

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

Tuesday, January 16, 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 December 19, 2023.
3. Public Comment
4. Adopt Agenda.

ACTION ITEMS:

5. Consider Approval of WSP USA, Inc. Agreement No. 30900280 - Task Order No. 16 – SE Forbes Avenue Street Project.
6. Review and Consider Quote for Purchase of Airfield Paint Equipment.

DISCUSSION ITEMS:

7. Sale of Surplus Real Property.

INFORMATIONAL REPORTS:

8. 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
9. Executive Session.



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

Board of Directors

Metropolitan Topeka Airport Authority December 19, 2023

Work Session..... 2:30 PM
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 Board members present: Mike Munson, Lisa Stubbs, Joe Ledbetter and Sam Sutton. Also in attendance were:

- Sam Stallbaumer, WSP USA, Inc.
- Scott Uhl, WSP USA, Inc.
- Molly Howey, GO Topeka
- Carol Marple, Topeka Citizen
- Amy Oesterrich, Heinen Bros Ag (Via ZOOM)
- Scott Gilchrist, Million Air Topeka (Via ZOOM)
- Don Loyd – MTAA (TOP Fuel Service)
- Col. John Ross – MTAA (Police & Fire Department)
- Maj. Chris Ortega – MTAA (Police & Fire Department)
- Terry Poley – MTAA (Maintenance Department)
- Eric Johnson – MTAA President
- Curtis Sneden – MTAA Director of Development
- Cheryl Trobough – MTAA Director of Administration & Finance
- Matt Narsh – MTAA (Administrative Office)
- 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 Special Board Meeting of November 14, 2023 and the Regularly Scheduled Board Meeting of November 21, 2023.

Chairman Armstrong asked the Board to review the minutes of the Special Board Meeting of November 14, 2023 and the Regularly Scheduled Board Meeting of November 21, 2023. He inquired if there were any additions, corrections or comments to the Minutes.

Ms. Stubbs made the motion to approve the minutes of the Special Board Meeting of November 14, 2023 and the Regularly Scheduled Board Meeting of November 21, 2023 as presented. Mr. Sutton seconded the motion. Motion carried.

Item 3. Public Comment.

Chairman Armstrong inquired if there was anyone registered to speak during Public Comment. Ms. Trobough replied that there was not.

Item 4. Adopt the Agenda.

Chairman Armstrong inquired if there were any changes to the Agenda as presented. **Mr. Munson made a motion to adopt the Agenda as presented. Ms. Stubbs seconded the motion. Motion carried.**

Item 5. Presentation of 2022 Audit Report by Berberich Trahan & Co., P.A.

Chairman Armstrong acknowledged Berberich Trahan Co., P.A. (BT&Co.) representative, Stacey Hammond, who presented the 2022 Audit Report via ZOOM:

Ms. Hammond presented the bound materials for the 2022 MTAA audit titled: *Report to the Board of Directors December 12, 2023; Basic Financial Statements Year Ended December 31, 2022; and Passenger Facility Charge Program Audit Year Ended December 31, 2022.*

Ms. Hammond's report on the Financial Statements:

- Pages 1-3 of the report contain the Independent Auditors' Report. As stated on Page 1, it is their opinion that the financial statements present fairly, in all material respects, the financial position of the business-type activities of the Authority as of December 31, 2022, and the changes in its financial position and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America. She stated that this is known as a "clean opinion" and is the best opinion given.

Ms. Hammond reported on Finding 2022-001 which is considered to be a significant deficiency relating to MTAA's process to identify accounts payable at year end. There was a certain accounts payable item related to construction expenditures which MTAA failed to identify as accounts payable at the end of the year. Mr. Ledbetter raised a question on the amount of the expenditure that resulted in the significant deficiency. Ms. Trobough explained that it was a payment to the contractor for the TOP Terminal Building Project in the amount of \$328,523. This amount exceeded the limit to be considered immaterial which resulted in the significant deficiency.

Ms. Hammond reported on the required audit on Passenger Facility Charges:

- Pages 1-3 of the report contain the Independent Auditors' Report on Compliance for the Passenger Facility Charge Program; Report on Internal Control Over Compliance; and Report on Schedule of Passenger Facility Charges Collected and Expensed. As stated on Page 1, it is their opinion that the MTAA complied, in all material respects, with the compliance requirements referred to within the report that could have a direct and material effect on its Passenger Facility Charge Program for the year ended December 31, 2022. She noted that this is also a "clean opinion" and is the best opinion given.

Ms. Stubbs made a motion to accept and file the Audit Report for the Year Ended December 31, 2022 as presented. Mr. Sutton seconded the motion. Motion carried.

Item 6. Consider Proposal for GASB-87 and GASB-96 Compliance Assistance Program from DebtBook.

Ms. Trobough explained that in preparation for the 2022 Audit, the MTAA subscribed to a lease recording software (DebtBook), at a cost of \$9,775, for the implementation and annual fee to produce the required reporting for compliance with GASB-87, a new standard set forth by Governmental Accounting Standards Board (GASB). With the large number of leases, the process was very time consuming, but all of the kinks were worked out for the reporting to be included in the audit. With further training, this software should be functional to not only produce the reporting required for the audit report, but also be a very useful tool for the Director of Development and the Leasing Administrative Assistant as a lease tracking program.

GASB-96 is another new audit standard effective for the 2023 audit relating to the disclosure of IT Subscriptions. The MTAA's exposure under GASB-96 is not as massive as GASB-87 because there aren't nearly as many IT subscriptions as there are leases.

Mr. Johnson explained that the 2023 renewal has been signed at a discounted renewal cost of \$9,975. This rate was provided because DebtBook has been awarded the bid for Information Technology, Equipment, Software, and Services from The Interlocal Purchasing System (TIPS), a government purchasing cooperative which the MTAA is a member. DebtBook also provided an

extension for two additional contract years at the rates of \$12,000 for November 2024 renewal and \$14,300 for November 2025 renewal.

Mr. Johnson requested approval of the proposal provided by DebtBook for two additional contract years for a total not to exceed \$26,300.

Ms. Stubbs made a motion to approve the two-year extension of the current contract with DebtBook not to exceed Twenty-six Thousand Three Hundred (\$26,300.00) as presented. Mr. Munson seconded the motion. Motion carried.

Item 7. Consider Bids Received on the 2023-2024 Pavement Maintenance Project.

Mr. Johnson reported the 2023 Street Pavement Maintenance Program focused on SE Forbes Avenue, between SE Airport East Drive and Gary Ormsby Drive with the design in 2023 and construction in 2024. In addition to the pavement repair, we will also address storm water runoff. The project was advertised for bid as required and we held a public bid opening on November 16, 2023 at 2:00 p.m. at the MTAA administration office.

Upon review of the bids offered by both contractors, staff determined Bettis Asphalt and Construction Inc., the overall low bidder, provided the best value for the project and falls within the budgeted amount.

Mr. Ledbetter asked if the entire parking lot was ever used. Mr. Johnson stated the parking lot is used when we have large charter operations. Mr. Ledbetter asked when we advertised the project for bid. Mr. Johnson stated the project was advertised in October. Mr. Ledbetter responded that following his conversation with an individual at Bettis, that was the best time to seek bids. Mr. Sutton asked if the parking lot would still be segmented after the project is complete. Mr. Johnson replied that we can look into removing some of the small islands.

Mr. Ledbetter made a motion to accept the bid offered Bettis Asphalt and Construction Inc. for the SE Forbes Avenue project along with Bid Alternates #1 and #3 at a cost not to exceed One Million Seventy-seven Thousand Eight Hundred Thirty-seven Dollars (\$1,077,837.00). Mr. Sutton seconded the motion. Motion carried.

Discussion Items:

Item 8. Maintenance Report.

The Maintenance Report for work completed by the MTAA Maintenance Department on the grounds, airfield, vehicles and buildings from November 20, 2023 to December 14, 2023 was presented to the Board for their information and review.

Item 9. TOP Fuel Service Fuel Sales Report.

The TOP Fuel Sales by Product Summary Report for the month of November 2023, along with the sales from January through November were presented to the Board for their information and review.

Information Only Items:

Item 10. Monthly Reports

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

Mr. Johnson provided the following report:

- AIR SERVICE – No change with the status regarding air service. The airline we've been talking to is in a holding pattern for the time being. It is still the goal to attract a less-than-daily carrier to provide service to vacation destinations. The TSA can move forward when they have a letter of intent from the airline.
- AJUA Update – We are just now beginning the process to update the Airport Joint Use Agreement with the 190th. This is a rather lengthy task but will be completed prior to the existing agreement expiring in September 2024. The current AJUA was set for a period of 10 years.
- Met with the incoming Base Civil Engineer for the 190th. As you may be aware, the 190th partners with us on certain airfield projects. This will continue with the Taxiway Alpha-Delta project and in the coming years with the remainder of Taxiway Alpha. The design aircraft for the 190th will be the new KC46 refueler in

anticipation of it coming here. This is a significant upgrade from ADG3 to ADG5. Also, the 190th wants to look at a couple other projects that are outside of their property such as an improved firearms range and new perimeter fence.

- T-Hangar Maintenance: Rubber seals for the t-hangars have been ordered; Terry is working on the electrical upgrades in the T-Hangars. This is slow going with him being the only person qualified to perform the work but it is being completed. Lighting upgrades have been completed in 16 hangars.
- Advertised and Interviewed for Cheryl Trobough's replacement upon her retirement. About a half dozen resumes' have been received with a couple of promising applicants.
- Sourcewell paint machine – The equipment we budgeted for in 2024 is available through Sourcewell bidding process. We will bring this to the Board in January for consideration.
- Hazardous Device Unit – With the retirement of Capt. Rezac we have no qualified technicians – Transfer of federal equipment to TPD. There may be some interest in our HDU response vehicle. Another law enforcement agency in Kansas has expressed an interest in the vehicle. The MTAA can transfer it to them or dispose of it through public auction.
- The MTAA is hosting the 2024 annual conference for the Kansas Association of Airports.
- Status of Billard Fence Project – Kansas Fencing ordered everything for the remainder of the fence project but the manufacturer sent the wrong fabric. The correct fabric is being delivered by the end of the month. Kansas Fencing plans to have their crews on site during the first week of January.
- Self Fueling System at Billard – Quote projected
- Quotes were received for the electrical service at Billard Airport to be placed underground. The is the power pole near Hangar 10 that was snagged in early November. Staff is working with the contractor to complete this work in the very near future.

- Project Updates:

MRO SITE DESIGN

- Reassessing based on estimated costs
- Reviewing two locations – Coffman drafted sketches of proposed locations
- South of terminal area (preferred option)
- North east of runway 13

SRE BUILDING - CONSTRUCTION

- Reviewing submittals
- Subgrade placed
- Digging foundations/mechanical/trench drains to prepare for concrete pours
- Trying to get concrete done before weather gets bad
- Prepared with blankets and heaters if required
- 240 calendar day contract
- Complete 5-3-2023

TOP TERMINAL - CONSTRUCTION

- Wrapping up punch list
- Fixing HVAC in FBO due to noise
- Turning utilities over to MTAA on 12-22-23
- One outstanding MEP item then city may issue CO (and skip TCO)

FUEL FARM - CONSTRUCTION

- All removal of the first existing tank area is completed

- All concrete is placed
- Site clean-up and civil work on-going
- Fabricating tanks and materials on site
- Tank delivery in early-mid January

FOE PASSENGER BOARDING BRIDGE - CONSTRUCTION

- Planned installation of bridge mid-January

TWY A-D - DESIGN

- Finalizing design and FAA comments
- Plans to advertise January 2024
- Construction to begin spring/summer 2024

MISCELLANEOUS

- Preparation of ACIP data
- Entering ACIP data in early January

10.b. Economic Development & Leasing Activity – Mr. Sneden

Mr. Sneden provided the following report:

- Discussed status of the MRO/NIAR project. Owing to the high preparation costs inherent in the initial proposed MRO site, the team has been exploring alternatives. The MTAA has requested a state appropriation of \$3.35 million to support alternative site design, master plan amendments, an environmental assessment and possible land acquisition. This shift to an alternative site should not negatively impact Topeka's ability to meet the overall NIAR timeline.
- The MTAA has been fielding inquiries from other firms interested in relocating some portion of their operations to Topeka. He noted the long runway at Topeka regional is a key asset, as is the workforce availability within the 190th. He anticipates a site-visit from a company CEO in early 2024. MTAA is working closely with GO Topeka and Kansas Department of Commerce in this regard.
- Discussed a variety of policies being developed to encourage development of MTAA properties. These will clarify MTAA's approach to development and provide a clear, predictable roadmap for potential developers. The policies include general developer guidelines, possible design and construction standards, standards of maintenance and upkeep, minimum standards for aeronautical activities and a leasing policy.
- Noted the necessity of developing a layout plan for the Topeka Regional Business Center. A zoned approach would inform MTAA's decisions on infrastructure build and also help convey a coherent narrative to prospective developers.
- Discussed MTAA's approach to long-term leasing and land leases. The FAA requires airports to be financially self-sustainable. Land leases are a good tool to incentivize development. After a period of multiple decades, the favorable land lease rents generally come to an end and any continued leasing relationship is regarded as a conventional building lease.
- Discussed the new T-Hanger lease which has been developed for Phillip Billard airport. The lease will provide uniform standards for use, maintenance, insurance and related issues for T-Hanger tenants. The lease had been discussed at a Townhall meeting at Billard on October 19 and a number of changes were made in response to input received at that time. The new T-Hanger lease is being rolled-out as new T-Hanger tenants apply and as existing tenants renew their occupancy.
- Discussed farm leases at Billard airport. MTAA owns a number of parcels in the vicinity of Billard which are currently cultivated by local farmers. In response to an FAA advisory circular, the existing farmer has been asked to shift to a non-seedbearing crop so as not to attract wildlife which is dangerous to aircraft.

10.c. Directors' Comments

Mr. Ledbetter asked about the aircraft parked on the apron in front of Hangar 612. These aircraft belong to the American Flight Museum (AFM). Mr. Ledbetter stated he was informed these aircraft would be gone in a week. Mr. Johnson clarified that the information provided was that they anticipated a sale agreement would be completed in a week. Mr. Johnson stated he would continue the effort to contact AFM. Mr. Ledbetter stated it may be time to contact AFM in writing to provide them with an end date to remove the aircraft. Mr. Ledbetter also commented on the number of old cars at Building 140 and that it needs to be cleaned up.

Mr. Sutton commented that the Experimental Aircraft Association invited him to their meeting. He noted that the comments from their members were very positive regarding the direction the airport is going.

Mr. Munson asked if the cars at Building 140 were under a lease. Mr. Johnson replied that the building is leased on a month-to-month basis. The tenant operates a vehicle restoration business. They cars are not the real concern, rather it is the part and pieces along with all the tires that create the issue. We will continue to press for the tenant to clean up his area and reduce the inventory.

Mr. Munson referred to Mr. Johnson's earlier comment regarding Ms. Trobough's retirement. It is important that we allow for significant overlap with her replacement to provide the opportunity for training.

Mr. Armstrong stated he had a very good meeting with the mayor. He continues to be very interested in the airport and wants to stay in the loop. Mr. Armstrong offered to meet with the mayor and a representative from the County Commission on a monthly basis in an effort to keep them up to date. Mr. Armstrong asked how we are measuring our progress, What are we trying to do and how do we measure that. Q1 2024 will focus on By-Laws, policies, etc. Q2 2024, schedule workshops, strategic planning to help us evaluate path forward and what we are planning to accomplish.

Ms. Stubbs noted that the first part of the 2nd Quarter will be the one-year anniversary of the MTAA's strategic planning session. It might be a good time to report out to those involved what we have been working on and what we plan to address next.

Mr. Ledbetter suggest the Board consider a retreat for just the Board members to get on the same page with various MTAA activities.

Item 15. Executive Session

Chairman Armstrong stated there was a need for an Executive Session.

Mr. Ledbetter 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 pending contract negotiations. Mr. Ledbetter stated that the Executive Session will be for a period not to exceed thirty (30) minutes beginning at 4:35 p.m. and this meeting shall reconvene at 5:05 p.m. The Executive Session is to also include Eric Johnson and Curtis Sneden. Mr. Munson seconded the motion. Motion carried.

Chairman Armstrong reconvened the Open Session meeting at 5:05 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, she asked for a motion to adjourn. **Ms. Stubbs made a motion to adjourn. Mr. Sutton seconded the motion and the meeting was adjourned at 5:05 PM.**

These official minutes were approved by the Board of Directors on January 16, 2024.

Office of: President

To: Board of Directors

From: Eric M. Johnson 



MTAA

METROPOLITAN TOPEKA AIRPORT AUTHORITY

TOPEKA REGIONAL | BILLARD AIRPORT
AIRPORT & BUSINESS CENTER

Subject: **Consider Approval of WSP USA, Inc., Agreement
No. 30900280 - Task Order No. 16 – SE Forbes Avenue
Street Project for Construction Administration Services.
(Board Action Required)**

Date: January 10, 2024

With the Board's approval of the bid for the MTAA Street Overlay project for SE Forbes Avenue and areas of the Terminal Building parking lot, the next phase of the process is the construction administration agreement with WSP, USA, Inc.

WSP recently submitted the contract documents which includes the scope of work and the construction administration services fee. This document identifies a construction administration service cost of \$96,940.00.

I request the Board approve WSP USA, Inc., Task Order No. 16 – Construction Administration Services, in the total amount of Ninety-Six Thousand Nine Hundred Forty Dollars and Zero Cents (\$96,940.00).

Please contact me if you have any questions.

PROFESSIONAL SERVICES AGREEMENT

WSP Agreement No. - 30900280

Task Order No. 16 (30900280H2)

This Task Order No. 15 is made and entered into this _____ day of _____, 20_____, 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 in 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 \$ 96,940.00, on the basis of a Cost Plus Maximum with a Fixed Fee of \$ 10,429.08.

3. Both parties agree that this Task Order No. 16 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.

IN WITNESS WHEREOF, this Task Order No. 16 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
Scott Cogan, PE
Vice President
Typed Name/Title

Date of Signature

Appendix A

1.1. Project Task Descriptions:

B. Construction Administration Services:

The CONSULTANT shall perform construction administration services of the project. The CONSULTANT'S work effort under this contract shall specifically include the following tasks:

1. Attend and conduct a pre-construction conference for the MTAA Street Overlay-2023 project. Minutes of the conference will be prepared by the CONSULTANT and distributed to attendees and relevant parties.
2. Assist MTAA with coordinating contractor(s) schedule, access to the site, employee parking, and contractor staging area.
3. Provide full-time construction observation services, including preparation of bi-weekly/monthly progress reports during construction, DBE reports, measurement of quantities of work completed and/or installed, and review wage reports to document the prosecution and progress of the Project. Should additional site visits be required by MTAA (due to selection of add alternates) which are in excess of those identified in Appendix B, resulting in the need for additional services, a modification to this Task Order contract may be negotiated for these additional costs and potentially for additional schedule (period of services). The project has a 90-calendar day construction period. Assumed WSP site visits and presence on the project site, for the base bid, include:
 - a. Daily on-site inspection by inspector
 - i. To record progress and observe construction activities.
 - ii. 65 working days – 8 hours/day
 - b. Site visit by project manager
 - i. 5 visits at 4 hours per visit are included in this scope and fee.

Additional assumptions and definitions:

- a. WSP to perform project management and administrative tasks
4. Prepare payment recommendation, review contractor pay requests, and submit to MTAA. Prepare and negotiate Change Orders if needed. This scope and fee include three (3) change orders.
 5. Conduct bi-weekly construction progress meetings to review progress with contractors and MTAA. Bi-weekly meetings may be held virtually.
 6. Review shop drawing submittals and request for information by contractor for field change conditions and verifications:
 - a. Number of shop drawing reviews included in this agreement – 5
 - b. Number of requests for information included in this agreement – 2
 - c. If additional shop drawing reviews or requests for information are required MTAA and CONSULTANT may need to negotiate for additional fees.
 - d. CONSULTANT's review of shop drawings is only for the limited purpose of checking for general conformance with the design concept. The review is not for the purpose of determining accuracy and completeness of details or verifying dimensions and quantities. The approval of shop drawings does not indicate CONSULTANT's approval of contractor means and methods, technique, sequence or safety precautions and procedures.

7. Perform punch list and final inspection with MTAA and the Contractor. If additional inspections need to be made after the Contractor addresses any potential punch list items a supplement to this agreement may be negotiated.
8. Prepare Record Drawings.
 - a. CONSULTANT shall submit one (1) full size, one (1) half size and electronic file of the Record Drawings.
9. Prepare a final construction report and closeout documents.
 - a. CONSULTANT shall complete this task within 60 calendar days of Construction Contractor's final project acceptance.

Appendix B

DERIVATION OF CONSULTANT PROJECT COSTS

METROPOLITAN TOPEKA AIRPORT AUTHORITY BUSINESS CENTER
TOPEKA, KANSAS

MTAA Street Overlay-2023 Construction Administration Services
FEE PROPOSAL - Base Bid
December 8, 2023

1 DIRECT SALARY COSTS:

<u>TITLE</u>	<u>HOURS</u>	<u>RATE/HOUR</u>	<u>COST (\$)</u>
Principal	4	\$110.32	\$441.28
PM	81	\$61.55	\$4,985.55
Deputy PM	23	\$72.36	\$1,664.28
Civil Engineer	16	\$51.07	\$817.12
Inspector	590	\$35.00	\$20,650.00
Project Admin	8	\$42.10	\$336.80
	722		
Total Direct Salary Costs			\$28,895.03

2 LABOR AND GENERAL ADMINISTRATIVE OVERHEAD:

Percentage of Direct Salary Costs		\$40,632.19
	140.62	

3 SUBTOTAL:

Items 1 and 2	\$69,527.22
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4 PROFIT:

15%	\$10,429.08
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Subtotal \$79,956.30

5 OUT-OF-POCKET EXPENSES:

a. Vehicles	\$ 4,980.00
b. Other Direct Costs	\$ 2,000.00

Total Out-of-Pocket Expenses \$6,980.00

6 SUBCONTRACT COSTS:

c. TSi Geotechnical (Material Testing)	\$ 10,000.00
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Total Subcontract Costs \$10,000.00

7 TOTAL FEE:

Items 1, 2, 3, 4, 5 and 6	\$96,936.30
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USE \$96,940.00 CONTRACT MAX

METROPOLITAN TOPEKA AIRPORT AUTHORITY BUSINESS CENTER
TOPEKA, KANSAS

MTAA Street Overlay-2023 Construction Administration Services
Hour Derivation
December 14, 2023

Classification: Gross Hourly Rate:	Kuchinski Principal \$305.27	Stalbaumer PM \$170.32	Mueller Deputy PM \$200.23	Maynard Civil Engineer \$141.32	Inspector Inspector \$96.85	Holmsley Project Admin \$116.50	Total Hours	Labor Cost	Notes
A. CONSTRUCTION SERVICES									
1. Project Administration									
1.1 Coordination with Owner	4	2					6	\$ 1,561.72	
1.2 Monthly Progress Reports to Client		6					6	\$ 1,021.92	
1.3 Project Financial Management		6	3			4	13	\$ 2,088.61	
1.4 Invoicing		6				4	10	\$ 1,487.92	
Total Hours	35	4	20	3		8	35	\$ 6,160.17	
Total Labor Cost	\$6,160.17	\$1,221.08	\$3,406.40	\$600.69		\$932.00			
2. Pre-Construction Services									
2.1 Pre-Con Mtg		6	2		2		10	\$ 1,616.08	
2.2 Document Control			3				3	\$ 600.69	
2.3 Shop Drawings		4					4	\$ 681.28	
2.4 COP		8					8	\$ 1,362.56	
Total Hours	25	18	5		2		25	\$ 4,260.61	
Total Labor Cost	\$4,260.61	\$3,065.76	\$1,001.15		\$193.70				
3. Construction Observation									
3.1 RPR Full Time					520		520	\$ 50,362.00	
3.2 PT RPR Assistance		12					12	\$ 2,043.84	
3.3 Pay Applications / Recommend's		4	4				8	\$ 1,482.20	
3.4 Change Orders, etc.		3	3				6	\$ 1,111.65	
3.5 Progress Meetings		6					6	\$ 1,021.92	
3.6 Contractor RFI's		4	4	16			24	\$ 3,743.32	
Total Hours	576	29	11	16	520		576	\$ 59,764.93	
Total Labor Cost	\$59,764.93	\$4,939.28	\$2,202.53	\$2,261.12	\$50,362.00				

4.00

METROPOLITAN TOPEKA AIRPORT AUTHORITY BUSINESS CENTER
TOPEKA, KANSAS

MTAA Street Overlay-2023 Construction Administration Services
Hour Derivation
December 8, 2023

Classification: Gross Hourly Rate:	Kuchinski Principal \$305.27	Stallbaumer PM \$170.32	Mueller Deputy PM \$200.23	Maynard Civil Engineer \$141.32	Inspector Inspector \$96.85	Holmsley Project Admin \$116.50	Total Hours	Labor Cost	Notes
4. Construction Closeout									
4.1 Punchlist and Pre-Final Walk Throu		4			6		10	\$ 1,262.38	
4.2 Final Walk Through		4			6		10	\$ 1,262.38	
4.3 Record Drawings		2			16		18	\$ 1,890.24	
4.4 Final Construction Report / Delivery		4	4		40		48	\$ 5,356.20	
Total Hours 86		14	4		68		86	\$ 9,771.20	
Total Labor Cost \$9,771.20		\$2,384.48	\$800.92		\$6,585.80				
					PART A TOTAL LABOR COST			\$79,956.91	
B. SPECIAL SERVICES									
Special Services									
Total Labor Cost									
PART B TOTAL LABOR COST								\$ -	
GRAND TOTAL LABOR COST								\$ 79,956.91	

Office of: President

To: Board of Directors

From: Eric M. Johnson

Subject: **Review and Consider Quote for Purchase
of Airfield Paint Equipment.
(Board Action Required)**



MTAA

METROPOLITAN TOPEKA AIRPORT AUTHORITY

TOPEKA REGIONAL
AIRPORT & BUSINESS CENTER

BILLARD AIRPORT

Date: January 10, 2024

Federal Aviation Regulations specifically identifies the process for applying paint markings on the airfield. The line striping machines we currently own have exceeded their useful service life. Due to multiple mechanical issues, repair costs are excessive and we did not see adequate performance following the last repairs.

Crafco Inc is a Sourcewell vendor and has the LineLazer V 250DC HP Reflective Series available under Contract #080521-CFC. In addition to the base unit, we want to include additional gun kits to increase the spray pattern. We are looking for other Sourcewell vendors that can provide this equipment. For now, Crafco Inc provided a quote for two LineLazer V with the optional equipment at a cost of \$111,398.00.

I recommend the Board approve the purchase of Two (2) LineLazer V 250DC HP Reflective Series Striper units with the additional Spray Guns and Wheel kits at a cost of One Hundred Eleven Thousand Three Hundred Ninety-Eight Dollars and No Cents (\$111,398.00). Funds were included in the 2024 budget for the replacement of the line striping machines.

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



SOURCEWELL CONTRACT
#080521-CFC

BBBQ61996

6165 W. Detroit St.
Chandler, AZ 85226
(602) 276-0406 (800) 528-8242
FAX: (480) 940-0313

Date Quoted 10/25/2023
Expiration Date 1/31/2024

Quote To: Account Code: 921202

Ship To: Account Code: 921202

METROPOLITAN TOPEKA AIRPORT AUTH.

METROPOLITAN TOPEKA AIRPORT AUTH.

Terry Poley

6510 SE FORBES AVE SUITE 1
TOPEKA, KS 66619
US

6510 SE FORBES AVE SUITE 1
TOPEKA, KS 66619
US

Phone: 785-633-9957

Fax:

Terry Poley

Email: TPoley@mtaa-topeka.org

785-633-9957

TPoley@mtaa-topeka.org

Project Title: Sourcewell

Start Date:

Ship Via: Truck/Common Carrier

Effective Dates: 10/25/2023 TO 1/31/2024

Sales Group: SRC- SOURCEWELL

Terms: NET 30

Quoted By: Austin Stading

F.O.B.: PPA- Delivered; freight includ

Sales Office: 250- Austin Stading

Estimated Time to Ship After Receipt of Order: Quoted at time of order

Customer: METROPOLITAN TOPEKA AIRPORT AUTH.

Quote Number BBBQ61996

Project Title: Sourcewell

Date 10-25-23

SALES TAX EXEMPT CERTIFICATE MUST BE PROVIDED AT THE TIME OF ORDER OR SALES TAX WILL BE ADDED TO YOUR ORDER

Part #	Description	Unit	Qty.	Contract Price	Ext. Price
25D344-SRC	LineLazer V 250DC HP Reflective Series - Two Gun, Automatic, Pressurized Beads Installed 2-Tanks and NEW LazerGuide 3000 Long-Line Laser	EA	1	\$50,949.0000	\$50,949.0000
17Z675-SRC	Gun Arm Support Wheel Kit for LineLazer V 250SPS/DC	EA	1	\$1,000.0000	\$1,000.0000
17K791-SRC	Kit, Additional Gun Kit for Line Lazer 250	EA	3	\$1,250.0000	\$3,750.0000
25D344-SRC	LineLazer V 250DC HP Reflective Series - Two Gun, Automatic, Pressurized Beads Installed 2-Tanks and NEW LazerGuide 3000 Long-Line Laser	EA	1	\$50,949.0000	\$50,949.0000
17Z675-SRC	Gun Arm Support Wheel Kit for LineLazer V 250SPS/DC	EA	1	\$1,000.0000	\$1,000.0000
17K791-SRC	Kit, Additional Gun Kit for Line Lazer 250	EA	3	\$1,250.0000	\$3,750.0000

Customer: METROPOLITAN TOPEKA AIRPORT AUTH.

Quote Number BBBQ61996

Project Title: Sourcewell

Date 10-25-23

SALES TAX EXEMPT CERTIFICATE MUST BE PROVIDED AT THE TIME OF ORDER OR SALES TAX WILL BE ADDED TO YOUR ORDER

Part #

Description

Unit

Qty.

Contract Price

Ext. Price

Sales Tax \$0.00

Shipping \$0.00

Contract Total \$111,398.0000

COMMENTS:

Tax Exempt

Sourcewell Pricing

NOTE:**WARNING:**

Products on this quote may be labeled in accordance with California Proposition 65.
California purchasers refer to <http://crafco.com/resources/Prop-65.xlsx>

For Terms and Conditions of purchases go to: <https://crafco.com/Terms-of-Sale.pdf>

Quantities may be limited at CrafcO's discretion.

Pricing and availability are subject to change without notice.

Pricing does not include applicable taxes. Tax exemption forms must be on file prior to invoicing. Unpaid sales tax will be reported to State and Local tax authorities. Extension is net after terms.

FOB DEFINITIONS:

PPA- Delivered; freight included.

PPD- Delivered; freight separate.

Pavement Preservation Products Restocking Policy**RETURN POLICY**

Crafco will only accept the return of products that have been authorized in writing in advance, and proof of purchase is required. Not all purchases are returnable. This is a Return Policy for non-warranty claims. Refer to the product data sheet for information about warranty and claims for warranty reimbursement.

All returns are subject to restocking fees.

All products returned must be in the original packaging and be in good and salable condition.

Crafco reserves the right to charge repackaging fees in addition to restocking fees.

The customer is responsible for all shipping costs of returned products.

Request information on the acceptability for returns for any specific product when ordering.

Nonreturnable Products

Not all products are returnable. Products that have a shelf life or are considered made to order, or special order may not be returned.

No used parts may be returned and any part or product that is non-standard or obsolete is not returnable.

Product	Return Status
Athletic Surfacing Products, Cure & Commercial Liquids, Equipment, Geocomposites, Paint, Sealcoat, and Silicone	Non-Returnable

Restocking Fees

All returnable products have a restocking fee if returned.

Product	Restocking Fee
Parts	15% of part purchase price
All Other Products	25% of product purchase price

How to Return an Item

1. To obtain authorization contact your customer service representative.
2. A written authorization will be faxed or emailed to you.
3. A copy of the Return Authorization must accompany the material being returned.

Maintenance Report
December 15, 2023 – January 10, 2024

12/15/23

- Removing grass buildup adjacent to T-Hangars
- Clean water meter pits

12/18/23

- Burn wood piles on the AOA at FOE
- Clean debris up in the TRBC
- Continue cleaning water meter pits

12/19/23

- Remove excess fill material at TOP
- Begin road construction on the AOA at FOE

12/20/23

- Complete road construction on the AOA at FOE
- Finish cleaning water meter pits

12/21/23

- Read water meters, took pictures of water meters and documented the service line sizes per KDHE request.
- Worked on setting bathroom fixtures in Bldg. 180
- Continued dirt work on the AOA
- Water Testing
- Airfield Inspection and Repairs as Needed

12/22/23

- Worked on sign 4/1 at Billard – Board was bad
- Worked with Don at new Billard Terminal
- Extended exhaust vents at Bldg. 131 for roofer
- Continued dirt work on the AOA
- Contacted Todd Peas regarding boring pipe for electrical at Hangar 10 (Billard)
- Worked on putting U-408 back together
- Fixed fence at Forbes AOA
- Replaced broken roller and door seal on roll up door at water tower
- Water Testing
- Airfield Inspection and Repairs as Needed

12/26/23

- Started all snow equipment
- Installed snow blade on plow #4
- Took salt and sand truck to Billard
- Started all snow equipment at Billard
- Wired up VFD in water plant

Maintenance Report
December 15, 2023 – January 10, 2024

- Worked on water tower door
- Worked on removing shaft from air handler #3 at terminal
- Cleaned and swept tool room
- Put down parking blocks at Billard
- Ordered salt and sand
- Water Testing
- Airfield Inspection and Repairs as Needed

12/27/23

- Finished removing damaged shaft out of air handler #3
- Worked with Strukel Electric for AOA Lights (problems on Twy Alpha)
- Went to Billard to do locates on electric
- Worked on A gate, broken button
- Cleaned out shop trucks
- Took more parking blocks to Billard
- Called Debackers to fix Billard heaters
- Water Testing
- Airfield Inspection and Repairs as Needed

12/28/23

- Cleaned out shop drains
- Took broken air handler shaft to get re-built
- Worked on taxiway pilot control lights
- Called Debackers to fix Billard heaters
- Plugged in plow trucks
- Moved equipment from back lot to make room for SRE Building storage
- Called Heartland to work on water tower door
- Water Testing
- Airfield Inspection and Repairs as Needed

12/29/23

- Picked up bearing for terminal makeup air #3
- Installed hose reel at shop
- Cleaned shop
- Fixed fence and coyote digs
- Water Testing
- Airfield Inspection and Repairs as Needed

1/2/24

- Worked on installing door seals at Billard T-Hangars
- Finished putting U-408 back together
- Set up boring site at Billard with contractors for underground wire
- Worked on year end paperwork for water department

Maintenance Report
December 15, 2023 – January 10, 2024

- Water Testing
- Airfield Inspection and Repairs as Needed

1/3/24

- Helped move FBO items from old terminal to new terminal at Billard
- Worked on door seals at Billard T-Hangars
- Took lift to Billard for IT people
- Helped remove old fence and post at Billard
- Took tractor to John Deere for repairs
- Water Testing
- Airfield Inspection and Repairs as Needed

1/4/24

- Made brackets for Hangar #68 and #70 at Billard
- Installed door seals on T-Hangars at Billard
- Got price quotes on metal for T-Hangars at Billard
- Brought lift back to Forbes from Billard
- Put loader on trailer to take to Billard tomorrow
- Worked on crack sealer
- Finished taking pictures of water meters and put on flash drive (size of pipe for KDHE)
- Water Testing
- Airfield Inspection and Repairs as Needed

1/5/24

- Started snow equipment and checked fluids
- Snow removal – 9hours total
- Worked with Heartland on doors at shop and water tower
- Checked terminal boilers
- Water Testing
- Airfield Inspection and Repairs as Needed

1/8/24

- Picked up repaired plow frame
- Went to Billard to see if Torgeson had completed boring
- Got plow trucks ready
- Called back to Forbes at 10pm for snow removal, plowed all night at both airports
- Water Testing
- Airfield Inspection and Repairs as Needed

1/9/24

- Still plowing at both airports, continued all day
- Sent blower to Billard – was found to have an oil leak
- Sent backup blower to Billard

Maintenance Report
December 15, 2023 – January 10, 2024

1/10/24

- Cleaned up AOA at both Airports
- Helped 108th clean up their ramp
- Worked on snow blower (main blower needed new oil pan gasket and had a frozen blower head), (backup blower had a frozen blower head)
- Brought Billard F550 to Forbes to be worked on
- Water Testing
- Airfield Inspection and Repairs as Needed

Sales By Product Summary

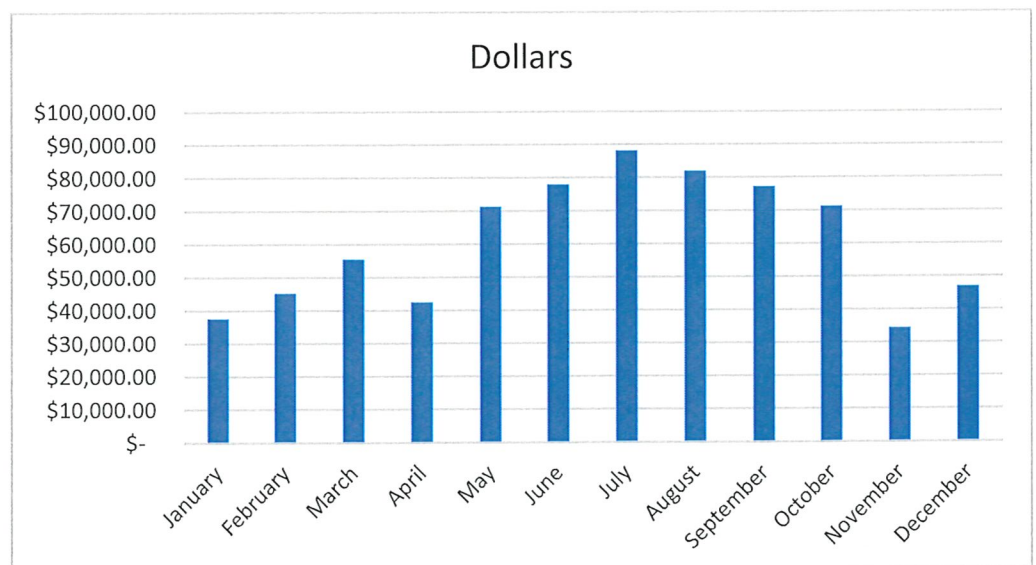
Receipt Date : 01-Dec-23 to 31-Dec-23

Products : All

Product	Remittance Report	Quantity	Product Total	Tax	Total Sales
Avgas 100LL	Cash	251.9	\$ 1,265.20	\$ 118.31	\$ 1,383.51
Avgas 100LL	Credit Card	1916.8	\$ 9,942.68	\$ 929.60	\$ 10,872.28
Tax Exempt Avgas	Cash	306.9	\$ 1,633.51	\$ -	\$ 1,633.51
Tax Exempt Avgas	Credit Card	64	\$ 338.25	\$ -	\$ 338.25
	SUB	2539.6	\$ 13,179.64	\$ 1,047.91	\$ 14,227.55
Jet A Fuel with FSII Additive	Cash	3557	\$ 14,156.71	\$ 1,323.66	\$ 15,480.37
Jet A Fuel with FSII Additive	Contract Fuel	396	\$ -	\$ -	\$ -
Jet A Fuel with FSII Additive	Credit Card	3130	\$ 13,192.28	\$ 1,141.95	\$ 14,334.23
Jet A Tax Exempt	Cash	756	\$ 2,845.36	\$ -	\$ 2,845.36
	SUB	7839	\$ 30,194.35	\$ 2,465.61	\$ 32,659.96
	Totals	10378.6	\$ 43,373.99	\$ 3,513.52	\$ 46,887.51

Based at Billard

T-Hangar sales	\$ 3,986.46
TAC	\$ 2,186.28
Post 8	\$ -
State Aircraft	\$ 3,305.52
Newcomer	\$ 8,888.05
Jetz	\$ 6,263.20
Top Aviation Services	\$ 2,330.38
	\$ 26,959.89

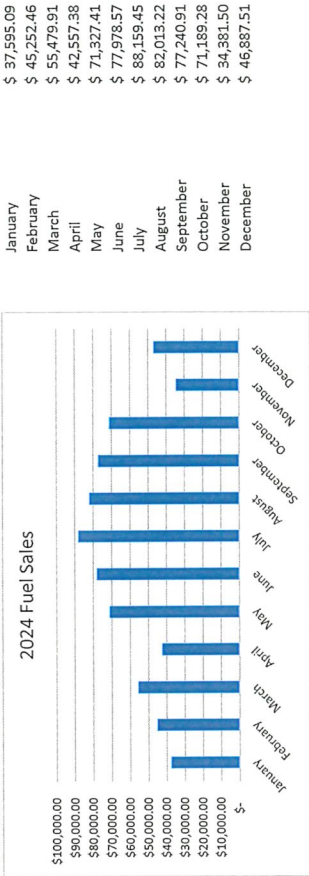


TITLE
Sales By Product Summary
Receipt Date : 01-Jan-23 to 31-Dec-23
Products : All

Product	Remittance Report	Quantity	Product Total	Tax	Total Sales
Avgas 100LL	Cash	10438.55	\$ 57,878.43	\$ 5,295.60	\$ 63,178.03
Avgas 100LL	Contract Fuel	197	\$ 1,070.72	\$ 98.33	\$ 1,169.05
Avgas 100LL	Credit Card	29329.6	\$ 164,904.27	\$ 15,227.45	\$ 180,131.72
Avgas Other	Cash	171.79	\$ 900.08	\$ (115.54)	\$ 784.54
Avgas Other	Credit Card	97.6	\$ 501.92	\$ 30.45	\$ 532.37
Tax Exempt Avgas	Cash	2975.71	\$ 16,835.12	-	\$ 16,835.12
Tax Exempt Avgas	Credit Card	901.1	\$ 5,166.04	-	\$ 5,166.04
	SUB	44,111.35	\$ 247,256.58	\$ 20,540.29	\$ 267,796.87
Jet A Fuel	Cash	-550	\$ (2,692.78)	\$ (246.39)	\$ (2,939.17)
Jet A Fuel with FSII Additive	Cash	24040.8	\$ 103,056.98	\$ 8,859.58	\$ 111,916.56
Jet A Fuel with FSII Additive	Contract Fuel	10411	-	-	-
Jet A Fuel with FSII Additive	Credit Card	60330.3	\$ 263,030.94	\$ 23,239.02	\$ 286,269.96
Jet A Tax Exempt	Cash	10451	\$ 45,535.34	-	\$ 45,535.34
Jet A Tax Exempt	Contract Fuel	79	\$ 320.98	-	\$ 320.98
Jet A Tax Exempt	Credit Card	90	\$ 362.07	-	\$ 362.07
Jet A1 Fuel with FSII Additive	Cash	2999	\$ 13,509.44	-	\$ 13,509.44
Jet A1 Fuel with FSII Additive	Contract Fuel	280	\$ 1,225.14	-	\$ 1,225.14
Jet A1 Fuel with FSII Additive	Credit Card	722	\$ 3,129.98	-	\$ 3,129.98
	SUB	108,853.10	\$ 427,478.09	\$ 31,852.21	\$ 459,330.30
	TOTAL	152,964.45	\$ 674,734.67	\$ 52,392.50	\$ 727,127.17

Loads of fuel received 2023

	Gallons Quantity	Trans Amt
Avgas 100LL	8,256.00	\$ 34,695.51
	7,880.00	\$ 35,870.86
	7,718.00	\$ 37,912.67
	7,981.00	\$ 33,332.96
	7,769.00	\$ 38,745.87
SUB	39,604.00	\$ 180,557.87
Jet A with Additive	119.00	\$ 6,353.05
	6,048.00	\$ 23,698.72
	7,079.00	\$ 28,924.66
	7,055.00	\$ 21,826.97
	6,708.00	\$ 29,997.77
	7,046.00	\$ 21,436.40
	6,891.00	\$ 19,020.85
	6,969.00	\$ 19,587.56
	6,946.00	\$ 19,321.61
	4,078.00	\$ 19,085.60
	6,944.00	\$ 19,236.34
	6,943.00	\$ 20,935.23
	6,941.00	\$ 22,771.26
	6,913.00	\$ 24,127.88
	7,001.00	\$ 26,197.40
	6,995.00	\$ 25,746.77
	7,050.00	\$ 24,251.43
	7,065.00	\$ 20,154.96
	6,935.00	\$ 25,294.86
SUB	121,730.00	\$ 417,969.32
TOTAL	161,334.00	\$ 598,527.19



January	\$ 37,595.09
February	\$ 45,252.46
March	\$ 55,479.91
April	\$ 42,557.38
May	\$ 71,327.41
June	\$ 77,978.57
July	\$ 88,159.45
August	\$ 82,013.22
September	\$ 77,240.91
October	\$ 71,189.28
November	\$ 34,381.50
December	\$ 46,887.51