

**MTAA Board Work Session 2:00 PM**  
**MTAA Board Meeting 3:00 PM**

**Tuesday, March 19, 2024**  
**MTAA Administrative Office – Board Room**  
**6510 SE Forbes Ave., Building #620**

**Addressing the MTAA Board:** No person shall address the Board during a Board Meeting, unless they have notified the MTAA Administration Office by 2:00 P.M. on the day of any Board Meeting of their desire to speak on a specific matter on the published meeting agenda or during the public comment portion of the Board Meeting. This limitation shall not apply to items added during the course of a meeting. The Board does not take action with respect to any subject not on the agenda unless added to the agenda by a vote of the Board. Persons addressing the Board will be limited to four (4) minutes of public address on a particular agenda item. Debate, question/answer dialogue or discussion between Board members will not be counted towards the four (4) minute time limitation. The Chair may extend time with the unanimous consent of the Board or the Board by affirmative vote may extend the four (4) minute limitation. Persons will be limited to addressing the Board one (1) time on a particular matter unless otherwise allowed by an affirmative vote of the Board. Citizens wishing to offer Public Comment may sign up by phoning the MTAA Administration office at 862-2362. The Board may waive prior notice by majority vote. To make arrangements for special accommodations please call (785) 862-2362. A 48-hour advance notice is preferred. Agendas are available on Thursday afternoon prior to the regularly scheduled Board meetings at the MTAA Administration Office, Topeka Regional Airport and Business Center, 6510 SE Forbes Ave., Ste. 1, Topeka, KS 66619.

1. Inquire if Notification was given to all Requesting Notification of MTAA Board Meetings.
2. Approve Minutes of the Regularly Scheduled Board Meeting of February 20, 2024.
3. Public Comment.
4. Adopt Agenda.
5. Presentation by Brooks Pettit – Thunder Over the Heartland Airshow 2024.

**ACTION ITEMS:**

6. Consider Adoption of Policies Reviewed During February 20, 2024 Work Session:
  - a. Leasing Policy;
  - b. Policy on Reimbursement of Major Repair and Remodel Projects.
7. Review and Consider Approval of Payment of Leasing Broker Commissions.
8. Consider Approval of Quote Regarding Additional Asbestos Abatement at 6800 SE Forbes Ave. (Bldg. #624).

**DISCUSSION ITEMS:**

9. Philip Billard Terminal Building #4.
10. Billard Fence Update.

**INFORMATIONAL REPORTS:**

11. Monthly Reports:
  - a. Aviation-Related Issues & Air Service – Eric Johnson
  - b. Maintenance Report – Eric Johnson
  - c. TOP Fuel Service Fuel Sales Report – Eric Jonson
  - d. Economic Development & Leasing Activity – Curtis Sneden
  - e. Directors' Comments
12. Executive Session.



METROPOLITAN TOPEKA AIRPORT AUTHORITY

TOPEKA REGIONAL | BILLARD AIRPORT  
AIRPORT & BUSINESS CENTER

## Board of Directors

### Metropolitan Topeka Airport Authority February 20, 2024

#### Work Session ..... 2:00 PM

Mr. Sneden presented the Board of Directors with revised documents for review and discussion on the proposed Leasing Policy. After discussions were held on the presented documents, it was requested that the documents be revised and updated drafts presented at the next month's meeting.

Mr. Resner presented proposed amendments to the MTAA Bylaws for review and discussion. The document was reviewed starting at Section 2.09 and ending at Section 2.09 with further review at the 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 Sam Sutton. Mike Munson was not in attendance. Also in attendance were:

- Sam Stallbaumer, WSP USA, Inc.
- Scott Uhl, WSP USA, Inc.
- Steven Osborne, TOP Aviation Services
- Jordan Freborg, HNTB
- Councilman Marcus Miller (Via ZOOM)
- John Lueger, Heinen Bros Ag (Via ZOOM)
- Amy Oesterrich, Heinen Bros Ag (Via ZOOM)
- Scott Gilchrist, Million Air-Topeka (Via ZOOM)
- Patrik Traul, Vaerus Aviation (Via Zoom)
- Don Loyd – MTAA (TOP Fuel Service)
- Terry Poley – MTAA (Maintenance Department)
- 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

#### Item 1. Notice.

Chairman Armstrong 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 MTAA's Regularly Scheduled Board Meeting of January 16, 2024.

Chairman Armstrong asked the Board to review the minutes of the Regularly Scheduled Board Meeting of January 16, 2024. He inquired if there were any additions, corrections or comments to the Minutes.

**Ms. Stubbs made the motion to approve the minutes of the Regularly Scheduled Board Meeting of January 16, 2024 with one small correction on the work session. Mr. Ledbetter 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 one person signed up to speak.

Metropolitan Topeka Airport Authority  
Topeka Regional Airport & Business Center | Bldg. 620  
6510 SE Forbes Ave., Ste. 1 | Topeka, KS 66619-1446  
Phone :: 785.862.2362 | Fax :: 785.862.1830  
mtaa-topeka.org

#### **Item 4. Adopt the Agenda.**

Chairman Armstrong inquired if there were any changes to the Agenda as presented. **Mr. Ledbetter made a motion to adopt the Agenda, moving the public comment to Item 7.a. Mr. Sutton seconded the motion. Motion carried.**

#### **Action Items:**

#### **Item 5. Consider Adoption of Policies Reviewed During January 16, 2024 Work Session.**

5a. Chairman Armstrong asked for a motion to approve MTAA Rules and Regulations for the Metropolitan Topeka Airport Authority as covered in the January 16, 2024 work session. **Mr. Ledbetter made the motion to approve MTAA Rules and Regulations. Ms. Stubbs seconded the motion. Motion carried.**

5b. Chairman Armstrong asked for a motion to approve Policy on Reimbursement of Major Repair or Remodel Projects as covered in the January 16, 2024 work session. **After discussion, the Board agreed to table the motion and review a revised policy at the next month's meeting.**

5c. Chairman Armstrong asked for a motion to approve Standards of Maintenance and Upkeep as covered in the January 16, 2024 work session. **Mr. Ledbetter made the motion to approve Standards of Maintenance and Upkeep with the addition of non-operable vehicles in Item #6 in the policy. Ms. Stubbs seconded the motion. Motion carried.**

#### **Item 6. Review and Consider Quotes for Purchase of Sewer/Drainage System Camera.**

Mr. Johnson reported that the MTAA Maintenance Department is tasked with making repairs to buildings in preparation for lease or to be occupied by MTAA staff. It is not uncommon that a camera is required to inspect a pipeline to determine the cause of a blockage or identify the location of an underground break.

Three quotes were obtained with costs ranging from \$13,947 - \$15,642. Mr. Johnson recommended approval of the quote provided by Johnstone Supply at a cost of \$13,947.26.

**Mr. Ledbetter made a motion to approve the quote from Johnstone Supply in the amount of Thirteen Thousand Nine Hundred Forty-seven Dollars and Twenty-six Cents (\$13,947.26) as presented. Mr. Sutton seconded the motion. Motion carried.**

#### **Discussion Items:**

#### **Item 7. Philip Billard Terminal Building #4.**

Mr. Sneden led the discussion with a presentation on keeping the old terminal building at Phillip Billard.

#### **Item 7.a. Public Comment.**

Mr. Sneden introduced the public comment speaker. The public comment was from Steven Osborne with TOP Aviation Services, affiliated with the Osborne Company. Mr. Osborne presented on his vision for the old terminal building at Philip Billard. He reported that there is not enough classroom and office space in their current facility for their aviation education program. Mr. Osborne asked the Board to pause on a decision to demolish the old terminal building. Discussion ensued.

#### **Information Only Items:**

#### **Item 8. Monthly Reports**

##### **8.a. Aviation-Related Issues & Air Service – Mr. Johnson**

Mr. Johnson provided the following report:

- Chairman Armstrong, Mr. Johnson & Mr. Sneden were invited to the Oakland NIA meeting on February 19<sup>th</sup> to provide a short presentation on the work completed at Billard Airport and what's to come. Followed by Q&A.
- Plans are underway with Visit Topeka to host the an upcoming Kansas Association of Airports conference at Hotel Topeka on October 9<sup>th</sup> through 11<sup>th</sup>.
- Ongoing Maintenance at Billard Airport was discussed to include: Completion of underground electrical service and the removal of the old poles; installation of door seals on the T-Hangars; installation of gates to be connected to electric

service in the near future. Entry codes will be assigned to airport users for their appropriate access; and the completion of the Hangar 17 insulation project.

- Project Updates:

- TOP TERMINAL - CONSTRUCTION**

- Finishing up punch list and addressing items that arise

- FOE SRE BUILDING - CONSTRUCTION**

- Poured all foundations and grade beams

- Poured concrete for sand storage

- Placing underground utilities (storm sewer and MEP for building)

- Begin to place subgrade for slab on grade and pour ASAP

- 240 calendar day contract

- Complete 5-3-2024

- FUEL FARM - CONSTRUCTION**

- Fuel Farm tanks placed

- Lights placed

- Fine grading (weather dependent) and placement of fence

- Finishing MEP/tanks/piping

- Awaiting skids

- FOE PBB - CONSTRUCTION**

- Grant has been modified to make it entirely BIL-ATP and no more CARES Funds

- Extends period of performance

- Contractor to remanufacture bridge with American Steel and deliver August/September

- TWY A-D - DESIGN**

- Advertising 1-16-2024

- Bid opening moved from Feb 21 to April 23

- FAA cannot issue grant until possibly July

- Need ability to hold bids till mid-July

- Later bid opening allows for contractors to give more accurate pricing

- MISC**

- Reviewing revising ACIP based on FAA funding

- ACIP sets up next 3 years of FAA funded projects

- FAA funding is crucial to the sponsor to maintain airport infrastructure to serve aviation community

#### **8.b. Maintenance Report – Mr. Johnson**

The Maintenance Report for work completed by the MTAA Maintenance Department on the grounds, airfield, vehicles and buildings from January 11, 2024 to February 9, 2024 was presented to the Board for their information and review.

#### **8.c. TOP Fuel Service Sales Report Maintenance Report – Mr. Johnson**

The TOP Fuel Sales by Product Summary Report for the month of January 2024, along with a comparison of 2023 & 2024 gallons sold were presented to the Board for their information and review.

#### **8.d. Economic Development & Leasing Activity – Mr. Sneden**

Mr. Sneden provided the following report:

- Update to the Board on efforts to obtain state funding to support the MRO project. The MTAA is seeking \$3.35 million from the state budget to offset the cost of design work, possible land acquisition and related costs in preparation for construction of an MRO hanger. It was noted that the budget bill containing this request has moved through the Senate transportation and ways and means Committees and is on its way to the Senate floor for passage. Topeka and Salina are collaborating on this lobbying project.
- The Board was informed of recent conversations with local architects who may be engaged to develop a business plan for TBRC. The consultant would

help develop a thorough inventory of properties and conditions, research demand and develop an overall "zoning" program to help drive different types of development in different parts of the business park. Bringing this information back to the board is anticipated in the next 60 days with a more thorough proposal for their approval.

- Update to the Board on various Leasing activities, including tenants who are moving into buildings 167 and 252, as well as prospects looking at building 151 and the recently vacated building 624.
- Information was shared on the recent upgrade currently underway of MTAA's website, including displaying the new graphics for the website landing pages.

#### **8.e. Directors' Comments**

Mr. Ledbetter expressed concerns that the general public cannot reach the Board easily. He suggested providing Board member email addresses out to the public. He commended the MTAA on the recent work on the hangars.

Ms. Stubbs expressed appreciation on a good meeting and progress being made for the airports.

Mr. Sutton thanked Mr. Osborne for coming to speak and agrees the tenants' businesses are growing and we need to encourage that. He expressed concern with hangar 600 and its possible repair. He wants to see the MTAA continue with the fencing at Billard and stated that the MTAA Maintenance Department needs a maintenance building at Billard.

Mr. Armstrong said he got a tour of the new terminal building and commended Don Loyd on great work. GTP's business after hours is at the 190<sup>th</sup> and noted it would be nice if everyone could participate.

#### **Item 9. Executive Session**

Chairman Armstrong inquired if there was a need for an Executive Session. Mr. Resner and Mr. Johnson responded that there was.

**Ms. Stubbs 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 Acquisition and sale of real property. Ms. Stubbs stated that the Executive Session will be for a period not to exceed thirty (30) minutes beginning at 4:40 p.m. and this meeting shall reconvene at 5:10 p.m. The Executive Session is to also include Eric Johnson and Curtis Sneden. Mr. Ledbetter seconded the motion. Motion carried.**

Chairman Armstrong reconvened the Open Session meeting at 5:10 PM and stated that there was no action as a result of the Executive Session.

#### **Adjournment**

Chairman Armstrong inquired if there was any further business to discuss, hearing none, he asked for a motion to adjourn. **Mr. Ledbetter made a motion to adjourn. Ms. Stubbs seconded the motion and the meeting was adjourned at 5:10 p.m.**

These official minutes were approved by the Board of Directors on March 19, 2024.

---

Lisa D. Stubbs, Secretary

Office of: President

To: Board of Directors

From: Eric M. Johnson



Subject: **Leasing Policy**  
**(Board Action Required)**



Date: March 14, 2024

At its February Work Session, the Board reviewed a draft Leasing Policy designed to communicate the MTAA's approach to leasing and clarify the conditions under which the Board's approval is required prior to execution of certain leases. The Board provided feedback which has been incorporated into the revised draft presented at this meeting.

The Board is asked to formally adopt the revised Leasing Policy.

Thank you for your consideration.



## Leasing Policy

To encourage orderly sustainable development and growth of the Metropolitan Topeka Airport Authority's (MTAA) real property assets while ensuring MTAA's continued compliance with applicable local, state and federal law and regulation.

Adopted by the MTAA Board of Directors on \_\_\_\_\_, 2024.

## MTAA LEASING POLICY

### I. General Transactional Framework

- A. MTAA owns and operates the Topeka Regional Airport (TRA), Philip Billard Airport and Topeka Regional Business Center (TRBC) in Topeka, Kansas. The MTAA acknowledges the following:
1. MTAA owes a generalized duty of care to the taxpayers of Shawnee County, Kansas by virtue of its receipt of substantial revenues via a tax levied against real property in Shawnee County;
  2. Federal authorities to which MTAA is subject:
    - a. Require MTAA to operate its properties in a financially self-sustaining manner and to make them available to all types of aeronautical activity on fair and reasonable terms without unjust discrimination;
    - b. Generally preclude MTAA from selling or conveying fee title to any of its land or the facilities on it; and
    - c. Forbid primary lease terms longer than Fifty (50) years. Renewal terms exercisable at the sole discretion of the lessee could have the practical effect of giving the lessee control of the property for more than Fifty (50) years and are, therefore, also forbidden.
- B. The above is not an exhaustive list of duties and legal requirements to which MTAA is subject but it describes the fundamental constraints under which MTAA negotiates transactions pertinent to its real property assets.

### II. Land Leases

- A. As a matter of policy, MTAA supports the leasing of undeveloped MTAA real properties at lease terms and rental rates which reasonably enable the lessee to make useful long-term improvements to the property at their own expense and recover their investment over time. This can be a viable method for encouraging development provided the lessee is sound financially and proposes to use the land in a manner which compliments the other uses in the vicinity.
- B. Following expiration of any such long-term lease, MTAA should only agree to extend the original lessee's occupancy of the real property on terms and conditions consistent with a Building Lease and at Market Value rental rents applicable to the building in its current condition.

### III. Building Leases

- A. As a matter of policy, MTAA strives to derive full value from the structures which have been constructed on its real property, whether by MTAA or by a past developer.
- B. Building lease terms of 2 to 5 years are typically appropriate.
- C. For lessees offering to undertake major improvements to the building at their own expense, a longer lease term, negotiated rent abatements, delayed rent commencements or sub-market rental rates may be warranted to take account of the lessee's investment.

### IV. When Board Approval is Required

- A. So long as leases are documented using the applicable MTAA standard lease form, the MTAA Board authorizes MTAA staff to negotiate and enter into building and land leases or extensions thereof consistent with Articles II, III and IV above; PROVIDED HOWEVER that express MTAA Board Approval is required prior to the execution of any lease or lease amendment in which any of the following is true:
  - 1. The proposed initial or primary term or any renewal term exceeds:
    - a. 10 years for land leases;
    - b. 5 years for building leases;
  - 2. The lessee has the unilateral right to exercise any renewal option; the MTAA Board hereby stating its intention that all renewal options be exercisable, if at all, only through the mutual agreement of the MTAA and the lessee;
  - 3. The proposed rental rate is less than 80% of the Market Value of the subject real property or is an abated amount negotiated to fully or partially reimburse the lessee for improvements they have made to the leased premises;
  - 4. The provisions of the standard form lease governing assignment or subletting have been negotiated such that MTAA may, at any point during the term of the lease, lack authority to reasonably approve or reject any new occupant or use being made of the subject real property;
  - 5. An assignment is proposed in which the original lessee will be released from its obligations under the lease.

6. Any other material provision of the standard form lease has been negotiated so as to materially diminish MTAA's rights or materially increase MTAA's obligations or liabilities under the lease;
  7. The proposed lessee is party to actual or threatened litigation with MTAA or has a documented history of failure to timely honor any prior contractual obligation to MTAA; or
  8. The proposed use will require the MTAA to seek a change in zoning.
- B. MTAA staff will clearly and specifically draw the Board's attention to any proposed lease which requires the Board's approval pursuant to the foregoing and provide the reason(s) justifying approval of the lease;
- C. Wherever this Policy requires express MTAA Board Approval, that approval must take the form of formal Board action taken in the context of a regular or special board meeting duly-convened in accordance with MTAA bylaws.
- D. Market Value may be estimated based on rents MTAA and neighboring landowners are charging or marketing for similar properties and may be determined through an independent appraisal.
- E. When negotiating with aeronautical users, MTAA has discretion to deviate from the determined Market Value to take account of other factors bearing on the desirability of leasing MTAA property to such user.

Office of: President

To: Board of Directors

From: Eric M. Johnson

Subject: **Policy on Reimbursement of Major  
Repair and Remodel Projects.  
(Board Action Required)**



Date: March 14, 2024

At the January and February Work Sessions, the Board discussed the proposed Policy on Reimbursement of Major Repair and Remodel Projects. The policy establishes a mechanism for negotiating rent abatements to reimburse tenants for major improvements they have made to their premises.

Staff has revised the proposed Policy as suggested during the discussions and is requesting the Board to formally adopt this Policy effective following the date of adoption.



## Policy on Reimbursement of Major Repair or Remodel Projects

The MTAA provides a certain level of maintenance in accordance with its lease obligations. Some Lessees wish to make repairs, remodels or improvements to their leased properties which either fall outside the normal scope of the MTAA's obligation or will be difficult to accomplish in a timeframe that meets the Lessee's needs. In such cases, the Lessee may find it expeditious to undertake the work themselves. The MTAA can also benefit from tenant-financed improvements or repairs.

This policy prescribes a method for Lessees to present their proposed improvements to the MTAA for approval and then negotiate a possible rent abatement to offset their costs.

Adopted by the Board of Directors on \_\_\_\_\_, 2024.

## Approval of Major Repair or Remodel Project

1. Lessee may, at any time during the term of this Lease, provided there is more than one year remaining in the term, apply to the MTAA for approval to undertake a Major Repair or Remodel Project on the Leased Premises.
2. A "Major Repair or Remodel Project" is:
  - a. a proposed repair, replacement or improvement to:
    - i. the structure, roof, foundation or exterior (exclusive of basic window repairs) of the Leased Premises;
    - ii. the parking lot, ramps, aprons, docks, sidewalks or ground immediately abutting the Leased Premises; or
    - iii. any of the major systems servicing the Leased Premises (e.g. electrical, HVAC, water, sewer)to the extent the same are not otherwise expressly identified as Lessee's responsibility under the Lease;
  - b. which is projected to cost at least ten thousand dollars (\$10,000); and
  - c. which has an expected useful life in excess of 10 years, as established by objective industry standards or experts.
3. Lessee's application to undertake a Major Repair or Remodel Project must include the following information:
  - A description of the project, including the non-unique benefit it will bestow on the Leased Premises; "non-unique" meaning the project would reasonably hold value or usefulness for an entity that is not Lessee;
  - The estimated total cost of the project;
  - The expected useful life of the proposed repair, replacement or improvement;
  - The names of contractors and suppliers the Lessee proposes to engage to perform the work, and evidence that they are reputable, solvent and insured against liability;
  - The project plans; and
  - The proposed timeline for the project.

Lessee will provide such additional information as the MTAA may reasonably request in the course of its review of the application.

4. If the MTAA determines, in its sole discretion, that (i) the proposed Major Repair or Remodel Project will bestow a non-unique benefit with a useful life of at least ten (10) years on the Leased Premises, (ii) the firms or individuals undertaking the work are solvent and competent, (iii) the timing and manner of the work will not burden other tenants or otherwise interfere with operations of the airport and (iv) the project is not otherwise violative of airport rules and regulations, the Lease or applicable federal, state or local law, it will notify Lessee of its approval. Thereafter, any material change in the project scope, quality, contractors or timeline must be approved in writing by the MTAA.

## Potential Rent Abatement

1. Lessee may seek reimbursement under this policy of a portion of its total project costs for an approved Major Repair or Remodel Project ("Reimbursable Amount"):
  - a. Typically, between 50% and 90% of Lessee's costs are reimbursable depending on the value the project adds to the Leased Premises.
  - b. All other things being equal, projects which will result in a major, long-lasting improvement to the property, or which relieve the MTAA of maintenance work for which it would ultimately be responsible, will be considered for a higher Reimbursable Amount.
  - c. For improvements to the Leased Premises for which the MTAA is not responsible, the Reimbursable Amount may be reduced to take account of Lessee's enjoyment of such improvements over the remainder of the lease term.
2. The parties may negotiate a Rent Abatement and/or a lease extension (see #3 below) to affect Lessee's reimbursement. The total cumulative Rent Abatements in effect at any one time shall not exceed fifty percent (50%) of the then-current Base Rent set forth in the Lease, unless the MTAA finds the Major Repair or Remodel Project is of such a magnitude or value that a greater abatement is justified under the circumstances.

3. A lease extension of not more than ten (10) years, but in all cases less than the expected useful life of the Major Repair or Remodel Project, may also be negotiated to provide sufficient term for Lessee to receive the entire Reimbursable Amount, subject to the agreed upon value and useful life of the Major Repair or Remodel Project.
4. The parties shall execute a lease amendment to memorialize any agreed upon Rent Abatement or lease extension, as well as such requirements as are warranted to ensure the project is completed in a good and workmanlike manner and in accordance with MTAA standards. Lease amendments developed pursuant to this policy are subject to approval of the MTAA Board of Directors.
5. Any Rent Abatement will take effect only after the MTAA has inspected the project and confirmed it has been satisfactorily completed in accordance with the submitted plans and is of a professional quality. If Lessee's actual costs incurred in completing the project are less than they were projected to be, the Rent Abatement will be adjusted accordingly.
6. Only fair market rents can be abated. This policy is not applicable to land leases or leases under which a Lessee is paying rent substantially below the average rental MTAA receives for similar building space.

#### Additional Terms

1. Any work undertaken by Lessee pursuant to this policy is expressly subject to those provisions of the Lease which preclude Lessee from acting as an agent of the MTAA or from causing or allowing a lien to attach to the Leased Premises.
2. Lessee will promptly cause any warranties accompanying a Major Repair or Remodel Project to be assigned to the MTAA.
3. Upon completion of any Major Repair or Remodel Project, the results thereof will be considered Permanent Improvements as that term is defined in the Lease, unless otherwise specifically agreed by the parties.

Office of: President

To: Board of Directors

From: Eric M. Johnson

Subject: **Review and Consider Approval of Leasing  
Broker Commissions.  
(Board Action Required)**



**MTAA**

METROPOLITAN TOPEKA AIRPORT AUTHORITY

TOPEKA REGIONAL  
AIRPORT & BUSINESS CENTER

BILLARD AIRPORT

Date: March 13, 2024

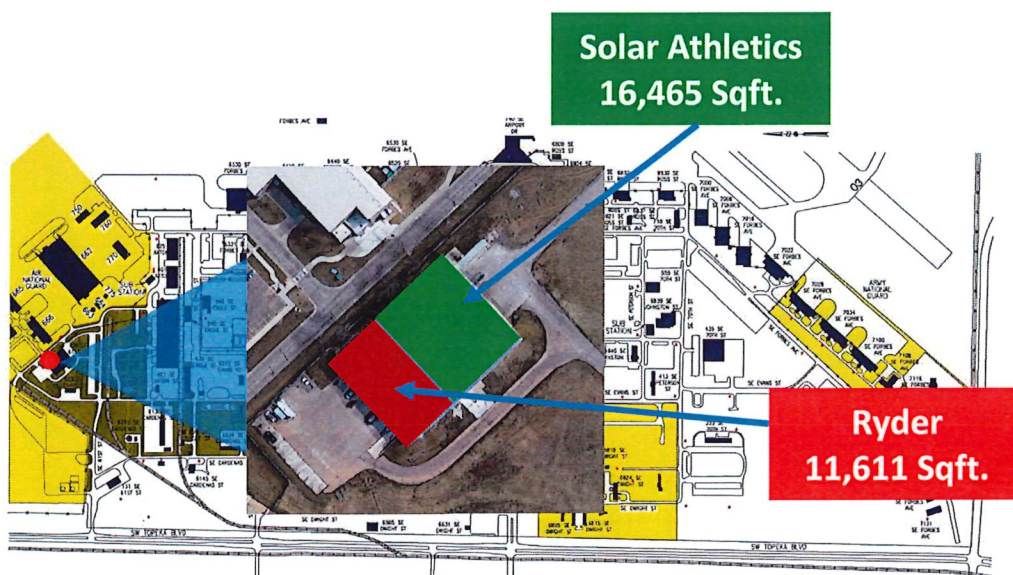
After months of vacancy, both sides of building #167 are now leased. MTAA will receive close to \$700,000 in gross rent over the five-year terms of the two new leases; much closer to market rate than was previously the case.

Both transactions at building #167 were made possible, or were heavily facilitated, by Ed Eller of KS Commercial. MTAA has not heretofore listed its properties with any particular broker but has, instead, agreed to pay standard commission to brokers, like Mr. Eller, who bring successful lease deals to the MTAA. Mr. Eller's commission is 6% of rentals to be received during the initial term of the lease, to wit:

Tenant	Annual Rent	Total Rent over 5 Year Term	6% Commission
Ryder	\$56,893.90	\$284,469.50	\$17,068.17
Solar Athletics	\$82,325.04	<u>\$428,422.80</u>	<u>\$25,705.36</u>
<b>Total:</b>		\$712,892.30	\$41,773.53

Consistent with MTAA practice, the Board is asked to approve payment of Mr. Eller's commissions from the Brokers Commission Fees budget line item.

Thank you for your consideration.



**KANSAS COMMERCIAL**  
REAL ESTATE SERVICES INC



435 S. Kansas Ave., Suite 200  
Topeka, KS 66603-3419  
785.272.2525  
www.KSCommercial.com

RECEIVED  
MAR 11 2024

# INVOICE

**MTAA**

BILL TO:

Metropolitan Topeka Airport Authority  
Curtis Sneden  
6510 SE Forbes Ave., Ste 1  
Topeka, KS 66619

DATE	INVOICE #
3/8/2024	11062

DUE DATE	REP
3/8/2024	EE

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
Lease-I	Industrial Lease Value	284,469.5	0.03	8,534.09
Co-Op Broker	Co-Op Broker Fees	284,469.5	0.03	8,534.08
	Closed Deal #: L-24-20 Listing Agent: Ed Eller Sales Agent: Co-op Closed Date: 1/31/2024  Landlord: Metropolitan Topeka Airport Authority Tenant: Ryder Truck Rental Property: TAIP-167 North end			
		<b>Total</b>		<b>\$17,068.17</b>

Please make checks payable to:  
Kansas Commercial Real Estate Services, Inc.

**Balance Due**

**\$17,068.17**

**KANSAS COMMERCIAL**  
REAL ESTATE SERVICES INC



435 S. Kansas Ave., Suite 200  
Topeka, KS 66603-3419  
785.272.2525  
www.KSCommercial.com

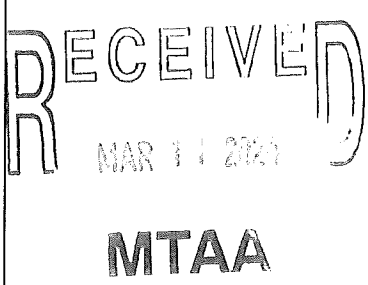
# INVOICE

BILL TO:

Metropolitan Topeka Airport Authority  
Curtis Sneden  
6510 SE Forbes Ave., Ste 1  
Topeka, KS 66619

DATE	INVOICE #
3/8/2024	11061

DUE DATE	REP
3/8/2024	EE

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
Lease-I	Industrial Lease Value	428,422.8	0.03	12,852.68
Co-Op Broker	Co-Op Broker Fees	428,422.8	0.03	12,852.68
	Closed Deal #: L-24-19 Listing Agent: Ed Eller Sales Agent: Co-op Closed Date 3/1/2024  Landlord: Metropolitan Topeka Airport Authority Tenant: Solar Athletics Property: 438 SE 61st St., Bldg 167  			
		<b>Total</b>	<b>\$25,705.36</b>	

Please make checks payable to:  
Kansas Commercial Real Estate Services, Inc.

**Balance Due** **\$25,705.36**

Office of: President  
To: Board of Directors

From: Eric M. Johnson

Subject: **Consider Approval of Quote Regarding  
Additional Asbestos Abatement at 6800 SE Forbes Ave.  
(Bldg. #624). (Board Action Required)**



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

Date: March 13, 2024

Building 624 has a significant amount of ACM wrapped piping in the chase ways below grade. During renovations to construct ADA compliant restrooms, staff will require access in these areas to install new water and drain pipes. It has been the practice of the MTAA to address asbestos abatement in our properties prior to major construction or renovations.

With the anticipated lease of Building 624, staff initiated the process of cleaning out the building and requested proposals for asbestos abatement.

Jacobson Asbestos Company provided a quote of \$28,760.00. This includes preparation, removal, disposal and OSHA compliant air monitoring in the structure.

I request the Board authorize the removal of the asbestos material at a cost not to exceed Twenty-eight Thousand Seven Hundred Sixty Dollars and No Cents (\$28,760.00). We have the necessary funds available in the 2024 budget (61800 - Maintenance on Rental Property).

If you have any questions, please do not hesitate to contact me.

Address: 1414 W 19th terr.	785.817.2047	jcbasn_ndrw@yahoo.com
City, State ZIP Code Lawrence, ks 66046	F: Fax Number	Website

Quote To:	MTAA	785.862.2362	Quote #: 60-24
Address:	6510 SE Forbes Ave. Topeka, ks	Fax:	Quote Date: 3.8.24
		Email:	

Item #	Description	Qty	Unit Price	Discount	Price
1	ACM removal from pipe chase and debris clean up from southeast tunnel to southwest to northwest corner.				
2	Bathroom pipe chase removal from outer wall men and woman restroom.				\$ 17,760.00
1	ACM removal from pipe chase from northeast tunnel to the southeast tunnel				\$ 11,000.00
				Tax Rate	
				Sales Tax	\$ -
				Other	
				Deposit Received	
<b>Make all checks payable to Jacobson Asbestos Company 1414 W 19th Terr Lawrence, KS 66046</b>				<b>TOTAL</b>	\$ 28,760.00

Maintenance Report  
February 12, 2024 – March 8, 2024

02/12/24

- Worked on door seals at Billard T-Hangars west side
- Worked with contractor for underground wire for Hangar 10 at Billard
- Water Testing
- Airfield Inspection and Repairs as Needed

02/13/24

- Worked on door seals at Billard T-Hangars
- Started working on door brackets and adjusting cables on bi-fold doors at Billard T-Hangars
- Worked on hangar #66, someone had tampered with the doors and they would not shut all the way
- Finished electrical work in Admin
- Set new limits on water in order to drain small storage tank for utilities service to work on storage tank
- Started servicing trim mowers at Forbes
- Water Testing
- Airfield Inspection and Repairs as Needed

02/14/24

- Finished installing door seals on Billard T-Hangars on west side
- Repaired door roller on Hangar #10
- Finished brackets on all bi-fold doors
- Patched pot holes with asphalt patch
- Got parts for electrical on new gates at Billard
- Removed cameras from old terminal
- Repaired broken roof drain on Bldg. #260 at Forbes
- Worked on trim mowers
- Worked on Fire Chief vehicle – starter
- Water Testing
- Airfield Inspection and Repairs as Needed

02/15/24

- Removed all abandoned power poles at Billard
- Removed all cameras, wires and DVR from old Terminal at Billard
- Visited with Curtis and contractor at Billard T-Hangar #17
- Picked up all flags left from locators at project sites
- Took down old broken roof drains and repair on Bldg. #260
- Started bringing all tractors to the dead ramp so they can be serviced
- Water Testing
- Airfield Inspection and Repairs as Needed

02/16/24

- Back filled all holes and trenches left by work for underground power at Hangar #10

Maintenance Report  
February 12, 2024 – March 8, 2024

- Brought tractor back from Billard to be serviced
- Cleaned shop
- Worked with service contractors at Forbes Terminal – Boiler Service
- Worked with contractor at water tower for overhead door installation
- Assisted with utility service at water plant
- Worked on finishing up bldg. 260 roof drains
- Worked on shop equipment
- Water Testing
- Airfield Inspection and Repairs as Needed

02/19/24

- Brought skid steer back to Forbes from Billard
- Hooked up dozer blade and worked on perimeter road
- Finished working on roof drain at building #260
- Finished installing power on main gate at Billard
- Worked with Jackson's Greenhouse at Forbes Terminal
- Trimmed trees in the Industrial Park
- Picked up trash in the Industrial Park
- Water Testing
- Airfield Inspection and Repairs as Needed

02/20/24

- Worked on picking up cut limbs at Forbes
- Worked on water meter readings at Billard and Forbes
- Worked on perimeter road with dozer blade
- Met with contractors at Vaerus
- Started servicing tractors
- Finished trim mower service
- Worked on brush truck #3
- Worked on best way to do dirt work on 13/31 edge
- Water Testing
- Airfield Inspection and Repairs as Needed

02/21/24

- Worked on hangar 31 door at Billard
- Worked on hangar 74 door at Billard
- Worked on electrical on hangar 10 at Billard
- Cut down low tree limbs in the business center
- Worked on door seals east side T-Hangars at Billard Airport
- Picked up limbs in Industrial Park and burned in burn pit
- Worked on water tower light up-grades
- Water Testing
- Airfield Inspection and Repairs as Needed

02/22/24

Maintenance Report  
February 12, 2024 – March 8, 2024

- Finished electrical on hangar #10 and gate controls at Billard
- Cut down dead and dying trees at Forbes Terminal
- Picked up tree limbs, hauled to burn pit
- Worked on tractors to get ready for mowing season
- Water Testing
- Airfield Inspection and Repairs as Needed

02/23/24

- Installed camera's in hangar 10 to monitor new gates at Billard
- Worked on upgrading light in water tower to LED
- Worked on cleaning up down tree limbs at Industrial Park and Terminal
- Worked on mowing equipment tractors and batwings
- Got lift moved to building #252 started replacing all lights to LED
- Brought trim mowers from Billard to be serviced
- Water Testing
- Airfield Inspection and Repairs as Needed

02/26/24

- Cut down dead tree at Terminal and between one-way streets
- Cleaned up all down tree limbs and hauled to the burn pit
- Got parts needed to repair water lines and bathroom fixtures in Hangar 10 at Billard
- Started replacing lights in building #252, changing to LED
- Got price quotes for bay heater upgrades in building #252
- Worked on trim mowers and tractors
- Water Testing
- Airfield Inspection and Repairs as Needed

02/27/24

- Worked on tree removal and clean up
- Ran electrical at Hangar 10 for cameras
- Worked on tractors
- Water Testing
- Airfield Inspection and Repairs as Needed

02/28/24

- Put urea down at both airports on runways
- Spread salt & sand on Billard Streets
- Shop Clean Up
- Installed carpet at Forbes Terminal from water damage
- Shut off water to swamp cooler at Billard
- Cleaned out Bldg. 252 – trash left by tenant
- Installed fire sprinkler cap at Bldg. 252
- Went over remodel needs at Bldg. 167 south end
- Water Testing

Maintenance Report  
February 12, 2024 – March 8, 2024

- Airfield Inspection and Repairs as Needed

02/29/24

- Worked on installing fire sprinkler plugs at Bldg. 252
- Finished cleaning up trash at Bldg. 252
- Worked on cleaning trash at bldg. 624
- Took mowing equipment to Billard after servicing
- Worked on building brackets for gate at Billard
- Worked on getting Bldg. 167 parts lift for remodel
- Took dirt to CAM
- Water Testing
- Airfield Inspection and Repairs as Needed

03/01/24

- Finished fire suppression system at Bldg. 252, cleaned carpet at Bldg. 252
- Dirt work in Industrial Park
- Water Testing
- Airfield Inspection and Repairs as Needed

03/04/24

- Worked on door seals at Billard T-Hangars
- Worked on changing all lights at Bldg. #252 over to LED
- Worked on Wheel Loader
- Worked on remodel of bathroom at Bldg. #167
- Got paint, ceiling tile, sheet rock mud and plumbing parts for update of bathroom and office area of Bldg. 167
- Water Testing
- Airfield Inspection and Repairs as Needed

03/05/24

- Worked on Bldg. #167
- Worked on changing lights at Bldg. #252
- Painted offices and replaced damaged ceiling tile at Bldg. #252
- Started sweeping floor and trash removal at Bldg. #624
- Met with Evergy
- Water Testing
- Airfield Inspection and Repairs as Needed

03/06/24

Maintenance Report  
February 12, 2024 – March 8, 2024

- Worked on Bldg. #167 south end demo and remodel.
- Continued work on clean up and demo at Bldg. #624
- Worked on Plow #704 – leaking seals
- Water Testing
- Airfield Inspection and Repairs as Needed

03/07/24

- Continued work on Bldg. #167 remodel. Installed new sewer lines and removed bay heater
- Installed new bay heater at Bldg. #252
- Worked on sheet rock and painting of offices in Bldg. #624, met with Paul about asbestos removal pricing so we can redo old plumbing in tunnels
- Worked on shop equipment
- Ran cat 5 and cat 6 cables at Police & Fire Building for new printer location
- Water Testing
- Airfield Inspection and Repairs as Needed

03/08/24

- Continued work on Bldg. #167 remodel
- Finished installing heater and lights in office and final clean up at Bldg. #252
- Worked on Bldg. 625 remodel
- Water Testing
- Airfield Inspection and Repairs as Needed

Sales By Product Summary

Receipt Date : 01-Feb-24 to 29-Feb-24

Products : All

Product	Remittance Report	Quantity	Product Total	Tax	Total Sales
Avgas 100LL	Cash	511.9	\$ 2,712.62	\$ 253.61	\$ 2,966.23
Avgas 100LL	Credit Card	3716.9	19902.13	1860.89	21763.02
Tax Exempt Avgas	Cash	499.6	2744.82	0	2744.82
Tax Exempt Avgas	Credit Card	54.3	289.76	0	289.76
<b>SUB</b>		<b>4,782.70</b>	<b>25,649.33</b>	<b>2,114.50</b>	<b>27,763.83</b>
Jet A Fuel with FSII Additive	Cash	2275	9587.73	896.46	10484.19
Jet A Fuel with FSII Additive	Contract Fuel	835	0	0	0
Jet A Fuel with FSII Additive	Credit Card	5218	23155.51	1702.87	24858.38
Jet A Tax Exempt	Cash	3083	13051.24	0	13051.24
<b>SUB</b>		<b>11,411.00</b>	<b>45,794.48</b>	<b>2,599.33</b>	<b>48,393.81</b>
<b>TOTAL</b>		<b>16,193.70</b>	<b>\$ 71,443.81</b>	<b>\$ 4,713.83</b>	<b>\$ 76,157.64</b>

Tenant	Quantity	Sales	
T-Hangar sales	1,801.00	\$ 10,495.77	14%
TAC	1,138.70	6,389.28	8%
Post 8	-	-	
State Aircraft		13,045.15	17%
Newcomer	1,760.00	8,099.24	11%
Jetz	302.50	1,430.47	2%
Top Aviation Services	897.70	5,131.24	7%
Military	1104	4,942.85	6%
	<b>7,003.90</b>	<b>\$ 49,534.00</b>	

2023 - 2024 Gallons Sold Comparison

