

MTAA Board Meeting 3:00 PM

Tuesday, April 18, 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 MTAA Board Meetings:
 - a. Special Board Meeting of March 14, 2023;
 - b. Regularly Scheduled Board Meeting of March 21, 2023; and
 - c. Special Board Meeting of April 11, 2023.
3. Public Comment.
4. Adopt Agenda.

ACTION ITEMS:

5. Presentation by American Flight Museum, Inc. for Consideration of MTAA Participation in Improvements at Hangar 612.
6. Consider Proposal from Schwerdt Design Group for Siding and Roof Projects in Topeka Regional Business Center.

ITEM TO BE ADDED to Published Agenda:

- 6.a. Consider Approval of Change Order No. 1 on FOE Terminal Storm Damage Repair Contract.**

INFORMATIONAL REPORTS:

7. WSP USA, Inc. Presentation on MRO Design and Potential Phasing.
8. Monthly Reports:
 - a. Aviation-Related Issues & Air Service – Eric Johnson
 - b. Economic Development & Leasing Activity – Eric Johnson
9. Executive Session.

**Metropolitan Topeka Airport Authority
March 14, 2023**

Special Meeting conducted via ZOOM..... 2:30 PM

Due to being unable to access the documents provided for the meeting, Chairwoman Lisa Stubbs stated that she was requesting that Vice-Chairman Brian Armstrong preside over the meeting.

Vice-Chairman Armstrong brought the special meeting of the MTAA Board of Directors to order at 2:31 PM with Board members participating in the ZOOM meeting as follows: Lisa Stubbs and Sam Sutton. Mike Munson was not available. Also identified as attending via ZOOM were:

- Sam Stallbaumer, WSP USA, Inc.
- Michael Padilla, Mayor-City of Topeka
- Paul Sundby, KEAR Civil Corp
- Matt Smith, KEAR Civil Corp
- Mike Fossett, KEAR Civil Corp
- Mike Gruey, KEAR Civil Corp
- Joseph Ledbetter, Ledbetter Law Office
- Timothy Resner of Frieden & Forbes, LP – Legal Counsel to the Board

Staff members in attendance:

- Eric Johnson
- Cheryl Trobough

Item 1. Notice.

Vice-Chair Armstrong inquired if everyone who requested notification had been notified of this meeting. **Ms. Trobough replied that notifications were sent.**

Item 2. Adopt the Agenda.

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

Item 3. Review Bids Received for Construction of Fuel Farm at Topeka Regional Airport and Consider Award of Bid.

Mr. Johnson stated that with the award of the Cares Act grants, the MTAA has been afforded the opportunity to address several Airport Improvement Program (AIP) eligible projects that we would likely not be able to complete otherwise. Federal Aviation Administration Entitlement funding through AIP for Topeka Regional Airport is not sufficient for the fuel farm project. Likewise, discretionary funding is awarded to projects that compete for funds. The priority is given to airfield pavements such as runways, taxiways and aprons.

Two bids were received for the fuel farm project and opened on March 3, 2023. WSP reviewed the bids received, checking for mathematical errors and noting the errors found on a Bid Tabulation presented for the Board's review. The apparent low bidder is KEAR Civil Corporation (KEAR) at the bid of \$10,243,902.00, which is 57.69% above the Engineer's Opinion of Probable Cost.

A telephone call was placed to KEAR to discuss major differences in their bid versus the Engineer's Estimate. The two items with the largest differences discussed were Construct New Fuel Facility Complete (difference of \$1,650,000.00) and Decommission and Demolition of Both Existing Fuel Facilities (difference of \$1,700,000.00). Some of the price difference for the New Fuel Facility can be contributed to material and supply chain issues. For the demolition of the existing facilities, KEAR obtained bids from four subs and their pricing was within 10% of each other to perform the work.

Mr. Johnson explained this project will be fully funded by Cares Act grants. MTAA matching funds are not required. He further stated that all projects planned under the CARES Act grant can be completed by redesigning the Snow Removal Equipment (SRE) facility to be a storage-only facility without any office area.

Mr. Johnson made the recommendation that the Board accept the bid offered by KEAR Civil Corporation in the amount of \$10,243,902.00, pending the concurrence of award from the FAA.

Ms. Stubbs made a motion to award the contract for construction of the FOE Fuel Farm to Kear Civil Corp by accepting their bid submitted in the amount of Ten Million Two Hundred Forty-Three Thousand Nine Hundred Two Dollars and No Cents (\$10,243,902.00). Mr. Sutton seconded the motion. Motion carried.

Item 4. Consider Approval of Federico // Duerst Consulting Group Memorandum of Agreement.

Mr. Johnson and Mr. Resner outlined some very important legislative issues the MTAA is working on which require an experienced individual to take the lead. Federico // Duerst Consulting Group is a government affairs firm that is very-well respected and capable of handling those issues.

Federico // Duerst has indicated they can begin immediately and provided a Memorandum of Agreement (MOA) for the Board's consideration in which they agree to lobby the Legislative and Executive Branch in Kansas in pursuit of a favorable outcome related to HB2336 and the NIAR funding issue. The funding for the MOA is defined as a retainer of \$7,500.00 upon execution, and a one-time payment of \$20,000.00 due on April 1, 2023 representing payment in full.

Mr. Johnson recommended the Board approve the agreement and authorize the Board Chair to finalize and execute the agreement.

Mr. Sutton made a motion to authorize the Board Chair to sign the Federico // Duerst Consulting Memorandum of Agreement in the amount of Twenty-seven Thousand Five Hundred Dollars and No Cents (\$27,500.00). Mr. Armstrong seconded the motion. Motion carried.

Item 3. Consider Proposal from Premier Employment Solutions.

Mr. Johnson stated that with the Board-approved creation of the position of Director of Development, the MTAA sought assistance in locating the right person for the position. A meeting was held with Premier Employment Solutions to discuss their experience working with executive level searches.

The Premier team has extensive experience in recruiting and placing executive level candidates for various non-profits, associations, and government entities in the Topeka area including; Greater Topeka Partnership (CEO Search), United Way (CEO/President), City of Topeka (City Manager). Premier will assist staff with reviewing and revising the position description to maximize candidates' interest. They will remain involved during every phase of the process from marketing to transition.

Premier Employment Solutions proposed fee for this service is a flat fee of Twenty-Two Thousand Five Hundred Dollars (\$22,500.00). If the candidate's employment is terminated for cause within the first 3 months of employment Premier will perform a new search at 50% of the original fee. I recommend the Board authorize staff to contract this service with Premier Employment Solutions.

Mr. Armstrong made a motion to approve the agreement with Premiere Employment Solutions at a cost of Twenty-two Thousand Five Hundred Dollars and No Cents (\$22,500.00). Mr. Sutton seconded the motion. Motion carried.

Adjournment

Having no further business to discuss, Ms. Stubbs made the motion to adjourn. Mr. Armstrong seconded the motion and the meeting was adjourned at 2:48 p.m.

These official minutes were approved by the Board of Directors on April 18, 2023.

Samuel W. Sutton, Secretary



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

Board of Directors

Metropolitan Topeka Airport Authority March 21, 2023

Work Session2:30 PM

Discussion during the Work Session was on the MTAA Board Director's prioritization of the tasks identified by Staff for completion.

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 and Mike Munson. Also in attendance were:

- Sam Stallbaumer, WSP USA, Inc.
- Molly Howey, GO Topeka
- Mayor Mike Padilla, City of Topeka (via Zoom)
- Jeff White, Columbia Capital (via Zoom)
- Joseph Ledbetter, Ledbetter Law Office (via Zoom)
- Don Loyd – MTAA (TOP Fuel Service)
- Chief Bill Wempe – MTAA (Police & Fire Department)
- Capt. Frank Rezac – MTAA (Police & Fire Department)
- Terry Poley – MTAA (Maintenance Department)
- Timothy Resner of Frieden & Forbes, LP – Legal Counsel to the Board

Other staff members present were Eric Johnson, Cheryl Trobough 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 February 21, 2023.

Chairwoman Stubbs asked the Board to review the Minutes of the Regularly Scheduled Board Meeting of February 21, 2023. She inquired if there were any additions, corrections or comments to the Minutes.

Mr. Munson made the motion to approve the Minutes of the Regularly Scheduled Board Meeting February 21, 2023 as presented. Mr. Armstrong 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 stated that there was an item to be added to the agenda as Item 5.a. as the first action item to consider the proposal submitted by Columbia Capital to act as the MTAA's municipal advisor. As a second amendment, Mr. Johnson requested that Item 6. be amended to include the consideration of MTAA Resolution No. 23-289.

Mr. Munson made a motion to amend the Agenda to include Item 5.a. Consider Approval of Columbia Capital Proposal and to add Resolution No. 23-289 to Item 6. Mr. Armstrong seconded the motion. Motion carried.

Mr. Munson made a motion to adopt the Agenda as amended. Mr. Armstrong seconded the motion. Motion carried.

Item 5. Consider Proposal Submitted by Columbia Capital – Jeff White

Chairwoman Stubbs welcomed Jeff White (via ZOOM) and reported that she, Mr. Armstrong, Mr. Resner, Mr. Johnson and Ms. Trobough had met recently with Mr. White and his airport-expert team member, Rhona DiCamillo, to discuss the MTAA's bonding capabilities. Mr. White briefed the Board on the Scope of Services to be provided under the proposal provided.

The Scope of Services and fees for the three general phases are included as:

1. Exploration (gathering of information from the MTAA) - \$0 Fee
2. Design (written plan of finance supporting development) – Unified Rate of \$295/hour
3. Execute (full financial advisory services from bond issuance to closing)
 - A. GO Bonds/Notes - \$25,000 plus \$1.50 per \$1,000 bonds offered;
 - B. Revenue Bonds/Notes - \$35,000 plus \$2.00 per \$1,000 bonds offered;
 - C. Unrated/Below-Investment-Grade Rating – Above schedule plus \$35,000;
 - D. Other associated fees as outlined in the proposal.

Mr. Munson made a motion to authorize the Chair to sign on behalf of the Board as acceptance of the proposal. Mr. Armstrong seconded the motion. Motion carried.

Item 5. Consider Amendment No. 1 to Cares Airport Grant Agreement No. 3-20-0082-023-2023.

Mr. Johnson reported that the Federal Aviation Administration (FAA) provided a grant amendment for Grant Agreement No. 3-20-0082-023-2023 (BIL-ATP). This will amend the period of performance date to align with the CARES O&M grant.

This amendment also modifies the project description as follows: Construct Terminal Building (7,356 SF) – Phase 1 (Project Inspection Fees, Site Work and Construction of Building Structure and public areas). Construct parking lot for new terminal building (2,300 SY).

All other terms and conditions of the Grant Agreement remain in full force and effect. This description just clarifies the grant is to cover construction costs and project inspection fees. The grant amount remains the same.

Mr. Munson made a motion to authorize Mr. Johnson to sign in acceptance of Amendment No. 1 to Grant Agreement No. 3-20-0082-023-2023 from the Federal Aviation Administration. Mr. Armstrong seconded the motion. Motion carried.

Item 6. Consider Approval of Resolution No. 23-289 and Amendment No. 1 to CARES Airport Grant Agreement No. 3-20-0082-024-2023.

Mr. Johnson reported that the Federal Aviation Administration (FAA) provided a grant amendment for Grant Agreement No. 3-20-0082-024-2023 (CARES Dev). This amendment will reduce the grant amount from \$1,576,219 to \$949,269. This grant will cover the construction costs including the kitchen and conference room area. The design costs will no longer be covered under this grant.

A new grant 3-20-0082-026-2023 will be issued in the amount of \$626,950, to cover the design cost that was originally in grant 3-20-0082-024-2023.

The Board was requested to consider adoption of MTAA Resolution No. 23-289, authorizing that upon receipt of Grant Offer 3-20-0082-026-2023, the MTAA President be authorized to sign in acceptance of the grant offer and Grant Amendment No. 1 to Grant No. 3-20-0082-024-2023.

Mr. Armstrong made a motion to adopt Resolution No. 23-289 authorizing Mr. Johnson to sign in acceptance of Grant Offer 3-20-0082-026-2023 and Amendment No. 1 to Grant Agreement No. 3-20-0082-024-2023 from the Federal Aviation Administration. Mr. Munson seconded the motion. Motion carried.

Item 7. Consider Quotes for MTAA Maintenance Department Equipment Trailer.

Mr. Johnson reported that with the change in operations, the MTAA Maintenance Department is moving more equipment between Topeka Regional and Billard Airports. To simplify this process, staff budgeted to purchase a mid-size trailer that will accommodate most of the equipment which is difficult to travel between the two airports.

Staff searched for trailers meeting their needs and provided several quotes. Mr. Johnson recommended the Board approve the purchase from Jim's Trailer Sales at the quote of \$17,100.00 for a 32' heavy duty, tandem axle, gooseneck trailer. They currently have one on the lot now at a cost of \$16,300.00. Mr. Johnson explained that if the trailer on the lot is sold before the staff is approved to make the purchase, the quoted price of \$17,100.00 will be charged when the order is placed.

Mr. Armstrong made a motion to approve the purchase of the 32' gooseneck trailer from Jim's Trailer Sales at a cost not to exceed of Seventeen Thousand One Hundred Dollars and No Cents. (\$17,100.00). Mr. Sutton seconded the motion. Motion carried.

Item 8. Consider Quotes for Vehicle Lift for MTAA Maintenance Department.

Mr. Johnson reported that the MTAA Maintenance Department routinely provides multi-level maintenance and repairs on all MTAA vehicles and equipment. A small-vehicle lift was budgeted for purchase in 2023 and staff obtained two quotes meeting the specifications required for the department's operation.

Mr. Johnson made the recommendation the Board accept the quote provided by NAPA Auto and authorize staff to purchase a small-vehicle lift at a cost of \$15,349.99.

Mr. Munson made a motion to approve the purchase of the vehicle lift from NAPA Auto at a cost of Fifteen Thousand Three Hundred Forty-nine Dollars and Ninety-nine Cents. (\$15,349.99). Mr. Armstrong seconded the motion. Motion carried.

Item 9. Consider Quotes for MTAA Police & Fire Department Purchase of Hose and Equipment.

Mr. Johnson reported that the MTAA Police and Fire Department budgeted for some fire hose and equipment purchases in 2023. Staff obtained quotes for the replacement of fire hose and miscellaneous equipment, which includes various valves, nozzles, fittings and tools along with hose of different diameter and lengths.

Mr. Johnson recommended the Board accept the quote provided by Weis Fire & Safety Equipment, LLC and authorize staff to purchase the replacement hose at a cost of \$26,236.25 and equipment at a cost of \$17,996.99 for a total purchase of \$44,233.16.

Mr. Armstrong made a motion to approve the purchase of fire hose and miscellaneous fire equipment from Weis Fire & Safety Equipment, LLC at a cost of Forty-Four Thousand Two Hundred Thirty-three Dollars and Sixteen Cents (\$44,233.16). Mr. Sutton seconded the motion. Motion carried.

Item 10. Consider Quotes for MTAA Police & Fire Purchase of Rescue Fire Struts.

Mr. Johnson reported that during rescue and recovery operations, fire departments often rely on equipment that can be carried to a site to lift and stabilize an object. Rescue Jacks allow firefighters to lift and stabilize the object until additional stabilizing rescue struts can be placed under or around the section so rescue efforts can be performed. Without this equipment, rescue operations are delayed while waiting for heavy equipment to arrive. With the rescue jacks, MTAA firefighters would be able to perform a majority of these functions independently and not have to rely on a third party to do so. Waiting on a third party to arrive and perform such a function takes time and time costs lives or the loss of property.

Mr. Johnson recommended the Board approve the purchase based upon the quote provided by Rescue Specialists for Rescue Jacks which have a lift capacity of 12,500 lbs. and a stabilization capacity of 25,000 lbs. The quoted price is \$12,548.00.

Mr. Munson made a motion to accept the quote provided by Rescue Specialists and authorize staff to purchase the Apex 3 Point Kit at a cost of Twelve Thousand Five Hundred Forty-eight Dollars and No Cents (\$12,548.00). Mr. Armstrong seconded the motion. Motion carried.

Item 11. Consider Quotes for MTAA Police & Fire Purchase of SCBAs.

Mr. Johnson reported The Police and Fire Department recently acquired a multi-purpose rescue truck. Self-Contained Breathing Apparatus (SCBA) is normally included as part of the inventory on a truck of this type but they were not included in the bid specifications.

Conrad Fire Equipment, Inc. is the sole vendor in this region and provided a quote of \$34,213.56 for the purchase of four MSA G1 SCBA's, facepieces and air cylinders. Mr. Johnson recommended the approval of this 2023 budgeted purchase.

Mr. Armstrong made a motion to accept the quote provided by Conrad Fire Equipment Inc. and authorize staff to purchase the items identified at a cost of Thirty-four Thousand Two Hundred Thirteen Dollars and Fifty-six Cents. (\$34,213.56). Mr. Munson seconded the motion. Motion carried.

Item 12. Consider Grant Opportunity from Northeast Kansas Homeland Security for Replacement Vehicle for MTAA EOD Unit.

Mr. Johnson reported that the MTAA's Explosive Ordinance Disposal (EOD) Unit has an opportunity to apply for a grant through Northeast Kansas Homeland Security. MTAA EOD is currently in line to receive two items including a new robot and a new X-ray machine. These items have been voted on and approved by the NEKHS. The robot was originally priced at \$318,777.00 and the X-Ray machine was originally priced at \$72,826.00 and will be funded 100% by NEKHS.

The third project that MTAA EOD has applied for through the NEKHS grant process is the replacement of the EOD vehicle. The EOD Unit's current vehicle is a 1985 GMC "box truck" that was obtained several years ago from another fire department. The truck was utilized as an equipment truck and also served as a "light and air" truck. This truck transports all the equipment for EOD including the suits worn by our bomb technicians, the robot, explosives used for detonating dangerous explosive devices at the scene of incidents and a host of other equipment utilized throughout an EOD call.

The vehicle that would be purchased would be constructed by a company that builds specialized vehicles used by EOD Units. In speaking with our NEKHS Project Coordinator, Nelson Casteel, with Shawnee County Emergency Management, staff learned that this particular project would have the greatest probability of being approved by the Council if the MTAA would be able to provide a local match towards the purchase of the vehicle. An amount of \$130,000.00 would be sufficient for this purpose and shows the Council that our department is committed to the project and the overall sustainment and success of the MTAA EOD Unit.

No funds are required now, just a commitment to make the funds available for the purchase sometime after January 2024.

Mr. Johnson recommended the Board issue a letter of commitment to a local match of One Hundred Thirty Thousand Dollars and No Cents (\$130,000.00) for the purchase of a specialized vehicle for MTAA's EOD Unit to be included in the 2024 Budget.

Mr. Armstrong made a motion to approve a 2024 Budgeted commitment of One Hundred Thirty Thousand Dollars and No Cents (\$130,000.00) for the purchase of a specialized vehicle for MTAA's EOD Unit and a letter be issued for the Chairwoman's signature. Mr. Sifton seconded the motion. Motion carried.

Information Only Items:

Item 18. Monthly Reports

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

Mr. Johnson provided the following report:

- TOP Fuel Service is fully staffed and is completing training of the new hires. Hours of operation will be gradually expanded as employees are assigned to shifts. Fuel prices are attracting attention and there have recently been a couple of customers stop for fuel that otherwise would have overflowed Topeka. These were cross-country trips that stopped only because of the prices.
- Coffman Associates working on the Documented CatEx. Patrick Taylor says he feels confident it will be completed in 2-3 weeks.
- There has been interest in a Shawnee County Delegation tour of the airport facilities. Consensus of the Board is to treat the tour as an Open Meeting so that all Board members are able to attend.
- With the increased cost of the fuel farm at Topeka Regional, the CARES Act Grant available for the SRE building is reduced. WSP, HTK and Mr. Johnson met to discuss alternatives. The most logical way to reduce the cost of the SRE building is to eliminate the office and storage space. This significantly changes the overall size of the building. At a later date when funding is available, a lean-to structure could be constructed for office and small storage.

Mr. Resner provided a Legislative Update that HB 2336 passed the House and was sent to the Senate. If passes in the Senate, the bill will be sent to Committee.

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

Mr. Johnson provided the following report:

- He recently met with Topeka City Council member Christina Valdivia-Acala to discuss the improvements taking place at Billard Airport. She invited Mr. Johnson to speak at an upcoming NIA meeting in the Oakland area. This is a positive move and will be a good way to share information in the community. Mr. Armstrong requested the date of the meeting be passed on to the Board when it is available.
- The contract with Premier Employment Solutions was approved by counsel and returned with recommended changes and will be signed once accepted.
- Building 114 will be vacant at the end of the month. Staff will inspect the building to see if improvements are warranted or if moving forward with demolition is the solution.
- R&R Pallet experienced an equipment failure and had weather to contend with. They are behind schedule but continue with the cleanup.
- Maintenance staff installed privacy screening in the South portion of fence at the maintenance shop along University Blvd. New windows were ordered to replace the windows on Building 186.
- Mr. Johnson spoke to the tenant in Building 801. She is trying to determine the owner(s) of the trailers and debris in the parking lot East of the building. Staff is working with her to get the area cleaned up.

18.c. Monthly Financial Reports – Ms. Trobough

Ms. Trobough provided the following reports:

- The report for the month and year ending **12/31/2022** reflects revenue to be \$341,471 more than budgeted which is a net result from:
 - a. Taxes and Assessments receipts finished the year at \$38,636 under the anticipated budgeted;
 - b. Landing Fees income shows to be \$7,654 less than budgeted;
 - c. Fuel Flowage Fees are \$94,121 more than budgeted;
 - d. Passenger Facility Charges are under budget by \$3,123;
 - e. Lease & Rental Fees actual income is \$152,174 more than budgeted;
 - f. Reimbursements total to be \$47,811 more than budgeted;
 - g. CD Interest income is \$34,037 more than budgeted;
 - h. Water/Sewer Sales are \$76,047 more than budgeted with Water/Sewer Costs reflecting to be \$67,910 over the budgeted cost.
- 2022 Encumbered Funds Expensed for a total of \$358,589 as follows:
 - a. Health & Dental Insurance – **\$60,000**
 - b. Consulting Services – **\$132,500**
 - c. Air Service Marketing – **\$150,000**
 - d. Economic Development – **\$10,000**
 - e. Ammunition – **\$1,643**
 - f. P&F Alerts-Body Cam – **\$4,446**
- Overall, the operating expenses ended the year with a favorable budget variance of \$59,775.
- There were no Capital Improvement purchases made during the month of December. 2022 Encumbered Funds for Capital Improvements for a total of \$1,130,721 as follows:
 - a. Pavement Repair – **\$300,000** (2023 Street Project)
 - b. Buildings – **\$420,000** (Future Projects)
 - c. Vehicles – **\$270,721** (Maintenance Trucks)
 - d. Equipment – **\$140,000** (Friction Tester/Gate Control System)
- The Cash Balance at year-end was \$917,194 with CD Investments of an additional \$5,778,124 for a total of **\$6,695,319**.

Mr. Armstrong moved to accept and file the Monthly Financial Reports as presented for the month and year ended December 31, 2022. Mr. Munson seconded the motion. Motion carried.

Item 19. Executive Session

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

Adjournment

Chairwoman Stubbs inquired if there was any further business to discuss, hearing none, she asked for a motion to adjourn. **Mr. Armstrong made a motion to adjourn. Mr. Munson seconded the motion and the meeting was adjourned at 4:27 p.m.**

These official minutes were approved by the Board of Directors on April 18, 2023.

Samuel W. Sutton, Secretary

Office of: President
To: Board of Directors

From: Eric M. Johnson

Subject: **Presentation by American Flight Museum, Inc.
for Consideration of MTAA Participation in
Improvements at Hangar 612.
(Board Action Required)**



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

Date: April 13, 2023

Section 511 (a)(9) of the Airport and Airway Improvement Act of 1982 requires airports to be as self-sustaining as possible. This is also identified in Grant Assurance Number 24 however, FAA Order 5190.6B Chapter 17.16 provides exceptions to this requirement for Not-for-Profit Aviation Organizations, including aviation museums.

Hangar 612 at Topeka Regional Airport is leased at below market value to the American Flight Museum (AFM). The current lease of this hangar calls for AFM to bear all responsibility for the maintenance and upkeep of the facility. A representative from the museum is here today to request assistance from the MTAA for the repair of the hangar door track and adjacent concrete. The hangar was constructed in 1942 and has suffered extensive damage as the concrete apron has shifted over the years. The concrete floor is buckled leaving the track out of alignment.

A quote of \$120,000.00 for the repair work was provided by Bettis Contractors. The request by AFM is for the MTAA to share in the cost or provide rent abatement for a portion of the repair expense.

I request for the Board to give consideration to American Flight Museum's request for the repair of the hangar doors and establish our level of participation in this project.

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



BETTIS CONTRACTORS

Date: December 2, 2022

Project: Hangar Door Foundation Replacement – Forbes Field, Topeka, KS

Description: Bettis Contractors – Proposal Letter

Scope of Work:

- Mobilize.
- Remove existing hangar doors and store on tarmac east of hangar.
- Sawcut and Demo existing hangar door foundation and rail system.
- Excavate and haul off spoils.
- Install new subgrade.
- Install new hangar door foundation.
- Install new rail system on top of the new foundation and infill with concrete.
- Reinstall hangar doors.
- Demobilize.

Lump Sum Pricing:

- Total = \$120,000.00 (no sales tax)

Clarifications:

- Pricing excludes engineering services.
- Pricing excludes any repairs or modifications to the hangar and or hangar doors.
- Pricing excludes mitigation of drainage issues found on site.
- Top of rail elevation will be dictated by existing structural dimensions of the hangar.
- Pricing excludes relocation of existing utilities.
- Pricing excludes all electrical work.
- Pricing excludes sales tax at this time.
- If sales tax is not exempt, it will be calculated and added to the final invoice.
- Pricing good for 30 days.

Kyle Collins
Bettis Contractors
Project Manager
kcollins@bettiscontractors.com
(785) 220-4553

Agenda Item 5
Page 2 of 2

Office of: President

To: Board of Directors

From: Eric M. Johnson



Subject: **Consider Approval of Schwerdt Design Group's
Proposal for the Exterior Renovation of Several Buildings
Located in the Topeka Regional Business Center.
(Board Action Required)**



Date: April 14, 2023

Updated April 17, 2023

As discussed during previous meetings, there are several buildings in the Topeka Regional Business Center that are in need of exterior renovations. Following an inspection of these properties, I met with Greg Schwerdt to discuss the various designs and construction materials of the buildings. Given the differences of the buildings, I recommend we contract with an architect to ensure we use the proper material and installation techniques for each.

Attached to this memo is a proposal from Schwerdt Design Group (SDG) for the design of the roof replacement on 206 SE Airport West Dr. (Building 820) and siding projects for buildings as follows:

545 SE Engle St.	(Building 131)
6145 SE Cardenas St.	(Building 154)
430 SE Engle St.	(Building 180)
201 SE University Blvd.	(Building 801)
6804 SE Ross St.	(Hangar 612)

While the tenants of these building are responsible for the maintenance and upkeep of the leased property, installation of new siding is beyond the tenant's obligations under the lease.

The **UPDATED fee** proposed by SDG for design services is ~~\$107,500.00~~ **\$83,100.00** with anticipated construction costs of \$1,775,000.00. Follow-up discussions clarified our desire to limit work on Building 820 to the lower roof only (4,500sf) which will reduce the project cost. We also plan to address Hangar 612 separately, further reducing the cost if the work is not awarded.

We were not able to finalize this proposal by the end of the day but we will have an updated proposal on Monday. I will provide this to you as soon as we receive it.

Please contact me if you have any questions.

SCHWERDT

DESIGN

April 17, 2023

GROUP,

Eric Johnson, President/Director of Airports
Metropolitan Topeka Airport Authority
6510 SE Forbes Ave
Topeka, KS 66619

INC.

RE: Building Siding and Reroofing – Topeka Regional Airport – Forbes Field, Topeka, KS

Eric,

Architecture

Thank you for allowing Schwerdt Design Group the opportunity to provide MTAA with a proposal for professional design services to provide new siding for five (5) buildings and the reroofing of one (1) building at Forbes Field, Topeka, Kansas. It is not anticipated that consulting services will be required for these projects but if they are required, we will provide those as an Additional Service once the services have been agreed upon by you as being required for the benefit of the projects. This could include, but not be limited to structural, civil and MEP engineering services. Currently, we are only providing a fee proposal for architectural services.

Interiors

Planning

Our understanding of the project scope is to provide complete Design and Construction Document services, including Specifications, as well as Bidding and Construction Administration. The Scope of Services include the following buildings:



1. Building 131 (New Siding)
2. Building 154 (New Siding)
3. Building 180 (New Siding)
4. Building 612 (New Siding – including removal of windows and infill where determined with Owner)
5. Building 801 (New Siding)
6. Building 820 (New Roof – Lower)

2231 SW Wanamaker Rd.

The Projects, and thus our Proposal will be broken down as three (3) separate projects as follows:

Suite 303

1. Building 612
2. Building 820
3. Buildings 131, 154, 180 and 801

Topeka, KS

66614-4275

Construction documents will consist of drawings and specifications and contain the necessary details including, but not limited to flashings at windows, doors, eaves, overhangs, roof edges, and building penetrations, connection details to multiple surfaces, masonry repair, to solicit bids, obtain building permits and complete construction of the projects. SDG will answer questions during the bidding process as well as during construction of the project, check submittals and shop drawings, make visits to the site as necessary during and construction and provide a punch-list and close out documents at project completion.

785.273.7540

www.sdgarch.com

Our predesign services will also include field verification of all building dimensions and special conditions required for the completion of our Scope of Work. We anticipate this will require a

UPDATED DSG PROPOSAL

significant amount of detailing of special conditions due to the number of buildings as well as the fact some buildings having multiple and different materials currently in place, different heights, and different configurations. Additionally, we will document buildings that have deteriorating masonry, structural framing and other areas that could potentially lead to a failed system and provide detailing of those corrective measures as well

Our initial construction cost for this project is \$1,775,000.00. This estimated cost is very preliminary at this stage due to the lack of knowledge of all conditions, known and unknown, total areas etc. This cost estimate will be developed further in more detail as schematic and design development continues.

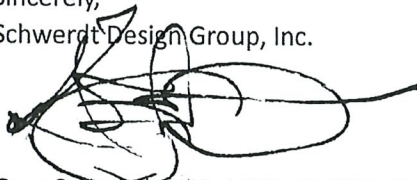
Our fee for architectural services only for the above-described projects is Eighty-Three Thousand, One Hundred Dollars (\$83,100.00). The project fees are broken down as follows:

- | | |
|----------------------------------|-------------|
| 1. Building 612: | \$18,500.00 |
| 2. Building 820: | \$12,800.00 |
| 3. Buildings 131,154,180 and 80: | \$51,800.00 |

If these general terms are acceptable to you, please let me know and we will prepare AIA Document B101-2017 (or other Contract Form of your preference) for your review and signatures.

Thank you in advance for your consideration of SDG. If you have any questions, please don't hesitate to call.

Sincerely,
Schwerdt Design Group, Inc.

A handwritten signature in black ink, appearing to read 'Greg Schwerdt', with a large, stylized flourish extending from the end.

Greg Schwerdt, AIA, LEED AP, NCARB
Founder and President

Office of: President

To: Board of Directors

From: Eric M. Johnson 

Subject: **Consider Approval of Change Order No. 1 on
FOE Terminal Storm Damage Repair Contract
(Board Action Required)**



Date: April 14, 2023

During the December 2022 meeting of the MTAA Board of Directors, the board approved the bid to repair the storm damage to the terminal building at Topeka Regional Airport.

This work includes the repair of the storm damage and replacement of the remaining soffit to match the new area. The low bidder for these items was Senne Company offering a bid of \$283,628.00. Senne Company began working on the building and discovered additional long-term water damage that needs to be addressed. This damage appears to be due to age and failure of the EIFS which is allowing water to penetrate the system.

The proper repair for this is to remove the EIFS, sheathing and insulation on the west side of the terminal building and replace the sheathing and insulation and install new metal wall panel. Senne Company submitted COR 001 to provide this work at a cost of \$106,828.00. As the budget allows, we can continue to replace all remaining EIFS with a future project.

I request the Board approve the change order submitted by Senne Company for the additional repair work for the quoted amount of One Hundred Six Thousand Eight Hundred Twenty-eight Dollars and No Cents (\$106,828.00). This project will be funded in its entirety by the MTAA utilizing the encumbered funds for 61800 (Maintenance on Rental Property).

Please contact me if you have any questions.

PROJECT: MTAA Forbes Field Storm Damage

COR NO: 001
DATE: 22-Mar-23

Description of Work Demo Damaged EIFS/Sheathing-Install New Sheathing/Metal siding

DESCRIPTION OF WORK	RESPONSIBLE SUBCONTRACTOR	QUANTITY	UNIT	UNIT PRICE	SUBCONTRACT AMOUNT	UNIT PRICE	MATERIALS & EQUIP	LAB HOURS	CARP HOURS	LABOR	TOTALS
Demo EIFS/Sheathing	Diamond Everley	1	ls	\$ -	\$76,000.00		\$0.00			\$ -	\$76,000.00
Install new 5/8" Dexcel FA sheathing	Diamond Everley	1	ls	\$ -	\$0.00	\$ -	\$0.00			\$ -	\$0.00
Install Roll water proofing over OSB	Diamond Everley	1	ls	\$ -	\$0.00		\$0.00			\$ -	\$0.00
Install 2" Z girts horizontal @ 16" O.C.	Diamond Everley	1	ls	\$ -	\$0.00	\$ -	\$0.00			\$ -	\$0.00
Install 2" Mineral Wool IOS btw girts	Diamond Everley	1	ls		\$0.00	\$ -	\$0.00			\$ -	\$0.00
Install Elevate UC-500 Metal Wall Panels	Diamond Everley	1	ls	\$ -	\$0.00	\$ -	\$0.00			\$ -	\$0.00
30 Year Finish warranty for Dark Bronze	Diamond Everley	1	ls	\$ -	\$0.00		\$0.00			\$ -	\$0.00
Insulation Demo	Senne	1	ls		\$0.00		\$0.00	24	24	\$ 2,568.00	\$2,568.00
New Insulation (6" R-19 Kraft-Faced Insulation)	Senne	1	ls		\$0.00	\$ 2,700.00	\$2,700.00	48	48	\$ 5,136.00	\$7,836.00
Scissor Lift for Insulation R & R	United Rentals	6	Days		\$1,055.00		\$0.00			\$ -	\$1,055.00
Carpenter (For Diamond/Demo)	Senne	40	Hrs	\$ -	\$0.00	\$ -	\$0.00		40	\$ 2,440.00	\$2,440.00
Laborer/Lift Operator (For Diamond/Demo)	Senne	40	Hrs	\$ -	\$0.00	\$ -	\$0.00	40		\$ 1,840.00	\$1,840.00
Dumpster/Haul off/Disposal	Senne	5	EA	\$ -	\$0.00	\$ 650.00	\$3,250.00			\$ -	\$3,250.00
GENERAL CONDITIONS											
Project Management / Supervision/Estimating	Senne	30	HR							\$ 3,000.00	\$3,000.00
General Conditions	Senne	1	LS				\$1,498.40			\$ -	\$1,498.40
										\$ -	\$0.00
SUBTOTALS					\$ 77,055.00		\$ 7,448.40			\$ 14,984.00	\$ 99,487.40
SALES TAX (MATERIAL)				0.00%							\$ -
SALES TAX (LABOR)				0.00%							\$ -
BONDS & INSURANCE				1.25%							\$ 1,244.16
Overhead/Profit on GC WORK				10.00%							\$ 2,243.84
Overhead/Profit on SUB WORK				5.00%							\$ 3,852.75
SALES TAX (Subcontractors included in scope)				0.00%							\$ -
TOTAL					\$77,055		\$7,448			\$14,984	\$106,828

ADDITIONAL DAYS 10 Working Days
CO #1 Extended to 5-31 (This would make it June 14th)

All provisions in the original contract remain the same. Subcontractor quotes associated with this change are an integral part of the scope of this change. Senne and Company reserves the right to adjust the amount of this change due to unforeseen conditions or additional work beyond the scope of this change

Proposal Revised with Price breakdown (3/22/2023)

Date: 3/20/2023

Project: MTAA Forbes Terminal Storm Damage



Scope Of Work: EIFS Removal / Metal Wall Panel System Install

Clarifications:

- Set up safety
- Remove existing EIFS/ substrate board above the new standing seam roof area
- Install new 5/8" Dexcell FA
- #8 1.5" fasteners
- Install roll water proofing over new OSB
- Install 2" Z girts horizontal 16" o.c.
- Install 2" mineral wool iso in between horizontal Z girts
- Install Elevate UC-500 metal wall panel vertical orientation
 - o 30 year finish warranty for Dark Bronze finish

Price Breakdown

- Materials: \$24,182.00
- Labor: \$44,909.00
- 10% Mark up: \$6,909.00
- Total: \$76,000.00

Alt replace only exposed plywood: \$1,673.00

Conditions: Pricing good for 30 days, Senne to provide 2 employees to help during the EIFS/Substrate demo and new substrate board install.

Nick Witmer

Project Manager

O: 785.843.3433

F: 785.843.3445

C:785.312.2040

Diamondeverley.com

Office of: President

To: Board of Directors

From: Eric M. Johnson 

Subject: **WSP USA, Inc. Presentation on MRO
Site Report**



Date: April 14, 2023

WSP USA, Inc. will provide information regarding the MRO site. Coffman Associates completed the MRO Report identifying three alternatives. Alternate #2 was selected for presentation to the FAA. The documented CatEx material is being compiled for submission to the FAA. Once completed, WSP can begin design work for the MRO site.

Sam Stallbaumer, WSP-USA, is here today to provide information on the MRO design, review Alternate #2 layout and discuss potential phasing opportunities based on available funding limitations.

Please contact me if you have any questions.

MRO Information





MRO Introduction

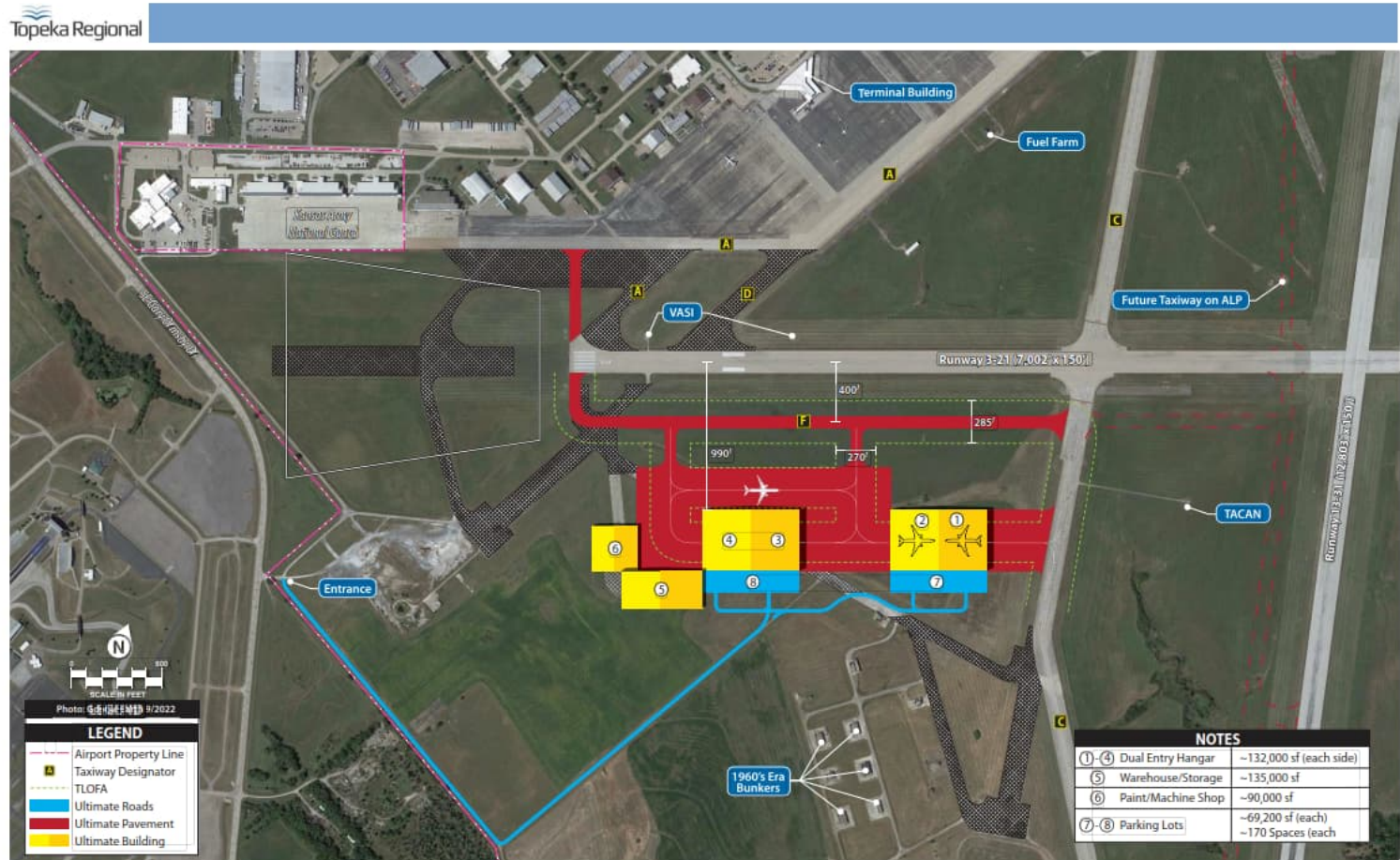
- Maintenance Repair Overhaul (MRO) Facility
- Accommodation of Boeing 777 aircraft
- ~12-month design
- ~15-month site development
- ~\$38M design and build of civil/site portion (ROM)
 - Entrance roadway
 - Utilities
 - Site cleanup
 - Grading
 - Apron paving
 - New taxiway

WSP MRO Capabilities

- WSP manages specialized MRO planning, design and construction world-wide.
- Canada, Europe, Middle East, Africa, Asia



Overall Site Layout

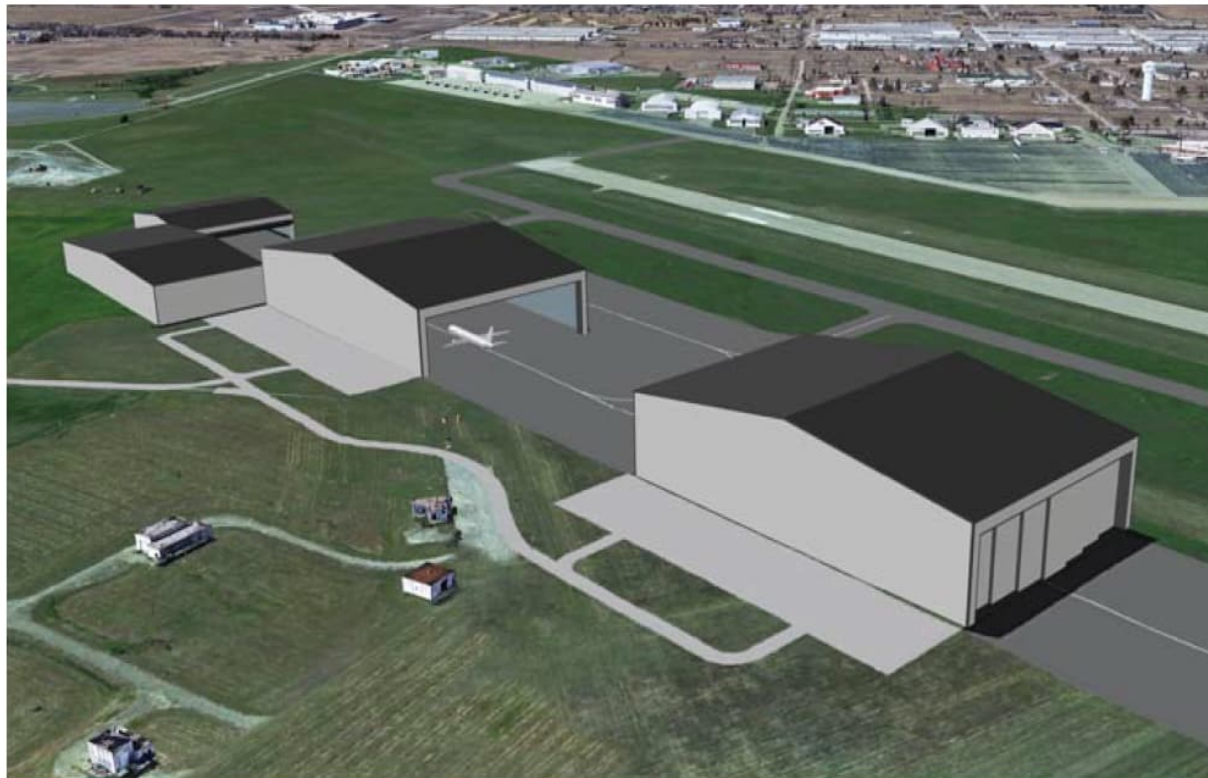


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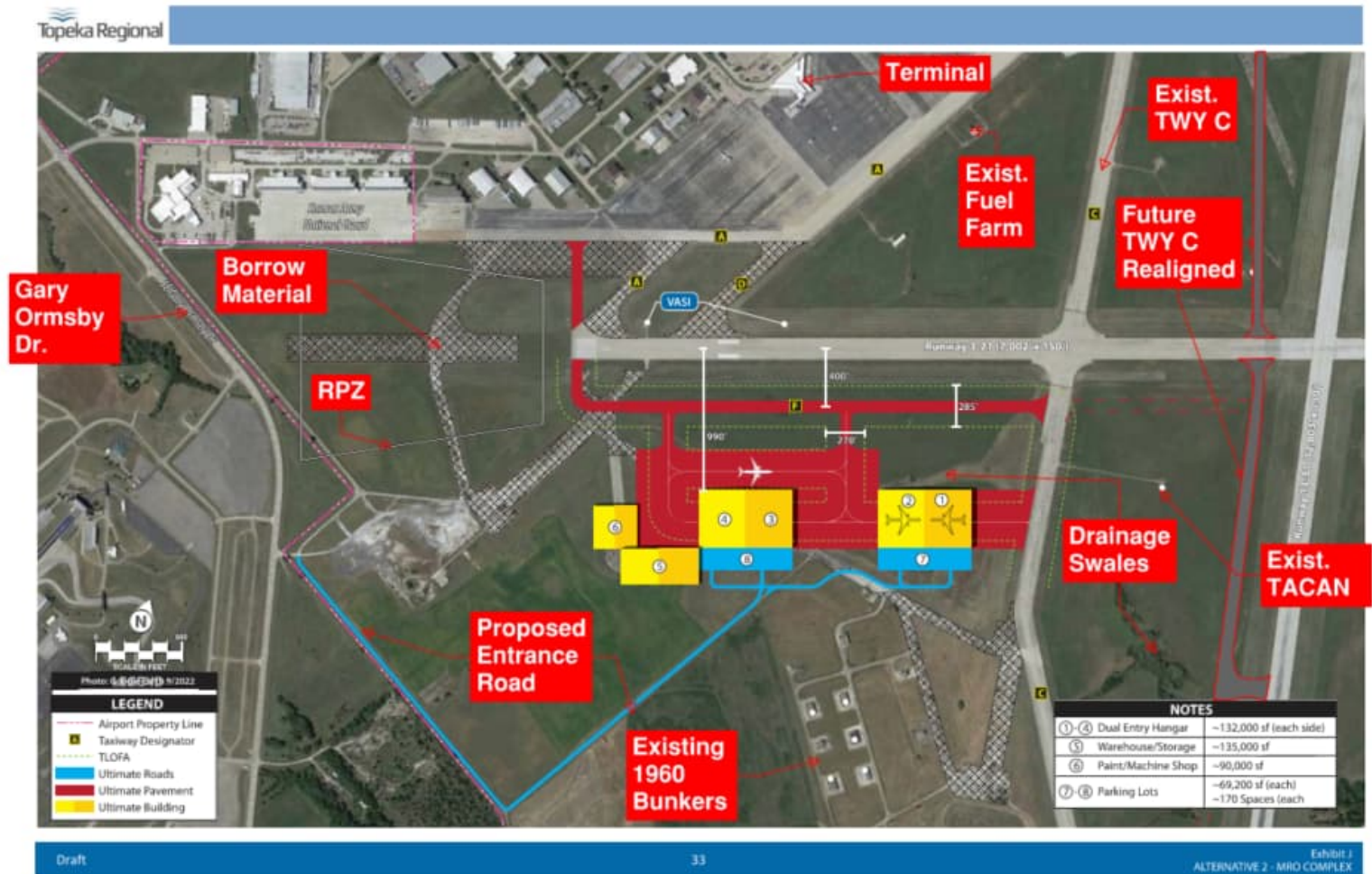
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Exhibit J
ALTERNATIVE 2 - MRO COMPLEX

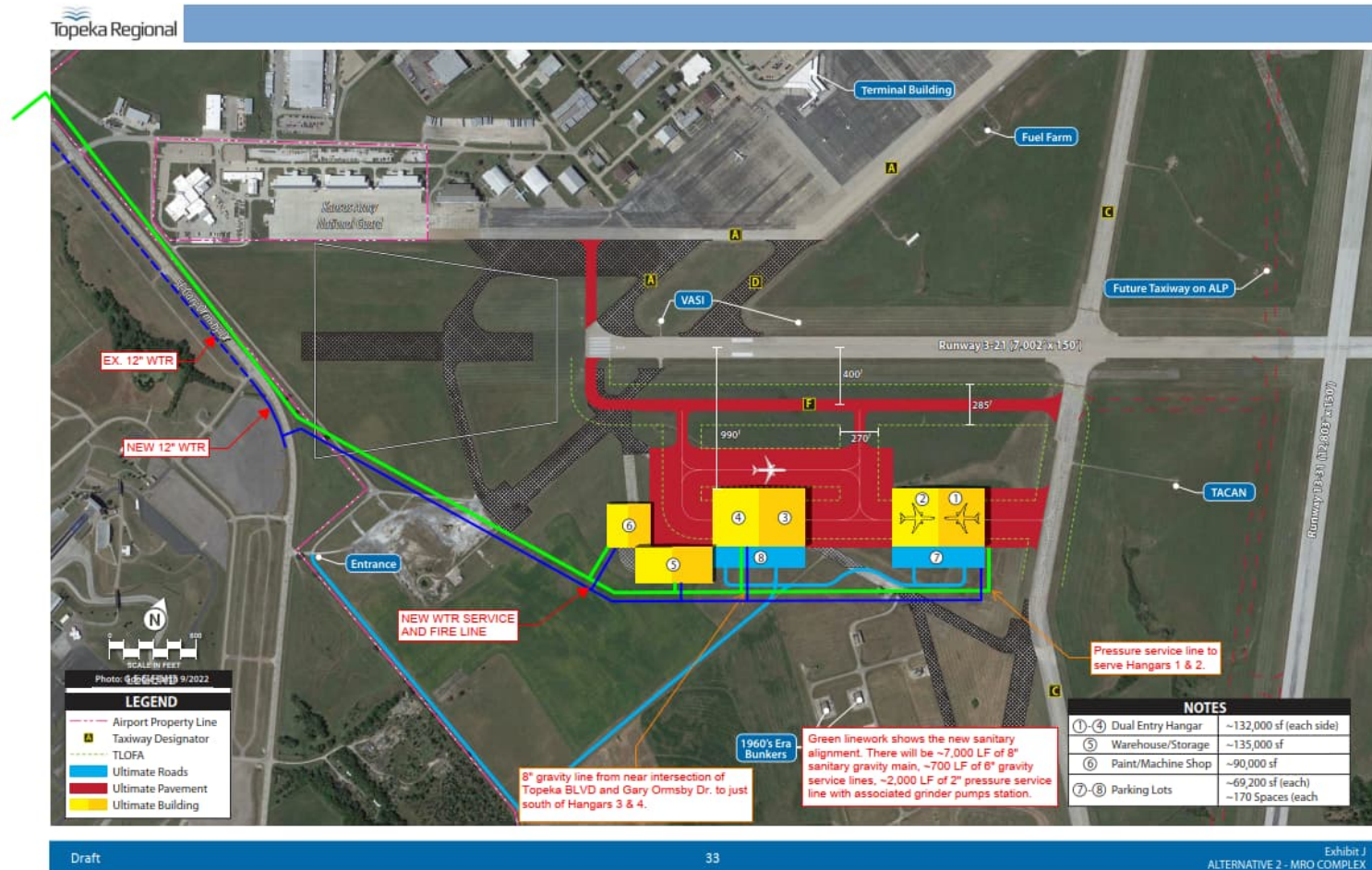
MRO Isometric view



Site Improvements



MRO Utilities



The graphic part of the WSP logo, featuring a stylized 'W' shape composed of several overlapping triangles in shades of blue and grey, with a red triangle at the bottom left corner.