

MTAA Board Meeting 3:00 PM

Tuesday, March 15, 2022

**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 MTAA's Regularly Scheduled Board Meeting of February 15, 2022.
3. Public Comment.
4. Adopt Agenda.

INFORMATION ONLY ITEMS:

5. Heinen Aviation Presentation.

ACTION ITEMS:

6. Consider Approval of Amendment No. 1 to WSP USA, Inc., Agreement No. 30900280 - Task Order No. 2 CARES Act Funding Program – TOP Terminal Design Services.
7. Consider Approval of WSP USA, Inc., Agreement No. 30900280 - Task Order No. 7 CARES Act Funding Program – FOE Passenger Boarding Bridge Design Services.
8. Consider Purchase of Radio and Headsets for Fire Apparatus.

INFORMATION ONLY ITEMS:

9. Monthly Reports:
 - a. Aviation-Related Issues & Air Service – Eric Johnson
 - b. Economic Development & Leasing Activity – Eric Johnson
 - c. Monthly Financial Reports – Cheryl Trobough
10. Executive Session.



MTAA

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

Board of Directors

Metropolitan Topeka Airport Authority February 15, 2022

Regular Monthly Meeting 3:00 PM

Chairman, Mike Munson, brought the regular monthly meeting of the MTAA Board of Directors to order at 3:00 PM with the following Board members present: Lisa Stubbs, Brian Armstrong and Sam Sutton with Erica Garcia-Babb in attendance via telephone conference. Also in attendance were:

- Jay Freund of WSP USA, Inc.
- Sam Stallbaumer of WSP USA, Inc.
- Eric Ives of WIBW-TV13
- Stephen Wade of City of Topeka
- John Lueger of Heinen Brothers
- Keith Hetrick of Heinen Aviation
- Tracy Block of Tactical Application & Consulting
- Dan Sheehy (Billard Airport patron)
- William Wempe – MTAA Police/Fire
- Terry Poley – MTAA Maintenance
- Timothy Resner of Frieden & Forbes, LP – Legal Counsel to the Board

Other staff members present were Eric Johnson, Cheryl Trobough and Danielle Sheehy.

Item 1. Notice.

Chairman Munson 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 18, 2022.

Chairman Munson asked the Board to review the Minutes of the Regularly Scheduled Board Meeting of January 18, 2022 and inquired if there were any additions, corrections or comments to the Minutes.

Ms. Stubbs moved to approve the Minutes of the Regularly Scheduled Board Meeting of January 18, 2022. Mr. Armstrong seconded the motion. Motion carried.

Before proceeding with the meeting, Chairman Munson introduced Sam Sutton, who was recently appointed by the City of Topeka, and welcomed him to the Board.

Item 3. Public Comment – Keith Hetrick, Heinen Aviation

Chairman Munson inquired if there was anyone registered to speak during Public Comment. Mr. Johnson replied that Keith Hetrick of Heinen Aviation had requested to address the Board.

Mr. Hetrick explained his lifetime of involvement at Philip Billard Airport (TOP) from growing up in his father's business (Hetrick Aircraft); to taking over the business at TOP (Hetrick Aviation Inc.); to his position now as General Manager at H&H Aircraft Services dba Heinen Aviation who purchased his company in 2021. He expressed his concerns about what he feels is MTAA's failure to maintain and upgrade TOP over the last several years and the lack of communication on the plans for the new terminal building.

Item 4. Adopt the Agenda.

Chairman Munson inquired if there were any changes to the Agenda as presented.

Mr. Armstrong made a motion to adopt the Agenda as presented. Ms. Stubbs seconded the motion. Motion carried.

Item 5. Consider Approval of WSP USA, Inc., Agreement No. 30900280 – Task Order No. 6 Abandoned Apron/Ammo Road Planning Services.

The MTAA is applying for a grant through the State of Kansas Strengthening People and Revitalizing Kansas (SPARK) program. This program oversees the distribution process of the American Rescue Plan Act (ARPA) funding with a focus on Health and Education, Economic Revitalization, Connectivity, and Efficiency and Modernization. If received, this grant award will be used to repurpose the abandoned apron for future economic development.

Task Order No. 6 is for the planning services and the development of opinions of probable cost for the purpose providing information for use in potential development of MRO facility(ies) at Topeka Regional Airport (FOE). WSP will consider two different sites at FOE for potential MRO development. These two sites are identified as: Abandoned Apron Site and Ammo Road Site. Consideration will also be given to a one-hangar and a two-hangar facility in the planning and the development of opinions of probable costs

Mr. Johnson requested the Board approve WSP USA, Inc., Task Order No. 6 - Abandoned Apron/Ammo Road Planning Services, in the total amount of \$21,375.00. Funds are available in Line Item 92270, Economic Development/Emergency Needs in the 2022 budget.

Ms. Stubbs made a motion to approve the funding for WSP USA, Inc., Task Order No. 6, in the amount of Twenty-One Thousand Three Hundred Seventy-Five Dollars and No Cents (\$21,375.00). Mr. Armstrong seconded the motion. Motion carried.

Item 6. Consider Purchase of Fire Equipment for the Multi-Purpose First Responder Vehicle.

Mr. Johnson reported that \$250,000.00 was allocated in the 2021 budget for the purchase of a First Responder Vehicle. The Danko Emergency Equipment bid of \$208,500.00 was authorized by the Board during the May 2021 meeting and it is on order. The remaining funds were intended to procure equipment for this truck. Staff obtained a quote for this equipment from Danko as well.

Mr. Johnson made a recommendation that the Board authorize staff to purchase the equipment for the First Responder Vehicle from Danko Emergency Equipment and local vendors at a total cost of \$38,143.99. The 2021 allocated funds of \$250,000 have been encumbered for the 2022 purchase of the apparatus and the equipment.

Chairman Munson made a motion to authorize staff to proceed with the purchase of the equipment as quoted at a cost not to exceed Thirty-Eight Thousand One Hundred Forty-three Dollars and Ninety-nine Cents (\$38,143.99). Mr. Sutton seconded the motion. Motion carried.

Item 7. Consider Quote for Airfield Paint for Topeka Regional Airport and Philip Billard Airport.

Mr. Johnson reported that annually airports are required to ensure paint marking on runways, taxiways and aprons meet FAA requirements. Given the size of the airfield, this requires a significant amount of paint even with a rotational schedule. Due to the struggles experienced with the backorders in 2021, staff started early this year to obtain quotes for airfield paint.

Considering the number of markings to address, the use of 55-gallon drums simplifies the process. Of the vendors contacted, Spectrum Paint is the only vendor that can supply the paint in drums which discounts the price by \$0.25 per gallon. Lead time for production is estimated to be at least eight to ten weeks.

Mr. Johnson recommended the Board authorize staff to purchase the required paint in preparation for the upcoming season at a cost of \$15,053.56.

Ms. Stubbs made a motion to authorize staff to proceed with the purchase of airfield paint from Spectrum Paint as quoted at a cost not to exceed Fifteen Thousand Fifty-Three Dollars and Fifty-six Cents. (\$15,053.56). Mr. Sutton seconded the motion. Motion carried.

Item 8. Consider Purchase of 2022 Budgeted Maintenance Equipment.

Mr. Johnson reported that the 2022 budget identifies several pieces of equipment for the MTAA Maintenance Department including two tractors, two batwing mowers and two zero turn radius (ZTR) mowers. Staff researched equipment from various manufacturers and discovered John Deere has a Sourcewell Collaborative discount program for all of the equipment to be procured.

Sourcewell Equipment Quote	Quantity	Unit Price	Extended Price
John Deere Z997R Diesel	2	\$20,500.00	\$41,000.00
John Deere FC15M Flex Wing Rotary	2	\$22,000.00	\$44,000.00
John Deere 6135E Tractor with Cab	2	\$71,500.00	\$143,000.00
		TOTAL	\$228,000.00

This cost is \$136,000.00 less than budgeted and the Sourcewell quote provides for an overall discount of \$116,102.34.

Mr. Johnson requested authorization to purchase two (2) John Deere Z997R ZTR mowers at a cost of \$41,000.00, two (2) John Deere FC15M Flex Wing Rotary mowers at a cost of \$44,000.00 and two (2) John Deere 6135E tractors at a cost of \$143,000.00 for a total purchase price of \$228,000.00.

Mr. Armstrong made a motion to authorize staff to proceed with the purchase of the equipment from Heritage Tractor as quoted through the Sourcewell Collaborative procurement process at a cost not to exceed Two Hundred Twenty-Eight Thousand Dollars and No Cents (\$228,000.00). Mr. Sutton 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 MTAA maintenance department will begin surveying all T-Hangars at Billard and will schedule repairs to be made this spring/summer.
- The design of the new terminal building at Billard airport is underway. Updated drawings are not developed as of yet but are expected in the near future. Stakeholders will be invited to a meeting on February 24th to discuss the new terminal building at TOP. Mr. Armstrong will provide Board representation.
- An email was received February 15th regarding the Bipartisan Infrastructure Law (BIL). This is the recent action taken to address airport infrastructure with additional funding. According to the website, the MTAA could have approximately \$1.3 million available each year for a 5-year period. Mr. Johnson has already reached out to the FAA about the possibility of using these funds for hangar development. The Capital Improvement Program submitted to the FAA last month will need to be amended to include this construction. According to the FAA, the BIL is going to be used to supplement the Airport Improvement Program. Eligible projects scoring higher for discretionary funds will receive the priority for BIL funds.

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

Mr. Johnson provided the following report:

- The MTAA is working on a few potential economic development opportunities with the Greater Topeka Partnership. Zoom meetings were held a total of 4 times last week regarding the NIAR project. MTAA representatives with the Lt. Governor to discuss the NIAR project and gained a lot of insight. Following the presentation made by Steve Hyjek's last month: Calls/meetings have been resumed with Steve Hyjek and Molly Howey; an extensive phone call with Molly was held to get caught up on the project and also cover some of the concerns that were discussed at the January 11th Council meeting; MTAA property maps were provided to her; and the issues with selling MTAA land was discussed.
- Chairman Munson, Mr. Johnson and Mr. Resner visited with officials from the Salina Airport Authority. There is a misunderstanding about how the airports compare. Topeka Regional Airport (FOE) and Salina Regional Airport (SLN). A major difference is that the property at FOE considered as federally obligated includes the acreage of the Topeka Regional Business Center as outlined on the Airport Property Map. At SLN, they have purchased property outside of the land which is federally obligated.

Chairman Munson noted several points made during the meeting:

- Economic development group comprised of City, County, Chamber and Airport Authority meet monthly;
- Board engages in annual strategic planning/budget session;
- Strict leasing procedures with the Board approving all leases with terms longer than one (1) year;
- EDA Grant possibilities suggesting Sen. Moran as a resource for information on this funding.
- Follow-up on concerns voiced from City Council: Mr. Johnson spoke with Interim City Manager Bill Cochran and suggested it would be productive to sit down and discuss the various issues which surfaced during the January 11th council meeting. Mr. Cochran will look into it.
- Airport facility tours can be arranged for Board members who haven't been or is interested to tour again.
- Confirmation has been received for February 23rd from 9:00 a.m. to 3:00 p.m. for Chairman Munson, Mr. Armstrong and Mr. Johnson to tour the NIAR facility in Wichita.
- **JANUARY LEASE ACTIVITY (CPI is 6.2%) – ALL INCREASES ARE 2%**
After discussing the CPI rate with the Board Chair & Counsel, staff prepared Option & Increase letters drafted by Counsel to inform tenants that although their lease states the increase is based on the CPI or CPI or 2% whichever is the greatest; the MTAA is opting to hold to a 2% increase because of the unprecedented high rates of CPI.
 - **NEW LEASES/RENEWALS**
 - Murray, Christopher dba Mid America Painting (#123)
 - R&R Pallet Service of Garden City (#170A & #170B&C)
 - Sunflower Auto Auction (#131)
 - **OPTIONS EXERCISED**
 - Groendyke Transport, Inc. (Parking Lot)
 - Riverside Farms (Billard Farm Ground)
 - RJ Meier Farms (Billard Farm Ground)

- **INCREASES**
 - Eleven (11) leases received annual increases.
- **DECREASES**
 - R&R Pallet Service of Garden City (#170D) NOT RENEWED
- **DELINQUENT ACCOUNTS (as of 01/31/2022)**
 - Paul Kirk dba Advance Street Rod Design – Account remains delinquent for finance charges and a portion of the October invoice and November, December & January invoices;
 - Brackett Inc. – Delinquent for January invoice & finance charge;
 - Heartland Tree Service – Delinquent for January invoice & finance charge;
 - Tony Lynch – Delinquent for November, December & January invoices and finance charges;
 - Mark A. Lewis – Rent and Water/Sewer accounts are all delinquent for January invoices and finance charges;
 - Prometal Fabrication LLC – Delinquent for September, October, November, December & January invoices & finance;
 - Rural Development Corporation – Partial payments were received for the March, April, May & June, July and August 2020 invoices. Finance charges on unpaid balances each month. All unpaid charges relate to Bldg. #624;
 - Billard Airport Restaurant – Delinquent for January invoice and finance charge.

9.c. Monthly Financial Reports – Ms. Trobough

Ms. Trobough provided the following reports:

- The report for the month and year ending **12/31/2021** reflects revenue to be \$153,383 more than budgeted which is a net result from:
 - a. Taxes and Assessments receipts finished the year at \$25,696 under the anticipated budgeted;
 - b. Landing Fees income shows to be \$28,949 less than budgeted;
 - c. Fuel Flowage Fees are \$36,085 more than budgeted;
 - d. Passenger Facility Charges are under budget by \$7,531;
 - e. Lease & Rental Fees actual income is \$258,522 more than budgeted;
 - f. Reimbursements total to be \$33,814 more than budgeted;
 - g. CD Interest income is \$4,211 less than budgeted;
 - h. Gain on Sale of Assets reflects to be \$71,953 more than budgeted;
 - i. Water/Sewer Sales are \$62,625 more than budgeted with Water/Sewer Costs reflecting to be \$84,499 over the budgeted cost.
- 2021 Encumbered Funds Expensed for a total of \$250,000 as follows:
 - a. Consulting Services (Legal) – **\$100,000**
 - b. Air Service Marketing – **\$150,000**
- Overall, the operating expenses ended the year with a favorable budget variance of \$266,983.
- There were no Capital Improvement purchases made during the month of December. 2021 Encumbered Funds for Capital Improvements for a total of \$775,000 as follows:
 - a. Buildings – **\$250,000**
 - b. Vehicles – **\$65,000**

- c. Equipment – **\$280,000**
 - d. Office Equipment – **\$20,000**
 - e. Furniture – **\$60,000**
 - f. AIP Matching Funds – **\$100,000**
- The Cash Balance at year-end was \$3,675,891 with CD Investments of an additional \$3,771,551 for a total of **\$7,447,442**.

 - Starting the new year, the report for the month ending **1/31/2022** reflects revenue to be \$153,383 more than budgeted which is a net result from:
 - a. Taxes and Assessments receipts reflect to be \$77,225 more than budget;
 - b. Landing Fees are \$60 under budget;
 - c. Fuel Flowage Fees are \$4,735 under budget;
 - d. Passenger Facility Charges are \$1,897 under budget;
 - e. Lease & Rental Fees actual income reflects to be \$49,041 more than the budgeted amount;
 - f. Reimbursements total to be \$2,650 ahead of budget;
 - g. CD Interest income is \$536 less than the anticipated budget;
 - h. Water/Sewer sales are \$237 less than budgeted with Water/Sewer Costs not reflecting due to timing.
 - Overall, the operating expenses are in-line with the anticipated budget and depict a favorable budget variance of \$121,771.
 - There were no Capital Improvement purchases made during the month of January.

Ms. Stubbs moved to accept and file the Monthly Financial Reports as presented for the month and year ended December 31, 2021. Mr. Armstrong seconded the motion. Motion carried.

Mr. Armstrong moved to accept and file the Monthly Financial Reports as presented for the month ended January 31, 2022. Ms. Garcia-Babb seconded the motion. Motion carried.

Item 10. Executive Session

Chairman Munson inquired if there was a need for an Executive Session. Mr. Resner and Mr. Johnson responded that there was not.

Adjournment

Chairman Munson inquired if there was any further business to discuss, hearing none, he asked for a motion to adjourn. **Ms. Stubbs made the motion to adjourn. Mr. Sutton seconded the motion and the meeting was adjourned at 4:48 p.m.**

These official minutes were approved by the Board of Directors on March 15, 2022.

Brian Armstrong, Secretary

Office of: President
To: Board of Directors
From: Eric M. Johnson 
Subject: **Heinen Aviation Presentation**



Date: March 11, 2022

Heinen Aviation Services manages the Fixed Base Operation (FBO) at Billard Airport. The base lease includes the management of the T-Hangar units. In consideration for leasing individual units to aircraft owners, light maintenance of the hangars, mowing and snow removal near the facilities, the FBO earns Twenty percent (20%) of lease revenue. The MTAA is responsible for heavy maintenance and retains eighty percent (80%) of leasing revenue. As discussed recently, MTAA staff is in the process of inspecting and making repairs. We anticipate most repairs will be completed over the next few months.


Heinen's presentation at the March Board meeting will include a request to modify the share of lease revenue earned by the FBO for management of the T-Hangars. Because this is a significant change to the prior arrangement, I ask that the Board hear the request and provide direction.

Please contact me if you have any questions.

T-Hangar Revenue

	Kaw Valley Aviation						H&H Aircraft Services dba Heinen Aviation						2021	
	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Totals	
FBO Collected	\$9,880.00	\$9,775.00	\$9,775.00	\$9,645.00	\$8,556.00	\$8,656.00			\$30,300.00			\$30,930.00	Collected	\$117,517.00
FBO Retained 20%	-\$1,976.00	-\$1,955.00	-\$1,955.00	-\$1,929.00	-\$1,711.20	-\$1,731.20			-\$6,060.00			-\$6,186.00	FBO 20% Share	-\$23,503.40
Paid MTAA 80%	\$7,904.00	\$7,820.00	\$7,820.00	\$7,716.00	\$6,844.80	\$6,924.80			\$24,240.00			\$24,744.00	MTAA 80% Share	\$94,013.60

Office of: President
To: Board of Directors

From: Eric M. Johnson 

Subject: **Consider Amendment No. 1 of WSP USA, Inc.,
Agreement No. 30900280 - Task Order No. 2 CARES
Act Funding Program – TOP Terminal Building Design Services.
(Board Action Required)**



Date: March 11, 2022

As you know, the MTAA Board of Directors approved Task Order No. 2 in June of 2021. The original intention was to construct a pre-engineered building for the new terminal at Billard Airport. Due to the anticipated 6-month delay of materials for this type of construction, we are now planning for a traditional "stick-built" construction process. This requires additional design costs but should reduce the construction cost by a similar amount.

This amendment will expand the design services for the Terminal building and increase the contract cost by Thirty Thousand One Hundred Fifty-Three Dollars and Zero Cents (\$30,153.00)

I request the Board approve Amendment No. 1, TOP Terminal Building Design Services. The CARES Act grant funds 100% of the cost with 0% local participation.

Please contact me if you have any questions.

AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT

WSP Agreement No. - 30900280

Task Order No. 2 (30900280B)

This Amendment No. 1 to Task Order No. 2 is made and entered into this ____ day of _____, 20 22, by and between the Metropolitan Topeka Airport Authority, with offices at 6510 SE Forbes Avenue, Suite 1, Topeka, Kansas 66619, (hereinafter called the "OWNER"), and WSP USA Inc., a New York corporation, with offices at 300 Wyandotte, Suite 200, Kansas City, Missouri 64105 (hereinafter called "WSP").

WITNESSETH

WHEREAS, the parties entered into a Professional Services Agreement on 22nd of December 2021 (hereinafter called the "Agreement") for the TOP Terminal Design Services;

WHEREAS, Owner has determined the need for WSP to perform certain additional Services;

NOW, THEREFORE, for the consideration hereinafter set forth, the parties do mutually agree as follows:

1. **Scope of Services**

WSP shall perform the Services and provide the deliverables as set forth below: See Appendix A.

2. **Compensation**

For Cost Reimbursable Task Orders: The OWNER shall compensate WSP for the performance of SERVICES stated above, based on actual hours spent by WSP and the hourly rates provided in Appendix B for an estimated amount of Thirty Thousand One Hundred Fifty-Three Dollars and Zero Cents (\$30,153.00), on the basis of Cost Plus Maximum with a Fixed Fee of Three Thousand Nine Hundred Thirty-Two Dollars and Ninety-Seven Cents (\$3,932.97).

3. Both parties agree that this Amendment No. 1 to Task Order No. 2 shall be made part of the Agreement between Owner and WSP, and except as amended herein, all terms, covenants and conditions of the Agreement shall remain in full force and effect.

AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT

IN WITNESS WHEREOF, this Amendment No. 1 to Task Order No. 2 has been executed by Owner and WSP, effective from the day and year first written above.

METROPOLITAN TOPEKA AIRPORT AUTHORITY WSP USA Inc.

Signature
Eric M. Johnson
President and Director of Airports

Typed Name/Title

Date of Signature

Signature
Dan W. DeArmond, PE
Vice President – Area Manager

Typed Name/Title

Date of Signature

Office of: President
To: Board of Directors

From: Eric M. Johnson



Subject: **Consider Approval of WSP USA, Inc.,
Agreement No. 30900280 - Task Order No. 7 CARES
Act Funding Program – FOE Passenger Boarding Bridge
Design Services. (Board Action Required)**



Date: March 11, 2022

As you know, the MTAA received a CARES Act grant of nearly \$17 Million dollars for projects identified in our On-Call agreement with WSP USA, Inc. The Passenger Boarding Bridge at Topeka Regional Airport is one of several projects specifically included in the agreement because of this grant.

Task Order No. 7 will encompass design services and the development of construction documents for the replacement of the passenger boarding bridge at Gate 1 at Topeka Regional Airport. The scope of work for the Passenger Boarding Bridge (PBB) project is to provide design of a passenger gate with apron power driven passenger boarding bridge. This passenger boarding bridge replacement project includes the removal of the existing bridge and associated equipment prior to installation. WSP USA, Inc. with selected subconsultants will provide design services for this project. Construction observation services are not included in this task order and, if required, will be negotiated at a later date.

I request the Board approve WSP USA, Inc., Task Order No. 7 – FOE Passenger Boarding Bridge Design Services, in the total amount of Two Hundred Fourteen Thousand Two Hundred Fifty-Six Dollars and Thirty-Five Cents (\$214,256.35), subject to the completion of the Independent Fee Estimate (IFE) and FAA approval. The CARES Act grant funds 100% of the cost with 0% local participation.

Please contact me if you have any questions.

PROFESSIONAL SERVICES AGREEMENT

WSP Agreement No. - 30900280

Task Order No. 7 (30900280G)

This Task Order No. 7 is made and entered into this _____ day of _____, 20 22, by and between **the Metropolitan Topeka Airport Authority**, with offices at 6510 SE Forbes Avenue, Suite 1, Topeka, Kansas 66619, (hereinafter called the "OWNER"), and **WSP USA Inc.**, a New York corporation, with offices at 300 Wyandotte, Suite 200, Kansas City, Missouri 64105 (hereinafter called "WSP").

WITNESSETH

WHEREAS, the parties entered into a Professional Services Agreement on 21st of July 2020 (hereinafter called the "Agreement");

WHEREAS, Owner has determined the need for WSP to perform certain Services;

NOW, THEREFORE, for the consideration hereinafter set forth, the parties do mutually agree as follows:

1. Scope of Services

WSP shall perform the Services and provide the deliverables as set forth below: See Appendix A.

2. Schedule

WSP shall provide the services stated above in accordance with a schedule set forth below: See Appendix B.

3. Compensation

For Cost Reimbursable Task Orders: The OWNER shall compensate WSP for the performance of SERVICES stated above, based on actual hours spent by WSP and the hourly rates provided in Appendix C for an estimated amount of Two Hundred Fourteen Thousand Two Hundred Fifty-Six Dollars and Thirty-Five Cents (\$214,256.35), on the basis of Cost Plus Maximum with a Fixed Fee of Thirteen Thousand Six Hundred Forty-Seven Dollars and Ten Cents (\$13,647.10).

4. Both parties agree that this Task Order No. 7 shall be made part of the Agreement between Owner and WSP, and except as amended herein, all terms, covenants and conditions of the Agreement shall remain in full force and effect.

PROFESSIONAL SERVICES AGREEMENT

IN WITNESS WHEREOF, this Task Order No. 7 has been executed by Owner and WSP, effective from the day and year first written above.

METROPOLITAN TOPEKA AIRPORT AUTHORITY

WSP USA Inc.

Signature
Eric M. Johnson
President and Director of Airports

Typed Name/Title

Signature
Dan W. DeArmond, PE
Vice President – Area Manager

Typed Name/Title

Date of Signature

Date of Signature

WSP USA Agreement No. – 30900280G (Task Order No. 7)

**Task Order No. 7 – TOPEKA REGIONAL AIRPORT TERMINAL
PASSENGER BOARDING BRIDGE
DESIGN SERVICES**

Appendix A

SCOPE OF CONSULTANT SERVICES – PHASE ONE

I. Project Objective:

A. Background.

This project is for the design services and the development of construction documents for the replacement of the passenger boarding bridge at Gate 1 at Topeka Regional Airport, Topeka, Kansas for the Metropolitan Topeka Airport Authority (MTAA). The purpose of the design and construction documents is to provide information and documents that can be used by the Metropolitan Topeka Airport Authority for the purposes of soliciting bids for constructing the replacement of the passenger boarding bridge at Gate 1 at the Topeka Regional Airport terminal. The scope of services includes the design of electrical improvements needed for providing power for the new passenger boarding bridge.

The scope of services does not include the design of a Ground Power Unit or a Pre-Conditioned Air Unit for the new passenger boarding bridge. Additionally, the scope of services does not include the design of the electrical improvements in the terminal building mechanical/electrical room needed for a GPU or PC Air Unit. These services can be provided for an additional negotiated fee via a change order, should the MTAA elect to have a GPU and/or PC Air Unit included in the project.

The scope of work for the Passenger Boarding Bridge (PBB) project is to provide design of a passenger gate with apron power driven passenger boarding bridge. This passenger boarding bridge replacement project includes the removal of the existing bridge and associated equipment prior to installation. The existing PBB is to be removed and a new PBB installed at existing Gate 1. The passenger boarding bridge is to include a valet lift for gate-checked luggage, which may include minor upgrades to MEP services.

The typical design aircraft in the fleet mix shall include:

Airbus:	A319, A320, A321
Boeing:	B737, B757
Bombardier:	CRJ-200, CRJ-700, CRJ-900
Embraer:	ERJ135, ERJ140, ERJ145
McDonnell Douglas:	MD-81, MD-82, MD-83, MD-88

B. Physical Project Goals:

1. Provide design concepts for the development of a replacement passenger boarding bridge at Gate 1.



2. Provide construction documents (construction drawings and specifications) for the purposes of advertising the project for bidding purposes.
3. Provide assistance to the MTAA during the bid phase.
4. Provide construction administration services during the construction of the replacement passenger boarding bridge. (Fees for construction administration services to be negotiated at a later date.)

C. Funding

1. Funding for the project is to be provided by the Federal Aviation Administration and the Metropolitan Topeka Airport Authority with no other funding partners participating in the project. CONSULTANT will be required to track the funding participation in the project by Federal Aviation Administration and the Metropolitan Topeka Airport Authority. CONSULTANT will not be required to track the funding participation in the project by others except for the FAA and the Metropolitan Topeka Airport Authority.

D. Division of Engineering Work.

1. This task order provides for the design services, bid phase services, and construction management services for the replacement of the passenger boarding bridge at Gate 1 at Topeka Regional Airport, Topeka, Kansas.
2. No other services are to be provided under this task order.

II. Project Task Descriptions:

A. General:

1. CONSULTANT shall provide design services for the project that consists of site visits, limited field measurements, analysis, design rationale, design, and developing opinions of probable costs for the purpose of providing information to the MTAA and others for use in project development.
2. CONSULTANT shall not assist the MTAA, in the preparation of documentation required to comply with Federal and State Environmental requirements. It is assumed that the project will be eligible for a Categorical Exclusion and that an Environmental Assessment or an Environmental Impact Statement will not be required. Services for an EA or EIS (or other NEPA clearances/certifications) are not included in this scope of services and are considered additional work.
3. With the exception of coordination with Shawnee County Planning Department for preliminary application for a Building Permit, no other permits or certifications are anticipated or included in the scope of services for the project.



B. Preliminary Design Phase

Preliminary design will include the effort necessary to establish the final scope. After authorization to proceed with the preliminary design phase, WSP will provide the following services.

Task 2 Design Rationale

- 2.1 WSP will conduct a project kick-off coordination meeting between WSP, MTAA staff, Airport tenants, FAA, TSA, and other stakeholders as deemed necessary by the MTAA. The final scope of work and work schedule will be reviewed and discussed. WSP will prepare and submit meeting minutes.
- 2.2 WSP subconsultant, Aero Systems Engineering, will confirm the layouts (aircraft parking locations) for the gate prior to the start of the preliminary design phase. Architectural and structural review to include:
 - Identification of the PBB matched to the proposed design aircraft.
 - Confirm the as-built design(s) for capacity to support new PBBs.
 - Confirm interface conditions / details between the bridge and the Terminal structure and evaluation of these with regard to installation of new PBB.
 - Structure and façade conditions that would affect the connection of the new bridge either in the current position or an adjusted position.
 - Final review in coordination with tasks 2.2 and 2.6.
- 2.3 WSP will coordinate with the MTAA to gain access to the airfield as needed to complete the survey work. A professional land surveyor will complete the field measurements of the PBB interior space and associated aircraft parking markings.
- 2.4 Review operational data to verify performance with designated design aircraft. Review the gate aircraft usage schedule identifying aircraft to be served at the gate that is provided by the MTAA.
- 2.5 As part of the preliminary design phase, WSP will document the proposed design to include a conceptual design layout to the MTAA for review. Coordinate the PBB locations with the aircraft parking locations and design aircraft designation for the gate. This will include interim aircraft layout during construction. Architectural and structural work to include:
 - Documentation of the proposed concepts to interface with the proposed PBB and the terminal façade.
 - Documentation of the proposed structural / foundation concepts for construction of new foundations.
- 2.6 Evaluate architectural, mechanical, geotechnical, structural, plumbing, utility, communication, and electrical systems to be addressed in the design.
- 2.7 WSP structural engineers will review the results and recommendations of the geotechnical engineer, coordinating and implementing the design recommendations. WSP will coordinate and design PBB foundations based on "Basis of Design" PBB equipment requirements – provide preliminary foundation design.



- 2.8 PBB Design Criteria and Assumptions:
- a. Design aircraft as directed by the MTAA are the B757 and the A321 with Sharklets.
 - b. Performance specifications for PBB will be included in the contract documents.
 - c. Construction documents will be prepared for the removal and disposal of existing PBB and equipment.
 - d. New PBB will be apron drive type.
 - e. Provide a competitive procurement specification including electrical and mechanical equipment, hydraulic vertical drive system and three tunnel retractable configuration PBB.
 - f. Design to include PBB ancillary equipment installation.
 - Solid type tires
- 2.9 The architect will coordinate with the MEP to continue mechanical, electrical, and plumbing interface into the concourse building wall for fit out and connectivity. Based on the preliminary investigation report, it is not recommended to move the PBB access door location out of the concourse because of the complexity of the interior space. Should the MTAA determine that the doors will be relocated for any reason, this will require additional services.
- 2.10 Construction phasing shall be limited to one gate.
- 2.11 The PBB shall meet the requirements of the latest design standards and regulations prescribed in the following documents:
- FAA Voluntary Airport Low Emission Program Technical Report
 - Boeing, Airbus and Regional Jet Manufacturer's Aircraft Data Manuals
 - FAA Advisory Circular and applicable forums
 - NFPA 415: Standard on Airport Terminal Buildings, Fueling Ramp Drainage, and Loading Walkways
 - ADA Accessibility Guidelines
- 2.12 A schedule for required permits and approvals will be established and submitted to MTAA for concurrence. No environmental permitting is anticipated. Shawnee County permit requirements associated with the project include:
- Building Permit
- 2.13 Prepare preliminary design documents consisting of design criteria, drawings, outline specifications and written descriptions of the project. The plans will be prepared on a 22" x 34" format plan sheets to a scale that is appropriate to identify the required work. Electronic versions of the plans shall be prepared in AutoCAD format. PDF copies of the AutoCAD files will also be included as a task deliverable. The plans may include:
- a. A single title sheet with project name/description, location map, index of sheets, information data table
 - b. General notes and summary of quantities
 - c. Legends, symbols, and abbreviations
 - d. Site plan
 - e. Haul route and contractor staging area
 - f. Survey control plan
 - g. Overall general airport layout to identify and locate the PBB to be removed and replaced
 - h. Construction safety and phasing plans
 - i. Boring / coring location and profiles



- j. Demolition details
 - k. Construction geometry plans
 - l. Architecture plans
 - m. Construction plans
 - n. Structural plans
 - o. MEP plans
 - p. Construction details
 - r. Pavement marking details
- 2.14 Prepare an engineer's report (30%).
 - 2.15 Determine preliminary bid quantities and prepare engineer's opinion of probable construction cost and project construction schedule.
 - 2.16 Prepare a list of Technical Specifications.
 - 2.17 Provide 2 sets of construction documents for review by MTAA, Airport Operations, FAA, and regulatory agencies as required. Attend preliminary design review meeting. Incorporate all stakeholder comments into the overall design.

Task 3: Developed Design Phase

WSP and our subconsultants will include the efforts necessary to develop a bid set, including:

- 3.1 Provide administration and coordination for the design services including meetings attended by the project manager, task manager, engineers and general day to day project related administrative tasks.
- 3.2 Conduct design coordination meetings between WSP, MTAA, airport tenants, FAA, TSA, and all other affiliated stakeholders (designated applicable by MTAA). WSP will prepare meeting minutes for distribution after all meetings.
- 3.3 Perform a field verification of existing site conditions to verify accuracy of data obtained through surveys and any additional information provided by the MTAA, tenants or pertinent agencies. Show all utilities found during the survey and on record drawings on construction plans developed as a part of this work.
- 3.4 Coordinate all permits that may be required.
- 3.5 Prepare design plans, specifications, schedule, and probable construction cost estimate for the PBB procurement and installation – at 60% and 100% submissions. Prepare technical construction specifications for the project – specifications will be based on the latest edition of the MasterSpec CSI Format specifications and/or FAA construction specifications included in FAA Advisory Circular (AC) 150/5370-10C. Additional supplemental technical specifications not covered by these standard specifications will be developed as Special Provisions and/or Supplemental Technical Provisions. Construction specifications will be submitted at 60%, 95% and 100% design completion for review by the governing agencies.
- 3.6 Construction Safety Phasing Plan (CSPP) shall be submitted with the 60% documents. Final CSPP to incorporate all comments from FAA, TSA, Airport Operations, and MTAA.
- 3.7 Provide 2 sets of plans, specifications, and itemized statements of probable construction costs for the design work to the airport at 60% and 100% design completion for review and comment. The review comments will be incorporated



- into the construction plans. WSP will provide written responses to the review comments.
- 3.8 Attend design review meetings at the completion of the governing agencies review of the 60% submittals. WSP will prepare and submit meeting minutes of these meetings.
 - 3.9 Advise the MTAA of any adjustments to the statement of probable construction costs for the project caused by changes in scope or design requirements that may occur before or after the 60% design submittals. A final statement of probable construction costs for the project will be provided based on 100% (final) complete drawings and specifications.
 - 3.10 Prepare the construction drawings in AutoCAD Release 2018 or higher. Contract documents, specifications and special provisions will be prepared in Microsoft Word 2008 or higher. The construction bidding documents will be provided in electronic data format at the request of the Airport.
 - 3.11 At 100%, provide one (1) set of reproducible PDF bid documents consisting of instructions to bidders, supplemental provisions, special provisions, technical specifications, supplemental technical specifications, and detailed construction drawings for use by the Airport to obtain construction bids. A construction project schedule will be included with the final design submission.

Task 4: Bid Phase Services

- 4.1 Provide MTAA with the information for the advertisement of the project. MTAA will be responsible for the placement and cost of advertising. The bid documents will be printed and distributed by a MTAA approved print shop.
- 4.2 Conduct a pre-bid meeting to address design related issues and prepare meeting minutes.
- 4.3 Respond to bidder's written questions relating to the scope of the project and specific questions relating to the plans or specifications during the bid phase of the project. Written responses will be provided and incorporated into any necessary addenda.
- 4.4 Prepare, issue and distribute addenda as appropriate to interpret, clarify or expand the Bidding Documents.
- 4.5 Attend the bid opening and assist MTAA in evaluating bids or proposals, as may be appropriate in assembling and awarding contracts for construction, materials, and equipment services.
- 4.6 Review the bids associated with the designed work for errors in addition and/or extensions of unit prices, prepare bid tabulations and make recommendations for awarding the contract within 72 hours of the bid opening.
- 4.7 Prepare a "conformed" set of plans and specifications which include all modifications resulting from bid phase addenda.



III. Project Schedule:

CONSULTANT shall complete the task order work in accordance with the following schedule based on the MTAA's Notice to Proceed (NTP) to the CONSULTANT:

SEE SCHEDULE B – PROJECT SCHEDULE

IV. Project WSP Entities & Subconsultants

WSP shall utilize the following WSP entities and subconsultants for the disciplines listed for each subconsultant:

ENTITY	SERVICES PROVIDED
WSP Aviation Design Group	Project Management & Civil
WSP Electrical	Electrical power to PBB
WSP Structural	Foundation Design
Aero Systems Engineering	PBB selection and design
HTK Architects	Building Architecture
Bartlett & West	Surveying
TSi Geotechnical	Geotechnical investigations
Latimer Sommers Associates	Electrical Advisory

V. Project Sustainability Initiatives:

The CONSULTANT shall utilize electronic correspondence and electronic documents when communicating or transferring information between the CONSULTANT, the MTAA, and certain project stakeholders. Information/documentation exchanged shall include, but is not limited to, project related materials such as project memorandum and correspondence, required project submittals, review comments and disposition, and the project quality control program and checks.

The overall purpose of the use of electronic media shall be to minimize the need for the printing of hardcopy materials (unless specifically required by this Agreement), to facilitate timely exchange and reviews of project related materials and provide a comprehensive record of the project design activities.



VII. Project Deliverables:

- A. CONSULTANT shall submit two (2) sets each of at the 30%, 60%, and 95% level of drawings and specifications, and opinions of probable costs. Drawings shall be submitted on 11" X 17" reduced drawings.
- B. CONSULTANT shall submit two (2) sets (11X17) each of a final (100% level) of concept development drawings and a brief report of advantages/disadvantages and opinions of probable costs.
- C. CONSULTANT shall pay for all reproduction, printing and distribution cost associated with progress submissions. The MTAA shall arrange for and pay all costs associated with printing of the documents required for submission to other entities.

VIII. Progress Meetings & Reports:

CONSULTANT shall submit bi-weekly progress reports, preferably single page summaries. Progress reports will document decisions made and work progress during period, work scheduled for next period, problems, and open issues. The overall project schedule will be updated bi-weekly and submitted as part of the progress reports.

IX. Meetings and Presentations:

- A. CONSULTANT shall meet with the MTAA on two different occasions:
 - 1. Project Initiation Meeting – discuss project requirements and goals.
 - 2. Submission of 30%, 60%, 95% Complete Documents – review and discuss developed work with MTAA and to receive comments/modifications to developed work.
 - 3. Consultant shall also make presentations of project design information, cost, schedules, etc., to the MTAA Board of Directors (one (1) meetings maximum).
 - 4. Consultant shall assist in the conduct of a pre-bid meeting for perspective bidders.
 - 5. CONSULTANT shall take notes and distribute draft minutes of all presentations and meetings for review, address comments received, and distribute final minutes for each meeting or presentation within five working days to maintain the effectiveness of the effort and the schedule of the project.

X. Document Archiving:

- A. The CONSULTANT shall prepare preliminary concept drawings and a brief report presenting advantages/disadvantages and opinions of probable costs for archiving. Items to be archived include, but are not limited to, correspondence and minutes. CONSULTANT shall also review all documents for project closeout for content and elimination of duplicates. Items previously included in submissions are not required to be re-submitted.



- B. Items shall be archived on electronic disk (CD or DVD), containing the original documents in their appropriate format, that is, ".docx", ".xlsx", or ".mpp" and all documents in ".pdf" format. All pages in the ".pdf" format files shall be orientated correctly so that they can be read upon opening. File sizes of the ".pdf" format files should be minimized as much as possible for easier download and viewing. Typical file sizes should not exceed 2 MB per file. Files should be generated from the electronic source files versus scanned images from a hard copy, when possible.

XI. Compensation

- A. The MTAA shall compensate CONSULTANT for the performance of the preliminary planning services and development of opinions of probable costs as stated above, the amount indicated in the Task Order No. 7.
- B. In the event a particular task is deleted from the planning services and development of opinion of probable cost phases, the appropriate amount of monies associated for that task in the particular phase shall be deducted from the totals provided above. The appropriate amount of monies will be the subtotals provided for the individual tasks in phases as presented in Schedule A, Fee Proposal. Adjustments to the contract amounts provided here shall be made as a Schedule C, Fee Adjustments, to this agreement.
- C. In the event that additional services are required for the project, the hourly rates provided for in Schedule A, Fee Proposal will be utilized in the negotiation process if the additional services are to be compensated for based upon a cost-plus maximum agreement.



Appendix B
Project Schedule



Appendix B - PROJECT SCHEDULE

ID	Task Mode	Task Name	Duration	Start	Finish	June	July	August	September	October	November	December	January	February	March	April	May	June	July	August	September	October	
1	☒	NTP for Design	0 days	Wed 6/15/22	Wed 6/15/22	◆ 6/15																	
2	☒	Site Visit	1 day	Mon 6/20/22	Mon 6/20/22		■																
3	☒	Planning w/ MTA	1 day	Mon 6/20/22	Mon 6/20/22		■																
4	☒	30% Complete	22 days	Tue 6/21/22	Wed 7/20/22	■	■																
5	☒	MTAA/FAA Review	6 days	Thu 7/21/22	Thu 7/28/22			■	■														
6	☒	60% Complete	22 days	Fri 7/29/22	Mon 8/29/22			■	■														
7	☒	MTAA/FAA Review	6 days	Tue 8/30/22	Tue 9/6/22				■	■													
8	☒	95% Complete	22 days	Wed 9/7/22	Thu 10/6/22				■	■													
9	☒	MTAA/FAA Review	6 days	Fri 10/7/22	Fri 10/14/22					■	■												
10	☒	100% Complete	5 days	Mon 10/17/22	Fri 10/21/22						■	■											
11	☒	Bid Phase Services	34 days	Mon 10/24/22	Thu 12/8/22						■	■											
12	☒	Grant Application	4 days	Fri 12/9/22	Wed 12/14/22							■	■										
13	☒	Grant Review	23 days	Wed 12/14/22	Fri 1/13/23								■	■									
14	☒	FAA Grant Award	0 days	Sat 1/14/23	Sat 1/14/23																	◆ 1/14	
15	☒	NTP to Successful Bidder	0 days	Mon 1/16/23	Mon 1/16/23																	◆ 1/16	
16	☒	Ordering of Materials	109 days	Tue 1/17/23	Fri 6/16/23																		
17	☒	Construction on Site	67 days	Mon 6/19/23	Tue 9/19/23																		
18	☒	Final Completion	0 days	Mon 9/25/23	Mon 9/25/23																		◆ 9/25

Project: FOE PBB Project Sched Date: Tue 3/8/22	Task	■	Project Summary	■	Manual Task	■	Start-only	□	Deadline	◆
	Split	Inactive Task	■	Duration-only	■	Finish-only	□	Progress	■
	Milestone	◆	Inactive Milestone	■	Manual Summary Rollup	■	External Tasks	■	Manual Progress	■
	Summary	■	Inactive Summary	■	Manual Summary	■	External Milestone	◆		

Appendix C
FEE PROPOSAL DOCUMENTS



EXHIBIT C1

DERIVATION OF CONSULTANT PROJECT COSTS

FOE BOARDING BRIDGE AT TOPEKA REGIONAL AIRPORT TERMINAL
TOPEKA, KANSAS
DESIGN SERVICES
FEE PROPOSAL
March 9, 2022

1 **DIRECT SALARY COSTS:**

TITLE	HOURS	RATE/HOUR *	COST (\$)	
Principal	18	\$102.49	\$1,844.82	4.9%
Project Manager	221	\$48.92	\$10,811.32	28.5%
Senior Engineer	50	\$82.51	\$4,125.50	10.9%
Senior Engr/QAQC	56	\$67.54	\$3,782.24	10.0%
Engineer	50	\$51.44	\$2,572.00	6.8%
Jr. Engineer	66	\$33.23	\$2,193.18	5.8%
Electrical Engr.	65	\$72.25	\$4,696.25	12.4%
Elec Tech.	51	\$32.01	\$1,632.51	4.3%
Sr. Struct. Engr.	20	\$84.28	\$1,685.60	4.4%
Structural Engr.	80	\$45.14	\$3,611.20	9.5%
Project Admin	24	\$39.75	\$954.00	2.5%
	701			100.0%
Total Direct Salary Costs				= \$37,908.62

2 **LABOR AND GENERAL ADMINISTRATIVE OVERHEAD:**

Percentage of Direct Salary Costs @ 140.00 % = \$53,072.07

3 **SUBTOTAL:**

Items 1 and 2 = \$90,980.69

4 **PROFIT:**

Percentage of Direct Salary Costs @ 15.00 % = \$13,647.10

Subtotal (Items 3 & 4) \$104,627.79

5 **OUT-OF-POCKET EXPENSES:**

a. Mileage	2640 Miles	\$0.585 / Mile =	\$1,544.40
b. Airfare	2 Flights	\$350.000 / Each =	\$700.00
c. Motel	8 Nights	\$130.000 / Each =	\$1,040.00
d. Meals	40 Each	\$15.000 / Each =	\$600.00
e. Misc. Equipment	1 Each	\$250.000 / Each =	\$250.00
f. Rental Vehicles	0 Each	\$70.000 / Each =	\$0.00
g. Shipping	4 Each	\$35.000 / Each =	\$140.00
h. Other Direct Costs	1 Each	\$250.000 / Each =	\$250.00
i. Printing	16 Each	\$230.750 / Each =	\$3,692.00
Total Out-of-Pocket Expenses			= \$8,216.40

6 **SUBCONTRACT COSTS:**

a. TSi Geotechnical (Geotechnical Investigations)	=	\$12,500.00
b. Bartlett & West, Inc. (Surveys)	=	\$7,042.16
c. Aero Systems Engineering	=	\$62,870.00
d. HTK Architects (Architectural Services)	=	\$15,000.00
e. Latimer Sommers Associates (Electrical Advisory)	=	\$4,000.00
f.		
Total Subcontract Costs		= \$101,412.16

7 **MAXIMUM TOTAL FEE:**

Items 3, 4, 5 and 6 = \$214,256.35 Lump Sum

USE \$214,260.00 LUMP SUM

EXHIBIT C2
 FOE BOARDING BRIDGE AT TOPEKA REGIONAL AIRPORT TERMINAL
 TOPEKA, KANSAS
 DESIGN SERVICES
 MANHOOR DERIVATION
 March 9, 2022

Classification:	Kuchinski Principal \$282.87 AV St. Louis	Stallbauer Project Manager \$135.02 CIV Kansas City	Freund Senior Engineer \$227.73 AV Kansas City	Mueller Senior Engr/QAQC \$186.41 CIV Kansas City	Voss Engineer \$141.97 CIV Kansas City	Lashbrook Jr. Engineer \$91.71 CIV Kansas City	Roseman Electrical Engr. \$199.41 ELEC St Louis	Elec CADD Elec Tech. \$88.35 ELEC St Louis	Lanzer Sr. Struct. Engr. \$232.61 STRUC St Louis	Hollman Structural Engr. \$124.59 STRUC St Louis	Viteri Project Admin \$109.71 ADMIN Kansas City	Notes
A. BASIC SERVICES												
1. Project Administration												
1.1 Project Management	2	25					2					
1.2 Bi-Weekly Meetings with Client	2	12										
1.3 Monthly Progress Reports to Client	6	6					4					
1.4 Project Financial Management											12	
1.5 Invoicing											12	
Total hours =	83	10	43	0	0	0	6	0	0	0	24	
Total =	\$12,464.05	\$2,828.72	\$5,805.83	\$0.00	\$0.00	\$0.00	\$1,196.46	\$0.00	\$0.00	\$0.00	\$2,633.04	
2. Basic Project Development												
2.1 Survey / LIDAR Data Collection			8									
2.2 Geotechnical			8									
Total hours =	16	0	16	0	0	0	0	0	0	0	0	
Total =	\$3,643.64	\$0.00	\$3,643.64	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
3. 30% Documents												
3.1 Prelim. Structural Design (Structural)									5	20		
3.15 MEP Schematic							14	12				
3.20 Prelim. Facility Layout, Floor Plans (Arch)												
3.25 Prelim. Site Layout Grading and Utilities (Civil)					8	16						
3.30 Prelim. CSPP		20	2									
3.35 Permitting		4	1									
3.40 Code Review, Corrodeination for Building Permit		4	1									
3.45 Equipment List & Prelim. Specifications												
3.50 Prelim. Cost Estimates		8	8			4						
3.55 Quality Checks, Submittal and MTAA Review	2			16								
Total hours =	145	2	36	12	16	8	20	14	12	5	20	0
Total =	\$21,618.53	\$565.74	\$4,860.69	\$2,732.73	\$2,982.57	\$1,135.80	\$1,834.30	\$2,791.74	\$1,060.17	\$1,163.06	\$2,491.73	\$0.00
4. 65% Documents												
4.1 Incorporate 30% Review comments		8	2		4	8	1					
4.15 Finalize Structural Design									4	18		
4.20 Detailed Facility Layout, Floor Plans												
4.25 Detailed Electrical Design							15	13				
4.30 Detailed Site Layout, Pavement Designs, Typical Sections		8	2		8	16						
4.35 Finalized CSPP												
4.40 Development of Technical Specifications		16	2		16							
4.45 Final Permits (Building)												
4.50 Developed Facility Floor Plans												
4.55 Detailed Facility Sections and Elevations												
4.60 Equipment List & Prelim Specs												
4.65 Submit 7460 Airspacing		8										
4.70 Develop Cost Estimate		12	2									
4.75 Develop Cost Estimate-Structural										1	2	
4.80 Quality Checks, Submittal and MTAA Review	2			16								
Total hours =	184	2	52	8	16	28	24	16	13	5	20	0
Total =	\$26,561.44	\$565.74	\$7,021.00	\$1,821.82	\$2,982.57	\$3,975.28	\$2,201.16	\$3,190.56	\$1,148.52	\$1,163.06	\$2,491.73	\$0.00
5. 95% Documents												
5.1 Incorporate 65% Review comments		8										
5.2 Finalize Site Plans, Specs and Estimates		24	4		6	8						
5.3 Finalize Facility Plans, Specs and Estimates								15	14			
5.4 Finalize Facility Plans, Specs and Estimates-Structural										5	20	
5.5 Equipment Specifications												
5.6 Quality Checks, Submittal and MTAA Review	2			16								
Total hours =	122	2	32	4	16	6	8	15	14	5	20	0
Total =	\$18,248.21	\$565.74	\$4,320.61	\$910.91	\$2,982.57	\$851.85	\$733.72	\$2,991.15	\$1,236.87	\$1,163.06	\$2,491.73	\$0.00
6. 100% Documents												
6.1 Finalize Site Plans, Specs and Estimates		12	4.0		2	8						
6.2 Finalize Facility Plans, Specs and Estimates								10	8			
6.3 Quality Checks, Submittal & MTAA Review				4								
6.4 Structural 100% Plans Complete										2	10	
6.5 Formal Response to FAA Comments		2	2		2	2						
6.6 Sign/Seal Bid Documents (Advertise)		12	2									
Total hours =	80	0	26	6	4	4	10	10	8	2	10	0
Total =	\$11,519.52	\$0.00	\$3,510.50	\$1,366.37	\$745.64	\$567.90	\$917.15	\$1,994.10	\$706.78	\$465.23	\$1,245.86	\$0.00
7. Bid Process												
7.1 Structural Bid Assistance										3	10	
7.2 Bid Assistance		32	4		4	4	4	4	4			
7.3 Equipment Bid Assistance												
7.4 Quality Checks, Submittal & MTAA Review	2			4								
Total hours =	71	2	32	4	4	4	4	4	4	3	10	0
Total =	\$10,572.40	\$565.74	\$4,320.61	\$910.91	\$745.64	\$567.90	\$366.86	\$797.64	\$353.39	\$697.84	\$1,245.86	\$0.00
PART A SUBTOTAL = \$104,627.79												
B. SPECIAL SERVICES												
Special Services	0	0	0	0	0	0	0	0	0	0	0	0
Total =	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PART B SUBTOTAL = \$0.00												
GRAND TOTAL = \$104,627.79 WSP Burdened Hourly Costs Only (Does not include expenses or subconsultants)												

EXHIBIT C2
 FOE BOARDING BRIDGE AT TOPEKA REGIONAL AIRPORT TERMINAL
 TOPEKA, KANSAS
 DESIGN SERVICES
 MANHOUR DERIVATION
 March 9, 2022

Classification:	Kuchinski	Stallbaumer	Freund	Mueller	Voss	Lashbrook	Roseman	Elec CADD	Lanzer	Hollman	Viteri	Notes
Gross Hourly Rate:	Principal \$282.87 AV St. Louis	Project Manager \$135.02 CIV Kansas City	Senior Engineer \$227.73 AV Kansas City	Senior Engr/QAQC \$186.41 CIV Kansas City	Engineer \$141.97 CIV Kansas City	Jr. Engineer \$91.71 CIV Kansas City	Electrical Engr. \$199.41 ELEC St Louis	Elec Tech. \$88.35 ELEC St Louis	Sr. Struct. Engr. \$232.61 STRUC St Louis	Structural Engr. \$124.59 STRUC St Louis	Project Admin \$109.71 ADMIN Kansas City	

NOTE: NO HOURS HAVE BEEN ALLOCATED FOR PUBLIC HEARING.

OVHD Rate	Employee Classification	Kuchinski Jennifer Kuchinam Principal	Stallbaumer Stallbaum Project Manager	Freund seph R. Freu Senior Engineer	Mueller Dale Mueller Senior Engr/QAQC	Voss Nick Voss Engineer	Lashbrook Jgan Lashbro Jr. Engineer	Roseman Rob Roseman Electrical Engr.	Elec CADD Elec Tech.	Lanzer Thomas Lanze Sr. Struct. Engr.	Hollman Eric Hollman Structural Engr.	Viteri Enrique Viteri Project Admin	TOTALS Aver Hrlry Rate
	Base Hourly Rate	102.49	48.92	82.51	67.54	51.44	33.23	72.25	32.01	84.28	45.14	39.75	
	Adjustment Factor (1 year)	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	
	Escalated Hourly Rate	102.49	48.92	82.51	67.54	51.44	33.23	72.25	32.01	84.28	45.14	39.75	149.26
	Total Hours	18	221	50	56	50	66	65	51	20	80	24	701
	FTE (6 mos)	1.9%	23.0%	5.2%	5.8%	5.2%	6.9%	6.8%	5.3%	2.1%	8.3%	2.5%	
# Months Duration													
6		\$5,091.70 4.9%	\$29,839.24 28.5%	\$11,386.38 10.9%	\$10,438.98 10.0%	\$7,098.72 6.8%	\$6,053.18 5.8%	\$12,961.65 12.4%	\$4,505.73 4.3%	\$4,652.26 4.4%	\$9,966.91 9.5%	\$2,633.04 2.5%	\$104,627.79 100%

Exhibit C1 - Pg 2 of 2 updated 3/9/22

Office of: President

To: Board of Directors

From: Eric M. Johnson 

Subject: **Consider Purchase of Radio and Headsets
For Fire Apparatus
(Board Action Required)**



Date: March 11, 2022

The MTAA Fire Department currently has two front line fire apparatus that do not have any useable form of communications in them. These are Aerial 14 and Tanker 18 which are very loud when driven and operated on scene. Firefighters operating the apparatus have difficulty hearing both radio traffic from dispatchers and other firefighters.

It is imperative that firefighters operating these apparatus be able to hear dispatchers and other firefighters. We have one 800 MHZ radio on hand but the purchase and installation of the second 800 MHZ radio would be required.

Along with the purchase of the above mentioned 800 MHZ radio we request the purchase of a wireless headset system for both Aerial 14 and Tanker 18. This would allow firefighters in these apparatus the ability to both hear and transmit radio traffic that is important for the safety of the firefighters in the apparatus and on the incident scene.

There are two systems that are commonly used by fire departments in our community. Both of these systems are offered locally by TBS Communications. Below are the two systems and their cost.

Aerial 14:

Setcom Liberator MAX Fire Wireless Headset System - \$6,535.00 (Includes installation at TBS)

Firecom Wireless Headset System - \$7,800.00 (Includes installation at TBS)

Tanker 18:

Setcom Liberator MAX Fire Wireless Headset System - \$4,045.00 (Includes installation at TBS)

Firecom Wireless Headset System – 4,985.00 (Includes installation at TBS)

Radio Purchase:

TBS - One (1) Used Motorola XTL2500 Mobile 800 MHZ Radio/Parts and Installation of both radios in Aerial 14 and Tanker 18 – \$1,791.90.

I recommend the Board authorize the purchase and installation of the Motorola XTL2500 radio and Setcom Liberator MAX fire Wireless Headset Systems for both units at a total cost of Twelve Thousand Three Hundred Seventy-One Dollars and Ninety Cents (\$12,371.90). Funds are available in the encumbered funds for equipment from the 2021 budget.

Activity Report



Topeka Regional Airport

FOE FAA TOWER OPERATIONS	Feb-22	Feb-21	Feb-20	2022	2021		2020	
				Accumulated Totals Y-T-D	Y-T-D Through Feb	Calendar Yr Totals	Y-T-D Through Feb	Calendar Yr Totals
Air Carrier	13	16	35	37	25	190	43	87
Air Taxi	54	22	39	90	50	454	64	359
Itinerant General	498	406	564	958	866	7,806	913	6,349
Itinerant Military	278	257	487	566	596	4,917	848	5,778
Local Civil	146	106	80	276	226	2,629	146	1,602
Local Military	514	660	831	1,106	1,476	12,018	1,463	8,543
GRAND TOTAL	1,503	1,467	2,036	3,033	3,239	28,014	3,477	22,718

PASSENGER ACTIVITY	Feb-22	Feb-21	Feb-20	2022	2021		2020	
				Accumulated Totals Y-T-D	Y-T-D Through Feb	Calendar Yr Totals	Y-T-D Through Feb	Calendar Yr Totals
COMMERCIAL SERVICE								
Passengers Enplaned	-	-	-	-	-	-	-	-
Passengers Deplaned	-	-	-	-	-	-	-	-
Aircraft Landed	-	-	-	-	-	-	-	-
CHARTERS								
Passengers Enplaned	344	180	1,457	702	340	1,649	1,850	2,524
Passengers Deplaned	263	186	1,359	610	413	1,955	1,800	2,456
Aircraft Landed	16	11	34	32	23	47	47	60
MILITARY CHARTERS								
Passengers Enplaned	202	687	-	258	687	7,493	-	519
Passengers Deplaned	12	124	-	183	124	3,180	-	83
Aircraft Landed	2	3	1	4	3	112	2	18
Combined Total Passengers Enplaned	546	867	1,457	960	1,027	9,142	1,850	3,043
Combined Total Passengers Deplaned	275	310	1,359	793	537	5,135	1,800	2,539



Billard Airport

TOP FAA TOWER OPERATIONS	Feb-22	Feb-21	Feb-20	2022	2021		2020	
				Accumulated Totals Y-T-D	Y-T-D Through Feb	Calendar Yr Totals	Y-T-D Through Feb	Calendar Yr Totals
Air Carrier	0	0	0	0	0	3	0	0
Air Taxi	133	51	134	224	104	1,018	187	779
Itinerant General	633	667	940	1,374	1,429	11,724	1,554	11,562
Itinerant Military	44	38	60	84	64	462	110	484
Local Civil	354	294	664	786	910	6,028	1,138	6,764
Local Military	0	36	14	0	52	120	18	154
GRAND TOTAL	1,164	1,086	1,812	2,468	2,559	19,355	3,007	19,743



MTAA

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

DELINQUENT ACCOUNTS AS OF FEBRUARY 28, 2022

NAME OF BUSINESS		TOTAL PAST DUE	FEBRUARY CHARGES	30 DAYS PAST DUE	60 DAYS PAST DUE	90 DAYS PAST DUE	120 DAYS PAST DUE	ACTION			
								T	L	A	L
								E	R	G	G
								L	R	R	L
TOPEKA REGIONAL BUSINESS CENTER:											
- CURRENT TENANTS -											
ADVANCE STREET ROD DESIGN	RENT/FC	\$7,545.14	\$2,298.95	\$2,291.21	\$2,291.31	\$663.67	\$0.00	X	X		
BRACKETT INC.	RENT/FC	\$4,380.32	\$4,317.54	\$62.78	\$0.00	\$0.00	\$0.00	X	X		
HEARTLAND TREE SERVICE	RENT/FC	\$613.57	\$309.07	\$304.50	\$0.00	\$0.00	\$0.00	X	X		
TONY LYNCH	RENT/FC	\$6,903.35	\$1,947.71	\$1,885.83	\$1,913.69	\$1,156.12	\$0.00	X	X		
PROMETAL FABRICATION LLC	RENT/FC	\$3,755.21	\$1,158.14	\$1,239.95	\$1,221.62	\$135.50	\$0.00	X	X		
RURAL DEVELOPMENT CORP	RENT/FC	\$27,818.81	\$411.12	\$405.04	\$399.05	\$393.16	\$26,210.44		X		X
SUBTOTAL		\$51,016.40	\$10,442.53	\$6,189.31	\$5,825.67	\$2,348.45	\$26,210.44				
- VACATED TENANTS -											
SUBTOTAL		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
TOPEKA REGIONAL AIRPORT:											
- TENANTS -											
ADJUTANT GENERAL OF KANSAS	JOINT USE AGRMNT	\$16,397.50	\$16,397.50	\$0.00	\$0.00	\$0.00	\$0.00	X	X		
SUBTOTAL		\$16,397.50	\$16,397.50	\$0.00	\$0.00	\$0.00	\$0.00				
- AIRPORT USER LANDING FEES -											
AMERISTAR JET CHARTER	LANDING FEES	\$254.50	\$254.50	\$0.00	\$0.00	\$0.00	\$0.00	X	X		
ATLAS AIR INC	LANDING FEES	\$475.00	\$0.00	\$475.00	\$0.00	\$0.00	\$0.00	X	X		
EASTERN AIRLINES LLC	LANDING FEES	\$2,670.00	\$0.00	\$905.00	\$475.00	\$0.00	\$1,290.00	X	X		
ELITE AIRWAYS LLC	LANDING FEES	\$224.00	\$0.00	\$0.00	\$224.00	\$0.00	\$0.00	X	X		
FREIGHT RUNNERS EXPRESS	LANDING FEES	\$167.50	\$167.50	\$0.00	\$0.00	\$0.00	\$0.00	X	X		
MIAMI AIR INTERNATIONAL INC	LANDING FEES	\$2,428.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,428.00		X		X
RVR AVIATION	LANDING FEES	\$333.54	\$247.36	\$0.00	\$0.00	\$0.00	\$86.18	X	X		
STM CHARTERS	LANDING FEES	\$1,093.20	\$584.20	\$509.00	\$0.00	\$0.00	\$0.00	X	X		
UNITED AIRLINES	LANDING FEES	\$161.84	\$0.00	\$0.00	\$0.00	\$0.00	\$161.84	X	X		
SUBTOTAL		\$7,807.58	\$1,253.56	\$1,889.00	\$699.00	\$0.00	\$3,966.02				
PHILIP BILLARD:											
BILLARD AIRPORT RESTAURANT	RENT/FC	\$1,198.37	\$1,198.37	\$0.00	\$0.00	\$0.00	\$0.00	X	X		
SUBTOTAL		\$1,198.37	\$1,198.37	\$0.00	\$0.00	\$0.00	\$0.00				
WATER & SEWER:											
ADJUTANT GENERAL OF KANSAS ARMY	WATER	\$831.93	\$0.00	\$0.00	\$0.00	\$0.00	\$831.93	X	X		
SUBTOTAL		\$831.93	\$0.00	\$0.00	\$0.00	\$0.00	\$831.93				
GRAND TOTALS		\$77,251.78	\$29,291.96	\$8,078.31	\$6,524.67	\$2,348.45	\$31,008.39				

ACTION LEGEND:

TEL - CONTACTED BY TELEPHONE/IN PERSON

LTR - SENT STATEMENT, LETTER, EMAIL

AGR - PAYMENT AGREEMENT

Metropolitan Topeka Airport Authority
 Monthly Leasing Activity Report
 February 2022

November 2020 CPI is 6.8%

2% Increase was applied in lieu of CPI

ANNUAL RENT

TENANT	ADDRESS (FACILITY #)	FROM	TO
NEW:			
NONE		\$0.00	\$0.00
RENEWALS DUE:			
NONE		\$0.00	\$0.00
OPTIONS:			
NONE		\$0.00	\$0.00
INCREASES:			
Nzekwe, Chigbo	Storage in #181	\$638.60	\$651.37
DECREASES:			
Every	Lot 6	\$23,460.00	\$0.00
LMC Inc	206 SE Airport West Drive (#820)	\$61,536.60	\$0.00
MISCELLANEOUS:			
NONE		\$0.00	\$0.00

****MONTHLY INCOME CHANGES****

New Annl. Rate	\$651.37
Old Annl. Rate	\$85,635.20
Annual Diff.	-\$84,983.83
/12	-\$7,081.99
Mo. Adj.	\$0.00
Mo. Incr. (Decr.)	-\$7,081.99

Metropolitan Topeka Airport Authority
 Monthly Gross Rental Income Report
 February 2022

TOPEKA REGIONAL AIRPORT

	TENANT		FACILITY	MONTHLY RENT
1	Air National Guard		Jt. Use. Agreement	\$5,465.83 *
2	American Flight Museum	1	612	\$1,300.14
3	Combat Air Museum	2,3	602/604	\$295.59
4	Freeman Holdings LLC	4	600	\$1,707.64
	" "	5	601	\$4,245.59
	" "	7	609	\$2,531.08
	" "	8	610 - Suite 10,11	\$5,478.30
	" "	9	Land Lease (#613)	\$881.56
	" "	10	619	\$2,342.75
	" "	11	627	\$498.86
	" "	12	697	\$381.84
5	Gary Properties LLC	13	626	\$1,780.08
6	Haselwood Farm Inc.	14	Farm	\$164.73 ***
	Haselwood Farm Inc.	15	Farm A	\$104.84 ***
	Haselwood Farm Inc.	16	Farm B	\$740.09 ***
	Haselwood Farm Inc.	17	Farm C	\$96.58 ***
7	Pettit, Brooks	18	603 - 240sf	\$50.00
8	Shawnee County	19	667 (Firing Range)	\$541.85 ***
9	Topeka Police Dept.	20	669 (Firing Range)	\$103.09 ***
				\$28,710.44

TENANT		FACILITY	MONTHLY RENT
1	ACA Event Rental LLC	1 260	\$2,348.50
2	AT&T Services, Inc.	2 280	\$472.19
3	Advanced Coatings Inc.	3 137	\$876.04 ***
4	A-1 Restaurant and Bar Supply	4 252	\$2,875.13
	A-1 Restaurant and Bar Supply	5 139 (storage)	\$500.00
	A-1 Restaurant and Bar Supply	6 624	\$4,500.00
5	Blue Jazz Java LLP	7 243	\$2,217.09
6	BME Home LLC	8 384	\$4,377.50
7	Brackett, Inc.	9 451	\$4,073.51
8	Concrete Supply of Topeka, Inc.	10,11,12 147-148-149	\$1,714.05
9	F&L Enterprises Inc. dba WOW Truck and RV Wash	13 100	\$1,198.65
10	Federal Aviation Administration	14 620	\$824.94
11	Freeman Holdings LLC	15 178	\$63.71
12	Gainwell Technologies LLC	16,17,18,19 Parking Lots #1, #2, #3, #4	\$903.67
13	Grandmother's Inc.	20 Parking Lot #21	\$1,125.74
14	Groendyke Transport Inc	21 Parking Lot #17 (6N Lot A)	\$643.30
15	Ground 1, LLC	22 Land Lease (#453)	\$6,377.45
16	H2I, LLC	23 Land Lease (#255)	\$680.30
17	Heartland Coca-Cola Bottling Co.	24 Land Lease (#400)	\$2,517.08
18	Henderson, Brad d/b/a Heartland Tree Service	25 Parking Lot #10W (260W)	\$300.00
19	Hinnah, Dan	26 657	\$1,453.33
20	Home Depot USA, Inc.	27,28,29,30 Parking Lots #7,#20, #23 & #24	\$3,345.79
21	Houser Enterprises, Inc	31 167	\$6,273.00
22	JSLewis, Inc.	32 415	\$386.92
23	KADA Enterprises LLC	33 Parking Lot #10E (260E)	\$322.22 ***
24	Kansas Sand & Concrete, Inc	34 Parking Lot #16 (Axton Lot A)	\$1,248.25
25	Kirk, Paul L. Sr. dba Advance Street Rod Design	35 140	\$1,768.00
26	Klaton Real Estate, LLC	36 Land & Bldg. Lease (#622)	\$1,519.66
27	Koelling, Michelle & Duke d/b/a MDK	37 801	\$1,250.84
28	LMC, Inc.	38 321	\$590.53
	" " "	39 Land Lease (#383)	\$233.34
	" " "	40 Land Lease (#621)	\$257.06
29	Lewis, Mark A. d/b/a M. Lewis Properties	41 248	\$203.28
	" " "	42 629	\$458.54
30	Lynch, Tony C. dba T&J Repair	43 114	\$1,690.97
31	McPherson Contractors Inc.	44 452	\$1,185.87
32	Mr. O Auto Sales, LLC	45 183	\$347.40
33	Murray, Christopher d/b/a Mid-America Painting	46,47 123/129	\$554.75
34	NFI Interactive Logistics LLC	48 Parking Lot #12 (University/Bleckley)	\$381.41
35	Nzekwe, Chigbo	49 181	\$54.28
36	Phoenix Recovery of Kansas LLC	50 225	\$1,327.07
37	ProMetal Fabrication, LLS	51 379	\$1,040.76
38	R & R Pallet of Garden City, Inc	52 170 A	\$6,064.38
	R & R Pallet of Garden City, Inc	53,54,55 170 B/C & Pkg Lot #14 (Axton Lot B)	\$10,537.13
	R & R Pallet of Garden City, Inc.	56 Parking Lot #13 (Engle St)	\$792.18
39	Rippe Enterprises	57 Parking Lot #15 (Axton Lot C)	\$566.38
40	Rural Development Corp.	58 281	\$1,901.20
	" " "	59,60 638/818	\$1,947.97
41	SEKESC - Greenbush	61 605	\$10,730.03
42	Sports Car Club of America	62 300	\$6,976.58
43	Sunflower Auto Auction, LLC	63 131	\$3,550.10
44	Topeka Construction, LLC	64,65 Land & Bldg. Lease (#449 & #450)	\$1,095.69
	" " "	66 Land & Bldg. Lease (#448)	\$337.69
45	T.R. Management Inc.	67 154	\$1,024.88
	" " "	68 344	\$2,413.52
46	UAR Direct, LLC	69 197	\$955.60
47	Vaerus Aviation Inc.	70 151	\$1,335.63
			\$114,711.08

TENANT			FACILITY	MONTHLY RENT
1	Air Explorer Scouts Post No. 8	1	15	\$105.06
2	Billard Airport Restaurant	2	4 - Suite 2	\$1,080.66
3	H&H Aircraft Service LLC	3	4 - Suite 5	\$1,289.93
	" " "	4	4 - Suites 6,7,8	\$625.00
	" " "	5	7	\$1,303.75
	" " "	6	10	\$928.51
	" " "	7	12	\$58.95
	" " "	8	T-Hangars, Fuel Farm	\$3,853.08 *****
	" " "	9	26	\$3,590.06
5	Heartland Airplanes, LLC	10	9	\$258.29 *
6	NOAA	11	Weather Station	\$3,536.73
7	New-Jetz, LLC	12	Land (#27)	\$599.90
8	Riverside Farms LLC	13	Farm	\$2,274.78 ***
9	RJ Meier Farms LLC	14	Farm	\$2,128.15 ***
10	Teamsters Local Union #696	15,16,17	1,2,3	\$2,084.61
11	Technical Applications & Consulting	18	17	\$1,736.99
				\$25,454.45

GRAND TOTALS				
67	TENANTS	108	FACILITIES	\$168,875.97

*Paid Quarterly

** Paid Semi-Annually

***Paid Annually

*****Minimum Guarantee

</> Lease Expired - Negotiations Incomplete - Holdover Tenancy Payment

Metropolitan Topeka Airport Authority
 Monthly Lease Income Net Change Report
 February 2022

	FEB 2022	JAN 2022	JAN 2021	JAN 2020	JAN 2019	JAN 2018	JAN 2017	JAN 2016	JAN 2015	JAN 2014	JAN 2013
TOPEKA REGIONAL AIRPORT											
TENANTS	9	9	9	9	9	10	10	10	12	11	11
FACILITIES LEASED	20	20	20	21	21	22	22	20	22	26	27
TOPEKA REGIONAL BUSINESS CENTER											
TENANTS	47	48	44	48	43	44	42	39	38	39	39
FACILITIES LEASED	70	72	69	75	69	69	66	57	55	56	58
PHILIP BILLARD AIRPORT											
TENANTS	11	11	12	12	12	14	14	13	12	11	11
FACILITIES LEASED	18	18	17	17	17	19	19	18	21	19	18
TOTAL											
TENANTS	67	68	65	69	64	68	68	62	62	61	61
FACILITIES LEASED	108	110	106	113	107	110	106	95	98	101	103
MONTHLY LEASE INCOME	\$ 168,876	\$ 175,958	\$ 167,098	\$ 168,545	\$ 155,936	\$ 158,021	\$ 149,460	\$ 131,303	\$113,043	\$121,201	\$119,965
NET CHANGE	\$ (7,082)	\$ 8,860	\$ (1,447)	\$ 12,609	\$ (2,085)	\$ 8,561	\$ 18,157	\$ 18,260	\$ (8,158)	\$ 1,236	\$ (13,347)