



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

Board of Directors

**Metropolitan Topeka Airport Authority
 August 20, 2024**

Work Session..... 2:00 PM

Draft #4 of the 2025 Budget was presented to the Board. Staff provided updates to the draft presented in July. 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. There was discussion on several line items to be changed with a net \$0 impact to the bottom line. The revised estimated assessed valuation as of July 1, 2024 of \$2,308,636,385 was provided.

The Board reviewed the Code of Conduct revised draft policy. Discussion ensued and will continue at the next month's work session.

Mr. Resner brought up the subcommittees for the Board. Chairman Armstrong asked Mr. Johnson to inquire which subcommittees the Board members have interest in being on to discuss at next month's meeting.

Regular Monthly Meeting 3:00 PM

Chairman Brian Armstrong brought the regular monthly meeting of the MTAA Board of Directors to order at 3:00 PM with the following other Board members present: Lisa Stubbs, Joe Ledbetter, and Mike Munson. Sam Sutton attended via Zoom. Also in attendance were:

- Sam Stallbaumer - WSP USA, Inc.
- Scott Uhl – WSP USA, Inc.
- Mayor Mike Padilla – City of Topeka Mayor via Zoom
- Scott Gilchrist – Million Air
- Don Loyd – MTAA TOP Fuel Service
- Terry Poley – MTAA Maintenance Department
- Maj. Chris Ortega – MTAA Police & Fire Chief
- Capt. Chad Schmale – MTAA Police & Fire
- Eric Johnson – MTAA President
- 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
- Mike Hall – City of Topeka Planning
- Dan Warner – City of Topeka Planning

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 July 15, 2024 and Special Board Meeting of August 2, 2024.

Chairman Armstrong asked the Board to review the minutes of the Regularly Scheduled Board Meeting of July 15, 2024 and the Special Board Meeting minutes of August 2, 2024. He inquired if there were any additions, corrections or comments to the Minutes. None were noted. **Mr. Ledbetter made the motion to approve the minutes as noted above. Mr. Munson 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 noted an addition for item 6a Executive Session, but item #14 Executive Session was still needed. **Mr. Munson made a motion to adopt the Agenda as amended. Mr. Ledbetter seconded the motion. Motion carried.**

Item 5. City of Topeka Neighborhood Revitalization Plan Presentation

Mr. Hall and Mr. Warner made a presentation to the Board on the neighborhood revitalization plan and changes upcoming for Topeka.

Discussion Item:

Item 6. Consider Purchase of Fuel Trailers.

Mr. Johnson brought to the Board's attention that the MTAA had a fuel trailer down and the MTAA had discussed options to purchase another trailer for fuel at Phillip Billard Airport as a backup. Discussion ensued and Mr. Johnson noted he would obtain bids on fuel trailers for discussion at next month's meeting.

Item 6.a. Executive Session

Chairman Armstrong noted there was a need for an Executive Session. **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 personnel matters of non-elected personnel. Chairman Armstrong stated that the Executive Session will be for a period not to exceed fifteen (15) minutes beginning at 3:35 PM and the meeting shall reconvene in open session at 3:50 PM. Ms. Stubbs seconded the motion. Motion carried. Chairman Armstrong reconvened the meeting at 3:50 PM.**

Action Items:

Item 7. Consider Purchase of One (1) New Police Vehicle.

Mr. Johnson requested the purchase of a new police pursuit vehicle. Mr. Johnson noted this was a 2024 budgeted item for \$65,000. The MTAA put the vehicle out for bid and only one sealed bid was received from SERV. SERV provided a bid for a fully outfitted 2024 Dodge Durango AWD in the amount of \$54,681.26. **Ms. Stubbs made the motion to approve the purchase of the vehicle for Fifty-four Thousand Six Hundred Eighty-one dollars and Twenty-Six Cents (\$54,681.26). Mr. Ledbetter seconded the motion. Motion carried.**

Item 8. Consider Approval of Revised Quote of Disposal of Waste Material.

Mr. Johnson noted Heritage Crystal-Clean was already approved by the Board to properly dispose of waste in Building #625. There was a mistake in the original quote, but the MTAA has also noted additional items to dispose of properly. The new quote is in the amount of \$19,399.80. **Mr. Munson made the motion to approve the revised quote from Heritage Crystal-Clean in the amount of Nineteen Thousand Three Hundred Ninety-nine Dollars and Eighty Cents (\$19,399.80). Mr. Ledbetter second the motion. Motion carried.**

Item 9. Consider Quote for Roof Replacement for Building #820.

Mr. Sneden and Mr. Johnson presented the request for replacement for the roof on Building #820. Through the TIPS system, an eligible quote was received from JB Turner & Sons for \$69,872.00. **Mr. Ledbetter made the motion to approve the quote from JB Turner & Sons for the roof replacement in the amount of Sixty-nine Thousand Eight Hundred Seventy-two Dollars and No Cents (\$69,872.00). Mr. Sutfon seconded the motion. Motion carried.**

Item 10. Consider Approval of MTAA Resolution No. 24-300 Authorizing the Acceptance of Grant Offers No. 3-20-0113-047-2024 (BIL), 3-20-0113-049-2024, and 3-20-0113-050-2024 Through Federal Aviation Administration for Reconstruction of Taxiways Alpha and Delta at Topeka Regional Airport.

Mr. Johnson presented the request to give him authorization to sign the MTAA grant awards listed above on behalf of the MTAA. One of the grant awards has not been received yet but should be arriving by the first of September for approval. **Ms. Stubbs made a motion to authorize Mr. Johnson**

to sign and approve the grant awards on behalf of the MTAA in an amount not to exceed Five Million Nine Hundred Eighty-six Thousand Three Hundred Ninety-three Dollars and No Cents (\$5,986,393.00). Mr. Munson seconded the motion. Motion carried.

Item 11. Consider Approval of MTAA Resolution No. 24-301 Authorizing Change in Authority Clerk.

Mr. Johnson presented the request to change the Authority Clerk from Cheryl Trobough to Laura Hartley. Mr. Ledbetter made a motion to change the Authority Clerk from Cheryl Trobough to Laura Hartley. Mr. Munson seconded the motion. Motion carried.

Item 12. Final Review of 2025 Budget and Authorization to Publish the Notice of Hearing to Exceed Revenue Neutral Rate and Budget Hearing.

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 2025 budget is 2.239 and the Ad Valorem tax levy is \$5,168,920.

The notice will be published immediately on the MTAA website and in the Topeka Metro News on September 2, 2024 to satisfy the requirement of publication ten (10) days prior to the Public Hearing on September 17, 2024.

Ms. Stubbs made a motion to authorize publication of the Notice of Hearings for the 2025 budget. Mr. Munson seconded the motion. Motion carried.

Informational Only Items:

Item 13. Monthly Financial Reports

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

Mr. Johnson provided the following report:

- Chief Ortega gave a presentation on the MTAA Police & Fire Departments.
- 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 had a few minor glitches but is operational.
- SE Forbes Ave work is ongoing.
- The project with the Taxiway A/D construction is underway.
- We are in talks with 3 different airline consultants and the first meeting with one of the airlines is September 9th.
- He will be attending the Four States Conference in KC later this week.
- The FAA will be conducting two inspections at Billard Airport. The first is the pavement inspection on August 30th. The second inspection is a land use inspection on September 11th.

13.b. Maintenance Report – Mr. Johnson

The Maintenance Report for work completed by the MTAA Maintenance Department on the grounds, airfield, vehicles and buildings from July 8, 2024 to August 9, 2024 was presented to the Board for their information and review.

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

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

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

Mr. Sneden provided the following report:

- Site visits occurred on August 1st and 2nd with a company that may have refueling services located at Forbes. The current hangars the MTAA has are not

big enough and discussions have been ongoing about permanent housing options.

- Update on MRO/NIAR, which is progressing slowly but still moving forward.
- The sale of "Whale Parcel" has not moved any further. The MTAA has the earnest money and will keep it if the FAA does not approve.
- Sky Restaurant owners met with MTAA management to discuss sales since opening. The performance has exceeded the restaurant owner's expectations thus far.
- Update on other leasing activity and maintenance improvements on properties.
- The maintenance crew has done an amazing job cleaning up properties in preparation for the air show, and for just general appearances for the industrial park.

13e. Financial Reports

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

13f. Directors' Comments

Mr. Sutton expressed thanks to the maintenance crew for their cleanup efforts. He had several comments on aesthetic issues at Billard including landscaping, fencing and Hangar 600.

Ms. Stubbs expressed gratitude about the lack of foliage around the airport and commented it looks much better. She also commented on the excellent food and service at the new Sky Restaurant at Billard Airport.

Chairman Armstrong asked about doing something at the air show with the chamber of commerce and the board.

Mr. Munson commented that his bank was celebrating their anniversary at the airshow all weekend and they would have a large presence at the airport.

Mr. Ledbetter remarked that he had contacted KDOT for signage of the Phillip Billard Airport on several major roadways coming into North Topeka. He also noted that he wants to see an estimate of what a pocket repair will cost on Building 600.

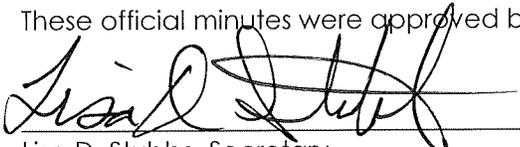
Item 14. Executive Session

Chairman Armstrong noted there was a need for an Executive Session. **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 review the draft framework for the President's performance review and to discuss a separate personnel issue for non-elected personnel. The Executive Session will be for a period not to exceed twenty (20) minutes beginning at 5:03 PM and the meeting shall reconvene in open session at 5:23 PM. This Ms. Stubbs seconded the motion. Motion carried.**

Adjournment

Mr. Munson made a motion to adjourn. Mr. Ledbetter seconded the motion and the meeting was adjourned at 5:24 p.m.

These official minutes were approved by the Board of Directors on September 17, 2024.



Lisa D. Stubbs, Secretary