billard Terminal went well. SKY restaurant also opened that day and there have been several comments on the restaurant.
- Update on other leasing activity and maintenance improvements on properties.
- Update on the proposed concept from Stephen Osborne for the repurposing of the old Billard terminal building for his flight school and hangar construction.

9e. Financial Reports

Ms. Hartley presented the monthly financial reports through May 31, 2024 as well as the delinquent status report as of June 30, 2024.

9f. Directors' Comments

Mr. Sutton would like to see the board packet a bit more in advance of the Board meeting. He inquired about several maintenance building updates including a wider door installed on the maintenance building, and an update on the SRE building. He noted that storage tanks would be a great idea and a huge asset at Billard. Mr. Sutton expressed concerns about losing real estate on the apron space for the hangar that Stephen Osborne wants to build. Mr. Sutton has concerns that Building 600 is deteriorating and not being taken care of. Mr. Sneden replied that the MTAA has been in discussions with Freeman Holdings and some of the hangars/buildings may be coming off-lease and returned to the MTAA.

Ms. Stubbs expressed concern about the mulch piles at the fence line and stated it does not look kept up. There have been conversations with R&R regarding getting their lot cleaned up. Ms. Stubbs thanked Cheryl Trobough for her 38 years of service.

Chairman Armstrong asked about doing something at the air show with the chamber of commerce and the board. He also inquired about the Forbes Field and Philip Billard obligation as far as MTAA police & fire coverage and coverage at the 190th and how that works together. Mr. Armstrong asked Mr. Johnson to make a presentation on this at the next Board meeting.

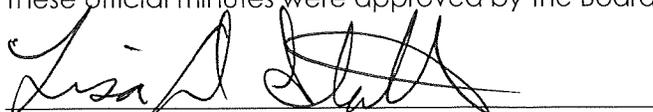
Mr. Munson noted that we should work with the Air Show team on getting a joint tenant-board event one of the days of the event. Mr. Munson expressed excitement about the potential flight school and building concept at Billard Airport.

Mr. Ledbetter thanked Cheryl for her work. He discussed building 600 and asked about getting a bid to rebuild the pocket door. With regard to Building 612, he noted that he has made complaints about this since he's been on the board. There is a lot of junk piled out on a tarmac. He criticized that it looks horrible and expressed concern if they were even current on their rent. Mr. Ledbetter asked for the Board packet sooner, at least 5 working days before the Board meeting. Mr. Ledbetter asked for all other information to be sent that early even if financials would not yet be included. He stated that Board members are not paid and need that information in a timely fashion. Mr. Ledbetter noted that the Topeka Metro board had documents 5-7 days before the meeting and the MTAA should strive for that. He also remarked on the new terminal storm water problem coming off the north end that pools up on the tarmac which could cause an ice problem later this year. Mr. Ledbetter asked the engineer to inspect and repair it as it was their design problem in his opinion. Finally, he brought up the idea of adding a readiness to serve to MTAA water bills for any vacant building. He remarked the readiness to serve was something the city incorporated and he assisted on the implementation.

Adjournment

Chairman Armstrong inquired if there was any further business to discuss, hearing none, he asked for a motion to adjourn. **Ms. Munson made a motion to adjourn. Ms. Stubbs seconded the motion and the meeting was adjourned at 4:56 p.m.**

These official minutes were approved by the Board of Directors on August 20, 2024.



Lisa D. Stubbs, Secretary