

Budget Workshop 2:30 PM
MTAA Board Meeting 3:00 PM

Tuesday, May 16, 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 April 11, 2023; and
 - b. Regularly Scheduled Board Meeting of April 18, 2023.
3. Public Comment.
4. Adopt Agenda.

ACTION ITEMS:

5. Consider Approval of WSP USA, Inc., Agreement No. 30900280 - Task Order No. 14 MRO Site and Utility Design Services.
6. Consider Quotes for Fencing and Gate Installation at 201 SE University Blvd. (Bldg. #801) at Topeka Regional Business Center.
7. Consider Proposals for T-Hangar Roof Restoration Utilizing "The Interlocal Purchasing System" (TIPS).

ITEM TO BE ADDED to Published Agenda:

- 7.a. Consider Quote for Airfield Markings Removal.**

INFORMATIONAL REPORTS:

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
TOPEKA REGIONAL AIRPORT & BUSINESS CENTER | BILLARD AIRPORT

Board of Directors

Metropolitan Topeka Airport Authority April 11, 2023

Special Meeting conducted via ZOOM..... 4:00 PM

Chairwoman Stubbs brought the special meeting of the MTAA Board of Directors to order at 4:00 PM with Board members participating in the ZOOM meeting as follows: Brian Armstrong, Sam Sutton and Mike Munson. Also identified as attending via ZOOM were:

- Timothy Resner of Frieden & Forbes, LP – Legal Counsel to the Board

Staff members in attendance:

- Eric Johnson
- Cheryl Trobough
- Don Loyd

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 there was an item to be added to the agenda as Item 4 to consider the quote for asbestos abatement at Hangar 603.

Mr. Munson made a motion to amend the Agenda to include Item 4. Consider Approval of Quote Regarding Asbestos Abatement at 6930 SE Ross St. (Hangar 603). 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 3. Consider Award of Hangar 603 Siding Project to JB Turner & Sons Roofing & Sheet Metal.

Mr. Johnson stated that Hangar 603 is a 14,754-sf hangar located along the flightline, South of the airport terminal building. It has the original siding and windows and is in need of repair. The MTAA has stored snow removal equipment in the hangar for the previous 15 years to keep it out of the weather, but a potential tenant is showing interest in leasing the hangar for aircraft storage.

JB Turner and Sons Roofing and Sheet Metal (JBT) was contacted to provide a quote for the replacement of the exterior siding. JBT has Sierra Tan, 24ga Berridge M-Panel metal siding material, originally intended for a different project, in stock and available immediately at a cost of \$165,923.00 for material and labor. This price includes installation of R-13 insulation between the structural steel and the new siding.

In accordance with the MTAA Bid Policy, as approved by the Board of Directors, an advertisement of a sealed-bid process would typically be required for an expenditure of this magnitude. However, as stated in Section II, 5.C. of the policy, sealed competitive bids shall not be required when an emergency requires immediate delivery of supplies, materials or equipment, or immediate performance of services.

The MTAA has an immediate / emergent need for this project in order to accommodate the needs of an important aviation tenant. JBT has the materials immediately available which will satisfy this need. The best interest of the MTAA and the tenant justifies taking exception to the MTAA bid policy to move forward with this project.

Mr. Johnson recommended the Board accept the quote of \$165,923.00 as provided by JB Turner and Sons Roofing and Sheet Metal.

Mr. Munson made a motion to accept the Hangar 603 siding project quote as provided by JB Turner and Sons Roofing and Sheet Metal at a cost of One Hundred Sixty-Five Thousand Nine Hundred Twenty-three Dollars and No Cents. (\$165,923.00). Mr. Armstrong seconded the motion. Motion carried.

Item 4. Consider Approval of Quote Regarding Asbestos Abatement at 6930 SE Ross St. (Hangar 603).

Mr. Johnson reported that prior to renovation of the hangar, an inspection of the property was completed to determine if asbestos abatement would be necessary. Jacobson Asbestos Company identified asbestos in the boiler room and on pipes throughout the interior of the hangar. Asbestos material was also identified in the tile and mastic glue on the floor of the old office spaces.

It is MTAA practice to remove asbestos materials in buildings prior to leasing them. Jacobson Asbestos Company provided a quote of \$36,600.00 for the preparation, removal, disposal of the asbestos materials. The quote also includes OSHA compliant air monitoring in the structure, leaving the hangar safe for remodeling.

Mr. Armstrong made a motion to accept the Jacobson Asbestos Company quote for asbestos abatement in Hangar 603 at a cost not to exceed Thirty-Six Thousand Six Hundred Dollars and No Cents (\$36,600.00). Mr. Sutton seconded the motion. Motion carried.

Adjournment

Having no further business to discuss, Chairwoman Stubbs asked for a motion to adjourn the meeting. **Mr. Munson made the motion to adjourn. Mr. Armstrong seconded the motion and the meeting was adjourned at 4:20 p.m.**

These official minutes were approved by the Board of Directors on May 16, 2023.

Samuel W. Sutton, Secretary



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

Board of Directors

Metropolitan Topeka Airport Authority April 18, 2023

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 (via ZOOM), Sam Sutton, Mike Munson and Joe Ledbetter. Also in attendance were:

- Sam Stallbaumer, WSP USA, Inc.
- Jennifer Kuchinski, WSP USA, Inc.
- Jen Hannon, HTK Architects
- Jordan Freborg, HNTB
- Molly Howey, GO Topeka
- Robert Rice, American Flight Museum, Inc.
- Mayor Mike Padilla, City of Topeka (via ZOOM)
- Amy Oesterrich, Heinen Bros Ag (via ZOOM)
- Don Loyd – MTAA (TOP Fuel Service)
- Chief Bill Wempe – 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 Special Board Meeting of March 14, 2023 and the Regularly Scheduled Board Meeting March 21, 2023.

Chairwoman Stubbs asked the Board to review the Minutes of the Special Board Meeting of March 14, 2023 and the Regularly Scheduled Board Meeting of March 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. Sutton seconded the motion. Mr. Ledbetter abstained from the vote due to this being his first meeting as a member of the Board. 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 6.a to consider Change Order No. 1 on the FOE Terminal Storm Damage Repair Contract. Mr. Munson requested an additional item be added for further discussion on the Director of Development position. Chairwoman Stubbs stated that this item could be added as Agenda Item 6.b. **Mr. Munson made a motion to adopt the Agenda as amended by the addition of Agenda Items 6.a. and 6.b. Mr. Ledbetter seconded the motion. Motion carried.**

Before proceeding to the agenda items, Chairwoman Stubbs introduced Joseph Ledbetter as the City of Topeka's newest appointment to serve as an MTAA Board member.

Item 5. Presentation by American Flight Museum, Inc. for Consideration of MTAA Participation in Improvements at Hangar 612.

Mr. Johnson provided some background history on Hangar 612 at Topeka Regional Airport. The hangar is leased to the American Flight Museum (AFM) at a rate which is below market value. The lease on this hangar calls for AFM to bear all responsibility for the maintenance and upkeep of the facility. 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 which is causing problems with the hangar doors.

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.

Mr. Robert Rice, AFM President, was in attendance to request assistance from the MTAA for the repair of the hangar door track and adjacent concrete. AFM received a bid from Bettis Asphalt for \$120,000.00 for the repair work. There were other quotes received which were much higher. The request by AFM is for the MTAA to share in the cost by providing rent abatement for a portion of the repair expense; or for the MTAA to front the repair costs and recoup the funds through a negotiated lease rate over a longer lease term than their current two-year lease.

It was the consensus of the Board that Mr. Johnson and Mr. Rice meet to negotiate lease terms agreeable to both parties for presentation to the Board for their consideration.

Item 6. Consider Proposal from Schwerdt Design Group for Siding and Roof Projects in Topeka Regional Business Center.

Mr. Johnson reported that inspections of several buildings in the Topeka Regional Business Center in need of exterior renovations were completed. Greg Schwerdt of Schwerdt Design Group (SDG) was contacted to discuss the various designs and construction materials of the buildings. Given the differences of the buildings, working with an architect to ensure the use of proper material and installation techniques for each is recommended.

A proposal was requested from SDG for the design as follows:

Roof replacement at:

206 SE Airport West Dr. (Bldg. 820) - **Fee associated is \$12,800.00**

Siding projects for buildings at the following locations:

545 SE Engle St. (Bldg. 131); 6145 SE Cardenas St. (Bldg. 154); 430 SE Engle St. (Bldg. 180); and 201 SE University Blvd. (Bldg. 801) - **Combined fee associated is \$51,800.00**

6804 SE Ross St. (Hangar 612) - **Fee associated is \$18,500.00**

The total fee proposed by SDG for design services is \$83,100.00 with anticipated construction costs of \$1,775,000.00. Follow-up discussions clarified limiting work on Building 820 to the lower roof only (4,500sf) which will reduce the project cost. Plans are to address Hangar 612 separately which will reduce the design fees by \$18,500.00.

Mr. Munson made a motion to authorize Mr. Johnson to sign the contract with Schwerdt Design Group in an amount not to exceed \$64,800.00. Mr. Armstrong seconded the motion. Motion carried.

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

Mr. Johnson reported that the Board accepted Senne Company's bid of \$283,628.00 to repair the FOE terminal building storm damage, which includes repair and replacement of the remaining soffit to match the new area.

Senne Company began the repair work and discovered additional long-term water damage that needs to be addressed. This damage appears to be due to age and water penetration due to the failure of the Exterior Insulation Finishing System (EIFS).

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. There was discussion of replacing all remaining EIFS with a future project, as funds are available. Senne Company submitted Change Order No. 001 to provide this work at a cost of \$106,828.00 which Mr. Johnson requested the Board to approve.

Mr. Sutton made a motion to approve the change order submitted by Senne Company for the additional repair work for the amount of One Hundred Six Thousand Eight Hundred Twenty-eight Dollars and No Cents (\$106,828.00). Mr. Armstrong seconded the motion. Motion carried.

Item 6.b. Discussion on Director of Development Position.

Mr. Ledbetter led discussion regarding the Director of Development position, focusing on increasing the annual salary from the posted \$90,000 to a base of \$120,000 to a range of \$130,000 or possibly \$135,000.

Following discussion, **Mr. Ledbetter made a motion to increase the base salary for the Director of Development to a range of \$120,000 - \$135,000. Chairwoman Stubbs inquired if his motion was to include authorizing Mr. Johnson to contact Premier Employment to revise their advertisement for the position. Mr. Ledbetter agreed. Mr. Munson seconded the motion. Chairwoman Stubbs asked for discussion.**

Mr. Armstrong inquired if there had been any feedback from Premier. Mr. Johnson responded that Paul Bossert at Premier Employment has had some interest in the position as advertised and expects to have a report for the Board soon.

Chairwoman Stubbs asked in the current top of the range is advertised as \$120,000. Mr. Johnson responded that there currently isn't a top range, the listing was approved as \$90,000 and is negotiable commensurate with experience. Mr. Resner requested the distribution of the position description approved by the Board at the February Board meeting.

Chairwoman Stubbs inquired that if the salary was originally approved as a starting point and negotiable depending on experience, why is it necessary to place a cap on it? She stated that she would be more in favor of increasing the base and making it negotiable depending on the experience of the individual.

After further discussion, **Mr. Ledbetter withdrew his original motion and offered a substitute motion to amend the Position Description for the Director of Development to increase the base salary to read "\$120,000 and is negotiable commensurate with experience". Mr. Sutton seconded the motion. Motion carried.** Chairwoman Stubbs directed Mr. Johnson to contact Paul Bossert to modify the listing as posted with Premier Employment.

Item 7. WSP USA, Inc. Presentation on MRO Design and Potential Phasing.

Mr. Johnson reported that 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 with WSP provided information on the MRO design. The Alternate #2 layout was reviewed with the Board and potential phasing opportunities based on available funding limitations was discussed.

Information Only Items:

Item 8. Monthly Reports

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

Mr. Johnson provided the following report:

- TOP Fuel Service: The new refueler trucks should be arriving this week. In-service commissioning and training will take place before the loaner trucks are returned to ProFlo. Fuel sales at Billard have steadily increased since January. TOP Fuel Service is inspecting all T-Hangars to see what aircraft are stored there and what appears to be airworthy vs non-airworthy.
- Quality Assurance Project – PFAS Remedial Investigation. This work is being completed the Kansas Army National Guard. The approved fire-fighting foam has been determined to be hazardous. They had a release on their property they are tracking. The MTAA still has this type of foam in inventory and will continue to until a replacement is approved by the FAA. Until then, it will not be used for training purposes.
- The airports are attracting attention from developers and contractors for box hangar and T-hangar construction. Two developers that have expressed an interest in box hangar development, including the MRO facility. Recent communications with a local contractor indicate that he may be interested in building T-hangars if he can get the numbers to work. A ground lease can be provided for the development but his challenge is the rental rate for T-hangars.

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

Mr. Johnson provided the following report:

- WSP's design of the 2023-2024 Street project is at 50%. They anticipate bidding late spring. This project includes SE Forbes Avenue from Gary Ormsby Drive to SE Airport East Dr. There are some drainage issues along SE Forbes Ave. to be addressed.
- Building 170D is a 20,000sf warehouse that has been vacant for a couple years except for some short-term storage. A potential tenant has expressed interest in the building. The MTAA Maintenance Department is coordinating some repairs. A draft lease will be sent to the prospective tenant for review. This lease should generate approximately \$50,000 annually.
- Estimates have been requested for 8' fence with privacy slats as the fence line replacement along University Blvd. for Mr. O's (estimate for the south fence line is \$17,500) and Sunflower Auto Auction (estimate for the South and West fence line is approximately \$55,000 and the North and East portions is \$58,000). Based on the quotes, this will need to be advertised for sealed bids.

Item 9. 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. Munson made a motion to adjourn. Mr. Sutton seconded the motion and the meeting was adjourned at 4:48 p.m.**

These official minutes were approved by the Board of Directors on May 16, 2023.

Office of: President

To: Board of Directors

From: Eric M. Johnson



Subject: **Consider Approval of WSP USA, Inc., Agreement No. 30900280 - Task Order No. 14 MRO Site and Utility Design Services. (Board Action Required)**

Date: May 12, 2023

It has taken quite some time and effort to reach this point but with the completion of Coffman Associates' Focused Planning Study to assess Maintenance, Repair, and Overhaul (MRO) Hangar Development and the pending FAA approval of the Documented CatEx, the next phase of the process is the design. The project includes the design of an access road connecting SE Gary Ormsby Drive to the new site, a level grading site for a 1,100,000 square foot Apron, Construction of a parallel Taxiway F connecting Runway 3 to Taxiway C, all utilities to the building site, parking lot for employees and security fencing.

I request the Board approve WSP USA, Inc., Task Order No. 14 – Design of Maintenance, Repair and Overhaul (MRO) Facility Site, in the total amount of Two Million Two Hundred Thousand Seventy Dollars and Zero Cents (\$ 2,200,070.00), subject to the completion of an Independent Fee Estimate. The SPARK Base grant funds \$1 Million of the design cost with the MTAA funding the balance.

Please contact me if you have any questions.

PROFESSIONAL SERVICES AGREEMENT

WSP Agreement No. - 30900280

Task Order No. 14 (30900280K)

This Task Order No. 14 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 Street, 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, Snow Removal Equipment (SRE) Facility Design;

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

1. **Scope of Services**

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

2. **Schedule**

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

3. **Compensation**

The OWNER shall compensate WSP for the performance of SERVICES stated above, on the basis of a lump sum for the design services in Appendix C for an amount of Two Million Two Hundred Thousand, Seventy Dollars and Zero Cents (\$ 2,200,070.00).

4. Both parties agree that this Task Order No. 14 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. 14 has been executed by Owner and WSP, effective from the day and year first written above.

METROPOLITAN TOPEKA AIRPORT AUTHORITY

WSP USA Inc.

Signature
Eric M. Johnson
President and Director of Airports

Typed Name/Title

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

Typed Name/Title

Date of Signature

Date of Signature

**Design of Maintenance, Repair and Overhaul (MRO) Facility Site
(Task Order No. 14) 30900280K
Topeka Regional Airport**

Project Description

The WSP Team will design and prepare a site in the southwest quadrant of Runway 3-21 and Taxiway C, at Topeka Regional Airport for a Maintenance, Repair and Overhaul (MRO) facility. The project includes the design of an access road connecting SE Gary Ormsby Drive to the new site, a level grading site for a 1,100,000 square foot Apron, Construction of a parallel Taxiway F connecting Runway 3 to Taxiway C, all utilities to the building site, parking lot for employees and security fencing. Coordination between WSP and MRO designer is included in this scope, the actual MRO buildings will be designed by others and is not included in this scope. See Exhibit A-1 for project layout.

Bidding services for facilities designed by the WSP Team are included in this scope. Bidding services are assumed to be the traditional design/bid/build procurement.

No FAA Environmental Clearance is required as the project has already received the EA FONSI.

Construction services are not included in this scope at this time but will be negotiated at a later date.

Scope of Services

The scope of services for this phase consists of preparing final design and construction plans for bidding of the project.

Major Items of work include:

1. Design Survey (Bartlett & West)
2. Geotechnical Investigations (TSi)
3. Airspace Study (7460)
4. Apron & Taxiway Design (WSP)
5. Drainage Design (WSP)
6. Traffic Analysis (WSP)
7. Existing Street Improvements (Bartlett & West)
8. Access Road & Parking Lots (Bartlett & West)
9. Public Utilities Design (Bartlett & West)
10. Meetings & Coordination
11. Quality Assurance/Quality Control
12. Project Management
13. Bidding Phase Services

1. TOPOGRAPHIC SURVEY (Bartlett & West)

Subcontractor shall provide a topographic survey of the area shown in Exhibit A-2 at Topeka Regional Airport in Topeka, Kansas. The survey area is approximately 368 acres (highlighted area), as provided for in the attached Exhibit A-2. Survey shots within the area will be on a 50-foot by 50-foot grid basis.

Breaklines and key topographic features in the area will be shot as well. Subcontractor shall locate building edges, finish floor elevations, fence lines, utilities, sidewalks, signs, pavement surfaces, and other key features within the survey area and any drainage structures within, adjacent to or near the survey area. Inlet locations, rim elevations, invert elevations, flow line elevations, and pipe sizes will be shot and recorded.

**Design of Maintenance, Repair and Overhaul (MRO) Facility Site
(Task Order No. 14) 30900280K
Topeka Regional Airport**

WSP will provide escort services for Subcontractor while survey operations are taking place within the secure Air Operations Area (AOA) of the airport. Badging or training of personnel will not be required while escort services are being provided. Should Subcontractor desire to work without escort services, training and badging of personnel will be required along with the acquisition of a radio capable of communicating with the air traffic control tower on ground and tower frequencies.

Subcontractor's survey shall include the following:

- A. Survey shall be based upon existing airport monumentation. Subcontractor shall investigate coordinates to monumentation points (airport reference point and secondary monumentation - NGS Primary and Secondary Control Points).
- B. Save setting of additional local horizontal and vertical control points for later use as horizontal and vertical control points by a prospective contractor during the construction of the project. Set a minimum of three non-movable monuments (durable enough to last a couple of years and withstand mowing operations).
- C. Locate features such as signs, lights, drainage structures, in-ground electrical structures, trees, fences, buildings, finish floor elevations, sidewalks, pavements, utilities, underground cables as marked by the Client and underground locating services, and other observable elements within the survey limits area. Subcontractor shall arrange for contact to "Dig Safe" and marking of utilities within survey boundary limits.
- D. Cross sections will not be required as part of this work.
- E. Where grid shots do not provide adequate detail of surface features or existing grading, Subcontractor shall survey breaklines or feature lines for incorporation into the base map.

Deliverables

Subcontractor shall supply a base map of the survey in AutoCAD 2018 format along with point files in "PNEZD" format.

2. GEOTECHNICAL INVESTIGATIONS (TSi)

The field work of this Project shall be performed under the direct supervision of a geotechnical engineer, who will determine the depths and sampling sequence for each boring. The borings shall be performed by an experienced drill crew. The location of these borings will be on the airport. Airport Staff and One-Call will locate any utilities in the vicinity of the bore locations. WSP personnel will escort drilling crew during drilling operations. See Exhibit A-3 for boring locations.

- A. Subcontractor shall provide exploratory test borings along the proposed Taxiway F alignment at approximately 500-foot intervals. 7 bore locations will be identified.
- B. Subcontractor shall provide for exploratory test borings of the existing pavement section at locations determined by the Engineer along the proposed Facility location. 3 bore locations will be identified.
- C. Subcontractor shall provide exploratory test borings on the proposed Apron at approximately 500-foot intervals. 11 bore locations will be identified.
- D. Subcontractor shall provide exploratory test borings on the proposed roadway and parking lot locations. 9 bore locations will be identified.

**Design of Maintenance, Repair and Overhaul (MRO) Facility Site
(Task Order No. 14) 30900280K
Topeka Regional Airport**

- E. Subcontractor shall provide exploratory test borings on proposed borrow site locations adjacent to the project location. 8 bore locations will be identified.
- F. Following removal of the pavement core materials, if applicable, samples of the underlying subgrade soil shall be obtained by Subcontractor using thin walled, Shelby tube samples to depths of 20 feet or rock refusal for each test location. If rock refusal is the case, the rock type shall be identified. Shelby tube samples shall be obtained immediately below the existing pavement and any granular leveling course with additional samples obtained every five (5) feet for the remaining depth of the test boring. Shelby tube samples shall be tested by Subcontractor for unconfined compressive tests, water content and density tests.
- G. Representative bulk samples of the existing subgrade materials shall be obtained and returned to the laboratory for classification and California Bearing Ratio (CBR) testing by Subcontractor. A minimum of fifteen (15) bulk soil samples shall be obtained by Subcontractor from the test borings.
- H. Subcontractor to backfill bores with material from the bore. For the bores located on Runway 3-21 and Taxiway C bores shall be backfilled with non-shrink grout.

Laboratory testing shall be performed in accordance with standard procedures.

- A. Unconfined compressive tests, water content, and density tests shall be performed on samples obtained using the Shelby tube sampler.
- B. Atterberg Limits tests shall be performed on selected soil samples to aid in the soil classification and to evaluate the shrink/swell potential of the onsite soils.
- C. Bulk soil samples shall be tested to determine the CBR of the subgrade soils. The CBR tests shall be performed on laboratory compacted specimens in accordance with ASTM D-1883.

Deliverables

The results of the exploration, including the substantiating data and recommendations, shall be presented in a written report prepared by a registered professional engineer. Subcontractor shall provide four (4) copies of the report, as well as an electronic copy of the report.

3. AIRSPACE STUDY

Once the MRO layout has been finalized, WSP will prepare FAA Form 7460-1 Notice of Proposed Construction or Alteration for the temporary and permanent points for submittal to the FAA for Airspace Review. The MRO Building designer shall provide the required permanent point information to WSP for incorporation into the 7460 submittal.

Deliverables

A drawing will be prepared showing all of the study points and these points will be entered into the FAA's Obstruction Evaluation / Airport Airspace Analysis (OE/AAA) website.

5. SITE DESIGN

The design and plan preparation will include grading of the site, a parallel Taxiway F from Runway 3 to existing Taxiway C, Apron, an access road from SE Gary Ormsby Drive to the site, parking lots for employees, storm sewers, surface drainage, taxiway lighting and signing, apron area lighting, parking lot lighting, security fencing, pavement marking and other incidental items.

**Design of Maintenance, Repair and Overhaul (MRO) Facility Site
(Task Order No. 14) 30900280K
Topeka Regional Airport**

Design will be for the full build as shown on Exhibit A-1. During the 60% review discussions will be held concerning breaking the project into phases to meet the monies available for construction. The WSP team will then continue the final design and plan preparation of a Phase 1 bid package. Phase 1 will include the necessary apron and taxiway to facilitate building of one of the two-bay hangers, adjacent parking lot, full build of grading, drainage, utilities, roadway, fencing and other incidentals as necessary.

This fee **does not** include final design, plan preparation and bidding services for Phase 2 to complete the apron, taxiway or other incidentals to complete the full build out for the other two-bay hangar. The fee for Phase 2 will be negotiated at a later date.

Front end documents and technical specifications will be prepared using City of Topeka and FAA standard specifications.

Develop the Construction Safety and Phasing Plan (CSPP) for the project site. The plan will include the phasing of the project, including runway and taxiway closures that will be required to construct portions of the project. The CSPP will be developed following FAA guidelines.

Deliverables

Project deliverables will be submitted at 30% Design, 60% Design, 90% Design and 100% Design. Each submittal will incorporate the previous submittals comments. Each submittal will contain 4 hard copies of the plans (11" x 17"), specifications and any reports, and an electronic copy of all documents. The 100% submittal will also include 2 full size sets of the plans.

6. TRAFFIC ANALYSIS

- a. Analyze existing traffic patterns
- b. Account for proposed traffic patterns
- c. Incorporate traffic analysis into Gary Ormsby Drive rehabilitation

7. PUBLIC UTILITIES DESIGN (Bartlett & West)

Subcontractor shall perform the following utility design services required for the new MRO Facility at Topeka Regional Airport. It is assumed that existing utilities have adequate capacity for the proposed MRO facility. If utilities do not have adequate capacity, the design services to achieve required levels will be considered additional services. The approximate layout of the new MRO Facility is provided on Exhibit A-4.

A. Coordination

- i. Identification and coordinate the resolution or mitigation of utility conflicts
- ii. Determine financial responsibility for utility relocation costs.
- iii. Negotiate and secure utility relocation agreements, owner commitments, or signoffs.
- iv. Prepare project contract document describing utility activities and utility /contractor coordination requirements.
- v. Obtain utility loads from architect/MEP engineer.
- vi. Attend meetings as required throughout the design process.

- B. Utility Design
 - i. Design and prepare drawings and specifications for utility facilities to be relocated or installed: Water, including Fire Protection, Sanitary Sewer, Electrical, with spare ducts for future expansion, Communications, with spare ducts for future expansion, Gas, and Storm Sewer.
 - ii. Comply with applicable City of Topeka and/or utility design standards and City of Topeka utility accommodation policies.
 - iii. All utilities will be designed to within 5 feet of the proposed building/hangar sites.

Deliverables

Project deliverables will be submitted at 30% Design, 60% Design, 90% Design and 100% Design to WSP to be incorporated into the Site Design documents. In addition to the following:

- A. Site plan model (dwg AutoCAD 2018)
- B. Construction Specifications (MS Word documents)
- C. Utility details sheets utilizing WSP border sheets (to be provided by WSP) (AutoCAD 2018)

8. MEETINGS & COORDINATION

WSP will conduct meetings and coordination with the major stake holders on the project. The major stakeholders are:

- A. Metropolitan Topeka Airport Authority (MTAA)
- B. National Institute of Aviation Research Wichita State Engineering Research Exchange (NIAR WERX)
- C. Kansas Air National Guard (KANG)
- D. Kansas Army National Guard (KSARNG)
- E. Federal Aviation Administration (FAA)
- F. Air Traffic Control Tower Manager (ATCT)
- G. City of Topeka
- H. Shawnee County

Meetings and coordination to be held:

- A. Bi-Weekly meetings will be held with Design Team members and stake holders. Thirty-five (35) one-hour meetings are assumed.
- B. Coordination with governmental agencies including MTAA, City of Topeka, Shawnee County, FAA, KDWPT, KDHE, KANG, KSARNG, and ATCT. Twenty (20) one-hour meetings are assumed.
- C. Assist with private utility coordination. Eight (8) one-hour meetings are assumed
- D. Internal team coordination and meetings

9. QUALITY ASSURANCE/QUALITY CONTROL

- A. Develop and maintain Quality Control Plan
- B. Perform QA/QC Checks of Major Milestone Submittals
 - i. 30% Design
 - ii. 60% Design
 - iii. 90% Design
 - iv. 100% Design

Design of Maintenance, Repair and Overhaul (MRO) Facility Site
(Task Order No. 14) 30900280K
Topeka Regional Airport

10. PROJECT MANAGEMENT

- A. General Project Management
- B. Special meetings with owner/stakeholders
- C. Coordination with stakeholders regarding site layout and size of facilities
- D. Coordination with subcontractors
- E. Monthly project invoices and progress reports
- F. Develop and maintain Project Management Plan
- G. Develop and maintain Communication Plan
- H. Develop and maintain Risk Management Plan
- I. Develop and maintain Project Design Schedule

11. BIDDING PHASE SERVICES

Bidding services are assumed to be the traditional design/bid/build procurement. If an alternative delivery method (design/build, Construction Management at Risk, etc.) may be considered but may require renegotiation of services.

- A. Prepare for and conduct a pre-bid conference (virtual if necessary). Prepare meeting minutes to be issued as an addendum.
- B. Prepare for a maximum of four addenda (including the aforementioned meeting minutes) in response to bidder's questions.
- C. Attend the bid opening, prepare a tabulation of bids and conduct a bid analysis for recommendation of award.

12. CONSTRUCTION PHASE SERVICES

- A. Construction phase services will be negotiated at a later date as an additional task order.

APPENDIX B

DATE START	DATE END	CALENDAR DAYS	DESCRIPTION
06/05/23	06/05/23	1	NTP for Design
06/05/23	09/03/23	90	Site Visit and Design Team Kickoff
06/05/23	09/03/23	90	Design Surveys
06/05/23	09/03/23	90	Geotechnical Services
06/05/23	11/02/23	150	30% Design
11/02/23	11/16/23	14	Review
11/16/23	02/14/24	90	60% Design
02/14/24	02/28/24	14	Review
02/28/24	04/28/24	60	95% Design
04/28/24	05/12/24	14	Review
05/12/24	06/11/24	30	100% Design
06/11/24	07/11/24	30	Bidding
07/11/24	08/25/24	45	Contracting
08/25/24	11/28/25	460	Site Development/TWY F
05/01/25	03/27/26	330	Vertical Const.
03/27/26	05/26/26	60	Closeout

DERIVATION OF CONSULTANT PROJECT COSTS

APPENDIX C

**TOPEKA REGIONAL AIRPORT
FORBES FIELD
TOPEKA, KANSAS
DESIGN OF MAINTENANCE, REPAIR AND OVERHAUL (MRO) FACILITY SITE
FEE PROPOSAL
May 10, 2023**

1 DIRECT SALARY COSTS:

<u>TITLE</u>	<u>HOURS</u>	<u>RATE/HOUR</u>	<u>COST (\$)</u>
Principal	105	\$109.22	\$11,468.10
Project Manager	1,081	\$56.42	\$60,990.02
Deputy PM	1,262	\$71.64	\$90,409.68
Sr Engineer	1,221	\$78.86	\$96,288.06
Jr. Engineer	1,180	\$68.52	\$80,853.60
Engineer	916	\$51.79	\$47,439.64
CADD Tech	1,432	\$36.38	\$52,096.16
Drainage Engineer	416	\$61.67	\$25,654.72
Electrical	754	\$76.26	\$57,500.04
Asst Elec Engineer	392	\$36.38	\$14,260.96
Structural	276	\$51.52	\$14,219.52
Fire Protection	40	\$84.98	\$3,399.20
QA/QC	114	\$113.63	\$12,953.82
Project Admin	64	\$41.68	\$2,667.52
	<u>9,253</u>		
Total Direct Salary Costs			\$570,201.04

2 LABOR AND GENERAL ADMINISTRATIVE OVERHEAD:

Percentage of Direct Salary Costs	<u>140.00</u>	<u>\$798,281.46</u>
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3 SUBTOTAL:

Items 1 and 2	\$1,368,482.50
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4 PROFIT:

15% \$205,272.38

Subtotal \$1,573,754.88

5 OUT-OF-POCKET EXPENSES:

a. Shipping	\$500.00
b. Travel & Subsistence	\$15,000.00
c. Printing	<u>\$9,000.00</u>

Total Out-of-Pocket Expenses \$24,500.00

6 SUBCONTRACT COSTS:

a. Surveys - Bartlett & West	\$49,054.00
b. Utilities - Bartlett & West	\$253,236.00
c. Road Design - Bartlett & West	\$180,352.00
d. Geotechnical - Tsi	<u>\$119,170.00</u>

Total Subcontract Costs \$601,812.00

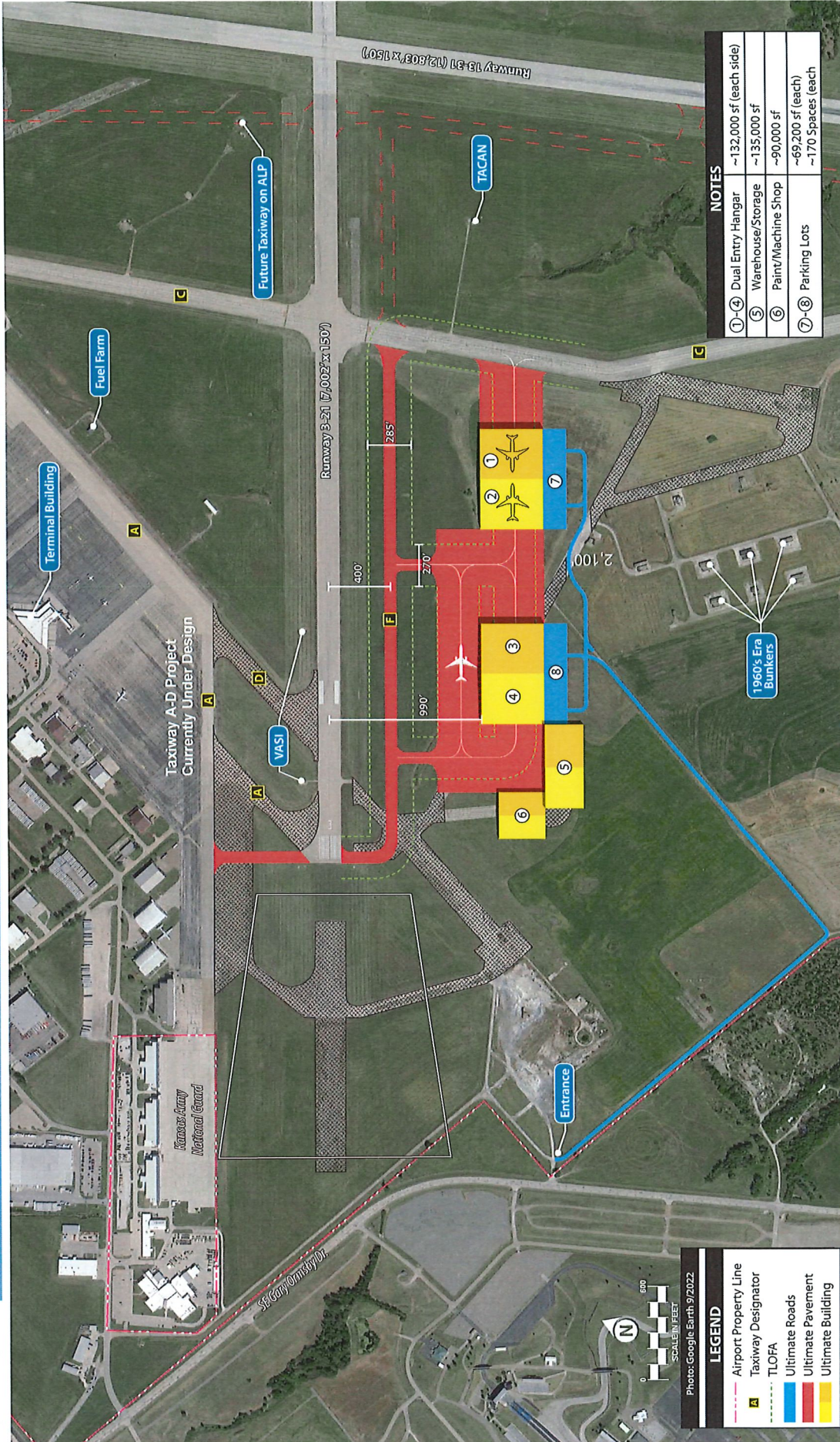
7 TOTAL FEE:

Items 1, 2, 3, 4, 5 and 6 **\$2,200,066.88**

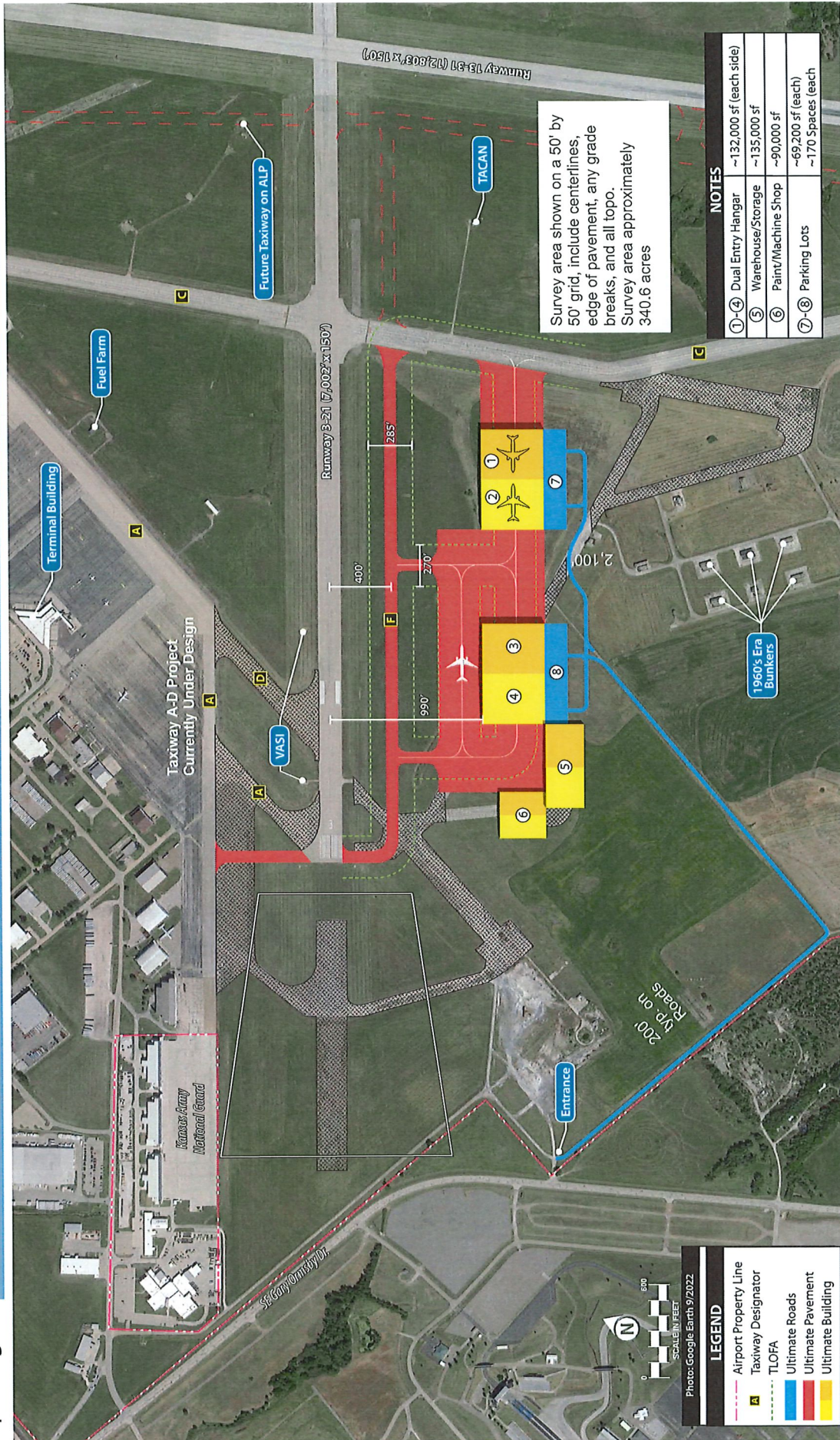
USE \$2,200,070.00 LUMP SUM

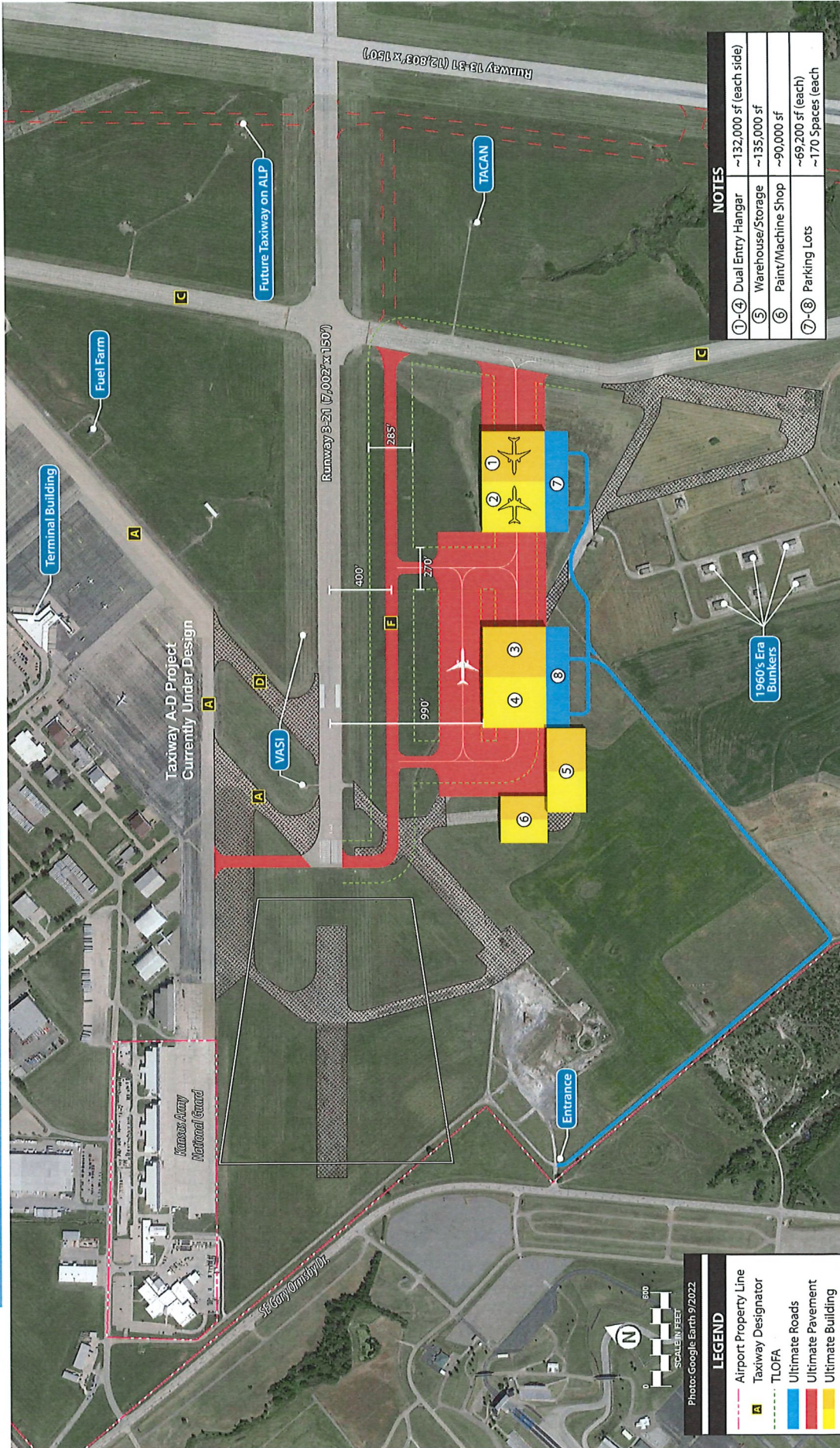
TOPEKA REGIONAL AIRPORT
FORBES FIELD
TOPEKA, KANSAS
ANCE, REPAIR AND OVERHAUL
LABOR HOUR DERIVATION

Agenda Item 5
Page 12 of 16

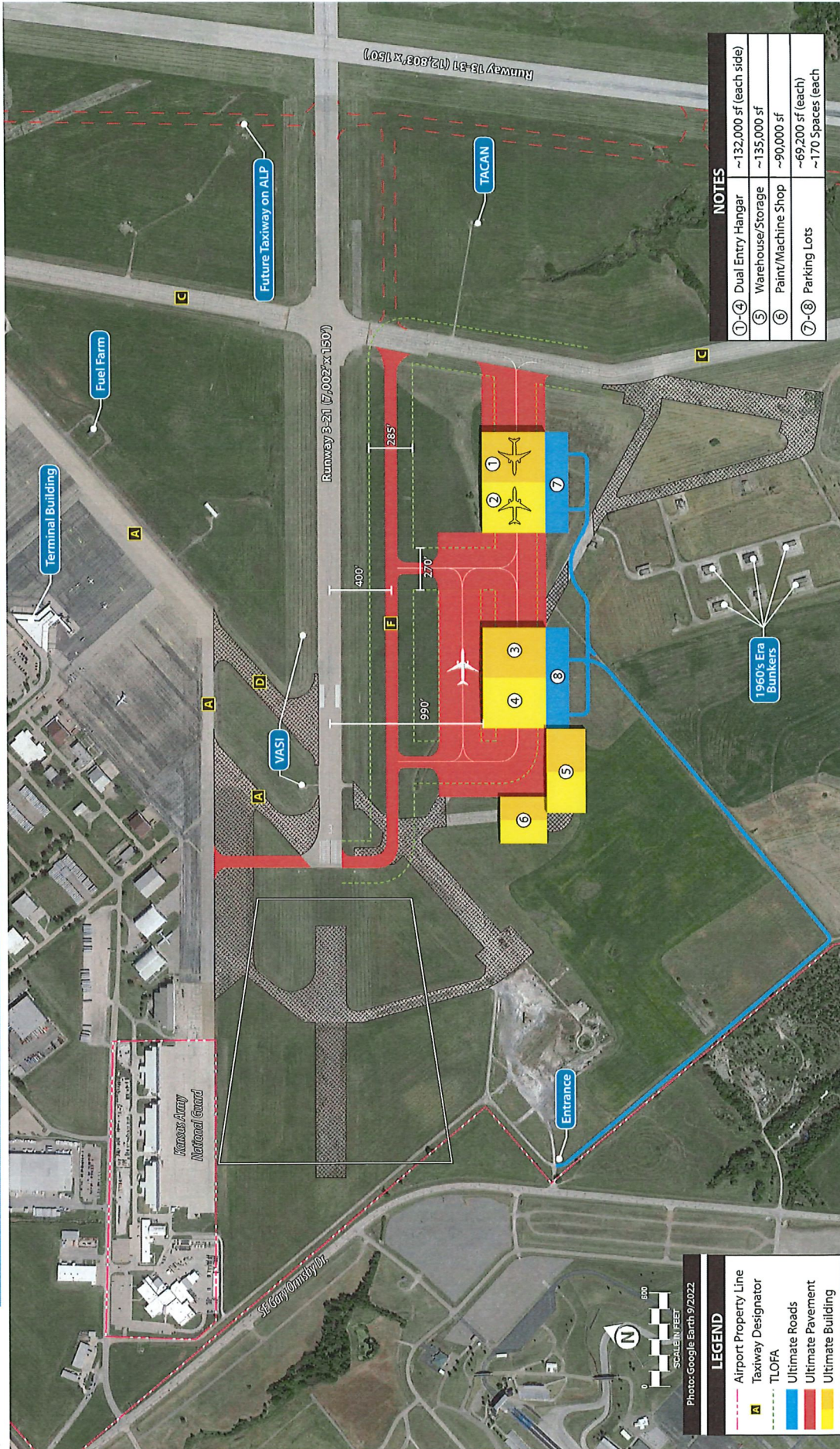


From "Focused Planning Study to Assess Maintenance, Repair, and Overhaul (MRO) Hangar Development Alternatives" December 2022 Prepared By Coffman Associates





From "Focused Planning Study to Assess Maintenance, Repair, and Overhaul (MRO) Hangar Development Alternatives" December 2022 Prepared By Colman Associates



From "Focused Planning Study to Assess Maintenance, Repair, and Overhaul (MRO) Hangar Development Alternatives" December 2022 Prepared By Coffman Associates

Office of: President

To: Board of Directors

From: Eric M. Johnson



Subject: **Consider Quotes for Fencing and Gate Installation at
201 SE University Blvd. (Bldg. #801) at Topeka Regional
Business Center. (Board Action Required)**

Date: May 12, 2023

As part of our on-going efforts to improve the appearance of the Topeka Regional Business Center, staff obtained quotes for the installation of a privacy fence at 201 SE University Blvd. (Building 801). Due to the nature of their business, the tenant in the building routinely has a collection of granite slabs and pieces stored near and around the west side of the building.

We obtained quotes from Davis Fence Co. and Kansas Fencing, Inc. Both provided quotes for similar fencing and gates. Davis Fence also provided an option to install a swing gate rather than a cantilever style which would reduce the overall cost.

I recommend the Board authorize the installation of the privacy fence and 24' swing gate offered by Davis Fence Co. at a cost of Seventeen Thousand Four Hundred Forty Dollars and No Cents (\$17,440.00).

Please contact me if you have any questions.

Davis Fence Co. Inc.
5001 SE Mercier
Topeka, KS 66609
(785)862-1849
www.davisfencecompany.com



Estimate 23-0225

ADDRESS

Terry Poley
Topeka, KS 66609

DATE
04/20/2023

TOTAL
\$13,440.00

EXPIRATION
DATE
05/11/2023

PRODUCT	DESCRIPTION	LF/QUANTITY
Sales	Material and installation for approximately 224 ft of 8 ft tall white metal fence using 4x4 galvanized posts and 2x3 metal stringers	224
Sales	*** If you choose to install a 24 ft swing gate with hold backs, add \$4,000 to the estimate total ***	1
Sales	*** If you choose to install a 24 ft cantilever gate add \$5,600 to the estimate total ***	1
Customer is tax exempt		

TERMS:

** If you choose Davis Fence for your fencing needs, we require a signed estimate form, signed conditions form, and a 50% deposit toward fencing materials prior to being scheduled. (Some exemptions apply)

The balance (plus or minus changes in work) is due upon completion unless other terms are agreed upon.**

TOTAL \$13,440.00

THANK YOU.

Price reflects 3% check or cash discount. If using Credit Card, the 3% will be added back into the total.

**All fence materials shall remain property of Davis Fence Company until the contract amount has been paid in full.

Accepted By

Accepted Date

Davis Fence Co. thanks you for your business!



KANSAS FENCING INC. 620 NW Gordon
TOPEKA, KS 66608 785-836-3180
KansasFenceCo.com

785-836-3175 fax

PROPOSAL/CONTRACT

Page 1 of 1
04/25/2023

Customer Information:

MTAA
Terry Poley
201 University Blvd
TOPEKA, KS 66619

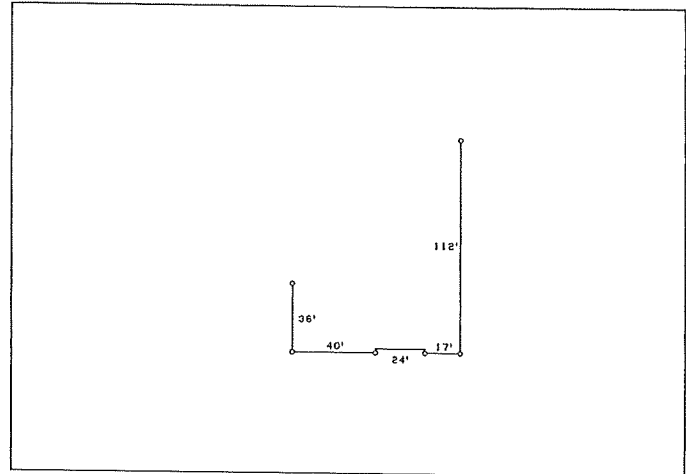
Job Information:

Notes:

Materials and labor to install 229' of 8' tall tin fence with one 24' cantilever gate. Cantilever gate to be chain link with privacy slats. NO Automation

Posts- 10' long Post Mater Posts set on 6' centers
Rails - 2 x 4 Ceader
Tin - White Panel Brilliant 29 plus Prime 8' tall white tin
24' x 8' chain link cantilever gate with black privacy slats

Exclusions: prevailing wages, union labor, permits, grading, staking, gate automation, private locates



KANSAS FENCING INC. agrees to guarantee above fence to be free from defects in materials and workmanship for two years. (One year for wood fences. See additional info regarding wood fences below).

KANSAS FENCING INC. is hereby advising customer that the responsibility for complying with zoning/planning regulations and obtaining any required permits shall rest with the customer. KANSAS FENCING INC. will assist the customer, upon request, in determining where the fence is to be erected, but under no circumstance does KANSAS FENCING INC. assume any responsibility concerning property lines or in any way guarantee their accuracy. If property pins cannot be located it is recommended that the customer have the property surveyed.

KANSAS FENCING INC. will assume the responsibility for having underground public utilities located and marked. However, KANSAS FENCING INC. assumes no responsibility for unmarked sprinkler lines, or any other unmarked buried lines or objects. The customer will assume all liability for any damage caused by directing KANSAS FENCING INC. to dig in the immediate vicinity of utilities. If underground lines are present in the location where the fence is to be erected, KANSAS FENCING INC. recommends moving the fence a minimum of 36" away from the underground utilities. If customer will not allow the fence to be moved to miss the underground lines, KANSAS FENCING INC. will need to hand dig the post holes. Customer understands that all hand dug holes will be charged an additional rate of \$50.00 per hole. Customer agrees to pay this additional cost when the final bill is received. Additional charges for any extra work not covered in this contract that was requested by the

customer will also be added. IF ROCK IS ENCOUNTERED WHEN DIGGING POST HOLES WHICH PREVENTS OUR STANDARD DIGGING EQUIPMENT FROM DIGGING THE HOLES TO THE PROPER DEPTH, IT MAY BE NECESSARY TO BRING IN ADDITIONAL EQUIPMENT TO REMOVE OR DRILL THROUGH THE ROCK. THE COST FOR ROCK EXCAVATION WILL BE BILLED AS FOLLOWS: \$250 TRIP CHARGE, PLUS \$50 PER HOLE DUG. The full amount of this contract along with any additional charges will become payable upon completion of all work whether or not it has been invoiced.

All payments are due upon receipt of invoice. All materials will remain the property of KANSAS FENCING INC. until all invoices pertaining to this job are paid in full.

The customer agrees to pay all interest and any costs incurred in the collection of this debt. Any refunds due to customer that were paid with a credit card will be charged a 3% processing fee. Customer agrees to allow KANSAS FENCING INC. to install at least one fence sign on finished product.

Customer understands when purchasing a wood fence that warping, cracking, splitting, weathering, shrinking, and expanding are all normal properties of wood and are not considered warranty issues. Customer understands that unless otherwise noted in the scope of work above, the posts will be pressure treated because of it's long life expectancy. These posts will warp after they are installed in the field. This warping is considered normal and are not warranty issues.

Approved & Accepted for Customer:

Customer Date

Accepted for KANSAS FENCING INC.:

Salesperson Date

Contract Amount: \$ 19133.62

Down Payment: \$

Balance Due: \$ 19133.62

Office of: President

To: Board of Directors

From: Eric M. Johnson 

Subject: **Consider Proposals for T-Hangar Roof Restoration
Utilizing "The Interlocal Purchasing System" (TIPS).
(Board Action Required)**



Date: May 12, 2023

The MTAA is responsible for all maintenance and repairs of our T-Hangars at Philip Billard Airport. In the past, we relied on the FBO to inform us of discrepancies that required our attention. Just prior to taking over as the FBO, we inspected the hangars and found that many had small leaks in the metal roofs that needs to be addressed.

Utilizing "The Interlocal Purchasing System" (TIPS), we solicited quotes from participating members for a spray applied roof system, similar to the type used on Hangar 10 and Hangar 17.

We received quotes for the work from Midwest Diversified, Inc. and PRORoof LLC. While both appear to be capable of completing the work, Midwest Diversified, Inc. provided the lowest cost and provides a twenty-year non-prorated warranty.

If the Board's decision is to move forward with this project, I would recommend the Board authorize staff to contract with Midwest Diversified, Inc. at a fixed cost of Three Hundred Ninety-Eight Thousand Dollars (\$398,000.00) for the installation of the Puma-XL roof system on all MTAA T-Hangars at Billard Airport. Midwest Diversified, Inc installed the roof systems on Hangars 10 and 17 and both have performed very well. In the event of a warranty issue, the vendor was responsive and made timely repairs.

Please contact me if you have any questions.

Office of: President

To: Board of Directors

From: Eric M. Johnson



Subject: **Consider Quote for Airfield Paint
Markings Removal
(Board Action Required)**



MTAA

METROPOLITAN TOPEKA AIRPORT AUTHORITY

TOPEKA REGIONAL
AIRPORT & BUSINESS CENTER

BILLARD AIRPORT

Date: May 12, 2023

The MTAA Maintenance Department is preparing for our annual airfield paint project. Some of the existing paint markings need to be removed with new marking installed in a different location. We have performed this task in the past by lightly grinding the surface but it is destructive and the paint in the grooves of the pavement surface cannot be removed by grinding. Staff identified a contractor that can media blast the pavement surface, which also removes the paint in the pavement grooves but is less destructive.

Masters Media Blasting, LLC provided a quote to complete the paint removal. The thickness of the paint in some areas may take more effort than other areas so the contractor provided a range of time they expect it may take.

I recommend the Board accept the quote provided by Masters Media Blasting, LLC at a cost not to exceed Eighteen Thousand Nine Hundred Sixty Dollars and No Cents. (\$18,960.00). Funds are available in line item 61915 – Airfield Pavement Maintenance.

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



Estimate

Date: May 10, 2023

Invoice #:

PO #:

Masters Media Blasting, llc
Topeka, Kansas
(785) 272-0663

Customer: Terry Poley, Director of Maintenance
Metropolitan Topeka Airport Authority
6510 SE Forbes Ave.
Topeka, KS 66619
(785) 862-0711
mtaa-topeka.org

Job Description

Payment Method

Aprox 450' x 18" Paint Lines (reflective with rigid asphalt)	Check
--------------------------------------------------------------	-------

Qty/Hrs	Description	Rate/Cost	Line Total
42-57	General Labor	\$75/Hour	\$3,150-\$4,275
53-75	Media Blasting	\$150/Hour	\$7,950-\$11,250
3-4	Mobile Fee	\$285	\$855-\$1,140
12-17	Additional Daily Mobile Fee	\$135	\$1,620-\$2,295

*Check can be made out to Masters Media Blasting

Subtotal	\$13,575-\$18,960
Sales Tax (9.35%)	
Total	\$13,575-\$18,960

We very much appreciate your business and look forward to working with you again in the future!