

MTAA Board Meeting 3:00 PM

Tuesday, February 21, 2023

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 Special Board Meeting December 12, 2022 and the Regularly Scheduled Board Meeting of December 20, 2022.
3. Public Comment.
4. Adopt Agenda.

ACTION ITEMS:

5. Consider Approval of Quote to Repair Overhead Doors at the MTAA P&F Department (Bldg. #623).
6. Consider Quote for Airfield Paint for Topeka Regional Airport and Philip Billard Airport.
7. Consider Approval of Quote for a New Ground Power Unit for TOP Fuel Service.
8. Consider Creation of MTAA Director of Development Position.
9. Consider Submitting an Application for a Small Community Air Service Development Grant.
10. Consider WSP Task Order No. 12 – FOE Fuel Farm Construction Administration.
11. Consider Resolution Nos. 23-287 and 23-288 to amend Resolution Nos. 22-285 and 22-286.

DISCUSSION ITEMS:

12. MRO Site Timeline, NIAR LOI and Funding.
13. MTAA Priorities List.
14. MTAA Development Plan.

DISCUSSION ITEMS (Continued):

- 15. HB 2336
- 16. Topic List for Community Engagement Action Session.
- 17. Topeka Business Center Standards.

INFORMATIONAL REPORTS:

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



MTAA

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

Board of Directors

Metropolitan Topeka Airport Authority

December 12, 2022

Special Meeting conducted via ZOOM.....10:00 PM

Chairwoman Lisa Stubbs brought the special meeting of the MTAA Board of Directors to order at 10:06 AM with Board members participating in the ZOOM meeting as follows: Brian Armstrong, Erica-Garcia Babb, Mike Munson and Sam Sutton. Also identified as attending via ZOOM were:

- Sam Stallbaumer of WSP USA, Inc.
- Amy Oesterreich of Heinen Brothers
- "27 News"
- Timothy Resner of Frieden & Forbes, LP – Legal Counsel to the Board

Staff members in attendance:

- Eric Johnson
- Cheryl Trobough

Item 1. Notice.

Chairwoman Stubbs inquired if everyone who requested notification had been notified of this meeting. **Ms. Trobough replied that notifications were sent.**

Item 2. Adopt the Agenda.

Chairwoman Stubbs stated that the Agenda will need to be amended to add an Executive Session for the discussion of legal matters with the attorney.

Mr. Munson made a motion to add an Executive Session as Item 6. and adopt the Agenda as amended. Ms. Garcia-Babb seconded the motion. Motion carried.

Item 3. Consider Approval of Bid Received for Construction of Passenger Boarding Bridge at Topeka Regional Airport.

Mr. Johnson reported that with the award of the Bipartisan Infrastructure Law - Airport Terminal Program (BIL-ATP) and Cares Act grants, the MTAA has been afforded the opportunity to address several Airport Improvement Program (AIP) eligible projects which would likely not be completed otherwise. The amount of Federal Aviation Administration Entitlement funding through AIP for Topeka Regional Airport is not sufficient for the construction of a new passenger boarding bridge and discretionary funding is awarded to projects that compete for funds with the priority given to airfield pavements such as runways, taxiways and aprons.

Following the design effort by WSP, the Passenger Boarding Bridge Project was advertised and bids were opened on December 7, 2022. The engineer's estimate of probable cost was \$1,100,000.00 for the base bid and \$350,000.00 for the alternate bid for the installation of the PCA Unit. One (1) bid for the new Passenger Boarding Bridge was received from TK Airport Solutions, Inc. for a base bid of \$1,183,756.00 and a bid of \$110,798.00 for the alternate. The total bid amount of \$ 1,294,554.00 is less than the engineers estimate for both items combined.

Mr. Johnson made a recommendation that the Board accept the bid offered by TK Airport Solutions, Inc. in the amount of \$1,294,554.00, pending a concurrence of award from the FAA and acceptance of additional required documents (Good Faith Effort and Buy American Waiver) from TK Airport Solutions, Inc.

Mr. Armstrong made a motion to award the contract for construction of the new Passenger Boarding Bridge at Topeka Regional Airport to TK Airport Solutions, Inc. by accepting the bid

submitted in the amount not to exceed One Million Two Hundred Ninety-four Thousand Five Hundred Fifty-four Dollars and No Cents (\$1,294,554.00). Mr. Sutton seconded the motion. Roll Call vote taken: Lisa Stubbs – aye; Brian Armstrong – aye; Sam Sutton – aye; Erica Garcia-Babb – aye; Mike Munson – aye. Motion carried.

Item 4. Consider Approval of MTAA Resolution No. 22-285 Authorizing the Acceptance of Grant Offer No. 3-20-0082-023-2022 (BIL) and Grant Offer No. 3-20-0082-024-2033 (CARES Act) Through Federal Aviation Administration for Philip Billard Airport Terminal Building Construction.

Mr. Johnson reported that Grant Offer No. 3-20-0082-023-2022 and 3-20-0082-024-2022 for Philip Billard Municipal Airport are expected to be received from the Federal Aviation Administration (FAA) with the requirement that the signed grant acceptance is returned to the FAA by Friday, December 16, 2022.

The Board was requested to consider adoption of MTAA Resolution No. 22-285, authorizing the MTAA President to sign in acceptance of the grant offers from the FAA in the amount of Three Million Eight Hundred Thousand Dollars and No Cents (\$3,800,000.00) for Project #3-20-0082-023-2022 (BIL) and One Million Five Hundred Seventy-six Thousand Two Hundred Nineteen Dollars and No Cents (\$1,576,219.00) for Project #3-20-0082-024-2022 (CARES Act).

Mr. Munson made a motion to adopt Resolution No. 22-285 authorizing Mr. Johnson to sign for the acceptance of the Grant Offers from the Federal Aviation Administration. Mr. Armstrong seconded the motion. Motion carried.

Item 5. Consider Approval of MTAA Resolution No. 22-286 Authorizing the Acceptance of Grant Offer No. 3-20-0113-044-2022 (BIL) Through Federal Aviation Administration for Topeka Regional Airport Passenger Boarding Bridge.

Mr. Johnson reported that Grant Offer No. 3-20-0113-044-2022 for Topeka Regional Airport is expected to be received from the Federal Aviation Administration (FAA) with the requirement that the signed grant acceptance is returned to the FAA by Friday, December 16, 2022.

Mr. Johnson requested the Board to consider adoption of MTAA Resolution No. 22-286, authorizing the MTAA President to sign in acceptance of the grant offer from the FAA in the amount of One Million Six Hundred Thirty-seven Thousand Six Hundred Thirty-two Dollars and No Cents (\$1,637,632.00) for the construction of a new Passenger Boarding Bridge at Topeka Regional Airport, Topeka, Kansas.

Mr. Armstrong made a motion to adopt Resolution No. 22-286 authorizing Mr. Johnson to sign for the acceptance of the Grant Offer from the Federal Aviation Administration. Ms. Garcia-Babb seconded the motion. Motion carried.

Item 6. Executive Session.

Chairwoman Stubbs moved that the meeting be recessed for the purpose of an Executive Session, pursuant to the Kansas Open Meeting Laws. The justification for this Executive Session is the need to preserve attorney-client confidentiality in the discussion of legal matters. Ms. Stubbs stated that the Executive Session will be for a period not to exceed fifteen (15) minutes beginning at 10:15 a.m., and allowing adequate time to for separate Zoom meeting connections, this meeting shall reconvene at 10:32 a.m. Mr. Armstrong seconded the motion. Motion carried.

Chairwoman Stubbs reconvened the Regular Session at 10:32 a.m. and stated that there was no action to be taken as a result of the Executive Session.

Adjournment

Chairwoman Stubbs inquired if there was any further business to discuss, hearing none, she asked for a motion to adjourn. **Mr. Munson made the motion to adjourn. Mr. Sutton seconded the motion and the meeting was adjourned at 10:35 a.m.**

These official minutes were approved by the Board of Directors on February 21, 2023.

**Metropolitan Topeka Airport Authority
December 20, 2022**

Regular Monthly Meeting 3:00 PM

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

- Sam Stallbaumer of WSP USA, Inc.
- Jay Freund of WSP USA, Inc.
- Joseph Ledbetter of Ledbetter Law Office
- John Lueger of Heinen Brothers
- Jennifer Hannon of HTK Architects
- Kenny Harter of Senne Company
- Amy Oesterreich of Heinen Brothers (via Zoom)
- Vicki Matso (via Zoom)
- Mayor's Office (via Zoom)
- Maj. John Ross – 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, Danielle Sheehy and Matt Narsh.

Item 1. Notice.

Chairwoman Stubbs 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 November 15, 2022.

Chairwoman Stubbs asked the Board to review the Minutes of the Regularly Scheduled Board Meeting of November 15, 2022. He 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 November 15, 2022. Mr. Sutton seconded the motion. Motion carried.

Item 3. Public Comment.

Chairwoman Stubbs inquired if there was anyone registered to speak during Public Comment. Mr. Johnson replied that there was not.

Item 4. Adopt the Agenda.

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

Item 5. Consider Acceptance of Bid to Repair Terminal Building Storm Damage at the Topeka Regional Airport - FOE.

Mr. Johnson reported that the terminal building at Topeka Regional Airport suffered significant wind and water damage in December 2021. HTK Architects surveyed the damage and developed specifications detailing the necessary repairs. Alternate bids were also requested as follows:

- o Alt 1 Enclosure of the Wi-Fi lounge for sterile area operations and modification of the airside apron and gate to meet ADA requirements;
- o Alt 2 Replacement of exit lane doors;
- o Alt 3 Replacement of vestibule carpet;
- o Alt 4 Replacement of ceiling tiles; and
- o Alt 5 Replacement of remaining exterior soffit to match storm damage repair.

This project was advertised and three sealed bids were received and opened on December 13, 2022.

With the anticipated costs at Billard FBO, Mr. Johnson proposed the MTAA limit this project to the base bid and Alt 5. The work includes repair of the storm damage and replacement of the remaining soffit to match. The low bidder for these items is Senne Company offering a base bid of \$250,000.00 and an Alt 5 bid of \$33,628.00, resulting in a total bid of \$283,628.00. Mr. Johnson requested the Board to approve this bid.

Mr. Munson made a motion to approve the Senne Company bid for the storm damage repair and additional exterior soffit for the total amount of Two Hundred Eighty-Three Thousand Six Hundred Twenty-eight Dollars (\$283,628.00). Mr. Armstrong seconded the motion. Motion carried.

Item 6. Consider Approval of Argus Consulting Proposal for Fuel Farm Design Services at Philip Billard Airport - TOP.

Mr. Johnson reported that this proposal encompasses civil and mechanical engineering for the design of a Fuel Storage Facility at Philip Billard Municipal Airport as well as the removal of the existing fuel facility. The new facility will provide above-ground storage for 15,000 gallons of Jet fuel and 15,000 gallons of avgas along with mechanical, electrical and environmental controls. Construction observation services are not included in this proposal and, if required, will be presented to the Board for consideration at a later date.

The proposal submitted by Argus Consulting for the design of the Bulk Fuel Storage and Loading/Unloading Facility was \$172,025.00.

Mr. Sutton questioned the expense of this proposal and inquired if there were other alternatives available. After discussion, it was the consensus of the Board to table the item to a future meeting to allow Staff the necessary time to compile additional information for consideration.

Item 7. Consider Approval of Proposal for Supervising Control and Data Acquisition System Installation for Water Tower Communication.

Mr. Johnson reported that the original hard-wired communication system on our water tower is no longer functioning. Quotes for replacement of the system were deemed to be cost prohibitive and staff relied on frequent observations to ensure the water level was maintained within the normal range. Recently, an affordable replacement was discovered which will improve efficiencies and automatically control and maintain the appropriate water level.

Lloyd Harold LLC proposes to install Supervising Control and Data Acquisition (SCADA) units on the MTAA water system. One unit is placed at the tower to monitor the water level and a second unit is placed at the water plant to control the pumps. Low level alarms and power outages will automatically notify our dispatch center.

Mr. Johnson requested the Board to approve the proposal submitted by Lloyd Harold LLC for the installation of the SCADA system at a cost of \$13,750.00.

Mr. Armstrong made a motion to accept the proposal submitted by Lloyd Harold LLC for the installation of the SCADA system for the MTAA water tower at a cost of Thirteen Thousand Seven Hundred Fifty Dollars (\$13,750.00). Mr. Munson seconded the motion.

Item 8. Consider Purchase of Avgas and Jet Refuelers for FBO at Philip Billard Airport - TOP.

Mr. Johnson reported that with the recent notification received from Heinen Aviation stating they will cease all Fixed Base Operation activities effective December 31, 2022, the MTAA will be assuming FBO responsibilities. Staff searched for aircraft refueler dealers to obtain quotes for one avgas refueler and one jet refueler.

Although there are several vendors, there was only one identified that could meet the requirement to have trucks on site prior to January 1, 2023. Global Aviation Services LLC dba ProFlo Industries, provided a quote of \$148,585.00 for one (1) 1,000-gallon avgas refueler and a quote of \$260,595.00 for one (1) 3,000-gallon jet refueler. Delivery of the avgas refueler is 45-days from date of order and the Jet refueler is 75-days. Until the new trucks arrive, ProFlo Industries is offering to provide a short-term lease at no charge other than the cost of delivery and return of the trucks, which will not exceed \$14,000.00.

Mr. Johnson requested the Board to approve the purchase of the both fuel trucks as quoted by ProFlo Industries and authorize staff to proceed with the order.

1,000-gallon avgas refueler at the quoted price of \$148,585.00 and 3,000-gallon jet refueler at the quoted price of \$260,595.00 offered by ProFlo Industries. The total amount of this purchase is Four Hundred Nine Thousand One Hundred Eighty Dollars (\$409,180.00). I also request the Board authorize the Fourteen Thousand Dollar (\$14,000) expense for the delivery and return of the loaner trucks.

Mr. Munson made a motion to approve the ProFlo Industries quote for the purchase of a 1,000-gallon avgas refueler; a 3,000-gallon jet refueler; and the cost of delivery/return of the loaner trucks for the total amount of Four Hundred Nine Thousand One Hundred Eighty Dollars (\$409,180.00). Mr. Armstrong seconded the motion. Motion carried.

Item 9. Consider Purchase of Compact Tractor for FBO at Philip Billard Airport - TOP.

Mr. Johnson reported that Staff requested quotes from area equipment dealers for a compact tractor to be used to reposition aircraft at Philip Billard Airport. Three quotes were received with Heritage Tractor providing the lowest cost for a new John Deere 2025R. The tractors quoted are relatively close in size and rating with four-wheel drive, diesel engines and hydrostatic transmissions. With the MTAA taking over the Fixed Base Operation at Philip Billard Airport, utilizing this tractor to reposition aircraft will be essential to the operation.

Dealer	Make	Model	Drive	Price
Heinen Repair Service 13424 Edwards Rd Valley Falls KS 66088 785-945-6711	Mahindra	Max 26 HST tractor with loader	4WD Hydrostatic	\$ 21,355.00
Heritage Tractor, Inc. 2701 Nw Highway 24 Topeka, KS 66618 785-235-5100	John Deere	2025R	4WD Hydrostatic	\$ 17,156.86 *Sourcewell
KanEquip Inc. 2901 Nw Highway 24 Topeka, KS 66618	Kubota	LX3310HSD	4WD Hydrostatic	\$25,250.00

Mr. Johnson requested the Board to approve the purchase of the John Deer 2025R from Heritage Tractor at the quoted Sourcewell price of \$17,156.86.00. Seventeen Thousand One Hundred Fifty-six Dollars and Eighty-six Cents (\$17,156.86).

Mr. Armstrong made a motion to approve the purchase of the John Deere 2025R compact tractor from Heritage Tractor, Inc. at a total cost of Seventeen Thousand One Hundred Fifty-six Dollars and Eighty-six Cents (\$17,156.86). Mr. Munson seconded the motion. Motion carried.

Item 10. Consider Purchase of FBO Office and Line Service Equipment for Philip Billard Airport - TOP.

Mr. Johnson reported that Staff developed a list of equipment and supplies that must be acquired for the Fixed Base Operation prior to assuming those responsibilities on January 1, 2023. While each item could be purchased individually without board approval, as a whole they exceed the threshold, therefore the Board's authorization for these purchases through multiple vendors was requested.

A comprehensive list of purchases to be made was presented to the Board. Staff will look at State/Federal Surplus for office related items to save on expenses wherever possible. Office, lobby, and pilot lounge furniture purchased now can be transferred to the new terminal building when completed in 2024.

Mr. Johnson requested the Board approve a purchase price not to exceed \$25,000.00 for the items identified.

Mr. Armstrong made a motion to authorize a total expenditure not to exceed Twenty-five Thousand Dollars for the furniture and equipment identified for the FBO operation. Mr. Munson seconded the motion. Motion carried.

Information Only Items:

Item 11. Monthly Reports

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

Mr. Johnson provided the following report:

- FOE has at least 30 charter operations on the schedule between now and the end of February. Most of these are for college teams and the aircraft range in size from regional jets to Boeing 747's. We have offered Million Air some assistance due to the size and number of flights. Winter conditions will take priority.
- As previously discussed, the abandoned apron is causing some issues with heaves along taxiways Alpha, Bravo and Charlie. Head Construction, the contractor for the 190th is leasing a staging area on the North end of the apron and will begin removing portions of the old apron in an effort to relieve the pressure causing the heaves. Plans are to haul material in the spring to fill in the open area.
- The Runway 03-21 PAPI/VASI project the FAA is working on has been delayed 2-3 months. It appears there was some miscommunications on the electrical service. The last report was that the contractor is back in Florida and won't return until this issue is resolved. The runway will not have visual nav aids until spring 2024.

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

Mr. Johnson provided the following report:

- The Chamber has requested a meeting with the Lt. Governor right after the first of the year. A short presentation will be provided identifying the accomplishments and plans going forward. They have requested the MTAA Board chair be present. I'll share more details when they become available.
- Staff continues to work on cleaning up the business center. I've been making contact with tenants to discuss the condition of their leased areas. R&R advised me that Frito Lay had been off line for a while but they are back up now. R&R will work through the month of January to significantly reduce the pile of recycled material and clean up the area.

- There has been a tremendous amount of unexpected activity over the last several weeks with the start-up of an airport operated FBO. The MTAA staff pulled together to accomplish this work and Tim Resner's office has been instrumental in assisting us with making sure notifications were made to our tenants at Billard Airport. I am extremely appreciative of the work everyone has accomplished in a very short amount of time.
- Several continuing projects in the works:
 - MRO Site development analysis - Coffman Associates reviewing alternatives for MRO facility. Work is currently two months ahead of schedule. The EA (Environmental Assessment) determination will dictate if project design may begin ASAP or be potentially delayed 12-18 months;
 - FOE SRE Building (CARES Funding) - Final Plans are due 4/11/2023 with Construction to start in 2023 and finish before 5/1/2024;
 - TOP Terminal Building (BIL & CARES Funding) - Contractor has signed contract and plans to begin construction 3-1-2023. It is a 12-month construction period (300 for new building and 60 for demolition of existing building);
 - FOE Fuel Farm (CARES Funding) - Currently redesigning to accommodate FBO and users of airport. Advertise plans for bidding in mid-January with plans to start construction in Spring 2023;
 - FOE Passenger Boarding Bridge (BIL Funding) - Contractor has signed contract and plans to begin construction August 2023. It is a 60-day construction period;
 - Taxiway Alpha-Delta (BIL/MTAA/KANG funding) - Awaiting IFE results to begin design this winter/spring with construction in 2024.
- **NOVEMBER LEASE ACTIVITY (CPI is 8.3%) – ALL INCREASES ARE 2%**
 - **NEW LEASES/RENEWALS**
 - Mr. O Auto Sales renewed
 - **OPTIONS EXERCISED**
 - None
 - **INCREASES**
 - Five (5) leases received annual increases.
 - **DECREASES/LEASES DISCONTINUED**
 - Dan Hinnah vacated Bldg. #624;
 - Gainwell Technologies discontinued the Parking Lot #3 lease.

Monthly rental income is \$164,502 or approximately \$1,974,026 per year.

- **DELINQUENT ACCOUNTS (as of 11/30/2022)**
 - Paul Kirk dba Advance Street Rod Design – Account remains delinquent for finance charges and July, August, September, October & November invoices;
 - Brackett Inc. – Account remains delinquent for finance charges and the May, June, July, August, September, October & November invoices – **A payment plan is in the works to chisel away at the delinquency;**
 - Mark Lewis Properties – Account is delinquent for September, October & November invoices for the rent account and the water/sewer account;
 - Vaerus Aviation – Account is delinquent for November charges;

- o Billard Airport Restaurant – Account is delinquent for a portion of the November invoice.

Mr. Munson reported that during conversations with Joseph Ledbetter it was suggested that the Board of Directors should possibly consider revising the MTAA Bylaws. The Board provided direction to counsel to review the bylaws for a recommendation.

11.c. Monthly Financial Reports – Ms. Trobough

Ms. Trobough explained that the reports for the month ending 11/30/2022 are delayed and will be presented at the next monthly meeting.

Item 12. Executive Session

Chairwoman Stubbs inquired if there was a need for an Executive Session. Mr. Resner and Mr. Johnson requested ten (10) minutes to discuss a personnel matter.

Mr. Armstrong moved that the meeting be recessed for the purpose of an Executive Session, pursuant to the Kansas Open Meeting Laws. The justification for this Executive Session is the need to preserve attorney-client confidentiality in the discussion of personnel matters. Mr. Armstrong stated that the Executive Session will be for a period not to exceed ten (10) minutes beginning at 4:03 p.m. and this meeting shall reconvene at 4:13 p.m. Mr. Munson seconded the motion. Motion carried.

Chairwoman Stubbs reconvened the Regular Session at 4:13 p.m. and stated that there was no action to be taken as a result of the Executive Session.


Adjournment

Chairwoman Stubbs inquired if there was any further business to discuss, hearing none, she asked for a motion to adjourn. **Mr. Sutton made the motion to adjourn. Mr. Munson seconded the motion and the meeting was adjourned at 4:15 p.m.**

These official minutes were approved by the Board of Directors on February 21, 2023.

Samuel W. Sutton, Secretary

Office of: President
To: Board of Directors

From: Eric M. Johnson 

Subject: **Consider Approval of Quote to Repair
Overhead Doors at the MTAA P&F
Department (Bldg. #623). (Board Action Required)**



Date: February 13, 2023

Building 623 was constructed in 1985 and with only a couple exceptions, all overhead door openers and hardware are original. We recently experienced several mechanical failures leaving us unable to open doors when the malfunction occurs. This presents a serious issue when crews are responding to an emergency call. Rather than waiting for the next failure, we would like to replace all original equipment.

We requested quotes and advertised on the MTAA website for these repairs. We received three quotes with Mark's Overhead Door Service providing the lowest price. This quote provides for the replacement of all remaining original door openers and related hardware at a cost of \$27,967.50. This includes removal and disposal of the old equipment and installation of all new openers and hardware.

I request the Board authorize the purchase of the new overhead door openers, cables, springs and hardware at a cost not to exceed Twenty-Seven Thousand Nine Hundred Sixty-Seven Dollars and Fifty Cents (\$27,967.50). We have the necessary funds available in the 2023 budget (61900 - General Facility Supplies).

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

MARK'S OVERHEAD DOOR SERVICE



711 NE US 24 Hwy
Topeka KS 66608
(785) 582-4771,

Bids@marksoverheaddoorservice.com

Estimate

ESTIMATE #	8622
DATE	
EXPIRATION	
PO #	

CUSTOMER
MTAA Fire Station MTAA
(785) 633-9957
tpoley@mtaa-topeka.org

SERVICE LOCATION
MTAA Fire Station
(785) 633-9957
tpoley@mtaa-topeka.org

DESCRIPTION	
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Estimate				
LiftMaster Commercial Opener	10.00	\$1,570.00	0.00%	\$15,700.00
LiftMaster Commercial Opener No display screen No Brake				
Strut	122.00	\$3.75	0.00%	\$457.50
Strut-1 strut at the top of each door 2" 3.75 ft 1 stut for each 14' door=14				
NTIL Service	10.00	\$515.00	0.00%	\$5,150.00
Non taxable industrial labor Install (10) LiftMaster Commercial Opener				
Springs	10.00	\$415.00	0.00%	\$4,150.00
.331 x 3.75 x 48.5 pair of springs with cones				
Cable by the foot	320.00	\$1.75	0.00%	\$560.00
Cable per foot 15' 10" needs per side each door 5/32 1.75				

NTIL Service Non taxable industrial labor Install Springs, Cables and Struts for all doors	1.00	\$1,850.00	0.00%	\$1,850.00
Discount Discount for 10 openers	10.00	\$-40.00	0.00%	\$-400.00
Note Power:Yes Lights:Yes Lift:Yes We believe you to be TAX EXEMPT. If you are not, please let us know.	1.00	\$0.00	0.00%	\$0.00
Discount Discount on springs	10.00	\$50.00	\$0.00	\$500.00
EXEMPT		0.00%		\$0.00

CUSTOMER MESSAGE
Final payment due upon completion of work. 2.9% fee for all credit card transactions with combine totals over \$1,000 and for all garage door sales of any amount.
ALL DOOR ESTIMATES REQUIRE 1/2 DOWN UPON ACCEPTANCE AND/OR ORDERING.
ELECTRICAL TO BE DONE BY OTHER, WHEN NECESSARY
GARAGE DOORS TO BE INSTALLED BEFORE INTERIOR WALLS
ANY DOOR 18' FOOT WIDE OR WIDER, \$300.00 OR MORE, ON SITE DELIVERY CHARGE

Estimate Total:

\$27,967.50

A TOTAL DOOR, INC.

OUR NAME SAYS IT ALL
1200 W OLD 56 HWY
OLATHE, KS. 66061
PH: 913-236-6440 FAX: 913-236-5407

PROPOSAL

Sold To: MTAA Terry Poley ATTN: Terry
6500 SE Forbes Ave PH: 785-633-9957
Topeka, KS FAX:
tpoley@mtaa-topeka.org CELL:

JOB: _____

Salesman: Brian	Terms	DATE: 2/1/2023
785-393-4668 cell		

WE PROPOSE TO FURNISH & INSTALL:

10 14 ft Liftmaster Trolley commercial opener LMT501L5. Parts only - no labor	\$	11,900.00
Labor to install opener (discount \$50 for volume installs) \$510 each	\$	4,590.00
10 sets of cables without labor	\$	192.00
10 pair of commercial springs - 3.75x331x48.5 inches rw lw - for stock, no labor	\$	9,300.00
labor (discounted by \$125 each pair if done with opener project) \$240 pair	\$	2,400.00
Labor \$365 each pair if done as needed over the year.		

tax exempt client
no tax is included

*ELECTRICAL, DRYWALL, CONCRETE, GLASS, GLAZING OR FINISH WORK
BY OTHERS UNLESS NOTED OTHERWISE.

TOTAL	\$28,382.00
DEPOSIT	
BALANCE	

Prices stated on this proposal are good for
10 days, unless otherwise noted.

No material returned without prior authorization,
subject to 25% restocking fee.

Past due accounts will be charged 1-1/2% per month,
or the highest rate allowed by law on unpaid balances.

WE ACCEPT THE ABOVE PROPOSAL: Date: _____

BY: _____
TYPE OR PRINT NAME

The Genuine. The Original.



Overhead Door Company of Northeast Kansas
A DH PACE Company

General Office and Showroom
2322 S.W. 6th Avenue
Topeka, KS 66606
Topeka 785-234-7553
Manhattan 785-776-6064
Lawrence 785-842-7182
OverheadDoorNortheastKansas.com

PROPOSAL

CUSTOMER: Metropolitan Topeka Airport Authority Address: City: State: Zip: Phone: Email:	PROJECT: Metropolitan Topeka Airport Authority Address 1: 6510 SE Forbes Ave Address 2: Forbes Field City: Topeka State: KS Zip: 66619
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Submitted To:	Terry Poley	Proposal Date:	2/15/2023	Proposal #:	Op/Spring/Cable Bid
Submitted By:	Kent House	Service Manager	785 409 7528	Kent.house@dhpace.com	
Addendums Acknowledged:		Drawings Dated:		Specifications Dated:	

Furniture and install 10 Trolley Liftmaster Operators BT501LB with photo eyes and trolley, spring replacement on 8 doors 338.312X64 plugged-2 sets of backup springs, cable replacement on 11 doors excluding new door on east side of building 1 back up set. Proposal acceptance upon reasonable access to complete work in timely fashion. Bays will be cleared upon scheduled to complete work.


\$31,595.00 plus tax if applicable.

Lead time of 6 to 8 weeks from approval for arrival of products, scheduling after that

The proposal described herein, including all price(s) quoted, is made conditionally upon Buyer's continued credit status and must be accepted by Buyer as made by Seller. To accept this Proposal, Buyer must date, sign and return the original copy hereof to Seller within 30 days after the date hereof. Unless expressly disclosed and stated, the amount of any sales and use tax is not included in this proposal.		
Buyer acknowledges and agrees that each and all of the terms and conditions on Attachment A (TERMS AND CONDITIONS) are a part of this Proposal and that upon Buyer's acceptance of this Proposal shall constitute a valid and binding contract between the parties and all prior proposals, discussions and agreements respecting the subject matter hereof are cancelled. DEPOSIT ON SPECIAL ORDER ITEMS IS NON-REFUNDABLE.		
BUYER ACCEPTANCE		
TYPE OR PRINT NAME OF BUYER	ACCEPTANCE DATE	REFERENCE #
This is my authorization to proceed with the above stated work at the base price of Enter text..		
SIGNATURE of: <input type="checkbox"/> Owner <input type="checkbox"/> Partner <input type="checkbox"/> Officer (indicate which)		TITLE

Office of: President

To: Board of Directors

From: Eric M. Johnson 

Subject: **Consider Quote for Airfield Paint for
Topeka Regional Airport and Philip Billard Airport.
(Board Action Required)**



Date: February 13, 2023

With lessons learned in the last couple years, staff started early obtaining quotes for airfield paint. You may recall paint was backordered several months in 2021 and 2022.

We are required to ensure paint marking on our runways, taxiways and aprons meet FAA requirements. Given the size of the airfields, this requires a significant amount of paint even with a rotational schedule.

We received three quotes for the required paint. Crafco, Inc. indicated they can supply the white, yellow and black paint in 55-gallon drums. This discounts the price and considering the number of markings we need to address, the drums simplify the process. Lead time for production is at least three to four weeks.

I recommend the Board accept the quote provided by Crafco, Inc. and authorize staff to purchase the required paint in preparation for the upcoming season at a cost of Fourteen Thousand Three Hundred Forty-four Dollars and No Cents. (\$14,344.00).

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



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

QUOTE #

BBBQ56624

Date Quoted 2/3/2023

EXPIRATION DATE 3/5/2023

*Due to extreme market volatility of raw materials, quotes are reviewed and revised after 30 days.
Products ordered for shipment after the expiration date on this quote will be adjusted to the price in
the quote valid at the time of the shipment.*

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

Mobile:

Phone: 785-633-9957

Fax:

Terry Poley

Email: TPoley@mtaa-topeka.org

785-633-9957

TPoley@mtaa-topeka.org

Project Title:

Bid Date:

Terms: NET 30

Bid Number:

F.O.B.: PPD-ADD FREIGHT

Project Start Date:

Ship Via: Truck/Common Carrier

Ship Before: 3/5/2023

Sales Group:

Quote Effective Dates: 2/3/2023 TO 3/5/2023

Quoted By: Austin Stading

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: BBBQ56624

Project Title:

Date: 02-03-23

**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.	Retail	Quote Price	Ext. Price
P641YELFD-55D-KS04	PAINT YELLOW FAST DRY 55 - GAL DRUM	DR	4	\$1,805.0000	\$922.0000	\$3,688.0000
P621WHTFD-55D-KS04	PAINT WHITE FAST DRY 55 - GAL DRUM	DR	6	\$1,705.0000	\$886.0000	\$5,316.0000
P697SO-55D	PAINT BLACK FAST DRY 55 - GAL DRUM	ea	6	\$1,805.0000	\$890.0000	\$5,340.0000
Retail Total				\$28,280.00	Total	\$14,344.00

*Due to extreme market volatility, all prices and availability are subject to change without notice, all quotes to
be confirmed at time of order and subject to inventory status.*

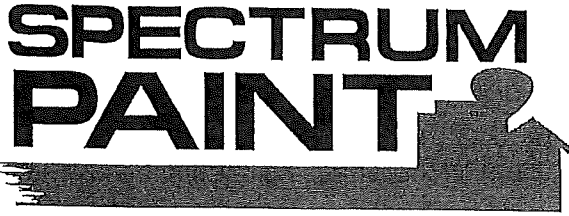
COMMENTS:

3-4 Week lead time

FOB from factory - Freight to be added.

Agenda Item 6
Page 2 of 4

Quote



View Over 70 Locations at
www.spectrumpaint.com

Lawrence - 2400 West 31st Street (785) 841-0606
 Manhattan - 618 Fort Riley Blvd. (785) 776-9740
 Topeka - 1550 SW Wanamaker Suite 100C (785) 272-8818

Customer: Metropolitan Topeka Airport Authority

Date: 2/8/2023

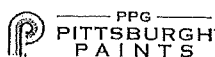
Job Name:

Expires:

3/31/2023

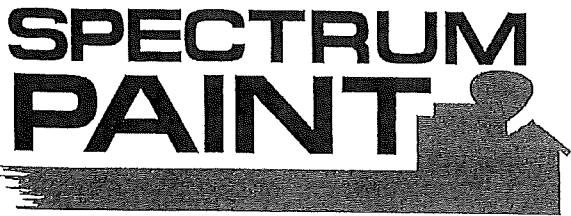
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Agenda Item 6
Page 3 of 4



Prices are subject to change. Paint may be higher in deep and accent colors.

Quote



View Over 70 Locations at
www.spectrumpaint.com

Lawrence - 2400 West 31st Street (785) 841-0606

Manhattan - 618 Fort Riley Blvd. (785) 776-9740

Topeka - 1550 SW Wanamaker Suite 100C (785) 272-

8818

Customer: Metropolitan Topeka Airport Authority

Date: 2/8/2023

Job Name:

Expires:

3/31/2023

[illegible]

Agenda Item 6

Page 4 of 4



Prices are subject to change. Paint may be higher in deep and accent colors.

Office of: President
To: Board of Directors

From: Eric M. Johnson

Subject: **Consider Approval of Quote for
A New Ground Power Unit for TOP
Fuel Service. (Board Action Required)**



Date: February 13, 2023

As you are aware, the MTAA assumed responsibility for the Fixed Base Operation at Philip Billard Airport on January 1, 2023. During the December meeting of the Board of Directors, a significant amount of equipment and supplies were authorized for purchase. We did not have any information on a ground power unit (GPU) at that time. This piece of equipment is used to provide power to an aircraft during starting.

Staff identified a couple used pieces of equipment and two new units. Purchasing an older, used model presents certain challenges given that we'll have only one. A new GPU offers reliability that a used model cannot.

I request the Board authorize the purchase of the BatesField Diesel 3000 Series GPU with optional brakes at a total cost not to exceed Forty-Five Thousand Three Hundred Forty-five Dollars and No Cents (\$45,345.00). We have the necessary funds available in the 2023 budget (92270 – Economic Development/Emergency Needs).

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

BatesField GPU - Diesel Series

DC OUTPUT VOLTAGE: Standard with 28VDC outlet with 12VDC available for \$150.
Capable of **2,400~2600 Amps Peak and 800 Amps continuous** during starts.

Series	DC Output Amperage	Cost
3000	2,600 cranking amps; 300 amps for pre-start operations	\$44,796
2000	2,500 cranking amps; 200 amps for pre-start operations	\$37,308
1000	2,400 cranking amps; 100 amps for pre-start operations	\$33,594

DC OUTPUT CABLE: 20' of 4/0 cable with 3 pin aircraft plug standard except for 1000 series where 15' of 2/0 cable is standard with available upgrade to 4/0 cable in lieu of 2/0 cable for \$475.

AC INPUT CABLE: 50' with customer providing plug for hangar use if hangar power is used.

PANEL METERS: AC Volt meter, Hours meter, and State of Charge meter standard on all series.
DC-Volt and DC-Amp standard on 2000 & 3000 series.
DC-Volt & DC-Amp optional on 1000 series for \$230 each.

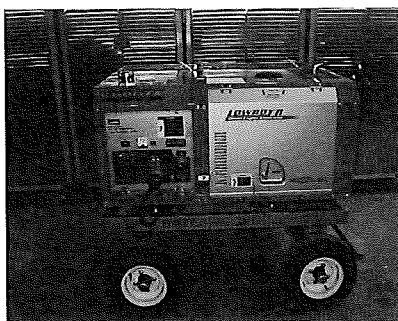
ENGINE: Standard with world renown liquid cooled Kubota Diesel Engine.

UNDERCARRIAGE: 16" Pneumatic tires & tapered bearings. Brake available for \$549.

SHIPPING DIMENSIONS: 65"L x 49"W x 54"H; approximately 1596-1607-1615 lbs.

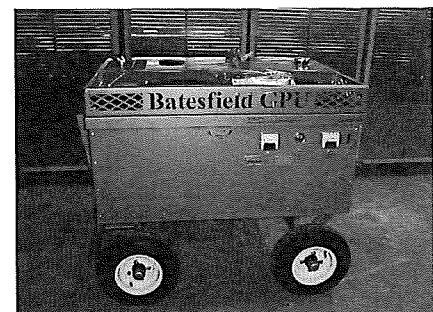
TERMS: Payment in full prior to shipping (deposit with order acceptable).
Freight FOB origin (Wellston, OK USA). Lead time to be agreed upon when ordering. Price does not include shipping expenses (freight) and may change without notice, so please confirm when ordering.

EQUIPPED STANDARD WITH: 120/240 VAC household type power with engine running, & ability to power aircraft from hangar power without the engine running (DUAL POWERED).



BATESFIELD GPU
930335 S. Pilot Dr.
Wellston, OK 74881

Phone: 405-258-2600
sales@gasgpu.com
Fax: 405-258-3066
www.GasGPU.com



BatesField GPU - Gasoline DUAL Series

DC OUTPUT VOLTAGE: Standard with 28VDC outlet with 12VDC available for \$150.

Capable of **2,400~2600 Amps Peak and 800 Amps continuous** during starts.

Series	DC Output Amperage	Cost
3000	2,600 cranking amps; 300 amps for pre-start operations	\$39,915
2000	2,500 cranking amps; 200 amps for pre-start operations	\$32,427
1000	2,400 cranking amps; 100 amps for pre-start operations	\$27,980

DC OUTPUT CABLE: 20' of 4/0 cable with 3 pin aircraft plug standard except for 1000 series where 16' of 2/0 cable is standard with available upgrade to 4/0 cable in lieu of 2/0 cable for \$475.

AC INPUT CABLE: 50' with customer providing plug for hangar use if hangar power is used.

PANEL METERS: Hours meter and State of Charge meter standard on all series.

DC-Volt and DC-Amp standard on 2000 series and up.

DC-Volt & DC-Amp optional on 1000 series for \$230 each.

ENGINE: World renown air cooled engine such as Honda, Kohler, or Briggs and Stratton.

MOBILE UNIT: Unit is very easily be maneuvered by hand or tug. It comes standard with a minimum of 12" Pneumatic tires (2 rigid/2 swivel) and a simple kick stand brake that lifts the front with the tow handle when tow handle is raised in the upright position. Upgrade to 16" Pneumatic steerable (not caster) tires and tapered bearings available for \$950 and brake for 16" these tires available for \$549.

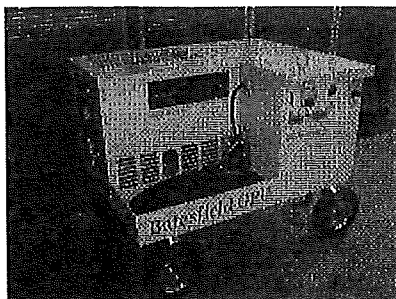
UNDERCARRIAGE: 12" Pneumatic tires with simple kickstand brake standard. Upgrade to 16" Pneumatic tires and tapered bearings available as mentioned in paragraph directly above.

SHIPPING DIMENSIONS: 65"L x 49"W x 54"H; approximately 1,250 lbs.

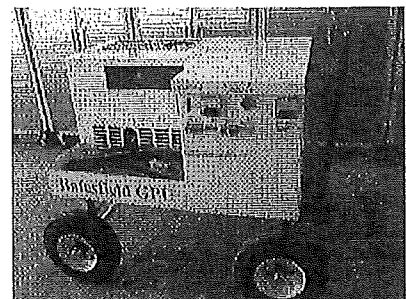
TERMS: Payment in full prior to shipping (deposit with order acceptable).

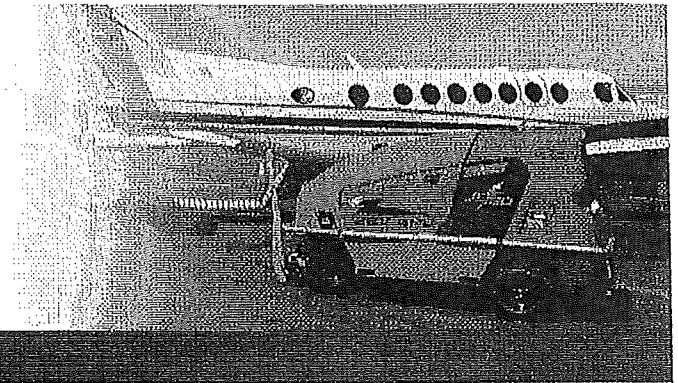
Freight FOB origin (Wellston, OK USA). Lead time to be agreed upon when ordering. Prices subject to change without notice and does not include shipping expenses (freight), so please confirm when ordering.

EQUIPPED STANDARD WITH: 120/240 VAC household type power with engine running, & ability to power aircraft from hangar power without the engine running (**DUAL POWERED**).



BATESFIELD GPU
930335 S. Pilot Dr.
Wellston, OK 74881
Phone: 405-258-2600
sales@gasgpu.com
Fax: 405-258-3066
www.GasGPU.com





JetGo Ground Power Units

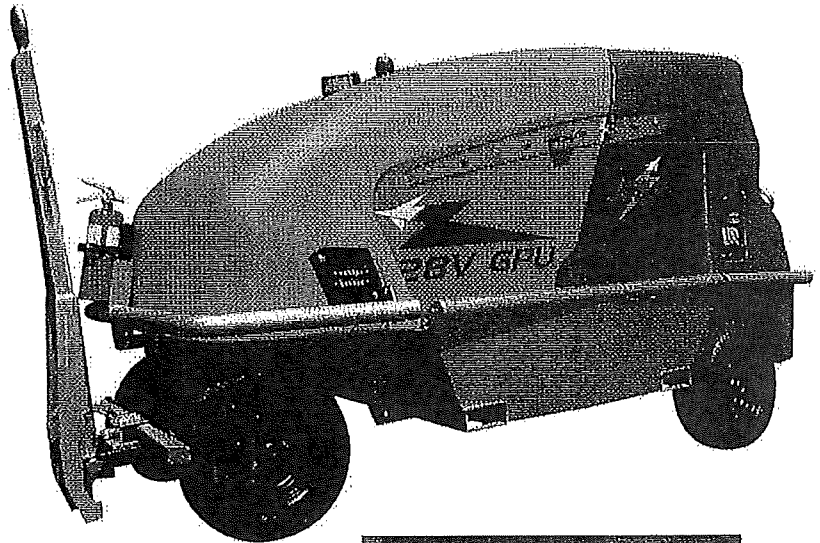
JetGo 900

The AERO Specialties JetGo 900 is a groundbreaking development in our line of JetGo aircraft ground power units. Utilizing modern production methods and materials, we have created the most outstanding 28V GPU available. The all-new futuristic design, active aircraft safety features and reliable performance ensure that the JetGo 900 will be the dominant choice for your 28V ground power requirements.

This revolutionary GPU incorporates the highest continuous amperage in its class along with superior safe starting amperage from the hybrid design. Featuring the well-proven water-cooled Deutz 2.9TD Tier IV final engine, the JetGo 900 is designed to perform in the most arduous environments and the busiest of ramps. Standard breakaway output cables, standard LED floodlights, standard active overvoltage protection systems, and standard OptiTune™ fine voltage adjustment on every unit ensures that this unit will be suitable and safe for every 28V DC aircraft. The JetGo 900 features a galvanized heavy-duty trailer, oversized cable trays with rollers for easy deployment of output cables, rear suspension, and rugged fifth-wheel towing system designed for demanding airline ramps.

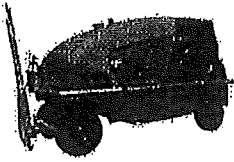
Features

- Fuel-efficient diesel-hybrid design will run ~25 hours at 50% load
- EPA Tier 4 Final compliant Deutz 2.9TD engine (does not require DEF)
- Fully galvanized heavy-duty trailer with torsional suspension system and fifth-wheel steering with towbar
- Protective galvanized steel bumpers
- 800 amps continuous and 2,000 amps peak performance (>2,000 amps in conjunction with standard hybrid battery system)
- Integrated digital MPC 10 generator controller with digital display allows for monitoring of engine and generator parameters
- OptiTune™ feature allows for fine adjustment of output voltage from a nominal 27.0-29.0V
- Blue "Hi-Viz" running lights
- Overhead cable tray lighting
- Standard LED adjustable flood lights
- Standard low fuel "Hi-Viz" warning beacons
- Integrated USB charger
- Turbine start redundancy utilizing unique hybrid battery design



Call us for details at +1 208.378.9888
or visit our website at aerospecialties.com

Part #	Description	Lead Time	Qty	List Price	-	Unit Price	Ext. Price
2015400	JETGO 900, T4F, STD CONFIG		1	\$46,581.26	-	\$46,581.26	\$46,581.26



AERO Specialties JetGo 900 28V DC S5 aircraft ground power unit.

Office of: President

To: Board of Directors

From: Eric M. Johnson 

Subject: **Consider Creation of MTAA
Director of Development Position.
(Board Action Required)**



Date: February 16, 2023

The MTAA presently has an open position for the Leasing/Property Manager. This has been open for more than a year and we've had no qualified applicants for the position. As the direction of the MTAA moves forward with the redevelopment of the airports and business center, expanding the responsibilities to include economic development is essential.

I request the Board authorize the creation of the Director of Development position and allow staff to begin advertising the position immediately. A draft position description is attached for your review.

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

MTAA DIRECTOR OF DEVELOPMENT – POSITION DESCRIPTION

Overview of the Position

The Director of Development is responsible for all economic development and leasing activities at the two (2) airports operated by the Metropolitan Topeka Airport Authority (“MTAA”): Topeka Regional Airport and Philip Billard Municipal Airport. The position is responsible for economic development, including identifying, planning, evaluating, developing and overseeing new and existing aviation and non-aviation revenue streams and projects. The position will proactively and effectively set development goals and recruit new business and tenants to the airports in order to maximize use of airport property. In regard to leasing, the position is responsible for marketing, negotiating, preparing, implementing and managing leases, licenses, operating agreements, concessions agreements, and other contracts relating to MTAA current and future properties. The Director of Development will be expected to work collaboratively with the MTAA Board of Directors, President/Director of Airports, Director of Administration and Finance and Director of Maintenance, legal counsel, key community stakeholders, as well as prospective tenants and business interests in order to effectively fulfill the duties of this position and help the MTAA achieve its development goals.

The Director of Development reports directly to the MTAA President / Director of Airports.

Essential Duties of the Position

The following is a summary of the major duties and responsibilities performed by the position. The Director of Development may be requested to perform job-related tasks other than those specifically presented in this description and this description should not be considered an all-inclusive list of requirements of this position.

- Provides leadership and expertise in conceptual planning and project development for aviation and non-aviation economic development.
- Works with professional consultants, local planners, third party developers, prospective and current tenants, key community stakeholders and other business interests to further MTAA economic development priorities and collaborates with the aforesaid parties to carry conceptual projects through the development process.
- Collaborates well with other MTAA departments and leadership on multiple planning input needs.
- Provides guidance and leads MTAA Board-level and other community stakeholder-level presentation, workshops, charettes, etc.

- Manages multiple planning and development projects or programs through interaction on behalf of the MTAA.
- Provides guidance and manages the airport capital improvement program. Serves as point of contact in coordinating with departments to develop the program on behalf of MTAA.
- Handles all aspects of leasing at the airports including marketing and recruiting potential tenants, ensuring competitive fair market lease rates, coordinating tenant needs and issues with other MTAA departments and leadership, and maintaining optimal occupancy, while planning for and implementing future developmental needs and goals.
- Assist in development and adherence to MTAA annual budget.
- Performs related work as required and directed.
- Works out of the MTAA administrative offices.

Qualifications, Skills and Abilities

The ideal candidate for this position will possess the following preferred qualifications, skills and abilities. The MTAA will also accept and consider candidates with the following minimum qualifications:

- Bachelor's degree in accounting, business or public administration, real estate management, economics, law, finance or a related field is required. A master's degree in the aforementioned areas is preferred. A Kansas real estate or appraiser's license is preferred.
- A minimum of 5 years' experience in business development, property management, contract management or project management is required. Experience in airport-related development, marketing and/or management is preferred.
- Experience in airport development work is preferred, including knowledge relating to airport management, project management, planning and development, and federal and state aviation funding.
- Required skills and abilities include effective verbal and written communication, ability to bridge between planning and construction, strong organization and time management, cross-functional team management, guide and influence professional consultants, and establish and maintain effective working relationships.

Salary and Benefits

The salary range for this position starts at \$90,000.00 and is negotiable commensurate with experience.

Salary is accompanied by a competitive benefits package, including health, dental and short-term disability insurance provided for the employee and participation in Kansas Public Employees Retirement System including retirement benefits, life and disability insurances.

How to Apply

Resumes and a cover letter may be submitted in person or by mail to the MTAA Human Resources Department at 6510 SE Forbes Ave., Ste. 1, Topeka, KS 66619-1446, or sent via email to hr@mtaa-topeka.org. The MTAA will review and process applications in the order received, and we highly encourage any interested candidate to apply as soon as possible.

The Metropolitan Topeka Airport Authority is an Equal Opportunity and Pro-Veteran Employer. We welcome differences in the form of gender, race, ethnicity, disability, geography, socioeconomic status, age, politics, religion, philosophy, sexual orientation, or gender identity. All applicants who share this goal are encouraged to apply. Individuals must be able to pass a Triple I (III) and/or CHRC Fingerprint background check.

Office of: President
To: Board of Directors

From: Eric M. Johnson



Subject: **Consider Submitting an Application for a
Small Community Air Service Development
Grant. (Board Action Required)**



Date: February 16, 2023


We anticipate the US Department of Transportation will release the RFP for Small Community Air Service Development (SCASD) Grant applications towards the end of this month. Our agreement with Volaire Aviation Consultants for this service changed last year and now requires the MTAA Board of Directors to authorize work performed on a case-by-case basis. The cost for Volaire Aviation Consultants to prepare the grant application under the new agreement is Twelve Thousand Five Hundred Dollars (\$12,500.00). Once completed, MTAA staff will submit the application to the USDOT for consideration.

I request the Board authorize Volaire Aviation Consultants to prepare the grant application for submission to the USDOT at cost not to exceed Twelve Thousand Five Hundred Dollars and No Cents (\$12,500.00). We have the necessary funds available in the 2023 budget (31150 - Consulting Services).

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

Office of: President

To: Board of Directors

From: Eric M. Johnson 

Subject: **Consider WSP Task Order No. 12 – FOE
Fuel Farm Construction Administration.
(Board Action Required)**



Date: February 17, 2023

WSP USA Inc.'s (WSP) contract for design of this project was previously approved by the Board and the FAA. The construction administration for this phase of the project will be included in the grant to allow reimbursement of the funds as negotiated.

WSP recently submitted the contract documents which includes the scope of work and the construction engineering services fee. With the receipt of this material, staff will make arrangements with Crawford, Murphy & Tilly Engineers & Consultants to provide an Independent Fee Estimate (IFE). The IFE is an eligible administrative cost for reimbursement under the grant and is used to assist staff with determining a fair value for the services provided.

The initial document provided by WSP identified a construction engineering service cost of \$ 647,030.00. Upon receipt of the IFE, we will conduct our comparison of the WSP service fee and the IFE, and proceed with negotiations, if deemed necessary.

If there are any questions, please do not hesitate to call.

PROFESSIONAL SERVICES AGREEMENT

WSP Agreement No. - 30900280

Task Order No. 12 (30900280E2)

This Task Order No. 12 is made and entered into this _____ day of _____, 2023, 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.

Our subconsultant Argus shall perform the Services and provide the deliverables as set forth in Appendix B.

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 C for an estimated amount of \$ 647,030, on the basis of a Cost Plus Maximum with a Fixed Fee of \$ 30,864.06.

3. Both parties agree that this Task Order No. 12 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. 12 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

Digitally signed by
Cogan, Scott (cogansm)
Date: 2023.02.16
16:09:35 -06'00'

Signature
Scott Cogan, PE
Vice President

Typed Name/Title
2/16/2023

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 (virtual, if necessary) for the FOE Fuel Farm 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 part-time construction observation services, including preparation of 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 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 330-calendar day construction period. WSP and/or Argus will be present for these services. See the attached Argus Scope for assumed site visits and presence on the project. Assumed WSP site visits and presence on the project site include:
 - a. Weekly and periodic visits by RPR during construction period
 - i. To record progress and observe construction activities
 - ii. 2 visits per week at 4 hours per visit for the duration of construction are included in this scope and fee.
 - b. Special visits for critical tasks
 - i. 22 visits at 10 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 maybe 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 – 20
 - b. Number of requests for information included in this agreement – 5
 - 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. It is assumed that one final inspection will be made for the fuel farm project. 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.



February 14, 2023

Mr. Sam Stallbaumer
Aviation Project Manager
WSP
300 Wyandotte, Suite 200
Kansas City, MO 64105

**RE: Proposal for Professional Engineering Services – CONSTRUCTION SERVICES
Topeka Regional Airport (KFOE)
Topeka, KS
New Aviation Fuel Bulk Storage and Loading/Unloading Facility
Argus Proposal No. 20221178 – REV1**

Dear Mr. Stallbaumer,

We appreciate the opportunity to provide this proposal for professional engineering services for the design/bidding phase for a new fuel storage and dispensing system at Topeka Regional Airport (KFOE) to better serve the aviation community and airport tenants. At Argus, we strive to be recognized as the trusted leader in the planning, engineering, and management of fuel handling systems. With over 28 years of experience in aviation fuel systems across the country and specialized expertise in civil, structural, mechanical, electrical, controls, and environmental engineering, we can certainly add value to the future project.

This proposal is based upon our current understanding of the project and can be revised following further discussion or after the kickoff meeting. For the purpose of this proposal:

- Argus Consulting will be referred to as the “Engineer”
- The Airport will be referred to as the “Owner,” and
- WSP will be referred to as the “Client.”

It has been assumed that the project will be primarily controlled by the Client, the Client is contracted with the Owner, Argus will be directly contracted with the Client, and all communication will follow that protocol.

OVERALL SCOPE OF THE PROJECT

The overall scope of the project, or scope of work, is identified in the DESIGN SERVICES proposal, dated 10/25/2021, and as depicted in the construction drawings package dated 1/13/23.

SCOPE OF SERVICES

To simplify this project, we propose conducting professional engineering services in a singular phase, as shown below, incorporated into our fee, and described in this section:

1. Construction Support Phase

Construction Support

After receiving written notice to proceed (NTP) with the Construction Support task, the Engineer will provide the following services.

1. Pre-construction Meeting(s): Participate in one (1) pre-construction conferences to discuss the requirements of the Project with the Owner, awarded contractor, subcontractors, and any other stakeholders in-person.
2. Requests for Information (RFI)/Construction Change Orders: Review and respond to the Contractor's questions and requests during construction in consultation with the Owner. Issue all instructions to the contractor(s) as may be requested by the Owner and prepare RFI responses, construction change orders and provide necessary documentation for supplemental Agreements as required.
3. Compliance Submittals: Review samples, catalog data, schedules, shop drawings, laboratory/shop/mill/factory tests of materials and equipment and other data submitted by the contractor. Such reviews will determine conformance with the design concept of the Project and compliance with the information given in the Construction Contract. The Engineer will distribute one copy of the documents with review comments to the Owner upon once construction is complete. Shop drawings will be submitted, and review dispositions/comments distributed by email in PDF format.
4. Contractor Test Reports: Review and respond to contractor test reports including, but not limiting to soil density/moisture/bearing capacity/classification/compaction, concrete slump/air content/temperature/compressive-strength, coating and welding results. Engineer will consult with the Client/Owner if any test results to not match the contract documents and provide guidance for potential solutions.
5. Site Visits: Make periodic visits to the project site at significant stages of construction. It is assumed that one
 - One (1) site visit will be conducted for the pre-construction conference with the Client, Owner and selected Contractor
 - A maximum of thirty (30) one (1) day site visits will be conducted during construction, specifically requested to be during active construction or install of the fueling Work. This is subject to change based on client/owner request and weather. One (1) representative from Argus will travel to the project site for a typical one (1) day visit to adequately witness and observe the construction progress. Argus personnel will represent backgrounds in civil, mechanical, electrical and structural engineering and be selected based on the type of work being performed during that week. Frequency and length of site visit can vary based on client/owner request or necessity based on construction activities.
 - A maximum of ten (10) one (1) day site visits will be conducted during construction, specifically requested to be during active demolition and environmental observation of the existing facility Work. This is subject to change based on client/owner request and weather. One (1) representative from Argus will travel to the project site for a typical one (1) day visit to adequately witness and observe the demolition progress. Argus personnel will represent backgrounds in environmental or civil engineering and be selected based on the type of work being performed during that week. Frequency and length of site visit can vary based on client/owner request or necessity based on construction activities.
 - One (1) site visit will be conducted at substantial completion of the project to prepare a system punch list and to witness commissioning, start-up, operational testing, and training of the systems, led by the Contractor and Engineer.

- One (1) site visit will be conducted to confirm punchlist completion and final acceptance.

Based on information obtained during the site visit and on its observations, the Engineer shall endeavor to determine, in general, if such work is proceeding in accordance with the Design concept and Construction Contract documents. Argus shall endeavor to protect the Owner against defects and deficiencies in the work of the contractor(s); however, it shall be understood that the Engineer cannot guarantee the performance of the contractor, nor is the Engineer responsible for the actual supervision and administration of the construction operations or for any safety measures the contractor(s) takes or should take.

6. SPCC: Prepare a "draft" and "final" version of the Spill Prevention, Control and Countermeasures (SPCC) plan. This effort will incorporate any modifications to the original design concept based on the equipment procured and once the new system is constructed, commissioned, and operational. The SPCC Plan must be prepared and implemented before fuel is introduced into the storage tanks at the new facility in accordance with 40 CFR Part 112.
7. Meetings/Check-ins: Consult and advise the Client/Owner throughout the construction process as requested. At a minimum, monthly teleconferences shall be conducted just prior to mobilization and throughout on-site construction by the contractor. The schedule will be determined during the pre-construction conference.
8. System Commissioning and Start-Up Training: During a four (4) hour on-site training session, the Engineer will lead a training conference for interested and vital members of the Owner, Operator and any other authorities having jurisdictions. The training conference will be conducted during a "wet" commissioning trip and will include both classroom and hands on training of the system. General topics shall include flow of fuel, loading/unloading procedures, sump separator procedures, emergency shutdown procedures, overfill protection, tank-to-tank transfers, recirculation, EFSO systems, containment system procedures, tank gauging, etc.
9. Operator Refresher Training: If requested by the Owner or Operator, the Engineer will provide one (1) secondary training conference of the system as a refresher or for new staff within 12 months of substantial completion of the project. The engineer will mirror the topics identified in the Start-Up Training scope above.
10. Permitting Assistance: The Engineer will assist the Client/Contractor with responding to permitting comments, providing additional information as requested and addressing any minor design modifications deemed necessary to obtain the required permits.
11. Record Documents: Prepare and submit one flash drive containing plan drawings in single PDF (with supporting CAD backgrounds) format showing those changes made during the construction process based on the "as-built" marked-up prints, drawings and other data furnished by the Contractor(s) to the Engineer and those changes which the Engineer considers significant.
12. Construction Management Plan: Prepare for review and approval by the Owner, a Construction Management Plan. This document gives a preliminary list of testing requirements and material submittals, based on the construction specifications, to be presented by the Contractor for tracking purposes.
13. Periodic Pay Request Review and Verify: Will provide review and approval or rejection of contractor submitted pay requests based on current status of fueling system construction of fabrication.
14. Engineers Letter of Substantial Completion/Conformance: Prepare and submit engineer's letter confirming the substantial completion and commissioning of the fueling system to be provided to the owner. This will establish the warranty period to be provided by the contractor.

15. Warranty Inspection: Conduct an inspection of the completed system prior to the expiration of the one year warranty period and advise the Client/Owner of any recommended action to be taken under the terms of any warranty. The specifications call for a one year warranty on all Work and a five year warranty on the coating systems. It would be the Owners responsibility to identify any coating failures between years 1 and 5.
16. Project Close-Out Documentation: Review and approve close-out documentation such as test results/reports/submittals/shop drawings/warranty certificates/as-builts/catalog-cuts/maintenance data/parts lists/material suppliers, to be compiled by the contractor and provided to the owner as part of a facility O&M Manual.

DELIVERABLES

The following deliverable will be made for each phase:

Construction Support

- A. Pre-construction meeting discussion topics (electronic)
- B. Requests for Information (RFI) with comments, once complete (electronic)
- C. Compliance Submittals with comments, once complete (electronic)
- D. Contractor Test responses (electronic)
- E. Site visit trip report (electronic)
- F. Punch List itemized report (electronic)
- G. Spill Prevention, Control and Countermeasures (SPCC) Plan – Draft and Final
- H. Various meeting minutes

ASSUMPTIONS

The following assumptions have been made with respect to the project and preparation of this proposal:

- A. All permitting will be the full responsibility of the successful contractor. Permitting prep/assistance has been included in this proposal and is estimated and limited to 40 hours.
- B. Final Building/Fire Code permits shall be obtained by the successful Contractor.
- C. This project will not be phased in any sort or variation, and all work will be constructed in a single sequence by one awarded contractor.
- D. Argus will prepare discussion topics and participate in the pre-construction meeting in person and will travel to the airport for this specific task.
- E. The total number of meetings/site visits has been estimated in our fee as the following:
 1. Pre-Construction Conference (one individual)
 2. Thirty (30) Site Visits/Construction Observations (one individual)
 3. Ten (10) Site Visits/Environmental Observations (one individual)
 4. System Commissioning/Start-Up Training/Testing/Punch List Prep (four individuals)
 5. Final inspection to verify punchlist completion (two individuals)
 6. Refresher Training Visit (four individuals)
 7. Warranty Inspection

Total Trips = 45

- F. Additional site visits, beyond the aforementioned list, at the request of the Owner, will be on a time and materials basis and the Engineer shall be compensated accordingly.
- G. Most travel is assumed to be performed over a singular weekday and should not require overnight travel.

- H. All construction testing is to be completed by an independent, third party testing agency that will be acquired and compensated by the awarded Contractor. No further testing is required.
- I. To minimize travel expenses and coordinate schedules, a minimum 14 calendar day advance notice of all site visits/construction observation is requested.
- J. Compliance submittal and RFI review/response is estimated at 100 hours per discipline (civil/structural/mechanical/electrical), and 90 hours' total for processing. Review of compliance submittals will be completed with a maximum 10-day turnaround time. The reviewed submittals will be received and returned electronically
- K. There is no full-time resident engineer required for this project.
- L. Engineer will have full access to site throughout construction process in order to fulfill the duties mentioned in this proposal. The Client will provide AOA access and escorting throughout the construction site and to/from the existing fuel facilities.

PROGRAM SCHEDULE

For planning purposes, we offer the following preliminary schedule for proposed project and will be revised throughout the process.

NTP	Q4 of 2021
Detailed Design	5 Months
Bidding Support	1 Month (estimated)
Construction Admin/Awarding/Contracting/NTP	1 Months± (estimated)
Construction Support Services	12 Months± (estimated)
Estimated Construction Phase	12 Months

FEE FOR SERVICES

Based upon the scope of the project and services previously stated, the following represents our fee for these professional services.

- A. To accomplish each task of this project, Argus will provide the professional services stated in this proposal up to a maximum of 13 months from NTP. Assuming a NTP in the first quarter of 2023, the Construction Support services is anticipated to be performed mostly in 2023 and partially in 2024.
- B. To accomplish this assignment, Argus will provide all labor and expenses for this project on a Time and Materials (T&M) basis. Should a change in scope or services be requested by the Owner, the additional services can be provided on a negotiated Time and Materials basis. In addition, should this amount be exhausted at any point regardless of project completion, the Engineer will suspend all work and initiate negotiations on an agreement for continuation of services with the Owner.
- C. The following presents our (Argus) fee for the project:

Labor	\$ 276,750
<u>Expenses</u>	<u>\$ 12,500</u>
Total	\$ 289,250

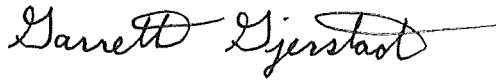
D. The following breakdown for the OPTIONAL scope items is provided for reference but is included in the total above.

a. SPCC Plan	\$ 18,600
b. Record Drawings	\$ 13,700
c. Construction Management Plan	\$ 8,200
d. Review Periodic Pay Requests	\$ 3,250
e. Engineers Letter of Substantial Completion	\$ 1,250
f. Warranty Inspection	\$ 8,900
g. Project Close-Out Documentation	\$ 6,900

E. This proposal is valid for 90 calendar days.

Fuel system planning, design, construction, and management demand a high level of technical expertise due to their vast complexity, hazardous nature, environmental impacts and evolving technology and regulations. We are prepared to commit our experienced technical resources to your project upon your notification of award. Should you have any questions or want to discuss the scope of services in depth, please contact me at (816) 874-8255. We look forward to working with you on this project. Thanks again for the opportunity to provide our proposal for this work.

Sincerely,



Garrett Gjerstad, PE
Business Unit Leader – General Aviation
Direct: 816-874-8236
ggjerstad@argusconsulting.com

February 5, 2023

Mr. Sam Stallbaumer
Aviation Project Manager
WSP
300 Wyandotte, Suite 200
Kansas City, MO 64105

**RE: Proposal for Professional Engineering Services – O&M Manual
Topeka Regional Airport (KFOE)
Topeka, KS
New Aviation Fuel Bulk Storage and Loading/Unloading Facility
Argus Proposal No. 20221294**

Dear Mr. Stallbaumer,

We appreciate the opportunity to provide this proposal for professional engineering services to prepare an Operations and Maintenance (O&M) Manual for the future fueling systems owned by the Metropolitan Topeka Airport Authority (MTAA) at Topeka Regional Airport (KFOE).

This proposal is based upon our current understanding of the project and facility design provided by Argus and will incorporate all aspects of the fueling related systems as installed once construction of the new facilities are complete.

We look forward to this opportunity to work with you. The following paragraphs provide a brief project background, our understanding of the scope of services to be performed, the deliverables, assumptions, project schedule and our fee for services.

PROJECT BACKGROUND

Commercial and General Aviation fueling facilities are made up of a complex system of infrastructure to receive, store, issue and dispense fuel into aircraft and other operating equipment. Although there are some similarities between locations, each location is unique and requires a site-specific guide to properly operate and maintain the facility. The main purpose of the O&M manual is to serve as a comprehensive source of information for Owners, Operators, Engineers and other stakeholders to refer to when they need information on the complex fueling infrastructure at an airport. Ultimately, the O&M Manual will support the objective of providing a safe a reliable system and to maximize the life expectancy of the valuable assets at the facility.

SCOPE OF SERVICES

Every airport fueling facility is unique with varying degrees of complexity and documented systems/policies in place. To that end, Argus has developed a stepwise process to assist Owner's in determining the needs of a facility and quantify the level of effort that is required to create an O&M Manual and the associated cost.

Task 1 –Data Collection

Task 1 includes working with the Owner and operator to collect and organize information relating to the facility to identify operating conditions and data. During Task 1, Argus will:

1. Prepare a preliminary questionnaire for the facility to identify, establish and collect available information related to:
 - a. Operating capacities, characteristics and standard operating procedures
 - b. Safety systems
 - c. Inspection procedures
 - d. Maintenance policies
 - e. Training policies
 - f. Etc.
2. Submit the draft questionnaire to operating personnel for validation and to request any missing information required for preparation of the O&M Manual.
3. Collect additional data provided by operating personnel and update the questionnaire.
4. Conduct a telecon with the Owner and operating staff to present the findings of the data collection efforts and establish the desired level of detail for the O&M Manual.

Task 2 – O&M Manual Development

Task 2 includes the physical preparation of the O&M Manual based upon the systems identified in Task 1.

1. Section Development – Currently, the manual is comprised of seven sections with a varying degree of subsections based on existing facility systems, operations and equipment. The sections of the manual and their subsets are noted below under Manual Development; Sections 1-10.
2. Standard Operator Procedure (SOP) Development – The number of SOP's is typically driven by facility complexity, the number of specific procedures selected for the core functions, and existing SOP's currently used by the facility that are available and up to date. A summary of SOP's associated with core processes and critical systems available for inclusion in the manual is listed below Manual Development; Section 11 - Standard Operating Procedures.
3. Inspection Procedures and Checklist/Data Forms Development – Periodic inspections and associated checklists and data forms will be developed for inclusion in the manual. The selected Inspection and Maintenance Procedures and Checklist and Data Forms development is determined by facility complexity, the number of specific inspections and forms required for the core inspection and maintenance tasks, and existing inspection procedures and checklists currently used by the facility that are available and up to date. A summary of Inspection Procedures and Checklist/Data Forms available for inclusion in the manual is listed below under Manual Development; Section 11 - Inspections and Maintenance Procedures and Manual Development; Section 11 - Inspection Checklist and Data Forms.
4. Facility Drawings – Diagrams, schematics, and images will be developed for inclusion in the manual. The number of drawings/schematics development is determined by facility complexity, the number of specific drawings for the O&M Manual developed for the facility, and the number of updated facility drawings and as-builts available in electronic and/or CAD format. A summary of Facility Drawings available for inclusion in the manual is listed below under Manual Development; Section 11 - Facility Drawings.

The following bullets provide a summary of content routinely included in an O&M Manual. The appropriate content will be clarified as part of Task 1:

- Introduction-About this Manual and Table of Contents
 - Purpose
 - Organization
 - Quality Assurance
 - Change Management
- Facility General Information
 - Facility Overview
 - Site Safety
 - Compliance and Regulatory Overview
 - Contact List
 - Definitions
- Facility System Descriptions
 - Inbound System Overview-Fuel Receipt
 - Truck Unloading
 - Outbound System Overview
 - Fuel Loading
 - Storage Tank Systems
 - Environmental Protection
 - Leak Detection
 - Fuel and Process Area Containment
 - Stormwater System
 - Safety and Security Systems
 - Emergency Fuel Shut-Off (EFSO)
 - Facility Security
 - Electrical and Controls Systems
 - Power and Emergency Back-up
 - HMI System Overviews
 - Building Systems
 - Motive Fuel Systems
 - Mogas/Gasoline
 - Diesel

- Facility Operations
 - Functional Descriptions
 - Controls Overview
 - Receiving and Dispensing Fuel
 - Tank Operations
 - Tank to Tank Transfers
 - Tank Recirculation and Filtration
 - Routine Fuel Handling Checks and Testing
 - Tank Level Checks
 - Fuel Sample Testing
 - Routine Facility Checks and Testing
 - EFSO Testing
 - Troubleshooting and Emergency Procedures
 - Loss of Fuel Flow
 - Inactive Tank Gauging
 - System Shutdown
 - Facility Evacuation
- Facility Inspections-Scheduled
 - Daily/Weekly
 - Monthly
 - Quarterly
 - Semiannual and Annual
 - Control Valve and Pressure Relief Valve Inspections
- Facility Maintenance
 - Filter Changes
 - Level Monitoring Systems for Tanks
 - Maintenance of Specific Systems
 - Pump Systems
 - Controls, Alarms and Response
 - Record Keeping
- Environmental Regulatory Compliance
- Safety and Security
- Training

- Appendices
 - Facility Drawings
 - Facility Overview
 - Inbound/Outbound Systems
 - Storage Tank and Containment Systems
 - Environmental Protection
 - Safety Systems
 - HMI Screenshots
 - Standard Operating Procedures (SOP's)
 - Tanker Truck Unloading
 - High-Level Alarm Testing
 - Received Fuel Certification
 - Tank-to-Tank Transfer
 - Tank Drain-Down
 - Pressure Relief Valve (PRV) Testing
 - Truck Loading
 - Filter Element Changes
 - Critical Systems – No Fuel Flow
 - Critical Systems – Loss of Power
 - Critical Systems – Alarm Responses
 - Inspections and Maintenance Procedures
 - Tank Farm Daily Inspection
 - Filter Differential Pressure Checks
 - Bonding Cable Continuity Inspection
 - Tank Farm Monthly Inspection
 - EFSO System Testing
 - Tank Farm Pump and Motor Inspection
 - Spill Response Inventory Check
 - Monthly Fire Extinguisher Inspection
 - Signs, Labels and Placards
 - Valve Inspection
 - High & High-High Level Alarm Testing
 - Storage Tank Inspection and Cleaning
 - Semi-Annual/Annual Hose Pressure Checks

- Annual Fire Extinguisher Inspection
- Water Defense System Inspection
- Inspection Checklists and Data Forms
 - Fire Extinguisher Inspection Form
 - Pressure Relief Valve Test Record
 - Preventative Maintenance Overview
- Cut Sheets
- SDSs
- Controls, Alarms and Response

Task 2 Deliverables:

1. 90% Draft O&M for review/comment (electronic pdf)
2. Final O&M Manual (electronic pdf)
3. Out-brief presentation to the Owner and Operator

Task 3 – Cut-Sheet Review and Evaluation

Task 3 includes evaluation of efforts that will be necessary in gathering, categorizing, and cross-checking Manufacturer Equipment Cut Sheets/IOMs with the equipment on-site. Note there are varying levels of effort to perform this based on the size of the facility, the age of the equipment, and the availability of cut-sheets within Argus' electronic files, facility files and/or binders. Please note the steps described below outline the entire process for successful integration of the Cut-Sheets in the O&M Manual, and not necessarily completion of Task 3 per this proposal. The line item for Task 3 in the Fee for Professional Services below includes the evaluation process only:

- Step 1 – Obtain individual cut sheets:
 - Electronic PDF's;
 - Scan hard copies and create PDF's.
- Step 2 – Organize cut sheets per equipment category (i.e. Tanks, Pumps, Valves).
- Step 3 – Validate cut sheets per existing equipment.
- Step 4 – Locate and provide additional cutsheets not currently on file.

Task 3 Deliverable:

Cost estimate and scope of work to fully complete Steps 1-4 for Task 3.

ASSUMPTIONS

The following assumptions have been made with respect to the project and preparation of this proposal. Modifications to these assumptions may result in fee and schedule adjustments to be discussed between Argus and Client.

1. If any "airside" AOA access is required for this project, the Client/Operator will provide necessary escort services.
2. No site visits are included as a part of the project. If an on-site investigation becomes required during development of the manual, Argus will submit costs for the travel on a T&M basis.

3. Excludes costs from the Owner's 3rd party vendors that may provide detailed information on existing facility systems/operations (e.g. leak detection).

SCHEDULE

We are prepared to start this project immediately upon receiving your Notice to Proceed. The development phase can begin while construction of the new fuel facility is ongoing, however the document will not be able to be issued for review until after construction is complete. Argus will coordinate with owner on final schedule contingent on substantial completion of the facility. For planning purposes, we offer the following preliminary schedule for the project.

Task	Estimated from NTP
Task 1 – Desktop Data Collection	2 Weeks
Task 2 – O&M Manual Development	
- 90% Issued for Review	10 Weeks
- Final O&M Manual	12 Weeks
Task 3 – Cut Sheet Evaluation	14 Weeks

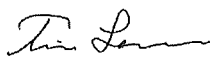
FEE FOR PROFESSIONAL SERVICES

The following represents our fee for professional services based upon the Project Background, Scope of Services, and Deliverables previously stated. Argus Consulting will perform the Scope of Services on a Time and Materials (T&M) basis with a projected budget summarized below.

Task	Type	Fee
Task 1 – Desktop Data Collection (Base Contract)	T&M	\$1,980
Task 2 – O&M Manual Development		
- 90% Issued for Review	T&M	\$74,880
- Final O&M Manual	T&M	\$3,070
Task 3 – Cut Sheet Evaluation	T&M	\$7,920
Estimated Total		\$87,850

We are prepared to commit our experienced technical resources to your project upon your notification of award. Should you have any questions, or want to discuss the scope of services in depth, please contact me at 651-246-5498. Thanks again for the opportunity to provide our proposal for this important project.

Sincerely,



Tim Larson, P.E.
Senior Fuels Engineer

cc: Garrett Gjerstad – Argus PM

Appendix C

DERIVATION OF CONSULTANT PROJECT COSTS

TOPEKA REGIONAL AIRPORT
TOPEKA, KANSAS
AIP Project No. 3-20-0113-045
Fuel Farm Construction Administration Services
FEE PROPOSAL
February 12, 2023

1 DIRECT SALARY COSTS:

<u>TITLE</u>	<u>HOURS</u>	<u>RATE/HOUR</u>	<u>COST (\$)</u>
Principal	5	\$107.11	\$535.55
PM / RE	522	\$55.33	\$28,882.26
Deputy PM	298	\$70.25	\$20,934.50
Inspector	1,032	\$32.70	\$33,746.40
Project Admin	40	\$40.87	\$1,634.80
	1,897		
Total Direct Salary Costs			\$85,733.51

2 LABOR AND GENERAL ADMINISTRATIVE OVERHEAD:

Percentage of Direct Salary Costs	140.00	\$120,026.91
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3 SUBTOTAL:

Items 1 and 2	\$205,760.42
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4 PROFIT:

15%	\$30,864.06
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Subtotal	\$236,624.48
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5 OUT-OF-POCKET EXPENSES:

a. Rental Vehicles	\$ 10,307.50
b. Other Direct Costs	\$ 5,000.00

Total Out-of-Pocket Expenses	\$15,307.50
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6 SUBCONTRACT COSTS:

a. Argus - Inspection	\$ 289,250.00
b. Argus - O & M Manual	\$ 87,850.00
c. TSi Geotechnical (Material Testing)	\$ 18,000.00

Total Subcontract Costs	\$395,100.00
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7 TOTAL FEE:

Items 1, 2, 3, 4, 5 and 6	\$647,031.98
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USE \$647,030.00 CONTRACT MAX

TOPEKA REGIONAL AIRPORT
TOPEKA, KANSAS
AIP Project No. 3-20-0113-045
Fuel Farm Construction Administration Services
Hour Derivation
February 12, 2023

Classification: Gross Hourly Rate:	Kuchinski Principal \$295.62	Stallbaumer PM / RE \$152.71	Mueller Deputy PM \$193.89	Gray Inspector \$90.25	Holmsley Project Admin \$112.80	Total Hours	Labor Cost	Notes
A. CONSTRUCTION SERVICES								
1. Project Administration								
1.1 Coordination with Owner	1	40				41	\$ 6,404.02	
1.2 Project / Contractor Management			24			24	\$ 4,653.36	
1.3 Bi-Weekly Meetings with Client		40				40	\$ 6,108.40	
1.4 Monthly Progress Reports to Client	1	24				25	\$ 3,960.66	
1.5 Project Financial Management		24			16	40	\$ 5,469.84	
1.6 Invoicing		12			24	36	\$ 4,539.72	
Total Hours 206	2	140	24	0	40	206	\$ 31,136.00	
Total Labor Cost \$31,136.00	\$591.24	\$21,379.40	\$4,653.36	\$0.00	\$4,512.00			
2. Pre-Construction Services								
2.1 Pre-Con Mtg		6	4	4		14	\$ 2,052.82	
2.2 Document Control			20			20	\$ 3,877.80	
2.3 Shop Drawings			24			24	\$ 4,653.36	
2.4 COP		8	8			16	\$ 2,772.80	
Total Hours 74	0	14	56	4	0	74	\$ 13,356.78	
Total Labor Cost \$13,356.78	\$0.00	\$2,137.94	\$10,857.84	\$361.00	\$0.00			
3. Construction Observation								
3.1 RPR Full Time		60		860		920	\$ 86,777.60	
3.2 PIC/PM contract admin/observations	2					2	\$ 591.24	
3.3 PT RPR Assistance		120	100			220	\$ 37,714.20	
3.4 Pay Applications / Recommend's		30		24		54	\$ 6,747.30	
3.5 Change Orders, etc.		4	8	4		16	\$ 2,522.96	
3.6 Progress Meetings		96	36	72		204	\$ 28,138.20	
3.7 QA Testing Oversight / Documentation			24	16		40	\$ 6,097.36	
3.8 Contractor Submittals			8			8	\$ 1,551.12	
3.9 Contractor RFI's		8	8			16	\$ 2,772.80	
Total Hours 1,480	2	318	184	976	0	1480	\$ 172,912.78	
Total Labor Cost \$172,912.78	\$591.24	\$48,561.78	\$35,675.76	\$88,084.00	\$0.00			

TOPEKA REGIONAL AIRPORT
TOPEKA, KANSAS
AIP Project No. 3-20-0113-045
Fuel Farm Construction Administration Services
Hour Derivation
February 12, 2023

Classification: Gross Hourly Rate:	Kuchinski Principal \$295.62	Stallbaumer PM / RE \$152.71	Mueller Deputy PM \$193.89	Gray Inspector \$90.25	Holmsley Project Admin \$112.80	Total Hours	Labor Cost	Notes
4. Construction Closeout								
4.1 Punchlist and Pre-Final Walk Through		10	8	8		26	\$ 3,800.22	
4.2 Final Walk Through		8	8	8		24	\$ 3,494.80	
4.3 Record Drawings			10	20		30	\$ 3,743.90	
4.4 Final Construction Report / Delivery	1	32	8	16		57	\$ 8,177.46	
Total Hours	137	1	50	34	52	0	\$ 19,216.38	
Total Labor Cost	\$19,216.38	\$295.62	\$7,635.50	\$6,592.26	\$4,693.00	\$0.00		
						PART A TOTAL LABOR COST	\$236,621.94	
B. SPECIAL SERVICES								
Special Services	0	0	0	0	0			
Total Labor Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
PART B TOTAL LABOR COST \$							-	
GRAND TOTAL LABOR COST \$							236,621.94	

DERIVATION OF SUBCONSULTANT PROJECT COSTS

**TOPEKA REGIONAL AIRPORT
TOPEKA, KANSAS
AIP Project No. 3-20-0113-045
Fuel Farm Construction Administration Services
FEE PROPOSAL
February 12, 2023**

1 DIRECT SALARY COSTS:

<u>TITLE</u>	<u>HOURS</u>	<u>RATE/HOUR</u>	<u>COST (\$)</u>
Project Manager	297	\$229.00	\$68,013.00
Admin	3	\$158.00	\$474.00
Sr. Engineer	136	\$217.00	\$29,403.50
Engineer II	724	\$164.00	\$118,736.00
Engineer I	142	\$142.00	\$20,164.00
Sr. Fuels Specialist	54	\$242.00	\$13,068.00
Sr. Designer	62	\$181.00	\$11,222.00
Project Assistant	143	\$110.00	\$15,675.00
	1,560		
Total Salary Costs (Includes Overhead and Profit)			\$276,755.50

2 LABOR AND GENERAL ADMINISTRATIVE OVERHEAD:

Percentage of Direct Salary Costs	<u>Included in above</u>	<u>\$0.00</u>
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3 SUBTOTAL:

Items 1 and 2	\$276,755.50
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4 PROFIT:

<u>Included in above</u>	<u>\$0.00</u>
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Subtotal **\$276,755.50**

5 OUT-OF-POCKET EXPENSES:

a. Direct Expenses	\$ 12,495.00
b. O & M Manual	<u>\$ 87,850.00</u>

Total Out-of-Pocket Expenses **\$100,345.00**

6 SUBCONTRACT COSTS:

Total Subcontract Costs **\$0.00**


7 TOTAL SUBCONTRACTOR FEE:

Items 1, 2, 3, 4, 5 and 6	\$377,100.50
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TOPEKA REGIONAL AIRPORT
TOPEKA, KANSAS
AIP Project No. 3-20-0113-045
Fuel Farm Construction Administration Services
Argus Hour Derivation
February 12, 2023

Classification: Hourly Billing Rate:	Project Manager \$229.00	Admin \$158.00	Sr. Engineer \$217.00	Engineer II \$164.00	Engineer I \$142.00	Sr. Fuels Specialist \$242.00	Sr. Designer \$181.00	Project Assistant \$110.00	Total Hours	Labor Cost	Notes
A. CONSTRUCTION SERVICES											
1. Construction Support Services											
1.1 Project Controls		3							3	\$ 474.00	
1.2 Project Management	45							4	49	\$ 10,745.00	
1.3 Pre-Con Meeting	4								4	\$ 916.00	
1.4 RFI's/Compliance Submittals			100	300					400	\$ 70,900.00	
1.5 RFI's/Compliance Submittals	8							90	98	\$ 11,732.00	
1.6 Contractor Test Reports	8		12	20					40	\$ 7,716.00	
1.7 Start-up Training	4			12					16	\$ 2,884.00	
1.8 Operator Refresher Training	4			12					16	\$ 2,884.00	
1.9 Permitting Assistance	30		2	6		2			40	\$ 8,772.00	
1.10 Meetings/Check-ins - External	20		1	3		1		20	45	\$ 7,731.00	
1.11 Meetings/Check-ins - Internal	3		2	6	2	2	2	2	19	\$ 3,455.00	
Total Hours	730	126	3	117	359	2	5	2	116	730	\$ 128,209.00
Total Labor Cost	\$128,209.00	\$28,854.00	\$474.00	\$25,389.00	\$58,876.00	\$284.00	\$1,210.00	\$362.00	\$12,760.00		
2. Travel											
2.1 Trips - Pre-Con	10								10	\$ 2,290.00	
2.2 Trips - Bi-Weekly Construction Visits	75			225					300	\$ 54,075.00	
2.3 Trips - Weekly Environmental Visits					100				100	\$ 14,200.00	
2.4 Trips - Punchlist/Training	10			30					40	\$ 7,210.00	
2.5 Trips - Final Inspection	2			20					22	\$ 3,738.00	
2.6 Trips - Refresher Training	11			30					41	\$ 7,324.50	
Total Hours	512.5	108	0	0	305	100	0	0	513	\$ 88,837.50	
Total Labor Cost	\$88,837.50	\$24,617.50	\$0.00	\$0.00	\$50,020.00	\$14,200.00	\$0.00	\$0.00	\$0.00		
3. Optional Items											
3.1 SPCC Report	10				40	40		8	98	\$ 18,530.00	
3.2 Record Drawings	6		2	6			60		74	\$ 13,652.00	
3.3 Construction Management Plan	10		6	18		4		6	44	\$ 8,172.00	
3.4 Periodic Pay Review	14								14	\$ 3,206.00	
3.5 Letter of Substantial Completion	5							1	6	\$ 1,200.00	
3.6 Warranty Inspection	11		11	21					42	\$ 8,127.00	
3.7 Project Close-out	8			15		5		12	40	\$ 6,822.00	
Total Hours	318	64	0	19	60	40	49	60	27	318	\$ 59,709.00
Total Labor Cost	\$59,709.00	\$14,541.50	\$0.00	\$4,014.50	\$9,840.00	\$5,680.00	\$11,858.00	\$10,860.00	\$2,915.00		
PART A TOTAL LABOR COST										\$276,755.50	
B. SPECIAL SERVICES											
Special Services	0	0	0	0	0	0	0	0			
Total Labor Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
PART B TOTAL LABOR COST										\$0.00	
GRAND TOTAL LABOR COST										\$ 276,755.50	

Office of: President
To: Board of Directors

From: Eric M. Johnson 

Subject: **Consider Resolution Nos. 23-287 and 23-288
to amend Resolution Nos. 22-285 and 22-286.
(Board Action Required)**



Date: February 16, 2023

The MTAA Board of Directors adopted two resolutions at the December meeting authorizing acceptance of an FAA grant for Topeka Regional Airport and 2 FAA grants for Philip Billard which had the project numbers listed ending in -2022. Because the grant agreements were not provided by the FAA until 2023 the project numbers end in -2023.

Given the amount of money involved, legal counsel has suggested a simple cleanup amendment showing the Board's intent was to accept what was ultimately provided.

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

MTAA RESOLUTION NO. 23-287

RESOLUTION CLARIFYING MTAA RESOLUTION NO. 22-285

BE IT RESOLVED by the governing body of the Metropolitan Topeka Airport Authority, Topeka, Kansas:

SECTION 1. On or about December 12, 2022, the Metropolitan Topeka Airport Authority, Topeka, Kansas, accepted the Grant Offers, in the amount of Three Million Eight Hundred Thousand Dollars and No Cents (\$3,800,000.00) for Project #3-20-0082-023-2022 (BIL) and One Million Five Hundred Seventy-six Thousand Two Hundred Nineteen Dollars and No Cents (\$1,576,219.00) for Project #3-20-0082-024-2022 (CARES Act) from the Administrator of the Federal Aviation Administration, for the purpose of obtaining federal aid to be used for the construction of a new terminal building at Philip Billard Municipal Airport, Topeka, Kansas.

SECTION 2. Due to the timing of the Metropolitan Topeka Airport Authority's acceptance of the Grant Offers (December 12, 2022) and the date of the corresponding Grant Agreements from the Federal Aviation Administration (January 24, 2023 and February 3, 2023), the Project Numbers were updated in the Grant Agreements to #3-20-0082-023-2023 and #3-20-0082-024-2023 to reflect the calendar year of the award as 2023.

SECTION 3. This Resolution clarifies the Metropolitan Topeka Airport's Authority acceptance of the Grant Offers pursuant to MTAA Resolution No. 22-285 pertains to Project #3-20-0082-023-2023 and #3-20-0082-024-2023; and

SECTION 4. No other clarifications are made with respect to MTAA Resolution No. 22-285.

Adopted this 21st day of February, 2023 by the Metropolitan Topeka Airport Authority, Topeka, Kansas.

Lisa D. Stubbs
Chair of the Board

Certification of Clerk

I, Cheryl A. Trobough, the duly appointed and qualified Authority Clerk of the Metropolitan Topeka Airport Authority, Topeka, Kansas, do hereby certify that the foregoing Resolution was duly adopted at a meeting of the Metropolitan Topeka Airport Authority, Topeka, Kansas, held on the 21st day of February, 2023, and that said Resolution has been compared by me with the original thereof on file and of record in my office, and is a true copy of the whole of said original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Metropolitan Topeka Airport Authority, Topeka, Kansas, this 21st day of February, 2023.

Cheryl A. Trobough
Authority Clerk

Agenda Item 11
Page 2 of 3

MTAA RESOLUTION NO. 23-288

RESOLUTION CLARIFYING MTAA RESOLUTION NO. 22-286

BE IT RESOLVED by the governing body of the Metropolitan Topeka Airport Authority, Topeka, Kansas:

SECTION 1. That the Metropolitan Topeka Airport Authority, Topeka, Kansas, will hereby accept the Grant Offers, in the amount of One Million Six Hundred Thirty-seven Thousand Six Hundred Thirty-two Dollars and No Cents (\$1,637,632.00) for Project #3-20-0113-044-2022 (BIL) from the Administrator of the Federal Aviation Administration, for the purpose of obtaining federal aid to be used for the construction of a new Passenger Boarding Bridge at Topeka Regional Airport, Topeka, Kansas.

SECTION 2. Due to the timing of the Metropolitan Topeka Airport Authority's acceptance of the Grant Offers (December 12, 2022) and the date of the corresponding Grant Agreement from the Federal Aviation Administration (January 25, 2023), the Project # was updated in the Grant Agreement to #3-20-0113-044-2023 to reflect the calendar year of the award as 2023.

SECTION 3. This Resolution clarifies the Metropolitan Topeka Airport's Authority acceptance of the Grant Offers pursuant to MTAA Resolution No. 22-286 pertains to Project #3-20-0113-044-2023; and

SECTION 4. No other clarifications are made with respect to MTAA Resolution No. 22-286.

Adopted this 21st day of February, 2023 by the Metropolitan Topeka Airport Authority, Topeka, Kansas.

Lisa D. Stubbs
Chair of the Board

Certification of Clerk

I, Cheryl A. Trobough, the duly appointed and qualified Authority Clerk of the Metropolitan Topeka Airport Authority, Topeka, Kansas, do hereby certify that the foregoing Resolution was duly adopted at a meeting of the Metropolitan Topeka Airport Authority, Topeka, Kansas, held on the 21st day of February, 2023, and that said Resolution has been compared by me with the original thereof on file and of record in my office, and is a true copy of the whole of said original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Metropolitan Topeka Airport Authority, Topeka, Kansas, this 21st day of February, 2023.

Cheryl A. Trobough
Authority Clerk