



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

Board of Directors

**Metropolitan Topeka Airport Authority
 July 18, 2023**

Work Session – 2024 Budget Workshop.....2:30 PM

Draft #3 of the 2024 Budget was presented to the Board. Staff provided updates to the drafts previously presented. There was discussion on various line items. No changes were made.

Regular Monthly Meeting 3:30 PM

Chairwoman Lisa Stubbs brought the regular monthly meeting of the MTAA Board of Directors to order at 3:30 PM with the following Board members present: Brian Armstrong, Mike Munson and Joe Ledbetter. Sam Sutton participated via ZOOM. Also in attendance were:

- Sam Stallbaumer, WSP USA, Inc.
- Jennifer Kuchinski, WSP USA, Inc.
- Mayor Mike Padilla, City of Topeka (via ZOOM)
- Richard Nienstedt, City of Topeka (via ZOOM)
- Amy Oesterrich, Heinen Bros Ag (via ZOOM)
- Don Loyd – MTAA (TOP Fuel Service)
- John Ross – MTAA (Police & Fire Department)
- Terry Poley – MTAA (Maintenance Department)
- Timothy Resner of Frieden & Forbes, LP – Legal Counsel to the Board

MTAA Administrative Office staff members present were Eric Johnson, Cheryl Trobough and Matt Narsh.

Item 1. Notice.

Chairwoman Stubbs inquired if everyone who requested notification had been notified of this meeting. **Ms. Trobough replied that notifications were sent.**

Item 2. Approve Minutes of the Regularly Scheduled Board Meeting of June 20, 2023.

Chairwoman Stubbs asked the Board to review the Minutes of the Regularly Scheduled Board Meeting of June 20, 2023. She inquired if there were any additions, corrections or comments to the Minutes.

Mr. Armstrong made the motion to approve the Minutes of the Regularly Scheduled Board Meeting of June 20, 2023 as presented. Mr. Munson seconded the motion. Motion carried.

Item 3. Public Comment.

Chairwoman Stubbs inquired if there was anyone registered to speak during Public Comment. Mr. Johnson replied that there was not.

Item 4. Adopt the Agenda.

Chairwoman Stubbs inquired if there were any changes to the Agenda as presented. **Mr. Munson made a motion to adopt the Agenda as amended. Mr. Armstrong seconded the motion. Motion carried.**

Item 5. 2024 Budget – Notice of Revenue Neutral Rate Intent to Shawnee County Clerk.

Along with Draft #3 of the 2024 Budget, the Notice of Revenue Neutral Rate Intent form to be submitted to Shawnee County by 5:00 PM on July 20, 2023 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 2024 budget is expected to be 2.391 with the MTAA's Ad Valorem tax levy to be \$5,291,400.

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 19, 2023.
- The RNR/2024 Budget Hearing Notice for publication will be approved at the August 15, 2023 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 2024.
- At the September 19th 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 2024 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 2024 Budget for submission to the Shawnee County Clerk's office by October 1.

Mr. Armstrong 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/2024 Budget Hearings on September 19, 2023. Mr. Ledbetter seconded the motion. Motion carried.

Item 6. Consider Quotes for Perimeter Gate Access Control System at Topeka Regional Airport.

Mr. Johnson reported that as a certificated, non-primary commercial airport, 14 CFR Part 139.329 and 139.335 requires restrict of access to unauthorized personnel to the movement areas of the airport. An acceptable means for accomplishing this is to maintain access control systems at frequently used vehicle gates. For years, the three access gates used by MTAA staff and tenants have been controlled by a access cards unique to the individual gate.

The access systems are failing with one in particular not operating at all. Authorized personnel are required to call the MTAA dispatch center to gain access through the primary gate. Staff requested quotes for a replacement system from multiple vendors but received only one response from Alltech. This system will be placed on all three gates and a single card can be programed to allow access to select gates.

Mr. Johnson requested the Board to authorize the installation of the Access Control System and required hardware on Gates A, E, & J at Topeka Regional Airport, to include the cost of an additional 100 cards, as quoted by Alltech Communications Inc. at a cost of \$19,833.00.

Mr. Ledbetter made a motion to accept the quote provided by Alltech Communications. at a cost of Nineteen Thousand Eight Hundred Thirty-three Dollars and No Cents (\$19,833.00). Mr. Armstrong seconded the motion. Motion carried.

Item 7. Consider Quotes for Media Blasting Hangar Doors at 6930 SE Ross St. at Topeka Regional Airport.

Mr. Johnson reported that as part of our efforts to improve the appearance of the hangar, located at 6930 SE Ross St., staff requested and obtained one quote to have the exterior surface

of the hangar doors media blasted. Once completed, staff will then paint the doors and install new seals along the door edges.

Masters Media Blasting, LLC provided a quote ranging from \$8,620.00 - \$11,650.00, depending on the length of time it takes to complete the project.

Mr. Johnson recommended the Board authorize staff to contract with Masters Media Blasting, LLC at a cost not to exceed the range maximum of \$11,650.00.

Mr. Munson made a motion to accept the quote provided by Masters Media Blasting, LLC a cost not to exceed Eleven Thousand Six Hundred Fifty Dollars and No Cents (\$11,650.00). Mr. Ledbetter seconded the motion. Motion carried.

Item 8. Consider Approval of Amendment No. 1 to Grant Offer 3-20-0113-044-2023 (BIL).

Mr. Johnson reported that the MTAA has received Amendment No. 1 for Grant Agreement No. 3-20-0113-044-2023 for the Passenger Boarding Bridge at Topeka Regional Airport from The Federal Aviation Administration (FAA). This will amend the period of performance date of this BIL grant to align with the CARES O&M grant.

All other terms and conditions of the Grant Agreement, including the funded amount, remain unchanged and in full force and effect. Mr. Johnson requested authorization to sign the amendment.

Mr. Munson made a motion to authorize the MTAA President to sign Grant Amendment No. 1 to Grant No. 3-20--0113-044-2023. Mr. Armstrong seconded the motion. Motion carried.

Item 9. Consider Approval of MTAA Resolution No. 23-290 Authorizing the Acceptance of Grant Offer No. 3-20-0113-046-2023 (AIP) Through Federal Aviation Administration to Reconstruct Taxiway A & D (75' x 700') – Design Only.

Mr. Johnson explained Grant Offer No. 3-20-0113-046-2023 for Topeka Regional Airport was received from the Federal Aviation Administration (FAA) for the Design of the Reconstruction of Taxiways A & D at Topeka Regional Airport. The project is 90% funded by the FAA under the Airport Improvement Program with the 10% matching obligation of MTAA funds

The Board of Directors was requested to consider adoption of MTAA Resolution No. 23-290, authorizing the MTAA President to sign in acceptance of the grant offer from the FAA.

Mr. Ledbetter made a motion to adopt Resolution No. 23-290, authorizing the MTAA President to sign in acceptance of the grant offer from the FAA in the amount of Two Hundred Seventy-eight Thousand One Hundred Dollars and No Cents (\$278,100.00) for the Reconstruction of Taxiway A and D (75' x 700') – Design Only, at Topeka Regional Airport, Topeka, Kansas. Mr. Munson seconded the motion. Motion carried.

Item 10. Consider Approval of WSP USA, Inc., Agreement No. 30900280 - Task Order No. 15 Construction Administration Services – SRE Building.

Mr. Johnson reported that with the approval of the bid to construct the Snow Removal Equipment (SRE) building, the next phase of the process is the construction observation agreement with WSP USA, Inc, which will be included in the grant to allow reimbursement of the funds as negotiated.

Contract documents which include the scope of work and the construction administration services fee have been received from WSP. With the receipt of this material, staff will make arrangements for an Independent Fee Estimate (IFE).

The initial document provided by WSP identified a construction administration service cost of \$258,610.00. Upon receipt of the IFE, staff will conduct our comparison of the WSP service fee and the IFE, and proceed with negotiations, if deemed necessary.

I request the Board approve WSP USA, Inc., Task Order No. 15 – Construction Administration Services, in the total amount of \$258,610.00, subject to the completion of an Independent Fee Estimate and FAA approval.

Mr. Armstrong made the motion to approve the WSP USA, Inc., Task Order No. 15 – Construction Administration Services – SRE Building, in the total amount of Two Hundred Fifty-Eight Thousand Six Hundred Ten Dollars and Zero Cents (\$258,610.00), subject to the completion of an Independent Fee Estimate and FAA approval. Mr. Munson seconded the motion. Chairwoman Stubbs called for the vote with Mr. Armstrong, Mr. Munson and Ms. Stubbs voting in favor and Mr. Ledbetter and Mr. Sutton voting against. Motion carried.

Information Only Items:

Item 11. Information on Fence Installation at Hangar 17 at Philip Billard Airport.

Mr. Johnson reported that staff obtained quotes for the installation of fence along the West side of Hangar 17 at Philip Billard Airport, beginning at the perimeter fence at the Kansas Highway Patrol Fleet Center on the South and extending North, beyond the National Weather Service. This fence line will be approximately 1,900 feet in length of 8' chain-link and 3 strands of barbed wire on top.

Quotes were received from Davis Fence Co. Inc. and Kansas Fencing, Inc. Both quoted similar material, both meeting the requested standard. The estimated cost to install the fence as depicted on the property layout will be approximately \$65,690.00. The most direct line traverses through the crop field in two locations. Mr. Johnson recommended the MTAA wait until later in the year to advertise for bids and construct the fence line after harvest.

Mr. Ledbetter distributed a proposed fence layout he received from Tracy Blocker of Technical Applications and Consulting in Hangar #17. He provided information on a quote he received from Kansas Fencing, Inc. for 3,300 feet of 6' chain-link fence at a cost of \$65,000.

Item 12. MTAA Organizational Chart Update to Reflect Director of Development Position.

An updated MTAA Organizational Chart was distributed to the Board of Directors showing the new positions of Director of Development and Administrative Assistant added to the Administrative Office.

Item 13. Explanation Regarding the Grant Funds and Security for the Funds on Deposit with Fidelity Bank.

There was discussion on information provided to the Board of Directors by Mr. Resner on the pledged securities to protect the MTAA's funds held on deposit with Fidelity Bank. The information distributed verifies adequate securities are in place to ensure all deposited funds held by Fidelity Bank, Central National Bank, Community National Bank and Equity Bank.

Item 14. Monthly Reports

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

Mr. Johnson provided the following report:

- Hangar 603 at 6930 SE Ross St. is nearly completed. The tenant should be able to take possession on August 1st. There is still some work to be completed by MTAA, but it should not impede their ability to store aircraft. Any interior work will be coordinated in advance to minimize disruption. Quotes are being to address some minor roof leaks recently discovered.
- MTAA staff has been tasked with identifying pre-site locations for the new ATC tower at Philip Billard Airport. This process involves an in-depth look at buildings, terrain, line-of-sight and airport layout. Although they want 3 locations identified, the only logical place for the new tower is right where the existing tower is located.

14.b. Economic Development & Leasing Activity – Mr. Johnson

Mr. Johnson provided the following report:

- 501 SE Axton St. Section D is leased and occupied. This is a 20,000sf, 2-year lease with two 1-year mutual options at \$2.80/sf. USD 437 will be using the building for storing equipment, furniture and related materials.

- The building at 6334 Cardenas Street is vacant and cleaned up. It was decided to wait for the Director of Development to be on staff for his input on how to proceed.
- It was mentioned that the MTAA Admin office requires some modernization. The Board directed staff to contact an architect to get this process moving.
- Utility Services is in the process of cleaning and making repairs to the 750,000 gallon water tower in accordance with the existing agreement. This agreement was put in place in 2008 when it was discovered the tower had been neglected since it was installed in 1987-1988. Expectations are for it to be operational in 4-6 weeks. In the meantime, pressure is being maintained by the pump system which is monitored 24-7.
- AIP Project Updates:
 - Fuel Farm – The contractor is moving dirt and has offered the top soil to the MTAA. This will be beneficial as there is a need to improve the safety areas along RWY 13-31. Maintenance has estimated the hauling of approximately 100 cubic yards of soil so far.
 - Billard Terminal Building – Exterior is water sealed and the roof is in process.
 - Passenger Boarding Bridge – Construction is slated to begin in the late Fall 2023.

Discussion Items:

Item 15. Frequency of Board Meetings.

Discussion on possibly holding a second monthly meeting to discuss finances, fuel sales and economic development items. It was the consensus of the Board that additional meetings are not necessary. Meetings may possibly be extended to accommodate additional topics to be discussed.

Item 16. Content of Board Meetings

Discussion regarding a maintenance report from the Director of Maintenance. The Board was not opposed to hearing a monthly report on maintenance activities.

Item 9. Executive Session

Chairwoman Stubbs stated there was a need for an Executive Session.

Mr. Armstrong made a motion 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 the need to preserve attorney-client confidentiality in the discussion of pending legal matters. Mr. Armstrong stated that the Executive Session will be for a period not to exceed twenty (20) minutes beginning at 4:40 p.m. and this meeting shall reconvene at 5:00 p.m. Mr. Munson seconded the motion. Motion carried.

Chairwoman Stubbs reconvened the Open Session meeting at 5:00 PM stating that there was no action as a result of the Executive Session.

Adjournment

Chairwoman Stubbs inquired if there was any further business to discuss, hearing none, she asked for a motion to adjourn. **Mr. Armstrong made a motion to adjourn. Mr. Munson seconded the motion and the meeting was adjourned at 5:01 PM.**

These official minutes were approved by the Board of Directors on August 15, 2023.



Samuel W. Sutton, Secretary