



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

Board of Directors

**Metropolitan Topeka Airport Authority
 August 19, 2025**

Work Session.....2:00 PM

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

- Sam Stallbaumer, WSP USA, Inc.
- Scott Uhl, WSP USA, Inc.
- Eric Johnson, MTAA President
- Don Loyd, TOP Fuel Service FBO Manager
- Curtis Sneden, MTAA Director of Development
- Laura Hartley, MTAA Director of Administration & Finance
- 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
- Kyle Rohr, Million Air
- Reese Hays, Attorney for Freeman Holdings
- Scott Freeman, Freeman Holdings
- Joseph Ledbetter, Public
- Terri Roberts, Public

Draft #4 of the 2026 Budget was presented to the Board. The Board went through each item again by category and adjusted several items in cooperation with MTAA management. The revised draft budget ended with a mill levy of 2.176. The discussion continued with agenda item #5 below.

Regular Monthly Meeting 2:30 PM

Chairman Mike Munson brought the regular monthly meeting of the MTAA Board of Directors to order at 2:30 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:

- Tommi Poley, MTAA (Administrative Office via Teams)
- Linda Urton, MTAA (Administrative Office via Teams)
- Molly Howey, GTP/Go Topeka
- Ashley Lehman, Go Topeka

Item 1. Notice.

Notifications were sent to everyone who requested them.

Item 2. Approve Minutes of the MTAA's Regularly Scheduled Board Meeting of July 15, 2025.

Chairman Munson asked the Board to review the minutes of the Regularly Scheduled Board Meeting of July 15, 2025. **Mr. Cortez made the motion to approve the minutes of the Regularly Scheduled Board Meeting of July 15, 2025. Mr. Armstrong seconded the motion. Motion carried.**

Item 3. Public Comment.

Chairman Munson inquired if there was anyone registered to speak during Public Comment. Mr. Ledbetter asked to speak on general airport operations and budgeting tax concerns. Mr. Ledbetter spoke for four minutes and was allotted an extra minute by the Board Chair. The comments included concerns about the MTAA mil levy and concerns about the process for public comment. He expressed support for the self-fuel service again. He provided documents for the board as obtained from the open records request including statutes regarding the creation of the MTAA, statutes on tax levies, the history of mill levies for the MTAA from 2013 – 2024, a list of MTAA board members from 2010 – 2024, the 12/31/24 financials of the MTAA, and a list of exempt salaries for the MTAA employees for 2025.

The Chairman also read an email from a taxpayer Ms. Shirley Brading who requested property taxes not be raised further.

Item 4. Adopt the Agenda.

Chairman Munson advised there were two changes to the agenda as presented. Item #5 will be added for the Final Review of the 2026 Budget and Authorization to Publish the Notice of Hearing to Exceed Revenue Neutral Rate and Budget Hearing. An executive session will be moved to #13. **Mr. Armstrong made a motion to adopt the Agenda as amended. Mr. Cortez seconded the motion. Motion carried.**

Action Items:

Item 5. Final Review of 2026 Budget and Authorization to Publish the Notice of Hearing to Exceed Revenue Neutral Rate and Budget Hearing

Budget discussions continued through the expenses. The Board noted the revised draft had dropped the mill levy below last year's levy of 2.239. This included a few questions from the public that attended the meeting. 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 2026 budget is 2.176 and the Ad Valorem tax levy is \$5,279,626.

The notice will be published immediately on the MTAA website and in the Topeka Metro News to satisfy the requirement of publication ten (10) days prior to the Public Hearing on Tuesday, September 16, 2025 at 2:30 pm.

Mr. Armstrong made a motion to approve the budget for publication as amended by the Board to result in a mill levy of 2.176. Mr. Cortez seconded the motion. Chairman Munson made a motion to authorize re-publication of the amended Notice of Hearings for the 2026 budget. Mr. Cortez seconded the motion. Motions carried.

Item 6. Consider Approval of Quotes for HVAC replacement in Building #449.

The units in building 449B & C are in need of HVAC updates. Quotes were obtained for the installation and equipment, with the low bidder being Kaw Valley Heating & Cooling with a bid of \$25,858. **Chairman Munson made a motion to approve the quote with Kaw Valley Heating & Cooling for a cost of \$25,858. Mr. Cortez seconded the motion. Motion carried.**

Item 7. Consider Approval of Quotes for HVAC replacement in Admin Building.

The HVAC system in the Admin building is original from 1986 and is in need of replacement. Staff obtained quotes for equipment and replacement of 5 units. The low bid was Debacker's with a quote of \$41,680. **Mr. Armstrong made a motion to approve the quote with Debacker's for a cost of \$41,680. Mr. Cortez seconded the motion. Motion carried.**

Item 8. Consider Approval of Quotes for Topeka Regional Airport Terminal generator replacement.

The emergency generator for the TRA terminal building is over 40 years old and is in need of replacement. Quotes were obtained and the low bid was Lesser Electric in the amount of \$52,000. **Mr. Armstrong made a motion to accept the quote from Lesser Electric in the amount of \$52,000. Mr. Munson seconded the motion. Motion carried.**

Item 9. Consider Purchase of Airfield Lighting for Topeka Regional Airport

The distance remaining signs on Runway 03-21 are decades old and obsolete. Quotes were obtained to replace the signs. The low bid was ADB Safegate at a quote of \$13,950. **Chairman Munson made a motion to approve the quote with ADB for a cost of \$13,950. Mr. Armstrong seconded the motion. Motion carried.**

Item 10. 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 purpose of reviewing a proposed lease agreement, with the justification being for consultation with the MTAA's attorney which would be deemed privileged in the attorney-client relationship. The Executive Session will be for ten (10) minutes beginning at 3:20 PM and the meeting shall reconvene in open session at 3:30 PM. The executive session will include Eric Johnson, Curtis Sneden and Tim Resner. Chairman Munson seconded the motion. Motion carried. Chairman Munson reconvened the meeting at 3:22 PM.**

Item 11. Approval of Lease at Topeka Regional Airport

Chairman Munson asked for a motion to approve the lease between Freeman Holdings and the MTAA. **Mr. Armstrong made a motion to approve lease between Freeman Holdings and the MTAA for buildings 600, 601, 609, 610, 613, 627 and the fuel farm and to authorize the Board Chair to sign. Mr. Odupitan seconded the motion. Motion carried.**

Information Only Items:

Item 12. Monthly Reports

12.a. Project Updates – Sam Stallbaumer, WSP USA

Mr. Johnson provided the following updates:

- TOP Apron Rehab is scheduled to start construction in September.
- Taxiway A/D work resumes next week.

12.b. Aviation-Related Issues & Air Service – Mr. Johnson

Mr. Johnson provided the following report:

- The MTAA has been working with the TSA in ensuring completion of the airport security program. This is currently in review.
- Mr. Johnson followed up with Garsite, who informed him that they cannot do the items the Board asked about. The Board directed Mr. Johnson to proceed with the Argus quote if still available.
- Billard had a fuel tank inspection done on the Jet A tank which went excellently. The AVGas tank inspection will occur in the next couple of weeks.
- He will attend an air service conference in November to meet with other airlines and keep options open.
- Mr. Johnson and the operations staff will be attending the 4-states conference in KC later this week.

12.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 July 2025 through early-Aug 2025 was presented to the Board for their information and review.

12.d. TOP Fuel Service Sales Report – Mr. Johnson

The TOP Fuel Sales by Product Summary Report for the month of July 2025 was presented to the Board for their information and review.

12.e. Economic Development & Leasing Activity – Mr. Sneden

Mr. Sneden provided the following report:

- The luncheon for the Shawnee County delegation was a good meeting. From that he took away two important tasks: first, that an economic impact study needs to be done, and an agreement needs to be in place soon for MRO hangar construction. Mr. Sneden is in talks with WSU to do the economic impact study to be ready by December.
- Rep. Derek Schmidt visited on August 1st and Senator Roger Marshall visited on August 4th to tour the runways and taxiways including the north apron.
- Mr. Sneden visited Lincoln airport and learned a lot about their operations and brought back some takeaways and connections for the Topeka airports.
- 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.

12.f. Financial Reports – Ms. Hartley

Ms. Hartley presented the current assets/cash reserves sheet as of July 31, 2025 as well as the delinquent status report as of July 31, 2025. The June and July 2025 financials were also presented for review. **Mr. Armstrong made a motion to accept the financial reports as received. Mr. Cortez seconded the motion. Motion carried.**

12.g. Directors' Comments

Chairman Munson expressed thanks to everyone for their participation and good discussions during the meeting.

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

Mr. Armstrong said congratulations to Molly Howey, the new CEO of Greater Topeka. Molly introduced Ashley Lehman who would also be attending MTAA board meetings in the future.

Mr. Odupitan congratulated Molly Howey on her promotion.

13. 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 purpose of reviewing a proposed settlement agreement and a proposed development lease agreement, with the justification being for consultation with the MTAA's attorney which would be deemed privileged in the attorney-client relationship. The Executive Session will be for thirty (30) minutes beginning at 4:30 PM and the meeting shall reconvene in open session at 5:00 PM. The executive session will include Eric Johnson, Curtis Sneden and Tim Resner. Chairman Munson seconded the motion. Motion carried. The meeting's executive session was extended to 5:17pm.**

Adjournment

The meeting was adjourned at 5:18 p.m.

These official minutes were approved by the Board of Directors on September 16, 2025.



Brian Armstrong, Secretary