



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

Board of Directors

Metropolitan Topeka Airport Authority September 17, 2024

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

- Marcus Miller, District 6 Council Member via ZOOM
- Sam Stallbaumer, WSP USA, Inc.
- Stacey Hammond, BT&Co., P.A.
- Nahush Chaturvedi, Shawnee County Taxpayer
- Terry Poley, MTAA Director of Maintenance
- Scott Gilchrist, Million Air via ZOOM
- Eric Johnson, MTAA President
- Curtis Sneden, MTAA Director of Development
- Laura Hartley, MTAA Director of Administration & Finance
- Deana Prescott, MTAA (Administrative Office)
- Timothy Resner of Frieden & Forbes, LP, Legal Counsel to the Board

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 August 20, 2024

Chairman Armstrong asked the Board to review the minutes of the Regularly Scheduled Board Meeting of August 20, 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 asked for a motion to add agenda item #9a for the purchase of a maintenance tractor. **Ms. Stubbs made the motion to add the tractor purchase to the agenda. Mr. Ledbetter seconded the motion. Motion carried.**

Discussion Item:

Item 5. TOP Fuel Storage Tanks and Self Fueling at Philip Billard Airport

Mr. Johnson led the discussion on options for self-fueling options at Philip Billard Airport, including a quotation and presentation from Garsite, LLC. Board discussion ensued. The Board discussed this as an opportunity to increase sales for Billard Airport. The Board as a whole was in favor of the self-fueling as the cost for that is not significantly more than the cost of adding the storage tanks and a fuel farm for Billard. The Board asked to continue this discussion and to have more concrete ideas for the next meeting. Mr. Johnson will need to discuss with the FAA and get their approval as well. It was also discussed that in planning, there should be input with Billard community and tenants as well.

Action Items:

Item 6. Presentation of 2023 Audit Report by BT&Co., P.A.

Stacey Hammond from BT&Co. presented the 2023 audit report for the financial audit and the passenger facility charge audit and the report to the Board of Directors. Ms. Hammond noted the financial, PFC and single audits all had unmodified, clean opinions. Recommendations to the Board of Directors was discussed. **Ms. Stubbs made a motion to accept the audit as presented and for staff to transmit the audit to the state. Mr. Ledbetter seconded. Motion carried.**

Item 7. Consider BT&Co., P.A. Engagement Letter for 2024, 2025 and 2026 Audits

Ms. Hartley presented the BT&Co. 3-year engagement letter for the 2024, 2025 and 2026 audits, with proposed costs of \$30,000, \$30,500, and \$31,000, respectively. Additional costs for single audits are \$4,000 each year. With the MTAA's current federal funding, it should be expected to have single audits required each year. The Board discussed the partner rotation in both BT&Co. and CBIZ MHM, LLC for the past several audits. **Ms. Stubbs made a motion to approve the engagement letter for the 2024, 2025 and 2026 year ends, allowing staff discretion to review and adjust the terms and conditions with legal counsel's advice. The cost of these engagements as proposed are \$30,000 plus a single audit fee of \$4,000 for 2024; \$30,500 plus a single audit fee of \$4,000 for 2025; and \$31,000 plus a single audit fee of \$4,000 for 2026. Mr. Munson seconded the motion. Motion carried.**

Item 8. Consider Quote for Forbes Field Patching

Mr. Johnson presented the request for patch work needed on two spots on the airfield at Forbes Field. Three bids were requested and two were received. The low bid was from Sunflower Paving in the amount of \$24,440.00. **Mr. Sutton made the motion to approve the quote from Sunflower Paving in the amount of \$24,440.00. Mr. Ledbetter seconded the motion. Motion carried.**

Item 9. Consider Approval of Airport Joint Use Agreement

Mr. Johnson presented the request to give him authorization to sign the Airport Joint Use Agreement (AJUA) for 2024-2034. The MTAA is responsible to maintain the airfield pavements, safety areas, lighting, snow removal and overall maintenance of the airfield, including runway rubber removal. Starting October 1st, the MTAA would receive quarterly installments of \$51,955.52. **Mr. Munson made a motion to authorize Mr. Johnson to sign and approve the AJUA covering the period 10/2024 – 09/2034. Mr. Sutton seconded the motion. Motion carried.**

Item 9a. Purchase of New Maintenance Tractor

As discussed in the budget hearing, a quote was presented by Mr. Johnson for a 2024 John Deere tractor to be used for maintenance. The quote noted a price of \$104,250.09. **Mr. Munson made a motion to approve the purchase of the tractor in the amount of \$104,250.09. Mr. Ledbetter seconded the motion. Motion approved.**

Informational Only Items:

Item 10. Monthly Financial Reports

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

Mr. Johnson provided the following report:

- KS Assoc. of Airports conference Oct. 9-11 – the MTAA is hosting at Cyrus Hotel – airports from across the state of KS will attend.
- SE Forbes Ave work is complete. Terminal building parking lot is not yet completed.
- The project with the Taxiway A/D construction is just slightly ahead of schedule. Issues are ongoing with the FAA reimbursable agreement.
- We are in talks with 3 different airline consultants. There was a good meeting late last week. Both the consultant and airline loved that state of KS saw potential with the MTAA in offering the revenue guarantee. Discussions are continuing.
- The FAA inspection was a land use inspection on September 11th. No significant issues were noted. They are looking at a few different leases still; however, they don't anticipate any issues upcoming. One suggestion from the FAA was to write up an agreement with the State of KS for their use of the airport. There is currently nothing written.

- KDOT Aviation is no longer doing compliance airfield inspections. They have hired a contractor who inspected Forbes last week. No issues were noted and quite a few compliments were received on the condition of the airport. They did recommend the MTAA remove or trim back some trees.
- Meeting with Evergy on Monday to discuss extra lighting on Sardou Ave.
- Certification inspection is scheduled for October 17th.
- On call engineer qualifications ended yesterday and the MTAA received four companies' qualifications. All firms are highly qualified and capable. The short list is due tomorrow and interviews are scheduled for early October. Selection by the Board is due by October 15th. The FAA needs to approve afterwards.

10.b. Maintenance Report – Mr. Johnson

The Maintenance Report for work completed by the MTAA Maintenance Department on the grounds, airfield, vehicles and buildings from August 12, 2024 to September 6, 2024 was presented to the Board for their information and review.

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

The TOP Fuel Sales by Product Summary Report for the month of August 2024, along with year to date annual sales were presented to the Board for their information and review. The Board asked for a few changes to the report including transient aircraft numbers.

10.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. Another visit should occur in late September.
- Update on MRO/NIAR, which is progressing slowly but still moving forward. Met with Lt. Governor last week. Asking for about \$15.5M in her budget for this next fiscal year for the MRO. Our local share would be approx. \$6M.
- The sale of "Whale Parcel" has progressed. The FAA has been sent the request to approve.
- Washington DC fly in is 9/22-24. This is hosted by the Greater Topeka Partnership. Aviation issues will be discussed and should add some good exposure.
- Update on other leasing activity and maintenance improvements on properties.
- During the airshow, we will host a reception along with Million Air on Friday night, 10/11 from 5:30 – 8:30 pm.
- Update on property changes and cosmetic improvements done on several buildings in the business center.
- Update on Sky Restaurant – they are seeing positive reviews.

10e. Financial Reports

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

10f. Directors' Comments

Mr. Sutton asked about the progress on a maintenance building at Billard. Mr. Sutton met with the Mayor and noted that our Bylaws didn't mention the start dates for Board members. He also asked about the Billard fence phase 2. He noted that quite a few T-hangar doors need maintenance. He commented that the R&B hangar needs cleaned up, and hangar #600 is in bad shape. Lastly, he commented that he spoke with Tracey Blocker, who asked a consultant to give an unbiased opinion on Billard Airport. He will share the report with the Board.

Ms. Stubbs had no comments.

Chairman Armstrong passed along an invite from the Mayor to welcome the new City Manager.

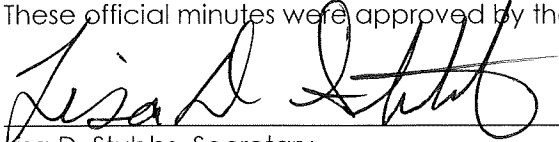
Mr. Munson had no comments. Great meeting.

Mr. Ledbetter had no comments.

Adjournment

Ms. Stubbs made a motion to adjourn. Mr. Munson seconded the motion and the meeting was adjourned at 4:47 p.m.

These official minutes were approved by the Board of Directors on October 15, 2024.



Lisa D. Stubbs, Secretary