



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

Board of Directors

**Metropolitan Topeka Airport Authority
 August 15, 2023**

Work Session – 2024 Budget Workshop.....2:30 PM
 Draft #4 of the 2024 Budget was presented to the Board. Staff provided updates to the drafts previously presented. Draft #4 results in a proposed estimated mill levy for the 2024 budget of 2.391 with an Ad Valorem tax levy of \$5,291,400. There was discussion on various line items to be changed, with Mr. Ledbetter recommending the removal of \$446,000 from the Maintenance Equipment line. Following changes made by the Board, Draft #4A, resulting in a lower mill levy of 2.154 was provided to be reviewed and discussed during the Board Meeting.

There was also discussion pertaining to the September 19th Public Hearings and Board Meeting. Due to the unavailability of Chairwoman Stubbs and Mr. Sneden, it was discussed to move the hearings and meeting to September 18th. Upon verification with Shawnee County Clerk's office, it was determined that the Board Meeting could be moved to September 18th, but the Public Hearings must be held on September 19th as originally published by Shawnee County. It was the consensus of the Board to change the Board meeting to Monday, September 19, 2023 to allow attendance by both Chairwoman Stubbs and Mr. Sneden. If available, they will participate in the Budget Hearings via ZOOM on Tuesday, September 19, 2023.

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, Sam Sutton, Mike Munson and Joe Ledbetter. Also in attendance were:

- Sam Stallbaumer, WSP USA, Inc.
- Jennifer Kuchinski, WSP USA, Inc.
- Molly Howey, GO Topeka
- Scott Gilchrist, MillionAir Topeka
- Amy Oesterrich, Heinen Bros Ag (via ZOOM)
- Don Loyd – MTAA (TOP Fuel Service)
- Maj. John Ross – MTAA (Police & Fire Department)
- Capt. Chris Ortega – 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 Special Board Meeting of July 5, 2023 and the Regularly Scheduled Board Meeting of July 18, 2023.

Chairwoman Stubbs asked the Board to review the minutes of the Special Board Meeting of July 5, 2023 and the Regularly Scheduled Board Meeting of July 18, 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 Special Board Meeting of July 5, 2023 and the Regularly Scheduled Board Meeting of July 18, 2023 as presented. Mr. Ledbetter 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 stated there were a few items to be added to the Agenda as presented.

Items will be added as:

- 8.a. Consider Agreement Proposed by Kansas Gas Service for Right of Way at Philip Billard Airport;
- 8.b. Executive Session;
- 8.c. Consider Approval of Resolution No. 23-291 to Authorize Acceptance of Grant #3-20-0113-045 for FOE Fuel Farm and Resolution No. 23-292 to Authorize Acceptance of Grant #3-20-0113-048 for FOE for SRE Building; and
- 8.d. Consider Quote for Replacement of Topeka Regional Airport Beacon.

Mr. Armstrong made a motion to adopt the Agenda as amended. Mr. Ledbetter seconded the motion. Motion carried.

Item 5. Final Review of 2024 Budget and Authorization to Publish the Notice of Hearing to Exceed Revenue Neutral Rate and Budget Hearing.

Following the Board's review of "Draft #4-For Publication" during the Work Session, the recommended changes were incorporated and "Draft #4A-For Publication" of the 2024 Budget and the Notice of Hearing to Exceed Revenue Neutral Rate and Budget Hearing, which provides the Budget Summary information, were presented.

Based upon the budget as modified at the Board's request, and shown on the Notice of Hearing to be published, the proposed estimated mill levy for the 2024 budget is 2.154 and the Ad Valorem tax levy is \$4,765,400.

The notice will be published immediately on the MTAA website and in the Topeka Metro News on September 4, 2023 to satisfy the requirement of publication ten (10) days prior to the Public Hearing on September 19, 2023.

Mr. Munson made a motion to approve the line item allocations of Draft #4A of the 2024 MTAA Budget as presented and authorize publication of the Notice of Hearings. Mr. Armstrong seconded the motion. Motion carried.

Item 6. Consider Proposals for Exterior Paint on T-Hangars; MTAA Administrative Office; and MTAA Police/Fire Building Utilizing "The Interlocal Purchasing System" (TIPS).

Mr. Johnson reported that the MTAA is responsible for all maintenance and repairs of the T-Hangars at Philip Billard Airport. With the on-going roof improvements taking place, staff obtained quotes for painting the exterior siding. Additionally, the MTAA Administrative Office and the Police and Fire Station are in need of exterior paint.

Utilizing "The Interlocal Purchasing System" (TIPS), staff solicited quotes from participating members for direct to metal (DTM) spray applied paint coating for all three locations.

Quotes were received for the work from CertaPro Painters and Diversified, Inc. While both appear to be capable of completing the work, CertaPro Painters provided the lowest cost and provides a 2-year limited warranty.

Mr. Johnson requested that the Board authorize staff to contract with CertaPro Painters at a cost of \$130,241.56 for painting all three locations as identified in the proposals.

Mr. Sulton made a motion to approve a contract with Certa-Pro for the exterior painting of the T-Hangars, MTAA Administrative Office and the Police and Fire Station at a cost of One Hundred

Thirty Thousand Two Hundred Forty-One Dollars and Fifty-six Cents (\$130,241.56). Mr. Armstrong seconded the motion. Motion carried.

Item 7. Consider Greater Topeka Partnership Sponsorship Proposal for 2023-2024 Events & Programs.

Mr. Johnson reported that Matt Pivarnik, CEO of the Greater Topeka Partnership, and Ashlee Spring, Director of Investor Relations, have approached the MTAA with a sponsorship proposal of events the GTP team believes best aligns with MTAA's objectives. This investment would be in addition to the GTP's Momentum 2027 campaign pledge of \$15,000 per year for five years already pledged by the MTAA.

GTP outlined the following opportunities which they believe will present the greatest value to the MTAA:

2023 Economic Outlook Conference: Table Sponsor	\$1,500
2023 State of the Community: Table Sponsor	\$2,000
2024 Annual Meeting: Platinum Table	\$3,500
2024 Partners in Legislative Success	\$5,000
Total Proposed Sponsorships	\$12,000

Mr. Ledbetter made a motion to invest in the Twelve Thousand Dollars (\$12,000.00) sponsorship as proposed by Greater Topeka Partnership. Mr. Munson seconded the motion. Motion carried.

Item 8. Consider Proposal for Hangar Roof Restoration Utilizing "The Interlocal Purchasing System" (TIPS).

Mr. Johnson reported that the roof of Hangar 603 at 6930 SE Ross St. is the MTAA's responsibility. The hangar roof was inspected and multiple small leaks to be addressed were found. In order to complete the improvements of the hangar, the last large item to be addressed is the repair of the roof.

Utilizing "The Interlocal Purchasing System" (TIPS), quotes were solicited from participating members for a spray applied roof system, similar to the type used on Hangar 10, Hangar 17 and the T-Hangars at Billard Airport. One quote was received for this project from Midwest Diversified, Inc. for the installation of the Puma-XL roof system at a cost of \$65,787.00. This system provides for a 20-year non-prorated warranty.

Mr. Johnson recommended the Board authorize staff to contract with Midwest Diversified, Inc. at the quoted price of \$65,787.00.

Mr. Sutton made a motion to approve a contract with Midwest Diversified, Inc. at a cost of Sixty-five thousand seven hundred eighty-Seven dollars and No Cents (\$65,787.00). Mr. Ledbetter seconded the motion. Motion carried.

Item 8.a. Consider Agreement Proposed by Kansas Gas Service for Right of Way at Philip Billard Airport.

Mr. Johnson advised the Board that the Kansas Gas Right of Way (ROW) extends only to the existing terminal building and service to the new terminal building requires an extension of the ROW. Kansas Gas evaluated the potential future use of their service and proposes to cover all costs associated with the installation of gas service to the new building. Language is included in the agreement that allows Kansas Gas Service to seek compensation from the MTAA for construction costs should we not use as much gas as anticipated or if construction costs exceed their estimate.

Mr. Ledbetter asked if it is believed that the MTAA will use enough to avoid additional costs for installation. Mr. Johnson responded that while the new terminal is significantly more energy efficient, the use of the building was evaluated by Kansas Gas and they determined we should meet the required usage.

Mr. Munson made a motion to approve the Kansas Gas Right of Way for the installation of gas service as presented. Mr. Armstrong seconded the motion. Motion carried.

Item 8.b. 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 approval of proposals received for the Philip Billard Restaurant Operator. Mr. Armstrong stated that the Executive Session will be for a period not to exceed fifteen (15) minutes beginning at 4:00 p.m. and this meeting shall reconvene at 4:15 p.m. The Executive Session is to also include Eric Johnson, Tim Resner and Curtis Sneden. Mr. Munson seconded the motion. Motion carried.

Chairwoman Stubbs reconvened the Open Session meeting at 4:15 PM. **Mr. Munson made a motion to reject the proposals received in response to the Restaurant Operator RFP due to the lack of a responsive proposal and direct staff to re-advertise the RFP. Mr. Ledbetter seconded the motion. Motion carried.**

Item 8.c. Consider Approval of MTAA Resolution No. 23-291 Authorizing the Acceptance of Grant Offer No. 3-20-0113-045-2023 Through Federal Aviation Administration for FOE Fuel Farm Construction.

Mr. Johnson explained the Grant Offer No. 3-20-0113-045-2023 for Topeka Regional Airport was received from the Federal Aviation Administration (FAA) this afternoon. It is required that the signed grant acceptance is returned to the FAA as soon as possible.

The Board of Directors was requested to consider adoption of MTAA Resolution No. 23-291, authorizing the MTAA President to sign in acceptance of the grant offer from the FAA in the amount of \$11,373,705.00 for the Design and Construction of the FOE Fuel Farm. The grant is 100% funded by the FAA under the CARES Act programming and does not carry a local match.

Mr. Munson made a motion to adopt Resolution No. 23-291, authorizing the MTAA President to sign in acceptance of the grant offer from the FAA in the amount of Eleven Million Three Hundred Seventy-three Thousand Seven Hundred Five Dollars and No Cents (\$11,373,705.00) for the Design and Construction of the Fuel Farm at Topeka Regional Airport. Mr. Ledbetter seconded the motion. Motion carried.

Consider Approval of MTAA Resolution No. 23-292 Authorizing the Acceptance of Grant Offer No. 3-20-0113-048-2023 Through Federal Aviation Administration for FOE SRE Building Construction.

Mr. Johnson explained this Grant Offer No. 3-20-0113-048-2023 for Topeka Regional Airport was also received from the Federal Aviation Administration (FAA) this afternoon and is required that the signed grant acceptance be returned to the FAA as soon as possible.

The Board of Directors was requested to consider adoption of MTAA Resolution No. 23-292, authorizing the MTAA President to sign in acceptance of the grant offer from the FAA in the amount of \$3,827,192.00 for the Design and Construction of the Snow Removal Equipment (SRE) Facility at Topeka Regional Airport, Topeka, Kansas.

The grant is 100% funded by the FAA under the CARES Act programming and does not carry a local match. The total project cost is expected to be \$5,348,330 and the MTAA will be required to pay the approximate \$1.5 million dollars the project exceeds the grant by.

Mr. Armstrong made a motion to adopt Resolution No. 23-292, authorizing the MTAA President to sign in acceptance of the grant offer from the FAA in the amount of Three Million Eight Hundred Twenty-seven Thousand One Hundred Ninety-two Dollars and No Cents (\$3,827,192.00) for the Design and Construction of the Snow Removal Equipment (SRE) Facility at Topeka Regional Airport. Mr. Munson seconded the motion. Motion carried.

Item 8.d. Consider Emergency Repair/Replacement of the Beacon at the Topeka Regional Airport.

Mr. Johnson reported that the Airport Beacon at Topeka Regional Airport failed. The gears that rotate the beacon are stripped and the electric motor is not working. Staff searched for replacement options and identified an LED model suitable for use at a public-use airport. Three quotes were received for the same equipment with Blue Globes providing the lowest quote of \$13,477.00.

Mr. Ledbetter asked if the cost included installation or if it was just for the equipment. Mr. Johnson replied that it was for the cost of equipment only but that staff coordinated with the contractor currently working of the water tower to install the new equipment.

Mr. Armstrong made a motion to accept the quote of Thirteen Thousand Four Hundred Seventy-seven Dollars and No Cents (\$13,477.00) provided by Blue Globes for the replacement of the airport beacon at FOE. Mr. Ledbetter seconded the motion. Motion carried.

Information Only Items:

Item 9. Monthly Reports

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

Mr. Johnson provided the following report:

- The USACE will be investigating a per- and polyfluoroalkyl substances (PFAS) release that occurred on the Army guard property at the south-end of Forbes Ave. While this release did not happen on MTAA property, they have requested a site entry agreement for the purpose of drilling wells and taking samples to identify the plume. Counsel reviewed the agreement and requested additional information showing the proposed well sites. Once that information is received, staff will coordinate with any tenants currently leasing that ground.
- The new Billard Terminal Building should be completed towards the end of November and move-in in ready early December. Staff is obtaining quotes for asbestos abatement in the old building to have available for any necessary Board consideration at the September meeting. The demolition will begin after the first of January 2024.
- The proposal received for furniture in the new Terminal building was presented. The cost is more than anyone anticipated and staff believes there are ways to reduce the price. The conference room will have audio/visual capability with Wi-Fi access for meetings. The common area will have a mix of table and chairs along with some booth seating. The grants for the construction of the building includes kitchen equipment but does not include furniture.
- An email was received from an airline representative requesting a meeting later this week. Information on this airline has recently been shared with the Board when they began showing interest in Topeka. The MTAA's air service consultant has been contacted to include him in the conversation. If Topeka is able to attract this new service, the MTAA will need to address the expansion of the sterile area.

MAINTENANCE ACTIVITIES –

- Business center mowing – a total of 8 days mowing for the past 30 days. This involves line trimmers, trim mowers and batwing mowers.
- Airfield mowing – Trim mowing around all lights takes a crew of 5 approximately 4 hours. This was completed 3 times over the last 30 days. Batwing mowing is nearly constant as weather permits and includes only infield sections and safety areas.
- Billard is 1 person batwing mowing and trim mowing. This is also nearly constant as weather conditions allow.
- Pavement maintenance at Billard. This was a crew of 5 prepping the surfaces for crack sealing as weather allows.
- Crew of 2 maintaining perimeter fence line at FOE. Clearing brush and making repairs as needed.

- Crew of 7 completing work at Hangar 603 for approximately 2 weeks. This work involved the removal of windows and frames in the rolling doors and installing new metal. Also installing ramp side lighting fixtures.
- Crew of 5 for one day to frame up and pour concrete in 603 to repair the former boiler room area to useable space.
- Final cleanup at Hangar 603.
- Crew of 3 moving dirt from the new fuel farm over a period of 3 days. This has been stockpiled for later use in the safety areas along Runway 13-31.
- Water operator completes daily water tests as required, and additional testing as warranted. Samples are sent to KDHE for analysis.
- Maintenance Director working with Director of Development on building renovations. This includes estimating the cost and timing of the work to be completed.
- Crew of 5 working on T-Hangar doors at Billard. This includes roller and track replacement and general maintenance on multiple hangars.
- Crew of 3 modified MTAA's 2008 F550. This truck is used for plowing the business center streets in the winter. Over the years, salt has damaged the dump bed. The damaged bed was removed and replaced with a flat bed. The salt/sand hopper will be reinstalled prior to winter operations.
- Crew of 3 cleaning up storm debris throughout the business center. This is typically only a few hours but occurs following any severe weather.
- Located MTAA owned electrical wires for Twy A&D projects and met with the WSP engineers at the power vault to verify what electrical systems and means to disconnect.
- Meeting regularly with contractors on the various projects currently underway at both airports.
- Installed new HVAC unit at Police and Fire crew room.
- Daily review of airfield inspections and inventory of products stocked.

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

Mr. Sneden provided the following report:

- A local realtor has a client interested in leasing the North half of Building 167. The tenant will require a demising wall and several "No Regrets" upgrades that need to be made. The office space and restrooms require upgrades to bring them up to a leasable condition.
- Building 621, located adjacent to the AOA, was recently placed on the market. There are several potential uses of that space for the MTAA to include conference room use and additional space for MTAA police department operations.
- Building 114 is approximately 6,000sf and is vacant. The question is what to do with it as it is in poor condition. The idea presented is to raze the building and move forward with new construction.
- There is a parcel of land along the East side of K4 which belongs to the MTAA and is being appraised to determine value. A prospective tenant approached staff with an interest in leasing it from the MTAA.
- Finally, meetings are being arranged with MTAA tenants to become familiar with their businesses and improve communications.

Discussion Items:

Item 10. Security/Wildlife Fence at Philip Billard Airport.

Mr. Johnson provided a drawing of the proposed fence project at Philip Billard Airport. This was reviewed by Coffman Associates and shared with the Kansas Highway Patrol. KHP expressed an interest in participating in the project to aid in securing their property. Mr. Munson asked if this concept leaves room for development of hangars inside the proposed fence line. Mr. Ledbetter asked what the proposed timeline is for construction of the fence. Mr. Johnson replied that if the drawing was acceptable to the Board, it could be shared airport tenants for their input and specifications prepared for bid. Mr. Johnson stated it would be better to wait

for the crops to be harvested prior to construction. Mr. Sutton suggested not tying the fence into Hangar 17 as there is a door located in that area. Mr. Johnson stated this drawing was not final and the fence line can be adjusted.

Item 11. T-Hangar Improvements (i.e. Replacing Motors; Electrical Upgrades and Installation of Separate Meters).

Mr. Johnson advised the Board there are 10 T-hangars at Billard airport with electric doors. The issue seen most often with these hangars is an attempt to open the door prior to removing the locking pins. Typically, this will result in a broken hinge. The electric motor costs about \$420 to replace. A replacement motor is kept on the shelf in case of a failure. Staff toured several hangars and identified similar work that should be completed to include upgrading light fixtures and addressing loose outlet covers and switch plates. Adding electric meters to each of the 76 T-Hangars would cost approximately \$13,000. This will also require staff time to read those meters on a monthly basis. Mr. Armstrong asked if our intentions were to charge each tenant for electric use. Mr. Johnson replied that it was suggested we do that. Ms. Stubbs suggested we increase the rent to cover the cost of electricity. Mr. Ledbetter responded that the cost of electricity is always going to go up and that we'll get our investment back. He then asked if MTA staff would be capable of completing the installation of the meters over a period of time. Mr. Johnson stated that staff is capable of doing the work but it's finding the time that is the challenge.

Item 12. 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 ten (10) minutes beginning at 5:15 p.m. and this meeting shall reconvene at 5:25 p.m. The Executive Session is to also include Eric Johnson, Tim Resner and Curtis Sneden. Mr. Ledbetter seconded the motion. Motion carried.

Chairwoman Stubbs reconvened the Open Session meeting at 5:25 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 5:27 PM.**

These official minutes were approved by the Board of Directors on October 17, 2023.


Sam Sutton (Oct 18, 2023 12:36 CDT)

Samuel W. Sutton, Secretary