



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

Board of Directors

**Metropolitan Topeka Airport Authority
 July 15, 2025**

Work Session.....2:00 PM

Chairman Mike Munson brought the work session to order with the following other board members present: Brian Armstrong, Carlos Cortez, Michael Odupitan and Sam Sutton. Also in attendance were:

- Sam Stallbaumer, WSP USA, Inc. (via Teams)
- 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)
- 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

Draft #3 of the 2026 Budget was presented to the Board. The Revenue Neutral Rate received from the county is 2.141. A summary of the budget and finance committee meeting on June 24th was presented. The recommendation from the budget and finance committee was to proceed with bond financing. This budget resulted in an estimated mil levy that would exceed the revenue neutral rate for 2026.

Chairman Munson noted there was a need for an Executive Session. **Mr. Armstrong moved that the meeting be recessed for Executive Session, pursuant to the Kansas Open Meeting Laws for the purpose of discussing a proposed contract amendment and a proposed contract, with the justification being for consultation with the attorney which would be deemed privileged in the attorney client relationship. Executive Session should not exceed twenty (20) minutes beginning at 2:30 PM and the meeting shall reconvene in open session at 2:50 PM. The executive session will include Curtis Sneden, Eric Johnson and Tim Resner. Chairman Munson seconded the motion. Motion carried. At 2:40 PM, Mr. Armstrong made a motion to extend the Executive Session by ten (10) minutes. Mr. Sutton seconded the motion. Motion carried.**

Regular Monthly Meeting 3:00 PM

Chairman Mike Munson brought the regular monthly meeting of the MTAA Board of Directors to order at 3:00 PM. All board members and other individuals in attendance at the work session were in attendance for the regular board meeting. Also in attendance were:

- Scott Uhl, WSP USA, Inc.
- Kyle Rohr, Million Air
- Tommi Poley, MTAA (Administrative Office via Teams)
- Molly Howey (GO Topeka via Teams)
- Carol Marple

Item 1. Notice.

Notifications were sent to everyone who requested them.

Item 2. Approve Minutes of the MTAA's Regularly Scheduled Board Meeting of June 17, 2025 and Special Board Meeting of July 2, 2025.

Chairman Munson asked the Board to review the minutes of the Regularly Scheduled Board Meeting of June 17, 2025 and the Special Board Meeting of July 2, 2025. **Mr. Sutton made the motion to approve the minutes of the Regularly Scheduled Board Meeting of June 17, 2025. Mr. Armstrong seconded the motion. Mr. Sutton made the motion to approve the minutes of the Special Board Meeting of July 2, 2025. Mr. Armstrong 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 in attendance.**

Item 4. Adopt the Agenda.

Chairman Munson advised there was a change to the agenda as presented. An executive session will be moved to #4b and removal of item 6. **Mr. Armstrong made a motion to adopt the Agenda as amended. Mr. Sutton seconded the motion. Motion carried.**

Item 4b. 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 reviewing information relating to an applicant for employment, with the justification being to discuss personnel matters of nonelected personnel. Executive Session should not exceed fifteen (15) minutes beginning at 3:04 PM and the meeting shall reconvene in open session at 3:20 PM. The executive session will include Eric Johnson. Chairman Munson seconded the motion. Motion carried. Chairman Munson reconvened the meeting at 3:20 PM.**

Action Items:

Item 5. Consider Approval of Quotes for Airfield Paint for Topeka Regional Airport and Philip Billard Airport

The paint markings at Forbes and Billard need updated to meet FAA requirements. Quotes were obtained and the low quote was for Crafcro in the amount of \$34,025. **Chairman Munson made a motion to approve the purchase of airfield paint with Crafcro for a cost of \$34,025. Mr. Odupitan seconded the motion. Motion carried.**

Item 7. Approval of Change to Personnel Policies

Mr. Johnson presented a request to adjust the current personnel policy for experienced hires. The current policy states that the president may approve pay up to Step C. The proposed change would allow the President with approval from the Board Chair, to start an experienced hire at a Step E. **Chairman Munson made a motion to accept the revised personnel policy. Mr. Sutton seconded the motion. Motion carried.**

Item 8. 2026 Budget – Notice of Revenue Neutral Rate Intent to Shawnee County Clerk

Along with Draft #3 of the 2026 Budget, the Notice of Revenue Neutral Rate Intent form to be submitted to Shawnee County by 5:00 PM on July 20, 2025 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 2026 budget is expected to be 2.234 with the MTAA's Ad Valorem tax levy to be \$5,419,626.

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 16, 2025.
- The RNR/2025 Budget Hearing Notice for publication will be approved at the August 20, 2025 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 2026.

- At the September 16th 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 2026 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 2026 Budget for submission to the Shawnee County Clerk's office by October 1.

Mr. Sutton 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/2026 Budget Hearings on September 16, 2025. Mr. Munson 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:

- 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 MTAA has been working with the TSA in ensuring the screening checkpoint is ready to go. This is currently in review.
- We are still waiting to hear from Garsite and Mr. Johnson followed up a couple of times since the last meeting with no response.
- The beam seating was delivered and staff have started to assemble it.
- WSP is working on updating the pavement classification rating.
- A request has been sent to the FAA to raze Building 625.
- HVAC in the terminal building should start advertising for a contractor next week.
- The army national guard is working on their PFAS investigation and work will be in September.
- The October board meeting is tentatively set to be at the old Billard terminal to see the progress done by Mr. Osborne.

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 June 2025 through early-July 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 June 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 discussions including a possible relocation to where Hangar 619 is currently located. Another developer has reached out and Mr. Sneden is working with legal counsel on the best way to be fair and competitive in moving forward.
- Metrea visited July 14th and the visit went well.
- Senator Moran proposed help for the north apron project in the amount of \$5,986,000. This will need to be approved through the legislature, but is a good step forward.

- On July 28th there will be a luncheon for Shawnee County delegation as a thank you for their efforts on commercial air service and the MRO funding.
- Real estate sale is approved by the FAA for 18.8 acres at 61st and Croco.
- 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 June 30, 2025 as well as the delinquent status report as of June 30, 2025. The May 2025 financials were also presented for review. **Chairman Munson made a motion to accept the financial report as received. Mr. Armstrong seconded the motion. Motion carried.**

9.g. Directors' Comments

Chairman Munson expressed thanks to Don for getting his hangar fixed on such short notice.

Mr. Sutton asked if the 100LL truck was fixed. Mr. Loyd replied it was back in service now.

Mr. Cortez expressed thanks to Terry for adding lights at Billard hangars.

Mr. Armstrong had no comments.

Mr. Odupitan had no comments.

Adjournment

Chairman Munson asked for a motion to adjourn. **Mr. Sutton made a motion to adjourn the meeting. Mr. Armstrong seconded the motion. Motion passed. The meeting was adjourned at 4:00 p.m.**

These official minutes were approved by the Board of Directors on August 19, 2025.



Brian Armstrong, Secretary